

Graduate Registration Form**Indicate Semester and Year:** _____**Student Information** (Please print and use only **black** or **blue** ink to complete all information.) Return only pages 1 & 2 to the Graduate Office.

Name:	_____	MyUH ID:	_____
Address:	_____	Advisor:	_____
Phone:	_____	Your UH-Email:	_____
Division:	<input type="checkbox"/> Inorganic <input type="checkbox"/> Organic	Semester Started:	_____
Interdisciplinary:	<input type="checkbox"/> Physical <input type="checkbox"/> CBIP	Number of Semesters Enrolled:	_____
Support:	<input type="checkbox"/> TA <input type="checkbox"/> RA <input type="checkbox"/> None	Count Fall and Spring semesters only.	
Degree Objective:	<input type="checkbox"/> PhD <input type="checkbox"/> MS I <input type="checkbox"/> MS II	<input type="checkbox"/> Passed -- Date:	_____
	<input type="checkbox"/> Yes: Date _____ <input type="checkbox"/> No:	ORP Exam:	<input type="checkbox"/> Not Taken
Submitted ORP Form?	Date to submit: _____		

Submitted Committee Composition Form (not the same as ORP form)? ☐Yes: Date _____, ☐No: Date to submit: _____

Please see the attached instructions to view the list of lecture courses and research hours via myUH.uh.edu. List clearly the courses you wish to register for in the table below. Please sign and obtain your faculty advisor's signature. Return the completed form to the Graduate Advisor mailbox by the deadline. If your faculty advisor is out of town, please obtain approval via e-mail and attach it to the completed form. All students are required to register for 9 hours unless otherwise stated. Dr. May will review your proposed course list. Upon approval, the form will be returned to you via-email and you may register accordingly. Official enrollment must reflect request. If there are any changes, a new form must be submitted. If you are planning to graduate this semester, please apply for graduation online at myUH.uh.edu before the University deadline.

Important Dates to Remember:

Deadline for Reduced Course Load petition (RCL):	May 1 (Summer and Fall) 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 due:	Check NSM Graduate website, http://nsm.uh.edu/ .
Oral Research Progress (ORP) Examination Committee Formation:	June 1 (summer) September 1 (Fall) February 1 (spring)
Oral Research Progress (ORP) Examination:	Before the closing of each semester. Academic Calendar
Dissertation/Thesis Committee Formation:	At least one semester prior to the graduation semester

	Course Instructor	Course Number and Course Name	Class Number
1			
2			
3			
4			
5			
6			

Student Signature: _____	Date: _____
Advisor Signature: _____	Date: _____
Graduate Director Signature: _____	Date: _____
Director's Comment: _____	

Requirements Progress

Seminar Series: Enrollment of CHEM 6111, 6112 and 6115 is required for 3 long semesters and by the end of the second year in residency. List how many hours of colloquium (6111) _____ and (6112) seminar _____ you have taken. Maximum enrollment is 3 hours for each category.

Master's Thesis: List how many hours taken in CHEM 6399 _____ and CHEM 7399 _____.

Doctoral Dissertation: List how many hours taken in CHEM 8X99 _____. Do not include the current semester seeking enrollment approval.

Mark the course(s) that **has been completed** for your division below. Select only **one** division. Write in any coursework that is different from the list in the space provided. Do not include colloquium, seminar, thesis, or research hours.

Inorganic Division

1. Required (1):

☐ CHEM 6374 – Physical Inorganic Chemistry I (Fall)

2. Five (5) of the following courses:

- ☐ CHEM 6311 – Mechanisms (Fall)
- ☐ CHEM 6312 – Bonding (Fall)
- ☐ CHEM 6313 – Thermodynamics / Kinetics (Fall)
- ☐ CHEM 6314 – Spectroscopy (Spring)
- ☐ CHEM 6321 – Quantum Chemistry (Fall)
- ☐ CHEM 6332 – Inorganic Material Analysis (prerequisite CHEM 6374 Spring)
- ☐ CHEM 6375 – Physical Inorganic Chemistry II (prerequisite CHEM 6374, Spring of odd years)
- ☐ CHEM 6376 – Organometallic Chemistry (Spring)
- ☐ CHEM 6377 – Solid State Chemistry (prerequisite CHEM 6374, Spring)

Write in: _____

Organic Division

1. Required (4):

- ☐ CHEM 6311 – Mechanisms (Fall)
- ☐ CHEM 6351 – Organic Structure Determination (?)*
- ☐ CHEM 6352 – Organic Reactions and Synthesis (Fall)
- ☐ CHEM 6353 – Physical Organic Chemistry (Spring)

* At the discretion of the research advisor, CHEM 6374 can be substituted for CHEM 6351

2. Two (2) from the following elective courses:

- ☐ CHEM 6313 – Thermodynamics / Kinetics (Fall)
- ☐ CHEM 6314 – Spectroscopy (Spring)
- ☐ CHEM 6330 – Advanced Polymer Chemistry (not currently offered)
- ☐ CHEM 6332 – Inorganic Material Analysis (prerequisite CHEM 6374; Spring)
- ☐ CHEM 6374 – Physical Inorganic Chemistry I (Fall)
- ☐ CHEM 6375 – Physical Inorganic Chemistry II (prerequisite: 6374; spring of odd years)
- ☐ CHEM 6376 – Organometallic Chemistry (Spring)
- ☐ CHEM 6377 – Solid State Chemistry (prerequisite CHEM 6374, Spring)
- ☐ PCOL 6345 – Drug Design and Discovery (Spring)

Write in: _____

Physical Division

1. Required Four (4) courses:

- ☐ CHEM 6313 – Thermodynamics & Kinetics (Fall)
- ☐ CHEM 6321 – Quantum Chemistry (Fall)
- ☐ CHEM 6322 – Statistical Thermodynamics OR Statistical Physics (Spring)
- ☐ CHEM 6324 – Molecular Spectroscopy (Spring)

2. In addition to the four required courses, two (2) additional 6000 or 7000-level graduate courses to be decided by the student and his/her advisor.

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Name and ID: _____

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Write in: _____

Name and ID: _____

Course Selection Information

Lecture Courses

Courses are mostly for the first and second year graduate students. Students need to take courses that fulfill the requirements from his/her division or research. Please consult your research advisor before signing up for any courses. Spring and/or fall lecture courses include CHEM 6111, 6112, 6115, 6311, 6312, 6313, 6321, 6333, 6352, 6353, 6374, 7322. Coursework requirements must be met within the first five long semesters.

Research Hours

Special Problems (SP) – After you have completed all the required lecture courses for your division, please enroll in Special Problems with your faculty advisor. (CHEM 6198, 6398, 6698, 6998)

Master's Thesis (MT) – 6 hours are required in the final semester of a student who is graduating with a Master's degree. Please enroll in the Master's Thesis with your faculty advisor. (CHEM 6399, 7399)

Doctoral Research (DR) – Doctoral Research is for PhD students who have completed required lecture courses and passed the ORP exam, but are not planning to graduate this semester. Please keep in mind that 6 hours of Doctoral Dissertation are required in the final semester of a student who is graduating with a PhD. Please enroll in the Doctoral Research with your faculty advisor. (CHEM 8398, 8698, 8998)

Doctoral Dissertation (DD) – Doctoral Dissertation is for students who are planning to graduate with a PhD degree this semester. There is no minimum for Doctoral Dissertation hours for students who are graduating with a PhD, but you are not permitted to earn more than 12 hours of Doctoral Dissertation grades during the course of the graduate program. Please enroll in the Doctoral Dissertation with your faculty advisor (CHEM 8399, 8699, 8999). Once begun enrollment in dissertation, you will need to continue in these hours.

List of Lecture Class & Research Hours – View via PeopleSoft

All lecture courses and research hours are available for students to view via PeopleSoft. Class number, section number, room number and instructor name are all listed for each class. Please log on to review the list of chemistry graduate courses. Instructions are as follows:

1. Log on to Peoplesoft at <https://myUH.uh.edu>
2. Click UH Self Service
3. Click Enrollment
4. Click Class Search/Browse Catalog
5. Select Term and click Go
6. Select Course Subject – CHEM (Chemistry)
7. Select Course Number – for example 6399 (or leave blank to view all)
8. Select Course Career – Graduate
9. Instructor Last Name – Faculty Advisor last name (*use to find all research hours available for your faculty advisor)
10. Check or Uncheck box to view all classes (the classes are not yet open, but they will be later)
11. Click Search at the bottom of the page
12. Click View All Sections in the blue bar below the course name

If you are not able to find correct special problems, doctoral research and dissertation hours which are designated to your advisor, email the Graduate Advisor for more information. Do not attempt to enroll in a section differs from your advisor.

Registration Instructions

After your registration is approved by Dr. May, a copy will be emailed to you. You can then proceed to register your courses for the upcoming semester/session. All students are required to obtain pre-approval from the Dr. May if plan to drop or change classes. You are welcome to contact the Graduate Advisor before meeting with Dr. May. ***Please note that due to the course changes, your fee bill may contain mistakes and it is your responsibility to identify and seek assistance to correct them.***

Credit Hours (or 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 Advisor.

Registration Instructions

1. Log on to myUH.uh.edu
2. Click UH self service
3. Click Enrollment
4. Click Enrollment: Add Classes
5. Select Term click Continue
6. Enter the class number in the "Enter Class Nbr" box and Click Enter.
7. Confirm that you have selected the correct course, class number and instructor. Click Next.
8. Click "Proceed to Step 2 of 3"
9. Click "Finish Enrolling"

Graduate Advisor Contact Information

MyTrang Baccam
Office: Fleming 112J
Phone Number: 713-743-4341
e-Mail: mtbaccam@central.uh.edu

Graduate Chair Contact Information

Jeremy May
Office: SERC -5011
Phone Number: 832.842.8808
e-Mail: jmay@uh.edu

Department web site for necessary forms download and Oral Research Progress (ORP) information.

<http://www.uh.edu/nsm/chemistry/graduate/forms/>