Welcome
From the Dean

To our newest members of the UT Dallas family, welcome! You are receiving this booklet because your student may be first in your immediate family, excluding siblings, to earn a four-year degree in the United States. At UT Dallas, we refer to this as being a first-generation student. I was first in my family to earn a four-year degree and now I proudly oversee and participate in programming for first-generation students. This journey may include both successes and challenges for your student, but it is important to stay positive and encourage them to connect with the university. My goal is for your family to feel valued and informed, as well as confident in our commitment to your student's success. We hope this booklet provides you with information that will be valuable to you.

Thank you for choosing UT Dallas!

Sincerely,
Jessica C. Murphy
Dean of Undergraduate Education

Dean Murphy’s Family Tips

✔ Trust your student. They are smart and earned their place at UT Dallas and they will do well here. Give them the space and the time to show you.

✔ Trust us. We are here for them. If you are worried, reach out to me and my team at ugdean@utdallas.edu or 972-883-6706.

✔ Trust the process. A four-year college degree is worth your student's investment of energy, time and resources.
Expectations
UT Dallas is a competitive academic environment that focuses on success in classes and preparation for advanced careers, graduate school or professional school. This can add to the pressure your student feels to excel. To help you be mindful of stressors, we have laid out common scenarios and how you and your student can address them. Any time you or your student need assistance, email us at firstgen@utdallas.edu.

Finding Friends on Campus
**Student:** Find ways to get engaged on campus. Challenge yourself to find new friends. Talk with people outside of class. Find a student organization that matches an interest you have. Talk with classmates about creating study groups. Follow student organizations on social media. Check out the Comet Calendar to find out about upcoming events.

**Family:** Many students won't know anyone else on campus before they arrive. If your student seems sad or lonely, ask them what they have done to find friends. Encourage them to remain on campus instead of coming home every weekend. Let them know you are proud of them. Tell them to reach out to us, their faculty or other supportive staff.

Preparing for Class
**Student:** Purchase books and other class items early. Decide how you will be organized. Will you use a paper planner or an app on your phone? Have you looked at the campus map to determine the best way to get to classes? Identify resources for academic support.

**Family:** Undergraduate Education has a detailed plan for what students should be focusing on each year. Refer them to us and we can help guide them. Check in with your student frequently. If they are avoiding conversations or certain topics or seem like they are participating in too many events to the detriment of their studies, talk with them. Encourage them. With your support and our guidance, we can work together to ensure a successful educational experience for your student.

Remind them that there are free services on campus to help with tutoring. Tell them to visit their faculty members during office hours.

Building a Strong Academic Foundation
**Student:** Find faculty, staff and student organizations that will help you move forward in your career path. Quality is more important than quantity. Choose a few meaningful organizations that will provide you with a well-rounded experience. Tell people about your future ambitions and plans. The more people know about your dreams, the more they can help you get there! Start building faculty and staff relationships early. These are the people who will help to write you recommendations for grad school or help you get into research labs.

**Family:** Undergraduate Education has a detailed plan for what students should be focusing on each year. Refer them to us and we can help guide them. Check in with your student frequently. If they are avoiding conversations or certain topics or seem like they are participating in too many events to the detriment of their studies, talk with them. Encourage them. With your support and our guidance, we can work together to ensure a successful educational experience for your student.

About First-Generation Student Programs
The Office of Undergraduate Education collaborates with multiple campus departments to offer centralized, comprehensive programming for first-generation students whose parents/guardians did not complete a bachelor's degree in the United States. First-Generation Student Programs strives to support first-generation student success through awareness campaigns and programming designed to enhance the belonging, engagement, academic success and post-graduation outcomes of first-generation students. Programming includes streamed and recorded presentations on a variety of topics, information sessions, service and social events and opportunities for students to meet faculty, staff, alumni and community supporters who are members of the first-generation student support network.

In addition, first-generation students can engage with the Office of Undergraduate Education and other first-generation students through the First-Generation Student Programs eLearning group and the first-generation student organization.

For information, contact:

<table>
<thead>
<tr>
<th>Courtney Brecheen, Ph.D</th>
<th>D’ric Jackson</th>
</tr>
</thead>
<tbody>
<tr>
<td>972-883-6788</td>
<td>972-883-2463</td>
</tr>
<tr>
<td><a href="mailto:courtneyb@utdallas.edu">courtneyb@utdallas.edu</a></td>
<td><a href="mailto:dric.jackson@utdallas.edu">dric.jackson@utdallas.edu</a></td>
</tr>
</tbody>
</table>

To view this booklet in Spanish, visit utdallas.edu/livinglearning/firstgen.
Syllabus

Students receive a syllabus for every course. A syllabus provides important information for each class.

The syllabus template used by faculty can be viewed at provost.utdallas.edu/syllabus-templates. The following describes content found in a typical syllabus.

Course Pre-requisites, Co-requisites, and/or Other Restrictions
A pre-requisite is a course that must be taken before the listed course can be taken.

A co-requisite is a course that must be taken at the same time as the current course.

Student Learning Objectives/Outcomes
Brief statements that tell the student what they are expected to learn by the end of the course.

Required Textbooks and Materials
Textbooks and materials that must be purchased for the class.

Pro Tip: The sooner you get access to the course syllabus, the more time you have to get your required textbooks and check rental and e-book options.

Suggested Textbooks and Materials
Additional books or materials that would be helpful but are not required.

Technical Requirements
If special software is required, it will be noted here.

Course Access and Navigation
Describes where course materials will be saved in the online course system called eLearning

Pro Tip: UT Dallas provides eLearning technical support 24 hours a day, seven days a week. Visit the eLearning webpage or call 866-588-3192.

Communication
The professor's preferred communication method.

Pro Tip: Check your email or eLearning every day.

Distance Learning Student Resources
If applicable, this section will outline the resources available to students online.

Server Unavailability or Other Technical Difficulties
The eLearning help desk or technical support help desk (972-883-2911 or assist@utdallas.edu) is available to help students with technical issues.

Academic Calendar
The Academic Calendar provides an overview of each class meeting.

- The Topic/Lecture section outlines what will be covered in class.
- The Reading section informs students on what reading will accompany the topic covered.
- The Assessment/Activity section outlines any in-class activities will be done during class or will be assigned after class that week.
- The Due Date section provides the due date for any assignment.

Pro Tip: Copy the important dates to a planner or calendar.

Proctored Final Exam Procedures
A proctored exam means there will be additional measures in place to make sure students do not cheat, so this section might include details about using the Testing Center or what to expect from online proctoring.

Grading Policy
Grading requirements and letter grade equivalents. This includes the number of points or percentage of each assignment of the student's final grade.

Course Policies
This section will outline the professor's policies on important topics, such as make-up exams or late work for extenuating circumstances, and class participation expectations.

Pro Tip: Always communicate with your professor if you will be late, leave early or miss class (or an assignment).

Comet Creed
This creed is a standard that Comets live by and encourage others to do the same: "As a Comet, I pledge honesty, integrity, and service in all that I do."

Academic Support Resources
Provides recommendations for on campus resources that might help with the course or in general.

UT Dallas Syllabus Policies and Procedures
The descriptions and timelines contained in this syllabus are subject to change at the discretion of the professor.

Pro Tip: This is real! Check the syllabus posted online for your course regularly because it could change.

Comet Creed
This creed is a standard that Comets live by and encourage others to do the same: "As a Comet, I pledge honesty, integrity, and service in all that I do."

Academic Support Resources
Provides recommendations for on campus resources that might help with the course or in general.

UT Dallas Syllabus Policies and Procedures
The descriptions and timelines contained in this syllabus are subject to change at the discretion of the professor.

Pro Tip: This is real! Check the syllabus posted online for your course regularly because it could change.
The Academic Calendar
The Academic Calendar is used as a reminder of key dates throughout the semester, beginning with when classes start, when they end and payment deadlines. A copy of the most current Academic Calendar can be found online at: utdallas.edu/academiccalendar/files/Academic_Calendar_Fall_2020.pdf.

Registering for Classes:
Students are able to register online for classes beginning on the date provided under the Web Registration header on the calendar.

The Schedule Planner is a tool provided to help students put together their schedule for the upcoming semester.

Online add/drops/swaps allow students to add a class, drop a class or swap between two sections of the same class from the time registration opens until the specified dated on the calendar.

If a student withdraws from the university and wishes to re-admit, they must do so by the date listed next to Last Day for Re-admission/Re-entry.

If a student is waitlisted for a course, they can be enrolled into the course if a spot opens up from the time registration opens until the date listed next to Last Enrollment from Waitlist.

Drop and Withdrawal
If a student enrolls in a course and later decides they want to be removed, they can drop or withdraw from the course, depending on when this action is taken. When a student drops a course, the course is removed from their schedule. After dropping, the student is eligible for a tuition refund. When a student withdraws from a course, the course is removed from their schedule but the student is not eligible for a tuition refund. A student has until Census Day to drop a course. After Census Day, removing a course will result in a withdrawal. Withdrawals come with a ‘W’ on the student’s transcript.

Census Day
Census Day is the day UT Dallas finalizes students’ enrollment in courses to get an accurate count of all students enrolled. It is the last day to drop a course.

Withdrawal Deadlines
Students are able to withdraw from courses until a specific date on the Academic Calendar. Once that date has passed, students cannot withdraw from courses.

Reading Days & Last Day of Classes
Reading Days are designated for students to study and prepare for final exams.
Additional Campus Resources

There are first-generation student supporters in every UT Dallas school and department. If you or your student need help connecting with anyone on campus or identifying the appropriate contact, email firstgen@utdallas.edu. For a comprehensive list of resources for study and campus life visit, catalog.utdallas.edu/2020/undergraduate/resources.

Bursars Office
Lisa Davis
972-883-2296
Lisa.Davis@utdallas.edu

Comet Cupboard (Food Bank)
Whitney Vela
972-883-2709
Whitney.Vela@utdallas.edu

Graduation Help Desk
Shaniqua Johnson
972-883-2288
graduationhelpdesk@utdallas.edu

Multicultural Center
Arthur Gregg
972-883-6103
agregg@utdallas.edu

Office of Diversity and Community Engagement
Raul Hinojosa
972-883-4562
Raul.Hinojosa@utdallas.edu

Office of Financial Aid
Sarah Dorsey
972-883-4023
Sarah.Dorsey@utdallas.edu

Student Success Center
Mallory Matyk
972-883-5484
Mallory.Matyk@utdallas.edu

Living Learning Communities (LLC)
LLCs provide targeted support to acclimate to university life, engage in the campus community and develop necessary academic skills. For information, contact Megen Reder at 972-883-7349 or Megen.Reder@utdallas.edu

Office of Student AccessAbility
Students with documented disabilities are provided with an equal opportunity to participate in educational, recreational and social opportunities. For information, contact Ron Venable at ron@utdallas.edu or 972-883-2098.

Office of Student Volunteerism
OSV offers opportunities to serve the community and develop leadership skills through a variety of volunteer events. For more information, contact Anne Hart at 972-883-6393 or Anne.Hart@utdallas.edu.

Student Counseling Center
A staff of licensed psychologists and counselors are available by appointment or in times of emergency. All counseling is confidential. For more information, contact Shelly Turner at 972-883-2575 or Sdt140730@utdallas.

Student Organization Center
Getting involved can enhance the college experience, assist in making new friends and provide leadership opportunities. Use the Student Organization Match Card to identify interests. For information, contact Tineil Lewis at 972-883-6449 or tlewis@utdallas.edu.

Student Wellness Center
The Student Wellness Center offers programs and resources that promote health, fitness and responsible personal choices. For information, contact Kacey Sebeniecher at 972-883-4275 or Kacey.Sebeniecher@utdallas.edu.

University Career Center
The University Career Center provides services and resources to help with career choices and job searches. For information, contact Keri Burns at 972-883-4349 or Keri.Burns@utdallas.edu.

University Housing
University Housing offers on-campus living options for UT Dallas students who appreciate the comfort of home while being within walking distance to class. For information, contact Kaytie Farrell at 972-883-7425 or Kaytie.Farrell@utdallas.edu.

Student Affairs Resources
Research shows that students who are actively engaged in activities outside of the classroom achieve a higher rate of success. Student Affairs helps to provide those opportunities for engagement. With 24 different units, Student Affairs provides a variety of services designed to keep students healthy, informed and engaged. Below are some key Student Affairs departments.

Office of Student Health Center
The Student Health Center provides primary and preventative care to currently enrolled students who have paid their medical services fee along with their tuition. For information, contact Lea Aubrey at 972-883-2749 or Lea.Aubrey@utdallas.edu.