



DESIGN 1

ATCM 2302 • Fall 2025

Classroom: ATC 4.902

Kris Behr - kris.behr@UTDallas.edu

Office: MS TEAMS | Office Hours by Appointment

Format Email Subject Line : "ATCM2302.###: Question about Ex.1"

Course Description

Designers use form to shape meaning. This studio course introduces you to the basic tools designers use in shaping meaning: the elements and principles of design.

Through examples, exercises, critiques, and creative projects, students will begin to think like designers.

Students will work to understand and analyze design problems, develop distinctive concepts and then create and refine designs that manifest that concept.



This is one of four core classes that every ATEC student must take.

Learning Objectives

Students will create compositions that illustrate the use of the elements and principles of design.

Students will explain, document and execute the steps in the Design Process for every exercise/assignment given.

Students will evaluate the work of others through critique sessions.

Students will analyze how their own designs might be improved through documented reflection pieces and iterations.

Text Materials

REQUIRED:
Design Basics (9th Edition),
Stephen Pentak
ISBN: 978-1285858227

Available on Amazon to rent in digital format

OPTIONAL:
Design Basics Index,
Jim Krause
ISBN-13: 978-1581805017

Required Materials

- 9 x 12in sketchbook (without lines)
- Colored pencils, pens, or markers
- #2 pencils or drawing pencils
- Sharpie or black marker
- 8.5x11 (65lbs+) card stock paper package – used often for in-class activities (recommended to share a package with your group)
- Optional: tablet or digital drawing surface

Provided in class or/on campus:

- Glue Stick
- Ruler
- Scanner (available in the open lab, McDermott Library and the 2nd floor)



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Course Structure

This course has three main parts, each five weeks in length. Assignments build on previous weeks and gradually become more complex and challenging.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
										Integration of Process, Principles, Elements Use the design process effectively and integrate the principles and elements meaningfully				
					Elements of Design Line, Shape, Pattern, Texture, Space, Motion, Value, Color Design Process Critique and reflection									
What is Design What is design? What do designers do? How do designers think? Principles of Design Unity, Emphasis, Focal Point, Scale, Proportion, Balance, Rhythm														

How to be successful in this class

Discipline is the key to get the most out of this class. Below is a sample of how you should generally spend your time preparing for class. Note that not every week will necessarily follow this order.

	In-Class Day 2A Practice and Explore In-class exercises require you to be familiar with the reading. You'll need to be able to recognize and recall the terms and principles in use.	In-Class Day 2B Assess Critiques will help you assess the quality of your work and, more importantly, what you can do to improve.
Out of Class Prepare Complete reading(s). Take quiz(zes). Find real-world examples of the topic(s) discussed. Complete assignments. Discuss concepts you've learned with classmates.		Out of Class Review and Reflect Complete assignments. Reflect on what you learned. Write down questions you have or concepts that are unclear. Explain what you've learned to someone else.



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ATCM 2302 Course Schedule

Weeks		Topics
WK1 - Unity	A	Introductions
	B	Unity
WK2 - Principles of Design	A	Emphasis and Focal Point
	B	ELP Demo
WK3 - Steps to Critique	A	Critiques Demo
	B	Scale and Proportion
WK4 - Balance & Rhythm	A	Balance
	B	Rhythm
WK5 - Principles of Design Review	A	Review & Critical Thinking
	B	Introduction to Elements of Design
WK6 - Typography & Line	A	Typography
	B	Line
WK7 - Shape and Figure Ground	A	Shape
	B	Figure and Ground
WK8 - Pattern & Texture	A	Pattern and Texture
	B	Value
WK9 - Color	A	Color Theory
	B	Color Psychology
WK10 - Illusion of Space	A	Illusions of Space
	B	Perspective
WK11 - Illusion of Motion	A	Capital One Guest Lecture
	B	Understanding Illusions of Motion
WK12 - Design Research	A	Concept of Redesign
	B	Appreciation vs Appropriation
WK13 - Building a Brand	A	Branding
	B	Billboard Campaign
WK14 - Final Project: Ideation	A	Billboard Design Review
	B	Bus Stop Design Review
WK15 - Final Project: Prototype & Final Composition	A	Review Final Project Prototype
	B	Review Final Project Compositions
WK16 - Final Project Presentations	A	Student Presentations
	B	Student Presentations



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ATCM 2302 Course Schedule

Type	Title	Due
Discussion Board	Unity Exercise	WK2 – Monday – 9/1/25 (prior to 2A)
Discussion Board	Exercise 1: Prototype	WK2 – Wednesday – 9/3/25 (prior to 2B)
Discussion Board	Exercise 2: Prototype	WK4 – Monday – 9/15/25 (prior to 4A)
Discussion Board	Exercise 3: Prototype	WK5 – Monday – 9/22/25 (prior to 5A)
Discussion Board	Exercise 5: Prototype	WK6 – Wednesday – 10/1/25 (prior to 6B)
Discussion Board	A1: Ideation	WK8 – Monday – 10/13/25 (prior to 8A)
Discussion Board	A1: Prototype	WK8 – Wednesday – 10/15/25 (prior 8B)
Discussion Board	A2: Ideation	WK9 – Wednesday – 10/22/25 (prior to 9B)
Discussion Board	A2: Prototype	WK10 – Monday – 10/27/25 (prior to 10A)
Discussion Board	A3: Research	WK10 – Wednesday – 10/29/25 (prior to 10B)
Discussion Board	A3: Ideation FRONT	WK11 – Monday – 11/3/25 (prior to 11A)
Discussion Board	A3: Ideation BACK	WK11 – Wednesday – 11/5/25 (prior to 11B)
Discussion Board	A3: Prototype FRONT & BACK	WK 12 – Monday – 11/10/25 (prior to 12A)
Discussion Board	A4: Research	WK12 – Wednesday – 11/12/25 (prior to 12B)
Discussion Board	A4: Ideation	WK13 – Monday – 11/17/25 (prior to 13A)
Discussion Board	A4: Prototype	WK13 – Wednesday – 11/19/25 (prior to 13B)
Discussion Board	Final Project: Creative Brief	WK13 – Wednesday – 11/19/25 (prior to 13B)
Discussion Board	Final Project: Ideation 5 Billboard & 5 Bus Stop	WK15 – Monday – 12/1/25 (prior to 15A)
Discussion Board	Final Project: Prototype BILLBOARD & BUS STOP	WK15 – Wednesday – 12/3/25 (prior to 15B)

Type	Title	Due
ELP	Exercise 1: Emphasis and Focal Point	Wk3 – Monday – 9/8/25 (prior to 3A)
ELP	Exercise 2: Scale and Proportion	WK4 – Friday – 9/19/25 (11:59pm)
ELP	Exercise 3: Balance	WK6 – Friday – 10/3/25 (11:59pm)
ELP	Exercise 5: Typography	WK7 – Friday – 10/10/25 (11:59pm)
ELP	Assignment 1: Figure and Ground	WK9 – Monday – 10/20/25 (11:59pm)
ELP	Assignment 2: Color and Culture	WK10 – Wednesday – 10/29/25 (11:59pm)
ELP	Assignment 3: Patterns in Currency	WK12 – Friday – 11/14/25 (11:59pm)
ELP	Assignment 4: Redesign	WK14 – Sunday – 11/23/25 (11:59pm)
ELP	Final Project: Billboard Campaign	WK16 – Sunday – 12/7/25 (11:59pm)



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Type	Title	Due
Quiz	Quiz 1: Chapter 2	WK1 – Friday – 8/29/25 (11:59pm)
Quiz	Quiz 2: Chapter 3 Emphasis and Focal Point	WK2 – Monday – 9/1/25 (prior to 2A)
Quiz	Quiz 3: Chapter 4 Scale and Proportion	WK3 – Wednesday – 9/10/25 (prior to 3B)
Quiz	Quiz 4: Chapter 5 Balance	WK4 – Monday – 9/15/25 (prior to 4A)
Quiz	Quiz 5: Chapter 6 Rhythm	WK4 – Wednesday – 9/17/25 (prior to 4B)
Quiz	Quiz 6: Chapter 7 Line	WK6 – Wednesday – 10/1/25 (prior to 6B)
Quiz	Quiz 7: Chapter 8 Shape	WK7 – Monday – 10/6/25 (prior to 7A)
Quiz	Quiz 8: Chapter 9 Pattern and Texture	WK8 – Monday – 10/13/25 (prior to 8A)
Quiz	Quiz 9: Chapter 12 - Value	WK8 – Wednesday – 10/15/25 (prior 8B)
Quiz	Quiz 10: Chapter 13 - Color	WK9 – Monday – 10/20/25 (prior to 9A)
Quiz	Quiz 11: Chapter 10 Illusion of Space	WK10 – Monday – 10/27/25 (prior to 10A)
Quiz	Quiz 12: Chapter 11 Illusion of Motion	WK11 – Monday – 11/3/25 (prior to 11A)

Type	Title	Due
Exam	Midterm Exam	WK5 – Friday – 9/26/25 (11:59pm)
Exam	Final Exam	WK12 – Friday – 11/14/25 (11:59pm)

Type	Title	Due
Competition	Crit Friday: Currency Competition	WK15 – Friday – 12/5/25 @ 10am – 11:30am

Type	Title	Due
Extra Credit	Extra Credit: Design Competition Observation Paper	WK16 – Sunday – 12/7/25 (11:59pm)

eLearning Course Calendar

On eLearning, the Course Calendar is a great feature to help stay on top of all major deadlines.



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Grading

A list of assigned readings and materials is listed in this syllabus. Supplemental materials may be provided or posted electronically on eLearning. Advance preparation and enthusiastic participation is an important part of the learning experience and critical to in-class discussions.

Percent Grading Scale

30% Assignments
20% Participation
15% Quizzes
15% Exercises
15% Final Project
5% Midterm & Final Exam

A+ 97-100 4.0	C+ 77-79 2.3
A 93-96 4.0	C 73-76 2.0
A 90-92 3.7	C- 70-72 1.7
B+ 87-89 3.3	D+ 67-69 1.3
B 83-86 3.0	D 63-66 1.0
B- 80-83 2.7	D- 60-62 0.7

Late Work

Late work is not accepted. The key to success in this course is communication. It is your responsibility to correspond via UT Dallas email any problems in completing exercises and assignments that might occur. Private email accounts outside of UT Dallas cannot be used for course communication, due to FERPA regulations. Special circumstances (e.g. death in the family or personal health issues) will be reviewed by the instructor on a case-by-case basis. This applies to all submission content for the course; Discussion Board and all grading opportunities.

Participation

Students must be present to participate. Attendance is necessary for the successful completion of this course. Lateness and unexcused absences will hurt a student's overall grade.

Participation in class is required – those with accommodations please make sure to communicate with your instructor.

Students are responsible to rectify their attendance status (if needed) for the class **SAME DAY** - no exceptions (unless appropriate medical documentation is provided)

Reach out via:

- MS Teams
- Email (with a formatted subject line)
- In-Person after class

Competition Participation

Assignment 3: Patterns within Currency is part of a competition for Design 1. All students' content will be submitted as potential candidates. Students who do not wish to participate if they make it as a Finalist must communicate with their instructor in advance to voting. This is to ensure the opportunity is not taken away from another student if any individual wishes to decline.

Critique

Students are required to contribute in every critique session during class. You must participate, meaning you must share your opinions. Respect is key during this process. Use constructive language by demonstrating the language of a designer. This is an essential step to growing in the creative process. 0.7

Student Accessibility

UT Dallas is strongly committed to ensuring and maintaining an environment that guarantees students with disabilities full access to educational programs, activities, communication systems, and facilities. The Office of Student AccessAbility (OSA) has been delegated the authority to prescribe types of reasonable accommodations each student is eligible to receive with the support and understanding of our committed faculty. Students who have registered and are eligible to receive accommodation(s) will provide an accommodation letter on OSA letterhead to their course instructor. Only students who provide such a letter should be accommodated. Please remember that a student's disability and accommodation are considered confidential information and should not be disclosed except in the case of imminent harm to the student or others.

Please visit

<https://www.utdallas.edu/student-access/> for more information.



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Accommodations

The University makes reasonable accommodations for students with properly documented disabilities. If you're eligible to receive and accommodation and would like to request it for this course, please provide written notification from the Office of Student AccessAbility (OSA). Feel free to contact me about this, in case you wish to, and allow one week advanced notice for the accommodations to be put in place. The OSA can be contacted directly for confidential discussion at utdallas.edu/studentaccess.

Week-by-Week

Discipline is the key to getting the most out of this class. Typically, you study a principle or element of design and then proceed to design a composition demonstrating that topic. At the beginning of each week, you will receive instructions in eLearning in the Announcements folder listing the requirements and deadlines for the week. Below is the order of topics that we will cover. Specific details on homework, due dates, readings, quizzes and tests are listed here and may change at the instructor's discretion. For updates, check eLearning.

Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable learning management system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevent students from completing a time sensitive assessment activity, the instructor will provide appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the online

Course Access and Navigation

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the [Getting Started with eLearning](#) webpage.

This course can be accessed using your UT Dallas NetID account on the [eLearning](#) website.

Class Recordings

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

eLearning

[eLearning Help Desk](#). The instructor and the eLearning Help Desk will work with the students to resolve any issues at the earliest possible time.

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same: *"As a Comet, I pledge honesty, integrity, and service in all that I do."*

Registrar's Intranet

[Registrar's Intranet](#): please log in with your UTD NetID and password to access this site. Information that faculty need about grading, scheduling, and other essential aspects of our responsibilities related to teaching are made available and updated regularly in the Registrar's Intranet. This source of information can only be accessed by logging in with your UTD NetID and password. Many important faculty questions are answered here, and this is information that faculty members are expected to know and understand.



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Academic Integrity & Honesty

The descriptions and timelines contained in this syllabus **are subject to change at the discretion of the Instructor.**

The faculty expects from its students a high-level of responsibility and academic honesty. The value of an academic degree depends upon the absolute integrity of the work done by the student for that degree; it is imperative that a student demonstrates a high standard of individual honor in their scholastic work. Additional information is provided within their website.

The use of AI generated work is not acceptable for this course. AI is a tool, not a replacement for the foundation of work.

Academic dishonesty can occur in relation to any type of work submitted for academic credit or as a requirement for a class. It can include individual work or a group project. Academic dishonesty includes plagiarism, cheating, fabrication, and collaboration/collusion. Using content from other classes or previous semesters is a form of plagiarism. In order to avoid academic dishonesty, it is important for students to fully understand the expectations of their professors. This is best accomplished through asking clarifying questions if an individual does not completely understand the requirements of an assignment.

Additional information related to academic dishonesty and tips on how to avoid.

It is the policy of UT Dallas to adhere to the requirements of the United States Copyright Law of 1976, as amended, (*Title 17, United States Code*), including ensuring that the restrictions that apply to the reproduction of software are adhered to and that the bounds of copying permissible under the fair use doctrine are not exceeded.

Copying, displaying, reproducing, or distributing copyrighted material may infringe upon the copyright owner's rights. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to appropriate disciplinary action as well as civil and criminal penalties. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. The [fair use exemption](#) has more information. As a UT Dallas student, you are required to follow UT Dallas' copyright policy, [UTDPP1043](#) and the UT System's copyright policy, [UTS107](#).

In accordance with [Regents' Rule 90101, section 6](#), and federal copyright law, a student enrolled in a course owns the intellectual property created by the student in the course.

Work and content used as references; raw files and citations required.

Cellphone & Devices Usage in Class

Cell phones are not permitted in class. Students with documented accommodation citing a voice recorder device is required, phones will be permitted upon discussion with the instructor. Devices will and do have a time and place in class. iPad, laptops, tablets, etc. They may only be used when instructed for certain activities in class. Note taking may be done physically with a writing instrument and notebook/sketchbook. All notes for presentations are provided to students. Students with documented accommodation requiring a device for notetaking will be permitted upon discussion with the instructor.

Students will be provided with a warning regarding use if personal devices are utilized outside of allowed use. After warnings, students' Participation will be affected as consequence due to their hindered participation in class.

If students utilize phones for medical reasons (Ei – Diabetes Glucose trackers), please notify instructor in advance to coordinate appropriately.

Policies & Procedures

The information contained in the following link lists the University's academic support resources for all students. Please go to [Academic Support Resources](#) webpage for these policies.

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please review the catalog sections regarding the [credit/no credit](#) or [pass/fail](#) grading option and withdrawal from class.

Official Academic Calendar Fall 2025

**Note: All offices are closed on Saturdays and Sundays. All transactions must occur online.
All email correspondence will be sent to UTD email address**

Classes Begin

Full-term session Monday, August 25
1st 8-week session Monday, August 25
2nd 8-week session Monday, October 20

Web Registration

Enrollment appointments available online Monday, Mar. 31
All students should check their enrollment appointment details in Orion for the date and time they can begin registering.

Schedule Planner Available Monday, Mar. 31
Online add/swap ends Tuesday, September 2

Last Day for Re-admission Friday, August 15

Last Enrollment from Waitlist Friday, August 22

Last Day for Regular Registration

Full-term session Thursday, August 21
1st 8-week session Thursday, August 21
2nd 8-week session Thursday, October 16

Late Registration and Last Day to Add/Swap

If you register or add during late registration, payment is due the same day you register. You will be assessed a minimum \$100 late registration fee. See Bursar's Office information.

Full-term session Friday, Aug. 22 – Tuesday, Sept. 2
1st 8-week session Friday, Aug. 22 – Tuesday, Sept. 2
2nd 8-week session Friday, Oct. 17 – Monday, Oct. 27

Census Day (State Reporting Date) Last Day to Drop

Full-term session Wednesday, September 10
1st 8-week session Tuesday, September 2
2nd 8-week session Monday, October 27

Drop/Withdrawal Deadlines

Please check Comet calendar for signature procedures.

Full-Term Session

Last day to drop a class without a "W" Wed., Sept. 10
Undergraduate Courses
Approval required Thursday, Sept. 11 – Monday, Nov. 10
Graduate Courses
Withdrawal Ends Monday, Nov. 10

1st 8-Week Session

Last day to drop a class without a "W" Tuesday, Sept. 2
Undergraduate Courses
Approval required Wed., Sept. 3 – Mon., Sept. 29
Graduate Courses
Withdrawal Ends Monday, September 29

2nd 8-Week Session

Last day to drop a class without a "W" Monday, Oct. 27
Undergraduate Courses
Approval required Tuesday, Oct. 28 – Tuesday, Nov. 25
Graduate Courses
Withdrawal Ends Tuesday, November 25

Last Day of Classes (Not including final exams)

Full-term session Tuesday, December 9
1st 8-week session Monday, October 13
2nd 8-week session Tuesday, December 9

Reading Days (Study days prior to final exams)

Full-term & 2nd 8-week sessions only Wednesday, Dec. 10

Final Exams

Full-term session Thursday, Dec. 11 – Tuesday, Dec. 16
1st 8-week session Tuesday, Oct. 14 – Saturday, Oct. 18
2nd 8-week session Thursday, Dec. 11 – Tuesday, Dec. 16

Mid-Term Grades Due and Viewable Online

All midterm grades must be submitted online.

Midterm (undergraduate courses only) Saturday, Oct. 18

Final Grading Period

All grades must be received by Friday, December 19.

Viewable online after posting begins Wednesday, Dec. 17.

Full-term session Thursday, Dec. 11 – Friday, Dec. 19
1st 8-week session Tuesday, Oct. 14 – Saturday, Oct. 18
2nd 8-week session Thursday, Dec. 11 – Friday, Dec. 19

Graduation/Commencement (All Fall 2025 Sessions)

Priority Graduation Application Wednesday, Sept. 3
Last day to change primary name or request preferred name Tuesday, September 30
Final Graduation Application Wednesday, October 1
Commencement Activities Wed., Dec. 17 – Sat. Dec. 20
Commencement tickets & GradPass available Sat., Nov. 1
Doctoral hooding ceremony TBA
Degree conferral date Saturday, December 20

The following deadlines must be met by the dates listed and require visitation to the Office of Graduate Education (OGE) website graduate.utdallas.edu:

Last day to request scheduling of final doctoral oral examination TBA
Last day to conduct final doctoral exam TBA
Final day to upload final version of dissertation for review by OGS TBA
Final day to receive approval of final version of dissertation by OGS TBA
Final day to upload final version of master's thesis for review by OGS TBA
Final day to receive approval of final version of master's thesis by OGS TBA

University Closings

Labor Day Monday, September 1
Thanksgiving holidays Thursday, Nov. 27 – Sunday, Nov. 30
Winter break TBA

No Classes:

Fall break Monday, Nov. 24 – Wednesday, Nov. 26

Incompletes

Incomplete grades due for undergraduates and graduates from previous long semester Monday, October 20

Payment and Refund Calendar Fall 2025

Bursar's Schedule

Bills will be available electronically at www.utdallas.edu/ezipay starting July 10th. Bills are not mailed. Financial Aid refunds will be issued as available through Direct Deposit or mailed to your address in Orion starting Aug 20th.

Payment Options

For details see [Payment Options](#)

Payment Due Dates*

Students taking courses in combined sessions in the semester should adhere to deadlines for the earlier session. **You must pay by the published deadline to avoid possible dropping of classes and/or late fees. Students should NOT expect classes to be automatically dropped for non-payment. Please be advised it is the student's responsibility to confirm classes have been dropped to avoid being assessed late fees or penalties.**

Bills and tuition balances may be accessed online through EZPAY at: (www.utdallas.edu/ezipay).

If you add a course to your schedule, you must make a payment the same day or you will be assessed a \$100 late fee and your courses may be canceled.

Official [Tuition Statements](#) available through Orion
Please see <https://bursar.utdallas.edu/> for more information regarding payment deadlines.

UTD Full-Time Employee Deadline Thurs. Sep 4

Full-Term Session:

Early Payment Deadline..... Wed. Jul 30
Regular Payment Deadline..... Thurs. Aug 21
Financial Aid Recipients*..... Thurs. Sep 4
JSOM Executive Education..... Mon. Aug 25
Late Payment fee required beginning:
\$100 Fri. Aug 22
\$150 Thurs. Aug 28
\$200 Thurs. Sep 4
\$250 Wed. Sep. 10

1st 8-Week Session Only

Early Payment Deadline Wed. Jul 30
Regular Payment Deadline..... Thurs. Aug 21
Financial Aid Recipients** Thurs. Sep 4
Late Payment fee required beginning:
\$100 Fri. Aug 22
\$150 Thurs. Aug 28

2nd 8-Week Session Only

Payment Deadline Thurs. Oct 16
Financial Aid Recipients* Wed. Oct 22
Late Payment fee required beginning:
\$100 Fri. Oct 17
\$150 Thurs. Oct 23

***Financial Aid recipients** who have met the [requirements](#) have an extended deadline to allow time for their aid funds to be awarded. If you are not going to attend, you must still drop classes prior to term start date to avoid fees. Alternative [payment arrangements](#) must be made if the financial aid funds are not awarded by the above deadline, to avoid possible [cancellation of classes](#) and/or [late fees](#).

Other Charges Deadline: Insurance, Meal Plan and Housing charges must be paid in full by **Sep 4th** or an installment plan in effect to avoid late fee charges.

Payment Plans

Installment Payment Deadlines

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

First installment payment deadline

Early..... Wed. Jul 30
Regular Thurs. Aug 21
Second installment payment deadline..... Wed. Sep 24
Third installment payment deadline..... Wed. Oct 22
Fourth installment payment deadline..... Wed. Nov 19

Short Term Loan Payment Deadline

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

Short Term Loan Due Date..... Wed. Oct 22

Refund Schedule

Refunds for [dropping](#) or withdrawing from the University will be generated once classes begin. The amount depends on whether or not you remain enrolled in other courses. If you drop a class and later withdraw, your refund will reflect the combination of dropped classes and the remaining hours at the time of withdrawal. This refund policy is based on Texas state law and can be found under Section 54.006 of the Education code of the Texas Statutes.

Dropping a course(s)

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

Full-Term Session Wed. Sep 10
1st 8 Week Session Tue. Sep 02
2nd 8-Week Session Mon. Oct 27

Complete Withdrawal

If you drop or withdraw from **all** your courses for the semester listed below are the prorated refund percentages:

Full-Term Session

100% refund through Sun. Aug 24
80% refund through Fri. Aug 29
70% refund through Mon. Sep 08
50% refund through Mon. Sep 15
25% refund through Mon. Sep 22

1st 8-Week Session

100% refund through Sun. Aug 24
80% refund through..... Wed. Aug 27
50% refund through..... Tue. Sep 02

2nd 8-Week Session

100% refund through..... Sun. Oct 19
80% refund through..... Wed. Oct 22
50% refund through..... Mon. Oct 27