TEXAS TECH UNIVERSITY, COMPUTER SCIENCE DEPARTMENT – CS GRADUATE COURSE REGISTRATION ADVISING

Registration Information (Portions are taken from the Texas Tech University Undergraduate and Graduate Catalog)
- **Registration eligibility**
  - *Degree plan not filed?* File one during the first semester of graduate study for master's and first year for PhD.
  - *Did not register in a long semester?* Fill out and submit the Returning Student Form at http://www.depts.ttu.edu/gradschool.
- **Full-Time Load** – required for students on assistantship or scholarship
  - 9 hours each long semester, and 6 hours in summer
- **Graduating Semester** – YOU MUST BE REGISTERED IN YOUR GRADUATING SEMESTER
  - *Full-time status not essential?* Register for at least 3 hours to take the final comprehensive exam/defense and/or graduate.
  - *Reduced course load in the graduating semester?* The Graduate School has a policy allowing students to take a reduced load (minimum 3 hours) during the semester of graduation and still be considered full-time. If you decide to take a reduced load and do not graduate, then you could be in violation of scholarship, assistantship, or international regulations. Also, you may be required to sign up for the full 9 hours the next semester since you have had your one semester of 3 hours with full-time status.
  - *Checked your degree plan lately?* Use the Degree Plan Change Form to make any changes necessary at least 4 months before graduation.
  - *When do I file to graduate?* Very early in the semester of graduation (not before) with the Graduate School. After submitting the form, you may change your mind and not wish to graduate. If so, inform the Graduate School.
- **Registration Cancellation**
  - If it is your fault, you may not be reinstated to your original courses. Pay that tuition on time!
- **Special Course Requirements (5000, 6000, 6001, 6002, 7000, 8000)**
  - *Internship?* Attach the CS 5000 application form to register for a minimum of 1 hour (pass/fail) (for summer internships, use Summer II). You may sign up for as many as 3 hours if needed for taking the final comprehensive exam and/or graduating.
  - *Thesis, project, report, or dissertation?* Register for CS 6000 (thesis)/6001 (project)/6002 (report)/8000 (dissertation) and, once started, they must be taken continuously each long semester and at least once in the summer until graduation. Be sure to register for at least 3 hours in the semester you defend and/or graduate.
  - *Research?* Attach the CS 7000 application form. Up to 3 hours of CS 7000 may be applied to the MSCS/MSSE thesis option or non-thesis project/report options. Up to 12 hours of CS 7000 may be applied to a PhD. CS 7000 may not be applied to the MSCS/MSSE non-thesis exam option.
    - Students may register for 1 hour of CS 7000 (pass/fail) to maintain their registered status at Texas Tech. At a minimum, a research report is required (10 pages, 12 pt black font, double spaced, 1 inch margins, appropriately cited and referenced). See the graduate advisor for approval and details. The 1 hour of CS 7000 will not count toward the student's degree program.
- **Waiting List**
  - Waiting lists will not normally be maintained except in unusual circumstances, but if they are, they are processed in the following order: PhD CS, MSCS/MSSE (thesis), MSCS/MSSE (non-thesis project/report), MSCS/MSSE (non-thesis exam), CS minor, other disciplines; and within that by GPA.

Advanced Registration
- Turn in registration forms to the graduate advisor no more than 1 day prior to your advanced registration time to have your advising hold removed.
- Advanced Registration Times
  - 1st through 2nd days – PhD CS, Thesis MSCS/MSSE
  - 3rd through 4th days – Non-Thesis Project/Report MSCS/MSSE, Non-Thesis Exam MSCS/MSSE with CGPA >= 3.5
  - 5th through 6th days – Non-Thesis Exam MSCS/MSSE with CGPA >= 3.0, new MSCS/MSSE student without a Tech CPGA
  - 7th through 12th days – Any Degree
- Students may register for at most 9 hours in fall/spring and 6 hours in the summer during advanced registration.
- Registration holds, missing degree plans, incorrect or incomplete information, cancelled courses, or illegible writing, and the like will cause delays.

Registration Form Instructions
- Fill in the student information section with your current information.
- Specify your desired courses for each semester.
  - You will be given a permit for the following courses by the CS Department: CS 5000 and 7000.
  - You are responsible to register for any other courses.
- For each course, specify the
  - 4-digit course number, 3-digit section number (be sure to choose the correct section number for the Lubbock campus, the Abilene campus, or for Distance), 5-digit Banner Course ID, and semester/year the course is offered
  - degree plan status of the course (will count toward degree – yes, will not count toward degree – no)
  - professor's name for the course,
  - number of credit hours for the course, and
  - title of the course.
- Sign the form.
- Have your thesis/project/report/dissertation committee advisor sign if you have one.
- Have the director of the CS 7000 sign if s/he is different from the graduate or committee advisors if a CS 7000 form is attached.
- Submit the form (also CS 5000 and CS 7000 form attachments if needed)
  - to the graduate advisor's mailbox,
  - by e-mail to the graduate advisor with a scanned version
  - by fax at (806) 742-3519, or
  - by mail at Graduate Advisor, Texas Tech University, Computer Science, Box 43104, Lubbock, TX 79409-3104, USA.

TEXAS TECH UNIVERSITY, COMPUTER SCIENCE DEPARTMENT – CS GRADUATE COURSE REGISTRATION ADVISING FORM

PLEASE USE THIS FORM TO REGISTER ONLY FOR CS GRADUATE COURSES, ATTACH FORMS FOR CS 5000 AND CS 7000 COURSES, AND FILL IN THIS FORM COMPLETELY AND CLEARLY BY TYPING OR PRINTING USING A MEDIUM POINT, BLACK OR BLUE INK PEN.

Student Information Section

Name:_____ ID_____ GPA _____
　　　　Last Name　　　　　　First Name　　　　　Middle Name　　　　　　　　　　　　　　　　　　Cumulative

E-Mail Address:_____ Work Phone:_____ Home Phone:_____

Degree (Check One):　☐ PhD CS　☐ MSCS　☐ MSSE　☐ SE Certificate　☐ CS Minor　☐ Other_____

MSCS/MSSE Option (Check One):　☐ Thesis　☐ Project/Report　☐ Exam　Month and Date of graduation: _____

Degree Plan filed?　☐ Yes　☐ No　　　　Currently Completed Degree Plan Hours (exclude leveling and/or non-degree plan courses) _____

Student Course Registration
Specify the courses you would like to take from highest to lowest preference.

CS 4-DIGIT COURSE NUMBER	3-DIGIT SECTION NUMBER	5-DIGIT BANNER ID	SEMESTER & YEAR	FOR DEGREE PLAN	PROFESSOR NAME	NUMBER OF HOURS	COURSE TITLE
				Yes　No			
				Yes　No			
				Yes　No			
				Yes　No			
				Yes　No			
				Yes　No			
				Yes　No			
				Yes　No			
				Yes　No			

Comments

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Student Signature
I certify that the information on this form is true and correct at the time of submission. I understand that I must have registration holds removed and must file my degree plan in my first semester of graduate study to be eligible for registration, that I must pay my tuition on time so that my registration is not cancelled, and that I must be registered for at least 3 hours in my graduation and/or final comprehensive exam/defense semester.

Student Signature:_____ Date:_____

Graduate and Thesis Advisor Signatures

Graduate Advisor:_____ Date:_____ Committee Advisor: _____ Date: _____

CS 7000: Director (if not the graduate or committee advisor): _____ Date: _____