

Welcome to UTA Honors Academy Dual Credit Program

Congratulations on your decision to get a head start on your college career. This will enhance you both as a high school student and as a beginning university student. We know that you will enjoy your classes on our campus and we hope that you will seriously consider UT Arlington as your permanent university home.

If you or your parents have any questions about UTA, your classes, or any aspect of your enrollment, please call the Honors Academy office at 817-272-7215.

Checklist for Admission

- Complete Application for Admission
- Submit \$60 Application Fee
- Turn in Official Transcript and Test Scores
- Complete Dual Credit Program Agreement; requires counselor and parent signatures
- Satisfy TSI requirements
- Complete and turn in Course Selection Sheet, signed by high school counselor

Registration & Payment

Once all forms have been completed and submitted, the Honors Academy staff will register you for your classes. All fees and charges will be billed to your UTA Account. STEM and Teacher Academy student tuition will be paid by the district.

Tuition and fees can be paid:

- Internet: Pay by credit card or electronic bank draft/ACH transfer by signing into your MyMav account, www.uta.edu/mymav.
- In Person: Student Account's office on first floor of Davis Hall or by placing a check or money order in the 24-hour drop box located inside the north entrance to Davis Hall.
- Mail: Student Accounts
Box 19649
Arlington, TX 76019-0649

Please reference your ID# on all transactions. Failure to pay tuition, fees, and charges by the due date listed on the college calendar constitutes voluntary withdrawal. You must contact the Honors Academy office to be reinstated.

Tuition and Fees

- \$150 per 3 hour course (\$50 per semester hour)
- \$60 application fee
- Books and Parking costs vary
- Meningitis upload fee

Withdrawals & Refunds

If it becomes necessary to withdraw from a class after registering, it is vital that you inform the Honors Academy Office at 817-272-7215 of your intent.

Our office must **officially withdraw** you from any class in which you have registered if you determine you cannot complete the course.

- If you withdraw before the first day of class, there are no charges and no transactions will appear on your transcript.
- Each semester has a specific last day to drop. Please refer to the Academic Calendar.
- *If you fail to officially withdraw from a class and just stop going to that class, you will receive a failing grade.* All grades earned for dual credit courses will be reflected on your permanent university transcript.

All students withdrawing from the University are financially responsible for the pro-rata share of tuition, fees, and charges if they withdraw after the first official day of classes.

UTA Testing Center - 004 University Hall, 817-272-2362

<https://www.uta.edu/universitycollege/prospective/testing-services/testing@uta.edu>

Open Monday to Friday, 8 to 5; some later hours and Saturdays. Placement tests are available; fees vary.

Parking at UTA

All students who drive to UT Arlington need a permit to park legally on campus.

The type of pass needed will depend on the session you are planning to attend dual credit classes at UTA.

Detailed information is available online:

<https://www.uta.edu/pats/parking/permits-pricing.php>

All persons with disabilities will need to provide the appropriate documentation at the Parking Office.

Meningitis Vaccine

Texas college students who are new to the institution and students returning after an absence of at least one fall or spring semester who are under age 22 on the first day of the term are required to submit documentation of immunization against bacterial meningitis.

This is a link to information about how to submit proof of this vaccine to UTA:

<http://www.uta.edu/records/services/meningitis-requirement.php>

Reporting of Dual Credit Grades & Transcripts

If you are taking University courses for dual credit, an official grade report will be sent to your high school counseling office at the end of the academic session. Please be sure you have indicated on your Course Selection Sheet that you are taking your courses for dual credit.

If you would like an official transcript, you can order one through your MyMav account.

Transcripts can also be ordered in person from Room 129 in Davis Hall.

Important Things to Know

- **College Standards:** College courses are interesting and challenging. You will learn a great deal, but you will be expected to work hard. On average, college students should plan to study at least two hours a week for every hour spent in the classroom. Extra time will be necessary when exams are scheduled or course projects are due.
- **College Grades:** Pay careful attention to your instructor's system for assigning grades as indicated in the course syllabus. If you do poorly on a test or assignment, most college instructors will not allow you to repeat the work in order to improve your grade. Most college professors do not give extra work or extra credit.
- **College Subjects:** College courses sometimes deal with controversial issues or subject matter that high school courses would ordinarily avoid.
- **College Attendance Policies:** University schedules differ from high school schedules. Be sure you understand and follow your instructor's attendance policy. If you miss classes due to illness or a high school function, those absences may count against you.
- **College Instructors:** Your instructor is available to answer your questions. Please do not hesitate to schedule a conference with your instructor. Everyone at UTA is dedicated to helping you achieve your educational goals.

Academic Calendar 2017-2018

Fall 2017

Payment Due Date	August 17
First Day of Classes	August 24
Late Registration	August 24 - 30
Census Date	September 11
Drop Date with No Record	September 11
Last Day to Drop with W	November 1
Last Day of Classes	December 6
Final Exams	December 9 - 15

Future Classes

If you continue in the dual credit classes, contact the Honors Academy office for schedule and registration information. It will not be necessary to complete another application – just submit a new Course Selection Sheet.

Admission to UT Arlington

If you decide to continue your college education at UTA after high school graduation, you need only complete an 'Update Application' and return it to the Honors Academy office. You will not need to pay another application fee. An Update Application can be found on our webpage at www.uta.edu/dualcredit

You may update if you have participated in the dual credit program within 2 semesters prior to your new expected term of entry. If it has been longer than 2 semesters, you must submit a new application by applying at www.applytexas.org.

NetID & MyMav

Once you are admitted to UTA, you will receive a NetID Number and a MyMav Account. These will stay with you as long as you are affiliated with UT Arlington.

Your NetID allows you access to your MyMav Account, campus computers, and many other services on campus. You will be assigned a NetID number and a temporary password. You must activate your NetID and change this temporary password. To do this, go to <http://uta.edu/oit/selfservice> click on 'Activate Your NetID,' and follow the directions.

MyMav is a web-based student information system that allows you to manage all aspects of your college career. You can access this system from the UTA main webpage or directly from www.uta.edu/mymav. Log on using your NetID and your changed password.

Once in MyMav, you can:

- view and print your class schedule
- check your grades
- print unofficial transcripts
- view your account balance
- make payments on your account
- check your UTA email account
- get info on UTA events, etc.

There are tutorials available on your main MyMav page to help you navigate this useful system.

Bookstore

The UT Arlington Bookstore is located at the northeast corner of the campus at 400 S. Pecan Street.

Main Phone Number: 817-272-2785

Textbook Department: 817-272-5757

Website: <http://www.bkstr.com/texasatarlingtonstore/home/en>

Email: uta@bkstr.com

All required textbooks can be found at the UTA bookstore. The bookstore carries basic school supplies as well as scantrons and blue books that are typically required for testing purposes. You can also find UTA clothing and other spirit items.

Textbooks for Rent

It is possible to rent many textbooks from the UTA bookstore rather than purchasing the books. Prices for renting are typically less than 50% of the purchase price.

Students can highlight and write in the rented textbooks as long as they remain usable for the next student.

Students must be 18 to rent on their own, but parents can rent the books for their students. Requirements are a valid credit card, email address, driver's license, and completed rental agreement.

Full information regarding this program can be found on the bookstore website listed above.

Academic Integrity

Academic Integrity and Scholastic Dishonesty

The University of Texas at Arlington strives to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and responsibility. Furthermore, it is the policy of the University to enforce these standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic/non-academic misconduct.

What is Academic Integrity?

Academic integrity is defined as being in firm adherence to a code or standard of values. It is a commitment on the part of the students, faculty and staff, even in the face of adversity, to five fundamental values:

- Honesty
- Truth
- Fairness
- Respect
- Responsibility

"From these values flow principles of behavior that enable academic communities to translate ideals into action" (The Center for Academic Integrity, 1999). Unfortunately, when these ideals are not translated to each and every one in the academic community, academic dishonesty is inevitable.

What Constitutes Scholastic Dishonesty?

Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, and collusion on an examination or an assignment being offered for credit. Each student is accountable for work submitted for credit, including group projects.