New Parent Checklist 2014

This checklist will help you get organized even before your son or daughter arrives at UD. Please note that asterisked items are required. If you have any questions about the information listed below, please do not hesitate to contact the Parent and Family Program Office at 972-721-5113 or parents@udallas.edu.

Things to do BEFORE your student arrives

New Student Paperwork – New, confirmed students will receive a letter directing them to the New Student Forms webpage containing information on additional forms required by the Office of Student Life. Please note that students will not be specifically assigned and matched with a roommate after the June 30 roommate matching deadline until the housing deposit, housing contract, roommate matching profile and complete Medical History form have been submitted.

*Check to make sure that your student has completed the necessary housing contract (if living on campus) or the commuter form (if commuting from your local home).

Has the $200 housing deposit been made? (Required for campus residents)
The housing deposit may be easily submitted via CASHNet by logging into your student’s account (information previously mailed to student by the Admissions Office) and paying online. Checks, made payable to UD, should include your student’s ID number, be marked ‘housing deposit’, and mailed to the attention of the Business Office.

*Has your student completed the roommate matching profile? (log-in information will be mailed to student’s UD email address)

*Has your student completed and returned the Medical History Form? (Required for housing and class registration) The entire form (4 pages) should be faxed to 972.721.5291, emailed to studentlife@udallas.edu or mailed to: University of Dallas Office of Student Life 1845 E. Northgate Dr. Irving, TX 75062

Has your student waived the Student Health Insurance? All full-time undergraduates are automatically enrolled in and charged for the student insurance program. However, the student health insurance may be waived upon proper submission of an online waiver (available summer 2014) directly with the insurance company by the September 20, 2014 deadline date.

If your student has a documented disability — please visit the ADA webpage.

*Remind your student to activate his or her UD email address
(This information previously mailed to student by the Admission Office) Email is our primary means of communication with students. Please stress the importance of checking their UD email regularly. Students can easily have their UD email forwarded to their personal email account by following the directions in the mailed letter.

*Remind your student to request a final high school transcript (complete with date of graduation) to be sent to UD.

Is your student hoping to go to Rome next year? A passport valid until September 2016 will be needed. Check the expiration date, or help your student apply for a passport by Christmas 2014.

*Remind your student to complete AlcoholEdu for College – This is required for first-year and transfer students before arriving on campus (information). A parent version of this course will be available later this summer. Please check the New Student Forms webpage for more details in late July.

*Has your student begun course selection? Your student should receive an email with instructions for course selection from Dr. Eaker in June. If your student has not received the email, then Dr. Eaker should be emailed at eaker@udallas.edu. Please make sure that all AP scores and other college transcripts have been sent to the Registrar’s Office to aid in scheduling appropriate courses.

If your student plans to work on campus, remind him or her to pack a passport or photo ID and their social security card or a certified copy of the birth certificate as proof of identity for the Employment Eligibility Verification form needed to work on campus. More information can be found on the HR webpage.

Have you set up your Parent Password? - Have your student set up a parent password for you on CASHNet. CASHNet is the online system that shows parents and students account information about the student account. http://www.udallas.edu/offices/sas/parentinfo.html

Obtain clearance from the Business Office by July 31, 2014.
For more information visit the Student Account Services website, email bursar@udallas.edu or call 972.721.5144.

Receiving the Higher One Green Envelope in the mail - Be looking for the green envelope from Higher One that will activate the Higher One Refund Program at UD. Visit the Higher One webpage for more information.

Shop for basic items – Review the what to bring to campus list and shop for items your student will need. Don’t go overboard, as space is limited. Items may be mailed prior to your student’s arrival:
University of Dallas
c/o Student’s Name
1845 E. Northgate Dr.
Irving, TX 75062

Talk to your student about personal safety – Although personal safety seems basic enough, college students think they are invincible. Remind them to lock their doors; secure their personal belongings; tell someone where they are going, when they will return, and how to reach them. Have your student update his or her emergency contact information.

Talk to your student about alcohol and other drugs – It may seem like it is too late to do this, but even college students listen to their parents when it comes to this topic. Encourage them to make smart and safe choices. For resource information on this and other topics related to health and wellness, visit the Health and Wellness @ UD webpages.

Register for Parent Orientation (check back soon) – We have an informative and action packed day scheduled for you.
Things to do While You Are On Campus

Campus Residents may begin moving in Friday, August 29, 2014, at 8am — All new residents are encouraged to move their belongings into their new room on Friday, as we have a full day of events planned for Saturday. All students MUST be in their residence hall by 8:00 p.m. for a mandatory residence hall meeting.

Note your student’s correct campus mailing address and e-mail address. Students really appreciate receiving a care package from home or an e-mail with an update from home.

Attend the orientation programs specifically designed for parents – These include sessions on academics, the Core Curriculum, residence life, health and counseling services, Campus Ministry, etc.

Plan to say goodbye to your student after Mass at the Welcome Reception

Things to Keep in Mind

Keep in contact with your student on a regular basis – Students will be extremely busy when they first arrive on campus, but knowing that you will be able to reach out to each other is comforting.

Know what to do if your student is ill or if you have a family emergency — Remind your student that there is a physician on campus (972.721.5322) and to contact each of their professors via email if at all possible. They should note the length of their absence and a specific reason for the absence. If you have a family emergency, contact the Parent and Family Program office 972.721.5113 or the Office of Student Life 972.721.5323 – they can assist in locating your student on campus or help you with the emergency notification process.

Join the UD Parent and Families Facebook to stay current on UD happenings

Sign up to receive the Parent and Family E-Newsletter to stay informed of critical deadlines and dates.

Encourage your student to meet all of his/her professors and to utilize each professor’s office hours — It is a good way for them to make a strong connection to the campus, feel like they belong and to maintain good academic standing.

If your student mentions feeling uncomfortable or overwhelmed by the material being covered in class, tell your student to seek help as soon as possible — College courses are more intense and more in-depth than what many students were accustomed to in high school. Professors and/or tutors are eager to help. The Academic Success Office is another great place to seek assistance. Academic Success Adviser Sharon Oster is eager to help students with their time management and study skills.

If your student is lonely, homesick or seems depressed, encourage him or her to find a support system. This can be as simple as having lunch with the Resident Assistant (RA), joining a student organization, visiting the Campus Ministry Office or attending one of the on-campus events. If this persists, advise your student to make an appointment with a counselor at the Counseling Center.

Suggest that your student visit the Office of Personal Career Development — Many new students are unsure about their major, wonder what they could possibly want to do for the rest of their lives, and are unsure how to formulate a plan to discover just what interests them. It’s not too early to prepare for the future and the Office of Personal Career Development is an excellent resource to assist students as they perfect their resumes and look for internships.