

Guide to Registration and Waitlists

REGISTRATION See: <http://www.utexas.edu/student/registrar/registration/>

Registration at the University of Texas at Austin is a process that includes academic advising with a faculty or staff member, registering for classes on the World Wide Web, and paying a tuition and fee bill. Each semester, students enrolled at the University are able to register for the following semester. Students enrolling for the first time may attend an orientation session that offers the opportunity to register. Other new and readmitted students may register during the week before the semester begins. Below are steps that are essential to successful registration for classes at the University of Texas at Austin. For detailed information, see the fall, spring, or summer *Course Schedule*. If you still have questions after reading the *Course Schedule*, call the registration helpline at (512) 475-7656.

• SEE YOUR RIS (REGISTRATION INFORMATION SHEET) See: <https://utdirect.utexas.edu/registrar/ris.WBX>

Your RIS, or registration information sheet, lists your access period and access time, advising information, registration bars, and addresses.

• CONSULT A COURSE SCHEDULE See: <http://www.utexas.edu/student/registrar/schedules/>

The *Course Schedule* provides detailed information on registration procedures, access times, and course offerings. The *Course Schedule* becomes available on campus, at University-area bookstores, and at the registrar's office Web site approximately two weeks prior to the beginning of registration each semester.

• CLEAR YOUR REGISTRATION BARS

A registration bar is a code placed on your record that will prevent registration. Bars, along with other important registration information, are listed on the on-line Registration Information Sheet (RIS) <https://utdirect.utexas.edu/registrar/ris.WBX>. Here are the kinds of bars that may appear on your record and how you may clear them:

Financial. In most cases, financial bars may be paid in cash or by check at the Bursar's Office, MAI 8, or by credit card through TEX, (512) 475-9950 option 23. These type of bars may include balanced owed on tuition, housing, emergency loads, tuition loans, library fines, health center bills, unpaid tickets, etc.

Non-financial. You must resolve a non-financial bar in person at the administrative office that imposed it. Special programs or offices in the department you are a major in may impose these types of bars. Additionally, incomplete immunization records would place a bar on your registration record.

Advising. Many academic departments on campus require their students to be advised before registering for classes. There is also required advising for special programs like study abroad and teacher certification. Consult the "Academic Advising" section of the *Course Schedule* to see if advising is required for any programs in which you wish to participate. **As a student of the Department of Art and Art History in the College of Fine Arts, you will be required to be advised prior to each registration period.**

• REGISTER USING ROSE

Students may register for classes only during specific access periods detailed in the *Course Schedule*. You may view your access times on your on-line RIS at: <https://utdirect.utexas.edu/registrar/ris.WBX>. Access times are also given in the *Course Schedule*. To register, students will use ROSE, the Registrar's On-line SErviceS available on the WWW. To use ROSE, you will need to claim your UT EID. Once you enter the registration system, you update your registration record immediately each time the submit button is used. Each ROSE registration session is limited to twenty minutes, but you may re-enter ROSE registration any time during your access period and pick up where you left off. You may see a preview of ROSE registration, which includes tips on using ROSE. See: <http://www.utexas.edu/student/registrar/rose/>

• PAY YOUR TUITION AND FEES

Your registration is not complete unless you pay your tuition and fees by the payment deadline. You may choose to pay in full, or you may use the installment plan (except for summer session). See the *Course Schedule* for payment procedure details or go to Student Accounts Receivable in Main 8 (Cashier's Windows) or visit their website at: <http://www.utexas.edu/business/accounting/sar/>

HELP?

(512) 475-7656 for registration information: <http://www.utexas.edu/student/registrar/registration/>

(512) 471-8800 for UT EID help and information: https://utdirect.utexas.edu/nlogon/eid_suite/general/index.WBX

(512) 475-9400 for Web access help and to obtain a TELESYS IF account: <http://www.utexas.edu/its/account/index.html>

Lost or forgot your UT EID and Password and can't remember your secret password on the on-line claiming system? You must go to the Student ID Center located in the basement of the Student Services Building (SSB) in person with photo ID.

HELPFUL REGISTRATION HINTS

Course Numbering System

Credit Value. The first digit of a course number indicates the credit value of the course in semester hours. Courses numbered 201 through 299 have a value of two semester hours; 301 through 399, a value of three semester hours; and so on. (See exception below, Use of Letters.) A zero at the beginning of a course number indicates that the course is noncredit. A course with the single-word title *Laboratory* or *Discussion* is also noncredit, regardless of its course number. These sections, however, are always taken concurrently with a credit-bearing lecture course.

Rank. Except in the School of Law and the College of Pharmacy, the last two digits indicate the rank of the course: if 01 through 19, the course is a lower-division course; if 20 through 79, an upper-division course; if 80 through 99, a graduate course.

Use of Letters. Two courses that have the same abbreviation and the same last two digits may not both be counted for credit unless the digits are followed by a letter. For example, Chemistry (CH) 610 and 810 may not both be counted, because they are substantially the same; however, English (E) 325 and 325K may both be counted. The letter *A* following a course number designates the first half of the course; *B*, the second half. For example, Music 612A is the first half of Music 612; Music 612B, the second half. Credit Value for course numbers ending in *A* and *B* is reduced accordingly. MUS 612B, for example, has a value of three semester hours rather than six.

<p>MEETING TIME. The class meeting time, if reported to the registrar's office, is given to the right of the unique number. Days of the week are listed by their initial letters:</p> <p>M - Monday T - Tuesday W - Wednesday TH - Thursday F - Friday S - Saturday</p> <p>The designation MWF, for instance, means that the class meets every Monday, Wednesday, and Friday or TTH means class meets every Tuesday, Thursday throughout the semester. Occasionally, a note under the title indicates that the course meets on additional days, or that the course meets only on specific dates or for a part of the semester.</p>	<p>Following the abbreviation for the day(s) of the week is the class meeting time. Standard meeting times are as follows:</p> <p style="text-align: center;">Fall/Spring Only:</p> <table border="0"> <tr> <td>MWF</td> <td>8-9 am</td> <td>11 am-12 NOON</td> <td>2-3 pm</td> </tr> <tr> <td></td> <td>9-10 am</td> <td>12 noon-1 pm</td> <td>3-4 pm</td> </tr> <tr> <td></td> <td>10-11 am</td> <td>1-2 pm</td> <td>4-5 pm</td> </tr> <tr> <td></td> <td colspan="3">(50 minutes, with a ten-minute interval between classes)</td> </tr> <tr> <td>TTH</td> <td>8-9:30 am</td> <td>11 am-12:30 pm</td> <td>2-3:30 pm</td> </tr> <tr> <td></td> <td>9:30-11 am</td> <td>12:30-2 pm</td> <td>3:30-5 pm</td> </tr> <tr> <td></td> <td colspan="3">(75 minutes, with a fifteen-minute interval between classes)</td> </tr> </table> <p style="text-align: center;">Summer (six-week terms):</p> <table border="0"> <tr> <td>MTWTHF</td> <td>8:30-10 am</td> <td>11:30-1 pm</td> <td>2:30-4 pm</td> </tr> <tr> <td></td> <td>10-11:30 am</td> <td>1-2:30 pm</td> <td></td> </tr> <tr> <td></td> <td colspan="3">(75 minutes, with a fifteen-minute interval between classes)</td> </tr> </table> <p>Some classes have more than one meeting time that students must incorporate into their schedules. These additional times are printed immediately below the first meeting time.</p>	MWF	8-9 am	11 am-12 NOON	2-3 pm		9-10 am	12 noon-1 pm	3-4 pm		10-11 am	1-2 pm	4-5 pm		(50 minutes, with a ten-minute interval between classes)			TTH	8-9:30 am	11 am-12:30 pm	2-3:30 pm		9:30-11 am	12:30-2 pm	3:30-5 pm		(75 minutes, with a fifteen-minute interval between classes)			MTWTHF	8:30-10 am	11:30-1 pm	2:30-4 pm		10-11:30 am	1-2:30 pm			(75 minutes, with a fifteen-minute interval between classes)		
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<p>MEETING PLACE. The building and room or other meeting location is given after the meeting time. Buildings are identified by three-letter abbreviations, which can be interpreted using the list of buildings and the campus map.</p>																																									

Prerequisites

It is important to follow prerequisites for proper course registration. Prerequisites protect you by not allowing you to register for courses you do not have preparation for. Many departments screen students for prerequisites and drop you from the course if you do not meet the requirement. Read all headnotes and course descriptions, both in the schedule and at departmental websites.

Cross-Listed Courses

Many courses can either be "cross-listed" or be a "meets with" course from other departments. This allows the course to count in various majors with greater ease. If a course you want to enroll in is closed, check to see if the course is "cross-listed" or "meets with" another section of the course in another department – this section of the course may be open and (if departments allow it) you can register under their course number. (Cross-listed or meets-with information is found in the course description just below the course listing in the schedule).

Primary Registration Periods

The primary registration period is your first and best time to register for courses. By missing this first opportunity, you prevent yourself from getting top choices in course selection.

Add/Drop Periods

This period is utilized to refine your registration. Courses will open and close throughout the registration period and the add/drop period allows you to reenter the registration process to correct your registration by adding or dropping courses. Your access time in these periods is governed by your primary access times, fee payment deadlines, and registration bars. Pay careful attention to the circumstances and rules governing the add/drop period. To miss add/drop periods due to confusion on access times, bars, and payment issues could mean the difference in successfully getting the course schedule you want.

Registration Techniques For Closed Courses

Sometimes, even if you participated in your primary registration and add/drop periods, you still may not have success in adding a course. Here are some things you should know about trying to add these classes:

- 1) **Automated Waitlist System:** this system is attached to the registration system. When you try to register for a course and it is closed and the automatic waitlist for the course is turned on, you have the option of adding yourself to the list. The system will automatically add you to the course should a seat in the course become available. This system works well and you should use it. For more information, visit: <http://www.utexas.edu/student/registrar/registration/waitlists/>. **Students are strongly encouraged to use this system as it has replaced the former strategy of "begging in" on the first class day. (See item #4.)**
- 2) **Consent of Instructor:** Some courses require consent of the instructor to add the course. This might entail you calling, emailing, or going to the professor's office hours to seek their hand written permission, which you usually turned into the registration staff in the department offering the course. The instructor may utilize something called an add/drop form that must be signed by the instructor and returned to the departmental offices. Contact the undergraduate offices in the department offering the course to understand their "consent of instructor" process.
- 3) **Departmental Consent:** This option is like consent of instructor, but only requires that you visit with the registration and/or advising staff in the department offering the course. They may utilize a form. Contact the undergraduate offices in the department offering the course to understand their process.
- 4) **First Class Day (Begging Into Class):** Some instructors, for some courses, in some departments may add students to classes on the very first class day. This requires YOUR ATTENDANCE at the class on the FIRST class day and requires that you ask permission of the professor to be added in...this does not always work and you should remain polite and respectful at all times during this process. You cannot do this by cell phone or email – it must be done IN PERSON on the FIRST class day. So, if you have not been able to add the course by any other means and it is the first class day, you should go in person to attempt to add. The likelihood of successfully adding courses by attending AFTER the first class day is greatly diminished. ***IMPORTANT NOTE: The Automated Waitlist System has really replaced this archaic system. Always place yourself on the waitlist for a course when given the option.***

Schedule Planning

One of the most important registration tips to follow is to register for a balanced schedule. It is not a wise idea to have a schedule loaded down with too much of one thing: too much science, too much liberal arts, too much in your major. Remember: a little bit of everything keeps your mind engaged and active; hence, more productive.