New Student Electronic Registration Guide

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**Classes to Take**

**First Year Courses (All Pathways)**

All ATEC majors who began their studies in Fall 2017 & Spring 2018 (or are switching to the 2017 Catalog) are expected to take the following courses during their first 2 semesters:

1. ATCM 2300 Technoculture
2. ATCM 2301 Computer Imaging
3. ATCM 2302 Design I
4. ATCM 2303 Project Management (Animation, Games, and Design & Production pathways)
5. Computer Science Courses  
   a. CS 1334+1134 or CS 1336+1136 (CS Minor)  
   b. CS 1335 or CS 1337 (CS Minor)
6. Intro Pathway Course (pick one)  
   a. ATCM 2305 Animation Processes (Animation pathway)  
   b. ATCM 2365 Game Design Fundamentals (Games pathway)  
   c. ATCM 2320 Critical Media Research Foundations (Critical Media Studies pathway)  
   d. ATCM 2345 Sound Design  
   e. ATCM 2355 Survey of Digital Fabrication

*NOTE: Any one of the intro pathway courses counts toward the Design & Production pathway. Taking more than one intro pathway course will not progress your studies on your degree plan. It will not count toward graduation.*

7. Upper Level ATCM Major Courses  
   a. Project-based Courses  
      i. During your second semester, you are expected to take your first project-based ATEC course. See **Project-based Courses** section under **Registration Tips**.
   b. Non-Project Courses  
      i. These are courses in other subject areas (i.e., LIT/HIST/PSY courses) or courses within ATEC that are not project-based, such as ATCM 3301 and ATCM 3320.

**Tips per Pathway/Interest**

**Recommended classes in ATEC**

As an ATEC student, you will have to complete all of the courses listed in **yellow** on your digital degree plan in order to graduate. Many of these courses can be taken at any time, as long as you complete the necessary prerequisites.
If you are unsure what to study after completing your first year of classes, you can get class recommendations from ATEC professors, academic advisors & advising peer mentors. Since every student has unique interests, students should seek to discuss their course options with ATEC faculty & advising staff.

**Advising Peer Mentors** work at the front desk of the ATEC Undergraduate Advising Office and are available to assist you with course and registration-related questions.

### Recommended Free Electives

These classes are faculty-recommended electives based on various interests within ATEC.

<table>
<thead>
<tr>
<th>Pre-Production &amp; Modeling</th>
<th>Rigging</th>
<th>Sound</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Design courses</td>
<td>• Anatomy</td>
<td>• Music</td>
</tr>
<tr>
<td>• Sculpting courses</td>
<td>• Programming</td>
<td>• Film</td>
</tr>
<tr>
<td>• Life drawing or any drawing</td>
<td>• Learn Python (Code Academy)</td>
<td>• Physics</td>
</tr>
<tr>
<td>• Painting</td>
<td>• Entry level Mechanical Engineering</td>
<td>• Acoustics (Mechanical Engineering)</td>
</tr>
<tr>
<td>• Photography</td>
<td>• Math: Calculus and Trigonometry</td>
<td>• Programming</td>
</tr>
<tr>
<td></td>
<td>• Figure Drawing</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level Design</th>
<th>Narrative</th>
<th>Technical</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Art (drawing)</td>
<td>• Creative Writing</td>
<td>• CS 1336, CS 1337, CS 2336</td>
</tr>
<tr>
<td>• Painting</td>
<td>• Screen Writing</td>
<td>(“for majors” versions instead of the ATEC versions)</td>
</tr>
<tr>
<td>• Visual Communication</td>
<td>• Poetry</td>
<td>• CS minor</td>
</tr>
<tr>
<td>• Computer Science</td>
<td>• Theatre</td>
<td>• Business classes</td>
</tr>
<tr>
<td>• Photography</td>
<td>• Playwriting</td>
<td>• HR or customer service classes</td>
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<tr>
<td>• Logic (Philosophy)</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Design &amp; Critical Media</th>
<th>Lighting</th>
<th>Computer Animation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Negotiation</td>
<td>• Color Theory</td>
<td>• Life drawing</td>
</tr>
<tr>
<td>• OBHR</td>
<td>• 2D Design</td>
<td>• Rigging</td>
</tr>
<tr>
<td>• ARTS</td>
<td>• Film Studies</td>
<td>• Design</td>
</tr>
<tr>
<td>• Creativity</td>
<td>• Photography</td>
<td>• Any ARTS</td>
</tr>
<tr>
<td>• LIT</td>
<td>• Drawing</td>
<td></td>
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<tr>
<td>• CRWT</td>
<td>• Painting</td>
<td></td>
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<tr>
<td>• PSY</td>
<td>• Learn Python (Code Academy)</td>
<td></td>
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<tr>
<td>• MKT</td>
<td>• Art History</td>
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<td>• MKT</td>
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<td>• POLS</td>
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<td>• PA</td>
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<tr>
<td>• Public Policy</td>
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Updated 3/22/2018
Core Curriculum

Because of the amount of work required for project-based courses, students are not advised to complete all core curriculum requirements before continuing with major required courses. Core courses help to balance out the strenuous projects in many of the upper-level ATCM courses.

Transfer students often come to UTD with most or all Core courses completed. This is ok. Students in this case should meet with their academic advisor to draft a plan to balance out their project courses with non-project courses. Transfer students with Core courses remaining can spread these courses over their semesters at UTD.

Core courses are also offered at local community colleges throughout the state of Texas. Students can use the Transfer Equivalent System to find courses that transfer to UTD as Core.

Pathway Application

Applications will be accepted once per semester for the following ATEC pathways:

- Animation
- Games
- Critical Media Studies

For information about what is required for each pathway, please review the pathway application for the current semester on the ATEC Undergraduate Programs webpage. The pathway application is subject to change from one semester to another. Always check with your advisor for updates.

Registration Tips

Prerequisites, Corequisites & Department Consent

Many of the courses offered at UTD require prerequisites or corequisites. Prerequisites are courses that must be completed successfully prior to taking the course of interest. Corequisites must be taken in the same semester as the course of interest. When attempting to register, you may see the following prerequisites required:

“Or Equivalent” – Many of the courses requiring a Core course as a prerequisite will state something like “ARTS 1301 or equivalent” as the prerequisite. Students should check their degree plan to see if they have taken an equivalent Core course. An equivalent Core course would fall into the same Core Category. For example, FILM 2332 & ARTS 1301 are equivalent.
“Instructor Consent” – When instructor consent is required, you must first email the instructor for permission to take the course. You may include information that will support your request, such as experience or coursework completed that is related to the course of interest.

“Department Consent” – Department Consent is required for several of the ATCM courses prior to registration. If you come across a course that requires department consent, follow the New Registration Process to be registered quickly. Department Consent is required for all topics courses and require advisor assistance for registration. Topics courses may vary in their prerequisites and topics from semester to semester.

**New Registration Process**

The ATEC Undergraduate Advising Office is debuting a new process for registration. Students who are unable to register themselves for courses due to department consent or prerequisites that are not recognized by the Orion System should do the following:

Send all email registration requests from your UT Dallas email to ATECUG_SA@utdallas.edu. Be sure to type "Registration" in the subject line. In the body of the email, please include:

- 5-digit class number
- Course prefix (ex: ATCM)
- Course number (ex: 2305)
- Section number (ex: .001)

Students should follow-up directly with their academic advisor to address questions about their specific schedule or degree plan.

Students with registration holds must first take care of their holds prior to submitting registration requests.

**Project-based Courses**

Project-based courses offered within the school of ATEC are courses that take approximately 10+ hours of work per week outside of the classroom to complete coursework. Because of the amount of time that students have to dedicate to project-based courses, we recommend taking no more than 2 project-based courses at a time.

Students who take more than the recommended 2 project-based courses tend to have difficulty keeping up with course deadlines and find that they may not have enough time to produce quality work in all of their classes. Generally, most of the ATCM courses listed as
Upper-level Major Requirements & Prescribed Electives on the Animation, Games, and Design & Production degree plans are project-based courses.

Some examples of project-based courses include:

- Computer Animation I & II
- Modeling & Texturing I & II
- Design II
- Internet Studio II
- Game Design I & II
- Virtual Environments
- Interaction Design I & II
- Digital Video Production I & II
- Audio Technologies I & II

If you are not sure if a course is project-based, you may contact your academic advisor or an Advising Peer Mentor at ATEC_UG_SA@utdallas.edu.

**Internship (ISAE 4V50)**

Internships can be completed for up to 6 hours of course credit. Internship courses count as upper-level free electives on the ATEC degree plan. Students must visit and work with the Career Center to obtain course credit for an internship. The Career Center also has resources for locating an internship related to specific areas of interest. Once all paperwork is submitted, the Career Center will contact the student's academic advisor for final approval and enrollment.

ATEC Career Consultant:
Jacque' Polk
Jacqueline.Polk@utdallas.edu
SSB 3.322

**Independent Study (ATCM 4V96)**

Independent study courses can be completed for up to 6 hours of course credit. An Independent study counts as an Upper-level Free Electives on the ATEC degree plan. Independent study courses are completed one-on-one with an ATEC professor. Students interested in completing an independent study will need to discuss options with their ATEC faculty member of choice. If the professor agrees to supervise the independent study, the student will need to submit an Undergraduate Independent Study Form to their advisor for final approval and course enrollment prior to the registration deadline.
Registration Holds

Prior to registration, students should check their registration holds in Orion Student Center. When a student has a registration hold, it will appear on the right-hand side of the Orion Student Center page:

Click “details” to view the full list of your holds.

Instructions are given to resolve each hold. Click the hold item link to view instructions & more details about the hold.

Updated 3/22/2018
Enrollment Appointment

Each student at UTD is assigned a specific date & time when they are eligible to register for the upcoming semester. This is called an enrollment appointment. The enrollment appointment is not a literal appointment. Students are not required to report to a specific place at the time of the appointment to register. Instead, the enrollment appointment specifies when the student can begin registering for the upcoming semester by logging into Orion Student Center.

Enrollment appointments are assigned 2 weeks prior to the beginning of registration. The date on which enrollment appointments are assigned can be found on the Academic Calendar for the upcoming semester:

The date classes are viewable for the upcoming semester is also listed on the Academic Calendar as “Schedule Planner Available.” From this date, students have 2 weeks to plan their schedules before the registration period begins. During this time, no students are eligible to register for classes.

To view your enrollment appointment, log into the Orion Student Center. On the right-hand side, locate the blue box entitled “Enrollment Dates.” This box will display your assigned enrollment date, but you are also assigned a specific time. In order to view your assigned enrollment time, click “details.”

Select the semester for which you are enrolling. Click Continue.
The specific date and time of your enrollment appointment is listed here.

## Enrollment Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
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<tbody>
<tr>
<td>2018 Spring</td>
<td>Undergraduate</td>
<td>University of Texas at Dallas</td>
</tr>
<tr>
<td>2018 Summer</td>
<td>Undergraduate</td>
<td>University of Texas at Dallas</td>
</tr>
<tr>
<td>2018 Fall</td>
<td>Undergraduate</td>
<td>University of Texas at Dallas</td>
</tr>
</tbody>
</table>

## 2018 Fall | Undergraduate | University of Texas at Dallas

<table>
<thead>
<tr>
<th>Session</th>
<th>Appointment Begins</th>
<th>Appointment Ends</th>
<th>Max Total Units</th>
<th>Max No GPA Units</th>
<th>Max Audit Units</th>
<th>Max Wait List Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Academic Session</td>
<td>April 9, 2018 3:15PM</td>
<td>August 19, 2018 5:00PM</td>
<td>18.00</td>
<td>18.00</td>
<td>15.00</td>
<td></td>
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</tbody>
</table>
FAQ’s

What is an Advising Peer Mentor?

Advising Peer Mentors are student workers in the ATEC Undergraduate Advising Office. They are available to help students with questions about ATEC classes, schedule planning, student groups & other opportunities within the School of ATEC & at UTD. Advising Peer Mentors have a breadth of knowledge about the ATEC program and work alongside academic advisors to better serve the ATEC student population.

If you have questions about registration, classes, etc., feel free to stop by the front desk of the ATEC Undergraduate Advising Office to talk to an Advising Peer Mentor:

- Monday and Wednesday: 10 am - 12 pm & 1 pm - 3:30 pm
- Tuesday and Thursday: 9 am - 11 am & 1 pm - 3:30 pm
- Friday: 9 am - 12 pm & 1 pm - 4 pm

How do I make an appointment with my Academic Advisor?

ATEC students can schedule an advising appointment with an Academic Advisor by visiting Genbook. ATEC Academic Advisors are assigned to students by last name. Last name assignments can be found on Genbook & on the list of Undergraduate Advisors at UTD.

What is an Upper-Level Elective?

There are two types of classes offered at UTD – upper-level classes & lower-level classes. Upper-level classes begin with the number 3 or 4. Lower-level classes begin with the number 1 or 2. An example of a lower-level class would be ATCM 2301. An example of an upper-level class would be ATCM 4397. All students pursuing a bachelor’s degree at UTD must complete 51 upper-level hours. Therefore, Free Electives on the ATEC degree plans specify how many courses have to be upper-level.

How many hours should I take each semester?

On average, ATEC students take 15 credit hours per long semester (Spring & Fall) to stay on track to finish in about 4 years.

Students wanting to make good progress toward graduation should aim to take 30 credit hours per year. These 30 hours can be completed in Spring, Fall, and/or Summer terms. Limited ATCM courses are available during the Summer semester.
Example:

Students who want to take classes in the Summer may decide to take 12 hours in the Spring & Fall and 6 hours in the Summer. These students have a lighter load during the long semesters, but are still making the same amount of progress as the average ATEC student by completing 30 hours per academic year.

What is the maximum number of hours I can take each semester?

Students can take up to 18 credit hours in Spring & Fall and 15 credit hours in Summer.

What are important deadlines for registration?

All important school deadlines can be found on the Academic Calendar. Each semester, students should check the following important deadlines & dates:

- Census Day
- Last Day to Add/Swap
- Drop/Withdrawal Deadlines

How do I get course credits for AP/IB/CLEP test scores & Dual Credit?

In order to obtain course credit for AP, IB, or CLEP, you must submit official score reports to UTD. This is the case even if you have already submitted the test scores to a previous institution.

If you completed Dual Credit coursework during high school, you must submit an official transcript from the college that was working with your high school. In order to receive dual credit, a grade of C or higher is required.

How do I know which classes transfer to UTD if I want to take more classes at a Community College?

1. Core Classes, lower-level Computer Science classes, ARTS 1316, and lower-level courses for Minors may be taken at a community college.
2. Community colleges do not offer upper-level courses.
3. Use the Transfer Equivalent System to see what classes have already been approved for transfer to UTD.
4. Prior to taking a course off campus, confirm with your academic advisor & an advisor at the community college that you are taking the correct courses.
How can I determine which semester I will graduate from UTD?

1. Determine how many classes you have left to take.

2. Use a chart like the one included in the example below to plan how many credit hours you will be taking each semester. Once you have written in your total remaining courses, you can estimate your final semester.

   a. Remember that, on average, ATEC students take about 30 hours per year.

**Example:**

After Spring 2018, Temoc has 22 courses left to graduate. Three of those classes are core, which he plans to take at a community college during Summer & Winter. Temoc wants to take the remaining 19 courses at UTD. He plans to take 15 credit hours per semester (5 classes) in Spring & Fall & use his final Summer at UTD for an internship (for credit). According to his plan, he can expect to graduate by Spring 2020.

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td></td>
<td>5 Classes</td>
<td>3 Classes</td>
<td></td>
</tr>
<tr>
<td>Summer*</td>
<td>1 @ CC</td>
<td>1 (Internship)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>5 Classes</td>
<td>5 Classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter*</td>
<td>1 @ CC</td>
<td>1 @ CC</td>
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</tbody>
</table>

*NOTE: UTD does not offer Wintermester courses and ATEC offers only limited courses in the Summer.

How do I prepare for and/or avoid Excessive Hours?

1. Make sure the courses you choose fit your degree plan before taking them.

2. If you need to drop a course, try to do so by Census Day. Courses dropped by Census Day do not count toward excessive hours.

3. Try to avoid failing courses & withdrawing from courses unnecessarily. Failing grades and Withdrawals count toward excessive hours.

Are there any ATEC-related Scholarships?

ATEC publicizes ATEC-related scholarship opportunities on the ATEC Website. The Greater Texas Foundation Scholarship (Tech Titans) is specifically for School of ATEC majors and is
awarded to one or two students annually. Students should also check the Scholarships page on the UTD Website to view other aid opportunities for which they may be eligible to apply.

What if my grades suffer this semester?

If you are having trouble in your courses, the first place to address your difficulty is with your professor. You can meet with your professor during their office hours to come up with solutions for improving your grade & your learning experience. You can drop a course prior to the Add/Drop Deadline or withdraw from a course prior to the Withdrawal Deadline. Check the UTD Academic Calendar for the current semester for these deadlines. Contact your advisor for assistance withdrawing from courses. Remember that low grades affect your academic standing.

What do I do if I am placed on Probation, Academic Warning, or Suspension?

Visit this page for more information about Academic Standing. Students below good academic standing should schedule an appointment with their Academic Advisor.

How do I prepare for and/or explore potential career paths related to ATEC?

The UTD Career Center assigns Career Consultants to each School at UTD. The ATEC Career Consultant, Jacque’ Polk, is available to meet with students to discuss their career interests, as well as internship and job shadowing opportunities. She is available to meet by appointment or during drop-in advising hours in the ATC Building.

Jacque’ Polk
jacqueline.Polk@utdallas.edu
SSB 3.322

What if I’m not sure if ATEC is the right major for me or which pathway to pursue?

If you are not sure what you want to study within the ATEC program, please schedule an appointment with your academic advisor. If you would like to explore other majors at UTD, you may schedule an appointment with the Undeclared Advising Office.

Undeclared Advising
Eric Welgehausen
EricW@utdallas.edu
MC 1.312