



## **Master of Science in International Affairs & Global Enterprise**

### **Student Handbook**



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## **Welcome**

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Welcome to the Master of Science in International Affairs & Global Enterprise (MIAGE) program at The University of Utah. Students are drawn to study international issues for a variety of reasons, and most feel a passion to affect the world in positive, meaningful ways. Our demanding interdisciplinary program is designed to provide students with the analytical, political, legal, and socio-cultural knowledge needed to fulfill real-world career opportunities working for (or with) international businesses, government, and organizations. Students will learn strategic and operational skills as well as the skills necessary for global, industry, and country analysis.

This handbook is intended to provide students in the MIAGE program with a compact set of program materials. It serves to answer students' most frequently asked questions and as a helpful resource to which students can refer throughout the program. Read through the handbook carefully, refer to it as you face program choices, but always feel free to make an appointment with program staff when you need additional information.

We also advise you to consult additional sources of information available to help make your graduate experience successful. These resources include the following websites:

### **MIAGE Website**

<http://www.miage.utah.edu/>

### **The Graduate School**

[http://web.utah.edu/graduate\\_school/index.html](http://web.utah.edu/graduate_school/index.html)

### **Tuition Expenses**

<http://www.acs.utah.edu/tuition/>

### **Registrar's Office**

<http://www.sa.utah.edu/regist/>

### **College of Social and Behavioral Science**

<http://www.csbs.utah.edu/>

### **S.J. Quinney College of Law**

<http://www.law.utah.edu>

### **David Eccles School of Business**

<http://www.business.utah.edu>

## Core Values

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As an interdisciplinary program, the University of Utah Master of International Affairs & Global Enterprise supports the mission and vision of the College of Social and Behavioral Science:

*"...to advance knowledge and instruction in the foundations of social and behavioral science which, in turn, contributes directly or indirectly to improvements in the quality of life. We feel a special obligation to use our expertise to apply social science principles and findings to issues in social policy, emphasizing the human factor in policy analysis, and the quality of life."*

The S.J. Quinney College of Law:

*"...to advance knowledge through the dissemination of high quality legal scholarship, and to perform valuable public service to the University, the state of Utah, our nation, and the global community."*

and the David Eccles School of Business:

*"...to build foundations for business leadership by creating, discovering and communicating knowledge about leading-edge research and best management practices"*

To realize these things, MIAGE faculty, staff and students are dedicated to:

1. Providing a scholarly environment for the advancement of knowledge in which ideas can be expressed, challenged, respected, and nurtured.
2. Developing new modes of learning to enhance the educational experiences of our students.
3. Sustaining a service environment that brings the University to the global community and the global community to the University.

## MIAGE Program Overview

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The MIAGE degree provides students with skills necessary for careers with businesses, nonprofits, and government entities that are responsible for developing or maintaining international relationships. Students will learn how countries and industries do business and how they interact with employees, citizens and one another. Students will also gain an understanding of international political and economic relations and fundamental concepts of international trade. MIAGE students are likely to find employment with non-governmental organizations, government agencies, or private businesses that operate in an international environment.

## Prerequisite Courses

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Students must complete three prerequisites before beginning the MIAGE degree program:

1. Introductory statistics
2. Introductory microeconomics
3. Introductory macroeconomics

Students may be admitted pending completion of the pre-requisite courses, but must complete them **before** beginning the program.

## Curriculum

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The MIAGE program is a 39 credit hour degree program. The curriculum is divided into seven core courses (including a foundations course), and six electives that allow students to tailor their classes to their particular interests.

### Required Core Courses (21 credits)

1. MGT 6790 International Management (3 credits)
2. ECON 6520 Multinational Firms (3 credits)
3. POLS 6630 Foundations of International Organizations (3 credits)
4. SOC 6110 Methods of Social Research (3 credits)
5. IAGE 6800 Foundations in International Affairs & Global Enterprise (3 credits)
6. One of the following available law courses (3 credits)
  - LAW 7010 Mediation/Advanced Negotiation Law
  - LAW 7052 International Business Transactions
  - LAW 7080 International Human Rights Law
  - LAW 7280 International Environmental Law
  - LAW 7910 International Law
7. IAGE 6900 International Affairs & Global Enterprise Capstone (3 credits)

8. PUBPL 6920 IAGE Internship (3 credits) if needed

### **Elective Courses (18 credits)**

Students select from graduate courses from the following approved academic departments:

Law	Management
Anthropology	Marketing
Economics	Political Science
Geography	Sociology
Public Policy	Public Affairs

Speak with the program manager if you would like to take an elective from another department.

### **Rules and Restrictions regarding MIAGE courses**

1. Students may not take more than three electives in the same department.
2. With approval from the program manager students may:  
Take one course with a readily identifiable international affairs tie-in from the **approved academic departments** at the 5000 level if there is no 6000 level available.

Class schedules can be accessed on the main page of the MIAGE website, [www.miage.utah.edu](http://www.miage.utah.edu). The program manager will email current students when the schedule for a new semester has been posted.

### **MIAGE Program of Study**

There is no prescribed sequence in the MIAGE program, but it is recommended that you take core classes as they are available, as they are not taught every semester. Also, remember that some graduate level classes will require or recommend a prerequisite. Contact the instructor directly to discuss this if you have any questions.

## **Registering for Classes**

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To register for classes, you will need to log onto the Campus Information System (CIS). Instructions for doing so are included in the letter of acceptance issued by the Graduate School. For additional help, call the registrar's office at (801) 581-8969 or the Campus Help Desk at (801) 581-4000.

Registering for classes in the MIAGE program is simple; however, MIAGE students are encouraged to plan their schedules in advance so that they can register on their registration date. Because of the interdisciplinary nature of the MIAGE program, we are at the liberty of other departments when it comes to the number of available seats in a class. Many electives - and some of our core courses - fill up quickly.

Please note, you cannot register for a business or law class on CIS. The following sections explain how to get registered for classes in business or law.

### **Taking classes in the law school**

To register for law classes, please find the Non-Law Student Registration Request form on the MIAGE Current Student Registration page. The signed form will be returned to the law school registrar, Lynna Shrewsbury at 581-7475. As a MIAGE student, you cannot register for law classes on CIS.

Classes taught in the law school are more expensive than regular graduate level classes. However, it voids some of those fees and lowers others if you're concurrently enrolled in another graduate level class outside the law school. Please remember to add that into your budget when planning your academic career. Email the program manager when taking a law class to ensure you are billed correctly.

### **Taking classes in the business school**

The business school does not allow you to add classes on CIS unless you are a student enrolled in one of their programs. To be enrolled in business classes, you must contact that department's program manager or advisor to let them know that you wish to register for a particular business class. Graduate students in the business school can register for classes on a first come, first served basis, so be sure to make your request as soon as possible once registration appointments are available.

Classes taught in the business school are more expensive than regular graduate level classes. Please remember to add that into your budget when planning your academic career.

## **Additional Program Requirements**

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### **Language Requirement**

All students must accomplish a second-year equivalency in a foreign language before graduating from the MIAGE program. The signed "Graduate Language Verification Form" and transcripts or test results must be submitted two weeks before the student's anticipated graduation date. The sooner you do this the better. The credits cannot be more than six years old to be accepted the Graduate School.

Testing for many languages is available for through the Department of World Languages and Cultures. If you are a foreign citizen, proof citizenship must be submitted.

Graduation can be postponed to complete language verification, however, you will be held to the Graduate School's standards for continuous enrollment, which may involve registering and paying for faculty consultation hours during one or more subsequent semesters until the language requirement is complete.

## **The Major Project**

MIAGE is a Project/Non-Thesis program. The Graduate School requires students to conduct an original piece of research that is relevant to a field within international affairs and global enterprise. Guidance will be provided during the Capstone course.

Prior to their final semester of study, students identify a research question. Working with faculty, research staff, or the capstone instructor, each student conducts a thorough analysis of a major policy question facing a “real-world” organization, practitioner, government entity, or industry by applying the interdisciplinary methods, approaches, and perspectives studied in the MIAGE curriculum. Students develop a research methodology to address the question, analyze appropriate data, and report findings in an accessible, accurate, and actionable fashion. The final project is intended to consolidate your knowledge and challenge you to think in a clear, creative, and concise manner.

The research project must be completed and approved of before the end of your last semester. If a research project is not completed on time, the Capstone course grade can be postponed. However, you will be held to the Graduate School’s standards for continuous enrollment, which may involve registering and paying for faculty consultation hours during one or more subsequent semesters until the project and all other graduation requirements are complete.

To avoid a delay in graduation, it is strongly recommended students select a topic for their project well before their last semester.

## **Final Exam Requirement or International Internship**

Students beginning the program prior to Spring 2016 will be required to take a final comprehensive exam.

Students may also speak to the program director about writing a thesis if they are planning on attending a doctoral program after graduation.

All students beginning study Spring 2016 or later will take the Capstone course.

## **Finding Replacements for Core Courses**

The director or program manager must give you express written permission before a course other than the ones outlined in this document can be used to meet the official course requirements of the MIAGE Program.



## **Graduate Internships**

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Internships may be arranged through resources provided by the MIAGE program, the Hinckley Institute of Politics, or through an opportunity identified on your own. All internships should be approved by the program director or program manager. To receive credit for the internship, you must enroll in PUBPL 6920: IAGE Internship or HNKLY credit.

The Hinckley Institute of Politics runs the University of Utah's Global Internship Program in partnership with the University of Utah's Office for Global Engagement and places students in graduate-level internships abroad and in Washington DC. Many, though not all, of the internship opportunities are paid or involve a stipend. Details regarding compensation will be discussed during each applicant's interview with Hinckley staff.

To be eligible for graduate internships through the Hinckley Institute of Politics, applicants must be current students in good-standing at University of Utah and must meet each program's specific GPA and completed credits requirements at the time of application.

Students selected for placement will be required to cover the costs of tuition, fees, travelling to and from the internship city, daily travel to and from the internship, food, housing, and all other expenses associated with the internship opportunity.

To determine placement eligibility, students will submit an application, and will be interviewed by program staff. If selected, the final step in the application process will be an interview with the Hinckley Institute of Politics' Assistant Director.

All students who are placed in internships are required to attend a pre-departure orientation. Students placed in overseas internships will also be required to attend an International Debriefing session.

To apply, visit the Hinckley Institute's graduate internships website at:

<http://www.hinckley.utah.edu/internships/>

If you believe you are eligible for an internship waiver due to past international work experience, email the program director your request along with your resume and a description of your international experience.

## **Graduation**

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All graduate candidates for graduation must contact the MIAGE program manager to ensure graduation requirements have been met and a committee has been entered to the Graduate School's Graduate Student Degree Tracking system. Deadlines for submission are listed below. Applications will not be accepted more than one year in

advance, and late applications will delay graduation. Please read the information and instructions both on this page and on the [Registrar's Office, Graduation Division page](#).

Deadlines to apply for graduation are:

- To graduate end of Spring Semester, submit application by **November 1**.
- To graduate end of Summer Semester, submit application by **February 1**.
- To graduate end of Fall Semester, submit application by **June 1**.

\*If a graduation deadline falls on a weekend or holiday, applications will be accepted without a late fee through the next business day.

Failure to submit your application prior to the deadline will delay your graduation. Please complete your application form carefully.

#### **Directions for filling out graduation application form**

- Log in to CIS
- Student page
- Graduation
- Application for Graduation
- Enter information for semester/year of expected graduation (e.g. spring 2012)
- If prompted, select "MS" for Degree Type and "International Affairs and Global Enterprise" in the Major line

Clear up any "I" or "T" grades. Students with "I" or "T" grades will not be cleared for graduation by the Registrar's Office.

The Graduate School requires that a student be registered for at least one graduate semester credit hours during the semester in which they plan to graduate. Please see the [Graduate School policy](#) for details.

All graduate students must adhere to the Graduate School's policies and procedures in order to graduate. The University will graduate students when all degree requirements are met and all grades are submitted. Diplomas are mailed at the end of the semester in which the work was completed and the appropriate paperwork has been processed. A diploma will be mailed within 30 days to the last address The University of Utah has for the student. If you would like to verify or change your address (and we strongly encourage you to do so), please go to secured student access of student information systems at <https://gate.acs.utah.edu/> or call the registrar's office at 801-581-8968.

#### **Commencement and Convocation**

The University of Utah commencement and convocation ceremonies are held annually at the conclusion of spring semester. Spring ceremonies are held the beginning of May for students who are degree candidates for summer, fall and spring. Commencement and convocation ceremonies are only held in the spring. If a student is within a year of

graduation they may walk in the convocation ceremony. To order graduation regalia, please contact the [bookstore](#) in January to find out when they will be processing orders. Their phone number is 801-581-6325.

FYI: The MIAGE program is in the College of Social and Behavioral Science. Our hood colors are CSBS red and white.

Commencement is held in the Jon M. Huntsman Center. In addition to general commencement, each college holds a convocation ceremony, where students are acknowledged individually by degree. Diplomas are mailed to graduates from the Office of the Registrar within three months of graduation.

Visit [The University of Utah Commencement Ceremonies](#) web site for more information.

Caps, gowns and other graduation regalia can be purchased from the University Bookstore during the Graduation Fair held spring semester. Expect to receive graduation information from the University Campus Store in March of your graduating year. Please note: Fall graduates will receive the information during the spring semester following degree completion.

Two months before the beginning of your last semester, you must notify the program manager and review graduation requirements.

Keep in mind the following information:

1. Students must be fully matriculated
2. Students' program of study must have been approved by the MIAGE Program, including all course work to be used for the degree
3. Students should be within two semesters of completing all courses
4. Students must be enrolled in at least one credit at the graduate level during the semester of their graduation.

### **Time Limit**

Coursework for the MIAGE degree can be completed within two consecutive full-time calendar years. However, work is acceptable if it is completed within four consecutive calendar years. Time extensions beyond this must be approved by the MIAGE program and the Graduate School.

### **Dismissal Policy for Master of International Affairs and Global Enterprise**

Student performance is evaluated biannually by the MIAGE administration. This evaluation may result in the initiation of a dismissal processes of a student from the MIAGE graduate program and the Graduate School for failure to meet the academic requirements of the program and for academic or professional misconduct. If concerns arise due to behavioral

misconduct, these issues are adjudicated through the Dean of Student's Office. In any such event, the procedures outlined in the "Code of Student Rights and Responsibilities" shall be followed (<http://regulations.utah.edu/academics/6-400.php>).

#### Academic requirements:

MIAGE students must remain in good academic standing with the graduate school (GPA  $\geq$  3.0) or risk probation and/or dismissal. If the student is on probation from the Graduate School, one semester is allowed to increase the student's GPA before the termination of the Tuition Benefit Plan, if they are receiving TBP, (TBP, <http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/>) and dismissal from the program.

Students must complete all core classes with a "B-" or better grade. Grades in elective classes must be a "C" or better. Students must maintain an overall 3.0 GPA in graduate course work to maintain standing in the Graduate School with no individual grade lower than a "C." If a grade of "C+" or below is issued in a MIAGE core, the student will be required to retake the course. GPAs will be monitored by the MIAGE administration. Students also should avoid getting an excessive number of "incompletes." Students whose GPAs fall below a 3.0 or who accumulate more than three incompletes will be placed on probation. The MIAGE office will inform students who have been placed on probation. Probation may carry specific requirements that the student must meet in order to be removed from probation.

Below is a list of common conditions which cause a student to be academically deficient within the MIAGE program. If a student satisfies any of the conditions below, then the student is academically deficient unless there is a previous arrangement for deviation from the corresponding requirement.

- Failure to make acceptable progress toward the degree as determined by the Director.
- Failure to successfully complete their Major Research Project after one year (three academic semesters) beyond the completion of their Capstone class.
- Failure to maintain a 3.0 grade point average (this is also required by the Graduate School if the student wishes to continue to receive tuition benefit).
- Failure to earn a "B-" or better in a required core course after three attempts

Students who fall behind in any of these categories, or who fail to meet other requirements specified for their program, must promptly appeal to the Director if they wish to continue in the program.

## **Additional Information**

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### **Minimum Continuous Registration**

All graduate students must maintain minimum registration from the time of formal admission through completion of all requirements for the degree they are seeking

unless granted an official leave of absence (see Leaves of Absence, below). Students not on campus and not using university facilities are not expected to register for summer term. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, their records are inactivated. To reactivate a file at a later time, the student is required to reapply for admission to The Graduate School. Master's degree students in a non-thesis program maintain minimum registration by

- Registering and paying applicable tuition and fees for at least one credit hour per semester during the academic year from the time they are admitted to The Graduate School until they have completed all requirements for the degree, including the submission of a final project; or
- Registering for one credit hour of Faculty Consultation during any semester in which they are not otherwise enrolled.

### **Leaves of Absence**

Students who wish to discontinue their studies for one or more semesters (other than summer term) must file a Request for Leave of Absence form with the MIAGE Director. Before being forwarded to the Graduate Records Office for approval by the Dean of the Graduate School, the form must be approved by the MIAGE Director. Requests may be granted in the following circumstances:

- Leaves of absence generally are granted and reviewed on a yearly basis for reasons relating to illness, military service, pregnancy and/or child care, residence outside the state of Utah, and work-in-process in which students are not in continual contact with their supervisory committee or other members of the faculty.
- Leaves also may be granted on a yearly basis to students who, in the judgment of the director, are engaged in work considered beneficial to their academic goals, such as temporary teaching or professional employment that allows the student ultimately to complete the degree.
- Leaves for other reasons may be granted and reviewed on a yearly basis when the director believes the leave is in the best interest of both the student and the University.

**Students must apply for leaves of absence for the current semester by the last day of classes of that semester.** They also must officially withdraw from classes in any semester for which a leave is granted. Failure to withdraw formally results in the reporting of E or EU grades for all classes.

The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one academic year at a time. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.

## Parental Leave Policy

Students who need time off for care-giving and bonding with a newborn child can take a period of up to 12 weeks for a **family leave of absence**. The Master of International Affairs and Global Enterprise Program offers financial support to TA's and GA's on family leave at their usual rate of compensation. Please talk to the Program Manager if you wish to apply for family leave. This may require a Medical Withdraw (if you are unable to finish your current semester's academic requirements as determined by your course instructor) or a Leave of Absence to keep your status as "Active" with the Graduate School if your leave will require you to take a semester off (students who are not registered for classes and have not completed a Leave of Absence will be discontinued from the Graduate School and need to re-apply for admission). Students who experience a medical condition associated with their pregnancy and need accommodations recommended by their medical provider should contact the University's Title IX Coordinator, who will work with the student, cognizant faculty, and administration to determine what accommodations are reasonable and effective.

## Grade Requirements

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To maintain standing in the graduate school, students must complete all core classes with a "B-" or better grade. Grades in elective classes must be a "C" or better. Students must maintain an overall 3.0 GPA in graduate course work to maintain standing in the Graduate School with no individual grade lower than a "C." If a grade of "C+" or below is issued in a MIAGE core, the student will be required to retake the course. GPAs will be monitored by MIAGE staff. Students also should avoid getting an excessive number of "incompletes." Students whose GPA falls below a 3.0 or who accumulate more than three incompletes will be placed on probation. The MIAGE office will inform students who have been placed on probation. Probation may carry specific requirements that the student must meet in order to be removed from probation.

### Letter Grades vs. Credit/No Credit Grades

Letter grades are the **only** acceptable grades in the MIAGE program.

### Incompletes and Work-In-Progress Grades

Occasionally, because of circumstances beyond his/her control, a student needs to discontinue work in a particular course before the semester is finished. If conditions are met, an "I" (incomplete) is usually given. If the incomplete course is not completed within one calendar year, the "I" will be converted to an "E" (failure) automatically. If the course is successfully completed, the "I" will remain on a student's transcript and a letter grade will be inserted next to the "I."

In some cases a "T" (work-in-progress) grade is given until course work is finished. "T" grades will not automatically convert to an "E." Students cannot graduate until all "I's"

and "T's" are converted to final grades.

## **Transfer Credit, Waivers and Substitutions for Class Work**

### **Transfer Credit from Other Institutions**

Graduate credit may be transferred from other institutions. Up to six (6) semester hours of transfer credit may be applied toward fulfillment of graduate degree requirements if:

- The grade for the course was at least a "B,"
- The MIAGE program approves the transfer credit,
- The course work is not more than four (4) years old when the student completes the MIAGE (the MIAGE office will seek an extension when appropriate), and
- The student fulfills the residency requirements of The University of Utah.

Students seeking transfer credit should supply the MIAGE office with the necessary supporting materials including syllabi, where possible, and catalog descriptions.

### **Non-matriculated Transfer Credit**

Non-matriculated credit that can be applied toward a graduate degree is limited to nine (9) semester credit hours and must be approved by the MIAGE program director.

### **Waivers/Substitutions for Courses Based on Prior Education**

When a student has successfully completed the equivalent of a MIAGE core course with at least a "B" as an undergraduate student, and such course work is not more than five (5) years old, the student should not retake the course. With prior approval, the student may substitute a more advanced or specialized course in the same general field.

*Rationale: No waivers of core courses will be granted. If, however, a student has successfully completed a MIAGE core course (or equivalent) with a grade of "B" or better as an undergraduate, the student will not be expected to re-take the same course. Thus with prior approval, a more specialized course in the same general field may be substituted for the previously taken MIAGE core course.*

This policy does not prevent a student from transferring core courses from another graduate program at The University of Utah or another university, or from receiving credit in the MIAGE program for core courses taken as a non-matriculated student after receiving a baccalaureate degree.

Course-work to fulfill the area of concentration may not be waived.

### **Waivers/Substitutions for Courses Based on Professional Work Experience**

No waivers of courses (other than the internship requirement) will be granted for professional work experience. Under unusual circumstances, the MIAGE program may consider the substitution of a more advanced or specialized course based on

professional work experience.

### **Academic Credits for Training Programs or Non-Credit Education**

No academic credit will be granted for the completion of training programs or non-credit education programs.

## **Code of Student Rights and Responsibilities**

The mission of the University of Utah is to educate the individual and to discover, refine and disseminate knowledge. The University supports the intellectual, personal, social and ethical development of members of the University community. These goals can best be achieved in an open and supportive environment that encourages reasoned discourse, honesty, and respect for the right of all individuals. Students at the University of Utah are encouraged to exercise personal responsibility and self-discipline and engage in the rigors of discovery and scholarship.

Students at the University of Utah are members of an academic community committed to basic and broadly shared ethical principles and concepts of civility. Integrity, autonomy, justice, respect, and responsibilities that follow.

The Code of Student Rights and Responsibilities has three parts: Student Bill of Rights, Standard of Academic Performance, and Standards of Behavior. (See the last pages of each Class Schedule for more detailed information).

The University encourages informal resolution of problems, and students are urged to discuss their concerns with the involved faculty member, department chair, dean of the college, or dean of students. Informal resolution of problems by mutual consent of all parties is highly desired and is appropriate at any time. In cases where a more formal resolution of problems is needed, distinct administrative procedures and time lines have been established for proceedings under the Standards of Academic Performance, and Standards of Behavior. In special circumstances, the appropriate University administrator may extend these time lines in the interest of fairness to parties or to avoid injury to one of the parties or to a member of the University community.

The University, the Committees, and all participants shall take reasonable steps to protect the rights and, to the extent appropriate, the confidentiality of all parties involved in any proceedings under the Standards of Academic Performance or the Standards of Behavior.

## **Safety and Wellness**

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; [dps.utah.edu](https://dps.utah.edu)). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give a call.

The University of Utah seeks to provide a safe and healthy experience for students,



employees, and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close. The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (<https://counselingcenter.utah.edu>), the Wellness Center (<https://wellness.utah.edu>), and the Women's Resource Center (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

## **General University of Utah Student Information**

The University of Utah "U-Card" offers one standardized source of identification and access for the institution, ensuring convenience, security, and simplicity. Obtain your student U-Card from the U-Card office in the Student Union.

It provides official identification, debit functionality and security access enabling students to gain access to and use many University facilities:

- Libraries
- On-campus housing
- Residential meal plans
- Off-campus partners
- Buildings, offices and labs
- Computer labs
- Printers and copiers
- Sporting events
- Associated Students of the University of Utah (ASUU) events
- Campus recreation facilities
- University bookstores
- Foodservice and convenience stores
- Parking
- Services for Students with Disabilities
- Functions as a UTA Ed Pass (Trax and most UTA bus routes)

For more information visit: <http://www.ucard.utah.edu/>

### **Library**

Students have access to the University of Utah library system including the Marriott Library, the S.J. Quinney Law Library and the Eccles Health Sciences Library. Students

may use the online research tools and databases, and also check out materials from any campus library with a valid student UCard.

## **Computing**

There are many computer resources on campus. For more details visit:

<http://www.it.utah.edu/>

## **Campus Information System (CIS)**

The CIS is an important student resource. It is an online system that houses your student information, including your home address, your email address for official University communication, your grades and registration information. You access the [CIS](#) with your [University Network ID \(uNID\)](#) and [password](#).

## **University Network ID (uNID) & password**

Your uNID is your IT identity. It not only allows you to access your CIS records, but many other IT resources on campus (see the list below). To learn all about your uNID and how to set up your secure uNID password, see the [uNID webpage](#).

## **My.Utah.edu Student Portal**

A gateway to student services, records, and information you can customize to meet your needs. Login to [My.Utah.edu](#) with your [uNID and password](#) and get access to many secure campus services like WebCT and campus webmail. You can make your own pages and organize the content and layout the way you want it.

## **Email**

Everyone at the University of Utah receives a [free email address](#) from the 'utah.edu' domain. You receive 20 MB of space for email with this account. The default address format is [uNID@utah.edu](#) and must be personalized. Personalize your account with your preferred name.