



New Parent Checklist 2011

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

Things to do **BEFORE** your student arrives

New Student Paperwork – New confirmed students will receive a letter directing them to the [New Student Forms webpage](#) containing information on additional forms required by the Office of Student Life. *Please note that students will not be specifically assigned and matched with a roommate until the housing deposit, housing contract, student questionnaire, MBTI test, and complete Medical History form have been returned.*

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

Has the \$150 housing deposit been made? (Required for campus residents)

The housing deposit may be easily submitted via [CASHNet](#) by logging into your student's records account (information previously mailed to student by the Admissions Office) and paying online. Checks, made payable to UD, should include your student's ID number, be marked 'housing deposit', and mailed to the attention of the Business Office.

*Has your student completed the [New Student Questionnaire](#)?

Has your student taken the [MBTI Online Personality Survey](#)? (Required for campus residents)

This tool assists the Office of Student Life in the roommate matching process. This form must be completed by the student, **not the parent!**

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

Has your student waived the Student Health Insurance? All full-time undergraduates are automatically enrolled in and charged for the student insurance program. However, the student health insurance may be waived upon proper submission of an online waiver (available mid June) directly with the insurance company by September 17, 2011.

If your student has a documented disability – please visit the [ADA webpage](#).

*Remind your student to activate his or her UD email address. (Information previously mailed to student by the Admissions Office) Email is our primary means of communication with students. Please stress the importance of checking their UD email regularly.

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

Is your student hoping to go to Rome next year? A passport valid until September 2013 will be needed. Check the expiration date, or help your student apply for a passport by Christmas.

*Remind your student to complete AlcoholEdu for College – required for first year and transfer students before arriving on campus ([information](#)) A parent version of this course will be available later this summer. Please check the [Parent and Family Program website](#) for more details in late July.

*Has your student begun course selection? Your student should receive a letter with instructions for course selection from Dr. Eaker in June. If your student has not received the letter, then Dr. Eaker should be emailed at eaker@udallas.edu.

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

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

Obtain clearance from the Business Office - If at all possible, you should seek to have payment arrangements for the semester completed with the [Student Account Service](#) located in the Business Office before coming on campus.

Select your Higher One Electronic Refund Preference- The University delivers all students refunds electronically. UD has partnered with Higher One to deliver student's funds. Visit [Higher One](#) to select your preference.

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

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

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

Register for Parent Orientation [here](#)– we have an informative and action packed day scheduled for you.

☐ Things to do While You Are On Campus

☐ **Early drop off available between 3 – 9 pm on Friday, August 26, 2011** – All new residents are encouraged to drop their belongings off in their new room, as we have a full day of events planned for Saturday. Students cannot stay the night in their new rooms and keys will not be issued until Saturday.

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

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

☐ **Plan to say 'goodbye' to your student after Mass at the Farewell Reception. Be sure to write your student a note on the card provided in the orientation packet** - this will be a nice surprise!

☐ Things to Keep in Mind

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

☐ **Know what to do if your student is ill or if you have a family emergency** – Remind your student that there is a [physician](#) on campus (972.721.5233) and to contact each of their professors via email if at all possible. They should note the length of their absence and a specific reason for the absence. If you have a family emergency, contact the Parent and Family Program office 972.721.5113 or the Office of Student Life 972.721.5323 – they can assist in locating your student on campus or help you with the emergency notification process.

☐ **Join [UD Facebook](#)** to stay current on UD happenings

☐ **[Sign up](#) to receive the Parent and Family Program E-Newsletter**

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

☐ **If your student mentions feeling uncomfortable or overwhelmed by the material being covered in class, tell your student to seek help as soon as possible** – College courses are more intense and more in-depth than what many students were accustomed to in high school. Professors and/or tutors are eager to help.

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

☐ **Suggest that your student visit the [Career Services Office](#)** – Many new students are unsure about their major, wonder what they could possibly want to do for the rest of their lives, and are unsure how to formulate a plan to discover just what interests them. It's not too early to prepare for the future and the Career Services Office is an excellent resource and can assist students as they perfect their resumes and look for internships.