HB2504 Syllabi and CV Upload Instructions

In order to be in compliance with HB2504, all instructors teaching undergraduate courses must upload their undergraduate course syllabi and CV by the first class day.

Instructions:

1. Name Documents
   **Syllabus Name:** SOC + CourseNumber + CCYY + Semester (2, 6, or 9) + UniqueNumber (example: SOC3022014945670.pdf)
   **CV Name:** LastName + FirstName + SOC + Semester (02, 06, or 09) + CCYY (example: PowersDanSOC092014.pdf)

2. What to Include
   **Syllabus Content:**
   **CV Sample:**
   [http://www.utexas.edu/provost/planning/accountability/hb_2504/Example%20Faculty%20CV.pdf](http://www.utexas.edu/provost/planning/accountability/hb_2504/Example%20Faculty%20CV.pdf)

3. Save Documents as PDFs

   ![PDF Print Image]

   IT staff can also help (471-5000, help@la.utexas.edu).
4. Upload Documents

Upload syllabi and CV at:
https://utdirect.utexas.edu/apps/student/coursedocs/syup/

Please note:

1. Only undergraduate syllabi need to be uploaded to the HB2504 system.

2. Documents must be converted to PDF before uploading. The system will not store non-PDF documents.

3. Remember to click on the upload buttons after browsing for the documents.