Mechanical Engineering
Registration Guide

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 the graduate program administrator. 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 the graduate program after completing department orientation.
Exception: PhD & MS-Thesis: hold remains on account as part of program req.
— Contact: ME Graduate Program, MEGrad@utdallas.edu

Academic Department Hold: Usually an indicator of a missing document in the department office; degree plan, AOP form, etc.
— Contact: ME Graduate Program, MEGrad@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: MEGrad@utdallas.edu

Instructor Consent: Enrollment is being monitored by the instructor.
— Contact the instructor teaching the course for approval. Obtain approval on a registration form and forward to MEGrad@utdallas.edu.

Missing Pre-requisites:
— Contact the instructor teaching the course for approval. Obtain approval on a registration form and forward to MEGrad@utdallas.edu.