

What's Inside

Welcome to UTD	
Meet UTD's President, Dr. David E. Daniel	4
History of UTD	
A look at The University of Texas at Dallas' past	5
Student Life A to Z	
Your all-in-one guide to Student Life at UTD	6
Information Security	
Resources for keeping your computer and data safe	22
Student Rules	
Good-to-know information about your responsibilities and rights	23
UTD Policies	
A look at some of at UTD's policies	26
Plagiarism & You	
Defining plagiarism and how it affects you	27
Alcohol & Drugs	
The risks and penalties associated with drugs and alcohol	28
UTD Student Organizations	
Contact information for UTD's student organizations	30

ABOUT THE A TO Z GUIDE

The A to Z Guide to Student Life is published to assist you in getting to know U.T. Dallas. Please note that the Guide is a summary only and does not contain the official rules and policies of the University.

Official University rules, regulations and policies are contained in the Handbook of Operating Procedures of The University of Texas at Dallas, the Rules and Regulations of the Board of Regents of The University of Texas System and the official catalogs, schedules and bulletins of the University.

These publications can be reviewed

in the Office of the Dean of Students, where staff are available to assist you in the interpretation of policies and procedures.

The provisions of this Guide do not constitute a contract, expressed or implied, between any applicant, student or faculty member of The University of Texas at Dallas or The University of Texas System.

The University of Texas Dallas reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirement

affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

The Student Life staff extends an invitation to visit our offices in the south wing of the Student Union. We have literature and information to share with you — and if you have questions that go beyond the realm of Student Life, we will help you find answers.

We hope you will find this guide helpful as you continue your academic career at U.T. Dallas.

GREETINGS FROM THE PRESIDENT

As president of The University of Texas at Dallas, I want to offer you my congratulations — for your decision to pursue a college education and for choosing UTD. Although a relatively young university, UTD is rapidly advancing among the ranks of the nation's comprehensive research-oriented institutions of higher learning.

In just the past five years alone, UTD has made enormous strides. Our enrollment has soared to more than 14,000. We have added several major facilities and currently are constructing a major research center at the north end of campus. We have expanded our research activities into several exciting new areas. And we have added faculty members (although we still need to add more).

How many other universities can say that during that same period they have:

"We are on a rising trajectory on our way to becoming what I believe will be one of the great universities of the world."

- added two Nobel laureates to their faculty;
- launched research initiatives in such important fields as nanotechnology, brain health and sickle cell disease'
- and built, or are building, many hundreds of thousands of square feet of state-of-the-art classroom buildings, laboratories and other facilities?

Remarkably, UTD has experienced this growth without sacrificing the high quality of students, faculty members and academic offerings for which it has come to be known.



**Dr. David E. Daniel,
UTD President**

UTD has a wide variety of activities for students outside the classroom, as this *A to Z Guide to Student Life* illustrates. I urge you to take advantage of as many of them as possible — whether they be cultural, academic, athletic or even political. They are an important part of the college experience.

At UTD, we like to say we are "Inventing Tomorrow" ... and we are, in our classrooms and research laboratories on our modern campus in the dynamic area known as the Metroplex. We are on a rising trajectory on our way to becoming what I believe will be one of the great universities of the world. I know that you, too, have set your sights high and have aspirations to achieve great things.

Whether your interests lie in the natural sciences, social sciences, behavioral and brain sciences, engineering and computer science, business, teacher education or the arts and humanities — at the undergraduate or graduate level — I hope you will work hard, focus on your studies and take full advantage of the educational opportunities provided you by your professors.

Your college years will be among the most exciting and fulfilling of your lives, and they will be with you forever. You owe it to yourselves to make the most of them. The experiences you have here, and the knowledge you gain, will be priceless.

THE HISTORY OF UTD

The University of Texas at Dallas was created only 38 years ago, yet this distinctive institution has made a name for itself, offering traditional and non-traditional students outstanding education opportunities in a broad spectrum of programs.

Beginning as a graduate research institute, the University has expanded its scope in stages, embracing first upper-level undergraduate programs, and finally in 1990 receiving its first lower division students.

Eight years as research center

Prior to becoming The University of Texas at Dallas in 1969, through an act of the Texas legislature, the Southwest Center for Advanced Studies (SCAS) had operated for approximately eight years as a privately supported research and teaching institution, with academic emphasis on the physical sciences.

SCAS had engaged in cooperative graduate-level activities with other universities throughout the world and offered Ph.D. dissertation research opportunities to students who later received doctorates from their home universities.

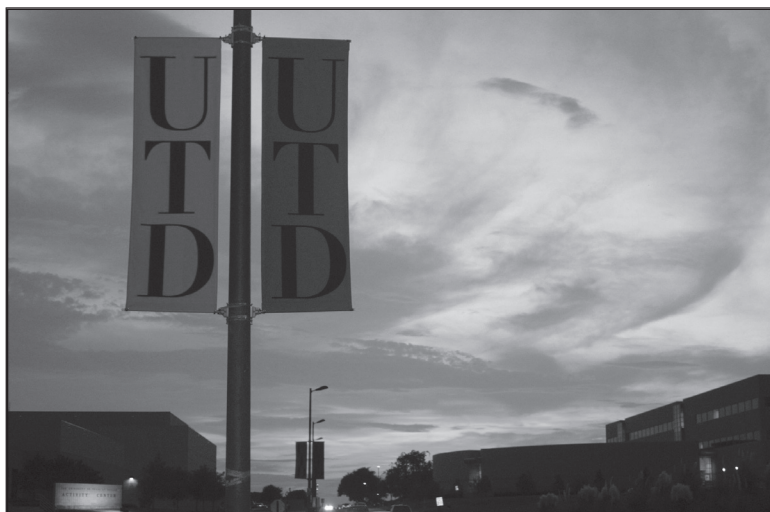
First undergraduates admitted in 1975

In 1969, authority was given to the Board of Regents of The University of Texas System to prescribe courses for UTD leading to degrees at the baccalaureate, master's, and doctoral levels. The Act provided for continuation of the existing graduate programs; for subsequent expansion of the graduate offerings; and for enrollment of junior and senior undergraduates beginning in September 1975.

Expansion takes in Callier Center

In 1975, the Callier Center for Communication Disorders, located at 1966 Inwood Road in Dallas, became a part of UTD. The Callier Center serves as a diagnostic, clinical, educational, and research facility for the understanding and amelioration of communication disorders. The Callier Center opened a new facility on UTD's main campus in Fall 2003.

Research has continued to represent a major thrust of the University, and attention has consistently been focused on the excellence of the faculty which has included a Nobel Laureate,



members of the National Academies of Science and Engineering, Fulbright Fellows and Guggenheim Fellows.

Engineering becomes seventh School

During 1986-1987, the University's existing degree programs in computer science were joined with newly authorized undergraduate and master's degree programs in engineering to create a new school, the Erik Jonsson School of Engineering and Computer Science. Along with the existing schools of Arts and Humanities, General Studies, Behavioral and Brain Sciences, Management, Natural Sciences and Mathematics, and Social Sciences, the new school significantly enhances the role of U.T. Dallas in the community and in the realm of high technology.

Lower-division classes added in 1990

In 1989, the Texas legislature passed a bill supported by business and civic leaders to permit UTD to admit freshmen and sophomores. The Texas Higher Education Coordinating Board agreed that the high-tech needs of North Texas and the projected population growth justified the proposed expansion. In September 1990, UTD's first freshman class arrived on campus, adding yet another dimension to a diverse, growing University.

U.T. Dallas marks 37 years

During the 2006-2007 academic year, U.T. Dallas will mark its 38th anniversary with an enrollment that has surpassed the 14,000 mark. The University continues to provide outstanding academic programs as well as cultural and recreational activities for the entire campus and surrounding community.

STUDENT LIFE A TO Z

A

Academic Advising

The University of Texas at Dallas takes pride in providing students with the opportunity to work one-on-one with highly experienced, professional advisors throughout the course of their college career. Each student's individual needs and concerns are considered, as advisors help students define and develop solid educational plans, explore lifelong career goals, and understand the skills necessary to achieve their goals in those areas.

Academic advisors are knowledgeable about the major and minor areas of study at UTD, and will guide students in their progress toward a degree. For students who have not yet decided on a major, advisors for undeclared majors assist them in discovering disciplines that match their interests and skills, all within the context of completing core course requirements and making substantial academic progress. Advisors also connect students with the many campus services and resources available, making recommendations and referrals to maximize student support and success.

For students to have the most effective and beneficial academic advising, it is suggested that they meet with their advisor regularly. Appointments can be scheduled easily, and most advisors offer times for walk-in appointments as well. Advisors are available to students for:

- Help with clarifying life, career and academic goals;
- Help selecting courses consistent with life, career and academic objectives;
- Help monitoring and evaluating progress toward student's established goals;
- Help understanding degree requirements, and UTD policies and procedures;

- Help with academic difficulties by providing study skills and time management strategies;
- Help networking with other campus support services;
- Help with making a smooth transition to UTD.

Academic Advising Offices
Dr. Cynthia Jenkins, Director of Undergraduate Advising

Undergraduate Advising

Undeclared Majors
972-883-6805
MP 2.240

School of Arts & Humanities
972-883-2980
JO 4.510

(Art & Technology)
972-883-2796
JO 4.808

School of Behavioral & Brain Sciences
972-883-2360
GR 4.528

School of Engineering & Computer Science
972-883-2976
ES 2.501

School of General Studies
972-883-2323
GR 2.232

School of Management
972-883-2275
SOM 2.250

School of Natural Sciences & Mathematics
972-883-2500
FO 3.202
(Biology)
972-883-2856
FN 3.202

School of Social Sciences
972-883-2920
GR 3.102

Pre-Health Professions
972-883-6767
MP 2.234

Academic Appeals

The appeal procedure through which unresolved grievances concerning some aspect of a student's academic standing at UTD are handled is outlined in Subchapter B, Section 51.06 of Title V of the *University's Handbook of Operating Procedures*, which may be obtained in the Dean of Students office (SU 1.602) or online at <http://www.utdallas.edu/dept/ugrad-dean/appeals.html>. In attempting to resolve any student grievance regarding grades, evaluations or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter through discussion with the instructor, supervisor, administrator, or committee with whom the grievance originated (known as the respondent). NOTE: Maintaining a paper trail of documentation is crucial to all appeals.

If the matter remains unresolved, the appeals procedure outlines a subsequent course of action that involves the student making a written appeal to the respondent, with a copy to the respondent's school dean. If yet unresolved, a written appeal may be made to the school dean. Unresolved grievances may ultimately be decided by an Academic Appeals Panel convened by the Dean of Graduate Studies or Dean of Undergraduate Education.

Comet Fast Fact

UTD began in 1961 as the Graduate Research Center of the Southwest and became part of the University of Texas System in 1969.

COMETS

Academic Teams

UTD offers the following nationally-recognized academic competition teams. To become involved, contact the following representatives:

- **Chess** — Contact Luis Salinas at (972) 883-2898 or las018400@utdallas.edu;
- **Creative Problem Solving/ Destination ImagiNation (DI)** — Contact Gina Felts at (972) 883-4297 or ginaf@utdallas.edu;
- **Debate** — Contact Chris Burk at crb012000@utdallas.edu or Scott Herndon at scott.herndon@utdallas.edu or the Debate Office at 972-883-4806
- **Moot Court** — Contact Anthony Champagne at (972) 883-4607 or tchamp@utdallas.edu;
- **Quiz Bowl** — Contact Gina Felts at (972) 883-4297 or ginaf@utdallas.edu.

Activity Center

The UTD Activity Center has badminton, squash and racquetball courts, a three-court gymnasium, indoor pool, fitness area, an auxiliary gym and locker rooms. Outdoor facilities include eight lighted tennis courts, a jogging trail, softball and soccer fields, and a basketball court.

Students may use all facilities with a UTD ID. Lockers may be rented for a fee. Faculty and staff members may use the facilities for \$61 a semester. Alumni and spouses may use the facilities for \$81 per semester.

The Center also houses Recreational Sports, providing athletic activities with emphasis on lifetime skills. University students, faculty, and staff are eligible to participate.

Activity Center
972-883-2090

7 a.m.-1 a.m. Monday-Thursday
7 a.m.-10 p.m. Friday
8 a.m.-10 p.m. Saturday
Noon-1 a.m. Sunday

Admissions

Located in Hoblitzelle Hall, the Office of Enrollment Services processes all applications and academic credentials (transcripts, degree awards) for admissions, undergraduate and



Photo by Barry Jackson

In 2005, the UTD men's basketball team captured the first American Southwest Conference championship title in school history.

graduate, domestic and international. The Admissions Office provides the evaluation of international academic credentials for our international students. Other services include change of program, equating transfer credit, and verification of admission to the university.

Questions to the Admissions Office can be answered at www.utdallas.edu/student/admissions.

HH 2.104

972-883-2270

9 a.m.-6 p.m. Monday-Thursday

9 a.m.-5 p.m. Friday

Alumni Association

UTD has a growing, enthusiastic alumni organization. Call 972-883-2308 for more information.

Alcohol & Other Drug Programs

(See Pages 22, 24-25)

Appeals, Grade

(See Academic Appeals)

ARTS Line

UTD-ARTS (972-883-2787) provides monthly updates on cultural events in music, theater, dance, film, lectures and art sponsored by the School of Arts and Humanities.

Athletics

The intercollegiate athletics program at UTD competes at the NCAA Division III level and is a member of the American Southwest Conference. Both individual student athletes and sports programs have experienced tremendous success in the brief history of the program. There are seven women's and six men's programs including soccer, basketball, cross country, tennis, golf, softball, baseball and volleyball. UTD supports excellent athletic facilities and is striving for excellence on the national and regional levels.

Activity Center
972-883-4490

Chris Gage, Athletic Director

B

Bad Weather

For class cancellation information, tune in to a major TV or radio station for announcements. To avoid receiving incorrect information, check more than one of the following: Channels 4, 5, 8 or 11 and AM radio stations at 570, 820, 1080 and 1150, or call the University operator at 972-883-2111.

Bookstore

In addition to books and school supplies, the bookstore maintains a selection of general books and imprinted UTD merchandise. Students can also purchase snacks. Textbooks are arranged by subject, and shelved numerically by course number.

A cash register receipt must accompany all returns. Merchandise should be in "like new" condition. The refund policy is available at all registers.

The bookstore will purchase, at 50 percent of the purchase price, textbooks ordered for the upcoming semester. Other books can be sold to the bookstore at national wholesale prices. Payment can be made with MasterCard, VISA, American Express, Discover credit cards and the Comet Card. Personal checks are accepted for the amount of purchase only, with valid UTD ID and driver's license.

UTD Bookstore
972-883-2665

8:30 a.m.-7 p.m. Monday-Thursday

8:30 a.m.-5 p.m. Friday

9 a.m.-2 p.m. Saturday

Closed Sunday

Bursar

Tuition, fees, fines and other University bills are paid to the Bursar's Office. For complete information on the new tuition payment policies, please visit www.utdallas.edu/BusinessAffairs/Controller/FinancialServices.html For students' convenience, personal checks (\$25 limit with valid student ID) may be cashed.

McDermott 1.302
972-883-2612

9:30 a.m.-6:00 p.m. Mon. - Thurs.

9:30 a.m.-5 p.m. Friday

Cheryl Friesenhahn,
Asst. Director/Bursar

Bus Service

DART buses serve UTD. Call 214-979-1111 for times, or pick up a schedule by the Student Union Galaxy rooms.

Cafeteria

(See Food Service)

Callier Center

The Callier Center for Communication Disorders has two locations.

The Dallas facility is located at 1966 Inwood Road in Dallas. The Richardson facility is located on the university campus at 811 Synergy Park Blvd., just west of Floyd Road. Both facilities, which are components of the School of Behavioral and Brain Sciences, offer programs in three related areas: clinical services, research and graduate instruction.

Recognized internationally, each Center offers services for children and adults in hearing, speech and language disorders. Clinical services include audiology, speech-language pathology and psychology and offer comprehensive evaluations, hearing aid dispensing, cochlear implant services, assistive listening devices and individual and group instruction and therapy. Research programs are supervised by highly trained professionals focused on existing and emerging technology for future generations.

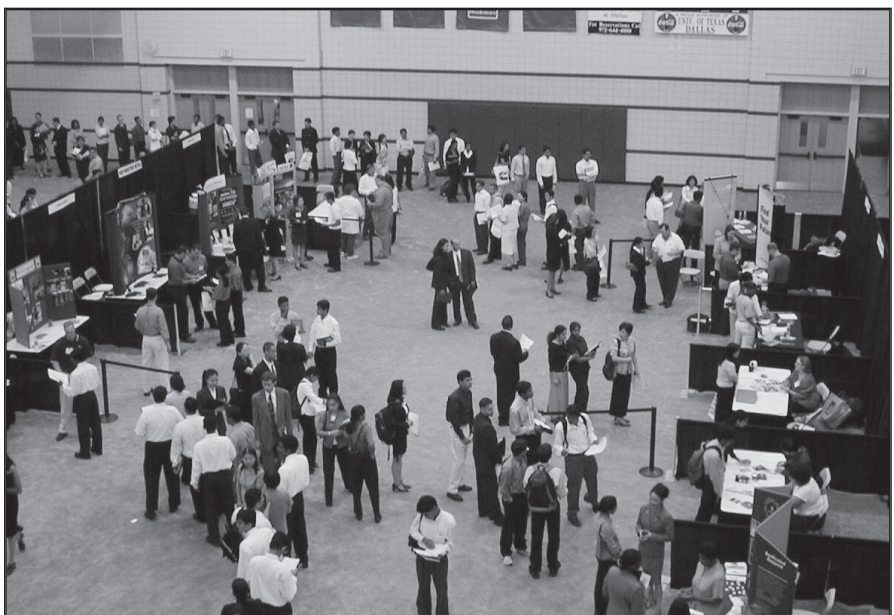
UTD and UT Southwestern Medical Center have collaborated to form the Callier Child Development Program located at the Dallas facility. The program is an active, nurturing, learning environment for more than 160 children between the ages of six weeks and five years. The Child Development Program is also in partnership with the Dallas Independent School District, providing an inclusive placement for preschool children with hearing loss.

UTD/Callier Center
Dallas Campus
1966 Inwood Road
Dallas, 75235
214-905-3000

ComD Program Office
214-905-3060

UTD/Callier Center
Richardson Campus
811 Synergy Park Blvd. Richardson, 75080
972-883-3630

Dr. Thomas Campbell
Executive Director
Donise Pearson, M.S.,
Richardson Center Director



CAREER EXPO / Photo courtesy of Career Center

The Career Center hosts a career expo each fall and spring to help students connect with potential employers.

Career Center

The UTD Career Center offers a comprehensive career development program for undergraduate and graduate students and UTD alumni. A variety of services and career-related activities are available to help students and alumni make career decisions and/or transitions.

Part-time and full-time job listings are available, along with potential internship opportunities. Career counselors provide counseling and various assessments to help students identify their marketable skills and clarify their interests and values.

Workshops and individual assistance are available for the development of a professional resume, cover letter and interviewing approach. Mock interview practice opportunities are arranged by appointment as well. On-campus interview opportunities, job listings and resume referrals are managed through the web-based recruiting system, UTD CareerWorks.

Job market and employer information and other career-related resources are available online and in the Career Center Library. The Career Center conducts on-campus career expos both in the fall and spring semesters.

The UTD Career Center home page www.utdallas.edu/career provides links to many career-related resources.

McDermott Library 1.312
972-883-2943

9 a.m.-6:30 p.m. Monday - Thursday
9 a.m.-5 p.m. Friday
Michael Doty, Director

Cash/Check Cashing

An ATM is located in the Comet Café. Personal checks can be cashed in the Bursar's Office.

Center for Student Involvement

The Center for Student Involvement (CSI), located in the Student Union 2.506, provides services and advisement for students and their activities.

Throughout the year, student organizations sponsor a variety of extra and co-curricular activities for the campus community as well as par-

ticipate in service projects on and off campus.

The Student Organization Forum encourages the development and registration of student organizations designed to further student interests. SOF holds orientations at the beginning of each semester for students wishing to start an organization. The Co-curricular Transcript (CCAT) is designed to document students' out-of-classroom experiences.

The official and complete rules governing student organizations can be found in Title V: Rules on Student Services and Activities and the Rules and Regulations of the Board of Regents of the University of Texas System. Title V and Regents' Rules may be consulted in the Office of the Dean of Students and through Student Development.

Student Union 2.506
972-883-6551

Jo Ann Harper Davis,
Assistant Director, Student Union
Rich Williams,
Administrative Assistant
972-883-6551

Cheerleading

(See Spirit Program)

Child Care

The YWCA and UTD jointly provide on-campus care for children ages 4-11, Monday-Thursday, 4:30 p.m.-10:30 p.m. The cost is \$6 per child, per evening, and preregistration (one time charge of \$8) is required. Call 972-883-2946.

Club Sports

The Club Sports program consists of recognized student organizations that are established to promote and develop common sports and/or recreation-related interests. Each club has been founded, organized, managed, and maintained by volunteer student leaders. Club members are actively involved in the leadership and decision-making process of club activities with supervision from the Department of Recreational Sports. For more infor-

mation about any of the Club Sports at UTD or to start a new club, please visit www.utdallas.edu/recsports or call 972-883-2096.

Activity Center
972-883-2096

Megan Greene,

Club Sports & Special Events Coordinator

Colleges

The term college is used at UTD to mean the undergraduate segment within each of the seven schools. Each school is headed by a dean. While the graduate programs emphasize research, the colleges are a response to one of the university's main goals, that of providing undergraduate students with a personalized setting in which to pursue an academic career. The college offers an intellectual and social "home" within the larger structure.

Comet Calendar

The Comet Calendar — www.utdallas.edu/calendar/ — is the university calendar, which includes a growing list of athletic and student life events, as well as important academic dates. All events can be downloaded to your personal calendar and e-mailed.

Comet Card

The official UTD identification card is the Comet Card. The card serves as an identification and library card, and it also has features that allow users to make photocopies; maintain a declining balance for use in the Comet Café, The Pub, Java City, and the bookstore; and pay for other goods and services on campus. You can now link your card to a Wells Fargo checking account and enjoy free ATM and other PIN-based debit transactions on- and off-campus. The Comet Card is issued at the Info Depot (see page 14).

SU 2.304

972-883-2495

Paulina Schleppebach, Director

Computing Services

UTD's Information Resources (IR) provides central computing facilities and network services for students. More than 260 PC and Macintosh computers are available for general student use, with a portion of those reservable for instructional needs.

McDermott Library houses the Microcomputer Center on the third floor, which is comprised of five different labs, including multimedia facilities. Jonsson Hall has a computing center on the ground floor containing more than 40 microcomputers for UNIX and Windows-based computing as well as access to computationally intensive resources. The microcomputer lab in the Bookstore Building has more than 50 computers dedicated exclusively to student use.

These computing resources also provide access to e-mail, Internet and the full suite of Microsoft Office products, among other applications. The latest schedule for these labs can always be found at <http://www.utdallas.edu/ir/tcs/labs>. Normal schedules include operating periods every day, check the web pages for more info or call the helpdesk at (972) 883-2991. A NetID and password are required to use the lab resources. Computer Lab Assistants are on duty at each location for help. Net IDs may be activated by going to <http://netid.utdallas.edu>.

Additional satellite facilities exist in Green Hall (GR3.206 lab), Jonsson Hall (JO4.124 Macintosh lab), and various other departmental labs throughout campus. Check with the Dean's office in each school for more information on departmental labs.

A campus-wide Ethernet communications network connects the various computing resources on campus, including wireless connections in most campus buildings and the Waterview apartments. The wireless project — named AirUTD — has designated sites across campus for registered wireless users to access the network. More info and site identifications at: <http://www.utdallas.edu/ir/cats/network/airutd>.

Secure access to the campus network can be achieved via private ISP using Virtual Private Network (VPN) soft-

ware available from the Information Resources web site. Please contact the Help Desk for assistance.

Software

<http://www.utdallas.edu/ir/local>

Documentation

<http://www.utdallas.edu/ir/documentation>

Setup instructions

http://www.utdallas.edu/ir/rna/getting_started.html

Students pay a \$22 per credit hour Information Technology fee. This fee is shared among Information Resources, the Comet Card office and Academic Affairs.

This permits, among other things, the use of all standard instructional computing resources and includes a base allocation for certain expendables, like disk space. Bills are issued periodically when students exceed the base allocation. These bills may be paid by mail or in person at the Bursar's office. A current schedule of base allocations and usage fees can be found at <http://www.utdallas.edu/ir/policies/diskuse.html>.

A licensing agreement between the UT System and Microsoft currently provides an opportunity for registered students to acquire and use the MS Office suite, Visual Studio programming suite and the current version of the Windows operating systems. Each registered student is licensed for one current copy free of charge. There is a minimal charge for creating and distributing the media (CD's) containing the products. For more information, please visit the distributor's website <http://www.hied.com/ut/>.

Helpdesk

<http://www.utdallas.edu/ir/helpdesk/>

Labs

<http://www.utdallas.edu/ir/tcs/labs>

Software

<http://www.utdallas.edu/ir/local>

Fees

<http://www.utdallas.edu/ir/policies/diskuse.html>

User Account Management

<http://netid.utdallas.edu>

The Help Desk is available for support questions, such as connectivity problems, account questions, or other campus-related computing problems. You may reach the Help Desk by calling 972-883-2911 or by sending email to assist@utdallas.edu.

UTD's computing resources can be used legally only for instructional, research and academic support activities directly associated with and administered through UTD. Software licensing conditions are strictly observed.

JO 3.106
972-883-6800

Counseling Center

The Student Counseling Center offers confidential counseling, information, referrals, consultation, and personal self-development workshops to facilitate academic, personal, and social development. All enrolled students are eligible for services at no charge.

Stress, depression, anxiety, and adjusting to life transitions are some of the issues that bring students to the Counseling Center for confidential **Individual Counseling**. Other common concerns include relationship conflicts, grief/loss, issues related to diversity, loneliness, self-esteem, body image, eating disorders, or planning for the future. **Relationship Counseling** for students and their partners or families focuses on resolving conflicts and improving communication. **Psychiatric and other referrals** are provided when it is determined that such assistance would benefit a student and

Comet Fast Fact

UTD has more than 14,000 students. In fall 2006, the youngest student was 17, while the oldest was 86!

COMETS

their treatment. A **Relaxation Room** is available for students to unwind with soothing music and self-help videos. **Consulting** is provided to students, faculty or staff for helping a friend, family member or student with a personal problem. **Workshops** are offered frequently during the semester and assist students in developing life skills such as time management, effective communication and managing test-taking anxiety. The **Personal Development Library** includes books and audiotapes with information on a wide range of topics including sexuality, relationship enhancement, dealing with emotions, personal growth and well-being, and many others.

Services are provided by licensed mental health professionals and by pre-doctoral interns and post-doctoral residents under the supervision of licensed psychologists. The center is a member of the Dallas Metro Consortium in Psychology, a training program for pre-doctoral psychology interns that is accredited by the American Psychological Association. For more information, visit our website at www.utdallas.edu/counseling.

Student Union 1.608

8:30 a.m.-5:30 p.m. Monday, Tuesday

8:30 a.m.-7:30 p.m. Wednesday, Thursday

8:30 a.m.-5 p.m. Friday

Appointments 972-883-2575

Dr. Jim Cannici, Director



DISABILITY SERVICES /
Photo by Mercury Staff

dent who is unsure where to obtain assistance in a particular situation is urged to contact the office of the Dean of Students, which acts as a liaison and information/referral source for students.

Student Union 1.602
972-883-6391

8:30 a.m.-6:30 p.m. Monday-Thursday

8:30 a.m.-5 p.m. Friday

Donna Rogers,
Dean of Students

Disability Services

The University provides academic accommodations and support services to qualified students with disabilities so that they may have an educationally equivalent experience as all students attending the University. Any enrolled student with supported documentation of a physical, psychological, or learning disability is eligible for services. Services include: a telecommunication device located in the Disability Services office, testing accommodations, note takers, interpreters, captionists, assistance with ordering taped textbooks, enlarged materials, readers, tape recorders, and other adaptive equipment.

Student Union 1.610

972-883-2098

8:30 a.m.-6:30 p.m. Monday-Thursday

8:30 a.m.-5 p.m. Friday

(Evenings by appointment)

Kerry Tate, Coordinator

Course Lookup

The online class schedule is updated regularly throughout the day and gives students numerous search features to aid them in the selection of courses. A student may search courses that are open, meet core requirements, distance education, sections of a particular course, days of the week desired and more. The online class schedule is located at <http://www.utdallas.edu/student/registrar/lookup>.

D Dean of Students

The Dean of Students' office provides leadership in the development, overall management and supervision of student services and programs. Areas under the direction of the Dean of Students' office include: Career Center, Counseling Center, Student Health Center, Health Education, Residential Life, Judicial Affairs, Disability Support Services, New Student Programs, Multicultural Center, Recreational and Varsity Sports, Student Activities, Student Development, Greek Life, Spirit Program, Student Government, Student Health Insurance, Student Media, International Student Services, The Pub and Student Union. Any stu-

E

Employment

(See Career Center, Financial Aid, Cooperative Education/Internship, and Internship Program listings.)

Exhibits

Works of professional artists are displayed in the main gallery of the Visual Arts Building; exhibitions change monthly. Student work is displayed in the Student Art Gallery upstairs in the Visual Art Building. In addition, students' accomplishments in Visual Arts courses are displayed at semester-end arts festivals. For information, call 972-UTD-ARTS.

F

Fax Machines

The Student Government provides a fax machine, courtesy telephone and typewriter for students in the CSI Suite (SU 2.506).

Student Union 2.506
972-883-6551

Financial Aid

The Office of Financial Aid coordinates a comprehensive program of assistance to help students defray the costs of college education. Financial aid is awarded on a first-come, first-served basis, once all application and eligibility requirements have been met. Federal and state programs include: Pell Grant, Supplemental Education Opportunity Grant, College Work Study, State Student Incentive Grant, Texas Public Education Grant, Perkins Loan, Subsidized and Unsubsidized Stafford Loans (formerly called Guaranteed Student Loan), and Parent Loan for Undergraduate Students. Most programs are based on financial need as determined by federal and/or state guidelines.

To be considered, a student must be a U.S. citizen (or permanent resident) and regularly admitted to the University as a degree-seeking student (i.e. Special Students are not eligible). Further, undergraduate students must enroll in at least six (6) credit hours, graduate students must enroll in at least five (5) credit hours. All students must maintain Financial Aid Standards of Academic Progress, and meet the academic requirements of the University.

Scholarship programs vary from semester to semester, based on the availability of funds. Students interested in need-based scholarships should contact the Financial Aid office. Students interested in the Academic Excellence Scholarship (a merit-based scholarship) should call 972-883-6708 for more information.

The Work-Study Program provides part-time employment for students who have demonstrated financial



GREEK SYSTEM / Photo by Maria Jaral

need and who wish to earn part of their educational expenses. After eligibility is determined, work-study candidates are referred to the Career Center for assistance in locating a job.

For convenience of our UTD students, financial aid counselors may be contacted via our web site at <http://financial-aid.utdallas.edu> and selecting "Contact Us."

McDermott Library
972-883-2941

9 a.m.-6:30 p.m. Monday-Thursday

9 a.m.-5 p.m. Friday

(Evenings by appointment)

Maria del C. Ramos, Director

Food Service/Catering

Please visit our web page for current information at www.utdallas.edu/BusinessAffairs/FoodServices

For Fall 2005, food service is available according to the following schedule:

Comet Café

Student Union, 2nd Floor

8 a.m.- 8 p.m. Monday-Thursday

8 a.m.-3 p.m. Friday

10 a.m.-2 p.m. Sat. (Grille Works only)

Chick-fil-A

8 a.m.-8 p.m. Monday-Thursday

8 a.m.-3 p.m. Friday

Home Zone

8 a.m.-8 p.m. Monday-Thursday

8 a.m.-3 p.m. Friday

Grille Works

8 a.m.-8 p.m. Monday-Thursday

8 a.m.-3 p.m. Friday

10 a.m.-2 p.m. Saturday

Montague's Deli

8 a.m.-8 p.m. Monday-Thursday

8 a.m.-3 p.m. Friday

Montague's Deli (Green Hall)

4:30 p.m.-7:30 p.m. Monday-Thurs.

Pizza Hut

8 a.m.-8 p.m. Monday-Thursday

8 a.m.-3 p.m. Friday

AFC Sushi Bar

8 a.m.-8 p.m. Monday-Thursday

8 a.m.-3 p.m. Friday

Java City

School of Management Rotunda

8 a.m.- 9 p.m. Monday-Thursday

Closed Friday-Sunday

Catering

For more information of Food Service and Catering, please visit our web page at www.utdallas.edu/BusinessAffairs/FoodServices.

UTD PUB

Student Union, 2nd Floor

Dining Room Hours

5 p.m. Sunday - 6 p.m. Friday

Kitchen Hours

11 a.m. - 10 p.m. Monday-Thursday

11 a.m.- 6 p.m. Friday

Managed by Student Life.

We Proudly Brew STARBUCKS Coffee!

UTD Dining Services

Student Union 2.516C

972-883-2254

Casey Teng, Director

UTD PUB

Student Union 2.306

972-883-6670

Matt Freeman, Manager

G**Graduate Students**

In concert with the graduate programs and schools, the Office of Graduate Studies certifies graduate students for graduation, checks all master's theses and Ph.D. dissertations for correct format, secures the Outside Chair for and announces final oral examinations for doctoral students, conducts a training program for teaching assistants and, in general, addresses any problems graduate students might encounter.

Founders Annex 3.104

972-883-2234

8 a.m.-5 p.m. Monday - Friday
(open after 5 p.m. by appointment)

Dr. Austin J. Cunningham, Dean

Greek Life

UTD has a growing Greek community. There are currently nine chartered groups: five men's fraternities — Sigma Alpha Epsilon, Chi Phi, Kappa Sigma, Zeta Beta Tau and

Alpha Phi Alpha and four women's sororities — Alpha Gamma Delta, Kappa Alpha Theta, Delta Sigma Theta Sorority, Inc., and Alpha Kappa Alpha Sorority, Inc.

Alpha Phi Alpha and Alpha Kappa Alpha, along with Delta Sigma Theta, are recognized as historically Black Greek organizations. There are also four other registered multicultural groups: Delta Epsilon Psi, Kappa Phi Gamma, Omega Delta Phi and Sigma Lambda Alpha. All are chartered except Omega Delta Phi.

Briana Lemos, Coordinator

Student Union 2.604

972-883-6173

H**Health Center**

The University maintains an on-campus Health Center to provide preventive services and prompt diagnosis and treatment of most acute illnesses and injuries to all students who are currently enrolled and attending classes. The center is staffed by Nurse Practitioners (NP), nursing staff and support staff. It is equipped with examination/treatment rooms and minimum laboratory facilities. All student medical records are confidential. In accordance with state and federal laws, written authorization must be given by the patient before any medical information can be released. Nurse Practitioners provide examination, diagnosis and treatment of health problems. Patients with complex medical problems may be referred for an appointment with the consulting physician; or referred to a specialist outside the Health Center when appropriate. (All charges for services outside the Health Center are the responsibility of the student.) The Health Center does not provide care for the management of chronic health problems. It is recommended that students currently under treatment from another provider follow-up with that provider.

Hepatitis B, flu, meningitis and tetanus immunizations and TB testing are available for a nominal fee. There

is no charge for the office visit, but there are charges for laboratory testing, medications and for procedures, which is due at the time of service. The Student Health Service does not file any insurance claims. Your Comet Card is required for service.

Health screenings and programs are held periodically, and information is available on a wide range of health topics at the Health Center.

Student Union 1.606

972-883-2747

9 a.m.-6 p.m. Monday-Thursday

9 a.m.-5 p.m. Friday

Beverly Ballard, RN, ANP

Director of Health Services

Health Education

Information on health and wellness issues, alcohol and drug abuse, bacterial meningitis, date rape, HIV/AIDS and other sexually transmitted diseases is available through the Health Education Coordinator.

Programs, presentations, special events and individual consultations are available for students.

Student Union 1.606 A

972-883-4275

9 a.m.-6 p.m., Monday-Thursday

9 a.m.-5 p.m., Friday

TBA,

Health Education Coordinator

Health Insurance

Student Health Insurance (SHI) is available at a minimal cost to both full-time and part-time students and their immediate families. International students holding an F or J visa are automatically assessed the health insurance fee upon enrollment for each semester. All other students who are interested in purchasing the Student Health Insurance policy should do so on-line at www.studentresources.com. All insurance brochures, enrollment forms, temporary ID cards, etc., are available on-line at www.studentresources.com.

For international F and J students, insurance coverage becomes effective on the first class day of each semester. For all other students, coverage is effective the date the insurance com-



Photo by Mercury Staff

The second Friday of every month from 11 a.m.-12:30 p.m. the International Student Services Office hosts a Friday Coffee/Tea Festival highlighting the food and customs of a different culture each month.

pany receives your application and payment.

Students who are graduating and needing interim insurance should call the Student Health Insurance Office at least three (3) weeks before their graduation date.

International students holding an F or J visa may receive a reimbursement of the SHI fee if they qualify. UTD employee health insurance provided for many TAs and RAs fulfills the requirements for the reimbursement/waiver. In order to receive the reimbursement/waiver, the student must come to the Student Health Insurance Office every semester before Census Day, turn in copies of his or her proof of insurance, and fill out and sign a waiver form.

**Room MC 1.310, Suite F
972-883-4189**

Students can also rent lockers located in Green and Jonsson, purchase discount tickets for movie theaters and various area attractions, and buy postage stamps. The Info Depot also offers notary services.

**Student Union 2nd Level,
North Wing
972-883-2495**

9 a.m. - 9:15 p.m. Monday - Thursday

9 a.m. - 5 p.m. Friday

10 a.m.-1:30 p.m. Saturday

Kalpna Basu

Jeanette Washington

Information Resources

(See Computer Services)

International Education, Office of

The Office of International Education (OIE) offers resources for students and faculty for study and international experiences.

The OIE was established in 2003 and is supported through the Office of the Executive Vice President and Provost. Located in the McDermott Library, OIE provides innovative international learning experiences that will challenge faculty and students to explore, expand, and develop global knowledge and understanding of rich cul-

tures and diversity. The Office seeks to be a resource on campus to foster international learning opportunities to educate and prepare individuals for skills necessary to function in a global environment.

OIE offers advising and support services for students ranging from how to select a study abroad program, academic planning, registration, earning and transferring foreign credits, financial and travel planning, cultural adjustments, and assistance with returning from abroad.

A variety of programs are being developed to attend to the diverse needs of students and faculty. Programs will vary in length, academic content, teaching style, language requirements, costs, living arrangements, and demands on participants. Study abroad can be exciting, yet challenging and confusing. OIE offers support and assistance to both faculty and students to make this process less daunting and more efficient.

The OIE collaborates with many of the administrative and academic departments on campus including the Office of the Registrar and Financial Aid. Safety, security and insurance issues are always a concern and OIE follows guidelines established by the university. Although safety and security cannot be guaranteed, OIE seeks to educate participants regarding up-to-date emergency procedures, U.S. State Department information and travel precautions, and related health risks which merit attention. OIE offers information sessions, pre-departure workshops and remains in close contact with participants during their programs.

OIE seeks to encourage and expand international opportunities both on campus and abroad. OIE seeks to assist students in any major to consider international study experiences that can be applied toward degree requirements and that contribute to overall personal growth. For more information, please see our website at utdallas.edu/oie/.

JO 5.504

972-883-4715

Dr. Rodolfo Hernández Guerrero, Director

ID Card

(See Comet Card & Info Depot)

Info Depot

At the Info Depot, students can obtain the Comet Card (ID), which is required to use the library, Activity Center, computer labs and all other student privileges.

International Student Services

The International Student Services Office houses the International Student Programs, International Student Advising and Student Health Insurance services for The University of Texas at Dallas. The ISS Office provides international support services, resources and educational programs, including international events for the UTD community. A major service of the ISS Office is providing immigration information through seminars, individual student appointments and outreach to keep students up-to-date on UTD and USCIS information affecting international students. Services include authorizing students for Social Security numbers, on- and off-campus work opportunities, concurrent enrollment, travel and invitation letters for overseas family members.

The office organizes cultural programs available to all students wanting to participate in multicultural activities. Popular activities include International Week (April), and International Education Week (November), and Friday Festivals.

Lastly see the "Health Insurance" entry in this guide for more information on the UTD Student Health Insurance program housed in the ISS Office.

McDermott Library 1.310
972-883-4189
Cristen Casey, Director

Internship/Cooperative Education

The UTD Internship/Cooperative Education Program [including Curricular Practical training (CPT)] is an integral part of the academic curriculum. The UTD Career Center coordinates the Internship program, which offers opportunities to students of all majors and classifications. The Internship Program is designed to complement students' formal education with practical work experience related to their majors. Internship may be taken for credit, depending on the student's degree plan, but all co-op

assignments will be reflected on the student's transcript.

The Internship Program involves cooperation among employers, students, academic programs and Career Center staff. Employers provide the positions and experience. Academic departments provide the credit. Students provide dependable, professional service, and the Career Center staff provides job postings, processes the appropriate paperwork, and collects data from students and employers to evaluate the experience.

Computer Science and engineering students interested in a co-op experience should contact the IPP program office in EC2.502 or call 972-883-4363.

McDermott Library 1.312
972-883-2943
9 a.m.-6:30 p.m. Mon.-Thurs.
9 a.m.-5 p.m. Friday
Michael Doty, Director

Internship Program

Internships allow students to earn credit while gaining practical work experience and making contacts for future employment. Up to six credit hours may be earned for elective or major credit with the permission of an adviser. General Studies internships also include an academic component including a reflective journal and a research paper. Paid and unpaid internships are available in most fields. Applications are available in the General Studies office.

If you plan to do at least 50 hours of community service over a one- or two-semester period, you may obtain academic credit through the Internship Program.

Green 2.310
972-883-2248
Dr. Susan Chizeck, Director

Intramural Sports

The intramural sports program is housed in the Activity Center. It is designed to provide the University community with the opportunity to participate in a variety of team and individual sports. A high level of skill is not a prerequisite to participate in any intramural activity. Intramural

sports include: flag football, softball, Texas Hold'em poker, basketball, sand volleyball, volleyball, racquetball, indoor soccer, outdoor soccer and sports trivia.

Activity Center 1.706
972-883-4087
Ben Piper,
Intramural Coordinator

Late-Night Programming

Late-night and weekend programming is an effort to provide quality on-campus entertainment during prime social times. It is designed to assist students in developing new and diverse relationships, participating in interactive social events, and promoting healthy lifestyles.

Typically, events, programs or activities are offered every Thursday and Friday night throughout the long semesters on campus including pool tournaments, dodgeball, dancing, movies, craft nights, game nights, musical performances and many others..

Student Union 2.604
972-883-6158
Ray Mitchel,
Student Union Coordinator

Leadership

Many opportunities exist for students to become involved in campus life. Leadership skills strengthen as students develop personal potential, increase self-confidence, and interact with others through organizations, community service, and committee work.

Student Union 2.422
972-883-6223
Jo Ann Harper Davis,
Assistant Director, Student Union

Learning Resources

Learning Resources provides tutoring and noncredit assistance. This office offers individual tutoring sever-



Photo by Rick Biddenstadt

With more than 1.1 million volumes, the McDermott Library provides UTD faculty and students an excellent resource for scholarly research.

al hours each week in selected courses. Students must schedule appointments and participate actively. Tutors are either undergraduate or graduate students who are carefully selected, trained, and supervised. Math Lab Tutors are available to assist drop-in students needing supplemental assistance in some UTD math courses. The tutors offer help in most courses, but give particular attention to MATH 1306, 1314, 1325, 1326, 2417, 2419, 2420, 2421, 2312, 2333, 2421, 2418, 3310, 3311, 4301, 4302, DMTH 0V93, EE3300, STAT 1342, 3360 and 5311, 5300, 5404.

Reviews for the GRE, LSAT GMAT are provided each semester in the verbal, quantitative, and logic areas. Simulated exams and computer assisted instruction may also be scheduled. Students who need to take THEA can prepare with materials provided by Learning Resources. In addition, if a student does not pass one or more sections of THEA, Learning Resources provides remediation.

Supplemental Instruction (SI) is offered for many different courses each semester. SI facilitates group study sessions three times weekly for one hour.

A proctored online testing center is available.

McDermott Library 2.402
972-883-6707
9 a.m.-8 p.m. Monday-Thursday
9 a.m.-5 p.m. Friday
Mary Kaye Adams, Director
Mike Panahi, Math Lab

Legal Assistance

An attorney is on campus once a week, acting in an advisory and intermediary role for students. Such matters as landlord-tenant disputes, parent/child relationships (family law), divorce, contractual controversies, consumer protection questions, and minor criminal matters can be discussed. An immigration attorney is also available to provide consultation and offer competent legal advice regarding issues of immigration to all currently enrolled students. The students' attorney will not represent a student in any legal or administrative proceedings involving the University, advise on matters of conflict between students, or provide criminal or civil litigation services. Services are free to currently enrolled students with a valid ID card. Call for an appointment or stop by the Student Government office for more details.

Student Union 2.604
972-883-6717
972-883-2284

Library

The **Eugene McDermott Library** www.utdallas.edu/library contains materials designed to support research and study needs. Through the Library's website, you can access the catalog, more than 200 periodical databases, and thousands of electronic journals. Librarians and staff can assist you in using the Library. **Information Desk** (Lobby, 972-883-2955) Staff can direct you to services within the Library and on campus. **Circulation/Reserve** (Lobby, 972-883-2953) Materials from most library collections are checked out at the Circulation Desk. Information

about fines and loans is available at the desk. *Your Comet Card is your library card.* Reserve materials required for specific courses are available. **Copy Center** (972-883-2953) The Copy Center has self-service copy machines for printed materials and microforms. **Multimedia Library Services** (972-883-2999) provides videos, DVDs and other CD material. Equipment is available for viewing movies and listening to recordings. **Reference** (2nd floor) Reference librarians can assist you in starting your assignments and research projects. The staff can provide directions for selecting and using electronic sources and traditional materials. McDermott Library is a depository for both U.S. and Texas government publications. **Interlibrary Loan (ILL)** (south side of the 2nd floor, 972-883-2900) can get copies of articles and books from other libraries. An ILL form is located on the Library web page. **Special Collections** (3rd floor, 972-883-2570) The Department contains the History of Aviation Collection, Wineburgh Philatelic Research Library, Belsterling (Botanical) Library, and rare books. Wireless laptop computers are available to check out for in-library use. The **Callier Center Library**, located at 1966 Inwood Road, Dallas 214-905-3165, specializes in materials on speech and hearing disorders.

McDermott Library
8 a.m.-2 a.m. Monday-Thursday
8 a.m.-Midnight Friday
9 a.m.-8 p.m. Saturday
1 p.m.-2 a.m. Sunday
Dr. Larry Sall, Dean of Libraries

Intersession and holiday hours are posted for the McDermott Library as necessary.

Lockers

(See Info Depot)

Lost and Found

Found items are held temporarily at the Circulation Desk in McDermott and in the Info Depot of the Student Union. For valuable articles and those unclaimed at McDermott or the, contact the University Police, Police Building, 972-883-2331.

M

Multicultural Center

The Multicultural Center (MC) provides cultural programs, support services, resources and cultural education programs. The MC is a place for students, faculty and staff to gather and relax. The MC has a comfortable lounge area with a television, videos, a computer lab, work station, and a large meeting room. Traditional events hosted by the MC are Hispanic Heritage Month, Black History Month, Asian-American Heritage Series, and the Leadership Speaker Series. The MC is home to the Multicultural Peer Advocates (MPAs). The MPAs are student peer advocates that are available for personal, social or academic assistance.

Conference Center CN1.126
972-883-6390

8:30 a.m.-6:30 p.m. Monday-Thursday
8:30 a.m. - 5 p.m. Friday

Arthur Gregg, Director
Danny Cordova, Assistant Director
Netreia McNulty, Coordinator

N

New Student Programs

Orientations are provided for freshmen, transfer and graduate students. Comet Camp, UTD Success Camp, Emerging Leader Program and Road Warriors are programs that acclimate students to university life. All students are invited to discuss personal,

Comet Fast Fact

By law, UTD offered only graduate degrees until 1975 when juniors and seniors were admitted.

COMETS

social, academic, and career concerns with the Coordinator or an Orientation Team Mentor.

Student Union 1.604
972-883-6171

8:30 a.m.-6:30 p.m. Monday-Thursday
8:30 a.m. - 5 p.m. Friday

Newspaper, Student

The UTD Mercury is published bi-weekly during the academic year and every three weeks during the summer term. *The UTD Mercury* is distributed throughout the campus free of charge and is available online at www.utd-mercury.com. Its mission is to provide information, news and views about the University and education-related topics as well as selected items of general interest. *The UTD Mercury* is an award-winning student forum for the expression of pertinent ideas and opinions. Openings exist throughout the year for volunteer and paid writers, photographers and editors. Students also may become involved with the newspaper as a member of the Media Operating Board by annual appointment.

Student Union 2.418
972-883-2290
Iris Kuo, Editor

Jay Miller, Student Media Adviser

P

Parents/Families

The Parent & Family Association (PFA) is an avenue for family members and parents of UTD students to get information on the campus, find out

about special events and important deadlines and get resources on issues facing their college student. The PFA sends out monthly e-mail newsletters and keeps family members up-to-date via the PFA website located within the New Student Programs website.

Student Union 1.602
972-883-6171

8:30 a.m.-6:30 p.m. Monday-Thursday
8:30 a.m. - 5 p.m. Friday

Parking

To park a vehicle on campus, including Waterview Park, a decal must be purchased and affixed to the vehicle according to the instructions provided. The decal can be purchased during regular registration or by going to the Bursar's Office in the basement of McDermott Library. A parking rules and regulations booklet is online at www.utdallas.edu/parking. Bicycles may only be parked at bicycle racks located in the mall.

Parking Decal Office
972-883-2344

Performing Arts

Through the School of Arts and Humanities unique interdisciplinary program, a variety of concerts, theatrical productions, films, lectures and art exhibitions are presented each semester, including presentations by both students and professional artists. Events take place in the University Theatre, Jonsson Performance Hall and the Visual Arts Building. The School also presents a two-day Arts Festival at the end of every semester. For event information, call UTD-ARTS or call 972-883-2982.

Photocopies

Copy Centers are in Founders 1.102, the Bookstore Building and McDermott Library (northwest corner of second floor).

Police, University

Police: The Police Department is open 24 hrs. a day, seven days a week. The department provides services which include: patrol, investigations, traffic control, visitor information and direction and crime prevention pro-

grams, vehicle assists including dead batteries and locked vehicles (except for power locks). Blue-light phones are located on mall areas and parking lots which will automatically connect you to the Police Communications Center.

Police Explorers: The department also has a Police Explorer post that enables students to receive college credit for participating.

Student Patrol: The police department employs students to be extra "eyes and ears" for the campus and provide escorts. They can be easily recognized by their orange shirts. They patrol the campus seven days a week from 6 p.m. to 2 a.m.

Crime Prevention: The Crime Prevention office is located in Founders North 2.108. The telephone outside the Crime Prevention Office is automatically connected to the Police Communications Center. The Police Department has several marking/ engraving pens that students may use to identify personal property. An escort service is provided on campus 24 hrs. a day; contact the Communications Center for an escort at ext. 2331.

Student Right-to-know and Campus Security Act: In compliance with the Student Right-to-Know and Campus Security Act (the Act) 20 U.S.C. sections 1092 (a), (e) and (f), as amended, The University of Texas at Dallas collects information on campus crime statistics and campus security policies. UTD will make timely reports to the campus community on crimes considered to be a threat to students and employees and reported to the campus police or local police agencies. Every September, the Police Department will publish the Annual Security Report available at www.utdallas.edu/police/stats.html or a pamphlet may be requested. The report will contain crime statistics for the previous three calendar years, address policies and programs regarding sex and alcohol and a web address for the state sex offenders database.

EMERGENCY — 911
Non-Emergency Calls
972-883-2331
Administrative Offices
972-883-2324



RESIDENTIAL LIFE / Photo by Natalie Lai

Crime Prevention
972-883-4322

Colleen Ridge, Chief of Police

Postal Services

Books of postage stamps can be purchased at Info Depot for \$3.40 each. Stamps at 80 and 60 cents each are available for international mailing. A mail box is located in front of McDermott Library.

Pub, The

THE PUB is the best place to hang out on campus. It is a student-run restaurant located on the second level of the Student Union. THE PUB has DirecTV sports and news channels, pool tables, wireless internet access, and an outdoor patio. THE PUB is open late and has an extensive menu of burgers, Tex-Mex, and other goodies, including Starbucks Coffee and Island Oasis Smoothies. THE PUB hosts many special events including live concerts, free root beer floats, and late night pancake breakfasts.

Student Union 2.503
972-883-6670
Matt Freeman,
Manager

R Radio, Student

Radio UTD — internet radio for UTD students, by UTD students — webcasts from 2 p.m. to 2 a.m. Sunday-Friday from its studio in the

Student Union. The webcast, which includes an eclectic mix of music, original programming and UTD athletic events may be heard by logging in to <http://radio.utdallas.edu>.

Students interested in applying for a spot in the volunteer DJ rotation are encouraged to fill out the application on the Radio UTD website.

SU 1.108
972-883-6304
(Listener Line) 972-883-6305
Noon-2 a.m. Sunday-Friday
Ben Vaughn
Radio UTD Station Manager
Jay Miller,
Student Media Adviser

Recreational Sports

(See Activity Center/Intramurals)

Registrar's Office

The Office of the Registrar processes change of majors, change of names, IDs and addresses. Students are responsible for notifying this office of any change of address, phone number or email. Students who are employed by the University must also notify the Human Resources Office.

Other services in the Office of the Registrar include residency determination for currently enrolled students, registration/class schedule operations including kiosks, verification of THEA compliance, web registration and grade recording, issuance of academic transcripts, enrollment certification and verification, graduation check and issuance of diplomas.

UTD operates a web-based student record access system called "SIS." Admitted students can register for classes, check for holds, make payments and obtain final grades through SIS. The web address is www.utdallas.edu/SIS.

The Office of the Registrar also has five computers located near the office to process registrations, obtain unofficial transcripts, change address information, check balances or pay by credit card.

Questions to the Registrar's Office can be answered at www.utdallas.edu/student/registrar.

McDermott 1.406
972-883-2346

9 a.m.-6:30 p.m. Monday-Thursday
9 a.m.-5 p.m. Friday
Karen Jarrell, University Registrar

Residential Life

The Office of Residential Life provides services, programs, and activities for residential students. Some of the services include assistance with roommate conflicts, Waterview Park, and other housing issues, as well as personal and academic counseling. Any student discipline related to housing is also handled through Residential Life.

For freshmen living in Phase VIII of Waterview Park Apartments, there are upper-class students called Peer Advisers (PAs) who live and work at the apartments. The PAs provide programs and activities geared toward freshmen and are available to aid freshmen with their transition into campus and college life.

Freshman Housing
Randi Mogul, Pam McElrath
Freshman Residential
Life Coordinators
Waterview Park Phase VIII Community
Center
214-575-3115

Sophomore, junior, senior, and graduate
student housing
Ryan White, Residential Life
Assistant Director
Student Union 1.602
972-883-6391

Comet Fast Fact

**With more than 150
registered student
organizations, UTD
offers numerous ways for
students to get
involved!**

COMETS

S

Safe Refuge Areas

The Americans with Disabilities Act requires that the University provide areas of safe refuge for persons with disabilities in case of emergencies. Primarily, these areas will serve as a safe place to wait for evacuation assistance if there is a fire and elevators are inaccessible. Signs have been posted at various stairwells indicating that they have been designated as safe refuge areas. Emergency telephones with direct access to the UTD Police have been installed in the stairwell landings. When the police receive a call from these telephones, they automatically know the caller's location and

can dispatch assistance. The locations are as follows: MP 2.4S1, MC 1.6S3, MC 1.6S4, MC 1.3S5, MC 1.3S2, MC 3.4S4, MC 3.2S2, MC 4.4S4, MC 4.3S3, JO A3.1S1, JO B1.2S4, JO B4.9S3, JO B5.4S4, JO B5.2S3, GR 3.8S3, GR 3.1S1, GR 4.8S3.

Service Learning

(To obtain credit for your volunteer work, see Internship Program)

Programs such as Alternative Spring Break, Adopt-A-Beach clean-up, Project 200 and Season of Sharing provide students, faculty, and staff the opportunity to join together in making a difference in both the campus community and the community at large. Service Learning maintains current volunteer opportunities on its website <http://www.utdallas.edu/student/sliffe/service.html>.

Student Union 1.602
servicelearning@utdallas.edu
972-883-6391

Terry Hockenbrough,
Service Learning Coordinator

Spirit Program

A cheerleading squad, mascot and dance team perform at varsity soccer, basketball and volleyball games. Clinics and tryouts are generally in



Photo courtesy of Service Learning

UTD students donate thousands of hours and dollars to charitable causes through programs such as the Service Learning-sponsored Alternative Spring Break each year.

the spring and early fall. Call 972-883-6158 for information.

David Clark,
Cheer/Mascot Coach
David.Clark@utdallas.edu

Pam Hamley,
Dance Coach
ppc031000@utdallas.edu

Student Union 2.604
972-883-6158
Patty Atchley,
Director of Student Development

Student Development

The Office of Student Development includes overseeing and advising Student Government and the spirit program. The office assists with the planning and implementation of extracurricular and co-curricular programs.

Student Union 2.604
972-883-6158
Patty Atchley,
Director of Student Development
Sharon Hale, Admin. Assistant
972-883-2284

Student Government

Student Government promotes the interests and opinions of students and acts as the official voice of the students. Every student has the opportunity to participate in student government activities and services through University Wide Committee memberships and by voting in elections and referenda.

Student Government provides free services for all students:

- Legal counsel services @ 883-6717
- Appointments to University Wide Committees
- Student Business Alliance

The president and vice president are elected each April for one-year terms. The junior and senior senators are elected in April, along with two graduate senators, from each School. In September, elections are held for freshman and sophomore senators and for 14 at-large graduate senators. Standing committees are: Technology, Student Life, Academic Affairs, Student Services, Communications,



Photo by Mercury Staff

SUAAB brings big-name musicians – such as the Ying Yang Twins shown above – to the UTD campus each year in addition to the dozens of events the group sponsors throughout the year.

Graduate and International Affairs, and Resident and Commuter Students.

Service in the student government allows students to experience the political workings of an organization and learn how to work within a bureaucracy. Students are involved in the planning and budgeting of programs from conception to delivery. A recorded message service is available 24 hours a day.

Student Union 2.604
972-883-2284
SGA@utdallas.edu
Basheer Benhalim, President
Felicity Lenes, Vice President
Patty Atchley, Adviser
Sharon Hale, Admin. Asst.

Student Union

The Student Union houses the Comet Café (see Food Services), the Info Depot, Radio UTD, lounges, an arcade, a television lounge, billiards & ping pong, a payphone, first-aid medical dispenser and a vending area with microwaves. In addition, an ATM is located in the Comet Café. In the Comet Lounge, there are two computers with full McDermott Library access.

The Pub is the best place to hang out on campus, listen to state-of-the-art stereo and catch the latest news

or sporting events on television. The Union also houses expanded dining space, three meeting rooms, a child-care facility, Comet Card administrative offices and the Center for Student Involvement.

The Student Union also houses student service offices and provides areas for meetings and activities. The first floor houses the Dean of Students, Residential Life, New Student Programs, Student Health Services, Disability Services, Counseling Center, and Child Care Center. On the second floor are meeting rooms plus offices for Student Government Association, Greek Life, *The UTD Mercury*, Student Development, SUAAB and Student Union staff.

Student Union 2.604
972-883-2945
Office Hours

8:30 a.m.-6:30 p.m. Monday-Thursday
8:30 a.m.-5 p.m. Friday

Building hours
7 a.m. - 2 a.m.

Phyllis Blanck, Director
Homer Salazar & Ray Mitchel
Daytime Coordinators
Greg Sparkman,
Facilities Supervisor
Delvora King, Events Manager

Study Abroad

(See International Education)

SUAAB

SUAAB (Student Union and Activities Advisory Board) is a student organization whose primary goal is to serve the interests of the UTD community by offering a variety of events that will promote student participation in the University. These events include the Homecoming dance, movies, comedians, concerts, and pep rallies. In providing these programs, SUAAB strives to create a more social and entertaining atmosphere on campus that students can enjoy all school year long.

Student Union 2.402

972-883-6438

TBA, Adviser

Jennie Tran, Executive Chair

T

Technology Store

The UTD Technology Store (www.utdtechstore.com) is located in the Bookstore building, adjacent to the Bookstore itself. The Technology Store offers the Microsoft CDs available under the UT System-Microsoft contract, which provides the software at a nominal reproduction cost to all faculty, staff and students. In addition, the store carries hardware and software that is recommended by the university and offers discounts to all UTD students.

The Technology Store allows for demos of computers and new technologies. Students, faculty and staff can evaluate pricing and configurations available to them from vendors including Dell and Apple among others. Printers and other peripheral devices, especially wireless, are also available at the store. The Tech Store is planned as a venue for technologies of all kinds.

Bookstore Building BK3

972-883-6500

This Week Comet Events

This Week Comet Events, a listing of campus events, is distributed weekly during the fall and spring semesters and monthly during the summer term. It is available on stands around campus.

Student Union 1.610

972-883-6333

Roberta Green,

Administrative Assistant

Tutoring

(See Learning Resources)

U

Undergraduate Education

The Office of Undergraduate Education assists undergraduate students with their academic life at UTD. The office includes:

- **Academic Excellence Scholarships**
(972) 883-6708 / MP 3.206F;
- **Academic Teams**
Listed under "A" in this Guide;
- **Collegium V Honors Program** —
(972) 883-4297 in MP 3.206H;
- **Dean of Undergraduate Education**
(972) 883-6706 / MP 2.306;
- **Learning Resource Center**
(972) 883-6707 / MC 2.402;
- **McDermott Scholars Program**
(972) 883-4610 / MC 3.202;
- **Pre-Health Education Offices**
(972) 883-6767 / MP 2.234;
- **Pre-Law Offices**
(972) 883-4607 / MP 3.206G;
- **Undergraduate Student Advising Offices**
(972) 883-6805 / MP 2.240.

Office Hours

8 a.m. - 5 p.m. Monday-Friday

V

Veteran Affairs

The Financial Aid office provides information regarding veteran benefits.

McDermott Library 1.304A

972-883-4336

Buddy Sherbet, Certifying Official

**For Hazelwood Exemption Information,
contact Buddy Sherbet**

W

Women's Center

The Galerstein Women's Center was founded to affirm the University's commitment to advancing the status and success of women on campus. The Women's Center offers confidential counseling to students, faculty, and staff, with particular emphasis on gender-related issues. It also sponsors speakers and seminars throughout the year and houses a book and video library that includes materials on women's history, self-help, and popular fiction. The Center maintains a computerized database for access to community resources and is available for campus groups to meet, or just relax and study. N.E.W. (Newly Empowered Women) provides resources for the non-traditional age student returning to school through support groups and special programs.

McDermott 1.204

972-883-6555

8:30 a.m.-6 p.m. Monday - Thursday

8:30 a.m.-5 p.m. Friday

Lauren De Cillis, LMSW, Director

INFORMATION SECURITY

Computer viruses, worms, trojans, software piracy, warez sites, etc., have made information security everyone's business.

What you do on your computer can affect not only you, but everyone on The University of Texas at Dallas computer network. That is why the university has policies and guidelines for the use of computers and software at the university. It is your responsibility to read and follow these policies **and to check your UTD email accounts regularly.**

Computer accounts are issued to an individual. They cannot be transferred, shared or used by anyone else. Accounts are to be used for your educational purposes at the University. They cannot be used for business purposes or to cause harm. Misuse of accounts can result in loss of access, disciplinary action up to expulsion or criminal prosecution under state or federal law.

New accounts are set up by going to <https://netid.utdallas.edu>. You will be asked to answer three of 10 security questions before you set up your password. You will be asked to acknowledge that you have read and will follow the Policy for the Use and Protection of Information Resources. Passwords should never be shared with anyone and should be changed regularly on

LINKS TO IMPORTANT INFORMATION SECURITY POLICIES

- **Policy for the Use and Protection of Information Resources**
<http://www.utdallas.edu/ir/policies/utdpolicy/html>
- **Network Connection Policy**
<http://www.utdallas.edu/ir/policies/networkconnection.html>
- **UNIX Use Policy**
<http://www.utdallas.edu/ir/policies/unixuse.html>
- **TCS Lab Policy**
<http://www.utdallas.edu/ir/tcs/labs/policy.htm>
- **Personal Use of E-mail & Internet**
<http://www.dir.state.tx.us/standards/srrpub04.htm>
- **Copyright Policy**
<http://www.utdallas.edu/ir/policies/copyright.html>
- **Using Copyright Software**
<http://www.utdallas.edu/ir/policies/using-sw.html>

this site. If you forget your password, you can reset your password with the answers to your security questions on this site. If you have problems, call the Help Desk at 972-883-2911.

Virus protection is provided free of charge. Make sure that you install and use it on a regular basis on all computers that connect to the University network. Software installs and updates may be downloaded from www.utdallas.edu/ir/local/. Access to this site from off-campus must be through RNA or VPN.

You are responsible for making sure

that all software on your computer is 'legal.' Unauthorized copying of software is illegal. Copyright holders are continually scanning for illegal users of software, music, videos, games, etc. If the University is notified of a copyright infringement by a student, that student could be subject to disciplinary action ranging from loss of computing privileges up to expulsion in addition to penalties assessed by holders. Read and understand the University policy.

In the box above are links to relevant policies. Not having read these policies is not a valid defense!

STUDENT RULES & YOU

Students are expected to abide by both the penal and civil statutes of the state and the federal government, and the Regents' Rules, University regulations, and administrative rules. University regulations and administrative rules relating to student conduct and discipline are published in Title V: Rules on Student Services and Activities of the University's Handbook of Operating Procedures. A copy of these rules is available to students in the Office of the Dean of Students, who assists students in following rules and procedures for student conduct.

PLAYING BY THE RULES

Your rights and responsibilities as a UTD student

Student Conduct

ALCOHOLIC BEVERAGES

University Policy Memorandum No. 80-VI 57-39 governs the use of alcoholic beverages on campus. A copy of this policy in its entirety can be reviewed in the Office of the Dean of Students. The following condensed interpretation provides general guidelines to be followed.

1) The basic intent of regent rules and University policy is to provide for special occasions when off-campus visitors are involved and when, in the opinion of the President, or the President's designee, the serving of alcoholic beverages would be appropriate (e.g., visiting dignitaries, exhibits, performing arts events, certain university-wide student activities).

2) The service of alcoholic beverages is not intended to be a regular procedure, nor is it intended for occasions involving only University personnel and students.

3) The written request should reach the Office of the Provost not later than seventy-two (72) hours prior to the scheduled activity.

4) Alcoholic beverages may not be sold on campus nor served to anyone under 21 years of age under any circumstances.

DISRUPTIVE ACTIVITY

The University recognizes that students have the rights and privileges of freedom of speech, freedom of assembly and freedom of dissent. However, conduct that significantly interferes with the University's responsibilities, endangers the health or safety of members of the University or of visitors on the campus, or damages, defaces, or destroys University property, is prohibited and the student is subject to disciplinary action.

FIREARMS & EXPLOSIVES

Possession or use of firearms, dangerous weapons or other hazardous

objects is prohibited on University-owned property, including housing areas and parking lots. This prohibition includes but is not limited to any device defined as a dangerous weapon under Texas law, handguns, rifles, shotguns, BB guns, pellet guns, air guns, blow guns, martial arts weapons, knives with blades three inches or longer, and all longbows, crossbows and arrows.

SCHOLASTIC DISHONESTY

The University expects students to display a high level of responsibility in the development of ethical sensitivity and intellectual honesty. Therefore, the University has adopted standards of conduct requiring the maintenance of high levels of scholastic integrity. Scholastic dishonesty is the submission for credit of academic work which is not the student's own. This may be in the form of cheating, plagiarism, and/or collusion. The Dean of Students may initiate disciplinary proceedings following the receipt of academic dishonesty charges made by a faculty member or a student.

DISCIPLINE

The Dean of Students has primary responsibility for the administration of student discipline. A complete description of the disciplinary proceedings is in Title V, Chapter 49, Student Discipline and Conduct, Handbook of Operating Procedures.

Allegations that a student has violated Regents' Rules, institutional rules, and administrative rules or specific orders and instructions issued by an administrative officer of the University in the service of his or her duties are investigated by the Dean of Students. The preliminary investigation may include a summons to the accused student to confer with the accused student concerning the allegations. If the student does not dispute the facts upon which the charges are based and waives a hearing, the Dean informs the student in writing of the penalties.

If the student disputes the facts upon which the charges are based, the student has a right to a hearing with a Hearing Officer appointed by the President. The student shall receive written notice of the charges and the evidence and have an opportunity to present evidence on his/her behalf. The student has the right to have an advisor during the hearing. A copy of the written decision of the Hearing Officer will be given to the student.

Within fourteen (14) days after the decision has been mailed to both the student and the Dean of Students, either or both parties may give notice of appeal to the President. All necessary documentation including written arguments must be filed with the President within fourteen (14) days after notice of appeal is given. The student and the Dean will receive written notification of the President's action.

The decision of the President shall be the final appellate review.

DISCIPLINARY ACTIONS

- Admonitions;
- Warning Probation;
- Disciplinary probation;
- Withholding of grades, official transcript degree;
- Bar against readmission;
- Restitution or reimbursement for damage to or misappropriation of institutional or System property;
- Suspension of rights and privileges, including participation in athletic or extracurricular activities;
- Failing grade for an examination or assignment or for a course and/or cancellation of all or any portion of prior course credit;
- Denial of degree;
- Suspension from the institution for a specified period of time;
- Expulsion (permanent separation from the institution);
- Housing probation;
- Revocation of degree and withdrawal of diploma;
- Other penalty as deemed appropriate under circumstances.

Student Records

The student's educational record is established and maintained to provide both the student and the University information regarding the student's progress while enrolled at UTD. The record is considered to be confidential and may be released only within limitations defined by University regulations and state and federal statutes or with the student's written permission.

The University may release directory information which is defined as public information and includes the student's name, local and permanent address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards and honors received, and the most recent educational agency or institution attended by the student. This information may be printed in various university publications such as student directory, college honors list,

athletic programs, list of graduating students, or similar documents and would be information that might be requested by a prospective employer. Additionally, this information may be released upon request.

A student may request that the University not release any information by calling the touchtone registration system (UTD-2UTD or 972-437-0220), by completing the appropriate form during registration, or by going to the Records and Registration Office in MC1.304 at times other than registration. The request will remain in effect until the student requests the change via the touchtone system or in writing to the Records and Registration Office.

Student records which the University maintains include official University academic and personal records relating to scholastic, disciplinary and fiscal matters as well as records maintained by University offices and agencies providing services sought voluntarily by students. Any student enrolled at the University has access to and may inspect those records relating to his

or her academic progress to the extent provided by applicable law.

Detailed information pertaining to the content of and handling of student records is contained in Title V: Rules on Student Services and Activities. In addition, students wishing more information about their rights established under the Family Educational Rights and Privacy Act should contact the Director of Admissions and Records

Use of University Facilities

Detailed rules and regulations governing the use of University facilities are contained in Title V: Rules of Student Services and Activities, a copy of which is kept in the Office of the Dean of Students in the Student Union for easy referral. The Dean of Students will assist any student in interpreting and following the correct procedures.

(continued on next page)

IMPORTANT INFORMATION ON BACTERIAL MENINGITIS

This information is being provided to all new college students in the State of Texas. Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast — so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

WHAT ARE THE SYMPTOMS?

High fever	Severe headache
Rash or purple patches on skin	Vomiting
Light sensitivity	Stiff neck
Confusion and sleepiness	Nausea
Lethargy	Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.

- Early diagnosis and treatment can greatly improve the likelihood of recovery.

HOW IS THE DISEASE TRANSMITTED?

- The disease is transmitted when people exchange saliva (such as by kissing, or sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

WHAT ARE THE CONSEQUENCES OF THE DISEASE?

- Death (in 8-24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

CAN THE DISEASE BE TREATED?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability can still occur.
- Vaccinations are available and should be considered for:
 - Those living in close quarters
 - College students 25 years old and younger
 - Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe — most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available at the UTD Student Health Center.

HOW CAN I FIND OUT MORE INFORMATION?

- Contact your own health care provider.
- Contact your Student Health Center at 972-883-2747.
- Contact your local or regional Texas Department of Health office at 214-819-2000.
- Contact web sites www.cdc.gov/ncidod/dbmd/diseaseinfo; www.acha.org

PLAYING BY THE RULES (CONT.)

FUNDRAISING AND SOLICITATION

"Solicitation" means the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution.

No solicitation is permitted in any building or structure on the campus of any component institution of The University of Texas System. Employees and students of UTD may, however, conduct solicitation on University property, with permission, in the course and scope of their employment, or on behalf of the Student Senate, or as a registered organization.

Such solicitation must be conducted so that it will not disturb or interfere with the regular academic or other institutional programs being carried on in campus buildings, will not interfere with the flow of pedestrian and vehicular traffic, and will not harass or intimidate those individuals being solicited.

Under these regulations, registered organizations may collect membership fees or dues or they may collect admission fees for the exhibition of movies or other programs. Registered organizations or tax-exempt noncampus organizations may make application to the Student Development Office for permission to conduct a solicitation.

The Student Senate and registered student organizations are required to file with the Student Development Office a solicitation statement disclosing the sources and amounts of funds obtained from solicitations on campus. This statement is to be filed within 30 days following the end of each academic semester or summer session. The statement should include all sources and amounts of funds and disclose all beneficiaries and amounts of expenditures made during the semester or summer session.

A registered student organization may not cosponsor fund raising activities with a person or group of persons who are not students, faculty, or administrative staff members.

RALLIES, DEMONSTRATIONS & PUBLIC ORATORY

The freedoms of speech and assembly are basic and essential to intellectual development. However, these activities are subject to the well-established right of universities to regulate time, place and manner so that the activities do not intrude upon or interfere with the academic programs and administrative processes of the University. The University may designate one or more appropriate areas on the campus where students may assemble and engage in speech activities without prior administrative approval. Other areas of the campus may be used with prior permission in accordance with institutional rules.

A student or organization may use those areas which have been previously designated for (1) public discussion without prior permission and (2) peaceful assembly or demonstration without prior permission. Public assembly, discussion, or demonstration shall not disturb or interfere with a program, event, or activity approved by the Dean of Students prior to the public assembly, discussion, or demonstration, and shall not unreasonably disturb or interfere with normal operations and activities of the University. Use of the designated area shall not include activities which would constitute nonpermissible solicitation or an unauthorized joint sponsorship with an outside group.

The Dean of Students has designated the Student Union Mall as a rally area that may be used without prior approval. Students and registered student organizations take precedence over those without reservations.

IDENTIFICATION REQUIREMENTS

All individuals are required to identify themselves to an institution representative in response to a request. Identification includes providing his/her name and complete address, indicating whether or not the individual is a student or an employee of the institution and showing the official University identification card. Any individual who refuses to identify himself/herself is subject to disciplinary proceedings.

RESERVATIONS

A registered student organization may reserve use of a University facility by making application in the Office of Student Development at least 48 working hours before the event is scheduled to take place. Requests that involve a speaker who is not a student or faculty or administrative staff member shall include the speaker's name and the general topic of the speech.

APPEALS

If the Dean's designee does not approve an application for use of a University facility for a specific purpose, the applicant may appeal the decision to the Dean.

PETITIONS, HANDBILLS & LITERATURE

Individual students or registered student organizations may distribute on University property petitions, handbills, or pieces of literature that are not obscene or libelous or that are not directed to inciting or producing imminent lawless action or are not likely to incite or produce such action or that do not contain nonpermissible solicitation.

BOOTHS

Students or student organizations may make application in the Student Union Office for permission to install a booth on campus. Booths are any furniture, enclosures or any other structure temporarily installed for distributing petitions, handbills or literature, displaying signs, or raising funds or soliciting tangible items. With the permission of the Dean's designee, the booths may be installed for no more than 14 calendar days.

PUBLIC PERFORMANCES

Only a registered student organization may sponsor or present a public performance or public exhibition on University property. The organization must apply in the Office of Student Development for permission to reserve the use of a University facility for the purpose of sponsoring a public performance.

UTD POLICIES

Policy: Drug Abuse

The University of Texas at Dallas, in accordance with the Rules and Regulations of the Board of Regents, The University of Texas System, and with Title V of the University's Handbook of Operating Procedures, bans the illegal use, possession and/or sale of a drug or narcotic on the UTD campus. If a student is found guilty of the illegal use, possession and/or sale of a drug or narcotic on campus, the minimum disciplinary penalty is suspension for a specified period of time and/or suspension of rights or privileges.

For persons wishing to review the Regents' Rules and Title V: Rules on Student Services and Activities, copies are available in the Office of the Dean of Students (SU 1.602).

Programs to educate students about the problems and penalties of illicit drug and alcohol use are provided at UTD through the Student Counseling Center.

Important drug and alcohol abuse information appears on pages 20 and 21 of this publication. Every student is urged to read it and become familiar with the helpful programs available at this University.

Policy: Non-Discrimination

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under, any program or activity sponsored or conducted by UTD on the basis of race, color, national origin, religion, sex, age, veteran status, disability or sexual orientation.

Students who feel that certain practices or instances are discriminatory in nature or who feel that they have been subject to sexual harassment

are requested to make their concerns known to the Dean of Students who will attempt to determine a basis for the complaint of discrimination or harassment and, where substantiated, will work to provide equitable solutions in accordance with procedures as outlined in Title V: Rules on Student Services and Activities of the University's Handbook of Operating Procedures.

Policy: Sexual Harassment

The University of Texas at Dallas is committed to the principle that the learning and working environment of its students, employees and guests should be free from sexual harassment and inappropriate sexual conduct. Inappropriate sexual conduct is unprofessional behavior and is discouraged as a matter of institutional policy. Sexual harassment is a form of sex discrimination that is illegal and is proscribed by institutional policy. All employees and students are accountable for compliance with the policy. Established violations will lead to disciplinary actions which may include termination of employment or permanent expulsion from the university. Copies of the policy are available in the Office of the Dean of Students or at http://www.utdallas.edu/utdgeneral/business/hr/sexual_harassment.htm.

Policy: Hazing

Hazing, submission to hazing, and failure to report firsthand knowledge of hazing incidents are prohibited by state law and are punishable by fines up to \$10,000 and confinement in county jail for up to two years. Such acts are also a violation of the Rules and Regulations of the Board of Regents, The University of Texas System and of Chapter 49, Title V: Rules on Student Services and Activities of the University's Handbook of Operating Procedures. Violations of these rules and regulations are subject to disciplinary penalties which include permanent expulsion. Any person with knowledge that a specific hazing incident has occurred on or off campus must report the incident to the Dean of Students (SU 21 or call 972-883-6391).

Policy: Student Right-to-Know, Campus Security

In compliance with the Student Right-to-Know and Campus Security Act enacted Nov. 8, 1990, The University of Texas at Dallas collects specified information on campus crime statistics, campus security policies, and institutional completion or graduation rates. UTD publishes and distributes an annual report of campus security policies and crime statistics to all current students and employees, provides copies of the report to applicants for enrollment or employment upon request, and submits a copy of the report to the Secretary of Education upon request.

PLAGIARISM:

WHAT EVERY STUDENT SHOULD KNOW

Every student will be held responsible for reading and understanding the following statement.

To submit to your instructor a paper or comparable assignment that is not truly the product of your own mind and skill is to commit plagiarism. To put it bluntly, plagiarism is the act of stealing the ideas and/or expression of another and representing them as your own. It is a form of a cheating and a kind of scholastic dishonesty which can incur severe penalties. It is important, therefore, that you understand what constitutes plagiarism, so that you will not unwittingly jeopardize your college career. It should also be noted that submission of substantial portions of the same academic work for credit (including oral reports) more than once without written authorization from the instructor is also scholastic dishonesty and subject to disciplinary action.

THE MOST OBVIOUS FORM

Plagiarism can take several forms. The most obvious form of plagiarism is the purchase of prepared papers from commercial term paper companies and the submission of such papers as one's own work. There are several software programs available to faculty to assist them in detecting plagiarism.

PROPER FOOTNOTING ESSENTIAL

A second obvious form of plagiarism is a word-for-word copying of someone else's work, in whole or in part, without appropriate acknowledgement, whether that work be a magazine article, a portion of a book, a newspaper piece, another student's paper, or any other composition not your own. Any such verbatim use of another's work must be acknowledged by (1) appropriate indentation or enclosing all such copied portions in quotation marks and by (2) giving

the original source in a footnote. As a general rule, you should make very little use of directly quoted matter in your research paper. *To ensure you are following proper footnote style, check with your professor or course syllabus to see which style manual is required for your particular class.* Style manuals are available at the University Bookstore.

PARAPHRASING VS. ORIGINAL WORK

A third form of plagiarism is the paraphrasing for the structure and language of another person's work. Changing a few words of another's composition, omitting a few sentences, or changing their order does not constitute original composition and therefore can be given no credit. If such borrowing or paraphrasing is ever necessary, the source must be scrupulously indicated by footnotes.

How then you may ask, can I be original? Am I to learn nothing from others? There are several answers to such questions.

Of course you have come to the University to learn, and this means acquiring ideas and exchanging opinions with others. But no idea is ever genuinely learned by copying it down in the phrasing of somebody else. Only when you have the thought through an idea in terms of your own experience can you be said to have learned; and when you have done that, you can develop it on paper as the product of your own mind.

USING INSTRUCTOR AS A RESOURCE

If an assignment baffles you, discuss it with your instructor. And if you are directed to use printed sources, consult your instructor about how to proceed. There is an art to taking notes for research; careless note taking can lead to plagiarism.

THE CONSEQUENCES OF PLAGIARISM

Why be so concerned about plagiarism? Because it defeats the ends of education. If students were given credit for work that is not their own, then course grades would be meaningless. A college degree would become a mere sheet of paper and the integrity of the University would be undermined. To protect conscientious students, therefore, and to guarantee the quality of their education, the University assesses heavy penalties against those who plagiarize. The Rules and Regulations of the Board of Regents of the University of Texas System and the University's Handbook of Operating Procedures provide penalties for plagiarism which range from an "F" grade to dismissal from the University. If these penalties seem severe, remember that your integrity and the integrity of the University itself are at stake. These rules and regulations are available to students in the office of the Dean of Students (SU 1.602) where staff are available to assist students in their understanding of the various rules and regulations governing student conduct.

Finally, the University cannot prevent students from plagiarizing, but it can make sure that they know what plagiarism is, what the penalties for it are, and in what jeopardy it places future careers. Hence this statement. Read it carefully.

If you do not understand it fully, consult your instructor. And, if you have any doubts about the originality of a paper you have written or a comparable assignment, see your instructor before you turn it in.

ALCOHOL, DRUGS & UTD STUDENTS

HEALTH RISKS OF ALCOHOL & DRUGS

Alcohol — Health hazards associated with the excessive use of alcohol include:

- dramatic behavioral changes;
- impairment of motor skills, reasoning and rational thinking;
- higher incidence of accidents and accidental death;

Prolonged alcohol abuse may cause these permanent physical changes:

- damage to the bone marrow, heart, testes and ovaries;
- intestinal bleeding and liver damage;
- nerve and brain damage;
- psychotic behavior;
- loss of memory and coordination;
- vitamin and mineral deficiencies.

Drugs — The frequent use of illicit drugs may cause more sudden and severe changes than alcohol; however, unlike alcohol, many drug-induced physical problems may be reversed with abstinence.

Cocaine — A stimulant that is most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract (freebase) is smoked. Users may progress from infrequent use to dependence within a few weeks or months. Physiological and behavioral changes include:

- elevated blood pressure, heart and respiratory rate;
- hallucinations and psychotic behavior;
- social isolation and irritability;

- memory problems.

Overdose may produce convulsions, delirium and result in cardiac arrest.

Crack Cocaine — A stimulant that is smoked. The effects include:

- increased pulse rate, elevated blood pressure and dilated pupils;
- insomnia, loss of appetite and seizures;
- paranoia and tactile hallucinations.

Dangers include extreme addiction; death caused by disruption of brain's control of the coronary and respiratory functions.

Amphetamines (speed, love drug, ecstasy) — Patterns of use and associated effects are similar to cocaine. Severe intoxication may produce:

Penalties Under State and Federal Law
TEXAS LAW

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture or delivery of controlled substances (drugs)	Confinement in the Texas Department of Corrections (TDC) for a term of not more than 10 years or less than 2 years, or confinement in a community correctional facility for not more than one year, and a fine not to exceed \$10,000	Confinement in the TDC for life or for a term of not more than 99 years or less than 20 years, and a fine not to exceed \$500,000
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both	Confinement in TDC for life or for a term of not more than 99 years, or less than 10 years, and a fine not to exceed \$100,000
Delivery of marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both	Confinement in TDC for life or for a term of not more than 99 years, or less than 15 years, and a fine not to exceed \$250,000
Possession of marijuana	Confinement in jail for a term not to exceed 180 days, and a fine not to exceed \$2,000 or both	Confinement in TDC for life or for a term of not more than 99 years, or less than 15 years, and a fine not to exceed \$250,000
Driving While Intoxicated (Includes intoxication from alcohol drugs or both)	Confinement in jail for a term of not more than two years or less than 72 hours, and a fine of not more than \$2,000 or less than \$100	Confinement in jail for a term of not more than two years or less than 30 days, or confinement in TDC for a term of not more than 5 years or less than 60 days, and a fine of not more than \$2,000 or more than \$500
Public Intoxication		A fine not to exceed \$200
Adults and minors who make alcohol available to minors or buy alcohol for minors		A fine up to \$2,000, confinement in jail for up to 180 days or both
Adults who sell alcohol to a minor		A fine up to \$4,000, confinement in jail for one year or both

Texas Zero Tolerance Bill, Senate Bill 35
MINORS AND ALCOHOL

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Minors who drive with any detectable amount of alcohol in their system	Fine up to \$500.00, attend mandatory alcohol awareness class, serve mandatory 20-60 hours of community service, and 60-120 days driver's license suspension	Not eligible for deferred adjudication, minors ages 17-20 years face fines up to \$500-\$2,000, confinement in jail for up to 180 days, or both, and 180 days driver's license suspension; occupational license cannot be obtained during suspension.
Minors who purchase, attempt to purchase or consume alcohol, and minors who are publicly intoxicated or misrepresent their age to obtain alcohol	Fine up to \$500.00, attend mandatory alcohol awareness class, serve 8-40 hours of community service, 30-80 days loss or denial of driver's license	Minors ages 17-20 years receive automatic driver's license suspension, fine up to \$250-\$2,000, confinement in jail for up to 180 days or both

FEDERAL LAW

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution or dispensing drugs; includes marijuana	A term of imprisonment not more than one year, and a minimum fine of \$1,000	A term of imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual)
Possession of drugs; including marijuana	Civil penalty in amount not to exceed \$10,000	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000, plus the costs of investigation and prosecution
Operation of a common carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000

ALCOHOL, DRUGS & THE UTD STUDENT (CONT.)

- confusion, rambling or incoherent speech, and ringing in the ears;
- anxiety, psychotic behavior and hallucinations;
- intense fatigue and depression;
- irreversible brain damage;

Large doses may result in convulsions and death from cardiac or respiratory arrest.

Heroin and Other Opiates — These drugs are injected, inhaled or ingested. Designer drugs similar to opiates include Fentanyl, Demerol, China White, and CHIVA. Addiction and dependence develop rapidly. Use is characterized by impaired judgement, slurred speech, and drowsiness.

Overdose of opiates is manifested by:

- coma, shock, and depressed respiration;
- possibility of death from respiratory arrest.

Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea and vomiting, and muscle and joint pains.

Hallucinogens or Psychedelics — These include LSD, mescaline, peyote, and phencyclidine (PCP or angel dust).

The use of these drugs may:

- impair and distort one's perception of surroundings;
- result in visual hallucinations and bizarre mood changes.

Discontinuation may result in flashbacks. Withdrawal may require psychiatric treatment for a persistent psychotic state. Suicide is not uncommon.

Solvent Inhalants — Fumes from these substances, e.g. glue, lacquers, plastic cement cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent.

Marijuana (Cannabis) — Marijuana is usually ingested by smoking.

Prolonged use can lead to:

- alteration of depth perception and sense of time;
- impaired judgment and coordination;
- disconnected ideas;
- psychological dependence.

Damage from intravenous drug use

— In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop AIDS, hepatitis, tetanus (lock jaw), and infections in the heart. Permanent brain damage may also result.

ASSESSMENT, COUNSELING, EDUCATION & RESOURCES AVAILABLE TO UTD STUDENTS

Assessment

The following on-campus locations are available for an assessment of an alcohol or drug-related problem. Individual interviews and tests are used in determining the extent of substance problems, if any.

Student Counseling Center
972-883-2575

Student Health Center
972-883-2747

Women's Center
972-883-6557

Short-term Counseling

The Student Counseling Center provides trained, professional counselors who offer a variety of psychotherapeutic services. All services and records are confidential in accordance with both state and federal laws. You may contact the Student Counseling Center 972-883-2575.

Intervention

By working with family, faculty, staff and friends, the Student Counseling Center will play a supportive role with students being adversely affected by alcohol and/or drugs. The center's staff encourages those involved with troubled students to come in for a consultation.

Campus Awareness and Education

The Student Counseling Center offers an educational program on alcohol and drug abuse and provides presentations on the effects of chemical dependency. In addition, staff work with student organizations to coordinate projects which focus attention on the dangers of drug and alcohol abuse. Educational materials are also available.

Referral/Aftercare

For those students who are seen at the Counseling Center, there may be a need

for follow-up treatment. Community referrals are made for both outpatient and inpatient treatment. When chemical dependency is involved, students are usually encouraged to attend community support groups while receiving counseling at UTD. The Student Counseling Center has a complete list of community referral sources.

Some commonly used services are:

Alcoholics Anonymous
(972)239-4599

Al-Anon/Alateen
(214)363-0461

**Greater Dallas Council on
Alcohol and Drug Abuse**
(214)522-8600

Narcotics Anonymous
(972)699-9306

The Counseling and Health Centers do not enforce university and legal sanctions on those students being seen for clinical services. However, other UTD administrative personnel are not bound by policies of protection and confidentiality. On the following pages legal and university sanctions are described

THE UNIVERSITY OF TEXAS SYSTEM STANDARDS OF CONDUCT

The Rules and Regulations of the Board of Regents of the University of Texas System provide for disciplinary action against any student who engages in conduct that is prohibited by state, federal, or local law. This includes those laws prohibiting the use, possession, or distribution of illegal drugs and alcohol.

PENALTIES

The University will impose a minimum disciplinary penalty of suspension for a specified period of time or suspension of rights and privileges, or both, for conduct related to the use, possession, or distribution of drugs that are prohibited by state, federal or local law. Penalties that may be imposed for conduct related to the unlawful use, possession or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, expulsion, or such other penalty as may be deemed appropriate under the circumstances.