



The Guide

International Student Services Office
The University of Texas at Dallas

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Welcome from the Director

As Director of UT Dallas' International Student Services Office (ISSO), I would like to personally welcome you to The University of Texas at Dallas.

The University of Texas at Dallas is proud that over 3,500 international students, representing more than 100 countries, call our campus home. Dallas is an exciting international community, enhanced by the students that choose to pursue their studies at UT Dallas.

The International Student Services Office is committed to providing services of the highest quality in order to help you succeed academically, personally, and professionally. The ISSO provides unique services for international students at UT Dallas, including immigration advising, cultural and educational events, and orientation programs for new international students. I look forward to meeting you during your stay at UT Dallas.

Sincerely,

Cristen Casey
Director, International Student Services Office
The University of Texas at Dallas



International Student Services Office

Immigration Advisors

Available to discuss immigration and cultural matters on a walk-in basis:
Monday-Thursday 10:30-5:00pm
Friday 10:30-4:00pm
Appointments also available
Email: ISSOCurrent@utdallas.edu

Front Office

Hours & Contact Information
Monday-Thursday 8:30am-6:00pm
Friday 8:30am-5:00pm
Phone: 972-883-4189
Student Services Building (SSB 3.400)
www.utdallas.edu/isso

Programming Staff

Available to discuss ISSO cultural, transitional and educational programs.
Email: ISSOPrograms@utdallas.edu
www.facebook.com/utd.isso
Phone: 972-883-4189

Immigration Matters for New Students

In order to remain in the U.S. legally and have access to the benefits connected with your visa, you are responsible for meeting a number of U.S. Government requirements. The UT Dallas ISSO provides international student advising and resources to assist you in maintaining those requirements.

Visit the ISSO website, "Current Students" tab for more details on immigration matters.

E-mail: ISSOCurrent@utdallas.edu
Phone: 972-883-4189



F-1 Student Requirements to Maintain F-1 Status

1. Do not work unless specifically authorized under the regulations at 8 C.F.R. 214-2(f) (9) or (10).
2. Report every change of local address in the Orion system within ten days of each change.
3. Maintain full-time enrollment every fall and spring semester. Summers are optional, unless it is your first semester in a UT Dallas program.
4. Apply for a new I-20 when you change your program of study or educational level.
5. Complete your academic program before your I-20 expires or file for an extension prior to the expiration date. Always make normal progress towards completing your course of study.
6. Remain in the U.S. no longer than 60 days after completing a full course of study or Optional Practical Training (OPT).
7. Possess a valid, unexpired passport, I-20 and I-94 card. A valid F-1 visa is not required to maintain F-1 status.

If you have questions about how these requirements apply to you, ask an ISSO immigration advisor.

F-1 students must meet Full Time Enrollment Requirements each long semester

- Undergraduate = 12 credit hours
- Graduates = 9 credit hours

*All courses must apply to the degree on the I-20 to be counted toward full time requirements.

*Only 3 hours of online courses can be applied to the full time requirement.

*You cannot take all of the full time requirement hours as pre-requisite courses.

*You cannot take all of the full time requirement hours in a short-session term.

*If it is your last semester, and you lack only one class to complete your degree, it must be a "presence" course (not online).

F-1 and J-1 Students: Other ways to meet the full-time enrollment requirement

Concurrent enrollment—Requires submission of forms at the beginning and end of the concurrent semester.

Curricular Practical Training (Authorized and full-time) —this alternative is available only one fall or spring semester per year, and cannot be two consecutive long semesters. A number of restrictions apply.

Graduating Semester—Apply for Graduation within the designated application period or submit the appropriate ISSO form prior to Census Day.

For more information regarding Full-time enrollment requirements, visit utdallas.edu/student/international/current/ft_Enrollment.html.



J-1 Student Enrollment:

J-1 students are required to maintain full-time enrollment as established by the DS-2019 sponsoring institution. If unable to maintain full-time enrollment, see the sponsoring institution to discuss options. All J-1 and J-2 visa holders are required to maintain health insurance as a requirement of their J status.

J-1 Employment:

A J-1 student may request permission from the DS-2019 sponsoring institution to work up to 20 hours per week on campus. Arrange for employment permission with the J-1 sponsor prior to beginning employment to avoid a violation of J-1 status.

Also see Important Immigration notes (page 3) >>>



Important Immigration notes:

Travel

If you plan to travel internationally during your studies, you will need the following documents to re-enter the U.S.:

- A valid passport
- A valid, unexpired visa
- A valid, unexpired Form I-20 endorsed by the ISSO
- A valid OPT EAD and proof of employment (students on OPT only)
- A valid, unexpired Form DS-2019 endorsed by the issuing institution (J-1 students only)

For more information about travel, visit utdallas.edu/student/international/current/travel_outside.html.

Passport

You must maintain a valid passport for the duration of your stay in the U.S. Maintaining a valid passport is your responsibility. The passport can be renewed by your home country consulate or embassy in the U.S. It is recommended that you contact them at least 6 months before your passport's expiration date, and that you do not attempt to re-enter the U.S. if your passport will expire within the next 6 months.

Changes in I-20s

You must obtain a new I-20 each time you change academic or financial information. See the ISSO website for a complete list of circumstances, funding requirements and procedures to request a new I-20. utdallas.edu/student/international/current/maintaining_i20.html

Social Security Number (SSN)

To be eligible for a Social Security Number (SSN), you must be employed and complete an application at a local Social Security office. Detailed information is available at utdallas.edu/student/international/current/ssn.html.

Texas Driver's License or State I.D.

To receive a driver's license from the Texas Department of Public Safety (DPS), you must pass a written exam and a driving skills test. For the driving test, the applicant must provide the vehicle. You may also request a Texas State I.D. card from the DPS, but this card does not give you driving privileges. For more information visit www.txdps.state.tx.us.

F-2 Status

The spouse or child of an F-1 student may use an I-20 to apply for an F-2 visa and enter the U.S. for the same length of time as the F-1 student. Dependents in F-2 status are not allowed to work or study. Any student wishing to bring a spouse and/or child to the U.S. should visit the ISSO to discuss the procedures.



J-2 Status

The spouse or child of a J-1 student may use a DS-2019 to apply for a J-2 visa and enter the U.S. for the same length of time as the J-1 student. A person in J-2 status may apply for permission from the U.S. Government to accept employment.

Step 1: Learn the Academic Calendar

Registration Deadline: _____

Payment Deadline: _____

Census Day: _____

Step 2: Take Care of Outstanding Holds

If you have outstanding holds on your student record such as the TB test hold, Meningitis vaccine hold, Orientation hold, or admissions holds, you will need to take the appropriate actions to have these holds removed.

Step 3: Register for classes with an Academic Advisor

All new international students must meet with an academic advisor in their academic department to register for classes. To find your academic advisor location, visit utdallas.edu/student/registrar/lookup/advising.

Step 4: Update Local Address in Orion

You are required to update your local address in Orion by the end of your Orientation day. Failure to do so can result in a negative impact on your immigration status and an inability to receive a Social Security number. If you do not yet have a local address, use your temporary address and make an update after you move into your permanent apartment.

Step 5: Pay Tuition and Fees

Pay for your semester classes and fees. Page 4 in The Guide gives details. For more information visit utdallas.edu/finance/bursar.

Step 6: Order a Parking Permit

All vehicles that are parked on campus are required to have a valid UT Dallas parking permit. For more information, visit utdallas.edu/myparking.

Step 7: Get your Comet Card

Bring picture ID and proof of registration to the Comet Center. Page 5 in The Guide gives details. For more information visit utdallas.edu/cometcard.

Financial Information



Never spend your money before you have it.
-Thomas Jefferson

Banking Institutions

By creating a bank account, you will be able to put your money in a safe place where you can access it easily. While there are many banking institutions in the area to choose from, Wells Fargo Bank is on campus and has a working relationship with UT Dallas. For more information, visit the Wells Fargo website at utdallas.edu/cometcard/wells.html.

Exchanging Currency

Foreign bills can be changed by most local banks. Exchange rates change daily. To find out the current rate of exchange, visit your local bank or a common website such as x-rates.com/d/USD/table.html.

Office of the Bursar

The UT Dallas Bursar's Office oversees financial transactions between the University and students, staff, and faculty. Their functions include, but are not limited to, the assessment and collection of tuition and fees, distribution of financial aid and scholarship checks, refund checks, payroll checks, petty cash reimbursements and departmental deposits. For more information, visit the website at utdallas.edu/finance/bursar.

Bursar—Frequently Asked Questions:

When you have questions about paying UTD tuition and fees, visit utdallas.edu/finance/bursar/faq.html.

Tuition Calculation

Your tuition and fees will be determined after you register for classes. These costs vary based on your program of study, number of hours, and types of classes. As an international student, you will be assessed a fee for student health insurance and an international special service fee. Insurance rates and the international special service fee amount can be found on the Bursar's Other Fees webpage. For details on waiving the insurance fee, visit utdallas.edu/insurance/intl/waivers/.

For more information on tuition calculation or tuition refunds, visit <http://www.utdallas.edu/finance/bursar/schedule-introduction.html>.

Tuition Payment

After you have registered for classes with your academic advisor, your tuition and fees will be established for the semester. Your next step is to pay your tuition and fees to the UT Dallas Bursar's Office. You may make payment through one of the following methods:

- ◆ Online through EZPay. EZPay allows you to pay by E-check, MasterCard, Discover or American Express. Note: Visa is not accepted.
- ◆ Wire transfer. To request bank information, email bursaroffice@utdallas.edu.
- ◆ In person at the Bursar's Office. The Bursar's Office accepts checks, cashier's checks, money orders, traveler's checks, cash, and demand drafts. They do not accept credit card and debit card payments at the Bursar's Office for tuition.

For more information on tuition payment, visit www.utdallas.edu/finance/bursar/payment-options.html.

Tuition Refunds

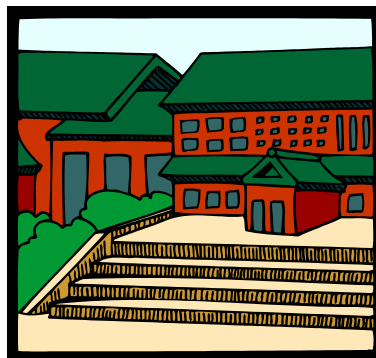
Because UT Dallas is a public institution, we follow the refund schedule defined in Section 54.006 of the Texas Higher Education Code.

The UT Dallas refund schedule is found on the academic calendar. This includes information on the last days to receive refunds.

If you are eligible for a refund, your refund will either be sent as a check or a direct deposit. Refund checks are mailed out once a week to your local address. You should receive your check within ten business days. If you have not provided a local address, your refund will not be processed. Students who have set up direct deposit through EZPay will receive their refund within four business days.

Requesting UT Dallas Housing

On campus housing at The University of Texas at Dallas is provided by Waterview Park Apartments (Phases 1-4) and University Village (Phases 5-9). Traditional residence halls are available for first time undergraduate freshmen students. UT Dallas housing options offer a variety of floor plans and prices. For more information, visit the website at utdallas.edu/housing.



Bacterial Meningitis Vaccination

All UT Dallas students must present written proof of having received the Bacterial Meningitis vaccine to the UTD Registrar's Office. The vaccine is required for entering students, living both on and off campus. Students must have received the vaccination within the last five years, and at least ten days prior to enrolling in classes. For more information visit the website at utdallas.edu/student/registrar/vaccine.html.

IDs, Cards, Passes and more!

Comet Card—Student ID Card

The Comet Card is the official UT Dallas student identification card. You will use your Comet Card to access many of the important on-campus services such as the McDermott Library, Career Center, Health Center, Activity Center, and more. In addition, you can use your Comet Card to:

- ◆ Request discounts from local merchants.
- ◆ Pay for on-campus services like dining and the bookstore by putting UTDollars on your Comet Card.
- ◆ Pay for on-campus services by linking your Comet Card to your Wells Fargo checking account.

Apply for your Comet Card

After registering for classes, apply for your Comet Card at the Comet Center located on the second floor of the Student Union. Proof of registration and a picture ID (passport, drivers license, etc) are required. There is no charge for the first card.



DART Bus and Train Pass

Dallas Area Rapid Transit (DART) provides transportation around the Dallas/Fort Worth area. A free DART Pass is provided to all students as a benefit of enrollment.

The campus bus (Route 883) provides transit to local shopping and the DART Light Rail station. Service is provided Monday to Friday, and there is a limited schedule on Saturday. Every Friday the shuttle travels to Wal-Mart.

For more information and to submit an on-line application, visit the website at utdallas.edu/dart.

Net ID

The NetID is a user name that uniquely identifies you to UT Dallas computer systems. You will use the NetID and password to access your UT Dallas email, UT Dallas Galaxy web portal, and on-campus computer services. Once your NetID is established, you can use it to create a Personalized Email Address (PEA) and to optionally forward your mail to another email address. For more information, visit the website at netid.utdallas.edu.

UTD-ID

The UTD-ID is your student ID number, and you will use it when filling out UT Dallas forms. It can be found on official UT Dallas correspondence, is 10 digits, and looks like 2012345678.

Privacy of your information

Texas is an open-records state. This means that the University may release directory information about you, which is defined as public information that would not generally be considered harmful, or an invasion of privacy if disclosed. If you wish to restrict your directory information, you may fill out a confidentiality form with the UT Dallas Office of the Registrar. If you do so, note that your name may not be included in UT Dallas official publications.

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. Educational Records are all records that contain information that is directly related to a student and are maintained by the university or parties acting for the university. Examples include Social Security Number, UTD-ID, grades and other academic information, race, ethnicity, nationality, gender, etc. The educational record is confidential, and this information may be released only within the limitations clearly defined by university regulations, state and federal statutes, or with the student's written permission. For more information on FERPA, visit the Office of the Registrar website at utdallas.edu/student/registrar.

Computing Help Desk

The UT Dallas Computing Help Desk is available when you have questions about your NetID, computer labs, wireless access, or any on-campus computing system. The computer labs in the McDermott Library and Jonsson building have staff that can assist you. For more information, visit utdallas.edu/ir or call 972-883-2911.

Protect yourself

Password—UT Dallas strives to protect your information, and you should too. Set a password that is secure and do not share it.

Communication— All official UT Dallas email correspondence will be sent to your UT Dallas issued email address (begins with your Net ID). When communicating with UT Dallas staff, use this address. Note: do not include the UTD-ID number in your message, unless you are able to send an encrypted email.

Important

Career Center

The UT Dallas Career Center provides career counseling and coaching, computer-assisted career information searches, resume and professional document critiques, a Career Resource Library, mock interviews and various workshops. Industry representatives recruit students at Career Expos and through on-campus interviews. Employment and internship listings, both on and off campus, are posted through UT Dallas *CareerWorks*.

Visit the UT Dallas Career Center:

Student Services Building SSB 3.300

utdallas.edu/career

careercenter@utdallas.edu

972.883.2943



On-Campus Employment:

Visit the Career Center website to register for a UT Dallas *CareerWorks* account. On-campus jobs may be posted daily, however, they are limited. **DO NOT VISIT** departments to inquire about jobs. This only delays the process and dissuades departments from hiring you for open positions.

As a UT Dallas F-1 student, you are eligible to work on-campus without any special work authorization. The work hours for F-1 students are limited to the following:

- ◆ 20 hours or less per week during fall and spring semesters
- ◆ 40 hours or less during official school breaks

You must continue to meet full-time enrollment requirements during fall and spring semesters to remain eligible for this benefit.

Internships

If you are interested in working in the community on a CPT internship, there are several things that the Career Center recommends you do in preparation. Here is a timeline to help you be successful.

1. At the beginning of your first semester:
 - ⇒ Register for your UTD *CareerWorks* online account
 - ⇒ Attend Career Center seminars (resume writing, interviewing, job search, etc.)
 - ⇒ Prepare your resume and have it critiqued
 - ⇒ Review and apply for on-campus jobs in UTD *CareerWorks*
2. Toward the end of your first semester:
 - ⇒ Attend a CPT Information Session
 - ⇒ Meet with an Internship Coordinator
3. During your second long semester:
 - ⇒ Search for internship opportunities
 - ⇒ Attend seminars and conduct a mock interview
 - ⇒ Attend Career Expos and interview on-campus, if qualified
 - ⇒ Meet with your Internship Coordinator to process the appropriate paperwork for your internship/CPT offer

Please note: Many academic majors at UT Dallas require completion of certain prerequisite classes to be eligible for CPT. It is recommended that you inquire about these requirements with your academic advisor early in your first semester.

Off-Campus Employment:

Immigration regulations prohibit all types of off-campus employment without specific authorization. Authorization may be requested after an F-1 student has been full-time enrolled for one year, and the student meets all additional requirements.

Optional Practical Training (OPT) and Curricular Practical Training (CPT) are the most common types of off-campus employment. Economic Hardship is also an option for some students. For more information on off-campus employment, visit the "Current Students" tab of the ISSD website, click on "Employment."

F-1 and J-1 Tax Compliance

All international students and scholars are required to file a US Federal Income Tax Form with the Internal Revenue Service (IRS) each April. UT Dallas provides a free online program to assist students with tax filing each spring. For more information about tax forms and when and where to file, visit the "Current Students" tab of the ISSD website, and click on "Taxes."



UT Dallas Tax Compliance Office

All international students who are qualified for a tax treaty, who receive funding from UT Dallas, such as payroll (TA/RA, on campus job), must meet with the **Tax Compliance Office** to sign the treaty agreement. Schedule a time by emailing Tax Compliance at: tax@utdallas.edu. Students who have I-94's from other universities must bring those documents to facilitate the tax treaty agreement.

For more information, visit the UT Dallas Foreign Nationals Taxation website at utdallas.edu/hrm/payroll/foreign taxation.php5.

Health and Wellness Resources

UT Dallas Student Health Center (SHC)

If you are currently enrolled at UT Dallas, have a valid UT Dallas Comet Card, and your illness or injury is not an emergency, you may schedule an appointment at the UT Dallas Student Health Center (SHC) for medical care. Office visits are free for eligible students, and do not require proof of insurance. Expect to pay nominal fees for lab work, medications and certain procedures. Examples of SHC services include diagnosis and treatment of acute illnesses and minor injuries, minor emergency care, women's wellness exams, birth control and pregnancy counseling. The UT Dallas Student Health Center does not issue excuses from class for illnesses. To make an appointment at the SHC, visit the Student Services Building, 4th floor, SSB 4.700 or call (972)883-2747. For more information, visit utdallas.edu/healthcenter.

For health care needs not covered by the Student Health Center, you may visit an off-campus physician. Because health care in the United States is very expensive, the health insurance system facilitates the payment of health care costs for off campus health care. In this system, you first find a company that is willing to insure you. You then pay the company a base fee and they agree to pay a percentage of most of your health care costs. Most doctors require you prove health insurance coverage before they will meet you or treat you.



Accessing Medical Care

Urgent Care Clinics:

Urgent Care Clinics are open some week-end and evening hours, and they can handle most minor illnesses and injuries. You can visit with them on a walk-in basis during clinic hours and they can write prescriptions. Remember to bring your insurance card when you visit the clinic. Find a list of clinics in the phone directory or on the website at utdallas.edu/insurance/intl/access.

Alternative Medicine:

Some students prefer to use alternative medicine (using herbs, acupuncture, reflexology, etc). These costs are not typically covered by insurance policies. You can find local practitioners on-line or by referral from other students or family members.

Prescriptions:

Prescriptions given to treat an illness must be filled off campus at the pharmacy of your choice. The Student Health Center does not have a retail pharmacy. For details on the reimbursement of prescription drug costs for those with United Health Care insurance, visit the Student Health Insurance website.

Physicians/Doctors:

If you are insured with the UT Dallas Student Health Insurance plan and need to see an off-campus physician, you may do so. Within the US Insurance system, you are expected to visit with a doctor that is approved by your insurance company; this is called a primary care physician (PCP) within the provider network.

A PCP can treat a variety of illnesses and can handle most of your healthcare needs. If your PCP is unable to diagnose or treat your illness or injury, you will be referred to a specialist. You must have a referral from your PCP or the Student Health Center for the insurance company to pay for consultation fees with a specialist.

You can find a listing of PCPs on the United HealthCare Options Providers Resources website at uhcsr.com/SelfServiceSupport/SelfServiceHome.aspx.

Student Health Insurance (SHI)

The University of Texas (U.T.) System Board of Regents has worked with the health insurance company United Healthcare to make student insurance available to all students enrolling in U.T. System schools. The U.T. System Board of Regents requires all students holding non-immigrant visas to maintain approved health insurance and repatriation/evacuation coverage while enrolled at any U. T. System institution. Enrollment in the UT Dallas Student Health Insurance (SHI) Plan is automatic when an international student registers for classes, and the cost of the policy will appear on the tuition and fee bill.

For SHI policy details, including covered illnesses/injuries, claims information, what to do in the case of an emergency, and details on visiting an off campus doctor, visit utdallas.edu/insurance/intl/access. For more details on the United Healthcare insurance plan, visit the United HealthCare website at uhcsr.com.

SHI Waivers

International students are eligible for a waiver of the UT Dallas SHI fee if they provide documentation of comparable coverage during the waiver period. This procedure must be followed each semester, and the waiver period ends on Census Day. For waiver procedures, visit utdallas.edu/insurance/intl/waivers.

Health Insurance for Dependents

It is highly recommended that dependent family members have health insurance due to the high cost of medical care in the U.S. All students who are enrolled in the Student Health Insurance plan may also insure their eligible dependents. For more information, visit utdallas.edu/insurance.

Coverage for Summer

For your physical and financial safety, we recommend that you maintain health insurance continuously when you are in the United States. UT Dallas student health insurance is connected to enrollment, so if you do not enroll in classes during the summer, you will not have insurance unless you make special arrangements. Please contact the Student Health Center before Spring semester ends to arrange for Summer coverage. For more information, visit the website at utdallas.edu/insurance.

Academic Success

Office of Student Success (GEMS Center)

Located in the UT Dallas Conference Center, the GEMS Center offers services to students, faculty and staff — all aimed at improving outcomes. For more information visit the website at utdallas.edu/ossa/gems.

The GEMS Center:

- + The PC Lab supports science, technology, engineering and mathematics learning through technology.
- + The Math Lab serves as a student-centered resource offering one-on-one and small group tutoring at no charge.
- + The Writing Center provides help at any stage of the writing process and with any kind of writing assignment or personal essay.



"The reading of all good books is like conversation with the finest men of the past centuries."

- Descartes

McDermott Library and Public Libraries

The McDermott Library at The University of Texas at Dallas supports the curriculum of all schools and academic programs at UT Dallas. Services include: RefWorks and writing workshops, interlibrary loans, course reserves, and more. For more information visit utdallas.edu/library.

Local public libraries provide free access to the internet and allow individuals to borrow free of charge with a library card. Some public libraries also provide free ESL classes, citizenship classes, computer classes, children's activities and more. For more information, visit www.cor.net/library/.

Academic Integrity and Scholastic Dishonesty

United States culture places value on honesty, originality in written and oral expression, respect for the exchange of ideas, and acknowledgement of the abilities and contributions of others. Every student at UT Dallas is expected to exercise independent thought and expression as he or she strives for academic achievement.

To support your success as a student in the United States, the following information is provided as a guide for a variety of academic integrity issues. It should serve as an introduction to the U.S. academic culture.

1. Cite the work of others whenever you rely on it. When you use someone's words, quote them accurately, mark them as a quotation, and include a citation. When you paraphrase, use your own distinctive voice, not a facsimile of the author's.
2. Internet citations should include the access date and exact address of the material cited, not the general address.
3. Never represent anyone else's work as your own. Never buy, sell, or "borrow" papers. Do your own work.
4. Never hand in the same paper for two classes unless you have permission from both instructors.
5. Utilize the free RefWorks citation management service from the McDermott Library.

Frequent Allegations of Scholastic Dishonesty Include:

Plagiarism- using another's work and submitting or incorporating it in one's own written work offered for credit without appropriate attribution. This includes not using proper quotation marks and in-text citations.

False References- Not following the instructions for correctly referencing your source (including Internet sources). These instructions are precise, and are prescribed in the writing style manual (MLA, APA, Chicago, Turabian, etc.). Review the course syllabus or ask your professor if in doubt of the writing style to use.

Collusion- the unauthorized collaboration with another person in preparing academic assignments.

Cheating- any activity or attempted activity that gives unfair advantage to yourself or another.

Common Excuses for Acts of Academic Dishonesty

Failure to follow Academic Integrity guidelines can result in serious academic penalty to you as a UT Dallas student, including course failure and expulsion from the University. There are several recurring explanations given by students in response to allegations of scholastic dishonesty. None of them are meritorious.

"I've never written a paper before."

"No one told me I had to do it this way."

"I didn't know what MLA was so I ignored that part of the assignment requirement."

"Where I come from, it is a sign of respect to use someone else's words without giving them credit for it."

"I didn't have time to do it correctly."

"I used an article I found on the Internet. It was free, so I can use it without giving credit to the author or publisher."

Helpful Suggestions:

- ◆ Presume the assignment requires individual, independent work unless otherwise instructed by your professor.
- ◆ If your name is alone on a paper, it means you did the work entirely yourself. If you are listed as a coauthor, you contributed to the group's work.
- ◆ It is fine to do lab work together with your partners as directed by your lab instructor, but you should keep your own lab notes and write up the results individually.
- ◆ For more information visit utdallas.edu/judicialaffairs.



Counseling in the United States

You may have a specific problem or a general sense of distress that you have not been able to resolve despite seeking advice from friends, family, or professors. Counselors in the Counseling Center are trained professionals who work with you to identify and implement appropriate solutions to your unique situation.

Myths and Facts about Counseling

MYTH: My counselor will tell me exactly what to do.

FACT: You and your counselor will work collaboratively throughout counseling to find effective, acceptable solutions. Your counselor has specialized training and experience in helping people with a variety of problems. However, you are the expert when it comes to knowing yourself and your history.

MYTH: Counseling is only for people who are weak and/or have serious emotional problems.

FACT: Counseling can be helpful to students with

diverse problems including time management, relationships, academics, and adjusting to a new culture. You are not weak or “crazy” for seeking counseling. In fact, it takes great courage and maturity to discuss and explore possibly sensitive experiences, situations, and feelings. Faculty and staff view counseling as an effective way of proactively dealing with problems—not as a sign of incompetence or mental “weakness.”

MYTH: The counselor will not be able to understand me unless she has had similar experiences or has the same background as me.

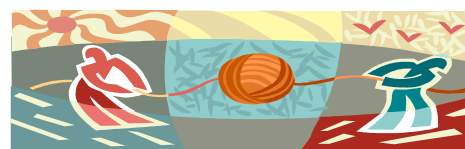
FACT: Your counselor may be of a different cultural, sexual, ethnic, or racial background than you, but counselors are trained to be sensitive and respectful of individual differences. Your counselor is likely to ask you about cultural and personal issues in order to understand you more as an individual.

MYTH: My professors will be informed of my visits to

the Counseling Center.

FACT: In accordance with legal and ethical standards, information you provide to your counselor will be maintained as confidential and will not be communicated to another person or agency without your written permission. There are a few legal limits to confidentiality that will clearly be described to you during your initial session. Your academic records are separate from the records kept at the Counseling Center, which means that family, faculty, staff, and peers will not be told that you’ve come to the Counseling Center or what you’ve discussed.

For more information, visit utdallas.edu/counseling.



“The strongest have their moments of fatigue”
- Friedrich Nietzsche

Student Organizations

Student organizations are created and maintained by students. Participating in a student organization allows you to develop leadership skills, meet interesting people, and have experiences that look good on a resume. UT Dallas has many student organizations available, and you can join one by attending a meeting, gathering information from their website, or contacting an officer. Some popular international student organizations are listed below. For more information on UT Dallas student organizations, visit utdallas.orgsync.com/search.

Global Village—an all-encompassing organization for global citizens at UT Dallas.

Student Government—Serving the collective interest of UT Dallas students.

Other cultural organizations—Indian Student Association (ISA), Friendship Association of Chinese Students and Scholars (FACSS), Turkish Student Association (TSA), Bangladeshi Student Organization (BSO), Student Are Made Equal (SAME), Middle Eastern Student Association (MESA).

On-Campus Attorneys

Each week, an immigration attorney and general attorney visit UT Dallas and provide quality legal advice and consultation free of charge to all currently enrolled students. This service is funded by student services fees and sponsored by UT Dallas Student Government.

Appointments may be made one week in advance. Cancellations must happen before the day of the appointment. Failure to cancel the appointment more than twice will result in the student’s loss of the privilege of making another appointment during the current semester.

The attorney offices are in the Student Government office on the second level of the Student Union. For more information visit utdallas.edu/student/sg/attorney/students_attorney.html.

Code of Conduct

The University of Texas System and The University of Texas at Dallas have rules and regulations that keep the University running smoothly and efficiently. Each student is required to be aware of and follow these rules, as well as federal, state and local laws.

The portion of these UT Dallas rules and regulations applicable to students and visitors is commonly known as Title V of UT Dallas' *Handbook of Operating Procedures*. The four most commonly referenced chapters of the Handbook are: Chapter 46: Speech, Expression and Assembly; Chapter 48: Use of University Facilities; Chapter 49: Student Discipline and Conduct; and Chapter 51: Student Grievances. The UT Dallas Handbook of Operating Procedures can be viewed at utdallas.edu/judicialaffairs.

Frequently Asked Questions

How can I get a job on campus?

Create an account in *CareerWorks* on the Career Center website (utdallas.edu/career/). Jobs will be posted there, and you can upload your resume and cover letter.

How can I get around without a car?

The 883 Campus Shuttle runs between UT Dallas, the McCallum apartments, and the George Bush Turnpike rail station. From the Bush Turnpike station you can take connecting buses or trains. Use your free DART pass to travel on all buses and trains except the 883 (utdallas.edu/dart/).

How do I find a bus route?

Go to dart.org. Enter the starting location and destination to see the complete route. Another option is to go to Google Maps (maps.google.com/) and choose public transportation.

How do I go to nearby grocery stores?

Take the 883 shuttle. You will find Tom Thumb, Target and Sprouts on the regular route. On Fridays, the 883 shuttle has an additional shuttle that goes to Wal-Mart hourly until 4:00pm.

How do I get a driver's license?

The Department of Public Safety (DPS) issues Texas driver's licenses after successful completion of a driver's test. See the DPS website for details on the test and required documents (txdps.state.tx.us).

How do I get a parking permit?

You can purchase permits through the My Parking website at utdallas.edu/myparking/.

How do I open a bank account?

There are many banks around campus to choose from, including Bank of America, Wells Fargo, Chase, etc. Wells Fargo has an ATM on campus, and will be available at most orientations if you chose to set up a bank account with them.

How do I get a cell phone?

There are various service providers – AT&T, T-Mobile, Verizon, Metro PCS, among others. Some service providers and prepaid plans don't ask for a Social Security Number (SSN). Look on-line for service provider contact information.

How do I make American friends?

There are many ways to make American friends. International Christian Fellowship (ICF) has an American Friendship Program where you can meet American families and learn about American culture. You can get involved in student organizations or Greek Life to meet American friends. The Center for Student Involvement (utdallas.edu/csi) helps UT Dallas students become more connected to student life.

Where can I buy furniture?

The International Christian Fellowship (ICF) student organization has furniture giveaways at the beginning of each semester. New furniture can be bought from IKEA, Wal-Mart, Target, etc. You can also check craigslist.com for used furniture in the Richardson area.

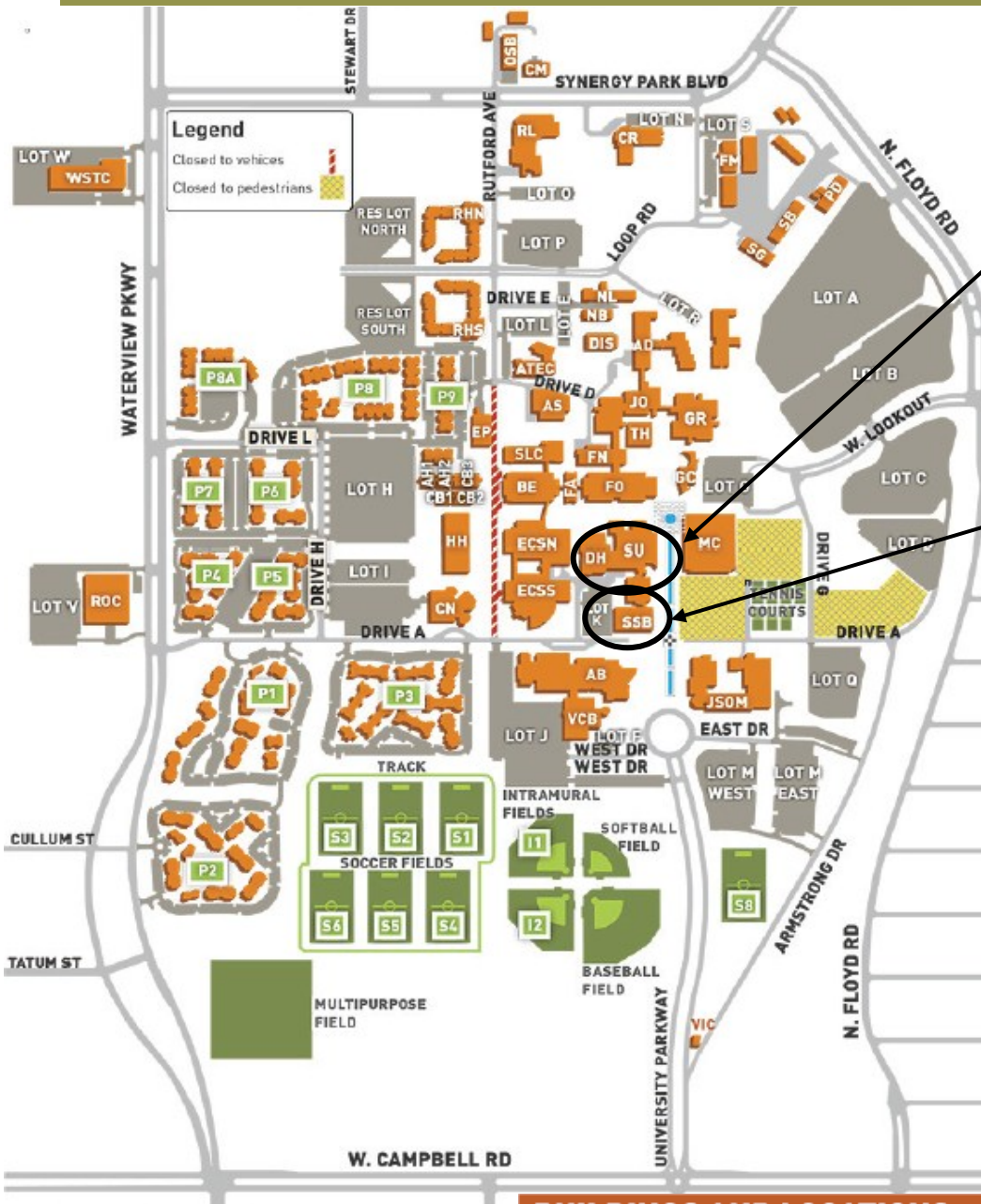
Where can I buy a laptop/electronics?

The UTD Technology Store has many product options, and is located in the UTD Bookstore building. Also, some students choose to order online or visit stores like Best Buy, Fry's, or Apple.

ISSO English Conversation Hour
Tuesday and Thursday from 4:00pm to 5:00pm
Student Services Building SSB3.107



Campus Map



Student Union (SU)

- Comet Center
- Comet Café
- Galaxy Rooms
- Pub

Dining Hall (DH)

Student Services Building (SSB)

1st Floor

- Enrollment Services
- Financial Aid
- Registrar

2nd Floor

- Bursar's Office
- Multicultural Center

3rd Floor

- International Student Services
- Career Center
- Office of Student Volunteerism
- Student AccessAbility

4th Floor

- Dean of Students.
- Health Center and Student Health Insurance Office
- Counseling Center
- Wellness Center
- Women's Center
- Residential Life and Housing Operations

BUILDINGS AND LOCATIONS

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|--|----|--|----|
| AB Activity Center | H6 | GC Cecil and Ida Green Center | F7 |
| AD Administration | D7 | GR Cecil H. Green Hall | E7 |
| AH1 Arts And Humanities 1 | F5 | HH Karl Hoblitzelle Hall | F5 |
| AH2 Arts And Humanities 2 | F5 | JO Erik Jonsson Academic Center | E7 |
| AS Visual Arts Studio | E6 | MC Eugene McDermott Library | F8 |
| ATEC Arts And Technology Building | D6 | MP Multipurpose Building | D7 |
| BE Lloyd V. Berkner Hall | F6 | NB North Office Building | D6 |
| BK Bookstore | G8 | NL North Lab | D7 |
| CB1 Classroom Building 1 | F5 | OSB Old Service Building | A6 |
| CB2 Classroom Building 2 | F5 | PD Police | C9 |
| CB3 Classroom Building 3 | F5 | RH Residence Hall | D5 |
| CM Construction Management | A6 | RL Natural Science And Engineering Research Lab | B6 |
| CN Conference Center | G5 | ROC Research And Operations Center | G2 |
| CR Callier Center Richardson | B7 | SB Service Building | C8 |
| DH Dining Hall | F6 | SG Safety And Grounds | C8 |
| DIS Dallas International School | D7 | SLC Science Learning Center | E6 |
| ECSN North Engineering And Computer Science | F6 | SOM School Of Management | H8 |
| ECSS South Engineering And Computer Science | G6 | SSB Student Services Building | G7 |
| EP Energy Plant | E5 | SU Student Union | F7 |
| FA Founders West Annex | F6 | TH Theatre | E7 |
| FM Facilities Management | B8 | VIC Visitor Information Center | L7 |
| FN Founders North | E6 | WSTC Waterview Science And Technology Center | B1 |
| FO Founders Building | F6 | | |



Address

The University of Texas at Dallas
800 West Campbell Road
Richardson, Texas 75080

UT Dallas—University Police

Main number: 972-883-2222

For emergencies, dial 911

Available 24/7, 365 days a year