INSTRUCTOR’S GUIDE ON HOW TO COMPLETE RESTRICTED REGISTRATION FORMS

You will be notified when a student has listed you as their instructor for a course in which they are enrolling. The email will look like the one below from NG Web Solution, the third-party company who hosts UCF’s dynamic forms. It is not spam or a phishing request. You will click the link that says “Click here” to complete your section of the form.

After you click the link, it will direct you to the sign in page for dynamic forms.

Fill in your account name and password and the click “Sign on.”

You will be directed to the Welcome page for dynamic forms. Click the “Complete This Form” button.
Welcome to Dynamic Forms

Let's get started, Tracey.

The Grad Restricted Registration & Override Form form needs to be completed.

Complete This Form

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

Now you are in the dynamic form and ready to complete your portion.

Graduate Student Restricted Registration Agreement and Override Form

Directed Independent Studies (only 6 hours) 6906
Directed Research 6918
Internships 6946
Study Abroad 6958
Thesis 6971
Doctoral Research 7919
Doctoral Dissertation (must have Candidacy status) 7880

Scroll down and make sure all the information provided by the student is correct. Forms are returned when information is missing. All requests must have assignments and due dates for the course. If the request is for Independent Study, a full syllabus is required. More information about UCF’s requirements for syllabi are located at https://fctl.ucf.edu/teaching-resources/course-design/syllabus/.

If everything is correct, click the space above the Instructor Signature line.
Then scroll to the bottom and hit the “Submit Form” button.

Once you hit the Submit button, the form is forwarded the CECS Graduate Affairs for processing.

If you notice an error on the form, you will still sign the form as directed above, but hit the Return for Revision button.

Once you hit “Return for Revision,” an email page will appear. Enter the subject of your email and type a message in the body of your email. The form will go back to the student directly for needed revisions. Once your message is complete, hit the red “Return this form for revision” button.

Once the student makes the corrections, you will get another email notification and you can begin the approval process again.

If you are having difficulty with a request, please contact us at CECSgradregistraion@ucf.edu for assistance. Please note that this account will only be monitored during standard business hours, Mondays through Fridays.