Priority Registration Instructions

Undergraduate veterans have been granted priority registration by the University of Texas at Dallas. A student veteran is defined as:

a) Student has served in the United States Armed Forces, including a reserve component and the National Guard
b) Student was discharged or released from such service with a condition other than dishonorable.
c) Student is currently affiliated with the military (Active Duty, National Guard, Reserve)

Proof of military service is required. Examples include:

a) DD Form 214 (Member 4 copy): Certificate of Release or Discharge from Active Duty
b) Texas DPS issued driver license with VETERAN designation
c) Military identification card / Retired Military identification card
d) NGB 22 / 22A - National Guard report of separation and record of service
e) Reserve Credit Report and "Discharge Order & Point Summary"

In order to ensure priority registration, students must self-identify with the Veteran Services Center. Once a student veteran has been approved for priority registration, students will automatically receive priority registration for the following semesters. At UT Dallas, the order for registration typically is as follows: Seniors, Priority Groups, Juniors, Sophomores, Freshmen.

Materials may be submitted in person, via e-mail, via fax, or via postal mail to:

Veteran Services Center
University of Texas at Dallas
800 W. Campbell Rd, MC10
Richardson, TX 75080-3021
Fax: 972-883-4400

Email attachment to veterans@utdallas.edu with the social security number redacted.

Please include the following information with your proof of military service so that we can match your documents to your student record.

Name: ________________________ UTD Student ID: ________________________
UTD Email: ____________________@utdallas.edu Phone number: ____________________

Once your veteran status has been verified by the VSC, an entry will be made in the University’s student information system assigning you to the undergraduate student veteran group. The Registrar’s Office will announce your registration appointment in Galaxy. For additional information or assistance, call 972-883-4913, M-F, 8:00 a.m. – 5:00 p.m. and ask to speak with a staff member handling priority registration.