**Sign-up Permission (Listed below the title in the elective description)**

MS 3’s: Requires Course Director’s approval on Course Preference form

This block means that you must see the course director for approval and secure his/her signature during the initial sign-up process in the third year.

**How to Drop and Add**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 19</td>
<td>Drop/add of classes begins</td>
</tr>
<tr>
<td>June 30</td>
<td>Last day to drop/add July classes.</td>
</tr>
</tbody>
</table>

Registration for drops and adds will be done via the myUTH system.

“Procedures to Drop and Add” are currently being finalized and will be posted here when completed.

**How to arrange a Special Project or Ad Hoc Elective**

A Special Project or ad hoc elective is one you arrange with a UT-H faculty member. *(It is not an extramural or "away" elective.)* Following the title section for most departmental sections in this catalog you will find a list of special topics and the faculty to contact if you wish to arrange a special project or ad hoc elective. You are not, however, limited only to the faculty and topics listed. You must use the “Special Project” form obtainable in the Student Affairs Office, MSB G.400 or on the web:


Follow these procedures to receive elective credit for such an elective:

1. Call or visit the faculty member to discuss the topic, your interests and goals, and find out how he/she would work with you and what you will be required to accomplish by the end of the month.
2. Have the faculty member complete and sign the Special Project form (forms are available in Student Affairs or on web).
3. Submit the form to the Student Affairs Office at least **60 days prior** to the date you are scheduled to begin the project.
4. The project will be reviewed for its appropriateness, and a copy of the approved form will be placed in your student mailbox. If the project is not approved, you will also be notified via email, page, or mailbox.