MECHANICAL ENGINEERING (ME) PROGRAM

Registration

MECHANICAL ENGINEERING
Graduate Studies Committee
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COLLEGE OF ENGINEERING
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II. REGISTRATION

Students pursuing a full-time program of graduate study should register for a minimum of 12 graduate credit hours each quarter (12 minimum, 18 maximum). General registration information is given in the Graduate School handbook, and details and forms can be obtained at the University Registration Office (220 University Pavillion or online at www.onestop.uc.edu).

The URL www.onestop.uc.edu should be consulted regarding announcements of specific registration dates and procedures. Prior to first registration at www.onestop.uc.edu, a newly matriculated student should check in and consult with the COE Graduate Studies Office in 701 ERC in order to receive further instructions. Subsequently, the student should meet with his/her academic advisor to discuss course selection and to develop the Program of Study. The course schedule for the initial quarter, as well as all subsequent quarters, must be approved by the student's Academic Advisor prior to registration. The student should also provide the Graduate Studies Coordinator (701 ERC) with a local address the first quarter and any changes thereafter, so that the department can contact the student if needed. The student must also report his/her e-mail address to the COE graduate studies e-mail distribution list server at listserv.uc.edu (select the ENGN-ME-MS or ENGN-ME-PHD group), as well as to the University Registrar at www.onestop.uc.edu. It is essential that the student maintain current contact information and check his/her e-mail on a regular basis, as all essential correspondence related to graduate studies is now handled electronically.

Pre-Registration Procedures and Requirements

The Supplementary Information Form must be completed by all graduate students prior to their first graduate registration. Students who have previously completed this form for a previous degree (undergraduate or Master’s) must complete a new Supplementary Information Form. All students should place the departmental code number on the "Program Major" line of this form (ME-008 along with the name of their major). If a student has previously been registered in another department at UC he/she should write "DEPARTMENT CHANGE" across the top of this form. Problems with registration, financial aid, and grade reports are often traced to program major errors in the university computer data base.

Full-time graduate student status requires at least 12 graduate credits, exclusive of audit. Students receiving University Graduate Scholarships (UGS) and University Graduate Assistantships (UGA) require at least 12 graduate credits. International students must be in a full-time status, although they may register for fewer than 12 credit hours once they have completed all credit hour
requirements for the degree and are completing a thesis or dissertation. The Reduced Credit Hour Load form must be submitted. Contact the International Services staff at www.isso.uc.edu for further details and associated forms.

Normally 600 level courses (eg. 20-MECH-6xx) are considered dual-level in the College of Engineering. Graduate credit is granted for dual level and graduate (700 level and above) coursework. Graduate credit is not given for 500 or below level engineering courses. However, some 500 level courses taken in other departments at the University (e.g., Math) may qualify for graduate credit subject to the approvals by the Academic Advisor and Graduate Studies Director. The ME graduate student must specify graduate credit when registering or graduate credit will not be given. Dual level (undergraduate/graduate) courses may require additional work for graduate credit.

A. Registration Change Procedure (Add/Drop)

Web registration via www.onestop.uc.edu is open for electronic Add/Drop through the first week of every quarter (check posted schedules for exact dates). Courses may be dropped on-line through the last day to withdraw, as designated by the Registrar. Courses may be dropped without entry to the academic record until the date designated as such, normally within the first three weeks of the quarter; after this date, the course will be graded W or F, at the discretion of the instructor. (See also Section D, Withdrawals, below.) Refer to www.uc.edu/Registrar for specific dates in the current quarter. No class can be dropped after the eighth Friday of the quarter. A student may be withdrawn by the instructor at any time in the quarter when excessive absences have been incurred. A student must finish at least 12 graduate credits in a quarter to be considered full time. A student receiving a UGS or UGA must finish at least 12 graduate credits in a quarter.

B. Audit Regulations

Admissions and conditions for participation in audit courses are at the discretion of the instructor, who is not obligated to accept a student for audit. Audit hours do not count toward the 260-graduate credit limit for university-funded financial aid, and they do not count toward full-time status. However, audit credits do count for tuition purposes. Hence, a student on a UGS or UGA appointment must be registered for at least 12 credits of graduate courses exclusive of audit, but will be assessed for any total credits which run over 18. A course instructor has the right to assign an "F" (failure) or "W" (withdrawal) grade to an audit student if the student fails to meet the requirements set forth by the instructor for auditing the course.
C. Pass/Fail Registration

Only Topics, Thesis, or Dissertation courses may be taken and/or graded on a pass/fail basis.

D. Withdrawals

A student may drop a course by Saturday of the third week of classes with no academic penalty. From the fourth through the eighth week, a student may drop with a grade of either "W" or "F" to be assigned at the discretion of the instructor. After Saturday of the eighth week, no withdrawal will be approved, except for reasons beyond the control of the student, such as sickness or accident. The Graduate School along with the student’s ad hoc committee judges the advisability of such exceptions. All withdrawals must be made through the COE Graduate Studies Office (701 ERC) either in person or by letter. A student may be withdrawn by the instructor at any time in the quarter when excessive absences have been incurred. A student withdrawn because of excessive absences is not eligible for academic credit, refund, of fees, or reinstatement as an auditor in that course.

Official dropping from individual courses or completely withdrawing from the University must be initiated by the student in writing through the Graduate Studies Office. The withdrawal date to be used in determining refund eligibility shall be the date the official request is submitted for approval to the Graduate Studies Office. Please consult Learning Opportunities for current Add/Drop and Refund Procedures. Questions concerning interpretation of the regulations governing refund of student fees should be referred to the Registrar.

E. Registration Requirements for Maintaining Active Student Status

Maintaining active student status for US citizens and permanent residents requires registering for at least 1-credit hour during Autumn Quarter of each year. If your active status has lapsed (12 consecutive months of non-registration), you will be required to submit a petition for reinstatement and will have to pay a substantial penalty. After 36 months, you will have to re-apply and pay an even higher penalty.

All international students must remain full-time to maintain their visa status. Full-time status requires 12 credit hours (except summer). However, after completion of all credit hour requirements for the degree, international
students can currently register for one credit hour each quarter (except summer) and be considered full-time, provided they submit a Course Reduction form. Certain exceptions may also apply. Consult regularly with ISSO (3134 1 Edwards Center or on-line at www.isso.uc.edu) for applicable forms as well as policy changes.