

Successful Academic Planning

- A good way for minimizing registration hassles is to develop a "long list" of courses that you intend to take sometime in the next three or four semesters. That list should include courses that will fulfill various requirements, such as general education and major program requirements, as well as electives. Sometimes you want to learn about new things, follow interests, or further develop your academic strengths. Whatever your reasons for including courses on your "long list" (15-20 courses), creating and having such a list enables you to see course selection and registration for a given semester in a very different way. You can start to see a plan which includes a personal future and career planning. Also remember to factor in things like international experiences, independent research, and internships.

**** NOTE: The suggested or "typical" schedule on the back of some of the degree plans is simply a SUGGESTED SAMPLE of what a typical schedule could look like. It should be used as a guide for your own custom schedule and is not meant to be viewed as the exact schedule you must follow.**

- About halfway through each semester you will register for your next semester's courses. When the course listings come out (that info can be found on the upcoming semester's Academic Calendar), it is a good idea to take about 20 minutes to make out a very effective schedule. Choose a mix of different types of courses from your "long list." Simply take those courses from your "long list" (being mindful of courses that would be good to take in sequence and also as prerequisites for later courses), and see how they fit into a schedule of times that works for you. Using a trial schedule form (provided below) to work out the times and dates of each class sometimes makes things much clearer and easier. If a course doesn't fit into your schedule, simply put it back in your "long list" and pick another course that does work. It is usually best to build your schedule for a given semester around your most important courses or those that have little in terms of options (ie. only offered in certain semesters). Your advisor can help you with this, but in most cases these will be your major core courses. You can and should refer to the Projected Schedule of Core Courses to see which courses are offered in fall, spring and/or summer. **{PLEASE NOTE: Course availability on this projected schedule list is subject to change and is not guaranteed!}** Once you have a schedule worked out, it is a good idea to formulate a back-up plan, which should only take a few minutes. Hassle-free registration is a very good thing! Again, if you have trouble at any point in the process, seek help from an advisor.
- There are three types of requirements that need your focused attention: General Education (Core Curriculum), Departmental Major/Minor requirements, and Graduation requirements. These are all clearly outlined in the UTD Catalog, and your advisor can help you with any clarification of these requirements.

Keys for Success

- Assume responsibility and take charge of your academic life.
- Organize your time and plan ahead!
- Actively seek and use opportunities and resources on campus.
- Maintain a balance in your life while keeping track of your priorities.
- Meet with your advisor *before* the class schedule comes out each semester.
- Make sure to frequently check the current Academic Calendar for important dates and deadlines!

Guide to Graduation

Graduation planning should start to be taken seriously in your **junior year**. If you have been doing a good job of academic planning to complete your graduation requirements, it should be easy and stress-free!

The most obvious concern for most students as they come in to be advised is academic progress and planning. What credits are going to count? What are the requirements and how do I get on with this whole thing so that I'm making progress? When can I graduate? Each semester you will make choices that progress you toward graduation. Virtually all of the headaches of registration and scheduling can be sidestepped by doing a good job at taking a wider view of what you are intending to do in college. That is, what you should take, and when, is really best addressed along with questions about your areas of interest, aptitudes, and values along with ongoing efforts in career planning. We hope this packet will help you every step of the way. Good luck!

Remember: 30 for 4!

If you take a total of 30 semester credit hours per year, you will be able to graduate in 4 years. It is also important to make time for experiences outside of the classroom. Recent studies show that about 80% of people with jobs in the DFW area knew someone at the company before getting their current job. Making connections is just as important as doing well in classes and graduating in a timely manner. Completing 30 semester credit hours can be done in many different ways, and it is up to you how many classes you want to take each semester. Note that most classes are worth 3 semester credit hours so you will need about 10 classes per year depending on the number of hours the classes are worth. See the diagram below for the most common ways of completing 30 semester credit hours per year.

	Fall	Spring	Summer
Option A	15 hours	15 hours	0 hours
Option B	12 hours	12 hours	6 hours

Course Planning Form

1. Pencil in the courses you think that you would like to take sometime during your college career.
2. Update, add, and change the courses as you explore and learn more.
3. Highlight completed courses, and then transfer the information directly on to your degree plan. This will help you have a good degree-plan "back up" that may prove helpful.
4. Be sure you will be able to check off all of the Requirements for Graduation checklist.

Use this space to write notes to yourself and brainstorm ideas of courses and experiences that you think might add to the quality of your college experience. Generate and update your "long list" that goes several semesters into the future. Share your thoughts and questions with your academic advisor, if you like.

Semester:

Courses I want to take	Experiences they give me

Semester:

Courses I want to take	Experiences they give me

Semester:

Courses I want to take	Experiences they give me

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Trial Schedule Worksheet

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM						
9:00 AM						
10:00 AM						
11:00 AM						
12:00 PM						
1:00 PM						
2:00 PM						
3:00 PM						
4:00 PM						
5:00 PM						
6:00 PM						
7:00 PM						
8:00 PM						
9:00 PM						
10:00 PM						