Welcome, New Comets
TRANSFER ORIENTATION 2018
LIFE AS A COMET
INTRO TO ACADEMICS
Overview of UT Dallas
# Associate Deans

<table>
<thead>
<tr>
<th>School</th>
<th>Associate Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Humanities (AH)</td>
<td>Dr. Natalie Ring</td>
</tr>
<tr>
<td>Arts, Technology &amp; Emerging Communication (ATEC)</td>
<td>Eric Farrar</td>
</tr>
<tr>
<td>Brain &amp; Behavioral Sciences (BBS)</td>
<td>Dr. Melanie Spence</td>
</tr>
<tr>
<td>Economic, Political &amp; Policy Sciences (EPPS)</td>
<td>Dr. Euel Elliott</td>
</tr>
<tr>
<td>Erik Jonsson School of Engineering and Computer Science (ECS)</td>
<td>Dr. Simeon Ntafos</td>
</tr>
<tr>
<td>Interdisciplinary Studies (IS)</td>
<td>Dr. Tonja Wissinger</td>
</tr>
<tr>
<td>Naveen Jindal School of Management (JSOM)</td>
<td>Dr. Marilyn Kaplan</td>
</tr>
<tr>
<td>Natural Sciences &amp; Mathematics (NSM)</td>
<td>Dr. Dennis Miller</td>
</tr>
</tbody>
</table>
STUDENT SUCCESS CENTER
The Student Success Center
utdallas.edu/studentsuccess

Why the SSC?
- Students helping students.
- Proactive vs. reactive.

SSC Facts
- Open to all undergraduates.
- Many courses supported.
- Drop-in labs.
- One-on-one appointments.
- Convenient location.
Academic Programs and Services

utdallas.edu/studentsuccess

- Academic Success Coaching.
- Comet Cents.
- Communication Lab.
- Peer tutoring – Math and Science.
- Peer-Lead Team Learning (PLTL).
- Supplemental Instruction (SI).
- Writing Center.
Peer Tutoring
utdallas.edu/studentsuccess

- Math: Drop-in tutoring for 1000 and 2000 level math courses.
- Science: Majority of drop-in tutoring in general chemistry, organic chemistry and physics.
- Weekly reviews.
- Virtual exam reviews.
- One-on-one appointments.
- Please note: Not a homework lab.
Peer-Led Team Learning (PLTL)

utdallas.edu/studentsuccess

- Meets in McDermott Library 1.302.
- Collaborative group sessions.
- Student-to-peer leader ratio: 8:1.
- Students typically earn half to one whole grade higher than non-participants.
- Registration required.
- CHEM 1311, 1312 and 2325.
- MATH 1325, 1326, 2413, 2414 and 2415.
- PHYS 1301 and 1302.
Supplemental Instruction (SI)

- Meets in McDermott Library 1.302.
- 40+ historically difficult courses supported.
- 50-90 minute sessions offered weekly.
- Peer leaders prepare sessions based on class content.
- Students who attend regularly typically earn half-to-one-whole grade higher than non-participants.
- Courses with greatest success: CHEM 2325, BMEN 2320 and EPPS 2303.
- No registration required.
## What's the Difference?

<table>
<thead>
<tr>
<th></th>
<th>Supplemental Instruction</th>
<th>Peer-Lead Team Learning</th>
<th>Peer tutoring math and science</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration</strong></td>
<td>Drop-in sessions</td>
<td>Required</td>
<td>Drop-in tutoring</td>
</tr>
<tr>
<td><strong>Weekly time commitment</strong></td>
<td>50-90 minutes</td>
<td>80 minutes</td>
<td>Unlimited Within open hours</td>
</tr>
<tr>
<td><strong>Increased grades and knowledge</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Academic Success Coaching
utdallas.edu/studentsuccess

- McDermott Library 1.310 and Residence Hall Northwest 4.003.
- Meet individually with Peer Academic Leaders (PAL) for assistance in:
  - Time management.
  - Prioritizing tasks.
  - Effective study strategies.
  - Note taking.
  - Goal setting and motivation.
  - Managing test anxiety.
Comet Cents
utdallas.edu/studentsuccess

- McDermott Library 1.413.
- Free education and information about personal finance including:
  - Ways to save and invest.
  - Budgeting.
  - Credit management.
  - Student loans.
  - Avoiding identity theft.
  - Financial responsibility after college.
- Individual appointments available.
- Workshops each semester, with a chance to win scholarship money.
McDermott Library 3.612.
Feedback and resources for improving oral and group presentation.
Gain valuable insight about presenting, and develop skills to become a successful speaker.
Individual and group appointments.
Supports COMM 1311 and other courses with a public speaking component.
Individual and group appointments available, as well as workshops to help students build skills in the following areas:
- Paper topics.
- Organizing ideas and thoughts.
- Drafting and revising papers.
- Writing styles and conventions.
- Documenting sources.
- Preparing for essay exams.

Staff includes a full-time manager and 10 student tutors.

Writing studios.

The Writing Center does not proofread or edit papers.
Employment at the SSC
- Earn at least an A- or higher in a course the SSC supports.
- Go to an open house to learn more about units that are hiring.
- Apply, take content exam and/or interview.

The Institute for Peer Mentoring
- Provides a certificate program for peer mentors and tutors on campus.
- Currently offers levels 1 and 2 of the international mentor/tutor training program certification.
- Complete mentoring/tutoring experience hours and attend training.
DEAN OF STUDENTS
I’m in trouble.
- Student Counseling Center.
- Student Health Center.
- Student Wellness Center.
- Center for Students in Recovery.
- Office of Student AccessAbility.
- University Recreation.
- Community Standards and Conduct.
- Student Volunteerism.
- Student Development.

- Spirit Programs.
- Student Engagement Initiatives.
- Fraternity and Sorority Life.
- Student Transition Initiatives.
- Military and Veteran Center.
- Career Center.
- Student Union.
UT Dallas Community
As a Comet, I pledge honesty, integrity and service in all that I do.
Community Expectations

utdallas.edu/conduct

- Plagiarism.
- Cheating.
- Fabrication.
- Collaboration/collusion.
Why does academic honesty matter?
Read the code of conduct, talk with professors and don’t procrastinate. If you don’t know, ask!
Common Code of Conduct Violations

**Alcohol use and drugs**
- U.S. drinking age is 21.
- If you are 21 or over, do not give alcohol to anyone underage.
- Alcohol is only allowed in specific areas on campus (The Pub or apartments where all residents are over 21).
- Any use of illicit substances is a violation of the Code of Conduct.

**Misuse of campus property**
- Do not let anyone borrow your Comet Card or login to campus computers using your NetID.
- Stealing, damaging or destroying university property is strictly prohibited.
Breaking the law = breaking the Code of Conduct

Break the law and you could face sanctions from both the police and the university.

policy.utdallas.edu/utdsp5003
Community Expectations
utdallas.edu/conduct

What could possibly go wrong?
Community Expectations

utdallas.edu/conduct

- Grade modifications.
- Warnings.
- Suspension.
- Expulsion.
- Educational sanctions.
Sexual Misconduct/ Sexual Assault
- Non-consensual sexual contact, non-consensual sexual intercourse or sexual exploration.

Sexual Harassment
- Unwelcome sexual advances.
- Request for sexual favors.
- Verbal or physical harassment of a sexual nature.

Stalking
- Engaging in a course of conduct directed at a specific person that would cause that person to feel fear for his or her safety or the safety of others (i.e. following, monitoring).

Dating/Domestic Violence
- Crime of violence committed by a current or former intimate partner.
Your Rights

- Investigation.
- Reporting to responsible employees.
- File a police report (or not).
- Interim measures.
- Counseling and other support services.
- Participate in proceedings with an adviser.
How can you help?
Your Responsibility

What can you do?

- Recognize Potential Harm.
- Choose to Respond.
- Take Action.

Campus Security Authorities
How to respond

- Indirect or direct.
- Tell someone.
- Use group pressure.
- Distract.
- Ask the victim if they are okay.
- Ask if they want to leave.
- Call the police.
- Behavior Assessment and Intervention Team (BAIT).
Student Counseling Center
utdallas.edu/counseling

Confidential, free for students.

Services
- Individual, couple and group counseling.
- Learn to better manage anxiety, depression and relationship problems.
- Help is available for those with eating disorders and substance abuse.
- Workshops about time and stress management and other topics.

Staff
- Licensed psychologists, psychiatrist and other mental health providers.

Contact
972-883-2575 (office)
972-883-8255 (afterhours helpline)
SSB 4.600
Center for Students in Recovery
utdallas.edu/recovery

Services
- One-on-one support from a licensed professional.
- Process groups.
- Sober social activities.
- Service opportunities.
- Students for Recovery (Student organization).

Contact
972-883-7320
recovery@utdallas.edu
Resources

Report to the police
911 or UT Dallas Police, 972-883-2222

Title IX Initiatives
Marco Mendoza, 972-883-2306

File a complaint/express concerns
Dean of Students, 972-883-6391

Counseling Center
972-883-2575

Student Health Center
972-883-2747

Residential Life Coordinators

Multicultural Center
972-883-6390

Galerstein Gender Center
972-883-6555
For more information

Dean of Students Office
Student Services Building, SSB 4.400
972-883-6391
dos@utdallas.edu
Emergency
911
UT Dallas Police
972-883-2222

State certified police department
- Patrol of campus grounds and facilities.
- Enforcement of traffic laws on campus.
- Department of jurisdiction for reported crimes.

Programs
- Self defense training for women and men.
- Crime prevention and safety programs.

Services
- Safe Walk campus escorts.
- Vehicle assistance.
- Facebook crime safety tips.
The National Council on Home Safety and Security ranked UT Dallas 23rd safest in the country and No.1 in the State of Texas out of 2,167 campuses with enrollment over 16,000.

- Annual security report.
- Crimes against persons.
- Stranger-on-stranger crime.
- General theft.
- Bicycle theft.
- Open carry vs. campus carry.
- Knives on campus.
- Pepper spray.
- Tasers/stun guns.
Emergency Management

EVACUATE when building alarms sound
- Leave the building immediately
- Don’t use elevators, assist the disabled.

LOCKDOWN when given the order
- Stay in your room or building.
- Lock or barricade doors, close blinds, turn off light.

SEEK SHELTER when outdoor warnings sound
Find a safe room away from doors/windows.
- Listen for instructions from the indoor warning system.

EMERGENCY CONTACTS

Police / Fire / Ambulance
911

UT Dallas Police
972-883-2222

Emergency Management
972-883-2420

Environmental Health and Safety
972-883-4111

Facilities Management
972-883-2141

Emergency Management Services
972-883-2147
Emergency Management

Emergency Notification System
- Email.
- Text message.
- Self enrollment.
- Voicemail.
- Campus TV screens.
- Outdoor warning system.
- UT Dallas homepage.

Community Emergency Response Team
- Student involvement encouraged.

utdallas.edu/textme
UTDALERT to 888777
For more information

Larry Zacharias
UT Dallas Police Chief
Police, PD 1.802
972-883-2222
Larry.Zacharias@utdallas.edu
Office of Financial Aid

1st Floor, Student Services Building
972-883-2941
Financial-aid@utdallas.edu

Hours of Operation
Monday-Thursday: 9 a.m.–6 p.m.
Friday: 1-5 p.m.
Financial Aid Counselors

First letter of your last name
Financial aid counselor
- A-E: Crystal Matthews-Johnson
- F-L: Mary Roffino
- M-R: Loryn Abrams
- S-Z: Sara Metz

Federal Veterans Benefits
Kimberly Bomnskie

Hazlewood Exemptions
Brad Powell
Financial Aid Payment

Extended Payment Deadline
- Must have completed a FAFSA or TAFSA.
- Must be registered at least half-time.
- Deadline extended to just before Census Day. (see payment and refund calendar)
  utdallas.edu/student/registrar/calendar

Disbursements
- 1st day of class each term.
- Registration must match financial aid award.
- Financial aid checklist items must be complete.
- Must be meeting satisfactory academic progress.
  utdallas.edu/student/finaid/SAP.htm
Bursar Office
utdallas.edu/bursar

2nd Floor, Student Services Building
972-883-2612
bursar@utdallas.edu

Hours of operation
Monday-Thursday: 9 a.m. – 6 p.m.
Friday: 9 a.m. – 5 p.m.
Bursar office functions

- Assess, bill and collect tuition and fees.
- Collect Housing charges.
- Process refunds.
- Answer questions and billing statement.
- Maintain online services through EZPay.
Tuition Plans

- UT Dallas uses tuition plans as opposed to a “per credit hour rate.”
- All new incoming students will have the opportunity to choose from two rate plans.
- No changes can be made once a plan is chosen or the deadline to make a selection has passed.
Variable Tuition Plan

- Students will be defaulted into the Variable Tuition Plan.
  - Exception: Full tuition and fee scholarship recipients or Comet Connection participants.
- Rates are subject to annual charges.
- Initially lower than Guaranteed Tuition Plan.

Bursar Office
utdallas.edu/bursar
Guaranteed Tuition Plan

- Locks tuition rate for four consecutive years.
- Designed to aid students and families in the budget and planning of college expenses.
- Expired plans will default to next active plan (For example: 2018-2019 would default to 2019-2020 rates when it expires).
How to select a plan

- The consent agreement will appear when you login to EZpay.
- Three options: remain on Variable Tuition Plan, enroll in Guaranteed Tuition Plan or skip (not making an active choice).
- Until you’ve made a decision or the deadline has passed, the consent will appear at each login.
- You’ll remain on the Variable Tuition Plan unless an opt-in to the Guaranteed Tuition Plan is completed by the posted deadline.
Bursar Office
utdallas.edu/bursar

EZpay
- Utdallas.edu/bursar/payments/ezpay.
- Make payment online.
- View billing statement.
- Set up direct deposit.
- Set up authorized user.

Payment Methods
- Credit card.
- Cash or check (in person).
- Electronic check (no fee).

Extended Payment Methods
- Installment plan – establish in EZpay.
- Short-term loan – established in Orion.
Payment and Refund Calendar Spring 2019

Bursar’s Schedule
As of Thursday, Dec 8th, electronic bills will be available at www.utdallas.edu/bursar. Financial Aid refunds will be issued as available through Direct Deposit or mailed to your address in the student system on or after January 14th.

Payment Options
For details see http://www.utdallas.edu/bursar/payments/payment-options/

Payment Due Dates
Students taking courses in combined sessions in the semester should adhere to deadlines for the earlier session. You must pay by the published deadline to avoid late fees and/or possible dropping of classes. Students should NOT expect classes to be automatically dropped for non-payment. Please be advised it is in the student’s responsibility to confirm that she/he has been dropped from all classes for nonpayment to avoid being assessed late fees or penalties. Bills, tuition and fees balances may be accessed through your account online (www.utdallas.edu/bursar). If you add a course to your schedule, you must make a payment the same day or you will be assessed a $100 late fee and your course may be canceled.

UTD Full Time Employee Deadline............Thur, Jan 24 Employees who have not paid by January 24th will be assessed all applicable late fees.

Full-Term Session
Early Registration Payment Deadline............Wed, Dec 19
Registration Payment Deadline....................Thur, Jan 10
Financial Aid Recipients**............Thur, Jan 24
Late Payment fee required beginning:
$100 ..........Friday, Jan 11
$150 ..........Thursday, Jan 17
$200 ..........Thursday, Jan 24
$250 ..........Wednesday, Jan 30

1st B-Week Session Only
Early Registration Payment Deadline............Wed, Dec 19
Registration Payment Deadline....................Thur, Jan 10
Financial Aid Recipients**............Thur, Jan 24
Late Payment fee required beginning:
$100 ..........Friday, Jan 11
$150 ..........Thursday, Jan 17

2nd B-Week Session Only
Registration Payment Deadline..............Wed, Mar 13
Financial Aid Recipients**..............Mon, Mar 25
Late Payment fee required beginning:
$100 ..........Thursday, Mar 14
$150 ..........Wednesday, Mar 20

**Financial Aid recipients who have met the necessary requirements have an extended deadline to allow time for their aid funds to be awarded. However, if the financial aid funds are not awarded by the above deadline, alternative payment arrangements must be made to avoid possible cancellation of classes and/or late fees.

Other Charges Deadline: Insurance, Meal Plan and Housing charges must be paid in full by Jan. 24th or an installment plan in effect to avoid late fee charges.

Payment Plans
Payment Plan Deadlines
The installment plan allows students to split their tuition and fee bill into four equal installments. The plan is only available for those students who are enrolled in the Full-term Session. To enroll you must officially sign up for the installment contract online through D2PAY (www.utdallas.edu/d2pay) and pay the 1st installment due plus a $25 service fee by the dates below. Simply making payment of 1/4 of the balance does not protect against cancellation. If you add a course to your schedule, you must check D2PAY for the new installment amounts to be paid or you may be canceled. Note: Installment plans are only available online through D2PAY.

First installment payment deadline
Early Registration.................................Wed, Dec. 19
Regular registration..............................Thur, Jan 10
Second installment payment deadline...........Wed, Feb 20
Third installment payment deadline..........Wed, Mar 20
Fourth installment payment deadline...........Wed, Apr 17

Short Term Loan Payment Deadline
The short-term loan allows a student to extend their payment deadline and make one lump sum payment. The plan is only available through Orion under Self Service/Campus Finances/Loan in Payment Plan. There is a 1.25% origination fee to enroll in the plan.

Short Term Loan Due Date.....................Wed, Mar 20

Refund Schedule
Refunds for dropping or withdrawing from the University will be generated once classes begin. The amount depends on whether or not you remain enrolled in other courses. If you drop a course and later withdraw, your refund will reflect the combination of dropped classes and the remaining hours at the time of withdrawal. If you drop all of your courses (withdraw from school online), your account balance will need to be adjusted. This refund policy is set by the Education code Section 54.006 of the Texas Statutes.

Dropping a course(s)
If you drop a course(s) but remain in at least one other session course, you will receive a 100% refund until the following dates.

Full-Term Session.....................Wednesday, Jan 30
1st B-Week Session......................Tuesday, Jan 22
2nd B-Week Session......................Monday, Mar 25

Complete Withdrawal
If you drop or withdraw from all your courses for the semester.

Full-Term Session
100% refund through...............Sunday, Jan 13
85% refund through...............Friday, Jan 18
75% refund through...............Monday, Jan 29
60% refund through...........Monday, Feb 14
25% refund through...........Monday, Feb 21

1st B-Week Session
100% refund through...............Sunday, Jan 13
80% refund through...............Wednesday, Jan 16
75% refund through...............Monday, Feb 22
60% refund through...............Monday, Feb 25

2nd B-Week Session
100% refund through...............Sunday, Mar 10
80% refund through...............Wednesday, Mar 13
75% refund through...............Monday, Mar 18
Find payment and refund calendar at

utdallas.edu/academiccalendar
The UT Dallas campus is tobacco-free.

**Prohibited products include:**
- Cigarettes and cigars.
- Water pipes and hookahs.
- Electronic cigarettes and smokeless tobacco.
- Snuff and chewing tobacco.
How to get a Comet Card
Preferred name
Comet Card uses UT Dollars
- 10 percent discount at on-campus food locations.
- GET portal.
- Off-campus merchants.

Contact
972-883-4123
cometcard@utdallas.edu
SSA 12.324
Dining
dineoncampus.com/utdallasdining
Eugene McDermott Library
utdallas.edu/library

The campus library is open 24/5.

**Services:**
- Expert librarian available for each school.
- Private librarian assistance for research assignments.
- Workshops.

**Resources:**
- Books, eBooks, journals, DVDs, streaming media and more.

**Contact**
972-883-2955
utdallas.edu/library/askalib
University Bookstore
utdallas.edu/bookstore

**UT Dallas gear and textbooks**
- Order online, pick up at store.
- Save 25 percent on used textbooks.

**Technology store**
- Discount software.
- Computer accessories.
- Located in the Visitor Center and University Bookstore.
Services

- Academic accommodations for students with documented physical, mental or sensory disability.
- Resource and referral information.
- Advocacy and support.

Contact

SSB 3.200
972-883-2098
studentaccess@utdallas.edu
State law requires that all entering Texas college students who are under the age of 22 must receive a vaccination or booster (if the vaccination is five years old) against bacterial meningitis before enrollment.
Student Health Center
utdallas.edu/healthcenter

Services
Diagnosis and treatment of acute illnesses, minor injuries and stabilized chronic illnesses.

Insurance
Available at utdallas.edu/insurance

Contact
972-883-2747
healthcen@utdallas.edu
SSB 4.700
Promotes health, fitness and responsible personal choices through group programs and individual consultations.

**Programs and topics**
- Nutrition consultations with a registered dietitian.
- Comet Voice: Bystander Intervention.
- Suicide prevention.
- Healthy relationships and more.

**Contact**
972-883-4275
studentwellness@utdallas.edu
SSB 4.500
Education abroad.
Internships abroad.
Education abroad scholarships.
Peace Corps prep program.
iFriend.
International Week.

Contact
972-883-4189
SSB 3.400
Services
- Career advising.
- Resume assistance.
- Mock interview training and more.

Programs
- Career seminars.
- Career expos/fairs and more.

Contact
972-883-2943
careercenter@utdallas.edu
SSB 3.300
Testing Center
utdallas.edu/studentsuccess

- Synergy Park North 2, SPN2 11.175.
- 300+ computers.

Testing Center guidelines
- Comet Card required for check-in.
- Last exam issued 30 minutes before closing. All exams are collected 15 minutes prior to closing.
- Certain clothing items are prohibited.
- No food or drink.
- Seats must be reserved 48 hours prior to exam date. Walk-ins are not allowed.
- Digital lockers available free of charge.

Contact
972-883-5497
Synergy Park North Room 11.175
The Galerstein Gender Center
utdallas.edu/gendercenter

Fosters a safe and inclusive environment by advocating for gender equality and diversity through leadership development, education, programs and services.

Services

- LGBTQIA education and advocacy.
- Scholarships.
- Counseling and more.
- Safe Zone training.
- Start Smart and more.

Contact
972-883-6555
SSB 4.300
Multicultural Center
utdallas.edu/multicultural

Promotes cultural awareness on campus and provides an area for students to meet and dialogue.

Cultural celebrations
- Asian American Heritage Month.
- Black History Month and more.

Services
- Multicultural Peer Advocates and more.

Contact
972-883-6390
Multicultural@utdallas.edu
SSB 2.400
Supports students who served in the military, are currently serving in the military or are military family members, in areas such as:

- Academic success.
- Professional development.
- Networking.
- Campus navigation.

Provides students access to information about federal and state benefits, financial aid, scholarship and veterans support services.

**Contact**

972-883-4913

SSA 14.4250
The Dallas International School (DIS) provides on-campus, evening child care jointly with UT Dallas’ Division of Student Affairs.

- Care for children ages 4-11.
- Monday-Thursday, 3:30-10:30 p.m., SU 2.510.
- $6 per child, per evening.
- Pre-registration required.
Parking and Transportation
utdallas.edu/parking

DART
- Shuttle bus service on and off campus. (limited area).
- Shuttle stops at Walmart (Friday/Saturday) and Collin Creek Mall (Monday-Sunday).
- Passes available to all registered students (includes bus and rail).
- Order online, pick up at the Parking Office (Parking Structure 3 Room 1.214).
Parking and Transportation
utdallas.edu/parking

**Zipcar**
- Car sharing available for students age 18+.
- $8-10 hourly rate.
- Includes gas, insurance and up to 180 miles.

**VBikes**
- $1 per hour.
- $14.95 per month for unlimited rides.
Comet Cabs

- Each route has separate hours of operation.
- Download the UT Dallas app for real-time location updates.
- Accessible Shuttle Service.

[utdallas.edu/services/download/Comet_Cab_Map.pdf]
Parking

- Parking permits.
- Handicap permit.
- Decorated veteran parking.
- Pay-by-space.
- Visitor pass.
- Electric vehicle charging.
- Citations.
- Vehicle impoundment.
- Parking at Northside.

tdallas.edu/parking
TI Plaza
University Commons (Residence Halls)
- Features three-bedroom suites, recreation areas, large communal spaces and student lounges.
- Available to all students.

University Village (Apartments)
- Features a variety of floor plans and amenities.
- Available to sophomores through seniors and graduate students.

Off-Campus Housing
- The Dallas off-campus housing website is a service to the UT Dallas community meant for informational purposes only.
For more information

Transfer Student Services
Student Services Building, SSA 14.431
972-883-6170
utdallas.edu/transfer.services