

Registration and Scheduling Faculty Resource Guide

Prepared 9/2025

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Curriculum Committee Chair – Esther Raizen, raizen@austin.utexas.edu

Teaching Load	
Questions about leave or course release	Contact Chair
Processing leaves/course releases	Contact Department Manager
Course Scheduling	
Add a cross-listing	Indicate when proposing course and/or when completing teaching preferences survey
	If you want to add a cross-listing after these phases, contact the Chair
Change classroom	Check your classroom as soon as it is assigned in the course schedule
	After that point, contact Chair & Course Scheduler
Proposing a new course	Graduate Coordinator will send a reminder each semester. Proposals for summer 2026/fall 2026 are due September 28, 2025. Proposals for spring 2027 semester are due March 1, 2026.
	Contact Curriculum Chair with questions
Registration	
General questions	
Adding an undergrad to a grad course	Advise student to contact their <i>major</i> advisor (varies by student/major)
Adjust seat count/caps/distribution	<i>Before</i> course schedule is published: contact Course Scheduler <i>After</i> course schedule is published [undergrad]: contact Chair <i>After</i> course schedule is published [graduate]: contact Graduate Coordinator
Check course registration/roster	Check CLIPS
Student needs to be added to Canvas	<i>After checking CLIPS to ensure student is registered for your class</i> , you can add them by EID on Canvas. Neither the Undergraduate Advisor nor the Graduate Coordinator can facilitate this request.
Graduate student questions	

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Any administrative issue concerning a grad student	Contact Graduate Coordinator
Grad student wants to waive prerequisites	Contact Graduate Coordinator
Grad student wants to be added to waitlist	Students must add themselves to course waitlists
<i>Undergraduate student questions</i>	
Any administrative issue concerning an undergrad	Contact Undergraduate Advisor
Undergrad switching sections of the same course	Contact Undergraduate Advisor
Undergrad wants to waive prerequisites	For language classes, approval of Language Coordinator is needed Though requests for non-language classes are rare, in these cases, students can contact the Undergraduate Advisor
Undergrad wants to be added to waitlist	Students must add themselves to course waitlists
Undergrad wants to be taken off waitlist	Contact Undergraduate Advisor
Undergrad wants to be added to class, even though there is a waitlist or it is closed	Contact Undergraduate Advisor
Undergrad has completed language placement exam and needs to be waived into a course	Contact Undergraduate Advisor
Undergrad wants to register for Credit by Exam	Testing and Evaluation Services administers these exams More information on our website
Undergrad has a question about Departmentally-Administered Exam (DAE) form	Contact Maria Zoller , Testing and Examination Services <i>This form is not completed by Academic Advisors and all questions should be directed to Maria</i>
Undergrad wants to register for language placement exam	Register on Qualtrics Link found on this page