

# 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. **The syllabus must at minimum include: Course Objectives, Course Description & Content Overview (describing the topics for the core of knowledge to be learned), Workload & Assignments, Sources of Materials, and a Grading Scale/Policy. At the latest Independent Study requests must be submitted by the Tuesday of the first week of classes for proper review.** Submitted request after this time may require late add paperwork with the College of Graduate Studies and possible late registration fees.
3. Bring the completed form to Engineering I-107 *at least* one week prior to the first day of classes. You must be present to register. If you cannot register in-person, please e-mail this approved form to [gradengr@ucf.edu](mailto:gradengr@ucf.edu) with a photo identification from your knights e-mail account. Forms will only be processed during standard business hours.
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 ensure that you are registered for the correct class, number of credit hours, and faculty member. If any of these items are not correct, you must contact Academic Affairs, before the end of the first week of classes, for further assistance.

**Proper signatures and required paperwork should be obtained **BEFORE** submitting the form to 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, GTA, or Grader.**

### **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 credits 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:**

- ▶ You 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 your initial request for thesis enrollment will not be approved.
- ▶ You must enroll in thesis hours **every** semester (including summer) once you begin registering in thesis hours, even after all required hours for your MS degree to have been completed.

### **Requirements to Register for Dissertation Hours (XXX 7980):**

- ▶ You must have passed the candidacy exam/requirement.
- ▶ You 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. This form is due the Friday before classes begin at 11 AM.

**When possible this form is due no later than the Monday preceding the first day of classes to avoid any late registration fee charges.**

# Graduate Special Registration Access Form

Enrollment in any of the following Restricted Graduate Courses requires the completion of this agreement.

## Restricted Graduate Courses

<u>General Title</u>	<u>Course Number</u>
<input type="checkbox"/> Directed Independent Study <small>Accompanied by a syllabus which must at minimum include the key components described in the instructions.</small>	6908
<input type="checkbox"/> Directed Research <small>ECE MS and PhD students cannot enroll in this course. This course cannot be used in a Thesis Program of Study.</small>	6918
<input type="checkbox"/> Internship <small>For MSDF Students Only</small>	6946
<input type="checkbox"/> Study Abroad	6958
<input type="checkbox"/> Thesis <small>You must have a committee form on file to enroll in this course.</small>	6971
<input type="checkbox"/> Doctoral Research	7919
<input type="checkbox"/> Doctoral Dissertation <small>You must pass candidacy by the Thursday preceding the first day of classes to enroll in this course.</small>	7980

Student's LAST Name: \_\_\_\_\_ Student's FIRST Name: \_\_\_\_\_

UCF ID: \_\_\_\_\_ E-mail Address: \_\_\_\_\_@knights.ucf.edu Phone: \_\_\_\_\_

Program: \_\_\_\_\_ Semester (select one):  Fall  Spring  Summer Year: \_\_\_\_\_

Course Prefix: \_\_\_\_\_ Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

I accept responsibility for all enrollment issues associated with this course. This includes, but is not limited to, insuring that the CECS Academic Affairs Office enrolled me in the correct class as specified above, paying the course's associated fees, and other issues outlined at: <http://www.students.graduate.ucf.edu/policy/>

I authorize CECS staff to register me for the listed course if approved by CECS. I have read the Student Financial Responsibility Statement and Promise to Pay documents found on the Student Accounts website (<https://studentaccounts.ucf.edu/wp-content/uploads/sites/6/Student-Financial-Responsibility-Statement-and-Promise-to-Pay.pdf>) or which were provided by my advising office. I further understand that said document includes course enrollment facilitated by a university representative. By signing here, I accept the terms of this agreement.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**PRINT** Instructor's Name

### OFFICE USE ONLY

Date Received: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Processed By: \_\_\_\_\_

**Student's Class  
Number:**  
\_\_\_\_\_

Form Last  
Updated  
3/16/2018