THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN

UNDERGRADUATE ONLINE PROGRAMS HANDBOOK

HTTP://WWW.UTPB.EDU/ONLINE/ | 4901 E. UNIVERSITY | ODESSA, TEXAS 79762
# TABLE OF CONTENTS

**WELCOME TO UTPB** ................................................................................................................. 3
  - MESSAGE FROM THE PRESIDENT ......................................................................................... 3
  - ABOUT THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN (UTPB) .................................. 4

**UNDERGRADUATE ONLINE PROGRAMS AT UTPB** ............................................................ 5
  - MINOR OPTIONS FOR ONLINE STUDENTS ........................................................................... 6

**MEET OUR ADVISING TEAM** ............................................................................................... 7
  - WELCOME FROM DEAN HARLOW, DEAN OF UNDERGRADUATE STUDENT SUCCESS ........ 7
  - MAIN CONTACTS .................................................................................................................... 7
  - GET TO KNOW THE REST OF OUR ONLINE TEAM ............................................................. 8
  - MORE ADVISING & STUDENT SERVICE CONTACTS ........................................................ 10

**GETTING STARTED AT UTPB** .............................................................................................. 11
  - CHECKLIST FOR AN ONLINE STUDENT ......................................................................... 11
  - ADMISSIONS PROCESS ......................................................................................................... 12
  - GRADUATION PROCESS ....................................................................................................... 13
  - FINANCIAL AID PROCESS/SCHOLARSHIPS .................................................................... 14
  - FINANCIAL AID PROCESS/SCHOLARSHIPS (continued) .................................................... 15
  - FINANCIAL SERVICES/ACCOUNTING OFFICE ................................................................. 16
  - REGISTRAR’S OFFICE ........................................................................................................... 17
  - VETERAN AFFAIR RESOURCES ......................................................................................... 18

**ACCESS TO STUDENT ACCOUNT** ....................................................................................... 19
  - CAMPUS CONNECT ................................................................................................................ 19
  - BUYING TEXTBOOKS ........................................................................................................... 19

**ACCESS TO COURSES** ........................................................................................................ 20
  - BLACKBOARD LEARNING PORTAL ................................................................................... 20

**HELPFUL RESOURCES** ...................................................................................................... 21
  - TAKING ONLINE COURSES THROUGH THE UT SYSTEM ............................................... 23
  - ACADEMIC INTEGRITY ....................................................................................................... 24
  - FAQs ABOUT THE ONLINE PROGRAMS ........................................................................... 25

**IMPORTANT PHONE NUMBERS/OFFICES** ..................................................................... 26
WELCOME TO UTPB

MESSAGE FROM THE PRESIDENT

My name is David Watts. I serve as President of the University of Texas of the Permian Basin (UTPB). I want to welcome you to online study at UTPB. As you may know, online students are just as successful as face-to-face students. We at UTPB are very proud of the programs and courses we have to offer. UTPB faculty members believe in interacting with students, both in the classroom and online. They care about your mastering the material, and they care about your success. I believe you will find a faculty that is responsive to your questions and concerns. We offer tutoring to our students when needed; we offer advising support, and we offer the best service to our online students that our support offices including Financial Aid, Admissions and Registrar can provide. When we are successful in working with you, please let us know. When we fail to meet your expectations, please let us know. From you, we learn what we are doing correctly and what needs improvement. In this Handbook, you will be given telephone numbers, e-mail addresses and even cell phone numbers for you to contact.

It is still true that a college education increases earnings over those who have not completed a college degree. The difference between high school and college earners is substantial: $76,000 high school vs. $109,000 bachelor’s degree. The differences between a Master’s degree holder’s income and a high school graduate are even more substantial. Multiply these differences over 30 years and the bachelor’s or Master’s degree holder earns substantially more than a high school degree holder. We also know that college graduates systematically on the average are healthier, live longer, and report greater levels of happiness.

There is one thing each of us can do to better our lives: enroll in and graduate from a university. I congratulate you on “coming to” UTPB online and look forward to your graduation.

President David Watts

president@utpb.edu

Dr. Watts has served as UTPB’s President since February 2001
ABOUT THE UNIVERSITY OF TEXAS
OF THE PERMIAN BASIN (UTPB)

Authorized by the Texas Legislature in 1969 as an upper level university offering junior, senior, and graduate level programs, UT Permian Basin achieved four-year status and began offering freshman level classes in September of 1991. The University of Texas of the Permian Basin is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and master degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Texas of the Permian Basin. For more information, please go to http://www.utpb.edu/about/quick-facts.

MISSION STATEMENT
The University of Texas of the Permian Basin is a general academic university of The University of Texas System. The University of Texas System is committed to pursue high-quality educational opportunities for the enhancement of the human resources of Texas, the nation, and the world through intellectual and personal growth. The mission of The University of Texas of the Permian Basin is to provide quality education to all qualified students in a supportive educational environment; to promote excellence in teaching, research, and service; and to serve as a resource for the intellectual, social, economic, and technological advancement of the diverse constituency in Texas and the region.

ENROLLMENT
- Fall 2013: 1100 dual credit, 3146 undergraduate and 885 graduate students
- Fall 2013: 2217 Online students (including dual credit students)

STUDENT PROFILE
UTPB serves students from 177 Texas counties, 34 states, and 28 countries (Fall 2013)

FACULTY
- 100% of tenured and tenure-track faculty hold terminal degrees/doctorates in their teaching fields.
- University faculty are engaged in a wide range of research activity.

ACADEMIC YEAR
- Fall Semester (September to December), Fall first 8-weeks and Fall second 8-weeks
- Spring Semester (January to May), Spring first 8-weeks and Spring second 8-weeks
- May Term (May)
- Summer Session Options: Whole Summer (June to August), Summer I, Summer II, and two 8 week Summer sessions
- For more information see http://www.utpb.edu/registrar/academic-calendar
UNDERGRADUATE ONLINE PROGRAMS AT UTPB

UTPB provides online degrees and courses for Texans as well as national and international students. Some degrees are offered in collaboration with other University of Texas System universities. Besides the courses that are part of degree programs, UTPB offers a wide range of online undergraduate and graduate courses. If you are an out-of-state student, please learn more about which states allow online courses. Go to UTPB’s State Authorizations page to see if online courses can be offered in your state. (*these majors require a Minor)

GENERAL EDUCATION COURSES
General undergraduate courses focusing on freshman and sophomore level coursework.

BACHELOR OF APPLIED ARTS AND SCIENCE - INDUSTRIAL TECHNOLOGY OPTION (BAAS ITEC)*
Already have an Associate of Applied Science (A.A.S.) degree in Industrial Technology? This completion degree will enhance technical education and prepare students with leadership skills for their respective work environments.

BACHELOR OF SCIENCE - INDUSTRIAL TECHNOLOGY (ITEC)
The Bachelor of Science in Industrial Technology prepares students for field-oriented tasks in the areas of maintenance and troubleshooting of systems. Students pursuing a Bachelor of Science (B.S.) in Industrial Technology degree receive a broadly based general Industrial Technology education. Broad preparation assists graduates in preparing to meet the diverse challenges of personal as well as professional life.

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE (CCJO)
Upper-level coursework combined with the appropriate lower-division undergraduate coursework leading to Bachelor of Science in Criminal Justice.

BACHELOR OF ARTS IN CHILD AND FAMILY STUDIES (CHLO)*
The Bachelor of Arts in Child and Family Studies completion degree is designed to provide a sound academic foundation for persons planning to work with and / or study children and families in various contexts. The Learning and Development Track focuses on: the physical, social, emotional, and cognitive development of children; issues that involve relationships among families with children; and atypical development of children.

BACHELOR OF ARTS IN COMMUNICATION (COMO)*
The Bachelor of Arts in Communication is designed to provide students with a comprehensive review of communication theories and the dynamic impact of modern media on businesses, societies and cultures around the world.

BACHELOR OF ARTS IN HUMANITIES (HUMO)
Upper level coursework combined with the appropriate lower-division undergraduate coursework leading to Bachelor of Arts in Humanities. Highly flexible degree plan with 8-week session courses as part of Finish@UT program and the UT Online Consortium.

BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT (MGTO)
The Bachelor of Business Administration in Management is designed to provide students with the real-world knowledge and skills they need to succeed in today's competitive business environment. The curriculum includes a comprehensive review and analysis of a broad range of business concepts and best practices—including accounting, finance, human resources, marketing, organization behavior, operational theory, operations management, and business ethics.

BACHELOR OF ARTS IN PSYCHOLOGY (PSYO)*
The Bachelor of Arts in Psychology is designed to provide students with insights into the complex range and nuances of human behaviors, emotions and mental processes. Students will gain knowledge about theoretical perspectives and empirical findings across a wide range of topics, learn how to apply research methods, develop critical and creative thinking skills, and explore the ethical principles that are the foundation of psychological approaches.

BACHELOR OF ARTS IN SOCIOLOGY (SOCO)*
The Bachelor of Arts in Sociology concentrates on the scientific study of human behavior within society. Students will explore human interactions within group settings, the diversity of cultures and societies that exist throughout the world, factors that influence social behavior in various social groups, organizations and institutions. By helping students become more sensitive to the human condition, the faculty strives to instill students with constructive skills they can use to help improve the human condition.
MINOR OPTIONS FOR ONLINE STUDENTS

*Not all online majors require a minor; please consult the prior page on which majors do require a minor. If you have further questions, please contact your advisor.

BUSINESS MINOR:
Required Courses for a General Business Minor (total 21sch):
- ACCT 2301 Principles of Financial Accounting
- ACCT 2302 Principles of Managerial Accounting
- ECON 2301 Principles of Macroeconomics *(available through UTOC)*
- ECON 2302 Principles of Microeconomics *(available through UTOC)*
- MNGT 3310 Management Concepts and Organizational Theory
- MRKT 3300 Principles of Marketing
- UPPER LEVEL BUSINESS ELECTIVE At least 3 credit hours of upper level Business courses approved by your advisor

CRIMINAL JUSTICE ONLINE (CCJO) MINOR:
A minor in CCJO requires a total of 18sch of which 12sch must be at the upper (bolded):
- CCJO 2310 Introduction to the Criminal Justice System *(available through UTA)*
- CCJO 1XXX, 2XXX, 3XXX or 4XXX
- CCJO 3XXX or 4XXX
- CCJO 3XXX or 4XXX
- CCJO 3XXX or 4XXX
- CCJO 3XXX or 4XXX

COMMUNICATION MINOR:
A minor in Communications requires a total of 18sch of which 9sch must be at the upper level (bolded):
- COMM 1XXX, 2XXX, 3XXX or 4XXX
- COMM 1XXX, 2XXX, 3XXX or 4XXX
- COMM 1XXX, 2XXX, 3XXX or 4XXX
- COMM 3XXX or 4XXX
- COMM 3XXX or 4XXX
- COMM 3XXX or 4XXX

CHILD & FAMILY STUDIES MINOR:
*CHLO majors cannot minor in CHLO
A minor in Child & Family Studies requires 18 sch of which 12 must be at the upper level (bolded):
- SOCI 1301/PSYC 1301
- TECA or CHLD Course 1XXX, 2XXX, 3XXX or 4XXX
- CHLD 3XXX or 4XXX
- CHLD 3XXX or 4XXX
- CHLD 3XXX or 4XXX
- CHLD 3XXX or 4XXX

HISTORY MINOR:
A minor in history consists of 18sch, 9 of which must be at the upper level:
- HIST 1301 U.S. History to 1877
- HIST 1302 U.S. History since 1877
- HIST 23XX (non-US History course)
- HIST 3XXX or 4XXX
- HIST 3XXX or 4XXX
- HIST 3XXX or 4XXX

MANAGEMENT MINOR:
A minor in Management consists of 18 credit hours:
- MNGT 3310 Management Concepts and Organizational Theory
- MNGT 3311 Business Communications
- MNGT 3312 Human Resource Management
- MNGT 3370 Business and Society
- MNGT 3330 Organizational Behavior
- Upper Level MNGT Course (excludes MNGT 4375)

PSYCHOLOGY MINOR:
*CHLO majors cannot minor in Psychology
A minor in Psychology requires 18 sch of which 12 must be at the upper level (bolded):
- PSYC 1301 Introductory Psychology
- PSYC 1XXX, 2XXX, 3XXX or 4XXX
- PSYC 3XXX or 4XXX
- PSYC 3XXX or 4XXX
- PSYC 3XXX or 4XXX
- PSYC 3XXX or 4XXX

SOCIOLOGY MINOR:
*CHLO majors cannot minor in Sociology
A minor in Sociology requires 18 sch of which 12 must be at the upper level (bolded):
- SOCI 1301 Introduction to Sociology
- SOCI 1XXX, 2XXX, 3XXX or 4XXX
- SOCI 3XXX or 4XXX
- SOCI 3XXX or 4XXX
- SOCI 3XXX or 4XXX
- SOCI 3XXX or 4XXX
MEET OUR ADVISING TEAM

WELCOME FROM DEAN HARLOW, DEAN OF UNDERGRADUATE STUDENT SUCCESS

Welcome to The University of Texas of the Permian Basin! I am proud of your decision to complete your degree. For many of you, this will be re-starting a degree you may have begun some time ago. There are many demands on your time, and you should be proud of the investment you are making in yourself and in your family.

There will be several challenges as you seek to complete your degree- tight deadlines, difficult assignments, and academic planning will all happen as you continue to do everything else you have going on in your life. As you do that, there is one point I always want my students to remember- if you hold up your end of the bargain in working hard and planning ahead, UTPB is committed to your success and will have a tool available to help you. The team in our academic advising office is excellent and can assist you with a degree plan and getting started in the right courses. Our tutors can help you understand difficult course material and develop complex papers. Our career services office is available to you as you seek to turn your education into professional employment. UTPB is going to be there with you to give you the tools you need to complete your degree.

I am proud of the team we have assembled to help you meet your academic goals. Welcome to the place I am proud to call home, and best wishes as you complete your studies. Please reach out to us and let us know how we can be helpful.

William F Harlow, Ph.D.
Dean of Undergraduate Success (harlow_w@utpb.edu)
Associate Professor of Communication

MAIN CONTACTS

Sharon Bidwell—Current Interim Academic Advising Coordinator for Undergraduate Programs (bidwell_s@utpb.edu)
Sharon lives in Midland, Texas and has been an employee of The University of Texas of the Permian Basin for 18 years. She received her Bachelor of Business Administration in Marketing from The University of Texas of El Paso. She is a former cross-stitcher and currently a loving mother to three beautiful dogs.

Rachel Reese—Academic Advisor for Undergraduate Online Programs (reese_r@utpb.edu)
Rachel is the main point of contact for the Undergraduate Online Programs at UTPB. She joined the Academic Advising staff in December 2012. Rachel earned her Bachelor’s in Science Business Administration—Marketing from the University of Nevada, Reno. She earned her Masters of Education in Counseling Student Affairs from Northern Arizona University. Rachel has spent most of her professional career working in Residence Life/Student Affairs and recently joined the academic side at UTPB. Rachel currently lives and works in San Antonio, TX. She loves traveling, crafting and cooking with her husband and mini-dachshund.

Amanda Perez—Academic Advisor for Undergraduate Programs (perez_a@utpb.edu)
Amanda is born and raised in Odessa, Texas. She obtained a BBA in Marketing from UTPB in December 2013. Amanda began her employment at UTPB in June 2010, as a student worker and joined the Advising Office upon obtaining her degree. She likes to travel, spend time with her nieces and nephew, and has a hidden love of reality television shows.
GET TO KNOW THE REST OF OUR ONLINE TEAM

FACULTY ADVISORS

BAAS ITEC and ITEC Programs: Raj Desai, Ph. D—Faculty Advisor (desai_r@utpb.edu)
Dr. Raj Desai currently serves as Chair, Undergraduate Studies, College of Business and Engineering at The University of Texas of the Permian Basin and joined UTPB in 2004. He has a doctorate in Industrial Technology from the University of Northern Iowa and an MBA from UTPB. His research interests are in the fields of leadership, innovation, and new technologies.

CCJO Program: Professor Gregg Hammon—Faculty Advisor (hammon_g@utpb.edu)
Professor Gregg Hammon has earned an Associate’s in Police Science, BA criminology, MA Political science and an additional 18 graduate hours in Criminal Justice. He also has over 19 years experience in the criminal justice field. Hammon taught his first online course for UTPB, as an adjunct in 2002, and has been teaching online ever since. He joined the advising side of the CCJO program during Spring 2014. Hammon’s best tip or trick for online students is time management. Do not wait until the last minute to do assignments. If you wait until the last minute, any little problem you have can be costly. He also recommends that you save a copy of any discussions or papers you write (you never know when a technical glitch may occur).

CCJO Program: Anthony Hoskin, Ph. D—Faculty Advisor (hoskin_a@utpb.edu)
Dr. Hoskin earned a Bachelor’s degree in Sociology at the University of Utah in 1993. His Ph. D. is in Sociology (with a specialization in Criminology) at the University at Albany in 1999. Dr. Hoskin has been at UTPB for the last 5 ½ years. He loves to read, and to watch movies, especially crime movies. Dr. Hoskin’s main advice for online students is to register the very first day of registration!

CHLO Program: Ruth Ann McQuitty—Faculty Advisor (mcquitty_r@utpb.edu)
Ruth Ann McQuitty received a BA in Literature from UTPB in 1979 and a MA in Early Childhood Education in 1990 from UTPB. McQuitty was a student at UTPB when it first opened in 1973. She has been employed as a lecturer in the College of Education since 1991 and has generally taught Child & Family Studies courses as well as preschool methodology. Her interests at this point in life are her four grandchildren and cat, but she also loves all types of word puzzles. In order to ensure success in online courses, McQuitty recommends that you: check your course daily for new announcements, messages and calendar or discussion postings; don't wait until the last minute to take an exam, post to a discussion or submit an assignment, if you do and then have computer problems, you could miss the testing, discussion or assignment submission windows; and if you have never taken an online course (or even if you have), please don't hesitate to ask for help. Communication is key!

COMO Program: Rachel Harlow, Ph. D—Faculty Advisor (harlow_r@utpb.edu)
Dr. Rachel Harlow joined UTPB in the Fall of 2008. Dr. Harlow has a B.A. in Speech Communication (Trinity Univ.), an M.A. in Speech Communication with an emphasis in rhetoric and public affairs (Texas A&M), and a Ph.D. in Technical Communication and Rhetoric (Texas Tech). She has two fantastic kids; enjoys cooking and tae kwon do.

Online learning hinges on students being internally motivated to read, write, and study; in a face-to-face class, external motivators--like not wanting to look foolish in front of your peers--can move you to do the work require to prepare for class. Online learning has fewer of these external motivators. What this does, however, is encourage you to take ownership of your studies. Even more than in face-to-face classes, you will get out of online classes what you put into them in effort. Think of your professors as coaches or guides through your degree. An Olympic athlete relies on his or her coach to plan a training program, to critique his or her performance, to see potential that the athlete himself or herself may not see. Likewise, your professors plan your training programs for each course, critique
your performance, and show you when you’ve made progress you may not even recognize. But in both cases, the student is the one who has to do the training and who has to trust that the coach is using specific techniques to move the student toward a larger goal.

**COMO Program:** Michelle Pence, Ph. D—Faculty Advisor *(pence_m@utpb.edu)*

Dr. Michelle Pence joined the UTPB Faculty in May 2013. Dr. Pence has earned a B.A. in Communication Studies, M.A. in Communication, and Ph.D. in Communication with an emphasis in Statistics. In her spare time, she enjoys traveling, practicing Jeet Kune Do and MMA (Mixed Martial Arts). Dr. Pence’s biggest advice for online students would be organization. She encourages her students to keep a planner or calendar with all due dates listed for assignments/courses.

**HUMO Program:** Roland Spickermann, Ph. D—Faculty Advisor *(spickermann_r@utpb.edu)*

Dr. Roland Spickermann started teaching at UTPB in Fall of 2001. He has a BA in History from UC Berkeley and a PhD in History from the University of Michigan. His research is in modern German history. Online, he teaches the World Civilization II course, as well as a course on the French Revolution. Other courses in modern European history are pending.

**MGTO Program:** Joseph Stauffer, Ph. D—Faculty Advisor *(stauffer_j@utpb.edu)*

Dr. Stauffer has worked at UTPB for the past 5 years. He earned his Bachelor of Business in Operations (Production) Management, MBA, MA in Human Resources/Labor Relations, and Ph. D. in Management. One of his many hobbies is tracking down and getting to know other Swiss exiles. Dr. Stauffer’s advice for online students is to work on writing concise, accurate, to-the-point communications with your advisors, professors, and fellow students.

**PSYO/PSYC Program:** Suzanne Rathbun, R.N., LPC-S—Faculty Advisor *(rathbun_s@utpb.edu)*

Suzanne earned her first degree in Nursing (BSN) from the University of Colorado. After raising 3 boys, playing Boy Scout Leader, PTA, and School Board, she went back to school and obtained a MA in Clinical Psychology at UTPB. She has taught Psychology since 1995—generally statistics, gender, human sexuality and has been involved as coordinator and practicum coordinator for the University Counseling Center. In her spare time, she likes to travel and do crafts.

**SOCO/SOCI Program:** Jeff Dennis, Ph. D—Faculty Advisor *(dennis_j@utpb.edu)*

Dr. Jeff Dennis joined the Sociology faculty at UTPB in Fall 2010, and collaborated with Dr. Hadjicostandi in his first year to offer all the required classes for a Sociology degree available online, among the first to do so at UTPB. He received his Ph.D. from the University of Colorado Boulder in 2010, an M.A. from Texas Tech in 2006 and a B.A. from TCU in 2003, all in Sociology. In his free time, Dr. Dennis enjoys spending time with his wife and daughter and seeking out new musical artists. After 3 years of online instruction, Dr. Dennis recommends that students in need of help address concerns early on, and understand that most professors are quite reasonable and invested in helping them succeed. We make errors just like everyone else, and reasonable communication can resolve almost all problematic issues.

**SOCO Program:** Joanna Hadjicostandi, Ph. D—Faculty Advisor *(hadjicostandi_j@utpb.edu)*

Dr. Joanna Hadjicostandi joined the Sociology faculty at UTPB in Fall 1996, and was one of the pioneers to offer online courses at UTPB. She was also the first to spearhead and offer an entirely UTPB based online program in Sociology. She received an MA and Ph.D. from Northeastern University, Boston, Mass. and a B.A. from Greenwich University, London, England, all in Sociology. Dr. Hadjicostandi enjoys yoga, swimming, dancing and traveling among other activities. She embraced the online instruction with enthusiasm because she believes that everybody deserves quality education, even if they cannot go to a University campus. She is supportive of her students and she recommends that students look carefully at course requirements and deadlines, do the readings and communicate any problems to the course instructors, who are all there to help them succeed.
MORE ADVISING & STUDENT SERVICE CONTACTS

Erin Nance—Academic Advisor for Undergraduate Programs (nance_e@utpb.edu)
Erin lives in Midland, Texas with her family and lovable boxer, Molly. She earned a Bachelor of Arts degree with a double major in History and Political Science and a Master of Arts in Public Administration-Leadership at UT Permian Basin. Erin will be celebrating her 7th year at UTPB this June, 2014.

Lona Carter—Administrative Assistant for Student Success Center/Academic Advising (carter_l@utpb.edu)
Lona has been with The University of Texas of the Permian Basin family as an Administrative Assistant for 7 years. Lona currently lives in Odessa, Texas and attended Odessa College where she took courses in Computer Technology. In her spare time, Lona loves to sew, fish, and spend time with her grandchildren.

Tony Love—Career Services (love_t@utpb.edu)
Tony Love received his B.B.A. in Accounting and B.A. in Communications at UTPB, and M.Ed. in Educational Counseling (Certified TEA Vocational Counselor) at Sul Ross State University. He has worked at UTPB for over 11 years.

Tony serves as Director of Career Services. Career Services provides career counseling, career interest and personality testing, student job placement, resume critiques, mock interviews, oversees an off campus work co-op program and coordinates extensive career services programming events throughout the year. To communicate with online students, extensive resources are available on the UTPB Career Services website that allows them to communicate with off-campus students via SKYPE and BOLDCHAT (our instant messaging program) http://www.utpb.edu/academics/undergraduate-success/career-services.

Jasmine Tambunga —Tutoring/Freshman Seminar Coordinator (tambunga_j@utpb.edu)
Jasmine Tambunga received a Bachelor of Arts degree in Communication from UT Permian Basin and a Master of Arts degree with a concentration in Communication Studies from Texas Tech University. She has been working at UTPB as an adjunct instructor of Communication since January of 2013, and has been in the Success Center at UT Permian Basin since January of 2014.

She is responsible for the tutoring program, freshman seminar program, and serves as an AVID Liaison for the University. The Success Center offers an Online Writing Lab (OWL) for online students interested in getting assistance with writing assignments. If you would like to submit an assignment to the OWL for a trained tutor to review and send back to you, simply send the following information to OWL@UTPB.EDU: University ID Number, Due date, class, and instructor in the subject line, Specific issues you would like help with, Assignment sheet and essay as an attachment in the email.

Leticia Madrid—Director of the PASS Office (madrid_l@utpb.edu)
Leticia earned a BSOE (Legal Studies) from Wayland Baptist University, an MA in Education-Bilingual-ESL from UT Permian Basin and is presently pursuing doctoral studies in Curriculum and Instruction with specializations in Bilingual Education and Reading at Texas Tech University. She began her career at UTPB in 2007, as Reading Specialist and Coordinator of the Literacy Center and presently serves as Director of the PASS Office.

The PASS Office provides testing services TSI, CLEP, Quick THEA, IACT, and Chemistry/Math Placement. Proctoring services are provided for students who need to make-up exams as well as non-UTPB students taking correspondence courses. Disability services to students accepted to UTPB are also provided, once the student self-identifies as having a disability, complete the required application for services, and provides the required documentation. The application is located at http://www.utpb.edu/pass/
GETTING STARTED AT UTPB

CHECKLIST FOR AN ONLINE STUDENT:

☐ **Apply to UTPB**
   - To apply (no application fee) now at [http://degree.utpb.edu/apply.aspx](http://degree.utpb.edu/apply.aspx) (for COMO, MGTO, PSYO and SOCO), all others apply at: [http://www.utpb.edu/admissions/apply-now/](http://www.utpb.edu/admissions/apply-now/). You will need to submit official transcripts from all the institutions you have attended (send to our Admissions office)
     - Office of Admission
     - University of Texas of the Permian Basin
     - 4901 E University Blvd
     - Odessa, TX 79762-0001
     - Phone: (432) 552-2605

☐ **Accepted---now what?**
   - Find out if you have been accepted---contact Admissions at 432-552-2605
   - Accepted? Contact your Online Academic Advisor

☐ **Get Advised!**
   - Contact the Undergraduate Online Programs Advisor, Rachel Reese at reese_r@utpb.edu
   - Please include your 9 digit UID#, Major, and term you wish to start courses.

   - Contact Financial Aid at 432-552-2620 or finaid@utpb.edu

☐ **Access Campus Connect**
   - To access, go to [http://www.utpb.edu](http://www.utpb.edu) > “Current Students”, under Online Service > “Campus Connect”
     - Your student ID is your UTPB student identification number and your password is the last four digits of your Social Security number.
     - Be sure to list your preferred e-mail address in your Campus Connect demographic data. UTPB WebMail email is available if you need an email address. For more information about UTPB email see [http://www.utpb.edu/services/ird/information-on-computer-accounts-e-mail](http://www.utpb.edu/services/ird/information-on-computer-accounts-e-mail)
   - Add courses
     - You will register for classes through Campus Connect
     - Select “Registration” then “Add/Drop Courses”
     - Select the term
     - Select from the list, and “List Courses”
     - When you find the course and time you like, click “ADD”
     - Repeat the two prior steps to add more courses
     - To print, go back up to “Registration” and select “View Schedule”
     - Click on the print icon on the menu

☐ **Financial Services/Accounting**: billing/paying for tuition/fees
   - Pay for courses on Campus Connect or contact them at (432) 552-2706 or accounting@utpb.edu

☐ **Before Class Starts**
   - View the syllabus [http://general.utpb.edu/VPAA/ief/index.html](http://general.utpb.edu/VPAA/ief/index.html)
   - Buy books via Campus Connect or [http://www.bkstr.com/CategoryDisplay/10001-9604-10632-1](http://www.bkstr.com/CategoryDisplay/10001-9604-10632-1)

☐ **Blackboard** - To access your online class the first day of the semester:
   - Go to [Course Login](http://online.utpb.edu)
   - Username: lastname_firstinitial+last 3 numbers of UT ID and password: firstnameMMDDYYYY (birthdate)
   - Once you log on, the first day of class you will see your course(s) listed under Students, My Courses
   - In Blackboard, look under Student Training and Tutorials to help you prepare for your online course.
   - Read the syllabus carefully so you will be aware of expectations, assignments, and due dates which begin the first week of class. Familiarize yourself with the course.

☐ **Make sure your computer is ready!**
   - Technical Requirements: [http://www.utpb.edu/online/reach/technical-requirements](http://www.utpb.edu/online/reach/technical-requirements)
   - Need help? Don’t wait! Technical problems will occur. Be patient. Call UTPB Online Support Center 24/7 at 1-877-633-9152 (toll free) or go to the Support Center and use Live Chat/Submit a ticket.
Admissions Website:  
http://www.utpb.edu/admissions

Mailing Address:  
Office of Admission  
University of Texas of the Permian Basin  
4901 E University Blvd  
Odessa, TX 79762-0001

Office Contact Information:  
admissions@utpb.edu

Voice – (432) 552-2605  
Fax – (432) 552-3605

Regular Office Hours  
Monday - Thursday 8:00 am - 6:00 pm  
Friday 8:00 a.m. - 5:00 p.m.  
Saturday/Sunday – Closed

Winter Holiday Office Hours  
Monday - Friday 8:00 a.m. - 5:00 p.m.

The Admissions office is your first stop in being admitted to our university. This is the central place you will go to apply to the university and send your transcripts. Our friendly and helpful staff will gladly assist you in answering your questions as quick as possible. You are welcome to direct any and all questions regarding your admissions or transcripts to either admissions@utpb.edu or (432) 552-2605 during our regular office hours.

To apply (no application fee) go to: http://degree.utpb.edu/apply.aspx (for COMO, MGTO, PSYO and SOCO), all others apply at: http://www.utpb.edu/admissions/apply-now/. You will need to submit transcripts from all the institutions you have attended.

COMMON QUESTIONS:

How do I check my application status?  
Contact our Admissions office at (432) 552-2605 or email them admissions@utpb.edu

Are international students eligible to apply for this program?  
Yes, international students will just note that on their application for admission

How do I know if I have been accepted? How does the notification process work?  
You will be notified of your acceptance by our Admissions office via phone, email or a letter mailed to the physical address you have on file.

What do I do if I need to move/change my application term?  
Contact our Admissions office at (432) 552-2605 or email us admissions@utpb.edu

Do you accept transfer credits into your programs?  
Yes, after sending in your official transcripts to the Admissions office, we will evaluate them.

How do I know if one of my courses will transfer?  
You can log into your Campus Connect to check.  
- Roll over “Registration”  
- Scroll down to “Transfer Evaluation”
GRADUATION PROCESS

Do I have to pay the graduation fee if I am not going to attend the ceremony?

☐ Yes, there is a $25 fee to apply for graduation (Application for graduation fee)
☐ If a student does not attend the ceremony, UTPB will mail their diploma to them (make sure to check the
address you have listed in Campus Connect).

What are the requirements for graduation?

To graduate a student must:

1. Have completed all degree requirements as outlined in a student’s degree plan (or are currently enrolled
   in your final courses). A student generally applies for graduation during the first two weeks of his/her
   last semester.
2. Download the Graduation Packet (Online students can provide the application to the Registrar's Office
   through email at registrar@utpb.edu or fax 432-552-3635. Online students can provide the copy of
   the application to academic advisor via email.)
3. Pay the $25 Graduation Application fee (Online students can pay the fee by providing credit card
   information to Financial Services/Accounting by fax (432) 552-2707 or telephone (432) 552-2706.)
4. Contact your advisor so that a degree check can be completed (if you do not know your advisor, it will be
   listed in Campus Connect)
5. Your advisor may have other things they require at the time you apply
6. Make sure you do not have any unpaid balances (Financial Services/Accounting)
7. Follow all instructions on the packet (see link below)

Graduation Packet link:

http://www.utpb.edu/services/academic-affairs/office-of-the-registrar/graduation-information

* Please note that applying to graduate does not automatically award a student the degree. Please continue working
  with your academic advisor to officially verify that you have met with all requirements of the degree.

CONGRATULATIONS!
Financial assistance is available to college students who qualify and seeking a degree. Funds from a variety of sources assist students in achieving their responsibilities in paying for college. Costs associated with attending UTPB are comprised of tuition/fees, books_supplies, transportation, and personal expenses.

**COMMON QUESTIONS:**

**Is financial aid available?**
Financial Aid is available to students who are eligible to receive federal or state aid. To determine if you are eligible for federal aid students can complete a Free Application for Federal Aid (FAFSA [www.fafsa.ed.gov](http://www.fafsa.ed.gov)), or they can contact the Office of Financial Aid to inquire about other sources of financial assistance. General Title IV Student Eligibility Requirements, please contact the Financial Aid Office or website for more information.

**When is the deadline to apply for financial aid?**
There is no deadline for federal aid; students can apply any time before or during the semester. Please note that FAFSA applications received the week before classes start or after may have to put a payment plan on file with Financial Services to prevent being dropped for non-payment until the student Financial Aid package is complete.

**How do I start the financial aid process?**
To apply for Federal Financial Assistance students will have to complete a FAFSA for the current year (13-14). This application is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) with step-by-step instructions on how to complete the application, and submit to the Department of Education for processing. Students who plan on using federal aid for summer 2014 should have both the 13-14 & the 14-15 FAFSA on file to avoid processing issues. Please contact our office with questions about award years.

**Do I need to register for my courses?**
Students are encouraged to fill out a FAFSA at the beginning of each year if they plan on attending school. Students do not have to be enrolled in courses at the time the application is completed, however, in order for financial aid to process on their behalf they will have to be enrolled in the minimum amount of hours required by the Department of Education. Please contact the Office of Financial Aid to inquire about minimum hours needed to receive types of federal aid.

**Can I start my course if my financial aid process is in progress?**
Students can attend classes while the financial aid is in process. *Student are encouraged to be put on a payment plan if no financial aid has been awarded by the first day of classes to prevent being dropped for non-payment. (See Pay by FACTS information in Campus Connect.*)

**How will I be contacted regarding my financial aid information?**
Students will receive information regarding financial aid through letter by mail and in certain cases by email. Once a FAFSA is submitted to the Department of Education it will take approximately 7-10 business days to be imported into our systems. At this point students will be notified by mail if they have been awarded Financial Aid by receiving an award letter, or will be notified that they have been selected for a process called Verification. Students selected for Verification will have to complete additional paperwork to be awarded financial aid. The verification process takes approximately 3 weeks, and no financial aid will be awarded to a student until all requested documentation in received and verified.
How do I view and accept my financial aid?

Students can access important financial information through Campus Connect under the student demographics tab. Awarded amounts are under the Review Financial Aid tab. Students who are awarded the Federal Pell Grant do not have to accept. The eligible amounts will transfer over automatically. Federal loans do have to be accepted. To accept the loans students have to complete a 3 step process:

1. Go to [www.studentloans.gov](http://www.studentloans.gov), complete Entrance counseling for our school, and complete MPN for our school
2. Log on to Campus Connect after, go to the student info section, and click on the accept/decline aid tab. Choose the current year and you will be able to see the loans you were offered. If you want to adjust the amount you will use the up and down arrows to change the amount, once you have it set check the box next to the loan amount and then the ones below and hit submit. Let me know if you have any other questions.
3. If you are a returning student then you will only have to go in a re-accept your loan each semester in the accept/decline aid tool in campus connect. Loan disbursement for Academic Partnership students (AP), UTPB students who take at least 6 hours of online 8 week classes, or students who only accepted loans for one term at UTPB will receive their loans in 2 separate but equal disbursements dates based on term(s) enrolled. For more information on disbursement date please contact the Office of Financial Aid at (432) 552-2620.

When will my financial aid be processed?

- UTPB Financial Aid Office begins processing financial aid 10 days before the first day of classes and continue throughout the duration of the semester. During the first 12 days of class/before census date, only enough aid is applied to cover balances for the semester using full or partial amounts of awarded or accepted financial aid. After the census date (last day to add a course) for the term financial aid office will begin applying excess amounts of aid to produce credits on students’ accounts.
- Students can login to Campus Connect and view the amounts processed and applied to the balances before census date through the View Financial Aid tab and view credits or balances after census day through the review pay account tab. Because students still have the ability to add or drop classes during before census date NO refunds will be issued from the Financial Services Office until after census date.
- Students who are taking classes in the online 8 week formats will receive their loans in 2 separate, but equal disbursements at different dates in the semester depending on the class schedule.
Financial Services/Accounting Office:
http://www.utpb.edu/financial-services/student-information

Office Contact Information:
accounting@utpb.edu
Voice - (432) 552-2706
FAX - (432) 552-2707

Financial Services/Accounting assists students in a variety of areas. This office deals with any monetary issue whether it is your book voucher, book loan, payment plan, refund check, or just to pay your bill. We accept Visa, Master card, check, and cash payments. Student can mail their payment to our office or go on line and pay in full by credit card. We strongly encourage all students to submit direct deposit forms for all your reimbursements. We strive daily to help our student in any way possible with their financial needs. For your questions, please email us at accounting@utpb.edu.

COMMON QUESTIONS:

When is my tuition bill due?
Tuition is payable at the time of registration in most cases.

Where can I see my bill?
Students can view their bill on Campus Connect>student billing.

How can I pay for tuition online?
Student bills can be viewed on Campus Connect. At the bottom of the bill is an option to pay with credit card or FACTS payment plan. Students can also mail in a check.

If I get money back from my loans after it has been disbursed to my tuition and fees. How will I know?
When a student has a refund or residual check, a student can view and track the process of the check on Campus Connect. When the word “Refund” appears on the student bill, the process for the refund has begun and it will take about 7-10 days from the “refund” date referred to above.

Refund Policy

- The refund policy for withdrawals is as follows for a regular term:
  - Before the first class day: 100 percent.
  - First class day through the third class day: 80 percent.
  - Fourth day through the sixth class day: 50 percent.
  - After the sixth day: No refunds.
- Check the Academic Calendar for specific term dates for refunds.
- All drops done before the last day to drop will receive a 100% refund. Please refer to the Drop Policy section for the definition of a drop and a withdrawal.
REGISTRAR'S OFFICE

Registrar's Office Website:  http://www.utpb.edu/registrar

Office Contact Information: registrar@utpb.edu
Phone (432) 552-2635
Fax: (432) 552-3635

Regular Office Hours
Monday - Thursday 8:00 am - 6:00 pm
Friday 8:00 a.m. - 5:00 p.m.
Saturday/Sunday – Closed

Winter Holiday Office Hours
Monday - Friday 8:00 a.m. - 5:00 p.m.

The Registrar’s Office assists students with course enrollment, transcripts, and other necessary student records. If you need assistance with adding or dropping a course after the add/drop dates, want to request an official transcripts, need a proof of enrollment form or have questions about your students records, this is the office to go to. For more questions, students are encouraged to email registrar@utpb.edu (make sure to include your UID#/Student # and your first/last legal name). You can also contact this office at (432) 552-2635.

For commonly requested documents, go here for the forms needed:
http://www.utpb.edu/registrar/registrar-office-forms/

COMMON QUESTIONS:

My job/insurance is requesting that I provide a proof of enrollment, how do I do that?
Access the link above, and fill out the Enrollment Verification form. Once it is completely filled out, please email it to registrar@utpb.edu.

It is after the drop date, how do I drop my course?
After the “Last Day to Add a Course”, students may not use Campus Connect to drop a course. Online students need to email the instructor of the course they plan to drop. When the instructor replies, the student then needs to forward this email to the registrar’s office at registrar@utpb.edu with a note to the Registrar stating that you want to drop the course. Please note that you will not be able to drop or withdraw from a course after the “Last official day to drop or withdraw” (generally two weeks before the term ends for 8-week courses). Make sure to access the Academic Calendar for official drop dates:
http://www.utpb.edu/registrar/academic-calendar

How do I add a course?
If you need to add a course, your first step would be to log on to Campus Connect>>>Registration>>>Add/Drop. You will then select the “Term” and then “Department” where you will find your course. Select course and click “add.” If it is after the add date, please send an email with the course/section#/term/instructor to registrar@utpb.edu and they will assist you with adding the course (make sure to include your UID# and first/last name).

How do I withdraw from the University?
To withdraw from UTPB, access the form’s link above and fill out the “withdrawal” form. Once you have filled it out, please email it to registrar@utpb.edu.
Welcome Veterans to UT Permian Basin! We understand and appreciate all that you have done for our country. We are here to assist you with all your educational goals. We ask that you submit all paper work and documents in a timely manner so that we can help obtain your educational benefits in the most efficient way possible. You may contact us via telephone number (432) 552-2638 or email Ralph Jimenez, jimenez_r@utpb.edu.

Veteran Affairs Process:
1. Apply for admissions at www.utpb.edu. If you have questions, please call (432)552-2605.
2. Apply for Gi Bill benefits using VA Form 22-1990 OR fill out VA Form 22-1995 Request for Change of Programs or Place of Training OR VA Form 22-5495 Dependents’ Request for Change of Program or Place of Training (transfer benefits from the old school to the new school) at www.ebenefits.va.gov (VONAPP).
3. Get in contact with your academic advisor in order to receive a schedule/degree plan.

Once you receive your degree plan/schedule and you have been advised please submit the following documents to the UTPB Certifying Official ASAP:
1. Certificate of Eligibility Letter (veteran & dependent) turned in to the UTPB Registrar’s Office. The VA will mail the letter to your current residence after you have applied for benefits. If it is not received after 3-6 weeks, you may wish to call the Muskogee Office and have them fax it to the Certifying Official, Registrar’s Office, at (432) 552-3635.
2. VA Form DD-214 (veterans only) OR VA Form 2384 NOBE- Notice of Basic Eligibility (if you are on the new GI Reservist Bill, please go to the Education Office at your reserve unit to obtain this form).
4. UTPB Veteran Student Information Form (veteran & dependent). VA1 & VA2 form each semester.
5. UTPB Veteran Agreement (veteran & dependent). VA1 & VA2 form each semester.
6. Degree plan. Must be signed by advisor & student. If you want to enroll in concurrent classes at another institution, notify the Certifying Official.

Next, please submit the following documents to the Admissions Office:
1. Official Transcripts from all colleges/universities/military the student attended. All transcripts must be sent in with application to UTPB Admissions Office.
2. Proof of Bacterial Meningitis vaccine if you are under the age of 22, ten days before the first day of class. If you’ve received the vaccine while enlisted, call 1-800-827-1000 (VA Records management Center) to receive a copy of your medical record. The vaccine cannot be more than 5 years old.
   *If you are an online student and will only take courses online, you are not required to have this vaccine.

Additional Financial Aid Options for Veterans:
Not only will you be able to apply for VA benefits, but you may also be eligible for additional Financial Aid through UTPB. Apply at www.fafsa.ed.gov with the School Code for UTPB being 009930 to find out. If you have further questions, please call (432) 552-2620 or email Financial Aid at finaid@utpb.edu.
ACCESS TO STUDENT ACCOUNT

CAMPUS CONNECT
Campus Connect is the portal where you access Student Information, Registration, Review/Pay Bill, Class Schedules, Course Availability, Grade Reports and Unofficial Transcripts. If you encounter any problems, please send an email to CampusConnect support at ccv3@utpb.edu

Login Information:
To access Campus Connect, go to https://texas.utpb.edu/cc3_scripts/cc_server.exe
Username = Your student ID is your UTPB student identification number
Password/Pin = Last four digits of your Social Security number
*PIN numbers can be obtained from your Advisor or the Admissions office. If you forget it or need to reset it contact the Office of the Registrar in person (MB1231) or by telephone (432) 552-2635.

How do I register?
- Registration (you may not enroll in courses until you receive your Degree Plan from Academic Advisor)
- You will register for classes through Campus Connect
  - Select “Registration” then “Add/Drop Courses”
  - Select the term
  - Select from the list, and “List Courses”
  - When you find the course and time you like, click “ADD”
  - Repeat the two prior steps for additional courses.
  - To print, go back up to “Registration” and select “View Schedule”
  - Click on the print icon on the menu

How many courses should I register for?
- For online courses we generally encourage students to take 2-3 courses per 8 week term
- If you need to be full-time (12sch) you would need to enroll in at least 2 courses per 8 week term or 4 courses in a 16 week period.

What courses do I register for?
You will need to work with your assigned Faculty Advisor. Rachel will provide you with that person’s contact information if applicable.

I need to pay my bill, how do I do that?
- Your bill will generally show in your Campus Connect account a week before your courses start. To pay your bill log on to Campus Connect and there will be a link under the drop down tab.
- If you have more questions, please contact Financial Services/Accounting at (432) 552-2706

BUYING TEXTBOOKS
- To buy your books you have two options:
  - Buy online http://www.bkstr.com/CategoryDisplay/10001-9604-10632-1
  - Visit our Bookstore on-campus and purchase books
- The UTPB book voucher/loan program allows book charges and qualifying supplies to be placed onto a student’s account and added to the balance owed for the semester’s tuition and fees, housing, and meal plans. Online Voucher/Loans are available two weeks before the beginning of each class start.
- Students awarded any type of financial aid can pick up a Book Voucher in person or by sending an email to finaid@utpb.edu. Students without a FAFSA or who have not been awarded any financial aid can pick up a Book Loan in person, or by sending an email to finaid@utpb.edu. *$1.00 dollar transaction fee applies
ACCESS TO COURSES

BLACKBOARD LEARNING PORTAL
Blackboard is the learning portal where your online courses will take place. Please make sure to log in the day courses begin to review your course syllabus and make sure that the courses are appearing.

***It is important to note that courses will not appear in this portal until 24 hours BEFORE the course begins.***

If you register after the first class day between 8:00 AM CST and 8:00 PM CST, your account will take at least one to two hours to activate in Blackboard. After 8:00 PM CST, the account will activate the next day.

Login Information:
To access Blackboard, go to http://online.utpb.edu

Username = last name_ (the underscore character) first letter of first name + last 3 digits of UTPB student ID number

Password = (First name) + (Birth date MM/DD/YYYY) - this is default and will not apply once changed

For Example: Jane Doe with student id # 959-23-2344 and birth date of 10/21/1981 would have

Username = doe_j344
Password = jane10211981

Blackboard Technical Support: UTPB Online Support Center
Contact The University of Texas of the Permian Basin Online Support Center at http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8376
Blackboard Support is available 24 hours a day, 7 days a week. You may chat live with a support team member, submit a ticket with your issue or concern, or call directly, toll-free: 1-877-633-9152. In order to submit a ticket you must first create an account.

UTPB Password Maintenance
If you are unable to remember your password, contact https://romulus.utpb.edu/ to have your password reset. A new password will be generated and sent to the email on record in Campus Connect under Demographics.

When a course disappears
Drop for non-payment is done by the Registrar’s office after the census date (last day to add a course). Contact Financial Services/Accounting or access Campus Connect to pay your bill immediately. You may need to call the Registrar is you are unable to access Campus Connect. Next, contact the Registrar to be added back into your course. Identify the course ID, section number and instructor in your communication.
HELPFUL RESOURCES

ACADEMIC CALENDAR
The Academic Calendar will show you start dates, add/drop dates, and many other important dates to mark on your calendar. Visit http://www.utpb.edu/registrar/academic-calendar

ACCREDITATION - http://www.utpb.edu/ced/accreditation
(Access link above to see what additional accreditation some of our programs have earned.)
The University of Texas of the Permian Basin is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of The University of Texas of the Permian Basin.

ADA/DISABILITY SERVICES FOR ONLINE STUDENTS
The University of Texas of the Permian Basin (UTPB) provides access to its programs, classes, services, and activities to qualified individuals with disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 as amended. Under the ADA and Section 504, a person with a disability is defined as “any person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment. To be considered for accommodations and/or services, a student must provide the PASS Office with the required documentation of his/her disability at least one month before the accommodations and/or services are requested to begin. This information helps the SSD Office determine if a student is eligible for accommodations and, if so, for which specific accommodations. For more information and necessary forms visit: http://www.utpb.edu/academics/undergraduate-success/pass-office/services-for-students-with-disabilities

PASS OFFICE
If a student is in need of disability services, they must self-identify as having a disability and complete the required application for services located at http://www.utpb.edu/pass
If you have more questions, contact the PASS Office at johnson_ke@utpb.edu or (432) 552-2630.

The PASS (Programs Assisting Student Study) Office, located in the Courtyard, provides a variety of services and programs for students. The PASS Office provides testing services for the following exams/assessments: TSI, CLEP, Quick THEA, IACT, chemistry/Math Placement. We offer in-house proctoring services for students who need to make-up exams as well as non-UTPB students taking correspondence courses. Another function of the PASS Office is to provide disability services to students accepted to UTPB.

CAREER SERVICES - http://www.utpb.edu/academics/undergraduate-success/career-services
For more information, contact: careerservices@utpb.edu

CLEP TESTS/TESTING OUT OF COURSES
To find out more about what courses you may be able to test out of, visit http://www.utpb.edu/academics/undergraduate-success/pass-office/testing/clep-exams Have more question? Contact the PASS Office at (432) 552-2630.
HELPFUL RESOURCES (continued)

DIRECTORY FOR DEPARTMENT/FACULTY/STAFF - http://www.utpb.edu/directory

DROP PROCEDURE

Students do not need to obtain instructor permission to drop a course during the first six days of the course. Student must obtain the permission of the instructor whose course they are dropping if they drop the course on or between the 6th class day and the last day to drop classes as given on the academic calendar. Permission can be obtained through email. The student will email the instructor for permission to drop and then forward the approval to registrar@utpb.edu. Students will receive a confirmation email that the drop has been processed and should keep that email for their records. Drop requests must be received by the Registrar’s Office prior to the end of the last day to drop. Access the Academic Calendar for official drop dates at http://www.utpb.edu/registrar/academic-calendar

PETITIONS/REQUEST TO PETITION COURSE OR REQUIREMENT

College of Arts & Sciences:
To submit a petition to waive pre-requisites or a course requirement, visit http://www.utpb.edu/audience/faculty-amp-staff/university-forms and then select “Academic Petition Form for Undergraduates.” Please follow the instructions of the second page on whom to send it to once complete. (Please note that CHLO majors now fall under the College of Education, please work with Ruth Ann McQuiity for course petition procedures)

College of Business & Engineering (for MGTO students only):
If you took an upper level Business course and would like to submit it for review, you will need to go to: https://smilinjoe.seamlessdocs.com/f/substitution and fill out the petition for EACH course and provide a course description. You may be asked to provide a course syllabus, so it would be helpful to have that accessible. Once you complete that, our faculty will review it. You will be notified once a decision has been made.

STUDENT SERVICE HOLD/ACADEMIC PROBATION

Student Service Holds – To be cleared to register, please contact Ms. V. Gomez at: gomez_v@utpb.edu, and she will provide you with additional registration instructions

TUTORING

Smarthinking Online Tutoring is a service that The University of Texas of the Permian Basin is making available to all its students through Blackboard. Smarthinking provides tutoring in mathematics (basic math through Calculus, including Bilingual Math), Biology, Intro Human A & P, General and Organic Chemistry, Physics, Macro and Micro Economics, Accounting, Intro to Finance, Statistics, Spanish, and Writing. For more information, please visit http://www.utpb.edu/online/reach/smarthinking-online-tutoring

Online Writing Lab: The Success Center offers an Online Writing Lab (OWL) for online students interested in getting assistance with writing assignments. If you would like to submit an assignment to the OWL for a trained tutor to review and send back to you, simply send the following information to OWL@UTPB.EDU: University ID Number, due date, class, and instructor in the subject line, specific issues you would like help with, assignment sheet and essay as an attachment in the email.
TAKING ONLINE COURSES THROUGH THE UT SYSTEM

UTOC - University of Texas Online Consortium

The UT Online Consortium is your gateway to many of the graduate and undergraduate online degree programs and courses from University of Texas System institutions. Offerings include collaborative degree programs among multiple UT campuses, single-campus degree programs, and a wide array of graduate and undergraduate courses open for registration by students enrolled at any UT institution.

*Please note the UTOC site will provide you with other UT location’s campus contact information and start dates (start dates are not the same at all UT locations).

UTOC allows UTPB students to take courses not offered online at UTPB through a partner UT school. Common courses that students take are ECON 2301, ECON 2302, MATH, and SCIENCE/LAB 4sch.

Link to UTOC: http://www.utcoursesonline.org/

TIS: Texas Information System

The Texas Information System (TIS) is the registration and student records management system for University of Texas students taking online courses offered through the UT Online Consortium (UTOC). It streamlines registration and exchange of student information between students and campus advisors, registrars, and financial aid officers.

The TIS allows students to: submit online registration requests for courses offered by campuses other than their home campuses (during designated registration periods), track the status of registration requests as they go through the approval process, receive immediate notification by e-mail regarding the approval or denial of registration requests, provide enrollment verification to the home campus financial aid office and check final grades.

Follow steps for TIS Login at
http://www.utcoursesonline.org/enrollmentservices/tisaccess/tislogin.html

For more assistance with using and understanding TIS visit
http://www.utcoursesonline.org/enrollmentservices/tisaccess/index.html
ACADEMIC INTEGRITY

SCHOLASTIC DISHONESTY
http://www.utpb.edu/campus-life/dean-of-students/scholastic-dishonesty

At UTPB, we believe that academic integrity is the standard for guiding our education process. If scholastic dishonesty is discovered by a professor, sanctions may be administered ranging from failure on the assignment up to and including suspension from the university.

HARASSMENT

HARASSMENT
http://www.utpb.edu/campus-life/dean-of-students/university-policies/harassment-discrimination

The online student is responsible and accountable for how one treats fellow students or the professor during the course. A failure to respect each other could lead to harassment. The definition of harassment is “... conduct that is sufficiently severe, pervasive, or persistent to create an objectively hostile environment that interferes with or diminishes the ability of an individual to participate in or benefit from services, activities, or privileges provided by the University” (1.312 of the Student Conduct Code).

OPTIONS TO ADDRESS CONCERNS OR COMPLAINTS

The University of Texas of the Permian Basin provides informal intervention and formal complaint procedures that individuals may use to address concerns or complaints. The informal process described in this policy may be used as a prelude to filing a formal complaint, or as an alternative. It is not necessary that the informal option be used. Anyone who believes that he or she has been subjected to sexual harassment may immediately file a formal complaint by following the procedures outlined in this policy. Individuals may have a person of their choice assist them with the process.

GRIEVANCES AND APPEAL PROCEDURES

STUDENT GRIEVANCE/APPEAL PROCEDURES
http://www.utpb.edu/campus-life/dean-of-students/student-grievances

As an online student, you have equal access to filing a grievance or a grade or academic appeal. Go to the website listed above for the process and procedures if you choose to file a grievance or appeal.

For more information about our University Policies, please visit
http://www.utpb.edu/campus-life/dean-of-students/university-policies
FAQs ABOUT THE ONLINE PROGRAMS

What does accelerated mean?
Accelerated refers to our 8 week courses. These courses start every 8 weeks and essentially take 16 weeks of material and condense it to our 8 week pace (much faster than a traditional semester).

How do I know if I have been accepted?
Students are notified by mail once they have been admitted. You can contact the Admissions Office at (432) 552-2605 to check on the status of your application.

Are minors required?
Not all degrees require a minor. Please consult page 6 to see what degrees do require a minor.

How do I know what courses transferred?
- You can log in to Campus Connect>>>Registration>>>Transfer Evaluation
- Please note that if you earned a “D” in a course, this will only be used as an elective and not in your Major, Minor or General Education

What does SCH mean?
SCH = semester credit hour
- Each course is generally 3 semester credit hours (3sch)
- Science/Lab courses are often 4sch
- 3sch for the lecture and 1sch for the lab

How many credit hours (sch) do I need to be enrolled in to be full-time?
- Part-time = 6sch over a 16 week period
  - Please note that a student must be enrolled in a minimum of six hours over the duration of the spring semester to qualify for this type of federal aid.
- Full-time = 12sch+ over a 16 week period

What does it mean by electives and where do I find those?
- An elective course refers to a course needed to help you reach UTPB’s requirement of 120sch.
  - Some majors do not provide enough courses to reach the 120sch and that is where electives come into play.
- An elective is any course that is not required for your Major, Minor or General Education Core.
- An upper level elective is any course that is 3XXX/4XXX (Junior/Senior level) and is not required for your Major, Minor or General Education Core.

Where will my courses be?
- Blackboard (Bb) http://online.utpb.edu
  - UTPB Bb Username: lastname_first initial + last 3 digits of UID (same as UTPB e-mail)
  - UTPB Bb Password: firstname+birthdate (MMDDYYYY) OR UTPB e-mail password
- For technical support, please contact the help support on the login screen.
- Please note: Your courses will not appear in BlackBoard until the day before courses start.

When is the next start date?
- Please refer to our Academic Calendar at: http://www.utpb.edu/registrar/academic-calendar/
- It is a good idea to mark start dates, add/drop dates, and payment dates in your calendar

Since I am an online student, am I required to get the Bacterial Meningitis vaccine?
- You will not be required to get the vaccine if you take online courses only
- If you do choose to take an in-person course, you will need to get the vaccine and send the records to UTPB (if you are 22 years of age or younger)
IMPORTANT PHONE NUMBERS/OFFICES

ADMISSIONS: (432) 552-2605
Status of application, send all application materials here
Send all official transcripts here (must be official and unopened)
Physical Address:
   Office of Admission
   University of Texas of the Permian Basin
   4901 E University Blvd
   Odessa, TX 79762-0001

ADVISING OFFICE: (432) 552-2661

BOOKSTORE: (432) 552-0220
Buy books, apparel, and more

FINANCIAL AID: (432) 552-2620
Scholarships, Financial Aid, disbursement, loans

FINANCIAL SERVICES: (432) 552-2706
Bill questions, paying bill, fees, payment plans

REGISTRAR’S OFFICE: (432) 552-2635
Add/drop courses, enrollment verification, records, Veteran Benefit questions, TSI liable holds

REACH DISTANCE LEARNING CENTER: (432) 552-2870
Provides support and services for all resources connected to Blackboard.

We are excited to have you in one of our Online Programs and part of our Falcon family at UTPB. If you still have questions, please contact the Academic Advisor for Undergraduate Online Programs, Rachel Reese (reese_r@utpb.edu) or visit the Reach website for more assistance.

If you are having technical problems, use the UTPB Online Support Center at http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8376 for guidance in setting up your computer under Compatibility with Browsers/Software. Start a Live Chat or Submit a Ticket at the UTPB Online Support Center or call 1-877-633-9152 for Blackboard support. UTPB REACH Distance Learning staff respond to questions that the UTPB Online Support Center are unable to answer.

Best of luck with your courses!