



REGISTRATION PROCESS

1. Meet with your instructor to complete the following documents:
 - Registration Form:
 - i. Appropriate course (prefix and number).
 - ii. Number of credit hours (0-3).
 - iii. Your UCFID is the seven numbers printed on your UCF ID card (NOT your NID).
 - iv. Please provide your official UCF Student Email (NID@ucf.edu).
 - Registration Addendum Form:
 - i. Detailed assignments/activities and their due dates.
 - ii. Learning outcomes (for Directed Independent Study only).
 - Course Syllabus (for Directed Independent Study only).
2. Submit the completed registration form, addendum form, and syllabus (if required) to CECS Academic Affairs.
 - Printed copies: ENG1 107 during business hours (Monday to Friday, 8 a.m. to 5 p.m.).
 - Digital copies: CECSOverrides@ucf.edu.
3. If approved by CECS Academic Affairs, you will be enrolled directly into the course.

You are responsible for verifying you were enrolled into the correct course, for the correct number of credit hours, with the correct instructor. If you see any errors, you must contact CECS Academic Affairs before the end of the first week of classes.

When possible, please submit the completed registration form, addendum form, and syllabus (if required) as soon as possible but no later than the first week of classes of the semester.

REGISTRATION GUIDELINES

- Restricted Undergraduate Courses should preferably be 0, 1, or 2 credit hours, but no more than 3 credit hours in one semester.
- Internship courses (3940/4941) are only for students with a Bioengineering minor or IT major. Other engineering majors may not use internships for course credit.
- The addendum form must include detailed assignments/activities and their due dates. **Addendum forms with generic assignments/activities (e.g., "Writing reports", "Conducting research", etc.) will NOT be accepted.**
- A syllabus is only required for Directed Independent Study. The syllabus must include assignments, course content, grading guidelines, and learning outcomes at minimum. **Registration forms for Directed Independent Study without a completed syllabus will NOT be accepted.**
- 3000-level courses require junior standing in the major and a minimum of a 2.8 UCF GPA.
- 4000-level courses require senior standing in the major and a minimum of a 2.8 UCF GPA.
- Only 4000-level courses may count as technical elective courses for credit towards degree requirements with prior approval from the student's department.



Enrollment in any of the following Restricted Undergraduate Courses requires the completion of this registration form and its accompanying addendum form. A syllabus is required for Directed Independent Study courses only.

Restricted Undergraduate Courses

(mark the course you wish to enroll in and circle the appropriate course number)

Table with 3 columns: Course Name, Course Number, and Course Number. Rows include Directed Independent Study, Directed Research, and Internship.

Student's LAST Name: Student's FIRST Name:

UCF ID: UCF Student Email: Phone Number:

Major: Registration Term/Year: Fall Spring Summer Year:

Course Information: Prefix (Ex. EML) Course # (Ex. 4912) Credit Hours (Ex. 2)

I accept responsibility for all enrollment issues associated with this course, including (but not limited to) ensuring I was enrolled into the correct course and for the correct number of credit hours. I authorize CECS staff to register me for the listed course if approved by CECS. I have read the Student Financial Responsibility Statement and Promise to Pay (https://studentaccounts.ucf.edu/wp-content/uploads/sites/6/Student-Financial-Responsibility-Statement-and-Promise-to-Pay.pdf). By signing here, I accept the terms of this agreement.

Student Signature Date Instructor's Signature Date

Department Chair/Program Director Signature Date Instructor's Name (printed) Date

CECS Academic Affairs Designee Date

ACADEMIC AFFAIRS USE ONLY

Date Received: Class Number: Date Processed: Processed By:



The registration form, addendum form, and syllabus (if required) must be submitted together. The completed submission must be archived by the department for five years.

Student's LAST Name: _____ Student's FIRST Name: _____

UCF ID: _____ Registration Term/Year: Fall Spring Summer Year: _____

Instructor's Name: _____ Course Information: _____ Prefix (Ex. EML) Course # (Ex. 4912)

List the detailed assignments/activities in the course and the due date for each assignment/activity.

- At least one assignment/activity is required.
Submissions with generic assignments/activities (e.g., "Writing reports", "Conducting research", etc.) will NOT be accepted.

Table with 2 columns: Assignment/Activity, Due Date. Contains 5 empty rows for data entry.

List the learning outcomes for this course (required for Directed Independent Study only):

- 1. _____
2. _____
3. _____
4. _____

If this is a Directed Independent Study taken for a grade (A, B, C, etc.), please include a grading scheme for the course and what must be accomplished to earn specific possible grades in the syllabus. Submissions for Directed Independent Study without a completed syllabus will NOT be accepted.

Student Signature _____ Date _____

Instructor's Signature _____ Date _____