University Overview

The University of Texas at Austin, founded in 1883, is one of the most respected universities in the nation, and has one of the largest student populations in the country. UT Austin is a major research university home to more than 49,000 students, including nearly 11,000 graduate students and 2,700 faculty. In Kiplinger’s Personal Finance magazine’s annual assessment of best value, the magazine identifies schools that offer a stellar education at an affordable price. On the Best Values in Public Colleges 2011 list, the university ranked 14th for in-state tuition value and 27th for out-of-state tuition value, out of 100 colleges.

UT Austin is committed to transforming lives for the benefit of society.

Graduate School Mission Statement

The Graduate School of The University of Texas at Austin is an active community of diverse scholars and researchers in over 100 academic programs dedicated to original research, creative expression, teaching, and intellectual leadership. Using our extensive resources and talents, we cultivate individuals who work together to bring knowledge, innovation, and best practices to meet the great and small challenges of our time.
Greetings from the Graduate School and welcome to The University of Texas at Austin! I want to extend a warm welcome to you as you embark on your graduate career.

This is an exciting time for you, and I encourage you to take advantage of all that UT Austin has to offer as you begin your master’s or doctoral degree. I hope that your time here will be both academically productive and personally rewarding. Think creatively and reach for the stars.

One of the university’s goals is “to transform lives for the benefit of society,” and it does this by providing the environment and resources you need to develop skills and knowledge in your chosen field. As a graduate student, you will have the opportunity to study in greater depth and detail than you did as an undergraduate. You will be challenged to solve problems, explore new areas of study, and go beyond the boundaries of current knowledge to make new discoveries. In addition to working with the finest faculty in the country, you will soon be well acquainted with our first-class libraries, computer facilities, and research labs.

But student life is more than just academics. Take a little time to enjoy other parts of this dynamic and sophisticated campus. UT Austin is home to wonderful visual and performing arts, world-class museums, and rare literary treasures. You will also find a rich feast of lectures, symposia, and conferences. And, of course, you can cheer for the Longhorns at sports events or participate in recreational sports yourself at our excellent facilities.

Once again, welcome to UT Austin. I wish you every success in your studies and hope to meet you personally in the near future.

Best Wishes,

Judith H. Langlois
Vice Provost and Dean of Graduate Studies, ad interim
Graduate School Staff

Office of the Dean

Judith H. Langlois
Vice Provost and Dean of Graduate Studies, ad interim
Karen Bancroft
Degree Evaluator
Danielle Thoma
Degree Evaluator

Graduate Admissions

Pat Ellison
Executive Assistant to the Dean

Graduate Student Academic Services

Terry Kahn
Associate Dean
Julie Meyer
Director of Student Services
Casie Brown
Senior Administrative Associate
Rachel Manz
Senior Administrative Associate
William Crain
Degree Evaluator
Renee Babesich
Degree Evaluator
Lynn Margason
Degree Evaluator
Bob Peavler
Thesis and Dissertation Support Specialist

Student and Faculty Fellowships and Awards

Maren L. Hackert
Associate Dean
JoAnne Duffy
Assistant Fellowships Manager
Maggie Keeshen
Assistant Director
Ann Page
Administrative Associate

External Relations

John Dalton
Assistant Dean
Debbie Hirsch
Assistant Director
Christopher Vitalios
Public Affairs Specialist

Business Affairs

Robert T. Wolfkill
Assistant Director
Debbie Hirsch
Executive Assistant
Karen Sacratini
Administrative Assistant

Academic Services

Michelle Bradshaw
Assistant Dean

Degree Proposals

Graduate School Staff

The Graduate School and Your Department>

Throughout your graduate studies, you will spend the majority of your time in your home department, which provides the faculty resources and services that are integral to your academic program. The Graduate School provides access to the broader graduate community and valuable support that can enhance your graduate experience and help you successfully complete your program. In addition, the Graduate School administers the rules and regulations of the university that govern the process of degree completion from admission through graduation.

Each graduate program interacts with the Graduate School on your behalf through the services of the graduate adviser, the graduate coordinator, and the chair of the Graduate Studies Committee. The Graduate Adviser and Graduate Coordinator oversee the details of your academic program, and the chair of the Graduate Studies Committee acts as the representative of the faculty committee that administers the academic policies of your degree program. Your master’s or doctoral degree is granted by the Graduate School, and you will be hooded at the Graduate School Convocation during commencement weekend.

The Graduate School’s Services

The Graduate School is committed to providing services and resources to all graduate students to ensure that the graduate education experience is the best it can be. We are here to assist you with many of the issues and concerns related to graduate student life at UT Austin. Our office is in the Main Building, Room 303. For the most up-to-date information and more details about our services visit us online. www.utexas.edu/ogs/

Graduate Student Academic Services

The Graduate Academic Services area of the Graduate School works closely with you and your department to provide services such as online orientation, adding and dropping courses, registration procedures, student academic employment, degree evaluation and convocation. Although many of your questions can be answered by your departmental Graduate Adviser or Graduate Coordinator, the Graduate School student services staff is available on a walk-in basis to advise on matters such as student academic employment or questions about formatting your dissertation or thesis.

The Graduate School is committed to providing services and resources to all graduate students to ensure that the graduate education experience is the best it can be.

Graduate Recruitment and Outreach

Graduate education is an investment. Now that you’re here at UT Austin, we want to make sure you get the most from your education. We are committed not only to providing a first-class environment for graduate education, but also to embracing a diversity of scholars and ideas across our more than 100 graduate programs. We offer a variety of recruitment fellowships and outreach programs to help attract top students.

External Relations

Building our graduate community is essential to the Graduate School’s overall mission. The External Relations area reaches out to students, alumni and friends through various programs, home and office visits, workshops, an electronic monthly newsletter, and our home page. We seek to connect supporters of graduate education with our programs and services, so that together we can expand our community and support students and faculty across campus.

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Getting started>

Identification on Campus
Information Technology Services (ITS) provides each member of the university community with a unique electronic identification (EID). You can use your UT EID to securely access university technology resources.

When you arrive on campus, one of the first things to do is to have your university photo ID card made at the ID Center. Use it as a UT library card, to enter recreational sports facilities, and to ride the shuttle bus for free. To receive your ID card, you need your driver's license or a passport and your EID. The ID Center is centrally located at the Information Desk on the first floor of the Flawn Academic Center (FAC).

IT on Campus
ITS products and services that can be of help include wired and wireless internet access, email, printing services, computer labs and more. If you have technology-related questions, you can also call the ITS Help Desk at 512-475-9400.

Check with your graduate coordinator about access to restricted-use departmental computer equipment and labs. The university also offers general-use and shared-use computer labs and facilities for all students.

University Email
Every UT Austin student receives a university email account at no cost, on mail.utexas.edu. Your department or college may also provide you with an email account. Remember to designate a specific email account for official university messages. You can check your email using a desktop email program or Web mail, which allows easy access to your account from any internet-connected computer.

Discounted Computer Products
The Campus Computer Store provides low academic pricing on hardware, software and accessories from top manufacturers. Take advantage of these savings as well as the store's convenient location on the first floor of the FAC.

You can obtain SAS or SPSS statistical software at a reduced cost from Software Distribution and Sales (SDS). SDS also can help you with special software orders. SDS is located on the second floor of the FAC.

Computer Security and Responsibilities
ITS offers BevoWare, a bundle of free software, to help secure your computer. It includes antivirus and firewall products that will help you meet university information security requirements.

The IT Acceptable Use Policy (AUP) provides guidelines for responsible use of computer resources at the university. The AUP also describes your rights and responsibilities concerning copyrighted materials and confidential information.

More Information
Technology will play a large role in your time at the university. For additional information and links to all of these services, please visit: www.utexas.edu/its/students

Registration
Registration for classes is performed online using ROSE, the registrar's online services. You will need to know your EID to access registration.

1. Determine your schedule and register for classes. You can review the course schedule and information on how to register at the Registrar's Web site. Be sure to make note of when you can register! Registration times are assigned by the first letter of your last name.

registration.utexas.edu/schedules

2. Pay your tuition and fees. Your registration is not complete unless you pay your tuition and fees by the payment deadline. You may choose to pay in full, or you may use the installment plan (except summer session). You may pay online or in person. Consult the course schedule for payment details or visit Student Accounts Receivable online.

www.utexas.edu/business/accounting/sar/

3. How to pay? You can pay your tuition and fees using cash, check, Master Card, Discover (there is a surcharge on credit card payments) and installment payments. Visa is not accepted. If you wish to take advantage of a tuition loan, log on to UT Direct. Click on “My Finances,” then scroll down and click on “What I Owe.” Under the heading “Student EIS,” click on “Tuition Loan.”

Textbooks
You can purchase all of your textbooks, as well as other supplies, from the University Co-op. Founded in 1896, the idea behind the Co-op was to create a bookstore that was an association owned by students, faculty and staff to furnish books, supplies and clothing at reasonable prices to its members. The Co-op continues this mission today with a focus on advancing the educational interests of the university. The Co-op’s main store is at 2246 Guadalupe St., across from the West Mall.

You now can order your textbooks online and pick them up later at the Co-op.

www.coop-bookstore.com/
Lorrie A. Dong: Doctoral Student, Information Studies

Take advantage of the services and resources that are available to you as a student. The university provides many options to help you accomplish the things that are important to you.

Parking and Shuttle Buses
As a new graduate student you are eligible for a “C” campus parking permit, as well as others depending on your needs. If you are employed as a teaching assistant, graduate research assistant, or an assistant instructor, you may be eligible for the “A” employee parking permit. To learn more about parking and the costs for various permit options, visit the Parking and Transportation Web site.

www.utexas.edu/parking/

The UT Shuttle System is the largest university shuttle system in the country, with 26 routes and more than 75 million passengers annually. The shuttle system provides an easy and cost-effective way for students, faculty, staff and visitors to access the UT Austin campus. UT Austin students, faculty and staff may ride the shuttles at no charge with a valid UT ID. Without a UT ID, the charge is 50 cents. To view a campus area shuttle map, go to www.utexas.edu/parking/transportation/shuttle/

University of Texas Libraries
UT Austin has 17 different libraries with a collection containing more than nine million volumes, providing access to the latest electronic research materials. The library collects the products of human knowledge in all formats. Before starting that first research project, visit the University of Texas Libraries Web site to see the wealth of resources offered. A section specifically for graduate students is available online: www.lib.utexas.edu/gradstudents/

Sports
The Longhorn All-Sports Package (LASP) is the most economical way for UT Austin students, faculty and staff to obtain tickets to all regular season home sports events. For one low price, this unique package provides access to tickets, the opportunity to set up group seating and the chance to purchase additional tickets for your friends and guests who are not UT Austin students, faculty or staff. www.texassports.com

University Health Services (UHS)
The UT Shuttle System is the largest university shuttle system in the country, with 26 routes and more than 75 million passengers annually. The shuttle system provides an easy and cost-effective way for students, faculty, staff and visitors to access the UT Austin campus. UT Austin students, faculty and staff may ride the shuttles at no charge with a valid UT ID. Without a UT ID, the charge is 50 cents. To view a campus area shuttle map, go to www.utexas.edu/parking/transportation/shuttle/

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University Health Services
University Health Services (UHS) helps keep UT Austin students healthy while they focus on their studies. As a UT Austin graduate student, you can expect the same types of services from UHS that you get from your family doctor ... and more.

Take advantage of the services and resources that are available to you as a student. The university provides many options to help you accomplish the things that are important to you. Clinical services include general medical care as well as an urgent care clinic and women’s health, sports medicine, and immunization and allergy shot specialty clinics. Nurses staffing the Nurse Advice Line at 512-475-NURS (6677) can provide guidance to ill or injured students 24 hours a day, 365 days a year.

UHS Pharmacy staff can fill prescriptions that have been written by any healthcare provider licensed to practice in the United States. The pharmacy also carries over-the-counter medications, personal care items, and health aids.

UHS does not file third party insurance claims for charges, except for students with UT System-selected Student Health Insurance (www.healthyhorns.utexas.edu/insurance.html or 512-475-8232) or the UT Select UT employee health insurance plan. If you have other health insurance, you can request documentation to file a claim for reimbursement with your insurance company. Check with your company to determine if you can file a claim and whether they will reimburse you for charges incurred at a “campus health facility.” The UHS Pharmacy, however, accepts most major prescription drug insurance cards, allowing you to pay the same amount at UHS as you would in your regular pharmacy.

UHS is in the Student Services Building (SSB) at 100 W. Dean Keeton St. (W. 26th). For UHS information and appointments, call 512-471-4955.

www.healthyhorns.utexas.edu

Counseling and Mental Health
The Counseling and Mental Health Center (CMHC) helps students with their personal concerns, so they can meet the daily challenges of student life. CMHC provides short-term individual counseling, psychiatric services, and group counseling. The Center regularly offers group meetups designed for graduate students and older students, and has a self-guided MindBody Lab to help students learn relaxation techniques and biofeedback. Staffed by psychologists, psychiatrists, social workers and other licensed mental health professionals, the center is open to registered UT Austin students between 8 a.m. and 5 p.m., Monday through Friday. The office is located on the fifth floor of the Student Services Building. You can contact CMHC at 512-471-3526.

www.utexas.edu/student/cmhc/

CMHC also offers telephone counseling, a confidential service that offers an opportunity for UT Austin students to talk with trained counselors about their problems and concerns. A counselor is available 24 hours a day, every day of the year including holidays. You
can call when you want, at your convenience, in the privacy of your homes. The number is 512-471-2255.

Student Financial Services
The Office of Student Financial Services (OSFS) is often referred to as the “financial aid office.” OSFS provides many services for graduate students looking for assistance financing their education. OSFS provides information regarding funding sources such as scholarships, grants, assistantships, and long-term loans, emergency loans and much more. The Office provides financial counseling to students to help explain the process of receiving aid, as well as to help students make the best decisions about financial assistance while in graduate school. OSFS is located on the third floor of the Student Services Building. You can contact OSFS at 512-475-6282.

finaid.utexas.edu/

Student Academic Employment
Teaching and research assistantships provide important experience for graduate students. Assistantships benefit students through interaction with faculty members, financial support provided by these employment opportunities. Nonresident students who are employed at least half time as a Teaching Assistant, Assistant Instructor, Graduate Research Assistant, Academic Assistant, Assistant (Graduate) or Tutor-Grad are eligible to receive a waiver of the nonresident portion of their tuition and will be charged in-state tuition. Duties and responsibilities of each appointment will vary by department and supervisor.

Graduate students may be appointed as a Teaching Assistant, Assistant Instructor, Graduate Research Assistant, Academic Assistant, Assistant (Graduate) or Tutor-Grad for up to 14 long semesters while pursuing a graduate degree at The University of Texas at Austin. Beginning soon for specific availability of academic appointments will allow us to begin the first of classes by checking with the graduate advisor or graduate coordinator in the department in which you want employment. You will need to check with individual professors for Graduate Research Assistant positions.

For more information about student academic employment including conditions, benefits and information regarding OSFS is often referred to as the “financial aid office.” OSFS provides many services for graduate students looking for assistance financing their education. OSFS provides information regarding funding sources such as scholarships, grants, assistantships, and long-term loans, emergency loans and much more. The Office provides financial counseling to students to help explain the process of receiving aid, as well as to help students make the best decisions about financial assistance while in graduate school. OSFS is located on the third floor of the Student Services Building. You can contact OSFS at 512-475-6282.
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For more information about student academic employment including conditions, benefits and information regarding OSFS provides services and information regarding funding sources such as grants and scholarships

Insurance
All registered graduate students who take credit courses and pay the required fees are eligible to enroll in the UT System student health insurance plan. All international students holding nonimmigrant visas are eligible and will be automatically enrolled in the plan to complete registration, except those students who certify in writing that comparable coverage is in effect under another plan as approved by the University of Texas Board of Regents. The student must enroll in the plan if comparable coverage is desired. Any family member who is a fee-paying student may be insured as a student or as a family member, but not as both. The Graduate School urges all students to maintain health insurance coverage. If you are interested in buying the UT System student health insurance plan or for more information, an on-campus student representative is available to answer your questions Monday through Friday, at the UT Student Health Center in the Student Services Building. Room 2.106 or call 512-475-8232.

www.healthynorns.utexas.edu/insurance.html

Dean of Students
The Office of the Dean of Students (ODS) collaborates with all campus departments, staff, faculty, parents, alumni and the Austin community to provide essential support to graduate and undergraduate students in every aspect of their educational experience. Many units providing this support are, DOS Central, Legal Services for Students (LSS), Legislative Student Organizations (LSO), New Student Services (NSS), Student Activities & Leadership Development (SALD), Student Emergency Services (SES) and Student Judicial Services (SJS). Some of the critical resources available are general UT Austin information, mentoring and community service opportunities, employment, reference, legal services, emergency support, and information on student rights and standards of conduct. Please visit the office on the fourth floor of the Student Services Building (SSB), 100 West Dekeet Street, or call 512-471-5017.
deansofstudents.utexas.edu/

Special note: Effective January 1, 2007, four units that were formerly part of the Dean of Students—Academic Enrichment Services (AES), the Gender & Sexuality Center (GSC), the Multicultural Information Center (MIC), and Services for Students with Disabilities (SSD), and the Volunteer & Service Learning Center (VSLC)—became part of the Division of Diversity and Community Engagement.

Services for Students with Disabilities (SSD)
SSD determines eligibility and helps implement reasonable accommodations for students with disabilities at the university. If you need an accommodation letter or a service provided because of a disability you must register with SSD. For information on how to register and to download forms, please go online, or call 512-471-6259. TTY 512-471-6441.

www.utexas.edu/diversity/docs/ssd/

Getting Involved on Campus
Life outside the classroom at the university is as varied and active as UT Austin students. If you are looking to join a student organization or find an opportunity to volunteer, try visiting the offices of Student Activities and Leadership Development (SALD), the Volunteer and Service Learning Center (VSLC) or the Texas Union. SALD is part of the Office of the Dean of Students and the VSLC is part of the Division of Diversity and Community Engagement. Both offices can provide a game room, as well as numerous choices for food and entertainment. The Texas Union is located on the West Mall near Guadalupe Street.

Graduate students also get involved in campus issues by becoming active in the Graduate Student Assembly (GSA). Opportunities for involvement with GSA include attending the bimonthly general meetings, serving as a department representative, serving as a GSA Legislative Council member or attending social events.
www.graduatestudentsassembly.org

You can find more information on getting involved by visiting these Web sites: students.utexas.edu/sa

OSFS provides services and information regarding funding sources such as grants and scholarships

Child Care
As a graduate student you are eligible to use The University of Texas at Austin Child Development Center. The program cares for children from 6 weeks to 5 years of age. You must be of sufficient financial means to pay the cost of $30 per day before classes begin the following semester. You are required to display your UT ID upon entry to a recreational facility. Additional fees are charged to participate in some programs.
www.utneurosports.org/

www.utexas.edu/student/housing/

www.dfps.state.tx.us/.

DPPS provides a list of all licensed childcare providers by zip code. If you need financial assistance for childcare you can contact Work Source Austin at 512-597-7191.

www.wlicantualarea.com/
Austin is a legendary, lively city and a great place to live. The five-county region is known for its Hill Country scenery, historic communities and laid-back lifestyle.

As a graduate student in Austin, you will have no shortage of interesting and exciting things to do — everything from watching the world’s largest urban colony of Mexican free-tailed bats emerge from beneath the Ann W. Richards Congress Avenue Bridge to hearing some of the best live music in the country. Austin is known nationally as one of the best places to live, work and go to school.

Although we can’t tell you everything about Austin, we can point you in the right direction. There are a few local web sites that will provide up-to-date information and serve as online Austin resource guides. The first is www.austin360.com. This site provides local information, news and entertainment, as well as event listings in and around Austin. You also can get movie listings, see local classified ads, as well as check out restaurant reviews.

The second site is www.austinchronicle.com. This is the online version of Austin’s favorite weekly publication, The Austin Chronicle. The Chronicle can be found all over town at no charge, and is one of the best ways to put your finger on the pulse of Austin. Learn about local politics or figure out where the best bands are playing by visiting The Austin Chronicle online.

To introduce you to your new hometown, the Greater Austin Chamber of Commerce provides a Web site — www.austinchamber.com/austin/live/ — that provides basic facts about Austin, plus information on healthcare, outdoors, sports and more. The website also includes a downloadable Newcomer guide with 166 pages of information on the City of Austin and area opportunities.
AUSTIN FOOD

Austinites are hungry people and Austin is home to a variety of culinary delights that fit every budget. Whether you’re craving Chinese, Tex-Mex, pizza, barbecue, or home cooking, you can find it all in Austin. The staff at the Graduate School have listed some of their favorite local eateries.

AMERICAN

CAJUN/CREOLE

Hyde Park Bar & Grill 4106 Dovel St.
Hoover’s Cooking 2002 Manor Rd.
Kentucky Lane Café * 2050 Guadalupe St.
East Side Café 2015 Manor Rd.

PIZZA

School Creek Saloon 909 N. Lamar Blvd.
Netter’s Place 603 W. Live Oak St.
Birck Oven* 1209 Red River St.

ITALIAN

La Traviata 314 Congress Ave.

KAISER RIB HOUSE

Red River St.

Rudy’s
512 West 29th St.
Ruby’s
1400 Barton Springs
Green Mesquite BBQ*
Franklin Barbecue
3423 Guadalupe St.

GREEN MEADOWS B B

2613 S. Lamar Blvd.
Matt’s El Rancho
1809 Manor Rd.
El Chile
1212 S. Lamar Blvd.
Maudie’s Café*
321 S. Lamar Blvd.
Vive
205 Manor Rd.

ARMS RIB HOUSE

El Mercado*
314 Congress Ave.

AUSTIN BUSINESS

Thai Noodle House
2113 Manor Rd.
East Side Café
2606 Guadalupe St.
Kerbey Lane Café *
2002 Manor Rd.

East Austin Eats

AMERICAN favorite local eateries the Graduate School have listed some of their Chinese, Tex-Mex, pizza, barbeque, or home that fit every budget. Whether you’re craving AUSTIN FOOD

INDIAN

La Traviata 314 Congress Ave.

Asian

The Noodle House 2540 Guadalupe St.
Madam Man’s 2542 Guadalupe St.
Zen*
3402 Guadalupe St.

SOUTH OF THE BORDER

Bite
1209 Red River St.

MEXICAN/TEX-MEX

El Naranjo
85 Rainey St.
Sazín
1856 S. Lamar Blvd.
Julie’s Restaurant
4520 S. First St.

BARRIQUE

Franklin Barbecue
900 E. 13th St.
Green Mesquite BBQ*
1400 Barton Springs Rd.
Ruby’s
152 West 29th St.
Artz Ribs House 2330 S. Lamar Blvd.
Rudy’s*
2453 Capital of Texas Hwy. S.

 Ethopian

Aster’s Ethiopian
35 N. 1-35 Frontage Rd.

OUTDOORS AND RECREATION

Austin is home to several lakes, as well as numerous parks and hiking trails. If you’re looking to hang out and soak in the pleasures of life Austin-style, thin visit one of our lakes. Just take your pick: Lake Austin, Lady Bird Lake or Lake Travis.

One of Austin’s most prized outdoor attractions is the Hike and Bike Trail encircling Lady Bird Lake. When you visit, bring your bike or your running shoes and join the thousands of people who enjoy the tree-shaded paths with spectacular views of Lady Bird Lake and downtown. You can enter the trail from numerous locations including the MoPac bridge, the Lamar Street bridge, the Austin High School parking lot, and the Arv N. Richards Congress Avenue bridge.

If you’re looking for a place to relax outdoors, Austin has more than 16,000 acres of parkland, incorporating more than 253 parks, 15 nature preserves and 40 greenbelts. It also is home to nearly 50 public pool facilities. Check out the local parks by visiting the Austin Parks and Recreation Department at www.austin.gov/departments/parks-and-recreation, or give them a call at 512-974-7000.

AUSTIN SHOPPING

When it comes to shopping Austin plays in the big leagues. From uniquely homegrown boutiques to chain franchises to outlet malls, Austin is home to the range of shopping that is sure to meet your needs. Here are a few malls and shopping districts to get you started.

Malls

Barton Creek Square Mall
MoPac Expwy/exit and Hwy 360
www.simon.com/mall/barton-creek-square

The Domain
11450 Century Oaks Terrance
www.simon.com/mall/the-domain

South Congress Avenue
from Riverside Drive to Olifort Street
www.austinchronicle.com/gyrobase/Guides/SoCo

Brodie Oaks Shopping Center
4200 S. Lamar Blvd.
Tanger and Prime Factory Outlet Centers
Interstate 35, San Marcos
www.tangeroutlet.com/

www.austinchronicle.com/gyrobase/Guides/SoCo

Greenbelt

The Arboretum
2900 Research Blvd
www.simon.com/mall/the-arboretum-at-great-hills

South Congress Avenue
from Riverside Drive to Olifort Street
www.austinchronicle.com/gyrobase/Guides/SoCo

Car Sharing: ZIPCAR AT UT


Need a car? Borrow a Zipcar! Members get: Access to Zipcar’s 24/7; discounted hourly rates for university faculty, staff, and students age 18 and older; rates start at just $8.50 per hour; gas, insurance, and maintenance are included with every reservation! www.utexas.edu/parking/transportation/carshare/

GREEN ON THE GO

Advocating alternatives to the single-occupancy vehicle. The University has established an active Alternative Transportation Program, entitled UT Share, that encourages members of the UT community to do their SHARE and SHARE the ride to campus. The goal of the UT Share Program is to address and reduce the use of single occupancy vehicles by staff, faculty, students, and visitors. www.utexas.edu/parking/transportation/

BRAGGING RIGHTS

In Texas they say it’s not bragging if it’s true. Check out this list of unique Austin rankings for some truths you may not have known.

Austin ranks as America’s #1 “boom town” Forbes 7/11

Austin is #1 best city for the next decade, according to Kiplinger’s Personal Finance magazine. www.kiplinger.com (2010)

Austin is #2 city to buy a home in right now Forbes 4/12

Austin was named #4 healthiest American City for Women. Women’s Health Magazine 2/12

Austin was ranked in top 5 metro areas of High- est Wellbeing Among Cities With Over 1,000,000 Residents. www.gallup.com, 7/11

Austin significantly enriches the “Clean, Green” Economy. www.brookings.edu, 7/11

Austin was named America’s Clean-Tech Hub. Time 2/12

Austin was named #8 on the list of best city for staying young in the U.S. realAge.com 3/12

Austin is America’s #2 “healthiest” city according to Forbes magazine. 7/11

Austin was named #2 “best city for natural beauty.” Time Magazine 7/11

One of Austin’s most prized outdoor attractions is the Hike and Bike Trail encircling Lady Bird Lake.

South Congress captures the laid-back ambiance of the live music capital of the world.
Ad Hoc Interdisciplinary Program
Students may propose to construct an ad hoc interdisciplinary doctoral program that draws on the intellectual resources of several graduate programs and involves faculty members from more than one school or college, allowing students who have been admitted to a graduate program to design a course of study that does not fit into an existing degree plan.

Adds/Drops
Changes in a student’s schedule are accomplished by adding or dropping courses. The procedures for adding and dropping courses can be found in the graduate student catalog.

Admission with Conditions
With the approval of the Dean of Graduate Studies, a program may admit a student who does not meet the Graduate School’s minimum standards for admission. A conditional admission may require the student to maintain a certain grade point average (GPA) or take a certain number of semester hours of coursework or meet other academic criteria in order to continue on in the program.

Assistantships
Various teaching, research and academic assistantships are awarded by academic departments. The positions are designed for a specific service determined by the department. International students and nonresident students may pay resident tuition and fees if the assistantship is related to the student’s degree program.

B
Bar
This can be a financial (i.e. a library fine) or a non-financial (i.e. advising) restriction that prohibits a student from registering until it has been cleared.

BEVO
The university’s official mascot, a longhorn steer, accompanies the Longhorn football team to all home games and many out-of-town games.

Big 12
UT Austin is a part of the southern division of the Big 12 athletic conference with Baylor University, Oklahoma State University, Texas A&M University, Texas Tech University and University of Oklahoma. Schools in the northern division include Kansas State University, University of Colorado, Iowa State University, University of Kansas, University of Missouri and University of Nebraska.

Bursar’s Office
Also known as the Cashier’s Office or Student Accounts Receivable, this is where students may pay their fee bills or pick up student employment checks.

C
Cancellation
If registration is withdrawn, or cancelled, by a student before the first class day of any semester, a full refund of tuition and required fees minus a $15 matriculation fee is issued. A student may initiate a cancellation of registration by contacting the Graduate School.

Cashier’s Office
The Cashier’s Office is also known as the Student Accounts Receivable and the Bursar’s Office, where students may pay their fee bills, clear bars or pick up student employment checks.

Confirming Registration
Students who have a “zero amount due” reflected on their fee bill due to financial assistance they are receiving must complete, or confirm, their registration via the Web or by submitting their fee bill showing a “zero amount due” to the cashier’s office by 5 p.m. on the day their registration is processed to avoid a cancellation of registration for nonpayment.

Course Schedule
The course schedule lists the courses to be offered each semester, including time, location, unique number and instructor, as well as other essential registration information and instructions. It is currently available through the registrar’s Web site.

Co-op
The University Co-op has several locations in Austin. The main location is at 2246 Guadalupe St., directly across from the West Mall. Partially owned and operated by students, faculty and staff of the university, the Co-op sells UT Austin clothing, textbooks, magazines and has a camera department, as well as a service center for paying bills, shipping packages and more.

Learning the longhorn lingo may take a little time, but it’s worth the effort.
D  The Daily Texan
The award-winning student-run newspaper on campus.

Dean
Each college and school is headed by a dean. The academic deans for all graduate students is Dr. Victoria E. Rodriguez, Vice Provost and Dean of Graduate Studies.

The Drag
This refers to Guadalupe Street, in general, and the portion of Guadalupe running between Martin Luther King, Jr. Boulevard (MLK) and West Dean Keeton Street, in particular. The University Co-op, fast food establishments, clothing stores and more are located on the drag.

Dual Degree Programs
Dual degree programs are structured so that a student can pursue graduate work in two fields and receive requirements of two degrees. In programs to major two leading university degrees, the degrees are awarded simultaneously.

E  East Mall
The area east of the Main Building between Speedway Avenue and the bus circle on East 23rd Street.

EID (Electronic Identity)
The UT EID and password enable students to use secure UT Austin Web services such as Registrar’s Online Services (ROSE) registration, tuition and fee bill calculation, student address update and forms. The EID can be used to show their school spirit. Introduced in 1955 by Harley Clark, the hand signal was an instant hit.

Explode UT
Each March the university hosts the biggest open house in Texas. Students, faculty and staff showcase UT Austin’s literary and art collections; dance, music and theater talents; and cutting edge scientific research for Texans of all ages.

F  FAC
Abbreviation for the Peter T. Flawn Academic Center located on the West Mall next to the Main (MAI) Building. The FAC offers a student lounge, the University ID Center and the Campus Computer Store.

Fellowships
University fellowships, which are administered through the Graduate School, are administered to new and continuing graduate students in most academic areas.

Forty Acres
The original UT Austin campus was on 40 Acres surrounding what is now the Tower. This is the area framed by 24th Street, Speedway Avenue, 21st Street and Guadalupe Street.

G  General Information Catalog
This refers to the booklet published by the Official Publications Division of the Registrar’s Office. It provides information regarding general admission requirements, registration and fees, academic policies and procedures, student activities, student services, libraries and other academic resources. It can be purchased at campus area bookstores or viewed online.

Go to Texas
This celebration takes place on the Main Mall the night before classes start each fall. It serves as the official welcome to The University of Texas at Austin.

Grade Status
Graduate courses may be offered on a letter grade basis or on a credit/no credit (CR/NC) basis. Students may verify the grade status of a course offering in the course schedule. With the graduate advisor’s consent, a student may change his or her grade status in a course through the deadline published in the course schedule.

Grade Reports
Students can view final grades through UT Direct. They can also print grade reports mailed to the student at the address the student requests.

Graduate Adviser
Each graduate program has a faculty member designated to advise students and represent the Graduate School in matters pertaining to graduate study. The graduate adviser makes administrative decisions at the departmental level that pertain to university policy and serves as a liaison to the Graduate School.

Graduate Assembly
A graduate student to assist a faculty member with research related to the student’s field of study.

Graduate Student Assembly
The Graduate Student Assembly (GSA) has been the official representative body for graduate students since 1934. GSA addresses issues that are important to graduate students and reports administratively to the Vice Provost and Dean of Graduate Studies.

Graduate Studies Committee
Each department has a committee made up of primarily tenured and tenure-track faculty who make decisions about the coursework students must complete. The Graduate Studies Committee (GSC) also approves the qualifying exam.

Graduate Coordinator
The graduate coordinator is a staff member who assists the graduate adviser and other faculty members in the administration of the program, as well as provides student services to graduate students in the department. This is the staff member most graduate students get to know best because they are the first departmental contact on many issues.

Graduate and International Admissions Center (GIAC)
The Graduate and International Admissions Center (GIAC) is the part of the Office of Admissions that processes all the applications, transcripts and other various credentials for all graduate and international students. The GIAC staff works with universities from all over the world to evaluate student transcripts and collect the necessary paperwork needed to make sure your admission to UT Austin is as smooth as possible.

Graduate Research Assistant (GRA)
A graduate research assistant is a student in the field of academic employment appointment held by a graduate student to assist a faculty member with research related to the student’s field of study.

H  Hook ‘em / Hook ‘em Horns
The hand symbol, resembling the head of a longhorn, UT Austin fans use to show their school spirit. Introduced in 1955 by Harley Clark, the hand signal was an instant hit.
Leaves of Absence
Graduate students may request a leave of absence from their degree program for up to two long semesters. A student on approved leave must apply for readmission in order to return to the university, but readmission during the approved period is automatic and the application fee is waived. Requests for leaves of absence require the approval of the graduate advisor and, in the case of doctoral candidates, the graduate dean.

Minority Liaison Officers
Minority liaison officers are faculty members who have been appointed by their departments or programs to act as a resource for enrolled and prospective minority students. In addition they act as advisers and advocates for enrolled minority students.

Optional Fees
These fees are charged for programs and services not included when a student pays tuition and required fees. Optional fees include Longhorn All-Sports Package, Department of Theatre and Dance tickets, Cactus yearbook, parking permits, Performing Arts Center/Tix for Six and the Anakatea literary journal.

Office of the Ombudsperson
The ombudsperson serves as a neutral third party providing assistance to students who have university-related complaints of a nonlegal nature. The ombudsperson is authorized to investigate grievances involving both academic and nonacademic concerns and to recommend corrective measures. All assistance provided by the office is confidential and is available by phone or in person.

Personal Computer Account
This computer account, also known as an IF account, allows you to access campus computer labs and printers and subscribe to many campus services, a large ballroom and an art gallery. The Tower remains the “living room” of The University of Texas, the Texas Union offers lounges, meeting rooms, student organizational offices, fast food services, a large ballroom and an art gallery. The Texas Union also houses the famous Cactus Cafes and an underground billiards and bowling hall.

Portfolio Programs
Portfolio programs are opportunities for students to obtain certification in a cross-disciplinary academic area of study while they are completing the requirements for a master’s or doctoral degree in a particular discipline. A portfolio program usually consists of four thematically related graduate courses and a research presentation. For master’s portfolio programs, a practical experience related to the portfolio program may replace the presentation.

Q “Q” Drop
A notation appearing on students’ transcripts when they drop classes after the 12th class day. Refunds are not issued for courses that are Q-dropped.

Registrar’s Office
This office processes registration; maintains and certifies student records; issues diplomas and transcripts; and publishes catalogs, course schedules and final exam schedules.

Required Fees
Students enrolled at UT Austin are automatically assessed certain fees including but not limited to library fee, student services fee, Texas Union fee, information technology fee, recreational sports fee, student health fee and general purpose fee. Additionally, newly admitted students must pay the one-time general property deposit that is assessed upon entry to the university.

Restricted Directory Information
Currently enrolled students may request that their directory information, including information such as name, address, phone number and enrollment information not be made available to the public by contacting the Office of the Registrar during the first 12 days of any long semester or the first 4 days of any summer semester.

ROSE (Registrar’s Online Services)
This Web site allows students to access course schedules, class availability, class listings, final exam schedules and grade reports. Students also can update their addresses, view an interactive degree audit and register for classes.

Short-Term Loan
The university provides short-term emergency or tuition loans to students. Emergency loans are cash loans, normally for one month, and are designed to be repaid in full or before the due date. Tuition loans, which have a one-to-three-month repayment period, must be applied to a student’s bill. Any subsequent refund or tuition and fee payment must be applied to a cash or tuition loan regardless of the due date of the loan.

The Six-Pack
A group of six buildings on the South Mall: Parlin, Batts, Benedict, Mezes and Rainey. Students are often found here studying, playing frisbee or relaxing with friends.

Student Health Insurance Program
Administered by University Health Services (UHS), this program provides optional low-cost group health insurance to students at UT Austin who are not covered through other insurance programs. Additional information is available at University Health Services.

Student Identification Card
Every student is required to carry an identity card (student ID). The card may be obtained after the student’s first registration. The student ID is required for many purposes, including use of the libraries and University Health Services; it also may be used to draw tickets for or to be admitted to intercollegiate athletic events as well as other special events. The cost of a UT ID is $30. One-time fee must be paid in addition to tuition and fees. Lost UT ID cards may be replaced for an additional $30 charge.

Student Liability Insurance
Students must show evidence of student liability insurance when enrolled in field experience courses that use off-campus facilities. If such facilities require the insurance.

Teaching Assistant (TA)
A teaching assistant is a graduate student academic employment appointment that allows a graduate student to work within a specific academic department to assist a faculty member with teaching courses related to the graduate student’s field of study.

Alex Turner
a practical experience related to the portfolio program may replace the presentation.

T Wired and Wired Network Access
Many buildings and public areas on campus have wireless computer networks (Ethernet) and wireless access points installed.

UT EID
The UT EID is a student’s personal electronic identifier used to access many computer services at UT Austin. The UT EID provides access and security for online university transactions. Students also use the EID to register online, claim a university e-mail address and much more.

Warning Status
A student who is in “Warning Status” has failed to maintain at least a 3.0 cumulative grade point average (GPA), make satisfactory progress in fulfilling any admission conditions, or meet any requirement outlined by the Graduate Studies Committee. Once on Warning Status, a graduate student will have one semester or summer session to raise his or her GPA to a 3.0, the minimum GPA for all graduate students, or the student is dismissed from the Graduate School.

WebSpace
A file storage system that provides up to 75 megalobytes of disk space to store copies of important documents, to publish a personal home page, or to share files. The service is available to all UT Austin students, faculty and staff.

West Mall
This is the open area surrounded by the Flawn Academic Center; the Texas Union, the West Mall, and the Architecture Building. Student organizations set up tables to recruit new members, and rallies are often held in the rally space on the steps of the Tower from noon to 1:00 p.m. on weekdays.

Wireless
This is a personal Web interface for each student that provides access to important documents, to publish a personal home page, or to share files. The service is available to all UT Austin students, faculty and staff.

Wireless and Wired Network Access
Many buildings and public areas on campus have wireless computer networks (Ethernet) and wireless access points installed. Students with a wireless compatible or Ethernet-equipped device can access the internet from many campus hot spots simply by logging in with their UT EID.

Withdrawal
Dropping an entire course load constitutes a withdrawal from the university for that semester. Graduate students can withdraw through the last day of class for the current semester.

Z Zapped
Enrollment of a current or future semester is cancelled or zapped when tuition and fees are not paid by the posted deadline.
Please note this section is not a complete listing of policies pertaining to graduate students, nor does it state the noted policies in their complete format. To review the official policies please refer to The University of Texas 2009-2011 Graduate Catalog, or visit: registrar.utexas.edu/catalogs/

Leave of Absence: Graduate students may apply for a leave of absence of no more than two semesters. If the student has not yet been admitted to candidacy for the doctoral degree, this request must be approved in advance by the Graduate Adviser. Granting leaves of absence for students not in candidacy is left to the discretion of the Graduate Adviser and Graduate Studies Committee. The only rule is that the decision be made "in the best interests of the academic progress of the student."

If the student has been admitted to candidacy for the doctoral degree, the leave of absence must be petitioned to the graduate dean, and only in rare circumstances will it be approved.

Grievances: Graduate students have the right to seek redress of any grievance related to academic or nonacademic matters. Every effort should be made to resolve grievances informally between the student and the faculty member involved or with the assistance of the Graduate Adviser, Graduate Studies Committee chair, or Department Chair. If the grievance cannot be resolved informally, students have recourse to the formal grievance procedures. The formal procedures will vary depending on the nature of the grievance. For more information visit the Graduate School web site: www.utexas.edu/ogs/student_services/grievances.html

Full-Time Graduate Student Status: Certification of full-time status, when needed, is provided by the Office of the Registrar. The Graduate School recognizes nine semester hours during a long session semester and three hours during a summer session as a minimum full-time course load. Individual graduate programs may require more. The three-credit hour minimum course load for the summer session may be satisfied in one six-week term, or in the nine-week or twelve-week terms. Students enrolled in affiliated studies are considered full-time students.

99 Hour Rule: The “99 hour rule” refers to the implementation of Senate Bill 961, passed by the Seventy-fifth Legislature. It is the rule that students at UT Austin with over 99 doctoral hours may be subject to the payment of nonresident tuition. For more information visit www.utexas.edu/ogs/student_services/academic_policies/99in99.html.

Electronic Theses and Dissertations: Graduating doctoral students are required to publish a copy of their dissertation in electronic format. Master’s students preparing a thesis or report may elect to submit the thesis or report in electronic format instead of paper format to the Graduate School.

Grading System
Graduate faculty may use the plus/minus grading system. Faculty are not required to use this system, but many do. Here’s how to calculate the grade point average using the plus/minus system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The GPA is calculated by dividing the number of hours taken into the number of grade points received. For example, a student who makes an “A” in ARH 396L and a “B” in ECO 382L, earns 12 grade points for the “A” and nine grade points for the “B”. Adding those points together and dividing by the total number of semester hours (21 points divided by six hours) results in a GPA of 3.5. The cumulative grade point average for a graduate student includes all graduate courses the student has taken in residence, and extension courses of graduate rank taken while enrolled in the Graduate School.
2013 - 2014 Calendar

August 2013

AUG 23-27 Registration for new and readmitted students who have not yet registered. $25 fee in effect. Payment due by 5 p.m. SEP 3.

Add/drops for registered and paid students. Add/drops due by 5 p.m. SEP 13.

AUG 26 Fall 2013 Graduate Student Orientation—tours of campus, welcome from the Dean, and information sessions.

AUG 27 Deadline to be registered in absentia for fall.

AUG 28 First class day.

AUG 28-SEP 3 Last day registration for all students. $25 late fee in effect. (NOTE: Late fee increases to $50 on SEP 4 and to $200 on SEP 15).

Classes added, dropped, and grade status changed online.

AUG 28 - SEP 13 Delete drop period.

Classes added, dropped, and grade status changed online. AUG 28 - SEP 3 and in the department offering the course from SEP 4 - 13.

September

SEP 2 - Labor Day Holiday

SEP 3 Tuition and Fee Payment due by 5 p.m.—full or in installments.

Students with zero bills must confirm their registration via the Web to prevent cancellation.

SEP 13 The Twelfth Class Day. The last day to add a course or drop a course with a possible refund.

Last day a graduate student may, with the required approvals, add a class.

SEP 17-26 Q drop period. Courses may be dropped without academic penalty. Approval of the Graduate Adviser and Graduate Dean required.

SEP 27-DEC 7 Q/F drop period. Dropping a course requires the approval of the instructor, who must assign a “Q” or “F” the Graduate Adviser, and the Graduate Dean.

October

OCT 14 Last day to apply for a graduate degree for fall 2013.

OCT 23 Last day to change grade status to or from the credit/no credit basis.

Last day for new doctoral candidates to change registration to dissertation.

November

OCT 28-NOV 8 Spring ’14 Registration for continuing and readmitted students.

NOV 28-30 Thanksgiving Holidays

December

DEC 6 Last class day. This is the last day to drop a class or withdraw from the fall semester.

Last day to submit master’s report, recital, thesis, doctoral dissertation, or treatise to the graduate dean for fall 2013 graduation.

January 2014

JAN 6 Add/drop for the spring semester for students who have registered and paid their tuition and fees.

JAN 7 Registration for the spring semester for new and readmitted students who have not yet registered.

Graduate and law students must pay tuition and fees by 5 p.m. on JAN 16.

JAN 8 Registration for the spring semester for continuing students who have not yet registered. Graduate and law students must pay tuition and fees by 5 p.m. on JAN 16.

JAN 9-10 Add/drop for the spring semester for students who registered and paid their tuition and fees by JAN 3.

JAN 13 Classes begin.

JAN 16 Last day of the official add/drop period; after this date, changes in registration require the approval of the department chair and the graduate dean.

Last day graduate students may register and pay tuition and fees without the approval of the graduate dean.

Last day of Spring ‘14 Registration for continuing and readmitted students.

Last day graduate students may register and pay tuition and fees without the approval of the graduate dean.

2 p.m. – Tuition and fee payment deadline for graduate students. Tuition and fees may be paid in full or in installments.

JAN 20 Martin Luther King Jr. Day Holiday.

JAN 29 Twelfth class day; this is the date the official enrollment count is taken.

Last day to drop a class for a possible refund.

Last day a graduate student may, with the required approvals, add a class.

March

MAR 10-15 Spring break.

MAR 20 Last day to apply for a graduate degree.

MAR 24 Last day a graduate student may change registration from credit/no credit basis.

April

APR 14-25 Registration for the summer session and the fall semester for continuing and readmitted students.

May

MAY 2 Last class day.

Last day to submit master’s report, recital, thesis, doctoral dissertation, or treatise to the graduate dean.

Last day a graduate student may, with the required approvals, drop a class or withdraw from the university.

MAY 5-6 No-class days.

MAY 10-12 Last day for new doctoral students to change registration from credit/no credit basis.

Spring semester final examinations.

MAY 18 Commencement (official graduation date).

Please refer to the Course Schedule published by the Office of the Registrar as the official source of information for registration and payment deadlines.

Important Telephone Numbers

All numbers are in area code 512

General Numbers

Emergency Assistance......911

University Operator.........471-3434

Graduate School

Dean................................471-4511

External Relations..............471-4511

Graduate and International Admissions Center..............475-7391

Recruitment & Outreach..............472-3623

Student Academic Services....471-4511

Degree Evaluators..............232-3620

232-3629

Other Important Resources

Graduate Student Assembly......475-6900

Counseling and Mental Health Center..............471-3515

Telephone Counseling & Referral Center..............471-CALL

Continuing Education..............471-4652

Dean of Students..............471-5017

Texas Exes Association..............471-8839

Frank Erwin Special Events Center, Box Office..............477-6060

Housing & Food Service..............471-3136

ITS Help Desk..............475-9400

Intercollegiate Athletics Ticket Office..............471-3333

International Office..............471-1211

Legal Services for Students ..............471-7796

Lost and Found (UTPD)..............232-0762

Multicultural Engagement Center.........................232-2958

Office of the Ombudsperson..............471-3825

Parking and Transportation Services..............471-7275

Performing Arts Center Box Office..............471-4444

Recreational Sports: Programs..............471-3216

Facilities..............471-6045

Registrar..............475-7575

Registration..............475-7566

Services for Students with Disabilities..............471-6259

TTY.........................232-0762

Texas Union..............475-6636

Tuition and Fee Billing..............475-7777

University Apartments..............232-5299

University Health Services: Main Line..............471-4955

Health Promotions..............475-8252

Nurse Advice Hotline..............475-4515

University ID Center..............471-4334

UT Libraries Info..............495-4250

UT Police..............471-4441

UT Visitor Center..............473-3000

University Operator..............471-3434

Graduate School

Dean..............471-4511

External Relations..............471-4511

Faculty Development & Student Fellowships..............232-3603

Graduate and International Admissions Center..............475-7391

Recruitment & Outreach..............472-3623

Student Academic Services....471-4511

Degree Evaluators..............232-3620

232-3629

232-3628

Multicultural Engagement Center.........................232-2958

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UT Libraries Info..............495-4250

UT Police..............471-4441

UT Visitor Center..............473-3000

Lost and Found (UTPD)..............232-9619