

Registration Procedures:

If you are **not** in candidacy (passed QE), you must be **advised by your Division Graduate Adviser** before you can register. This is true even if you have finished all your coursework.

When you let Char know you've been advised, she can remove your registration bar.

If a course is **restricted by our department**, you must email the professor and get permission and then send that email to Char so that she can add you to the class.

If a course is **restricted by another department**, you must email the professor for permission and copy the Graduate Coordinator so she can follow up with the department after you receive permission. Every department has different policies. Always include your EID.

Dissertation students – Once in “PhD Candidacy” you must always register for dissertation hours in each fall and spring (at least 3 hours). The Graduate School runs a program to register students who were in dissertation the previous long semester automatically, if they do not have any current registration bars. The program uses the same hours as the last long semester. So if you were registered for 999W in the Spring, the program will register you for 999W in the Fall. **You should always check your registration to make sure you are in the correct number of hours.** This program does not run in the Summer so you must register yourself for Summer dissertation hours.

Thesis A and B – Thesis A is restricted so that students do not take it more than once. Thesis B can be taken as many times as is necessary to graduate.

You must be in Thesis B or Dissertation the semester you graduate, no matter how many times you took them before.

The Registrar shows all registration access times in the schedule and on their website, but that does not mean that you can register during all those times. You should consult your RIS to see when your specific times are:

<http://registrar.utexas.edu/students/registration/before/ris>