Frequently Asked Questions

1) Who is my Academic Support Coordinator (ASC)?
   - **Mark Chavez** – Cognition and Neuroscience PhD – BSB 14.102
   - **Melanie Ester** – Psychological Sciences PhD – JO 3.206
   - **Meaghan Flores** – Communication Sciences & Disorders PhD – GR 4.502

2) How do I apply for a travel award?
   Please complete the [Request for Travel Funds](#) and submit the form to your ASC. Once your award has been approved, you will receive an email from Susie Milligan with the name of the staff member who is assigned to handle your reimbursements.

3) The semester just started and my TA/RA scholarship still hasn’t gone through. What do I do?
   Scholarship forms are submitted before the semester begins, but it can take a while for them to be processed by the Office of Research and the Office of Financial Aid. You will likely see the scholarship post in the first month of the semester. All TAs and RAs have a “Scholarship Recipient” hold placed on their account to prevent them from being dropped from classes while the scholarships are being processed. If you feel that something is incorrect with your scholarship, please contact your ASC.

4) a) I will be a new TA in the fall. When will I get my first paycheck?
   You will get your first paycheck on October 1.

   b) I am a TA that is graduating in the spring. When will I get my last paycheck?
   You will get your last paycheck on June 1.

<table>
<thead>
<tr>
<th>Appointment Semester</th>
<th>Start Date - End Date</th>
<th>1st Paycheck</th>
<th>Last Paycheck</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Sept 1* - Jan 15</td>
<td>Oct 1</td>
<td>Feb 1 for 1/2 of Jan</td>
</tr>
<tr>
<td>Spring</td>
<td>Jan 16 - May 31</td>
<td>Feb 1 for 1/2 of Jan</td>
<td>June 1</td>
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<tr>
<td>Summer</td>
<td>June 1 - Aug 31</td>
<td>July 1</td>
<td>Sept 1</td>
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   *Work for fall semester appointments actually begins in August. This is offset by the fact that fall semester appointments are paid through January 15th even though the fall semester ends in early December.

5) How will I find out my TA assignment?
   TA assignments will be sent out by email shortly before the beginning of each semester.

6) What if I don’t have a place to hold office hours?
   GR 4.608 is a shared office that is used for this purpose. There are 3 desks in the office and there is no lock on the door which will allow you to meet with your students any day and time of the week. You will receive an email at the beginning of each semester, so that you can sign up for times.

7) Where are the forms for the Qualifying Thesis and where do I submit them?
   - [Qualifying Thesis Committee Membership](#)
   - [Qualifying Thesis Proposal Approval](#)
   - [Qualifying Thesis Final Approval](#)
   You will submit each form and a hard copy of each proposal/project to your ASC after your committee has approved them.
8) I’m a Systems Neuroscience student. Where do I find the forms for my research project?
- SN First Year Project Committee Membership and Proposal Approval
- SN First Year Project Approval
- SN First Year Project Public Presentation and Defense Approval
You will submit each form and a hard copy of each proposal/project to your ASC after your committee has approved them.

9) What is the process for submitting my 1st or 2nd year proposal and project? (not Sys Neuro students)
For students completing a Research Project, Literature Review, or Grant Proposal, you will first submit a 2-5 page proposal. Please ask your research advisor to sign the front cover indicating his/her approval of the proposal, and then submit a hard copy of your proposal to your ASC. Your ASC will email you when the proposal has been reviewed.

After you complete the project, submit a hard copy to your ASC with a signature of approval from your research advisor. The ASC will email you when the second reader has completed his/her review.

10) How do I request an extension on my project?
Please submit the Request for Extension to your ASC after you and your research advisor have signed it. Your ASC will email you when your request has been reviewed.

11) Is there a form that I need to complete after holding my Brown Bag?
Yes, please complete the Public Presentation of Research Project form and submit it to your ASC.

12) I am ready to form my dissertation committee. What do I need to do?
Please submit the signed Committee Appointment Form along with a 1-2 page dissertation prospectus/pre-proposal to your ASC. Your ASC will email you (typically in 1-2 weeks) as soon as the dissertation committee is finalized with signatures from Dr. Stillman and the Graduate Dean.

13) What do I need to know about holding the dissertation proposal defense?
   a) The dissertation proposal defense may only be held once you have completed all of your project components including the Brown Bag and received final approval on your dissertation committee.
   b) Your defense must be scheduled when classes are in session (not during holidays, exams, reading days, or between semesters). You should contact your ASC to schedule a room for your defense.
   c) At least two weeks before your defense, you should submit a hard copy of your dissertation proposal along with the signed Dissertation Proposal Approval form to your ASC.
   d) After your defense, please submit the signed Dissertation Proposal Public Presentation form to your ASC.
   e) Once you have passed your dissertation proposal defense, you should enroll in HCS 8v99 Dissertation instead of HCS 8v80 Research. You need at least 3 total hours of HCS 8v99 Research in order to graduate.
14) How do I enroll for next semester?

Please submit a registration form signed by you and your research advisor to your ASC. The form can be scanned/emailed, sent through campus mail, or submitted in person. When your enrollment is complete, your ASC will email you. Then please check your schedule in Orion to verify its accuracy.

A few notes about enrollment:

a) Funded students should enroll in 9 hours for the fall and spring semesters. The requirement for summer changes between 3 and 6 hours. Your ASC will email you before summer enrollment begins to notify you of the required hours.

b) The course number for research is HCS 8v80. You do not have access to the 5 digit class number or section number for research hours, so you may leave them blank and just list the instructor.

c) TAs should enroll as soon as possible to allow time to build the TA schedule.

d) As a PhD student, you should choose the HCS prefix if a course is cross-listed.

e) If you have passed your dissertation proposal defense, you should enroll in HCS 8v99 Dissertation instead of HCS 8v80 Research.

15) I am applying for graduation next semester. What are the steps that I need to take?

a) Please review the following documents from the Office of Graduate Studies:
   - Checklist for Graduation
   - Dissertation Guide

b) Email your ASC in order to apply for graduation by the deadline listed in the Academic Calendar.

c) Email your ASC to schedule a room for your final oral exam. The deadlines for scheduling and holding the final oral exam are listed in the Academic Calendar and on the Graduate Dean’s website.

d) Submit the PhD Request for Final Oral Exam Form and your dissertation at least 2 weeks before your final oral exam.

Submit to the Office of Graduate Studies FA 3.104:

1. The original Request for Final Oral Exam form & a copy of the form

2. Two hard copies of the dissertation (1 in a 3-ring binder and 1 in a binder clip or folder)

3. 1 CD containing a PDF file of the dissertation (abstract included), save the file as "Last name, First name, Title of Dissertation"

Submit to your ASC:

1. A copy of the Request for Final Oral Exam form

2. A hard copy of your dissertation (A binder or folder is not necessary)

e) Once Amanda Aiuvalasit (the Graduate Reader in the Office of Graduate Studies) receives your review copy and approves the formatting of your signature pages, you may print them on acid-free archival paper. You will need to take 3 signature pages with you to your final oral exam. Your Dissertation Committee members must sign all 3 originals after you hold your final oral exam.

f) For a complete list of steps including what to do after you conduct your final oral exam, see pages 1-7 in the Dissertation Guide.

g) Review the graduation website from the Office of the Registrar for important information on the commencement ceremony, regalia, and your diploma.

h) Be sure to check your UTD email frequently throughout the semester.