Variable Credit Hour Guide

Visit: www.grad.cecs.ucf.edu and select the “Current Students” tab.

Next click on the “Commonly Used Forms” option.
Once you are on the Commonly Used Forms page, scroll down to Registration and click the blue hyperlink.

**REGISTRATION**

- **UCF CECS Registration Agreement and Override Dynamic Forms.** This form is a dynamic form combining both the CECS Special Registration Agreement and the Override Form previously used. This form is needed for graduate students to register for any Variable Credit Hour Course in our college (XXX 6908, XXX 6918, XXX 6946, XXX 7919, or XXX 7980). The Override portion of this form is only for access to a class where a prerequisite is required or for IDS 6999.

This link will take you to the dynamic form's login page. Supply your username and password, just as if you are signing into your myUCF account.

Once you have logged in you will see the Welcome to Dynamic Forms page. Click the Complete This Form button to start.
You are now at the Registration and Override Form.

Scroll down and you will see that your name, UCF ID (a seven-digit number), and email address appear for you. You will need to select your program (i.e., Civil Engineering), level (MS/PhD), term, and year you are enrolling. Please read the red wording carefully and then, click the checkbox next to “I understand”.

Then, choose whether you are completing a registration form or an override form. For this example, we will concentrate on the restricted registration form.

Now you are completing a restricted registration request. You will choose your Course Prefix, Course Number, enter how many credit hours you are taking, and you will fill in your instructor’s first and last
name and email address. Be sure to pick the correct prefix and course number, or we will have to return the form to you and you will need to start the process over again.

Also, you will list all assignments/activities you are expected to complete during the semester, the date that each assignment will be due, and the percentage of grade that the assignment/activity will be weighed toward your final grade.

Finally, read and click the checkboxes next to each statement and digitally sign the form. Once you hit the submit button, your instructor will get an email to let them know they have a form waiting for their signature. If you are not ready to submit the form, you can save your progress and come back to it later.