Students may add/drop/swap courses online through the last day to register, as designated on the Academic Calendar. Students pursuing a full-time program of graduate study should register for a minimum of nine credit hours each fall/spring and six credit hours each summer (registration in summer is optional). General registration requirements are available in the Graduate Catalog and on the university Registrar’s website.

All new students are required to obtain approval from a faculty advisor on a registration form prior to registering in their first semester.

In subsequent semesters, students in good academic standing can register online, or by emailing a complete registration request from their UTD email account to Ashley Bradberry. Students on academic probation will not be permitted to register until the current semester grades have been posted.

Occasionally, there are Service Indicators “holds” placed on student accounts. Holds most commonly result from missing documents, unpaid fees, or financial aid issues. All holds must be resolved before the student can register.

Master’s thesis and doctoral students are required to obtain registration approval from their research advisor every semester. Students must register for a minimum of three credit hours during the semester in which any major degree examination, such as the QE, proposal, or during the semester the thesis or dissertation* is defended or submitted for approval.

Approval from the research advisor is required to register in Research, Thesis, and Dissertation. Students will submit approved requests to the graduate program administrator for processing.

Master’s: MECH 6V97 Research in M.E. MECH 6V98 Thesis  
Doctoral: MECH 8V70 Advanced Research in M.E. MECH 8V99 Dissertation

International students must also abide by the enrollment requirements listed on the International Students and Scholars Office (ISSO) website to maintain their visa status.

Graduating doctoral students who will orally defend the dissertation and anticipate having all final materials submitted to the graduate school by the deadline, may enroll in as little as one credit hour. Students may use the one-hour rule one time. This applies to all doctoral students.
Common Holds & How to Resolve Them

Service Indicators/Holds are used by University officials to bring your attention to potential missing documents, unpaid fees, or important information about your account. It is important that students review their account regularly and take care of holds as quickly as possible.

**Cannot Register Online**: Assigned to all new students at time of admission and removed by Ashley Bradberry after completing department orientation. Exception: PhD & MS-Thesis: hold remains on account as part of program req.
  – Contact: Ashley Bradberry, Ashley.bradberry@utdallas.edu

**Academic Department Hold**: Usually an indicator of a missing document in the department office; degree plan, AOP form, etc.
  – Contact: Ashley Bradberry, Ashley.bradberry@utdallas.edu

**Admissions/Missing Documents**
  – Contact: Office of Admissions, admission@utdallas.edu

**Student Health**: Completion of health screening is required.
  – Contact: Student Health Center, healthcen@utdallas.edu

Common Course Permissions and Who to Contact

Permissions may be placed on a course for various reasons. The most common reasons are to assist with managing class sizes and to ensure pre-requisites are completed.

**Department Consent**: Enrollment is being monitored by one or multiple departments.
  – Contact the **graduate advisor** of the department offering the course for approval.
  – MECH courses: Ashley Bradberry

**Instructor Consent**: Enrollment is being monitored by the instructor.
  – Contact the instructor teaching the course for approval.

**Missing Pre-requisites**:
  – Contact the instructor teaching the course for approval.
# Registration Form

**Office of the Registrar**

This Form Must Be Returned to the Registrar’s Office to Ensure Processing. Refer to the online class schedule, [www.utdallas.edu](http://www.utdallas.edu), to determine advisor approval. Please print legibly.

**Student Name:**
- Last Name ____________________
- First Name ____________________
- MI ____________________

**UTD-ID:**
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

**Semester (check processing term):**
- [ ] Fall 20___
- [ ] Spring 20___
- [ ] Summer 20___

**Registration/Add/Drop/Withdrawal Form**

In the first column below, circle the code that corresponds to your enrollment request.

<table>
<thead>
<tr>
<th>R=Register and Add</th>
<th>D=Drop (circle one)</th>
<th>5-Digit Class Number REQUIRED</th>
<th>Subject Prefix</th>
<th>Course #</th>
<th>Section #</th>
<th>Credit Hours</th>
<th>Instructor Signature</th>
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*Required when instructor consent is needed

*Required for research hours

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**Withdrawal From UTD**
- I wish to withdraw from UTD. I do not plan to return to UTD. [ ] (WU)

**Class Withdrawal Reason**
- [ ] Academic Reasons
- [ ] Non-academic Reasons

**Undergraduates:** If your withdrawal is for any non-academic reason, you must submit a petition to withdraw through the Director of Undergraduate Advising. If you do not submit a petition in a timely manner, your withdrawal will be treated as an academic withdrawal.

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**I understand it is my responsibility to withdraw from courses for which I am registered and do not attend, and it is my responsibility to read and understand the deadlines for refunds and for dropping classes according to the calendar in the class schedule. I further understand and agree that payment for tuition and fees is due by the published date in the schedule to avoid cancellation of my classes. I also understand that any refund will be based on the refund schedule set forth in section 54.006 of the Texas Education Code published in the UTD Catalog. Please Note: All withdrawals are subject to the rules and deadlines in the online class schedule.**

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**Student:**
- [ ]
- Date ____________________
- School/Associate Dean: ____________________
- Date ____________________

**Advisor:**
- [ ]
- Date ____________________
- Under/Graduate Dean: ____________________
- Date ____________________

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**Required Signature**
- [ ]
- Date ____________________

**Required Signature**
- [ ]
- Date ____________________

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**Mechanical Engineering**