**Using the Course Schedule**
Prepare for Academic Advising

**Undergraduate/Graduate Catalog**
The Catalogue is a resource for information regarding degree requirements, academic rules and regulations, course description, and faculty listings for each college.

**Course Schedule**
The Course Schedule is available online at registrar.utexas.edu/schedules before advising and registration begins for each semester and summer session. The schedule lists the courses offered each semester, including unique number, time, location, and course instructors.

**The University Directory**
The University directory is published and distributed by Texas Student Publication every fall semester. It gives addresses and telephone numbers of University Offices and contact information for students, faculty, and staff members.

**Dean’s Office**
In each college, the Student Division of the Dean’s Office serves as a central source of information about academic affairs and student’s services for undergraduates.

**Academic Departments**
Each college contains departments that are responsible for the administration of respective academic affairs. Departments manage courses, faculty assignments and student advising. All graduate students are assigned a department. Undergraduate students are assigned a department when they declare a major.

**Academic Advising**
Academic advisers assist students in exploring educational opportunities and life goals. Many people contribute to the advising process, including faculty, students, and professional advisors. You have the opportunity to learn about your academic options, degree requirements, and departmental policies by visiting your academic adviser. Advising is a process by which you can clarify your educational objectives, plan programs that best fit your abilities, interests, and life goals.

**Student Responsibilities**
Your education is your own responsibility. This means that you are required to:
- Know the academic and disciplinary policies of the University.
- Know and meet the requirements for your degree program.
- Enroll in courses that meet your program requirements.
- Learn degree requirements and other University policies.
- Verify your schedule of classes each semester.
- Keep documentation of all schedule changes and transactions.
- Provide the University with updated and correct local and permanent addresses and telephone numbers.
- Notify the University Registrar and your department immediately of any changes in address or telephone number. Please note that official University correspondence will be sent to the address you
last submitted. You are responsible for any non-delivered notifications from the University even if you failed to provide a correct current address.

The Semester Hour
A semester hour/credit is a unit of measuring your course load and academic progress. These hours/credits represent the amount of time spent in class for each course. Each major requires that a specific number of semester hours be completed in order to obtain a degree.

Course Number
M305G

M: The course abbreviation. Can be one, two, or three letters.
3: Number of semester hours for credit given by the course.
05: The rank of the course. (01-19) is lower division, (20-79) upper division, (80-99) is a graduate level course.
G: A letter can mean a number of things such as a certain course sequence, a segment of a multi-semester course… etc. Ask your academic advisor if you have questions.

Lower Division
Lower Division classes are courses that are designed for first and second-year undergraduate students.

Upper Division
Upper Division courses that are designed for and often restricted to third and fourth year students.

Graduate Level
Graduate Level courses are designed for and restricted to graduate students.