Advising and Scheduling

AT TEXAS TECH UNIVERSITY
Graduate Advising and Recruitment

Mahdi Sanati – Graduate Recruiter
Igor Volobouev – Graduate Advisor
Melanie Ungar – Academic Advisor
Bureaucracy!
Milestones That May Require Paperwork

- Selecting a thesis committee
  • if one of the committee members is not an active TTU faculty member (including professors emeriti)

- Thesis (Dissertation) Proposal Defense
  • a.k.a. the qualifying exam, which is not the same as the preliminary exam or the comprehensive exam

- Scheduling a Thesis Defense

- Passing (or Failing) a Thesis Defense

- A Change of Graduation Date
  • after the student has already earned 99 credit hours
Student having an issue with registration? You really only need to remember one phrase:

“Please email our academic advisor Dr. Ungar for assistance.”
“I want to take your course but it’s full. Can you let me in?”

“THAT DEPENDS ON A NUMBER OF FACTORS. PLEASE EMAIL OUR ACADEMIC ADVISOR DR. UNGAR FOR ASSISTANCE.”
Registration Deadlines

- **THE 4TH CLASS DAY (DOES NOT INCLUDE WEEKENDS OR HOLIDAYS)**
  - last day for students to register for classes without your explicit written permission and my help

- **THE 12TH CLASS DAY**
  - last day for students to drop your course “without penalty”

- **A COUPLE WEEKS BEFORE THE END OF THE TERM (NOVEMBER 24)**
  - last day for students to drop your course at all
Three Types of Undergraduate Research

Research for Credit
- PHYS 3000 Undergraduate Research
- PHYS 4306 Capstone Project

Research as Employment
- If you have enough grant money to employ them
- Reach out to Joyce for help with these students

“Off the Books” Research
- During non-COVID times, there usually isn’t much (if any) paperwork associated with these students
Scheduling

A semester gets planned out and scheduled 5-10 months before it starts.

If you have any special requests, please make them early!

Students register for Fall in early April and for Spring and Summer in early November.

Once students are registered for a course, it is very difficult to move it around.