



Email to: [smartinez1@tamu.edu](mailto:smartinez1@tamu.edu)

Or

FAX to 979-845-6594

**COMM 691 Course Request**

FROM:

UIN:

EMAIL:

PROFESSOR:

Please create a COMM 691 course for me:

YEAR:

SEMESTER:  Spring  Summer I  Summer II  10 Week Summer  Fall

Summer: Do you need access to the Rec Center both summer sessions?  Yes  No

ABSENTIA  Yes  No

To qualify for *In Absentia* registration, a student must not have access to or use facilities or properties belonging to or under the jurisdiction of The Texas A&M University System at any time during the semester or summer term for which they are enrolled. A student who qualifies for *In Absentia* registration is required to register each subsequent fall and spring semester for a minimum of one and maximum of four credit hours of 691, 684, 685 or 692. Departments and colleges may have additional or higher requirements. An international student may have additional registration requirements depending on their visa status. They should consult with the International Student Services Web site or an International Student Services advisor to obtain current information on these requirements (refer to Graduate handbook for COMM 691 enrollment policy).

Have you enrolled in 691 hours before?  Yes  No

Will you have completed all required coursework (excluding COMM 691 hours) the semester you wish to enroll in 691?  Yes  No

If the answer to EITHER of these questions is "No" please indicate below the anticipated date of thesis defense, preliminary examination, or end of coursework. (Please see pg. 14 of Graduate Handbook for rules regarding COMM 691 enrollment)"

THESIS DEFENSE DATE:

PRELIMINARY EXAMINATION DATE:

END OF COURSEWORK DATE:

**Committee Chair Signature**

*This form should be completed, signed by the student and the faculty and then sent to Silvia Martinez at [smartinez1@tamu.edu](mailto:smartinez1@tamu.edu). You will receive the course information once the course is created. It is the student's responsibility to register for the correct number of course credits. The registration portal may default to one credit hour and can be adjusted by using the add/drop feature in Howdy.*