Undergraduates Requesting to Take a Summer Mathematics Conference Course

IMPORTANT: This request must be processed by the 4th class day of a summer term. Also note that mathematics conference courses do not count towards the math major's required minimum of 33 hours of upper-division mathematics.

Step 1

Seek out a mathematics professor who is willing and able to give you the time that a conference course entails. Respectfully email and ask the professor if they are able to offer you a conference course during the semester of interest to you. Then you and the professor should decide upon a brief title that describes the main topic of study and whether you both have time for a one-, two-, three-, or four-hour conference course.

Step 2

Email the Undergraduate Mathematics Faculty Advisor Dr. Jennifer Austin at jmann@math.utexas.edu and copy your conference course professor on the email. Enter *Summer Math Conference Course* in the subject of the email. Include the following in the body of your email.

- Your first & last name
  Your UT EID
- One of the following:
- M f175 or M s175 (for a 1-hour conference course) or
- M f275 (for a 2-hour conference course) or
- M f375 or M s375 (for a 3-hour conference course)
- M s475 (for a 4-hour conference course)
- Proposed Course Title/Topic
- Math Professor's first & last name
- Math Professor's UT EID

Step 3

If Dr. Austin approves your conference course, then your request will be forwarded on to Tan Thai, Senior Academic Program Coordinator, who will email you with instructions as to how you may register for the conference course.

Step 4

After receiving Tan Thai's email, you can register yourself for the conference course up through the 2nd class day of a summer term. After the 2nd class day, you will have to be added by an Academic Advisor in the Mathematics, Physics, & Astronomy Advising Center (PMA 4.101; mpaadv@austin.utexas.edu). The deadline to be added is 5 pm on the 4th class day of a term.