

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
Internship <small>For MSDF Students Only</small>	6946
^ Study Abroad	6958
^ Thesis <small>You must have a committee form to enroll in this course.</small>	6971
^ Doctoral Research	7919
^ Doctoral Dissertation <small>You must pass candidacy by the department 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: _____ Level: _____ 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: _____	Student's Class Number: _____	Form Last Updated
Date Processed: _____		12/2/2020
Processed By: _____		

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. **You must submit a full syllabus for consideration. Requirements for a full syllabus can be found at: <http://fctl.ucf.edu/TeachingAndLearningResources/CourseDesign/Syllabus/>. 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 cecsgradregistration@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 cecsgradregistration@ucf.edu or ENG-I 281 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 POS and Committee** on file with the College of Graduate Studies or your initial request for thesis enrollment will not be approved.

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 Committee** on file with the College of Graduate Studies or our office will not process your request.

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