



Department of Chemistry
College of Natural Sciences
and Mathematics

Late Registration Form

Indicate Semester and Year for this request: _____

Complete all information and forward this form to your advisor for signature. Do not use e-verify signature. Upload form once has been approved to the drop folder (the link has been included on the advising session email). If you are using a scanner, be sure that the background is clear with no watermarks or in another color and the form is straight with readable information. Student must make official changes according to the timeline permitted by the University's Academic calendar. All students are required to maintain 9 enrollment hours unless otherwise stated. The Program Chair will review your proposed request. Upon approval, the form will be emailed to you and you can enroll accordingly on AccessUH. Official enrollment must reflect the approved request. Please see the attached instructions to view the list of lecture courses and research hours in myUH. If there are any changes after an approval, an Adjustment to the Initial registration form must be submitted, index - University of Houston (uh.edu). If you are planning to graduate this semester, apply for graduation online in myUH before the University deadline.

Name: _____

MyUH ID: _____

UH-Email: _____

Advisor: _____

Phone: _____

Degree Objective: MS I MS II PhD

Division: Inorganic Organic Physical

Support: TA RA None

Interdisciplinary: CBIP

Semester Started: _____

Submitted ORP committee formation? Yes No

Number of Semesters Enrolled: Count only fall and spring _____

Has taken ORP Exam? Yes No. If passed, list date: _____

Committee Composition (CC) form submitted? (MS I & PhD only). This is not the same as ORP committee form. Yes No.

Important Dates to Remember:

Deadline for Reduced Course Load petition (RCL): **May 1 (Summer and Fall) and October 1 (Spring)**

Payment deadline: Check on line, <http://www.uh.edu/financial/payment/billing-due-dates/>

First day of classes: [Academic Calendar](#)

Department deadline for last day to Add/Drop a class: **Friday of the first week of classes**

Application for graduation deadline: [Academic Calendar](#)

Thesis/Dissertation submission: Check NSM Graduate website, <http://nsm.uh.edu/>

Oral Research Progress (ORP) Examination Committee Formation: Prior to the beginning of a new semester

Oral Research Progress (ORP) Examination: Before the closing of each semester. [Academic Calendar](#)

Dissertation/Thesis Committee Formation (CC): Must be approved by NSM at least one (1) semester prior to the graduation semester

List clearly the courses you wish to register for in the table below.

Item	Course Instructor	Course Name, Number, and Description	Class Number (5 digits)
1			
2			
3			
4			
5			
6			
7			
8			
9			

Total enrollment credit hours: _____

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Program Chair Signature: _____

Date: _____

Program Chair's Comment: _____

Requirement Progress Check

Refer to our department graduate handbook, [Forms for Graduate Students - University of Houston \(uh.edu\)](http://Forms%20for%20Graduate%20Students%20-%20University%20of%20Houston%20(uh.edu)), if needed, to help you complete required section(s) below for your plan.

For MS I and PhD students.

List number of time completing seminars in the provided area: CHEM 6111 _____, CHEM 6112 _____, CHEM 6115 (TA when applicable) _____.

For MS I. **Do not include the current semester seeking enrollment approval.**

List how many hours taken in CHEM 6399 _____ and/or CHEM 7399 _____

For PhD candidates, respond to questions below. **Do not include the current semester seeking enrollment approval.**

How many hours of Doctoral Research (CHEM 8x98) have you taken? _____

How many hours of Doctoral Dissertation (CHEM 8x99) have you taken? _____

For MSII students.

Indicate semester and year complete (d) CHEM 6311 - Mechanisms _____

Indicate semester and year complete (d) CHEM 6313 - Thermodynamics & Kinetics _____

Indicate semester and year complete (d) CHEM 6374 - Physical Inorganic Chemistry I _____

List all other lecture courses in the area below.

Division Requirement

Inorganic

Indicate semester and year complete (d) CHEM 6374 - Physical Inorganic Chemistry I _____

List all other lecture courses in the area below .

Organic

Indicate semester and year complete (d) CHEM 6311 - Mechanisms _____

Indicate semester and year complete (d) CHEM 6351 - Organic Structure Determination _____

Indicate semester and year complete (d) CHEM 6352 - Organic Reactions and Synthesis _____

List all other lecture courses in the area below.

Physical

Indicate semester and year complete (d) CHEM 6313 - Thermodynamics & Kinetics _____

Indicate semester and year complete (d) CHEM 6321- Quantum Chemistry _____

Indicate semester and year complete (d) strongly recommended CHEM 6314- Spectroscopy _____

Indicate semester and year complete (d) strongly recommended CHEM 6322- Statistical Thermodynamics _____

List all other lecture courses in the area below.

Reading credit hours.

The second digit of all course number represents the hours count for that course. For example, CHEM 6311 is a 3 credit hour course and CHEM 8699 is a 6 credit hour course. For the fall and spring semesters, all students are required to enroll in 9 hours. The requirement for the summer session is normally 6 hours. Students will be notified for any changes. Please use the following instructions to enroll yourself upon receiving your approved registration form. If you have questions regarding the registration process, please feel free to contact the Graduate Staff Advisor.

Searching/Registering for courses

- Log on to AccessUH with your credentials.
- Click myUH self-service icon to view student home page.
- Click on Manage classes icon to go find class search/Browse Catalog listed on the left side menu. Put in your search criteria (term, course, etc.) Once found the course that you want, click enroll at the top of the search criteria tab to add the class.
- Click finish enrollment or save course in your shopping cart.

Late Registration Form Example

Indicate Semester and Year for this request: Spring 2023

Complete all information and forward this form to your advisor for signature. Do not use e-verify signature. Upload form once has been approved to the drop folder (the link has been included on the advising session email). If you are using a scanner, be sure that the background is clear with no watermarks or in another color and the form is straight with readable information. Student must make official changes according to the timeline permitted by the University's Academic calendar. All students are required to maintain 9 enrollment hours unless otherwise stated. The Program Chair will review your proposed request. Upon approval, the form will be emailed to you and you can enroll accordingly on AccessUH. Official enrollment must reflect the approved request. Please see the attached instructions to view the list of lecture courses and research hours in myUH. If there are any changes after an approval, an Adjustment to the Initial registration form must be submitted, index - University of Houston (uh.edu). If you are planning to graduate this semester, apply for graduation online in myUH before the University deadline.

Name: Doe, Jane

MyUH ID: 1234567

UH-Email: jdoe@central.uh.edu

Advisor: J. May

Phone: 713. 743. 1000

Degree Objective: MS I MS II PhD

Division: Inorganic Organic Physical

Support: TA RA None

Interdisciplinary: CBIP

Semester Started: Fall 2018

Submitted ORP committee formation? Yes No

Number of Semesters Enrolled: Count only fall and spring 10

Has taken ORP Exam? Yes No. If passed, list date: 10-2-2020

Committee Composition (CC) form submitted? (MS I & PhD only). This is not the same as ORP committee form. Yes No.

Important Dates to Remember:

Deadline for Reduced Course Load petition (RCL): **May 1 (Summer and Fall) and October 1 (Spring)**

Payment deadline: Check on line, <http://www.uh.edu/financial/payment/billing-due-dates/>

First day of classes: [Academic Calendar](#)

Department deadline for last day to Add/Drop a class: **Friday of the first week of classes**

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Dissertation/Thesis Committee Formation (CC): Must be approved by NSM at least one (1) semester prior to the graduation semester

List clearly the courses you wish to register for in the table below.

Item	Course Instructor	Course Name, Number, and Description	Class Number (5 digits)
1	J. May	CHEM 8999-Doctoral Dissertation	11111
2			
3			
4			
5			
6			
7			
8			
9			

Total enrollment credit hours: 9

Student Signature: J. Doe

Date: 11.18.2022

Advisor Signature: J. May

Date: 11. 24. 2022

Program Chair Signature: P. Shiv Halasyamani

Date: 11. 30.2022

Program Chair's Comment: _____

Requirement Progress Check EXAMPLE

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For MS I and PhD students.

List number of time completing seminars in the provided area: CHEM 6111 ____2____, CHEM 6112 ____2____, CHEM 6115 (TA when applicable) ____2____.

For MS I. **Do not include the current semester seeking enrollment approval.**

List how many hours taken in CHEM 6399 _____ and/or CHEM 7399 _____

For PhD candidates, respond to questions below. **Do not include the current semester seeking enrollment approval.**

How many hours of Doctoral Research (CHEM 8x98) have you taken? ____50____

How many hours of Doctoral Dissertation (CHEM 8x99) have you taken? ____21____

For MSII students.

Indicate semester and year complete (d) CHEM 6311 - Mechanisms _____

Indicate semester and year complete (d) CHEM 6313 - Thermodynamics & Kinetics _____

Indicate semester and year complete (d) CHEM 6374 - Physical Inorganic Chemistry I _____

List all other lecture courses in the area below.

Division Requirement

Inorganic

Indicate semester and year complete (d) CHEM 6374 - Physical Inorganic Chemistry I _____

List all other lecture courses in the area below.

Organic

Indicate semester and year complete (d) CHEM 6311 - Mechanisms ____Fall 2018____

Indicate semester and year complete (d) CHEM 6351 - Organic Structure Determination ____Fall 2018____

Indicate semester and year complete (d) CHEM 6352 - Organic Reactions and Synthesis ____Fall 2018____

List all other lecture courses in the area below.

__CHEM_6312-Bonding, CHEM 6332-Inorganic Materials Analysis, PHAR 6345-Drug Design and Discovery_____

Physical

Indicate semester and year complete (d) CHEM 6313 - Thermodynamics & Kinetics _____

Indicate semester and year complete (d) CHEM 6321- Quantum Chemistry _____

Indicate semester and year complete (d) strongly recommended CHEM 6314- Spectroscopy _____

Indicate semester and year complete (d) strongly recommended CHEM 6322- Statistical Thermodynamics _____

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- Click finish enrollment or save course in your shopping cart.