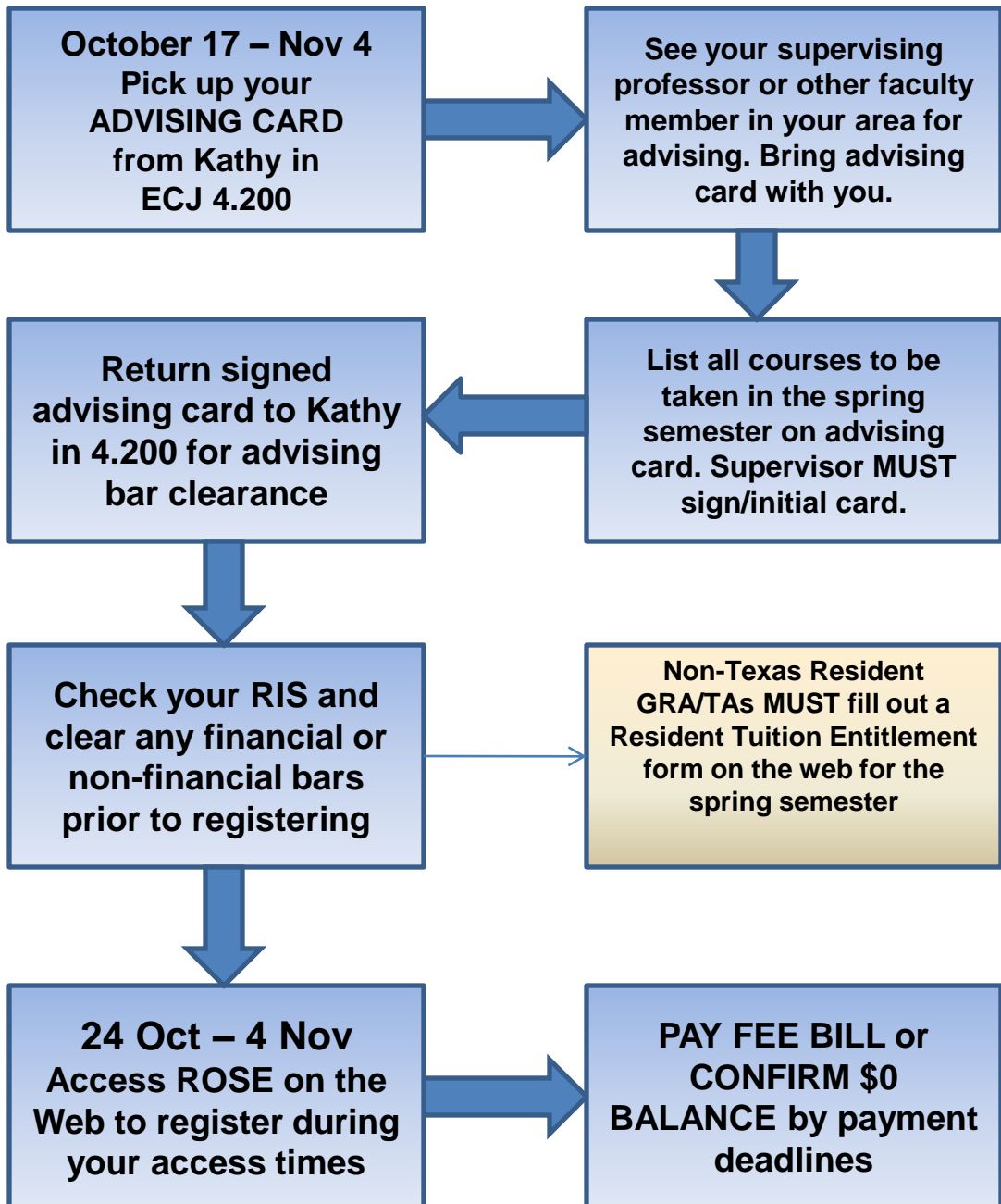


CAEE Graduate Student Advising and Registration Steps Spring 2012





Civil, Architectural and Environmental Engineering

IMPORTANT DATES TO REMEMBER for SPRING 2012

20-26 October	Academic advising for continuing students for spring 2012 semester
24 October - 4 November	Registration for the spring semester
8 November	Tuition bills for spring semester distributed via email
10 January	Registration for new and readmitted students
11 January	Registration for continuing students not yet registered
12-13 January	Add/drop period
16 January	Martin Luther King Day – Holiday
17 January	Classes begin (Tuesday)
20 January	Spring tuition payment/confirmation deadline Pay or confirm fee bill by 5 pm or registration will be canceled LAST DAY to register and pay tuition without the approval of the graduate dean LAST DAY graduate students can add/drop via the web
1 February	LAST DAY to add a class LAST DAY to drop a class for a refund Payment for ADDED classes due
12-17 March	SPRING BREAK
22 March	LAST DAY to apply to graduate in May
26 March	LAST DAY to change registration in a class to or from credit/no credit
11-20 April	Academic advising for continuing students for summer and fall 2012 semesters
16-27 April	Registration for the summer and fall semesters
4 May	Last class day LAST DAY to submit thesis, report, or dissertation for May graduation
9-15 May	Spring semester final examinations
18-19 May	Commencement ceremonies



Civil, Architectural and Environmental Engineering

REGISTRATION WEBSITES

Registration Information Sheet (RIS)

<https://utdirect.utexas.edu/registrar/ris.WBX>

Resident Tuition Waivers by Reason of Employment

<https://utdirect.utexas.edu/acct/fb/waivers/index.WBX>

Online Registration

<http://registrar.utexas.edu/students/registration/index.html>

My Tuition Bill

Pay or confirm tuition online.

The phrase "Your registration is complete" will appear when you have paid/confirmed your fee bill.

https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX

**ALL GRADUATE STUDENTS ARE RESPONSIBLE FOR THEIR OWN
REGISTRATION, PAYMENT and/or CONFIRMATION OF ATTENDANCE**

GENERAL INFORMATION

1. If you are registering for **less than 9 hours** in the SPRING you must fill out a Request for Reduced Registration form (available in Kathy's office) and have it approved by your Graduate Advisor. **Registration for less than 9 hours is granted only for valid reasons and on a case by case basis.** Students with GRA/TA/Grader positions or with Fellowships **MUST** be registered for a **minimum of 9 hours** in the FALL/SPRING semesters and **3 hours** in any SUMMER session.

Non-Texas residents who will be employed for 20 hours/week as a GRA or TA must complete a ***Resident Tuition Entitlement Form*** in order to receive in-state tuition. **The form MUST be submitted each semester.** The spouse of an employed non-resident student is also eligible to receive in-state tuition; a form is also available for this purpose. These forms are submitted on the web:

<https://utdirect.utexas.edu/acct/fb/waivers/>

Click "Request Waivers" and follow the steps. You will receive a message that the request is approved, unless documentation is required. Once approved, the waiver will be added to your fee bill immediately.

2. Registration for most seminars or special studies courses (ARE 382, CE 197S-697S) must be on a credit/no credit basis.
3. All registrations for thesis, graduate school report, departmental report, or dissertation are on a credit/no credit basis, and **once you begin registering for it you must continue to register for it until you graduate.** Some exceptions to this rule can be made—check with Kathy for more information.
4. **The first time that you register for thesis, you register for 698A; every time thereafter, you register for 698B. The first time that you register for dissertation, you register for either 3,6, or 999R; every time thereafter, you register for 3,6, or 999W.**
5. **You cannot register for dissertation (X99R & W) until your Application for Candidacy papers have been approved by the Graduate School.** Once you have been officially admitted to candidacy, you **must** register for dissertation and continue registering for dissertation until you graduate.
6. **YOU MUST PAY YOUR FEE BILL OR, IF YOUR FEES ARE \$0, CONFIRM THAT YOU WILL ATTEND, BY THE PUBLISHED DEADLINE OR YOUR REGISTRATION WILL BE CANCELED;** you will then need to register again during one of the subsequent Access Periods and possibly be charged a **LATE FEE.**

Consult your Course Schedule for Payment Procedure Details and additional registration periods if needed.