

THE UNIVERSITIES CENTER AT DALLAS

Note: This application form is for use by U.S. citizens and resident aliens only. All others must apply at one of the participating campuses. This application is for one semester only (See Acknowledgement.)

APPLICATION FOR PROVISIONAL ADMISSION AND ENROLLMENT

State law requires documentation of TSI/THEA status by undergraduates before registration for any classes. See TSI/THEA exemptions and requirements on the third page of this form.

Graduate students must provide a transcript with this form showing the highest degree earned. An official (original, not copy) transcript must be sent directly from institutions attended to the UCD or admissions office of home institution.

Please print or type clearly.

SEMESTER YOU PLAN TO ENTER (See calendar for application deadlines.)

Please check only the **first** semester in which you plan to enroll.

1. Fall _____ Winter-Mini _____ Spring _____ May Mini _____ Summer I _____ Summer II _____ Year _____

TYPE OF ADMISSION

2. Undergraduate _____ Graduate _____ (holds Bachelor's Degree) Anticipated Major _____
Degree Seeking _____ Non-degree _____ Certification _____
Do you hold the Bachelor's Degree? Yes _____ No _____ Master's Degree? _____ Yes _____ No

Participating university to which you will apply as your official home institution (school where degree, certification or education objective is sought):

_____ Texas A&M University-Commerce - A&M-C
_____ University of North Texas - UNT
_____ University of Texas at Arlington - UTA

UNT ONLY: Have you ever been convicted of a violation other than minor traffic violations? Yes ___ No ___

If yes, send statement of details to the Office of Student Rights and Responsibilities, P.O. Box 305358, Denton, Texas 76203-5358.

STUDENT INFORMATION

3. Student ID Number/Social Security Number: _____

4. Legal Name: _____
Last First Middle

5. Previous Name(s): _____

6. Address: _____
Street Address Apt. No.

7. Phone Number (with area code): _____
City County State Zip

Home Day

8. E-Mail Address: _____

9. Gender: Male _____ Female _____ Date of Birth: ____/____/____ Ethnicity (optional): _____

NOTE: Gender and date of birth information requested for state/federal reporting purposes only.

RESIDENCY INFORMATION

10. Are you a U.S. Citizen? Yes _____ No _____

11. If not a U.S. citizen, are you a permanent resident of the United States? Yes _____ No _____

If you are a permanent resident, please attach a copy of the front and back of your resident alien card. For tuition classification purposes, you may be required to present the card in person at a later time for verification.

Country of citizenship: _____
Resident Alien Number: _____
Date of Adjudication: _____

12. Were you claimed as a dependent by your parents or legal guardian for federal income tax purposes this past year? Yes _____ No _____

If NO,

(A) How long have you continuously resided in Texas? Years _____ Months _____

Texas County in which you currently reside: _____

Previous state or country of residence: _____

If you came here within the past five years, why did you move to Texas?

Education _____ Employment _____ Other _____

Employer Name: _____ Dates of Employment: From: _____ To: _____

Employer Address: _____

If YES,

(B) Name of person by whom this claim was made: _____

Relationship to yourself: Parent _____ Legal Guardian _____

Address: _____

How long has this person continuously resided in Texas? Years _____ Months _____
Street City State Zip

Previous state or country of residence: _____

Employer Name: _____ Date of Employment: From: _____ To: _____

Employer Address: _____

Is this person a U.S. citizen? Yes _____ No _____ If not, Resident Card # _____

EDUCATIONAL INFORMATION:

13. All students must complete the following section: *List all colleges/universities in which you are currently enrolled, have attended, or will be enrolled simultaneously. Failure to list all institutions will be considered as intentional omission leading to loss of credit and/or dismissal. An official transcript from each institution attended must be forwarded to your home institution immediately following this application. Encumbrances on your transcripts may preclude your eligibility to enroll at the Universities Center at Dallas. Please explain any encumbrances.

NAME OF INSTITUTION	LOCATION	HOURS EARNED	DATES ATTENDED	DEGREE	DATE GRADUATED

**Attach additional page for additional institutions.*

Are you on academic probation at this time? Yes _____ No _____ If yes, what institution? _____

Are you on academic suspension at this time? Yes _____ No _____ If yes, what institution? _____

14. Undergraduate only: High School _____
Name City State

Graduation date: _____
Month/Year

If you did not graduate, do you have a GED? Yes _____ No _____ Date Awarded _____

What classification will you be at the time of your enrollment? Please circle.

Freshman (0-29 hours) Sophomore (30-59 hours) Junior (60-89 hours) Senior (90+ hours)

TSI/THEA STATUS (For enrollment purposes only) THEA Taken: Yes _____ (Date: _____) No _____ Exempt _____

ACKNOWLEDGMENT

I certify that the information I have provided is correct to the best of my knowledge. If my provisional application is accepted, I agree to abide by the policies, rules and regulations of the Universities Center at Dallas and those of my home institution. I further understand that the information submitted herein will be relied upon by officials of participating institutions in determining my admission and residency status and that the submission of false information is grounds for rejection of my application, withdrawal of acceptance, cancellation of enrollment and/or disciplinary action.

I understand my provisional admission is valid for only one semester and I will be notified by my home institution about required application fees, if applicable, and official documents (such as THEA, GED, ACT, SAT, GMAT, GRE test scores, official transcripts, etc.) that need to be provided before I register for subsequent semesters. I also understand continuing enrollment through the Universities Center at Dallas is contingent upon successful completion of all graduate or undergraduate admission processes at my designated home institution (school where degree, certification or education objective is sought).

The Universities Center at Dallas reserves the right to make changes at any time to reflect current board policies, administrative regulations and procedures, amendments by state law and fee changes. Information provided on this form is subject to change without notice and does not constitute a contract between the Universities Center at Dallas and a student or an applicant for admission.

My signature gives the UCD and each of the participating institutions permission to share my educational information with one another and/or to verify TSI/THEA score information.

Information regarding bacterial meningitis, a deadly disease affecting college campuses, may be obtained through the UCD website at www.ucddowntown.org or through the student's member institution.

In accordance with state law, a student has the right to view any information that he/she has submitted during the application process that is included in his/her personal records at the institution.

Signature: _____

Date: _____

Return to: Universities Center at Dallas
1901 Main Street
Dallas, Texas 75201

Phone: 214-915-1900
Fax: 214-915-1903

TEXAS SUCCESS INITIATIVE (Formerly known as TASP)

TSI rules adopted by the Texas Higher Education Coordinating Board (THECD) on July 17, 2003 give institutions more flexibility in making decisions regarding how students comply with developmental education requirements. This is a major change in philosophy. Rather than a one-size-fits-all approach, the institutions and the student will have flexibility to design a plan that makes the most sense for the students. Most importantly, the program will not be administered at the state level. Gone is the gate keeping role institutions were forced to assume. With the Texas Success Initiative, the focus shifts from a testing program to an institution-wide effort to ensure that students are successful.

There have been major changes to all components (i.e. assessment, advisement and developmental education, course restrictions while in developmental education, determination of readiness, exemptions, and evaluation and reporting procedures.). An Individual Plan for Academic Success will be created for each new student who has not met the minimum passing standard on all three sections of an approved assessment.

Exemptions

1. Reading: ACT: Composite 23 and English 19
SAT: Composite 1070 and Critical Reading/Verbal 500
TAKS: ELA 2200 with a writing score of 3
2. Math: ACT: Composite 23 and Math 19
SAT: Composite 1070 and Math 500
TAKS: Math 2200
3. Writing: ACT: Composite 23 and English 19
SAT: Composite 1070 and Critical Reading/Verbal 500
TAKS: ELA 2200 with a writing score of 3
4. A student who has graduated with a baccalaureate degree from an accredited institution of higher education.
5. A student who transfers from a private or out-of-state institution of higher education and who has satisfactorily completed college-level course work.
6. A student who has previously attended another Texas public institution of higher education and has been determined to have met readiness standards by that institution.
7. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
8. A student who on or after August 1, 1990, was honorably discharged, retired or released from active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States.

Teacher Education Program

Students seeking admission to state approved teacher education programs in Texas must submit acceptable THEA test scores regardless of the number of semester credit hours earned prior to fall 1989. Teacher education students may be exempt from this requirement, if they meet qualifying standards on ACT, SAT, or TAKS. Contact your home institution's teacher education adviser.

Taking the THEA Test

Check the TSI/THEA test registration bulletin for the dates and deadlines for upcoming THEA tests. Registration bulletins are available at your local community college or university and from your high school counselor. Do not forget to have your scores sent to your home institution.

Public Information Policy and Family Educational Rights and Privacy Act

Pursuant to the provisions and intent of Chapter 552, Texas Government Code, known as the Public Information Act, and the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, known as the Buckley Amendment, universities have established policies relating to the accessibility of student information in the custody of each specific member institution. Each FERPA Policy Statement appears in its entirety in on the member institution websites and in each institutions' catalog. Requests for such information must be made in writing. Each member institution at the Universities Center at Dallas maintains individual institutional FERPA Policy Statements and may be requested through the institutional registrars' offices. Information not covered by FERPA will be released only in accordance with the policy on public information found in member institutions' FERPA policies. (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the member institution receives a written request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The member institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the member institution to amend a record that they believe is inaccurate or misleading. They should write their member institution, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the member institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the member institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the member institution discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The member institution will automatically forward a student's record to these institutions upon their request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by any of the UCD member institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

Directory information regarding the student will be provided to the public upon request unless student files a request in the Registrar's Office of home institution asking to be excluded from the directory or from any other requests for open directory information from outside entities. The request should be submitted prior to the 12th class day in the fall and spring terms, the 2nd class day of the May mini-mester, or the 4th class day in the summer terms. A request to withhold information may be submitted after the stated deadline for a term, but information may be released between the deadline and receipt of the request. The file of a student who has asked to be excluded from the directory information will remain flagged until the student requests that the flag be removed. Directory information consists of a student's full name, address, university assigned e-mail address, telephone number, date and place of birth, major field of study, classification, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees, awards received, the last educational agency or institution attended previous to the member institution, and photograph. UCD member institutions will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with an audit, or certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for on behalf of the member institution.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. To an alleged victim of any crime of violence, the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
12. To release information designated as directory information by the member institution; unless student has requested such directory information be withheld.
13. To a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense if the institution determines as a result of a disciplinary hearing that the student committed a crime of violence in violation of university rules or policy or state or federal law, as authorized by state law.
14. To a parent or legal guardian of a student, information regarding any violation of university policy, or state, federal or local law, governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 at the time of the disclosure and it is determined that he/she committed a disciplinary infraction, as authorized by state law.
15. To a court in which the university is defending itself against legal action initiated by a parent or eligible student.

THE UNIVERSITIES CENTER AT DALLAS

Course Request Form

(See calendar for application deadlines.)

1. Student Schedule: Fall _____ Winter Mini _____ Spring _____ May Mini _____ Summer I _____ Summer II _____ Year _____

2. _____
 Student ID/Social Security # Last Name First Middle

Daytime phone _____ Evening Phone _____

E-mail address _____ Gender M _____ F _____ Ethnicity (optional) _____

Major _____ Classification (F, S, J, S, Graduate Student) _____

3. _____
 Intended Home Institution

4. Check the institution(s) from which you wish to take courses this semester.

_____ Texas A&M University-Commerce - A&M-C

_____ University of North Texas – UNT

_____ University of Texas at Arlington - UTA

Please list the University/College last attended _____

5. Record the institution abbreviation in the column marked UNIV. See example below.

UNIVERSITY	COURSE ID			COURSE HOURS	TITLE	DAY	TIME
DEPT/ PREFIX	COURSE #	SECTION					
<i>EXAMPLE</i> A&M-C	MGT	527	888	3	Strategic Management	Thursday	6:15 PM 8:55 PM

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6. _____
 Signature of Student Date

Undergraduate transfer students with no previous credit from a Texas public institution of higher learning must take the THEA Test before they begin any class work and must pass all sections of THEA before enrollment is allowed in upper division courses beyond a certain number of hours - ***the amount of semester credit hours previously completed varies by each member institution.***

Office Use Only

7. TSI/THEA Status _____ Upper Level Courses _____