

# THE GUIDE

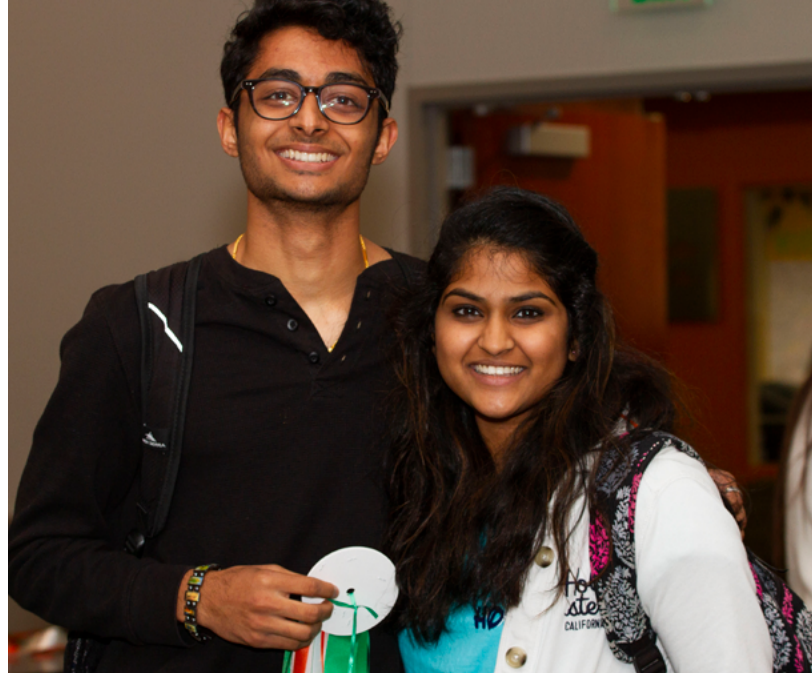
UT Dallas Intercultural Programs





# Table of Contents

Welcome .....	3
Intercultural Programs Services and Resources .....	4
New International Student Post Arrival Checklist.....	5
Immigration Matters for New Students.....	6
Tax Compliance.....	8
IDs, Cards, Passes and Comet Cards.....	12
Your Privacy.....	13
Career Development and Employment Opportunities.....	14
Health and Wellness Resources.....	15
Student Wellness Center, Sexual Misconduct and Student Counseling Center.....	16
Academic Success, Academic Integrity.....	17
Campus Involvement.....	18
Frequently Asked Questions.....	18





# Welcome!

Intercultural Programs would like to welcome you to The University of Texas at Dallas.

Over 6,000 international students representing more than 100 countries call our campus home. The DFW metroplex is an exciting international community enhanced by the students who choose to pursue their studies here.

Intercultural Programs is committed to providing programs, services and events of the highest quality to help you to integrate into campus life and succeed at UT Dallas. We look forward to connecting with you and hope your experience here will be a meaningful one.

Sincerely,  
Leticia Zamarripa  
Director of Global Engagement  
Intercultural Programs







# Intercultural Programs Services and Resources

## International Students Support

Intercultural Programs (ICP) supports the integration of international students into campus life and offers them [transitional services](#), easing the understanding of UT Dallas services, guidelines, and culture associated with the success of carrying out their educational purpose.

## iFriend

iFriend is an intercultural exchange program in which international and domestic students are paired or grouped to make new friends, learn from each other, and take part in intercultural activities.

For more information, please check the [iFriend webpage](#).

## International Week (iWeek)

This annual university tradition celebrates UTD's global engagement and appreciation for our global presence.

For more information, please check the [iWeek webpage](#).

## Cultural Trips

A special opportunity for international students to travel to local destinations and learn about U.S. culture and traditions. Join us for spring break, summer or winter activities.

## Global Engagement Series

Be Globally Engaged! Learn about world facts, cultural traditions and intercultural dimensions on our Instagram Live events

## Intercultural Competence Training

Request customized group training to expand your knowledge about intercultural awareness and competence and be ready to work in a global corporate world.

Visit us online or in-person:

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

972-883-4528

Student Services Building, Suite 3.200

ICPrograms@utdallas.edu

Facebook: UTDICP

Instagram: @UTDICP

icp.utdallas.edu





# New International Student Post-Arrival Checklist

## ↓ BEGIN HERE

- ☐ Complete [International Student Orientation](#).
- ☐ Take your Tuberculosis (TB) Screening. Required for all new students born outside of the United States and must be administered and interpreted in the United States. Contact the [Student Health Center](#) for more information.
- ☐ Submit scanned copies of your immigration documents to ISSO and **complete the New Student Check-in** through [iComet](#).
- ☐ Attend a Maintaining F-1 Status seminar with the ISSO to complete your [New Student Check-In](#) requirements.
- ☐ Update your U.S. local address and U.S. phone number in [Galaxy](#) (Orion Student Service Center). Department of Homeland Security (DHS) requires you to update your U.S. local address and phone number within 10 days of any change.
- ☐ Review the [Academic Calendar](#) ([Summer](#) | [Fall](#)) for registration and payment deadlines.
- ☐ Manage your Holds - Any holds remaining on your account on the first day of classes will result in all of your classes being dropped, a \$100 re-registration fee, and your desired classes may no longer be available.

### Common holds include:

- **Int'l Hold: ICP**  
Attend [International Student Orientation](#).
- **Int'l Hold: ISSO**  
Complete [New Student Check-In](#)
- **Enrollment Hold:** Student Health Center.  
[Take Tuberculosis \(TB\) Screening](#).

- **Cannot Register Online:** Academic Advisor  
Meet with your [academic advisor to register for classes](#).

**Enrollment Hold:** Office of Admissions.  
Submit [missing academic documents](#).

- ☐ Some graduate students may have a mandatory orientation for their program.
- ☐ Pay your tuition and fees with the [Bursars Office](#).
- ☐ Apply for your Comet Card (student ID). Take the printout of your class schedule (with your UTD ID showing) to the [Comet Card Office](#) (Student Services Addition, 2nd floor) to apply for your Comet Card after registering for classes.
- ☐ You will be automatically enrolled in [UT Student Health Insurance](#). If applicable, request a [Health Insurance Waiver](#).
- ☐ Apply for a free Dallas Area Rapid Transit ([DART](#)) [Pass](#) after registering for classes and arriving in Dallas.
- ☐ Become familiar with the requirements for maintaining [F-1 status](#) or [J-1 status](#).
- ☐ Attend [cultural events](#) and get involved at UT Dallas. In person or virtually!

### Teaching Assistants & Research Assistants:

- ☐ [Complete mandatory TA/RA orientation](#)
- ☐ [Apply for a Social Security Number](#)

*Student must complete Orientation, the New Student Check-In requirement, and do their TB test before the first day of classes.*



## Immigration Matters for New Students

In order to remain in the United States legally and use the benefits connected with your non-immigrant status, you are responsible for meeting a number of U.S. government requirements. The International Students and Scholars Office (ISSO) provides immigration advising and resources to assist you in maintaining those requirements.

## Requirements to Maintain F-1 Status

### Arrival Reporting

- Update your U.S. address in Galaxy within 10 days of arrival.
- Complete the New Student Check-in Process before the first day of the semester by logging into iComet, clicking on Prospective Students, and selecting New Student Check-In. Then, complete the Immigration Document Verification eForm by submitting immigration document copies, including your F-1 visa, signed Form I-20 and Form I-94 printout from cbp.gov.
- Attend the Maintaining F-1 Status Workshop and submit the mandatory quiz before the first day of the semester.

### Full-time Enrollment

Pursue full-time enrollment in your degree program every long semester unless approved for reduced enrollment by your international student advisor. Undergraduates must take 12 credit hours per semester. Graduate students must take 9 credit hours per semester. Summer is optional unless it is your first semester or you are beginning a new academic program.

Each fall and spring semester, you must enroll in at least 12 credit hours (undergraduate students) or 9 credit hours (graduate students) and the courses must apply to the degree program listed on the I-20. Any courses that do not apply to the degree program on the I-20 must be taken in addition to the 12/9 credit hour requirement.

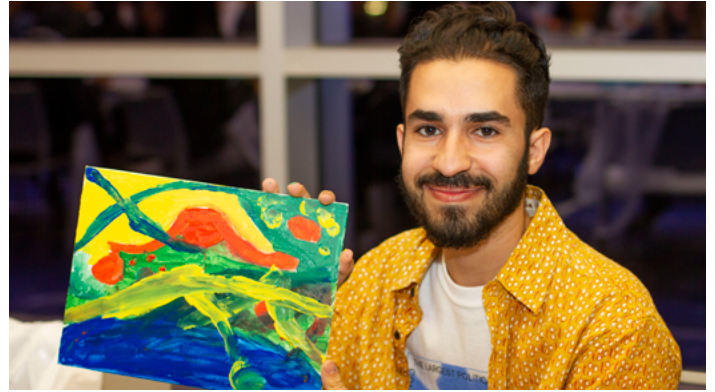
Additional enrollment requirements:

- You may not take all of the full-time requirement hours as prerequisite courses.
- You may not take all of the full-time requirement hours in one eight-week term.
- Summers are optional, unless it is your first semester in F-1 status or a new academic program, or your last semester before completing your studies.
- Enroll in classes for the entire length of the semester.
- Only three hours of online courses can apply towards the full-time requirement.

## Requirements to Maintain J-1 Status

### J-1 Student Orientation

J-1 students are required to attend a J-1 orientation. It is a separate session from the International Student Orientation. The International Students and Scholars Office (ISSO) will send you an email when the registration is available. For questions regarding this requirement, please email [ISSOJ1@utdallas.edu](mailto:ISSOJ1@utdallas.edu). For additional information about how to maintain J-1 status, visit the ISSO website.







## Arrival Reporting

- Update your U.S. address in Galaxy by the end of the J-1 orientation day.
- Update your U.S. phone number in Galaxy before Census Day.
- Submit immigration document copies via iComet, including your J-1 visa, signed Form DS-2019 and Form I-94 (printout from cbp.gov) before the Census Day.

## Full-time Enrollment

Enroll in classes for the entire length of the semester and in your degree program listed on the DS-2019. Undergraduates must take 12 credit hours per semester. Graduate students must take 9 credit hours per semester. Summer is optional unless it is your first semester or you are beginning a new academic program. As a J-1 student, you may not count distance education courses toward the full-time requirement. Distance education courses include online and hybrid courses. For more information regarding enrollment requirements, [visit here https://isso.utdallas.edu/immigration-status/maintain-j-1/](https://isso.utdallas.edu/immigration-status/maintain-j-1/).

## Additional Immigration Requirements for F-1 and J-1 students.

- The Board of Regents of The University of Texas System requires all international students holding F1, F2, J1 or J2 non-immigrant visas to have approved health insurance and repatriation/evacuation coverage while enrolled at any UT System institution.
- Do not work unless specifically authorized.
- Report every change of local address in the Orion system within 10 days of each move.
- Apply for a new immigration document (F1 I-20/J1 DS-2019) when you graduate from one program and continue in or begin another program.
- Complete your academic program before your I-20/DS-2019 expires, or file for an extension prior to the expiration date. Always make normal progress towards completing your course of study.
- F-1 students may remain in the United States no longer than 60 days after completing a full course of study or Optional Practical Training (OPT).
- J-1 students may remain in the United States no longer than 30 days after completing a full course of study or academic training.
- Possess a valid, unexpired passport, I-20/DS-2019 and I-94. A valid F-1/J-1 visa is not required to maintain immigration status.

If you have questions about how these requirements apply to you, ask an ISSO immigration advisor or visit the ISSO website.



## Tax Compliance

All international students who receive payments from UT Dallas, including wages (TA/RA/GA, on-campus job), taxable scholarships/fellowships, housing stipends, travel grants, prizes, awards, etc., are required to complete the tax compliance process with the UT Dallas Tax Compliance Office. The tax compliance process helps UT Dallas determine international students' tax residency status, tax withholding rate, eligibility for tax treaty benefits/FICA exemption, and generates the necessary tax forms. Failure to complete this process could lead to incorrect tax withholding in your taxable income from UT Dallas.

Student employees (TA, RA, GA, student worker, etc.) will be contacted by the Tax Compliance Office to complete the tax compliance process after completing the onboarding process with the HR/Career Center. Taxable scholarship/fellowship recipients will be contacted by the Tax Compliance Office after Census Day to complete the required tax compliance process. All other payment recipients will be contacted by the Tax Compliance Office if completion of the tax compliance processes is required.

### Tax Filing

International students who reside in the U.S. during any portion of the calendar year are required to file a federal tax return and/or Form 8843 to the Internal Revenue Service (IRS) for that calendar year. For information about filing a tax return, such as tax forms and when and where to file, please visit the [ISSO website](https://isso.utdallas.edu/employment-and-internships/taxes/) at [isso.utdallas.edu/employment-and-internships/taxes/](https://isso.utdallas.edu/employment-and-internships/taxes/) and [Payroll's website](https://finance.utdallas.edu/managing-employee-payroll/employee-taxes/) at [finance.utdallas.edu/managing-employee-payroll/employee-taxes/](https://finance.utdallas.edu/managing-employee-payroll/employee-taxes/). You may also contact the UT Dallas Tax Compliance Office by email at [taxcompliance@utdallas.edu](mailto:taxcompliance@utdallas.edu) during the tax season (February through April).

## Office of the Bursar

The UT Dallas Bursar Office oversees financial transactions between university students, staff and faculty. Their functions include assessment, billing and collection of tuition and fees, including creating refunds for students. For more information about the Bursar Office, visit [utdallas.edu/bursar](https://utdallas.edu/bursar). For questions about paying UT Dallas tuition and fees, [visit bursar.utdallas.edu/payments-refunds/payment-options/](https://bursar.utdallas.edu/payments-refunds/payment-options/).

## Tuition Calculation

Your tuition and fees will be determined after you register for classes. These costs vary based on your tuition plan, program of study, number of hours and types of classes. As an international student, you will be assessed an international special services fee and you may be assessed a fee for student health insurance. The Student Health Insurance fee is automatically assigned if you are taking classes while in the U.S. Insurance rates and the international special service fee amount can be found on the Bursar Office "Other Fees" webpage. For details about waiving the insurance fee, [visit us insurance.utdallas.edu/international/](https://insurance.utdallas.edu/international/). Tuition bills may be viewed online through [visting bursar.utdallas.edu/](https://bursar.utdallas.edu/). For more information about tuition calculation or tuition refunds, visit the Bursar Office [bursar.utdallas.edu](https://bursar.utdallas.edu).

## Tuition Plans and Estimates

All new incoming students will have the option to choose a tuition rate plan. Students will be automatically placed into the variable tuition rate plan, but will have the option to lock in their tuition rates for four consecutive years with the guaranteed tuition plan. This is a one-time choice. Details regarding each tuition rate plan, deadline to opt into the guaranteed plan, and instruction about how to make a selection can be found at [bursar.utdallas.edu/](https://bursar.utdallas.edu/).

Current and admitted students may obtain a Tuition Plan Estimate through the Galaxy portal. This tool is available under Orion Self-Service (Student) > Orion Student Center > Bursar Account > Tuition Estimate. The tuition estimate is for tuition, most course related fees, meal plan charges, housing charges, parking permit charges and charges specific to international students. The estimate does not take into consideration any credits a student is expecting, such as scholarships or financial aid. The estimate is designed to provide the approximate charges that will be reflected on an actual tuition statement.



## Tuition Refunds

UT Dallas is a public institution and we follow the state mandated refund schedule defined in Section 54.006 of the Texas Higher Education Code. The refund schedule is found on the academic calendar. This includes information about the last days to receive refunds. If you are eligible for a refund your refund will either be sent as a check or a direct deposit. We encourage you to setup a refund profile in EZPAY. Students who have set up direct deposit through EZPay will receive their refund within three business days. Check refunds are only created and mailed to U.S. addresses and can take up to 10 days to receive. You have the opportunity to protect your education investment by enrolling in tuition insurance offered through [gradguard.com/tuition/utdallas/](https://gradguard.com/tuition/utdallas/). Tuition insurance helps students and their families overcome the financial losses that may result from events that force students to withdraw from the semester due to a covered medical reason. The state mandated refund policy does not recognize any reason for a benevolent refund. Students with tuition insurance could be fully reimbursed if withdrawing due to a covered medical reason.

Notes: \_\_\_\_\_

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# You Belong Here!







## IDs, Cards, Passes and Comet Cards

### Student ID Card

The Comet Card is the official UT Dallas student identification card. Once on campus you will use your Comet Card to access many of the important on-campus services such as electronic door access, meal plans, the McDermott Library, and the Career, Health and Activity Centers. In addition, you can use your Comet Card to:

- Request discounts from local merchants.
- Pay for on-and off-campus services by putting Comet Cash on your Comet Card. Use the secure GET portal to add Comet Cash and view your [Comet Card](#).

Obtain your Comet Card two days after registering for classes at the Comet Card Office, located on the second floor of the Student Services Building Addition (SSA 12.324). Your UTD ID number and a picture ID (passport or U.S. driver license) are required. There is no charge for the first card.

### DART Bus and Train Pass

Dallas Area Rapid Transit (DART) provides transportation around the Dallas/Fort Worth area. A DART pass is provided to all students as a benefit of enrollment for no additional fee. The UT Dallas Comet Cruiser, also known as DART Route 883, provides transportation to local shopping areas and the DART light rail station. Maps and schedules are [online](#). Apply for your DART pass [here](#). A digital DART pass called GoPass will be assigned to the phone number submitted on the application.

### Texas Driver License or State Identification

To receive a driver license from the Texas Department of Public Safety (DPS), you must present two acceptable documents showing you have resided in Texas for at least 30 days. These documents must include your name and a Texas address. You will also be required to pass a written exam and a driving skills test. You must provide the vehicle for the driving skills test. DPS also issues a Texas identification card but this card does not give you driving privileges. For more information, visit [Texas DPS website](#).

### Name

Your name is recorded in university systems using the name types of “primary” and “preferred.” The university allows you to change your preferred name by request from your UTD email. You also have the option to change your primary name, but it requires more documentation. You will find information about how to make name change requests on the [Registrar's webpage](#).

Occasionally, automated updates from submitted transcripts, test scores or new applications will change your name in university systems. If you notice a change that you did not request, notify the Office of the Registrar as soon as possible.

### UTD-ID

Your UTD-ID is your 10-digit student ID number found on your Comet Card. You will use it when filling out UT Dallas forms or when verifying your identity at UT Dallas offices. To protect your privacy, don't disclose your UTD ID to off-campus individuals.

### Net ID

Your NetID is a user name that uniquely identifies you to UT Dallas computer systems. You will use your NetID and password to access your UT Dallas email, UT Dallas Galaxy web portal, and on-campus computer services. Once your NetID is established, you can use it to request a personalized UTD email address. For more information visit [our website](#).

All official UT Dallas email correspondence will be sent to your UT Dallas-issued email address. When communicating with UT Dallas staff, use this email address.

My NET ID is: \_\_\_\_\_

### Tech Information

Review our [New Student Checklist](#) for full details.

Net ID: Your username and password for Galaxy, email, computer labs, etc. Example: xyz123456

Wifi: There's a difference between [CometNet](#) and UTDGuest. Students should use CometNet for the fastest speeds.

Duo: Secure your UTD account with [DUO two factor authentication](#). You can authenticate using a push or text message. You'll be prompted to enroll in DUO the first time you log in to a protected service.

Office 365: Check your UTD email, use Microsoft Office apps, and get 1TB of online storage. [utdallas.edu/oit/office365](#)  
Teams: This collaboration tool is designed for group chats, live document collaboration, keeping notes and host meetings or classes using Teams. [Watch for tips](#) on how to use at UTD.

OIT Service Desk: For help, how-to guides and live chat, visit [oit.utdallas.edu/helpdesk/](#)

Notes: \_\_\_\_\_



## Your Privacy

Texas is an open records state. This means that the university may release directory information about you, which is defined as public information that would not generally be considered harmful or an invasion of privacy if disclosed. If you wish to restrict your directory information, you may fill out a confidentiality form with the Office of the Registrar. If you do so, note that your name may be excluded from official UT Dallas publications.

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. Educational records are all records that contain information that is directly related to a student and are maintained by the university or parties acting on behalf of the university. Examples include Social Security number, UTD-ID, grades and other academic information, race, ethnicity, nationality, gender, and more. Your educational record is confidential, and this information may be released only within the limitations clearly defined by university regulations, state and federal statutes, or with your written permission. For more information about FERPA [visit our webpage](#).



# Career Development and Employment Opportunities

## Interstride

We are excited to launch a brand-new resource specifically aimed to help international students at UTD! Interstride is an interactive portal to help guide international students through the job search process.

Through Interstride, you will be able to explore internationally friendly opportunities, find statistics on previous sponsorship opportunities, build community with one another, and dive into several different resources specifically for international students. To gain access to [Interstride](https://www.interstride.com/utd/) click <https://www.interstride.com/utd/> and login using your UTD email and password.

## University Career Center

The University Career Center provides a variety of services including:

- Career advising, resume, CV and LinkedIn critiques, mock interviews, and numerous seminars and workshops.
- Career fairs, on-campus information sessions, interviews, and networking opportunities with employers.
- Explore the World of Work (EWoW) externship program for job shadowing as well as company visits.
- Opportunities for on-campus employment while you pursue your studies.
- Career education courses.

Employment and internship listings, both on and off campus, are posted through Handshake, UT Dallas' online recruiting system. Handshake accounts are automatically created after you register for classes and available for use on the first day of class.

For more information visit [career.utdallas.edu](https://career.utdallas.edu).

## Internships and Experiential Programs

If you are interested in gaining experience through an internship, you can do so with Curricular Practical Training (CPT). In order to take advantage of CPT, the University Career Center recommends several things to do in preparation. Many academic majors at UT Dallas require completion of certain prerequisite classes to be eligible for an internship/CPT. It is recommended that you inquire about these requirements with your academic advisor early in your first semester.

Here is a timeline to help you be successful. At the beginning of your first semester:

- Log in to Handshake and update your profile as needed.
- Attend University Career Center seminars (resume writing, interviewing, job search, etc.).
- Prepare your resume and have it critiqued.
- Review and apply for on-campus jobs through Handshake.
- End of your first semester/beginning of your second semester: Complete a CPT information session\*. Make sure to register in advance with the appropriate office if necessary.

During your second semester:

- Search for internship opportunities.
- Make an appointment with a UCC career consultant to discuss internship search strategies.
- Apply to participate in the Explore the World of Work (EWoW) Externship Program.
- Conduct informational interviews with professionals in your desired field.
- Attend seminars and conduct a mock interview.
- Attend career fairs/expos and interview on campus, if qualified.
- Meet with staff in the appropriate office to complete the necessary approval process for your internship/CPT offer\*.

\*For CPT, all majors outside of ECS and JSOM work directly with the University Career Center. ECS majors (for CPT only) work with the Industrial Practice Program (IPP) in ECSS 2.502. JSOM majors work with the Career Management Center JSOM 12.110. For more information, [visit this website](#). ECS majors still work with the University Career Center for any on-campus student worker and off campus full-time employment needs.

## Off-Campus Employment

Immigration regulations prohibit all types of off-campus employment without specific authorization. Authorization may be requested after an F-1 student has been enrolled full-time for one academic year. Optional Practical Training (OPT) and are the most common types of off-campus employment. Economic hardship is also an option for some students. Learn more [here](#) about off-campus employment.

## On-Campus Employment

Visit the University Career Center website to learn more about how to update and activate your Handshake account. On-campus jobs may be posted daily, however, they are limited. Do not visit departments to inquire about jobs. This delays the process and dissuades departments from hiring you for open positions. As an F-1 student, you are eligible to work on campus without any special work authorization.

The work hours for F-1 students are limited to the following:

- 20 hours or less per week during fall and spring semesters.
- Full time during official school breaks.

You must continue to maintain F-1 status to remain eligible for on-campus employment. For more information, visit the [ISSO website](#).

# Health and Wellness Resources

Student Health Center website and email

[utdallas.edu/healthcenter](http://utdallas.edu/healthcenter)

healthcen@utdallas.edu

Student Health Insurance website and email

<https://insurance.utdallas.edu/policies/international/>

stuhealthinsurance@utdallas.edu

## UT Dallas Student Health Center

If you are currently enrolled, have a valid Comet Card, and your illness or injury is not an emergency, you may schedule an appointment at the UT Dallas Student Health Center (SHC) for medical care. Office visits are free for eligible students and do not require proof of insurance. The cost of all services received in the SHC are covered at 100 percent for students who have the UT Student Health Insurance Plan (see information below). For students with alternate insurance plans, there will be nominal fees for lab work, medications and certain procedures. Examples of SHC services include:

- Diagnosis and treatment of minor illnesses and injuries.
- Women's wellness exams, birth control and pregnancy counseling.
- Allergy injections.
- Free dental screenings.
- Limited onsite radiology services.
- Pharmacy services.

The SHC does not issue class excuses for illness. To make an appointment, call 972-883-2747. Students studying online while not in the U.S. can contact the SHC to learn how to set up a virtual appointment.

## Urgent Care Clinics

Urgent care clinics are open some weekend and evening hours, and they can handle most minor illnesses and injuries. You can visit with them on a walk-in basis during clinic hours and they can write prescriptions. Remember to bring your insurance card when you visit a clinic.



## Student Health Insurance

The UT System requires all F-1, F-2, J-1 and J-2 students to maintain approved health insurance and repatriation/evacuation coverage while enrolled at UT Dallas. International students are automatically enrolled in the University of Texas Student Health Insurance Plan each semester and the fee will appear on your tuition and fee bill.

## Student Health Insurance Waivers

International students are eligible for a waiver of the Student Health Insurance Plan fee if they provide documentation of comparable coverage or documentation that they will not be residing in the U.S. during the waiver period. Alternate insurance plans must comply with the federal Patient Protection and Affordable Care Act (PPACA) to be eligible for a waiver. Students can apply for a waiver of the Student Health Insurance Plan by emailing [stuhealthinsurance@utdallas.edu](mailto:stuhealthinsurance@utdallas.edu).

## Summer Insurance Coverage

For your physical and financial safety, the SHC recommends that you maintain health insurance continuously when you are in the United States. The Student Health Insurance Plan is connected to enrollment, so if you do not enroll in classes during the summer, you will not have insurance unless you make special arrangements. Contact the SHC before the spring semester ends to **arrange for summer coverage**.

## Health Insurance for Dependents

Due to the high cost of medical care in the United States, it is highly recommended that dependent family members have health insurance. All students who are enrolled in the Student Health Insurance Plan may also insure their eligible dependents.

This semester: \_\_\_\_\_

Health insurance cost: \_\_\_\_\_

Waiver deadline: \_\_\_\_\_

Coverage dates: \_\_\_\_\_







## Student Wellness Center

The Student Wellness Center provides health education services to UT Dallas students. Services are dedicated to the health and **well-being of students** by assisting and encouraging students to adopt responsible behaviors related to various health topics. Health education services in the form of individual consultations, classroom presentations, large campus events and social media platforms cover alcohol and other drug education, tobacco education, nutrition and healthy body image, stress management, suicide prevention, sexual health, sexual assault **prevention, bystander intervention and various public health topics.** [Visit us online.](#)

## Sexual Misconduct

In the United States, there are strict rules regarding what behavior is acceptable when interacting with others.

All students should be aware that UT Dallas policy prohibits sexual misconduct, including sexual harassment, sexual assault, stalking, domestic violence and **dating violence**. Students who experience sexual misconduct may contact the Title IX coordinator to request assistance or file a complaint. For more information, visit [utdallas.edu/titleix](http://utdallas.edu/titleix).

All students will receive an email instructing them to complete an online module about sexual assault prevention. It must be completed by the first day of class. Failure to complete this module may result in a hold being placed on your student account.

You can file a complaint, request assistance or report sexual **misconduct to the Title IX Coordinator** at 972-883-5202 or using the online form at [utdallas.edu/titleix](http://utdallas.edu/titleix). You can report crimes to UT Dallas police at 972-883-2222. Call 911 in case of an emergency.

You may also speak confidentially with a counselor or health care professional on campus:  
Student Counseling Center: 972-883-2575  
Student Health Center: 972-883-2747

## Student Counseling Center

The [Student Counseling Center](#) provides free and confidential\* mental health services to UTD students. Common concerns students report are anxiety, depression, suicidal ideation, loneliness, and identity and acculturation stress. Counselors are trained professionals who work with you to identify and assist you in working through your struggles. Services include brief individual, couples, and group counseling, skills-focused workshops to help improve things like anxiety or social skills, psychiatric services, and off-campus referrals. For 24/7 counseling and crisis services, students can call 972-UTD-TALK. If located in Texas and wanting to set up services at the Student Counseling Center, students can visit <https://counseling.utdallas.edu/appointments/>.

\*Please note, since sessions are confidential, information shared during session will not be disclosed to others, including your academic file, ISSO, and USCIS.

## Academic Success

### Eugene McDermott Library

The McDermott Library supports the curriculum of all schools and academic programs at the university and is open seven days per week. Services include:

- Library tours and workshops.
- Research guidance and resource discovery.
- Interlibrary loans.
- Multimedia services.

For more information about services and resources [visit our website.](#)

### Student Success Center

Located in the McDermott Library, the [Student Success Center](#) offers academic assistance to students. Services include:

- Peer tutoring.
- Writing center.
- Communication lab.
- Peer-Led Team Learning and Supplemental Instruction.
- Academic success coaching.

## Academic Integrity

United States culture places value on honesty, originality in written and oral expression, respect for the exchange of ideas, and acknowledgement of the abilities and contributions of others. Every student at UT Dallas is expected to exercise independent thought and expression as he or she strives for academic achievement. To support your success, the following information is provided as a guide for a variety of academic integrity issues.

- When you use someone's words, quote them accurately, mark as a quotation and include a citation. When you paraphrase, use your own distinctive voice, not the author's.
- Internet citations should include the access date and exact address of the material cited, not the general address.
- Never represent anyone else's work as your own. Never buy, sell or borrow papers. Do your own work.
- Never hand in the same paper for two classes unless you have permission from both instructors.
- Utilize the free RefWorks citation management service from the McDermott Library.
- Computer science students should speak with their faculty member to find out how to cite computer code found on the Internet.
- Most assignments in the U.S. are expected to be individual work. Do not work with any other person to complete an assignment unless given permission by your professor.

Four types of academic dishonesty:

- Cheating
- Collaboration/Collusion
- Fabrication
- Plagiarism

## Helpful Suggestions to Avoid Academic Dishonesty

Do not depend on online study aids such as Chegg.com and Coursehero.com for assignments. Instead, seek out on-campus resources in the Student Success Center or email your professor if you are struggling on an assignment.

- Presume the assignment requires individual, independent work unless otherwise instructed by your professor.
- If your name is alone on a paper, it means you did the work entirely yourself. If you are listed as a coauthor, you contributed to the group's work.
- It is fine to do lab work together with your partners as directed by your lab instructor, but you should keep your own lab notes and write the results individually.
- For more information, [visit here.](#)

### Code of Conduct

UT Dallas has rules and regulations that keep the university running smoothly and efficiently. Each student is required to know and follow these rules, as well as federal, state and local laws. The Student Code of Conduct has the most applicable portion of these rules and regulations for UT Dallas students.

### Code of Conduct and Conduct Review Process

If a faculty member suspects that a student has committed an act of academic dishonesty, the information is forwarded to the Office of Community Standards and Conduct for review. If a student is found responsible for the violation, sanctions will be issued. Sanctions include, but are not limited to:

- Grade modification (failing the assignment or course).
- Written warning.
- Educational sanction (tutorials, reflective papers).
- Suspension or deferred suspension\*.
- Expulsion\*.

\*This may impact visa status.

Deferred Suspension is suspension that may be postponed, but will be automatic if the student or organization is found responsible for any additional rule violations while on deferred suspension.

Each student is required to know and follow the standards of our community as well as local, state and federal laws. To learn more about the Student Code of Conduct and the Conduct Review Process, [visit the policy page.](#)

## Common Excuses for Acts of Academic Dishonesty

Failure to follow academic integrity guidelines can result in serious academic sanctions including course failure and expulsion from the university. These recurring explanations—given by students in response to allegations of academic dishonesty—are not acceptable:

- "I've never written a paper before."
- "No one told me I had to do it this way."
- "I didn't know what MLA was, so I ignored that part of the assignment."
- "Where I come from, it is a sign of respect to use someone else's words without giving them credit."
- "I didn't have time to do it correctly."
- "I used an article I found on the Internet. It was free, so I can use it without giving credit to the author or publisher."
- "But I just got help from a senior."





## Campus Involvement

There are multiple ways you can get involved on campus. This also looks good on your resume!

### Student Organization Center

Want to get involved but don't know where to begin? Use the Student Organization Match Card form to share your interests. After you submit your information, a member of the Student Organization Center will contact you with recommendations about involvement opportunities.

### Student Organizations

At UT Dallas, there are more than 400 organizations to choose from. For more information and to learn how to get involved, email [soc@utdallas.edu](mailto:soc@utdallas.edu) or call 972-883-6551. The Student Organization Center is located in the Student Union, Room 2.416. Student organizations are created and maintained by students. Getting involved with student organizations can enhance your college experience, assist you in making new friends, and provide leadership opportunities, all while preparing you for your future career.

## Writing Services and Center

### Graduate students

Part of the Office of Graduate Education, the Graduate Writing Services offers free writing appointments, workshops and programs to assist UT Dallas graduate students with their academic projects. For more information, visit the [Graduate Writing Services webpage](#).

### Undergraduate students

The [Writing Center](#) offers individual appointments and group workshops to help undergraduate students identify their writing strengths and weaknesses. All Writing Center services are free for UT Dallas undergraduate students.

## Frequently Asked Questions

### How can I get around without a car?

Comet Cruisers, also known as DART Route 883, run between UT Dallas, area neighborhoods, and shopping complexes. There are many local grocery stores along its route, including Walmart. Take the Comet Cruiser to the CityLine/Bush station, where you can take connecting buses or trains into downtown Dallas using your free DART pass. For more information, [visit here](#).

If you have a car, please review our [parking and transportation website](#) for available parking options or contact [parking@utdallas.edu](mailto:parking@utdallas.edu) for further information.

### How do I get a cell phone?

Various service providers, including AT&T, T-Mobile, Sprint, Verizon and Metro PCS, provide cell phone services. Some service providers and prepaid plans do not ask for a Social Security number. Look online for service provider locations and contact information.

### Where can I buy textbooks?

The [UT Dallas Bookstore](#) has textbooks available for purchase. Some students choose to order books online or visit off-campus retailers. Ask other students for recommendations. If you are searching for electronic books here, visit [How do I find eBooks](#).

### Where can I buy furniture?

Community and student organizations, such as UTD Big Howdy ([utdbighowdy.com](http://utdbighowdy.com)), may organize furniture giveaway programs at the beginning of the semester. New furniture can be purchased from a variety of local stores, including IKEA, Walmart and Target. You can also check [craigslist.org](http://craigslist.org) for used furniture in the Richardson area.

### How do I improve my English?

There are various opportunities available for students who are interested in improving their conversational English. International Christian Fellowship (ICF) hosts English classes each long semester. To improve your written English, the UTD Writing Center and JSOM Business Communications Center host writing workshops. For more information, visit [icp.utdallas.edu/students/post-arrival-resources/](http://icp.utdallas.edu/students/post-arrival-resources/)

### What Are my Housing Options?

UT Dallas on-campus housing fills to capacity quickly every semester. However, you may monitor campus housing availability, in case there are last minute cancellations, at the [UTD University Housing webpage](#). We encourage students to look at the many off-campus housing options available. For more information about off-campus housing options including how to rent an apartment, [visit https://icp.utdallas.edu/resources/housing/](https://icp.utdallas.edu/resources/housing/).

## International Student Services Office Advising Staff (ISSO)

Advising staff are available to discuss immigration matters during scheduled advising hours.

To see advising services and availability, visit the ISSO website. You can also contact an immigration advisor directly through your iComet Portal using the Ask an Advisor eForm.

972-883-4189

ISSOCurrent@utdallas.edu

## The Office of Student AccessAbility

The AccessAbility Resource Center (ARC) at UT Dallas is committed to equal access to educational, recreational, and social endeavors for students with disabilities. Accommodations for each student are determined by ARC on an individual basis, with input from qualified professionals. Accommodations are intended to level the playing field for students with disabilities, while maintaining the academic integrity and standards set by the university. Contact information: 972-883-2098 or studentaccess@utdallas.edu

## UT Dallas Police Department

The UT Dallas Police Department is available 24/7 and has all the duties of a regular police department, but their jurisdiction is over the UTD campus. The department provides many services including TextMe, the university's emergency notification system. The Police Department runs a safe walk campus escort service and aids in car battery jumps and car lock outs. The department also educates students about scam protection and personal safety. Always remember to lock your apartment door and do not leave personal belongings unattended. We recommend adding the UTD PD number to your phone. 972-883-2222

Facebook:UTDallasPD

## On-Campus Attorneys

A general attorney and an immigration attorney are available to provide legal advice and consultation to all currently enrolled students. The attorneys are free of charge, funded by student service fees and sponsored by Student Government. Appointments should be made in advance. For information, [visit our website](#).



Questions I have:

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Please check [utdallas.edu/maps](http://utdallas.edu/maps) for updates.