

## Registration Procedures:

If you are **not** in candidacy, 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 bring or email the signed form to the Graduate Coordinator, she will clear you to register.

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

If a course is **restricted by another department**, (BME EDP, MAN, PA, etc.) 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** – dissertation hours with an R behind the numbers indicate it is the first dissertation and should only be taken once. They are restricted so that students cannot register for them twice so the first semester of dissertation the Graduate Coordinator will register you. After that, you should always register for the dissertation hours with a W. 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 W 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>