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Family Educational Rights to Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that provides privacy protection of a student's academic record and limits the release of such records without the student's consent.

FERPA further provides that the University may disclose such records to parents or legal guardians if the student has been claimed as a dependent (Section 152 of the Internal Revenue Code of 195) on the parent or guardian's most recent tax return and student is under the age of 24.

If your student is your dependent and under the age of 24, you must fill out and submit a Parent Certification of Dependency Form to the Office of the Registrar. The Parents Certification of Dependency Form must be completed by the parent/legal guardian. If both parents wish to have access, their names must be on the most recent federal income tax return and their signatures must also be on the form. This authorization form, once certified, is only good for one (1) calendar year (January through December) and must be renewed annually to remain in effect.

For more specific details regarding FERPA, see
www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

The Parents Certification of Dependency Form, see
utdallas.edu/student/registrar/forms/ferpapacket.pdf

For questions, please email records@utdallas.edu.

Notes
Frequently Asked Questions

“I am having a hard time in my classes. What do I do?”
First, the student should contact the professor. We encourage our students to keep in communication with their professors as the professor is the expert on the course materials and assignments. The Student Success Center is a helpful resource for students to receive math, science, and writing assistance as well as success coaching to develop study skills. Students who have a diagnosed disability or who think they may have a disability should contact Student AccessAbility to find out options for accommodations and referrals.

“How do I handle a difficult roommate situation?”
Living in a community can often be a hard transition, especially for students who have never had to share living space with other people. When personalities and different living preferences collide, conflict can occur. Please encourage your student to seek the assistance of a Peer Advisor when they feel that they need help resolving the conflict.

“Can I study abroad?”
Studying abroad as it is an opportunity that allows for personal growth, a time to develop new insights into other cultures and an opportunity to enhance global knowledge. Students who are interested should first contact the Office of International Education to look at the various programs.

“Can I take classes off-campus?”
Yes, your student can take courses off-campus. Please encourage your student to speak with his or her academic advisor before doing so to ensure that the course is transferable and will fit within your student’s degree plan. We encourage students to research courses using u.Select (transfer.org). Also, it is important to keep in mind that your student must take at least 45 hours at UT Dallas and 24 of their last 30 hours must be taken on-campus. Additionally, students must complete all transfer credit prior to their last semester at UT Dallas.

“When do I get my diploma?”
Students who successfully complete all degree requirements are eligible for graduation. The student must meet with an advisor to complete a graduation application and audit. At the end of the graduating semester, the Registrar will run a final audit. If the student clears the audit, the student will receive his or her diploma in the mail six to eight weeks after the Registrar has completed certification.

Letter from the Associate Dean

Greetings and congratulations! Your son or daughter is beginning an exciting new phase of life and you have good reason to be proud of his or her accomplishments – and your own.

The School of Arts & Humanities offers students a rich array of opportunities and resources, whether through our well-rounded, interdisciplinary majors, our corresponding plethora of minors, or our full calendar of performances, exhibitions and lectures.

While this new stage of their academic career requires that students bear the primary responsibility for their education, parents still have an important role to play. Stay informed, ask questions, offer advice and lend your support! We hope this handbook will suggest ways to make the transition to college life smoother for both parents and students.

All of us in the School of Arts & Humanities are pleased that you have joined us in creating the future.

Best Wishes,
Shelley D. Lane, Ph.D.
Associate Dean for Undergraduate Education

School of Arts and Humanities Degree Programs

Through its innovative interdisciplinary approach and curriculum that emphasizes connections and collaboration, the School of Arts and Humanities fosters the qualities of intellect and imagination necessary for success in the 21st Century.

A world characterized by global interaction and rapid, dynamic change requires men and women of agile intelligence who are able to combine expertise with imagination, communicate effectively across cultures and respond confidently to new challenges and opportunities. Our emphasis on connecting fields of study and modes of thinking has enabled A&H to develop highly successful cutting-edge programs such as Arts and Technology (ATEC) and Emerging Media, and Communication (EMAC) that link the creative arts and humanities with advanced technology.

All of our undergraduate majors prepare students to examine complex issues in a rich humanistic context, making connections among such fields as literature, history, philosophy and the arts. The Art and Performance major allows students to develop their creative talents in more than one area. The Historical Studies major encourages students of history and philosophy to think about the world and the past in creative and critical ways. The Literary Studies major brings together writers and scholars in literature, rhetoric and translation to help students experience literature and culture in an international and interdisciplinary context.

Rather than reproducing old models, the School of Arts and Humanities is helping to create the future of higher education.
The University of Texas at Dallas is an innovative institution in the heart of North Texas on the path to achieving Tier One national research university status.

UT Dallas has grown since its founding in 1969 to include 130 degree programs, with cutting-edge curricula serving a variety of undergraduate and graduate student interests.

The University continues its original commitment to providing some of the state’s most-lauded science and engineering programs and has also gained prominence for a breadth of educational paths, from criminology to arts and technology.

The wealth of learning resources available to UT Dallas students is the result of a concentrated effort to attract the top minds on both ends of the classroom relationship. Joining the faculty’s Nobel laureate and four National Academies members since 2005 more than 200 tenure and tenure-track professors hailing from the world’s best colleges, including Harvard, MIT, Cambridge and Columbia University. In addition, UT Dallas is home to more than 50 centers, labs and institutes that facilitate research and opportunities for hands-on learning. Students, meanwhile, arrive at UT Dallas well-prepared to succeed in higher education: Nearly 39 percent of freshmen ranked in the top 10 percent of their high school class, and 75 percent ranked in the top 25 percent.

With an eye on building a future as bright as its beginnings, UT Dallas will continue its push to attain Tier One research university status and produce graduates who are well-equipped to succeed professionally.

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**Frequently Asked Questions**

“**What is the deadline for ____?**”

Ultimately, students are responsible for their own education while at UT Dallas. It is imperative that students become familiar with the Academic Calendar so that they do not incur late fees or completely miss out on their administrative needs.

“**How do I get a transcript?**”

Official transcripts are printed by the Registrar. Students may order an official transcript through Galaxy/Orion (Orion Self Service Orion → Student Center → My Academics → Request Official Transcripts). If your student would like an unofficial transcript, please have your student contact his or her academic advisor.

“**How can I make friends and get involved on campus?**”

Developing friends and connections to the UT Dallas campus is important for students to create a sense of belonging. The Center for Student Involvement helps students connect to the University.

“**What good deals can I get around town as a student?**”

Student government works to develop relationships with businesses that surround the UT Dallas campus. The benefit of this relationship resulted in the Comet Discount Program. Students can find a complete listing of discounts on area restaurants, retail shops and services through the Student Government website. Students will need to show their Comet Card to receive discounts from the listed businesses. A great way to get to events and local shops is through the use of the student DART (Dallas Area Rapid Transit) Pass. The DART pass has been made free of charge to UT Dallas Students and can be picked up at the Comet Center. The Comet Center also offers discount movie tickets as well as tickets to various events and venues in the DFW area.

“I feel ____.  **What do I do?**”

When your student is physically injured or unwell, please direct them to the Student Health Center. For a medical emergency, please have your student call 911. Also, there is a list of local emergency rooms and urgent care clinics on the Student Health Center website (utdallas.edu/healthcenter).

If your student needs emotional or psychological help, please refer them to the Student Counseling Center. For mental health emergencies that cannot wait until business hours, please have your student call the UT Dallas Police Department (972-883-2222).


**Frequently Asked Questions**

The following are questions that your student might ask you:

**“What is TSI? Do I have to take the THEA?”**

The Texas Success Initiative (TSI) is a program established by the Texas state legislature to improve student success. Students must meet specific academic benchmarks in math, reading, and writing. Students who do not meet these requirements must enroll in developmental courses to improve their understanding and performance.

Many students enter the University as TSI exempt. For a full list of TSI exemptions, please see utdallas.edu/assessment/testing/exemption.html. UT Dallas students often elect to take the THEA exam to become TSI compliant.

**“Do I have to take a math placement exam?”**

All students must take the ALEKS math placement exam prior to enrolling in their first math course. The assessment costs $40 and includes an initial assessment, four retests available prior the specified deadline, and six weeks of review and instruction. Please see oue.utdallas.edu/home/aleks-exam/.

**“How do I receive credit by examination?”**

Students can receive course credit through AP, CLEP, and IB credit. Students will need to have the scores sent to UT Dallas, and then, meet with their advisor to complete the necessary paperwork to apply the credit. Please see the following websites:

- AP Credit oue.utdallas.edu/undergraduate-advising/ap-credit/
- CLEP Credit oue.utdallas.edu/undergraduate-advising/clep-credit/
- IB Credit oue.utdallas.edu/undergraduate-advising/ib-credit/

**“What can I do with a major in _____?”**

As students look toward their post-graduation future, many fear that they will not be able to find a job. You can help your student by identifying their strengths and passions, encouraging them to continue to develop transferable skills (e.g., communication, leadership, time-management) through experiences both in and out of the classroom. You can also direct them to the Career Center which offers career counseling and internships among their many services.

**“How am I going to pay for college?”**

Even in the best economic times, attending college can be a financially stressful time. UT Dallas offers a variety of scholarships as well as provides the services of financial aid counselors. Please encourage your student to contact the Financial Aid Office.

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**Academic Advising**

Academic advising is an integral part of the university academic experience. The goal of academic advising is to assist students in taking responsibility for developing meaningful educational plans compatible with their career and personal goals. Advising is more than imparting specialized knowledge: it includes helping students formulate important questions about the nature and direction of their education and helping them find answers to those questions.

While advisors confer with students about courses and educational experiences, students themselves are responsible for defining the content of their academic program and making progress toward an academic degree. Advisors will assist students in designing an appropriate course of study that will satisfy requirements for graduation as well as offer information on particular courses and University rules and procedures. All students must verify their class schedule each semester, must see that necessary transactions are completed, and are responsible for all documentation related to schedule changes and other transactions.

**Students have the responsibility to...**

- schedule and keep academic advising appointments in a timely manner throughout their academic careers so as to avoid seeking help only during busy registration periods;
- learn the requirements of their particular academic program, selecting courses that meet requirements in an appropriate timeframe, and monitoring their progress toward graduation;
- read all University communications (e.g. the catalog, class schedule, letters, e-mails, etc.) and meet critical deadlines for functions such as registration, add/drop and application for graduation;
- consult with an advisor before changing an approved schedule, changing majors, transferring or withdrawing from the University;
- be prepared for advising sessions (i.e., by bringing a list of questions or concerns, having a tentative schedule in mind and/or being prepared to discuss interests and goals with their advisor);
- continue asking questions until all concerns are addressed;
- accept final responsibility for all decisions;
- seek help when needed, rather than waiting until a crisis develops;
- inform the advisor of important changes that directly affect academic performance and educational goals;
- discuss with the advisor any unsatisfactory academic performance and its implications in order to develop a program of action, since the advising process is built on open and honest communication.
During the academic year there are certain times that may be more challenging for students. Understanding these periods of ups and downs may help you better communicate and support your student as they transition and adjust to college life. The modified calendar below will give you typical issues of adjustment faced by students throughout their first year.

**August/September**
- Excitement
- Testing new-found freedom
- Campus familiarization
- Homesickness and loneliness
- Frequent calls and visits home
- Anxiety about roommates, professors, classes
- Students question, “Do I fit in here?”
- First assignment/test grades returned

**October**
- First mid-term exams
- Romantic relationships from home remain strong
- Consequences of decision-making experienced
- Roommate problems may begin to arise
- Midterm grades returned

**November/December**
- First series of campus-wide illness (cold, flu, etc.)
- Excitement and/or anxiety about going home for Thanksgiving
- Time management conflicts between social and academic obligations
- Anxiety over preparations for finals
- Excitement and/or anxiety about going home for holidays
- Sadness about leaving new friendships and/or love relationships for holidays
- Financial strain from lack of budget experience/holiday expenses

**January**
- “Fresh Start” mentality sets in with new semester
- Satisfaction and/or disappointment with Fall semester grades
- Homesickness after break
- Loneliness for love relationships back home
- Relief being away from home and back at school

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**Reading and Resources**

*Your College Experience: Strategies for Success*
ISBN: 0534971954

*Chicken Soup for the Soul: Campus Chronicles: 101 Inspirational, Supportive, and Humorous Stories about Life in College*
Jack Canfield, Mark Victor Hansen, Amy Newmark and Madeline Clapps (2009)
ISBN: 1935096346

*The iConnected Parent: Staying Close to Your Kids in College (and Beyond) While Letting Them Grow Up*
Abigail Sullivan Moore (2010)
ISBN:1439148309

*Don’t Tell Me What to Do, Just Send Money: The Essential Parenting Guide to the College Years*
Helen E. Johnson and Christine Schelhas-Miller (2000)
ISBN: 0312573642

*Doors Open From Both Sides: The Off-to-College Guide From Two Points of View: Parents and Students*
Margo E. Bane Woodacre, MSW and Steffany Bane (2001)
ISBN:1561676802

**GOOGLE THIS:**
*Transition to College: Separation and Change for Parents and Students*
aboutourkids.org

*The Healthy Student: Preparing for the College Years*
Adolescenthealth.org

*How to Enjoy the Summer and Avoid a Clash with Your College Kids*
MSNBC

*University Parent Connection*
Reading and Resources

Transition

Empty Nest ... Full Heart: The Journey from Home to College
Andrea Van Steenhouse (2002)
ISBN: 0961980621

Letting Go: A Parents’ Guide to Understanding the College Years
ISBN: 0061665738

She's Leaving Home: Letting Go as Daughter Goes to College
Connie Jones (2002)
ISBN: 0740723464

Helping Your Student

A Parent’s Guide to Sex, Drugs, and Flunking Out: Answers to the Questions Your College Student Doesn't Want You to Ask
Joel Epstein (2001)
ISBN: 1568385714

The Happiest Kid on Campus: A Parent’s Guide to the Very Best College Experience (for You and Your Child)
Harlan Cohen (2010)
ISBN:1402267568

You’re On Your Own (But I’m Here if You Need Me): Mentoring Your Child During the College Years
Marjorie Savage (2003)
ISBN: 0743229126

For Students and Parents

College Rules! How to Study, Survive and Succeed in College
ISBN: 1580083579

February

- Feelings of cabin fever and depression with Winter
- Potential increase in alcohol or other substance abuse
- Challenges with or breakup of love relationship back home
- Valentine’s Day brings out loneliness, isolation
- Excitement with arrival of Spring

March

- Midterms
- Concern over winter weight gain
- Excitement and/or disappointment regarding Spring Break plans
- Spring fever
- Concern over major
- End-of-semester pressure begins

April/May

- Final exam anxiety
- Beginning to worry about summer employment
- Anxiety regarding roommate(s) next year
- Final exams
- Stress over moving
- Apprehension about returning home for summer
- Sadness over leaving new friendships and/or love relationships at school
- Realization of how college influences life decisions

Throughout the Year

- Missing family birthday and holiday celebrations
- Missing participation in family traditions
- Wanting involvement with family maintained but expecting their desire for complete freedom to be respected

(Bliming, 1999)
Starting college can be a fun, exciting, but sometimes intimidating experience for students and parents alike. New students will be adjusting to a new environment, new schedules, new friends, new challenges and new responsibilities. Parents will be adjusting to life as the parent of a college student, and will struggle with maintaining a balance of offering challenge and support to their student. Here are some tips to help you navigate the transitions that both you and your student are going through:

- The first few weeks of college will be tough on you and your student as he or she struggles to find a niche and adjust to a new environment.
- Listen to your student and support him or her. Students often call home to “vent” their frustrations and problems. They need their parents to listen to them, not fix it for them. Often students will feel better by venting their frustrations, even though you may feel worse.
- By allowing students to solve their own problems you are helping them to develop as individuals and gain the ability to act effectively in life.
- Communication is key, but keep in mind your student has a very different schedule than he or she did in high school and may not answer every phone call or email you send right away.
- Encourage your student to get involved in campus life. Campus involvement gives your student the opportunity to expand and enhance her or his overall education experience here at UT Dallas.
- Encourage your student to use the resources on campus.
- Plan ahead when visiting your student. Family Day is a great time to visit your student; check the Center for Student Involvement for more information in the Fall.
- Discuss financial planning and budgeting with your student so that he or she may set spending and saving expectations.
- You may find your student at home or wanting to stay with friends during holiday breaks. You also may find your student sleeping during much of their holiday break; don’t worry, this is normal.
- Wait 24 hours instead of reacting right away to situations. If you suspect your student is in a true emergency situation involving harm to themselves or others, contact Residential Life 972-883-5561 or Campus Police 972-883-2222.

**Resources**

**Transfer Guides** – utdallas.edu/enroll/apply/transfer.php
Students who have taken courses at another institution or are looking to take courses at another institution to transfer in should consult with u.select (transfer.org) and the UT Dallas transfer guide. The u.select system provides the opportunity to search for course equivalencies at a variety of private and public institutions.

**Student Health Center** – utdallas.edu/healthcenter
The Student Health Center wants to keep your student healthy and provides care and treatment for acute illnesses and minor injuries to currently enrolled UT Dallas students. Additionally, the center strives to provide health education and preventive medicine. Although some chronic and serious health problems are out of the scope of the Health Center’s practice, students are referred off-campus to get the appropriate service they need. The goal of the center is to provide quality medical care at minimal cost.

**Student Health Insurance Office** – utdallas.edu/insurance
The University of Texas at Dallas Student Health Insurance Office provides unique and confidential health insurance advising services for UT Dallas students. Health insurance is available to all students at UT Dallas and is required of all international students (students who are not US Citizens, US Permanent Residents, Refugees or undocumented aliens).

**Student Success Center (formerly GEMS)** – utdallas.edu/gems
The Student Success Center (formerly GEMS), is your student’s portal to educational enhancement and educational success. The Student Success Center assists students in the areas of reading, writing, mathematics and study skills. Whether it is individualized tutoring, Peer-Led Team Learning (PLTL), Supplemental Instruction (SI), coordinated group study or another approach to improving academic achievement, the student success team members make every attempt to assist students in achieving their academic goals across a wide variety of subject areas. Students can also receive help with preparation for the THEA, GRE, GMAT and LSAT.

**Study Abroad/Office of International Education** – utdallas.edu/oie
UT Dallas offers students a unique and exciting prospect to study abroad. The Office of International Education promotes international education opportunities that enhance the academic experience and prepare faculty, students and the university to compete in a rapidly changing multi-cultural global environment and economy.
Office of Student Volunteerism – utdallas.edu/volunteer

The Office of Student Volunteerism unites with student organizations and clubs, special interest groups and community partners to provide service outreach that helps address community needs and challenges. The office offers UT Dallas students a variety of service opportunities throughout the year that fit their skills and passions. Students can participate in annual events and programs such as, Viva Volunteer!, Service Saturdays, Freshman Engaged in Service Together (FEST), Nation Hunger & Homelessness Awareness Week, National Volunteer Week, Earth Day, Alternative Spring Break (ASB) and many more.

Residential Life/Living Learning Communities – utdallas.edu/housing/

UT Dallas offers students a unique experience to live and learn together in the freshmen living area on campus. On campus student residence provides opportunities to connect students via programming and daily activities. Professional staff members in Residence Life live on site and provide information, referrals, and fun programming all designed to make your students’ transition to university life as smooth as possible.

Our freshmen living area on campus is home to our Living Learning Program. This program allows students to apply to a community depending on their academic goals or interests. Each community is customized with its student population in mind. The overall goal of this program is to house similarly minded students together and provide meaningful academic related opportunities to aid in their educational development.

Student AccessAbility – utdallas.edu/studentaccess/

UT Dallas provides an equal opportunity for all students to engage and participate in academic, social and recreational activities. The Office of Student AccessAbility provides reasonable academic and non-academic accommodations for students with documented disabilities. Accommodations are determined on an individual basis.

Student Government - utdallas.edu/student/sg

Student Government serves as the student voice of UT Dallas to the University administration, the UT System, and governmental authorities. Student Government offers services to enrolled students, including free scantrons and blue books, fax services, Comet Discount Program, attorney services, and free DART passes.

Important Contact Numbers

Admissions/Enrollment Services ............... 972-833-2270
Arts & Humanities ......................... 972-883-6780
Visitor’s Center & Bookstore .................. 972-833-2655
Bursar ........................................ 972-833-2612
Counseling Center ......................... 972-833-2575
Financial Aid .............................. 972-833-2941
Health Center .............................. 972-833-2747
Housing and Residential Life ..................... 972-833-5561
Parking ....................................... 972-883-2344
Registrar ..................................... 972-833-2342
Student AccessAbility ...................... 972-833-2098
Undergraduate Education ..................... 972-833-6805

University Police:

Emergency .................. 911 or 972-883-2222
Non-Emergency ....................... 972-883-2331
Crime Prevention ......................... 972-883-4322

To locate phone numbers for the different academic programs at UT Dallas, please visit utdallas.edu/academics and click on the academic program you wish to contact.

Student Services and Student Union Buildings
Comet Card – utdallas.edu/cometcard
Comet Card is the official ID card for all UT Dallas students, staff, and faculty. The Comet Card is linked to students’ meal plan and serves as a key card to their room in the residence hall. Students may have their card connected to a Wells Fargo checking account for access to an ATM and use as a debit card.

Comet Center – utdallas.edu/cometcenter
The Comet Center not only serves as the place to get a Comet Card but offers a plethora of discounts to local events and venues. After applying online, students may pick up their free DART (Dallas Area Rapid Transit) pass here, as well as buy stamps, and find information on events and activities to do in the DFW Metroplex. The Comet Center also has a notary public service and locker rentals available.

Career Center – utdallas.edu/career/family
The Career Center offers a broad career development program to assist in the career planning process. It is never too early for your student to start on their career path. Services provided by the Career Center include CareerWorks, the online recruiting/job and internship system, a resource library, seminars and workshops, job search skill development, career counseling and assessment and electronic career exploration tools.

Center for Student Involvement – utdallas.edu/csi
Research has shown that students who are involved in campus activities and organizations are engaged more academically and socially. Furthermore, student involvement on campus provides students with a well-rounded positive and successful college experience. The Center for Student involvement provides students the opportunity to become engaged on campus by providing a link to campus organizations, programming and services.

Comet Families – utdallas.edu/family
Comet Families is the parent and family connection to the UT Dallas campus. Joining Comet Families provides you the opportunity to access important information, deadlines and resources regarding your college student. You will also receive a monthly e-mail newsletter and announcements about special events on campus.

Financial Aid & Scholarship – utdallas.edu/student/financial aid
The Financial Aid Office provides students with information about the various financial aid programs offered at UT Dallas, such as federal, state, institutional or other types of financial aid. Financial Aid is awarded to students based on financial need, residency status and other criteria specific to the type of aid program. To apply for financial aid, students must submit a Free Application for Federal Student Aid (FASFA) available at fasa.ed.gov. The office also lists, information on how to apply for financial aid, important deadlines, available scholarships, access to third party scholarship searching, and information on Veteran Affairs.

Galerstein Women’s Center – utdallas.edu/womenscenter
The Galerstein Women’s Center provides an open, supportive and caring environment for students, staff and faculty on campus. Students can seek out internships, scholarships, and volunteer opportunities as well as utilize meeting space, study space, and a lending library with books and videos. The center also provides programs and events centered on gender issues, mentoring and diversity, and the advancement of women in science, technology, engineering and math (STEM). As part of the Women’s Center’s mission the LEEP (Lesbian, Gay, Bisexual, Transgender, and Queer or Questioning, Education, Engagement and Programming) Initiative seeks to promote an inclusive and supportive environment for all students on campus, regardless of gender identity or sexual orientation.

Multicultural Center – utdallas.edu/multicultural
The Multicultural Center provides a variety of quality cultural programs, educational resources, leadership opportunities and support services that enhance the cultural and educational development of both undergraduate and graduate students. The MC is home to the Multicultural Peer Advocates, a group of students available to assist fellow UT Dallas students. Additionally, the Multicultural Center sponsors several cultural programs and events, such as Hispanic Heritage Month, Black History Month and Asian Heritage programs.