

FIN 3320—Business Finance

Naveen Jindal School of Management

The University of Texas at Dallas

Spring 2020

Section .002—MW 10:00-11:15

Section .003—MW 11:30-12:45

Section .004—MW 4:00-5:15

JSOM 2.804

Professor Contact Information

David M. Cordell, PhD, CFA, CFP®, CLU

Office: JSOM 14.308, (972) 883-2718

Email: PLEASE EMAIL ME ONLY THROUGH eLEARNING SO I CAN TRACK CORRESPONDENCE

Office hours: MW 1:00-4:00 PM, or by appointment

Catalog Course Description

FIN 3320 - Business Finance (3 semester credit hours) Introduction to financial decision making and the valuation of business enterprises, with a particularly focus on the use of discounted cash flow techniques in the selection of capital investment projects. Students will also be registered for an exam section. Prerequisites: **ACCT 2301** and (**MATH 1326** or **MATH 2414** or **MATH 2419**) and (**MATH 2333** or **MATH 2415** or **MATH 2418** or **CS 2305** or **OPRE 3333**). Prerequisite or Co-requisite: **STAT 3360** or **OPRE 3360**. (3-0) S

Student Learning Objectives/Outcomes

You will learn to understand how and when to apply the basic concepts of financial analysis in a business setting.

By the end of this course, you should be able to

- apply time-value-of-money concepts to various valuation problems.
- describe what drives a firm's cost of capital and how to estimate it.
- analyze investments in real and financial assets using various methodologies.

Textbooks and Materials

- The required text is S. Ross, R. Westerfield, & B. Jordan, *Fundamentals of Corporate Finance*, 12th Ed., McGraw- Hill Companies, Inc. with a Connect access code that is **required** for this course. (Connect is an online learning system that you will use to access and turn in most of your homework.) The loose leaf version of the text can be purchased with Connect, and it is convenient because you can bring a single chapter to class to help with note-taking. If you are a Finance major, you may want to consider buying the hardback to keep for future reference.

The text is required, either the hardback or the loose leaf. I will require you to bring a copy to class on a specified day to show that you have obtained a copy.

- A financial calculator is required --**TI BAII Plus. Bring to class every day.** It is the only calculator supported. **No programmable or smart phone calculator can be used on exams or on the departmental final exam.**

Assignments and Exams

- 16 homework assignments from the text and from non-text problems. Homework assignments will be assigned with one week's notice and will depend on actual progress in class. That is, I will have finished covering the material required for the homework. **Homework will not be accepted late.** One homework grade can be dropped.
- 14 Connect assignments. **Connect assignments will not be accepted late.** One grade Connect grade can be dropped.
- An Excel project is required. Details will be provided through eLearning.
- Exams may include multiple choice questions, fill-in-the-blank questions, short answer questions, and mostly problems. Exam questions will include information that is
 - covered in the text, but not in lectures
 - covered in lectures, but not in the text
 - covered in both the text and lectures.
- No make-up exams will be given. If you miss an exam, the weight will be added to the final exam weight.
- I will automatically replace your lowest exam grade with your Final Exam grade if your Final Exam Grade is higher. **NOTE: The median grade on the comprehensive departmental final in Fall 2019 was 70 including the department-wide curve. Do not take it easy on the first exam, thinking that you can make up ground on the final!**
- A common final exam will be given for all students across all sections of this FIN 3320 course during the final exam week. ~~The FIN 3320 common final exam will be taken online and administered at UTD's testing center. Students are required to reserve a seat at the UTD testing center in order to take the final—no walk ins will be allowed. You cannot make up the common final exam if you miss it (except as described in the following paragraph). At this comprehensive final exam, you will not be allowed to bring backpacks, bags, books, cell phones, laptops, notebooks, or scratch paper. You will have to bring a pencil, an eraser, an acceptable financial calculator, and your Comet Card, which the **ONLY** form of ID accepted by the UTD Testing Center. You will be **DENIED** access without a **PHYSICAL** Comet Card.~~
- If a student is to miss an exam in the event of a medical emergency, an accident, or a religious holy day, the student must notify his/her instructor by e-mail or telephone before the final exam begins. Last-minute emergencies such as hospitalization, car wrecks on the way to the exam, etc., will have to be substantiated by supporting documents and in these cases the students will receive an incomplete grade (an "I") in the course and will take the exam in a common-hour sitting early in the following semester. There will be no exceptions.

Grading Weights

Homework	10%
Connect assignments	5%
Excel project	5%
Exam 1	20%
Exam 2	20%
Exam 3	20%
Final Exam	<u>20%</u>
	100%

Registration for Connect

CONNECT HOMEWORK MUST BE SUBMITTED THROUGH eLEARNING OR IT WON'T BE RECORDED

Your text materials include a code. Have it nearby.

Sign in to eLearning

Click on this course: **FIN 3320**

Click on **"Tools"**

Click on **"McGraw-Hill Education"**

Below **"My Connect Section"**, click on **"Go to My Connect Section"**

Follow on-screen instructions to register

Tentative Class Schedule.

Homework due dates, subject to change; LearnSmart is optional.
Any other homework assigned with one week's notice.

Date	Topics	Readings	
Mon, Jan 13	Introduction to Corporate Finance	Chapter 1	
Wed, Jan 15	Financial Statements, Taxes, and Cash Flow	Chapter 2	
Mon, Jan 20	HOLIDAY - MLK BIRTHDAY		
Wed, Jan 22			Connect 1, LS 1
Mon, Jan 27	Working with Financial Statements	Chapter 3	Connect 2, LS 2, Text 2
Wed, Jan 29			
Mon, Feb 3	Long Term Financial Planning and Growth	Chapter 4	Connect 3, LS 3, Text 3
Wed, Feb 5	Time Value of Money	Chapter 5	Connect 4, LS 4, Text 4
Mon, Feb 10			
Wed, Feb 12	EXAM 1		Connect 5, LS 5, Text 5, TVM
Mon, Feb 17	Discounted Cash Flow Valuation	Chapter 6	
Wed, Feb 19			
Mon, Feb 24	Interest Rates and Bond Valuation	Chapter 7	Connect 6, LS 6, Text 6
Wed, Feb 26	Stock Valuation	Chapter 8	Connect 7, LS 7, Text 7, Bond
Mon, Mar 2			
Wed, Mar 4	Net Present Value and Other Criteria	Chapter 9	Connect 8, LS 8, Text 8
Mon, Mar 9			
Wed, Mar 11	EXAM 2		Connect 9, LS 9, Text 9
Mon, Mar 16	HOLIDAY – SPRING BREAK		
Wed, Mar 18	HOLIDAY – SPRING BREAK		
Mon, Mar 23	Making Capital Investment Decisions	Chapter 10	
Wed, Mar 25			
Mon, Mar 30	Project Analysis and Evaluation	Chapter 11	Connect 10, LS 10, Text 10
Wed, Apr 1			
Mon, Apr 6	Capital Market History	Chapter 12	Connect 11, LS 11, Text 11
Wed, Apr 8	Return, Risk, and the Security Market Line	Chapter 13	Connect 12, LS 12, Text 12
Mon, Apr 13			Excel Project
Wed, Apr 15	Cost of Capital	Chapter 14	Connect 13, LS 13, Text 13
Mon, Apr 20			Std. deviation, geo. mean, beta
Wed, Apr 22	EXAM 3		Connect 14, LS 14, Text 14
Mon, Apr 27	Review		
Wed, Apr 29	Review		
TBA	COMPREHENSIVE DEPARTMENTAL FINAL EXAM INDIVIDUALLY SCHEDULED AT THE TESTING CENTER		
Mon, Mar 23	Extended Spring Break		
Wed, Mar 25	Extended Spring Break		
Mon, Mar 30	Making Capital Investment Decisions	Chapter 10	
Wed, Apr 1			
Mon, Apr 6	Project Analysis and Evaluation	Chapter 11	Connect 10, LS 10, Text 10
Wed, Apr 8	Capital Market History	Chapter 12	
Mon, Apr 13			Connect 11, LS 11, Text 11
Wed, Apr 15	Return, Risk, and the Security Market Line	Chapter 13	Connect 12, LS 12, Text 12
Mon, Apr 20			Excel Project
Wed, Apr 22	Cost of Capital	Chapter 14	Connect 13, LS 13, Text 13
			Std. deviation, geo. mean, beta
Mon, Apr 27	EXAM 3		Connect 14, LS 14, Text 14
Wed, Apr 29	Review		
TBA	COMPREHENSIVE DEPARTMENTAL FINAL EXAM		

Modified Text Homework Assignments

Chapter 10: 2, 6, 9, 14
Chapter 11: 3, 5, 13, 19
Chapter 12: 1, 2, 7, 16
Chapter 13: 10, 11, 18
Chapter 14: 16, 17

Course & Instructor Policies

The instructor reserves the right to add bonus questions to any or all of the exams. Otherwise, the traditional 100 point, maximum grade per exam/quiz will be followed. Final semester grades will be assigned letter grades as follows:

A+ (98+), A (93-97), A- (90-92), B+ (88-89), B (83-87), B- (80-82), C+ (78-79), C (73-77), C- (70-72), D+ (68-69), D (63-67), D- (60-62), F (below 60).

Unless there is a computational error, absolutely NO final semester grades will be changed. The time to be concerned about your grade is NOW and NOT the end of the semester.

Various items will be posted on eLearning. Please be sure to stay current by checking the sections “Course Content/Assignments” and “Course Content/Handouts” on eLearning for this course.

All cell phones MUST be turned off before class begins. Laptop computers and tablets are not allowed in class. No eating is allowed in the classroom, but non-alcoholic beverages are acceptable. If you anticipate the need to use the restroom during the class period, please do so before the class begins. Please avoid leaving during class and then returning as it is not only disruptive to the class, but also disrespectful to the instructor in the same way that it would be disrespectful to your employer to leave during a staff meeting. Your whole-hearted attention and participation are expected during each class.

You will determine the extent of your knowledge gained from this course. If you remain current with the readings and assignments, attend class, ask questions and work through the end of chapter questions, you should perform well in this class. Attendance will be monitored, but it will only be explicitly considered in borderline cases.

Academic Calendar

Each student is responsible for staying current with university drop/withdrawal deadlines.

The following University policies are available at <https://go.utdallas.edu/syllabus-policies>

Sharing Confidential Information

Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching associates/assistants and graduate/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, Sexual Misconduct Policy - [UTDBP3102](#), faculty have been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972-883-2575 or the 24/7 Crisis Hotline at 972-UTD-TALK or 972-883-8255), the, a health care provider in the Student Health Center (972-883-2747), a clergyperson (or other legally recognized religious advisor) of their choice, or an off-campus resource (e.g., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or are victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-5202. Additional information and resources may be found at <https://www.utdallas.edu/institutional-initiatives/title-ix/resources/>.

Technical Support

If you experience any issues with your UT Dallas account, contact the UT Dallas Office of Information Technology Help Desk via e-mail at assist@utdallas.edu or via telephone at 972-883-2911.

UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The services include a toll-free telephone number for immediate assistance (1-866-588-3192), email request service at elearning@utdallas.edu, and an online chat service. Please use this link to access the UTD eLearning

Helpdesk: <https://ets.utdallas.edu/elearning/helpdesk>.

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Field Trip Policies, Off-Campus Instruction and Course Activities

Off-campus, out-of-state, foreign instruction/travel, and course-related field trip activities are subject to state law and university policies and procedures regarding travel and risk-related activities.

Detailed information regarding this policy, in accordance to *Texas Education Code*, Section 51.950, can be accessed through the UT Dallas Policy Navigator, <https://policy.utdallas.edu/utdbp3023>, and at <https://www.utdallas.edu/ehs/rm/insurance/travel-related-risk/>. Additional information is available from the office of the school dean.

Student Conduct and Discipline

The University of Texas System ([Regents' Rule 50101](#)) and UT Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the Student Complaints Resources in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/resources/student-complaints> and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/resources/student-complaints>.

UT Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the Student Code of Conduct, UTDSP5003 (<https://policy.utdallas.edu/utdsp5003>). Copies of these rules and regulations are available to students in the Office of Community Standards and Conduct, where staff members are available to assist students in interpreting the rules and regulations (SSB 4.400, 972-883-6391) and online at <https://www.utdallas.edu/conduct/>.

A student at the University neither loses their rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating its standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Social Media Use

The Student Code of Conduct includes behaviors conducted via any digital platform. Students may not use any digital platform to seek or provide unauthorized assistance for any assignment done for academic credit. Students may not use any digital platform to impersonate or represent any person other than themselves. Please consult with your instructor regarding authorized assistance.

Academic Integrity

The faculty expects from its students a high-level of responsibility and academic honesty. Because 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 his or her scholastic work. See <https://www.utdallas.edu/conduct/integrity/>.

Academic Dishonesty: 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. 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 dishonesty may be found here: <https://www.utdallas.edu/conduct/dishonesty/>.

Copyright Notice

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. For more information about the fair use exemption, see <https://guides.lib.utexas.edu/fairuse/home>. As a UT Dallas student, you are required to follow UT Dallas' copyright policy (UTDPP1043 at <https://policy.utdallas.edu/utdpp1043>) and the UT System's policy, UTS107 at <https://www.utsystem.edu/board-of-regents/policy-library/policies/uts107-use-copyrighted-materials>.

Email Use

UT Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. All official student email correspondence will be sent only to a student's UT Dallas email address and UT Dallas will only consider email requests originating from an official UT Dallas student email account. This allows the University to maintain a high degree of confidence in the identity of each individual corresponding via email and the security of the transmitted information. UT Dallas furnishes each student with a free email account that is to be used in all communication with university personnel. The Office of Information Technology provides a method for students to have their UT Dallas mail forwarded to other email accounts. To activate a student UT Dallas computer account and forward email to another account, go to <https://www.utdallas.edu/oit/netid/self-service>.

Class Attendance

Regular and punctual class attendance is expected. Students who fail to attend class regularly are inviting scholastic difficulty. Absences may lower a student's grade where class attendance and class participation are deemed essential by the instructor. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.

Withdrawal from Class

The administration at UT Dallas has established deadlines for withdrawal from any course. These dates and times are published in the Comet Calendar (<http://www.utdallas.edu/calendar>) and in the Academic Calendar (<http://www.utdallas.edu/academiccalendar>). It is the student's responsibility to handle withdrawal requirements from any class. In other words, a professor or another instructor cannot drop or withdraw any student unless there is an administrative drop such as the following:

- Not meeting the prerequisites for a specific course
- Not satisfying the academic probationary requirements, resulting in suspension
- An Office of Community Standards and Conduct request
- Not making appropriate tuition and fee payments
- Enrollment is in violation of academic policy
- Not admitted for the term in which they registered

It is the student's responsibility to complete and submit the appropriate forms to the Registrar's Office and ensure that he or she will not receive a final grade of "F" in a course if he or she chooses not to attend the class after being enrolled.

Student Grievance Procedures

Procedures for student grievances are found in university policy UTDSP5005 (<https://policy.utdallas.edu/utdsp5005>). In attempting to resolve any student grievance regarding disputes over grades, application of degree plan, graduation/degree program requirements, and thesis/and dissertation committee, adviser actions and/or decisions, evaluations, and/or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originated.

Incomplete Grade Policy

As per university policy, incomplete grades may be given at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of 'I') must be completed within the time period specified by the instructor, not to exceed eight (8) weeks from the first day of the subsequent long semester. Upon completion of the required work, the grade of 'I' may be converted into a letter grade (A through F). If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to a grade of F. The incomplete grade policy is included in the online UT Dallas Undergraduate

Catalog, <https://catalog.utdallas.edu/now/undergraduate/policies/academic#incomplete-grades> and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/policies/grades#grade-of-i-incomplete>.

Accommodations for Students with Disabilities

It is the policy and practice of UT Dallas to make reasonable accommodations for students with properly documented disabilities. If you are a student with a disability and believe you will need academic accommodations for this class, you are encouraged to register with the Office of Student AccessAbility (OSA). Some aspects of the course, the assignments, the in-class activities, and the way the course is typically taught may be accommodated to facilitate your participation and progress. OSA will assist you in determining academic accommodations that are appropriate for your situation. Any information you provide is private and confidential and will be treated as such. To avoid any delay, please contact OSA as soon as possible. Please note that accommodations are not retroactive and disability accommodations cannot be provided until an OSA Letter of Accommodation has been given to the instructor. Students who have questions about receiving accommodations, or those who have, or think they may have, a disability (mobility, sensory, health, psychological, learning, etc.) are invited to contact OSA for a confidential discussion. OSA is located in the Administration Building, AD 2.224. They can be reached by phone at 972-883-2098, or by email at studentaccess@utdallas.edu.

Religious Holy Days

UT Dallas will excuse a student from class or other required activities, including examinations and travel time for the observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, of the *Texas Tax Code*.

Students are encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.

Excused students will be allowed to take missed exams or complete assignments within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from FIN 3320—David M. Cordell, PhD, CFA, CFP®, CLU

the President of UT Dallas or from the President's designee. The chief executive officer or designee must take into account the legislative intent of *Texas Education Code* 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

This information is also included in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/policies/religious-holy-days>, and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/policies/religious-holy-days>.

Making a False Alarm or Report Involving a Public or Private Institution of a Higher Education

Making a false threat at any Texas higher education institution is considered a **State Jail Felony**, not a Class A misdemeanor, according to a law passed by the Texas Legislature.

This legislation was enacted in response to several threats in past years at several universities across the U.S. that disrupted classes and prompted evacuation of campus property, even though the reports turned out to be a hoax.

This law relates to the offense of making or causing a false alarm or report involving a public or private institution of higher education. A person commits an offense under Section 42.06, *Texas Penal Code*, if he or she knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than two years or less than 180 days and, in addition to confinement, may be punished by a fine not to exceed \$10,000.

UT Dallas students should be aware that the State of Texas takes these threats seriously, and the legal consequences, which are severe, go beyond anything that the University's disciplinary committee can address.

This information is also included in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/policies/false-alarms> and in the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/policies/false-alarms>.

Interactive Campus Map – Locate Severe Weather Shelters, Elevators, and Bathrooms

The interactive campus map (<http://www.utdallas.edu/maps/>) allows users to search for severe weather shelter areas in each building. On the map, click on a building and select "Storm Shelters" from the "Find" drop-down menu. Remember, a severe weather shelter area is usually any interior room without windows, such as a restroom, hallway, conference room, or office. Try to find shelter on the lowest floor of the building and stay away from large auditoriums or gyms. Users can also use the same map to locate elevators and bathrooms.

Resources to Help You Succeed

All Students

The [**Comet Cupboard**](#) is a UT Dallas food pantry initiative dedicated to helping students in need. The Comet Cupboard is located in MC 1.604, on the first floor of the McDermott Library, and can be contacted by calling 972-883-2709.

[Comet Cents](#) provides financial literacy to students with the peer-to-peer model. This money management center provides one-on-one appointments and workshops throughout the semester. Comet Cents works to help students improve their financial situation with topics such as budgeting, credit card debit, investing and other personal finance areas.

[Intercultural Programs](#) provides a host of transition programs for international students and intercultural competency trainings for all students. They are located in SSB 3.6, on the third floor of the Student Services Building. Their phone number is 972-883-7430.

The [Student Counseling Center](#) offers confidential services to students either for individual appointments or as part of groups. Initial appointments must be made in person in the Student Counseling Center, which is located in SSB 4.600, on the fourth floor of the Student Services Building. Their main number is 972-883-2575 and the 24/7 Crisis Hotline is 972-883-8255 (972-UTD-TALK).

The [Testing Center](#), run by the Education Technology Services, offers a 300-seat computer lab, providing UT Dallas students access to a comfortable and secure test environment for online/paper exams, quizzes, instructional testing, and assessments. The Testing Center is located in Room 11.175, the first floor of the Synergy Park North 2 (SP2) building and can be contacted by calling 972-883-5497 or 972-883-6735. See <https://ets.utdallas.edu/testing-center>.

If you experience issues taking an exam in eLearning, please contact the UTD eLearning Helpdesk: <https://ets.utdallas.edu/elearning/helpdesk>.

Undergraduate Students

Student Success Center

The [Student Success Center \(SSC\)](#) offers assistance to students in the areas of writing, mathematics, communication, multiple science fields, study skills, and other academic disciplines. These services are available through individual appointments, small group appointments, drop-in labs, workshops, and weekly reviews. All undergraduate students enrolled at UT Dallas are eligible to participate in these services. Not all courses will be supported by all services. Please check the website at the beginning of each semester to find out which courses are supported by which services.

The SSC is divided into six units and undergraduate students are able to use as fits their course needs each semester. All services are free of charge.

In **Academic Success Coaching (ASC)**, students can receive help with time management, goal setting, test preparation, and various other study techniques and strategies. Student coaches offer one-on-one appointments and workshops throughout the semester.

The **Communication Lab (CommLab)** offers one-on-one and group appointments where students can gain practical feedback for improving oral and group presentations.

The **Peer-Led Team Learning (PLTL)** program provides an active, engaged learning experience for students enrolled in potentially difficult gateway courses. Students who register with PLTL will meet in small groups once a week and are expected to attend every session. Students who regularly attend sessions typically earn a half to a whole letter grade higher than students who do not participate in the PLTL program.

Peer Tutoring (PT) offers math and science tutoring assistance for many of the historically challenging undergraduate courses at UT Dallas. The sessions are designed to address students' individual questions and needs; however, the tutors do not provide answers for homework, quizzes, or exams. Peer Tutoring services

include drop-in tutoring for most 1000 and 2000 level courses, one-on-one appointments for a limited number of 3000 and 4000 level courses, and weekly reviews the timings of which vary by semester.

Supplemental Instruction (SI) provides peer-facilitated weekly study sessions for students taking historically difficult courses. SI sessions encourage active, collaborative learning based on critical thinking and transferable study skills. SI Leaders attend lectures and take notes, just like the enrolled students. Students should check the SSC website for supported subjects and session times.

The **Writing Center (WC)** is a collaborative learning environment for students interested in developing stronger writing skills. One-on-one appointments are offered, as are weekly workshops. Scheduling an appointment is strongly recommended, but drop-in hours are also available.

The Student Success Center's main office is located in the McDermott Library Building on the first floor, MC 1.302, and can be contacted by calling 972-883-6707 or by sending an email to ssc@utdallas.edu.

Graduate Students

The [**Center for Teaching and Learning**](#) supports graduate students, especially teaching assistants through teaching certificates, workshops on pedagogy, and reading groups on emerging educational issues. They are located in MC 2.402, on the first floor of the McDermott Library. The Center's phone number is 972-883-2247.

The [**Office of Graduate Education Fellowship Office**](#) offers workshops on fellowship and grant writing, including a Grant Writing Certificate program. Students applying for external funding can schedule appointments to find funding and to develop their applications. The Fellowship Office is located in FA 3.104, on the second floor of the Founders Annex. The office's phone number is 972-883-4568.

The [**Office of Graduate Education Writing Services**](#) offers workshops on writing as well as one-on-one appointments, writing groups, and writing retreats to help graduate students improve their writing skills. The Writing Services Office is located in FA 3.104, on the second floor of the Founders Annex. Appointments can be made via email at hickmann@utdallas.edu.

University Resources

Additional university resources, "Resources for Study and Campus Life" are listed in the online Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/resources/index> and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/resources/index>.

These descriptions and timelines are subject to change at the discretion of the Professor.