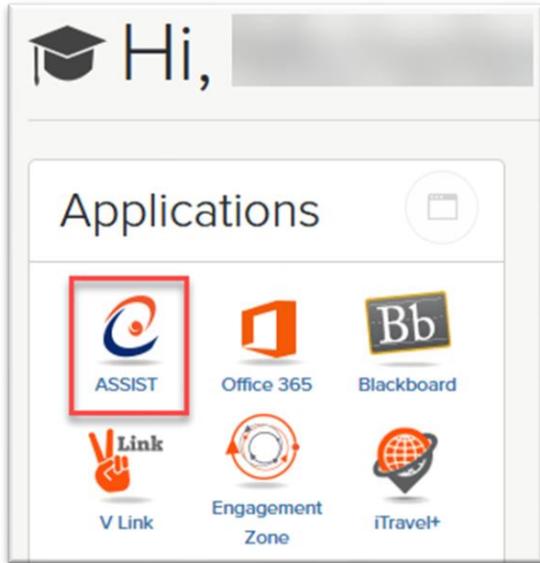


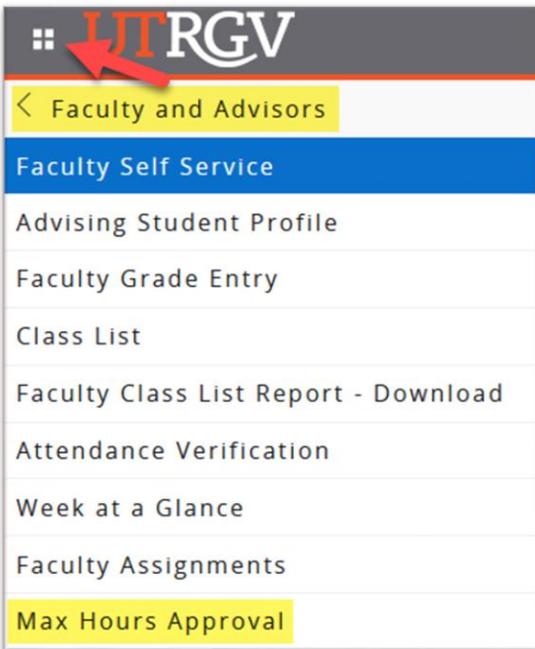


## Student Maximum Hours for Enrollment in ASSIST

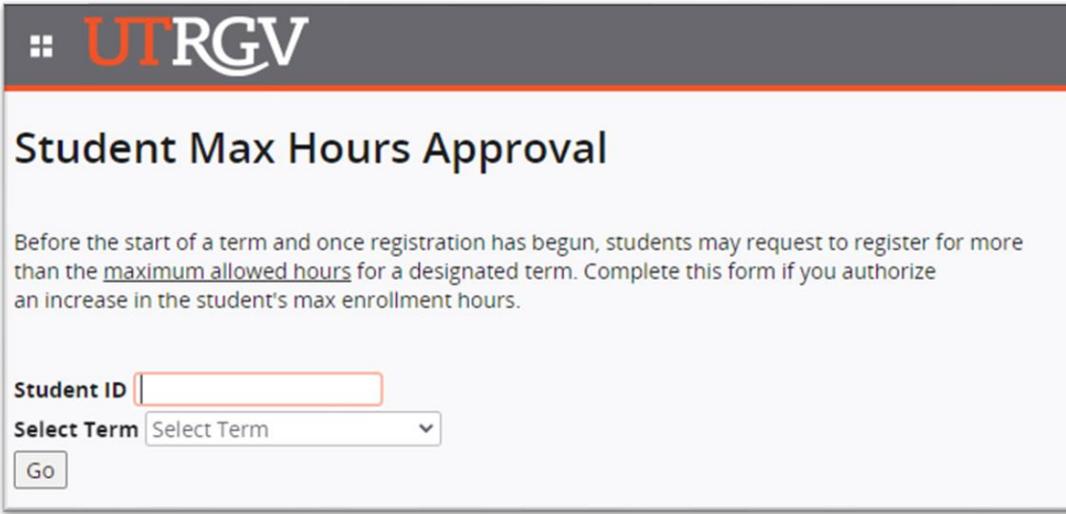
Log in to [my.utrgv.edu](http://my.utrgv.edu) and navigate to Assist.



To navigate to the main page, you will go to the four squares on the top left corner. From there, the path will be ASSIST → Faculty and Advisors → Max Hours Approval.



This is the layout of the page. Please enter the student ID and the term.



The screenshot shows the top of the UTRGV website with the logo. Below the header is the title "Student Max Hours Approval". A paragraph explains that students can request more hours than the "maximum allowed hours" for a term. The form includes a "Student ID" text input field, a "Select Term" dropdown menu with "Select Term" as the selected option, and a "Go" button.

After hitting Go, the page will populate the student's name, current max hours, and enrolled hours for the term. This is where you will enter the new max hours value.



The screenshot shows the same UTRGV website header and title. The explanatory paragraph is present. The "Student ID" field is now populated with a blurred name. The "Select Term" dropdown menu is set to "Summer II 2023". A "Go" button is highlighted with a blue border. Below the form, the following information is displayed: "Student Name Pruneda, Tomas E.", "Current Max Hours 7", and "Enrolled Hours 3". There is a "New Max Hours" text input field and a "Submit" button.

After clicking Submit, a confirmation page will display. Click the 'Return to Max Hour Approval' button to submit another max hour change. The 'Home' button takes you back to the *Faculty and Advising Services* homepage.

**Student Max Hours Approval** ✔ Record(s) successfully saved.

Your Max Hour Approval of 18 has been submitted for [redacted] for the term Fall 2023.

By completing this form, you authorize an increase in maximum enrollment hours for the student identified. The increase is effective now for the designated term. Please communicate to the student that (s)he should attempt registration.

[Return to Max Hour Approval](#)

[Home](#)

Both the student and Faculty/Advisor submitting the update will receive a confirmation email.

Examples of those emails are shown below:

#### Student Confirmation Email

Dear [redacted],

This email serves as confirmation that a request was received and completed to increase the number of semester credit hours you are permitted to enroll in for Fall 2023. Although the increase does not expire, we urge you to enroll in the additional class(es) as soon as possible to avoid seats filling up. If you have any questions, email [registrar@utrgv.edu](mailto:registrar@utrgv.edu) or call (956) 882-4026.

Office of the University Registrar  
[registrar@utrgv.edu](mailto:registrar@utrgv.edu)  
(956) 882-4026

#### Faculty/Advisor Email

Dear [redacted],

This email confirms you processed an increase in the maximum enrollment hours for the student and term listed here:

[redacted]

SID: [redacted]  
Term: 202410 - Fall 2023  
New Total Maximum Enrollment Hours: 20

This change is recorded and tracked within Banner. You may choose to keep this notification for your records if and as needed.

Office of the University Registrar  
[registrar@utrgv.edu](mailto:registrar@utrgv.edu)