



## Graduate Student Schedule Request

<b>Use</b>	The Graduate Student Schedule Request form is used by graduate students to request permission to enroll in University of Maryland courses. The completed form must be reviewed and approved by the student's Graduate Advisor, then submitted to the Office of Graduate Studies ( <a href="mailto:psycgradstudies@umd.edu">psycgradstudies@umd.edu</a> ) to have any applicable registration blocks lifted.
<b>Deadline</b>	Complete contracts must be received <b>from the Graduate Advisor</b> by 10:00am, <b>no less than seven days</b> before classes are scheduled to begin. No exceptions will be made, so you are encouraged to submit this well in advance.
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1) Download and save this electronic PDF form to your computer. Be sure to name file with your last name and the semester you're registering for. For example, "<b>Smith-Fall 2017.pdf</b>"</li> <li>2) Use the most recent version of Adobe Acrobat Reader (<a href="http://www.adobe.com">www.adobe.com</a>) to open, complete and save this form to your computer. <b>Do not use any other program to view, edit or save the PDF file.</b></li> <li>3) Be sure that everything is saved and backed up, and that when you close and reopen the file with Acrobat Reader, your information is still there. Maintain the files for your records.</li> <li>4) <b>Follow the instructions in Section IV for processing &amp; submitting the form very carefully.</b> If you do not follow the instructions, the form cannot be processed and you will not be able to register.</li> </ol>

SECTION I - Student Information		
By completing this section, you are in affect signing an official University of Maryland form.		
UID#	First Name	Last Name
Best Phone	University Email	

SECTION II – Advisor Approval	
This section is to be completed by the Graduate Advisor ONLY	
Advisor's Full Name	
Advisor's Phone	Advisor Email Address

SECTION III - Course Requests Information						
Fall	Winter	Spring	Summer			
Semester				Year		
Prefix	Number	Suffix	Section	Grading Method	Credit Level	Instructor

## SECTION IV – Submitting This Form

Please follow these instructions very carefully to ensure that your request is received and processed:

- 1) Using **only** Acrobat Reader, ensure the entire application is **100% complete and accurate**. Incomplete or incorrect requests will be returned to the student.
- 2) Be sure that you have saved the complete PDF file on your computer, and double-check to make sure that when you close and reopen the file that everything is complete.
- 3) Send an email **from your UMD account** to your Graduate Advisor with your PDF form attached to the email. Allow your advisor time to review and request/suggest revisions before the due date.
- 4) After your advisor has reviewed and completed the form, have them forward the PDF document to the Office of Graduate Studies ([psycgradstudies@umd.edu](mailto:psycgradstudies@umd.edu)) for approval. **Your advisor must do so on your behalf.** Faculty/Staff will review the form and remove the applicable registration blocks. **After blocks have been lifted, you will need to register yourself for your selected courses through Testudo.**
- 5) You will receive an email from the Office of Graduate Studies when the request has been processed, approved and the registration block has been removed. Once you receive that email you can register, and you **must do that by the schedule adjustment deadline.**

Remember to save and title this file  
with your last name and the semester:

For example:  
**Smith-Fall 2017.pdf**