



REGISTRATION INSTRUCTIONS FOR RTF GRADUATE STUDENTS

When emailing about course questions, always include the following information!!!

1. Full name
2. UT EID
3. Major/program
4. Complete course details: Unique #, Course Number, Course Title, Instructor (e.g., Jennifer McClearen's RTF 389 Brand/Consumer Culture course, unique#: 10110)

General Registration Info:

Registration Procedure:

1. Attend advising session with Graduate Advisor prior to registration.
2. Secure enrollment consent from course instructors, if necessary (see below).
3. Clear registration bars (check Registration Information Sheet).
4. Register via the Registration Information Sheet.

Note: The RTF Graduate Coordinator will contact you each semester with instructions for setting up an advising session with the Graduate Advisor. Some students may be exempt such as students in their last semester, dissertating PhDs, and First Year MFAs.

View course schedules and registration periods here: <https://registrar.utexas.edu/schedules>.

View RTF Graduate Course Descriptions here: <https://rtf.utexas.edu/graduate/courses>.

Check your Registration Information Sheet here: <https://utdirect.utexas.edu/registrar/ris.WBX>.

View Program Handbooks and advising sheets here:
<https://wikis.utexas.edu/display/RTF/RTF+Graduate+Student+Wiki>.

View Graduate School Academic & Registration Policies here:
<https://gradschool.utexas.edu/academics/policies>



Registering for RTF Graduate Courses

Since RTF has different graduate specialty areas (Media Studies, Production, Screenwriting), not all RTF graduate courses will be open to your major. Graduate course electives in your specialty area will be open to your major and you will be able to register for them on a first-come, first-served basis. You are guaranteed a spot in any core graduate course required for your major.

You may want to register for RTF graduate courses outside of your specialty area (to fulfill minor requirements or RTF electives). Here are the steps:

1. Get approval from Graduate Advisor and course instructor.
2. Forward written approval from course instructor to RTF Graduate Coordinator.
3. RTF Graduate Coordinator will either give you permissions to register or will place you on a Waitlist (priority is given to RTF grad students in that specialty area).

Registering for Graduate Courses outside of RTF

If the course is just listed as “Open” in the course schedule, you should be able to register for it. It may be a good idea to email the course instructor for approval anyway.

If the course is listed as “Open” and “Reserved”, it is likely restricted to certain majors.

1. Get approval from course instructor.
2. Forward written approval from course instructor to [Department Graduate Coordinator](#) to ask that you are given permissions to register for the course.
 - a. If you need to add/drop this course during late registration periods, you will have to work with the Department’s Graduate Coordinator rather than the RTF Graduate Coordinator.

Registering for Upper-division Undergraduate Courses

Consult your Program Handbook for the maximum number of upper-division undergraduate credit hours you may apply towards your graduate degree. Upper-division undergraduate course numbers range from x2x – x7x. Lower-division undergraduate credit hours (x0x – x2x) may never count towards a UT graduate degree.

Steps for registering in undergraduate coursework are listed below:



Moody College Undergraduate Courses (RTF, J, CMS, COM, ADV, SLH)

1. Get approval from Graduate Advisor and course instructor.
2. Forward written approval from course instructor to RTF Graduate Coordinator.
3. Sign request form RTF Graduate Coordinator sends you via DocuSign ASAP.
4. After request form is signed by all parties, the Moody undergraduate advising office will register you for the course.

Note: This process requires multiple signatures and may take a long time. It is recommended that you begin the process ASAP and register for a placeholder course while we wait for final approval.

Non-Moody Undergraduate Courses (Liberal Arts, Business, Natural Sciences, etc.)

1. Get approval from Graduate Advisor and course instructor.
2. Ask course instructor how to register for the course if it is listed as “Reserved”. If the course instructor doesn’t know, you should reach out to the [Department’s Graduate Coordinator](#) and politely ask them to explain their department’s process or direct you to the appropriate undergraduate advising office for assistance.

Registering for RTF 388 Independent Study/Special Projects

Students cannot register for RTF 388D or RTF 388E “Research Problems in Special Fields” until they complete the steps below:

1. Negotiate the topic and format of the independent study with the professor.
2. Submit the [RTF 388 Course Permission Form](#) to the RTF Graduate Coordinator.

Note: Consult your Program Handbook to verify how many RTF 388 courses may count towards your degree.

Registering for RTF 384N Internship in Film and Media Industries

Students cannot register for RTF 384N until they complete the steps below:

1. Secure internship and discuss academic relevance with Graduate Advisor.
2. Submit the [Internship Request to Enroll Form](#) to RTF Graduate Coordinator.
3. RTF Graduate Coordinator will circulate the form for Graduate Advisor and Department Chair approval and give you permissions to register for the course.