REGISTRATION FLOW CHART
Policies & Procedures for graduate students to get their advising bar cleared and to register for classes.

NEW GRADUATE STUDENTS registering for their first semester

Master’s Students

PhD Students

Get Registration Form for First-Semester ECE Graduate Students.

Fill out your form. Go to Selecting Courses for detailed information.

Get your advisor’s signature on the form.
Each form will indicate whose advisor signature you will need.

Submit form to the ECE Graduate Student Office, ENS 101, to get your advising bar cleared.
Students can also fax the form to (512) 475-7692.

To register for individual instruction courses, however, graduate students are required to submit a Registration in Individual Instruction Courses Form to the ECE Graduate Student Office, ENS 101. The individual instruction courses are: EE 398R, EE 698A, EE 698B, EE 398T, EE x97C, EE x97G, EE 397K, EE 397M. The faculty member(s) grading the course must sign the Registration in Individual Instruction Courses Form.
Make sure you have no other bars, which could prevent your access to the registration system, by checking your Registration Information Sheet (RIS), https://utdirect.utexas.edu/registrar/ris.WBX, before your Access.

Check the Registrar’s Course Schedule, (www.utexas.edu/student/registrar/schedules/index.html) or the Registration Information Sheet (RIS), https://utdirect.utexas.edu/registrar/ris.WBX for your individual access times.

Registration for current students for both Summer and Fall semesters begins in April and registration for Spring semester begins in October. Registration continues through the fourth class day of spring and fall semesters or the second class day of summer semesters.

Register via the registrar's online services (ROSE) or via the Texas Enrollment Exchange telephone registration system (TEX), (512) 475-9500.

Use ECE Department course schedule (www.ece.utexas.edu/course_schedules/) for information in real-time about EE courses, faculty, textbooks, course descriptors, and course syllabi.

Use online Registrar’s Course Schedule (www.utexas.edu/student/registrar/schedules/index.html) further information about advising requirements, Registration Information Sheets (RIS), registration access periods, late registration, add/drop procedures and billing schedules.

Complete Registration by paying your fee bill by the corresponding access period deadline of you registration and add/drop access. Go to Student Accounts Receivable [http://www.utexas.edu/business/accounting/sar/] for tuition.

Related Registration issues:
- Academic calendars: www.utexas.edu/student/registrar/cals.html
- Adding and Dropping Courses: www.utexas.edu/ogs/student_services/registration/add_drop.html
- Affiliated Studies (study abroad): www.utexas.edu/ogs/student_services/registration/affiliated_studies.html
- Continuous Registration: www.utexas.edu/ogs/student_services/registration/continuous.html
- Course Schedule (Office of the Registrar): www.utexas.edu/student/registrar/schedules/index.html
- Final exam schedules: http://utdirect.utexas.edu/rgexam/getyys.WBX
- Full Time Student Status: www.utexas.edu/ogs/student_services/academic_policies/fulltime.html
- Graduate Student Services Office (homepage): www.utexas.edu/ogs/student_services/index.html
- In Absentia Registration (Summers ONLY): www.utexas.edu/ogs/student_services/registration/in_absentia.html
- Late Registration: www.utexas.edu/ogs/student_services/registration/late_register.html
- Office of the Registrar: www.utexas.edu/student/registrar/index.html
- Registration Requirement for the Final Semester: www.utexas.edu/ogs/student_services/registration/final_semester.html
- Withdrawal: www.utexas.edu/ogs/student_services/registration/withdrawal.html

Sources:
- General Information catalog: http://www.utexas.edu/student/registrar/catalogs/