



2021 Fall Registration Checklist

Erik Jonsson School of Engineering and Computer Science

Check your Orion account for holds.

If you have any holds, click on them to find out more information on what the hold is preventing you from doing, which office placed it there, and what you need to do to get it released. Some holds prevent you from adding classes, so this is very important! Learn how online>>>>.¹

NOTE: *ECS advising can answer questions regarding these holds: “cannot register online”, academic/departmental, TSI, and academic status (probation). Questions about holds placed by other offices (like the Bursar, Registrar, Student Health Center, etc.) need to be directed to them.*

How do I check my holds?

¹<https://www.utdallas.edu/oit/orion/>

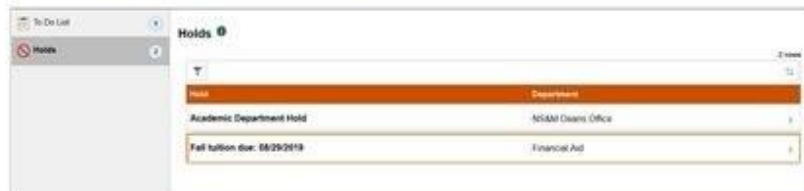
Step 1

- Holds and To Do Items are now consolidated in the Tasks tile.
- The tile will display the number of holds you have on your record and the number of outstanding To Do Items to submit to university offices. If you have no holds or To Do Items outstanding, the Tasks tile is view-only.



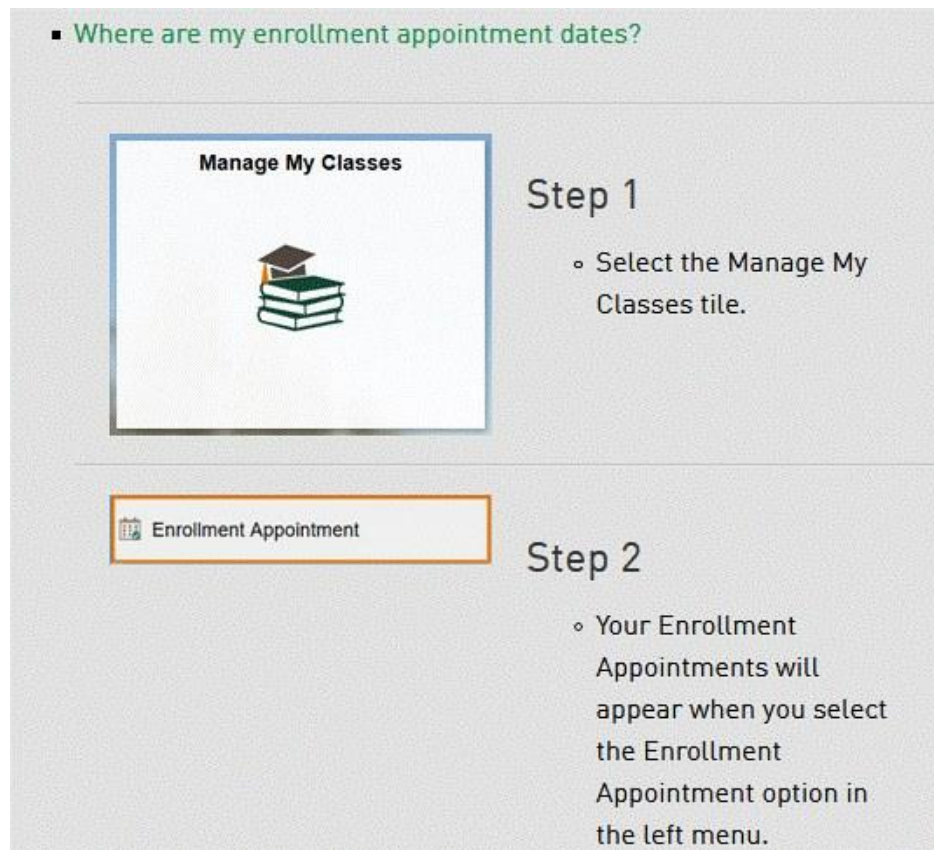
Step 2

- Select the Holds option in the left menu and you will see the hold(s) on record. Select the hold for more information.



Check your enrollment appointment in Orion.

If you attempt to register any earlier than your assigned time on or before your assigned date, Orion will reject your requests. During registration periods, the enrollment appointment is your date and time slot you are able to begin registration for the term. To locate your enrollment appointment, go to your Orion Student Center, Manage My Class tile and select the appropriate term. **NOTE:** Enrollment appointments will be assigned on **MARCH 29**, and are assigned based on how many credit hours you have. The enrollment appointment only applies to your **FALL** registration.



Review flowchart to determine which courses to take.

1. Download flowchart. Blank flowchart are available online².
2. Pull up your course history in ORION Student Center > My Academics.
3. On your flow chart, cross off all the classes you have completed and are enrolled in, follow the arrows and circle all your options for next semester.

²<https://engineering.utdallas.edu/academics/undergraduate-majors/undergrad-advising/current-students/>

- *CS/SE majors: prioritize taking courses that are pre-requisites to more CS/SE courses.*
 - *BMEN/MECH/EE/CE majors: Prioritize taking courses that are listed on or connected to your critical path (thick bold lines on your flow chart).*
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After filling out your flow chart, you are always welcome to contact your Academic Advisor to confirm your course selections.

Embed://<iframe width="640" height="360"
src="https://web.microsoftstream.com/embed/video/50671bd9-90a0-46fe-8179-0cd735431908?autoplay=false&showinfo=true" allowfullscreen style="border:none;"></iframe>

Plan your schedule using Schedule Planner.

Schedule Planner is a tool that helps you put together your class schedule for the upcoming term. Along with your desired classes, you can also input the times when you are unable to take classes. Schedule Planner will use this information to generate schedules. **For FALL 2021, the course schedule will be posted on MARCH 29.** Though CourseBook is a little more user-friendly, Orion and Schedule Planner updates in real time – pretty important during registration time.

Checkout the ECS Undergraduate Advising Channel on Stream³ to learn more about Schedule Planner's functionality. You will find videos on removing special section, locking classes, favoriting schedule, and waitlisting sections.

To learn more about how to navigate the Schedule Planner, please view the Schedule Planner Guides.⁴

Pre-Requisites or Department Consent If you are currently taking a pre-requisite off-campus, you will need to contact your advisor for assistance. Simply email proof of enrollment (advising report, class schedule, etc.) to your assigned advisor. For example, if you're taking MATH 2413 at a community college this semester and want to register for MATH 2414 at UTD, Orion will not know you are taking the pre-req off-campus. Be sure to send an official transcript to UTD Registrar once the course is completed.

NOTE: The advising staff will no longer override pre-reqs coursework completed off-campus in 2020 summer and earlier. The official transcript must be on file with the UTD Registrar's Office⁵

³<https://web.microsoftstream.com/channel/619fa8e3-b7e4-4932-a39b-d8e10cfd5e7a>

⁴https://registrar.utdallas.edu/registrar/files/Schedule_Planner_Student_Training.pdf

⁵<https://registrar.utdallas.edu/contact/>

If the class you are attempting to register requires department or instructor consent, you will not be able to register yourself in the course. You will need to contact your advisor to add you to the class. If the class requires instructor consent you will need to provide written permission to register in the course.

POLICY UPDATE: Repeating Courses to Improve Grades⁶

Students may repeat a course for an improved grade only if the grade is C- or below.

Register for classes!

If you get an error when registering, read the information on WHY your request was rejected. Is there a time conflict? Is it a section reserved for a particular major or group? Does it require departmental or instructor consent? Be sure it's a class you can take and that it isn't conflicting with anything. If you still can't figure out why you can't add it, please contact your advisor.

Questions!

*The ECS advising staff will work remotely through the 2021 summer semester. During the early enrollment period the advising staff will not accept appointments. We encourage students needing assistance to email their assigned advisor. **A full list of advisors is located online.***⁷

Also checkout

NEW!! ECS Advising FAQ⁸

2021 Academic Calendar⁹

⁶<https://catalog.utdallas.edu/2020/undergraduate/policies/course-policies>

⁷<https://engineering.utdallas.edu/academics/undergraduate-majors/undergrad-advising/ecs-advisors/>

⁸<https://engineering.utdallas.edu/academics/undergraduate-majors/undergrad-advising/advising-faq/>

⁹https://utdallas.edu/academiccalendar/files/Academic_Calendar_Spring_2021.pdf