
NS&M Registration Guide



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1. Dates and Deadlines – Reading the Academic Calendar

Important dates and deadlines for registration will always be found in the **UT Dallas Academic Calendar**.

Access the academic calendar here: <https://www.utdallas.edu/academics/calendar/>

- Select the term you are registering for; you may need to scroll to “Future Terms”
- The first important dates are under **Web Registration**:
 - *Enrollment appointments available online* will show the day that enrollment appointments will be posted to Orion Student Center.
 - An *Enrollment Appointment* is a day and time assigned to you when you may begin enrolling in courses for the upcoming semester.
 - *Schedule Planner Available* is the date you can begin choosing course sections for the upcoming term and validate your schedule in Schedule Planner.
 - *Online add/drops/swaps ends* is the last day that students can modify their enrollment in Orion Student Center.
- **Last Day for Regular Registration** is the last day to enroll or modify one’s enrollment without receiving a penalty fee. These dates are **Late Registration**. Any changes to enrollment after this date but before Census Day may incur the penalty fee. Note that students must contact the [Bursar’s Office](#) with any questions related to fees.
- **Census Day** is the last day for any modifications to a student’s schedule or enrollment and the last day to drop a class without a W.

2. Holds

Check for holds in Orion Student Center. Holds are visible in Orion throughout the year and may be reviewed at any time. Most holds will prevent you from enrolling. It is important to review your holds well ahead of any registration period to prevent delays in enrollment.

Here are some common types holds you may see on your account and how to resolve them:

A. New Students

Student Affairs Hold: usually resolved by completing assigned modules in Orion

Orientation Hold: resolved by completing an orientation module or attending orientation

Cannot Register Online Hold: this is placed on all student accounts until one has earned 30 credit hours at UTD. It is temporarily resolved each semester by discussing course planning with your academic advisor until you have reached 30 UTD credit hours.

Meningitis Vaccine Hold: resolved by submitting proof of vaccination to the Registrar

B. Continuing Students

Degree Audit Hold: resolved by contacting your academic advisor to complete a degree audit

Cannot Register Online Hold: this is placed on all student accounts until one has earned 30 credit hours at UTD. It is temporarily resolved each semester by discussing course planning with your academic advisor until you have reached 30 UTD credit hours.

Parking Fee Hold: resolved by paying any outstanding parking fees. If you have already paid, contact the Bursar's Office with questions.

3. Degree Plans and Degree Flow Charts

If you have not received or have misplaced your **degree plan** and thus are not sure what classes to take when planning an upcoming semester, you can access copies of degree plans for your major here:

<https://nsm.utdallas.edu/advising/degree-plans/>

Degree Flow Charts, which illustrate prerequisites in a recommended course sequence, are also available here: <https://nsm.utdallas.edu/advising/forms/>

You may also **contact your academic advisor** for a degree plan at any time.

If you don't know who your academic advisor is, you can locate your assigned academic advisor here:

<https://nsm.utdallas.edu/advising/#advisors>

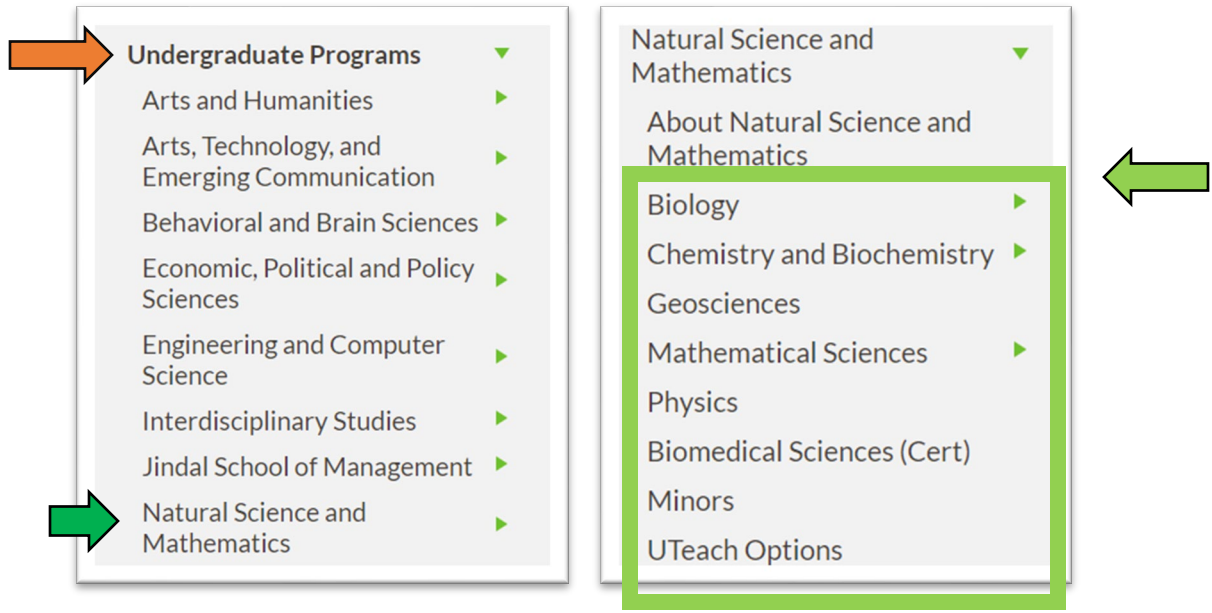
You may also run an unofficial **Degree Progress Report** in Orion Student Center at any time:

- In Orion Student Center, select **Graduation > Academic Requirements**
- This will generate an unofficial degree progress report.
- Note that some components of the report may not be accurate or may reflect errors.
- Note that the "Free Electives" section will incorrectly list both lower level and upper level electives even for degrees that do not use lower level electives.
- *Please consult with your academic advisor for all questions related to your degree progress*

4. Undergraduate Catalog

You may access the current **Undergraduate Catalog** by following this link and selecting the appropriate catalog: <https://catalog.utdallas.edu/>

On the right side of the page for the current catalog, note the section **Undergraduate Programs** and near the bottom of the list, notice the link for **Natural Sciences and Mathematics** (left, below):



Select **Natural Sciences & Mathematics** and you will see a list of programs (right, above). **Select your major** to locate the catalog page for your degree, which lists required courses by category.

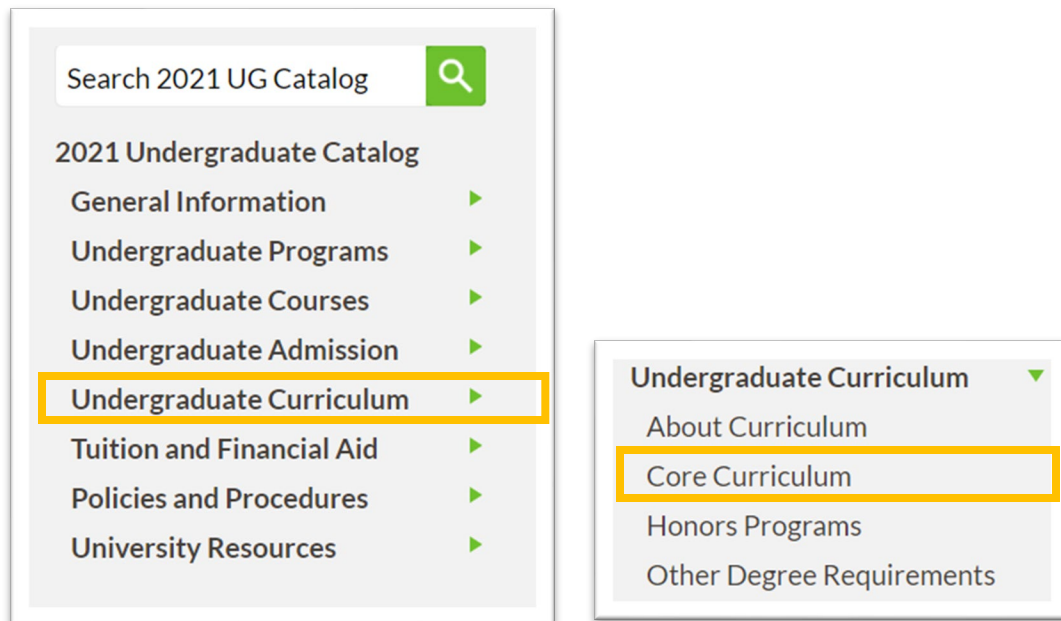
To see course descriptions, including any prerequisites, co-requisites, or other requirements for each course, **hover your mouse over the course prefix and number** (example below).

GEOS 2333 Introduction to Fossils *			
GEOS 2409 R			
ISNS 2359 Ea			
ISNS 2367 Th			
ISNS 2368 We			
NATS 1311 Th			
NATS 2330 Th			
NATS 2333 Er			
PHYS 1301 C	PHYS 1301 (PHYS 1301) College Physics I (3 semester credit hours) Algebra and trigonometry based basic physics. Topics include mechanics, heat and thermodynamics. Students will also be registered for an exam section. May not be used to satisfy degree requirements for majors in the School of Engineering and Computer Science. Check with your program advisor. An online subscription fee of up to \$100 is required for this course for online homework access. Prerequisite: MATH 1314 or equivalent. Corequisite: PHYS 2125 . (3-0) S		
PHYS 1302 C			

PHYS1301.0U1.22U	Amena Khan	Open	
PHYS1301.001.21F	Kaloyan Penev	Open	S
PHYS1301.501.21F	Shengewang Du	Open	S

5. Texas Core Curriculum

All degrees, regardless of major, require 42 credit hours of Core Curriculum. You can find a description of this requirement and a list of all courses by category offered at UTD which satisfy each of the Core Curriculum requirements in the **Undergraduate Catalog**:



On the menu on the right side of the page, select **Undergraduate Curriculum**, then **Core Curriculum**.

If you are still missing any Core Curriculum requirements, note that these courses can be taken in any order and at any time as long as listed prerequisites (if any) are followed. There is no “best” order to take them in, so students are encouraged to choose Core classes that they find most interesting or enriching.

6. Electives

Most degree plans allow for a certain number of free electives. Some degree plans allow for both lower level and upper level electives, while others only count upper level electives.

All degrees at UTD require 51 upper level credit hours

- Lower level courses are those with course numbers beginning with a 1 or 2 (e.g. “1301”, “2305”)
- Upper level courses are those with course numbers beginning with a 3 or a 4 (e.g. “3301”, “4305”)

Electives are any course a student takes at UTD which does not meet *other requirements* for their degree (such as core, major preparatory, major core, or major related courses). These courses can be in **any subject** so long as a student meets listed prerequisites and requirements, if the course has any.

7. Class Search

Class Search may be accessed in Orion Student Center by going to **Manage My Classes > Class Search**

You can search for classes by term, course prefix (e.g. MATH, CHEM), course number, and other filters. Selecting **the class number** on the left side of a search result will give you comprehensive information about that course section, including prerequisites, co-requisites, other requirements, instructor information, meeting times and location, course description, and more.

Search for Classes

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject

Course Number

Course Career

Show Open Classes Only
 Open Entry/Exit Classes Only

▶ Additional Search Criteria

Search Result:

MATH 2413 - Differential Calculus --- TX Common Crse Nbr: MATH 2413						
MATH 2413 - Differential Calculus --- TX Common Crse Nbr: MATH 2413						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
88020	001-LEC Regular	MoWeFr 9:00AM - 9:50AM	SCI 3.250	To be Announced	08/22/2022 - 12/08/2022	●

Class Number:

Class

88020

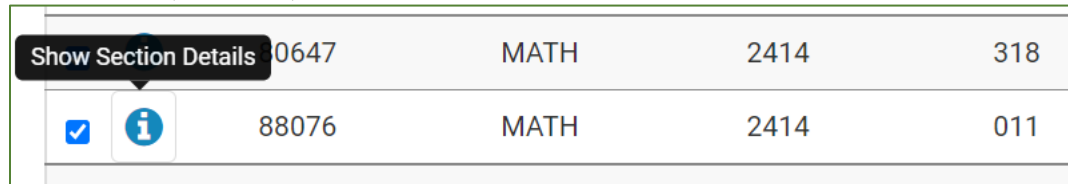
8. Schedule Planner


Schedule Planner is the tool you will use to create your semester schedule and enroll in courses online.

You can find a **guide to using Schedule Planner** on the [Registrar's website](#), selecting [Registration Procedures](#), and selecting "Schedule Planner."

Here are a few additional tips:

- Be sure to only search for Undergraduate Courses; course numbers that begin with a 5 or a 6 are graduate courses only.
- Be sure to select the correct term when searching, since it is possible to accidentally select previous terms.
- If a course is not listed, it is probably not offered during the selected term.
- Check for additional course requirements by selecting "Show Section Details" for a course in your cart or schedule (see below):



Show Section Details	0647	MATH	2414	318	
<input checked="" type="checkbox"/>		88076	MATH	2414	011

9. Registration Errors

When validating your schedule in Schedule Planner, you may receive error messages. Here are steps to follow if you receive errors:

- *Read the message carefully*; most messages include a list of multiple possible errors. Evaluate each possible error separately.
- Check to make sure that you have prerequisites in your course history.
- Check to make sure you are also selecting any co-requisite classes or required labs, workshops, or practice sections for the course.
- Check **Section Detail** for the course in **Schedule Planner** for any additional requirements, such as sections restricted to certain majors, class standing, or a lecture section that can only be paired with a certain range of lab sections.
- Check to see if there is a schedule conflict with any of your selected courses.
- Check your account for any **holds** that may interfere with registration.
- If you still have not figured out how to resolve the error, **save a screenshot** of the error message and **email it to your academic advisor** for assistance.

Registration FAQs

- **What classes should I take?**
 - Review your degree plan / flowchart / degree progress report and identify courses still missing or next in sequence.
 - If you failed a course, plan on retaking it as soon as you can.
 - If you're thinking of changing major but aren't sure yet, take Texas Core Curriculum requirements or upper-level free electives.
 - Still aren't sure what to take? Contact your academic advisor for guidance.
 - Tell your academic advisor if you have any outstanding AP credit or transfer credit.
 - Tell your academic advisor if you are planning to take any courses off campus before you ask for recommendations.

- **Orion is not letting me enroll in a class. Why?**
 - Check to be sure you meet prerequisites.
 - If the class has a workshop component, lab, or problem section, be sure you have added that section.
 - If the class notes specify that only certain workshops can be taken with a given lecture section, be sure your chosen sections are in the range of numbers listed.
 - If you have taken an ALEKS assessment or have evidence of a prerequisite off campus, send this evidence to your academic advisor.
 - Check your holds. When your academic advisor pushes forward a hold on your account, it is *temporary*, so you must enroll promptly after you are notified of a hold being pushed.
 - Academic advisors do not have authority to interfere with holds from other departments, such as those placed by Student Affairs or the Bursar's Office.
 - Check for a schedule conflict with existing courses in your schedule.

- **Can you enroll me into a class even though it is full? I really need this class and it's just one more seat.**
 - Academic advisors cannot under any circumstances enroll students into a closed class.

- **I know I'm missing a prerequisite. Can you enroll me into the course anyway? I plan to take the prerequisite later and I feel pretty confident in the material.**
 - Academic advisors cannot under any circumstances enroll a student into a course if the student is missing prerequisites.

- **I know I failed a class and it's a prerequisite. Can I take the next class in sequence anyway and retake the first class in the summer?**
 - Academic advisors cannot under any circumstances enroll a student into a course if the student is missing prerequisites.

- **The class I wanted isn't showing up in Schedule Planner. Why is this?**
 - Check to determine if the course is offered in the term you're enrolling in by using Class Search in Orion.
 - Check to determine if there are open seats in the course.
 - Check to be sure that you have selected the correct term in Schedule Planner.
 - Check to see if you have scheduled a break during the time the class you want is offered.

- **I always get the worst selection of classes. Is there anything you can do to make my enrollment appointment sooner?**
 - There is nothing an academic advisor can do to change your enrollment appointment. These are set by the Office of the Registrar and are based on a number of factors, including the number of completed credit hours.

- **I received a grade of D- / D / D+, can I still take the next course in sequence?**
 - Check the requirements for the course you want to take. If it specifies a required grade that is higher than what you received, then you will need to retake the course.
 - If the requirements do not specify a grade, you can take the next course.

- **Can you show me a list of free electives?**
 - At a university, electives are not a set list of courses, but any course taken that is not satisfying other required components of your degree plan. A true list of courses that one may consider as electives would be the *entire undergraduate catalog*.
 - The only limitations on courses that may be taken to satisfy elective requirements are prerequisites or other requirements for the course (such as instructor consent, junior/senior standing, or course sections reserved for certain majors).

- **Can you tell me what electives to take?**
 - Students are encouraged to choose subjects that interest them and which support their future academic and professional goals. An academic advisor cannot tell you what these are, so they can only make recommendations based on what you communicate are your interests and/or goals.
 - Elective choices differ widely among students because interests differ widely. If an academic advisor tells you that a course is popular, that does not necessarily mean that it is a good choice for you nor that the course is superior to alternative course choices.
 - An academic advisor cannot recommend electives without first knowing what subjects you are interested in.

- **Can you tell me if there are still any electives with available seats?**
 - Since electives are drawn from the *entire undergraduate catalog*, a list of open courses would be extremely long and is not something an academic advisor could feasibly know.
 - Remember that UTD has 8 schools and 56 undergraduate degree programs. If you are looking for electives, start by identifying subjects offered at UTD which interest you. Then, read course descriptions to find individual courses that interest you. Lastly, check Class Search in Orion to see if the courses are offered and if there are open sections.

- **Will this course count toward my 51 upper level hours?**
 - If the course number starts with a 1 or a 2, it will not.

- If the course number starts with a 3 or a 4, yes, it will count.
- **I didn't enroll because I want to change my major to JSOM/ECS/BBS etc., so I don't know what classes to take. What should I do?**
 - Contact the undergraduate advising office for the school containing the major you are interested in to determine requirements.
 - Review any information available on the website for that school's undergraduate advising, as these pages will often have degree plans and policies clearly listed.
 - Change of major is not guaranteed and can be a lengthy process in some cases depending on requirements. Do not wait to enroll until after you receive a response from the other school, since you may not hear back until well after the next term begins.
 - Enroll in only or mostly Core classes until you know if your change will be approved, since Core classes count toward any degree in any major.
- **I want to take a course in a future semester. Can you tell me if it will be offered?**
 - Academic advisors do not have advance access to courses offered in future semesters and will not know available courses until schedule planner becomes available for that term.
- **I want to take a course online. Can you tell me if it will be offered online in a future semester?**
 - Academic advisors do not have advance access to course offerings, including teaching modality for certain courses.
 - The only way to know this is to wait until schedule planner becomes available for that semester.