

Guidelines for Approval of Registration for Restricted Graduate Courses

REGISTRATION PROCESS:

1. Please meet with your advisor to determine the appropriate class and prefix they will be working with you on during the upcoming semester.
2. Once the form is completed, please have them sign it. Your signature is also required. **If you are taking Independent Study (XXX 6908), please attach a syllabus to this form.**
3. Bring the completed form to Engineering I-107 *at least* one week prior to the first day of classes. Turning in this form after this time, may result in late registration fees. You must be present to register.
4. Wait for the Academic Affairs Staff Member to process your form and override you into your class.
5. Check your schedule prior to the end of the add/drop period to insure that you are registered for the correct class, number of credit hours, and with the correct faculty member. If any of these items are not correct, you **MUST** contact Academic Affairs, **before the end of add/drop week**, for further assistance.

**Proper signatures and required paperwork should be obtained
BEFORE submitting the form into ENG-I 107 for processing.**

Full-time Course Load Requirements: 9 credit hours per semester or 6 credit hours during summer semesters.

You must be **FULL TIME** to remain on contract as a **GA, GRA, or GTA**.

With the following exceptions:

▶ For master's students who have completed **all** required course work and their remaining requirement is thesis hours only, a full time load is **3 credit hours of thesis credit** (XXX 6971).

****Enrolling in thesis credit and another class will negate this exception.****

▶ For doctoral students who have passed the candidacy exam and are registered for dissertation (XXX 7980) hours only, full-time is **3 hours**.

Note to Thesis Students

▶ Must enroll in thesis hours **every** semester (including summer) once you begin taking the hours, even after all required hours for your MS degree have been completed.

▶ You must have an approved **Thesis Advisory Committee Form** on file with the College of Graduate Studies or our office will not process your request.

Requirements to Register for Dissertation Hours (XXX 7980)

▶ Must have passed the candidacy exam.

▶ Must enroll in dissertation hours **every** semester (including summer) following completion of the candidacy exam requirement, even after all required hours for your doctoral degree to have been completed.

▶ You must have an approved **Dissertation Advisory Committee Form** on file with the College of Graduate Studies or our office will not process your request.

**Please verify that your registration is correct
by visiting the MyUCF PORTAL (www.my.ucf.edu) and
selecting the "Student Self Service" option.
Your current class schedule will be displayed.**

