

VERIFICATION OF INTENT TO REGISTER FOR GRADUATE STUDENTS

This form is used to:

- Verify a student's planned enrollment for the upcoming term
- Ensure compliance with Graduate Assistantship requirements (if applicable)
- Process tuition waivers
- Removing Advising Holds only

Important:

This form is **NOT** used to enroll students in courses. The department will **only** enroll students in Thesis hours (CSES 600) and Dissertation hours (CSES 700). Students are responsible for enrolling themselves in **all other** courses

Date: _____ Advisor: _____

Student Name: _____ Student ID#: _____

Expected Graduation Term/Year: _____

Planned Enrollment

This is to verify that I intend to register for a total of: _____ credit hours for the following term:

☐ Spring 2026: _____ hrs. ☐ Summer 2026: _____ hrs. ☐ Fall 2026: _____ hrs.

Residency Status:

☐ In-State ☐ Out-of-State

Planned Course Hours (CSES Admin enrolls student)

Hours	Type
_____	Thesis hours (CSES 600)
_____	Dissertation hours (CSES 700)
_____	Special Problems hours (CSES 502V)

Planned Courses (Student enrolls self)

Course ID	Course Title
_____	_____
_____	_____
_____	_____
_____	_____

Student Acknowledgment

By signing below, I confirm that:

- ☐ I have reviewed my degree requirements and enrollment needs with my advisor
- ☐ I understand that I am responsible for registering myself for all courses **except** thesis/dissertation hours
- ☐ I understand that I must be enrolled in planned hours before the start of the term
- ☐ I understand that failure to enroll in required hours may impact my assistantship, tuition waiver, and progress toward graduation

Student Signature: _____ Advisor Signature: _____

FOR MORE INFORMATION, SEE ENROLLMENT REQUIREMENTS LISTED ON THE SECOND PAGE.

Graduate Assistant Enrollment Requirements

Students on a Half-time Graduate Assistantship must enroll in:

- **Fall and Spring:**
Minimum: 6 hours
Maximum: 10 hours
- **Summer (for each six-week summer term):**
Minimum: 3 hours
Maximum: 4 hours per term

If appointed during the summer, enrollment is required for the remaining terms.

Important Notes

- This form must be submitted **before** a tuition waiver can be processed
- Enrollment must be completed by the **student** prior to the start of the term
- Departments do **not** enroll students in regular coursework

OFFICE USE ONLY

Enrolled: _____

Waiver Processed: _____