Pre-Deployment Checklist for Reserve and National Guard

Students that are activated by the Reserve or National Guard (not routine training) should refer to the policies in the undergraduate catalog: https://catalog.utdallas.edu/2019/undergraduate/policies/military#interruption or graduate catalog: https://catalog.utdallas.edu/2019/graduate/policies/military#military-service-activation-interruption-of-education

Pre-Deployment Stage

The following are suggested steps for departing UT Dallas for military service:

1. Students are encouraged to contact the Military and Veteran Center to assist with the process: 972-883-4913 or veterans@utdallas.edu
2. Submit copy of orders to Registrar’s office. (Do not withdraw from class until you have your orders.)
3. View the catalog and determine one of the four following options for withdrawing.
   a. Withdrawn-Called to Military Duty (WM on transcript)
      i. Registrar will process the withdrawal from all classes
      ii. Bursar Office will refund tuition and fees
   b. Incomplete-Called to Military Duty (XM on transcript)
      i. Registrar will process the incomplete
      ii. Pending eligibility for an incomplete grade (course 70% complete), student must resolve the incomplete within one year from “release from active duty” date on orders
      iii. For incompletes, obtain permission form and get signatures from the Undergraduate Associate Dean of the school offering the course (see step 4)
   c. Petition professors for final grade
   d. Before Census Day, request Military Leave from the Registrar. Courses will be dropped and will not appear on transcript
4. Notify academic department/academic advisor/faculty to announce departure and coordinate Incompletes (if applicable).
5. Contact Veterans Benefits in the Office of Financial Aid regarding enrollment status for loans, scholarships, insurance, or other agreements, including the G.I. Bill.
6. Contact Residential Life if living in residence halls or university apartments to coordinate withdrawal and termination of lease: http://www.utdallas.edu/housing/contact/
7. Contact Parking Office for a prorated refund for your parking pass: http://www.utdallas.edu/services/transit/park/
8. Verify your permanent address online through Orion.

Deployment

Students have the option to stay connected to UT Dallas through the Deployed Comet Program. The Military and Veteran Center (MVC) will send periodic emails to deployed students with the latest
information at UT Dallas. Contact the MVC for more information and to get added to the list: 972-883-4913 or veterans@utdallas.edu

Post-Deployment: Return to Campus

Students may be readmitted within one year of the “release from active duty” date on the orders. When preparing to return to UT Dallas:

1. Notify the Military and Veteran Center of your plan to return to assist with the process.
2. Depending on deployment time period, fill out the Free Application for Federal Student Aid (FAFSA) for the academic year expected to return: https://fafsa.ed.gov/
3. No later than 10 days before the beginning of the semester, submit the UT Dallas Re-entry Form to the Registrar’s Office: http://www.utdallas.edu/registrar/forms/
   a. Registrar will activate student accounts so that student can register for classes.
4. Contact academic advisor to discuss degree program prior to registering for classes:
   http://oue.utdallas.edu/undergraduate-advising/undergraduate-advisors/
5. Following deployment, you may qualify for additional VA educational benefits, or state of Texas benefits. Check with Veterans Benefits in the Office of Financial for eligibility. Plan to contact the VA and apply via eBenefits: https://www.ebenefits.va.gov/ebenefits or 1-800-442-4551 (Mon-Fri, 7 a.m. – 7 p.m.)
   a. Student should submit veteran benefits certification paperwork (GI Bill or Hazlewood) to Office of Financial Aid (if applicable): www.utdallas.edu/vetbenefits