

**Washington University in Saint Louis**  
**Department of Earth and Planetary Sciences**

Geology ■ Geobiology ■ Geochemistry ■ Geophysics ■ Geodynamics ■ Planetary Science

**SOME THINGS ABOUT REGISTRATION  
YOU NEED TO KNOW...**

**TO:** Graduate Students

**FROM:** Rich Heuermann  
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**SUBJECT:** Registration

There are directions for the Web-based on-line registration process in the front of the Course Listings book.

1. **Your advisor must electronically authorize you for registration.** This would normally be done following a meeting in which you and your advisor review your academic plan, select the courses you will take in the upcoming semester, and project the courses you will take over the next two years to complete any remaining breadth and depth requirements. **You and your advisor must also update your Academic Progress Chart, and both of you must sign it.** (*The Chart records the courses planned for the duration of your program, as well as the anticipated examination dates. Courses are selected based upon the E&PS webpage's course projections, your areas of interest, the breadth requirements, and depth requirements. The Chart, particularly the course projections, should be reviewed and updated as necessary.*) Then please bring the signed chart, issued to advisors at the beginning of the advising season, to Gail Kremser (gailk@wustl.edu/5-5603).
2. You should check the number of credits you think you are going to take against the tuition scholarship notice that you should have received from the Grad School last spring. **If the two do not agree, please see me right away.** We will check your registration against our guesses and contact you if the units you have signed up for do not seem to be correct. But anything that you can spot first will speed things up. If you cannot locate the scholarship notice, please talk to Gail.
3. You should consult with your advisor and jointly agree upon the courses you will take and upon research work. You should get the verbal permission of the instructor to enroll, for courses that require this. Then you can register anytime, after the date marked in the Course Listing schedule but before the beginning of the semester. On-line registration closes about two weeks after the first day of classes. After that, you will have to register in person at the Graduate School office and a late fee of \$100 or more may be assessed. **The Department will not pay this fee for you.**
4. As part of the discussion with your advisor, you should establish that you have any pre-requisites required for a course. That includes getting permission of instructor. *There is no cross-checking by the Department or the Grad School.*
5. If you have completed the credits necessary for your degree, you need to sign up for:
  - M.A. program: L19 E&PS 883, 0 credits, Audit grade option
  - Ph.D. program: L19 E&PS 884, 0 credits, Audit grade option
  - The section number should be "01".

There are a few other, seldom-used, options. If you will not be on-campus and will not need access to library, gym, or check-cashing services, you can sign up for "non-resident candidate" status. These are different course numbers. The fee is much less. You should consider "non-resident" only if you are paying the fees yourself. Please see me if you wish to consider doing this. Changing to this status means that you are no longer considered to be a full-time student. It will trigger, for example, the clock for repayment of student undergraduate loans and probably end your FICA-tax free status.

6. If your tuition scholarship notice includes the term "CSF", it means that you have reached the number of credits necessary for your degree program. From this point on, there will be a "Continuing Student Fee", assessed each semester, to maintain your candidacy for the degree. The Graduate School will only pay this fee for students supported by University Teaching Assistantships, University fellowships, and external fellowships that provide some tuition support. However, the E&PS faculty have determined that the Department will pay the CSF fee for Research Assistants and others not covered by the Grad School for three years for M.A. students and six years for Ph.D. students. R.A.'s and non-University supported Fellows will have to pay their own fees each semester, once they have completed the third year for Masters students and the sixth year for doctoral students. It is not yet a legal charge for grants, and the Department does not pay this fee for you, after your first twelve semesters.
7. If you are signing up for E&PS 592, Research, please use the section number labeled with the name of the faculty member who will supervise the research. Else you will have to change them, so that the correct faculty person can assign your grade.
  - If your research advisor is not listed among the E&PS 592 sections, please see me.
8. If you intend to sign up for an E&PS 590, Independent Study, please see/call/e-mail me first to get a section number. I will need to know the instructor and the topic. (We can arrange for your transcript to show the topic.)
  - If you wish to take 300 level E&PS courses, you cannot sign up for them directly, unless you personally pay for them. Instead, you will need to take them as Independent Study. I need to assign the section number and tag it with the course title.
  - If you wish to take 300 level courses taught in another department, please see the section of this web site that explains how to do this. If you have questions after reading through that section, please contact me.
9. If you need to take a non-Arts and Sciences course, the Dean requires advisor concurrence and a statement identifying the course and explaining its relevance to your academic plan. All of this typically takes a short paragraph, not a page. You can e-mail it to me.
10. E&PS 591, Graduate Research Project **must** be taken by all first year students in their second semester, for a minimum of 3 credits, under the direction of a faculty member selected by the student and the advisor. Permission of the faculty member is required. Please see/call/e-mail me with name of faculty, number of credits, and research topic, and I will assign a section number. Please do not assign your own section number. Mystery assignments make getting your grades in correctly and on time very difficult.
11. **Room assignments will not be finalized by the Registrar until shortly before the semester begins. When a reasonably complete assignment listing is given to us, we will reprint and distribute the E&PS course schedule.** Until then, the room assignments listed on the E&PS schedule sheet are only PROVISIONAL. They are our requested rooms, not confirmed assignments.

Other questions and problems with registration may arise. Please ask me if you cannot readily find an answer.

*Edited: August 10, 2010*