Information About Galveston & UTMB Health

2015

The University of Texas Medical Branch

July 2015
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GALVESTON</td>
<td>4</td>
</tr>
<tr>
<td>Climate</td>
<td>4</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td>4</td>
</tr>
<tr>
<td>Airline</td>
<td>4</td>
</tr>
<tr>
<td>Limousine</td>
<td>4</td>
</tr>
<tr>
<td>Automobile</td>
<td>4</td>
</tr>
<tr>
<td>Ferry</td>
<td>4</td>
</tr>
<tr>
<td>DRIVER’S LICENSE</td>
<td>5</td>
</tr>
<tr>
<td>VEHICLE REGISTRATION</td>
<td>5</td>
</tr>
<tr>
<td>BUSES, STUDENT PARKING, BICYCLES, &amp; MOTORCYCLES</td>
<td>6</td>
</tr>
<tr>
<td>INSURANCE</td>
<td>7</td>
</tr>
<tr>
<td>Health</td>
<td>7</td>
</tr>
<tr>
<td>Property</td>
<td>7</td>
</tr>
<tr>
<td>Auto</td>
<td>7</td>
</tr>
<tr>
<td>BANKS</td>
<td>7</td>
</tr>
<tr>
<td>TAXES</td>
<td>8</td>
</tr>
<tr>
<td>CREDIT UNION</td>
<td>8</td>
</tr>
<tr>
<td>CHAMBER OF COMMERCE</td>
<td>8</td>
</tr>
<tr>
<td>SCHOOLS</td>
<td>9</td>
</tr>
<tr>
<td>GALVESTON RECREATION</td>
<td>9</td>
</tr>
<tr>
<td>UTMB–ALUMNI FIELD HOUSE</td>
<td>9</td>
</tr>
<tr>
<td>ENTERTAINMENT</td>
<td>10</td>
</tr>
<tr>
<td>Galveston</td>
<td>10</td>
</tr>
<tr>
<td>Galveston Historical Foundation</td>
<td>11</td>
</tr>
<tr>
<td>Lone Star Rally – Galveston, TX</td>
<td>11</td>
</tr>
<tr>
<td>Houston</td>
<td>11</td>
</tr>
<tr>
<td>PETS</td>
<td>11</td>
</tr>
<tr>
<td>POSTAL SERVICE</td>
<td>11</td>
</tr>
<tr>
<td>NEWSPAPERS</td>
<td>12</td>
</tr>
<tr>
<td>Galveston</td>
<td>12</td>
</tr>
<tr>
<td>Houston</td>
<td>12</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>12</td>
</tr>
<tr>
<td>Telephone</td>
<td>12</td>
</tr>
<tr>
<td>Electricity</td>
<td>12</td>
</tr>
<tr>
<td>Gas</td>
<td>12</td>
</tr>
<tr>
<td>Water</td>
<td>12</td>
</tr>
<tr>
<td>Cable</td>
<td>13</td>
</tr>
<tr>
<td>EMPLOYMENT &amp; INCOME VERIFICATION</td>
<td>13</td>
</tr>
<tr>
<td>CHURCHES</td>
<td>13</td>
</tr>
<tr>
<td>THE MEDICAL BRANCH</td>
<td>13</td>
</tr>
<tr>
<td>HOUSING</td>
<td>13</td>
</tr>
<tr>
<td>Fraternity Housing</td>
<td>13</td>
</tr>
<tr>
<td>Dormitories and Apartments</td>
<td>14</td>
</tr>
<tr>
<td>BOOKSTORE</td>
<td>14</td>
</tr>
<tr>
<td>LIBRARIES</td>
<td>14</td>
</tr>
<tr>
<td>The Moody Medical Library</td>
<td>14</td>
</tr>
<tr>
<td>Reference Librarian Services</td>
<td>14</td>
</tr>
<tr>
<td>Databases</td>
<td>15</td>
</tr>
<tr>
<td>Computers</td>
<td>15</td>
</tr>
</tbody>
</table>
GALVESTON

The city of Galveston is situated on a barrier island about two miles off the coast of Texas and has a population of approximately 65,000. One of the oldest cities in Texas, Galveston boasts many historical markers, monuments, and homes from pre-Civil War days. Thirty-two miles of sandy beach offers opportunities for swimming, fishing, surfing, water-skiing, sailing, and motor boating.

Climate

Because of the coastal location and southerly latitude, the climate of Galveston is seldom severe and temperatures below 32 degrees are recorded an average of only four times a year. A normal annual rainfall of 42.2 inches is evenly distributed throughout the year.

TRANSPORTATION (TO GALVESTON)

Airline

Bush Intercontinental Airport, served by most major airlines, is northeast of Houston about 75 miles from Galveston. For more information on Bush Intercontinental Airport you can visit their website at [http://www.continental.com/web/en-US/content/travel/airport/maps/iah.aspx](http://www.continental.com/web/en-US/content/travel/airport/maps/iah.aspx)

Houston Hobby Airport, on the south side of the city approximately 45 miles north of Galveston, is served by several airlines. You can visit their website at [http://www.fly2houston.com/hobby](http://www.fly2houston.com/hobby)

Limousine

Galveston Limousine Service provides service to and from both airports. See their website at [http://www.galvestonlimousineservice.com](http://www.galvestonlimousineservice.com) or call them at (409) 744-5466 or (800) 640-4826 for rates, schedules, and reservations.

Automobile

The easiest method of traveling to Galveston is by automobile. Drive south on Interstate 45, which will turn into Broadway once you’ve crossed the Causeway Bridge. Travel south on Broadway and turn left at any intersecting street between 14th and 6th streets to reach UTMB. Conspicuous signs are posted to assist you.

Ferry

A ferry provides transportation between Port Bolivar and the East end of Galveston Island. The ferry is free and crossings are made from Galveston on the hour and from Bolivar on the half hour. Schedules may be viewed at [http://www.txdot.gov/inside-txdot/division/maintenance/ferry-schedules.html](http://www.txdot.gov/inside-txdot/division/maintenance/ferry-schedules.html)
**DRIVER'S LICENSE**

Non-residents with a valid out-of-state license may drive in Texas for 30 days; after that 30-day period, a Texas driver's license must be obtained. The fee for a license is $25; handbooks are available free of charge.

If you have a current out-of-state license, you must:

1) surrender your out-of-state license;
2) show proof of insurance;
3) take a vision test;
4) have your picture taken for the license;
5) show proof that your automobile is registered in Texas prior to obtaining a Texas driver's license;
6) show your Social Security card or legal document verifying Social Security number (e.g., paycheck stub)

If your out-of-state license is expired, you must:

1) take a written test of the road rules and road signs;
2) take a driving test in a car with a current license plate and safety inspection sticker (if the state in which your car is registered issues inspection stickers);
3) take a vision test;
4) show proof of liability insurance;
5) show your Social Security card or legal document verifying Social Security number (e.g., paycheck stub);
6) have your picture taken for the license

For further information contact: Texas Department of Public Safety, 1325 Amburn Road in Texas City, (409) 933-0031.

**VEHICLE REGISTRATION**

Applications for Texas title and license plates must be presented at the Galveston County Tax Assessor and Collector’s Office in the Galveston County Courthouse, 722 21st St, Galveston, TX 77550 at (409) 766-2284 or toll free at (877) 766-2284 (on the mainland in League City).

To obtain the new title, you must furnish:

1) Form VI30A (Ask for this form when you have your car inspected at an inspection station.);
2) out-of-state title or, if car is not paid for, registration receipt;
3) tax of $15 for vehicles last registered in another state in applicant’s name;
4) title fee of $13;
5) fee for license plates;
6) Galveston County Local Fee of $10.00;
7) proof of liability insurance in the applicant’s name

If you are registering a vehicle from a foreign country you **must** surrender the original DOT 7 from Customs.
BUSES, STUDENT PARKING, BICYCLES & MOTORCYCLES

Galveston has its own bus transit system. For maps, fares, and schedules you may contact Island Transit Co. at (409) 762-2903, or visit their website at http://www.islandtransit.net. Please note that the website states that buses are currently running M-F on the Saturday schedule. Be sure to check that schedule when planning your trip.

For the convenience of our staff, students, and patients, UTMB has a shuttle system that offers transport to different areas of campus free of charge. Check the website at http://www.utmb.edu/AuxiliaryEnterprises/ParkingFacilities/ for a map and shuttle schedule, or contact the UTMB Department of Transportation at (409) 772-2019.

Violation of the Parking and Traffic Regulations of The University of Texas Medical Branch may subject the student to fines and other disciplinary action as authorized under the Rules and Regulations of the Board of Regents and institution’s rules.

Student parking permits are available for purchase at the Parking Facilities Office, Room 2.756 Rebecca Sealy, 409-266-PARK (7275). The cost for this annual permit, valid September through August, is $30.00. Permits are available to all UTMB full-time students as reflected in the student listing furnished by the Office of Enrollment Services.

The majority of student spaces are located curbside on the west side of campus. Maps are available to assist in locating these spaces. The number of spaces available may fluctuate throughout the year due to construction projects or unexpected events. The spaces marked for students require hangtag permits during the day but are available to all students from 5:00 p.m. until 7:00 a.m. weekdays and at all times on the weekends for library visits.

It is anticipated that the number of permits issued will exceed the number of spaces available. In the event all student spaces are occupied on your arrival, shuttle parking will accommodate your immediate need. Shuttle schedules are available in Parking Facilities, the UTMB Bookstore, or on the UTMB website.

Students are eligible to lease spaces in employee lots and garages at employee rates. Surface lots lease for $40 per month and parking garages lease for $62.50 per month. Additional information about parking facilities and current space availability may be obtained by calling (409) 772-1581.

If you bring a bicycle, mo-ped, or motorcycle to campus, you must register it with the UTMB Police Department/Visitors Center located in Room 2.712 Rebecca Sealy, if you would like to set up parking on campus for a fee of $36.00. A sales receipt is not necessary, but you must bring the bike with you at the time of registration. Bicycles should be secured with a U-shaped lock though the rear tire and frame. Racks located throughout the campus are designed for these locks. Any unlocked bike will be removed and secured by Campus Police to prevent theft. Any bike not secured properly to the rack is subject to having the locks removed and the bike secured by UTMB Police. No bicycles are to be secured to trees, light poles, stairs, or anything other than the bicycle racks designed for that use.

Motorcycles cannot be parked in parking spaces reserved for cars.
INSURANCE

Health

Health insurance is available to UTMB students and their families. All enrolled UTMB students are required to have and to maintain health insurance. Students must complete and sign a Student Health Insurance Confirmation Form and provide it to the Office of Enrollment Services, as part of the initial registration process. Proof of insurance is required any time you visit the Student Health and Counseling Clinic. As a condition of enrollment, all international students are required to furnish proof of health and repatriation insurance coverage. International students may enroll in the plan offered to UTMB students through the University of Texas authorized insurance program or furnish proof of existing health and repatriation insurance coverage equal to the plan approved by the University of Texas System Board of Regents.

Information regarding student health insurance available through the UT System can be found on the Student Health and Counseling web site [http://www.utmb.edu/studenthealth/](http://www.utmb.edu/studenthealth/). Contact Student Health and Counseling at (409) 747-9508 for more information or assistance. MD/PhD students who are appointed as graduate assistants may participate in the group health insurance program for UTMB employees. MD/PhD students are also eligible for the same benefits as other UTMB students and may utilize the same services.

Graduate students who are appointed at least 20 hours per week as graduate assistants or pre-doctoral fellows qualify for the employee health insurance policy. Information about the policy is available from the Benefits Office, and on the website at [http://www.utmb.edu/benefits/](http://www.utmb.edu/benefits/). You can also contact them by phone at (409) 772-2630.

Property Insurance

The threat of possible damage from tropical storms along the Texas coast makes property insurance a necessity. Rates vary according to dwelling type and location. Renter’s or homeowner’s insurance on personal property also is recommended.

Auto Insurance

The Texas Financial Responsibility Law, similar to laws of other states, requires that every driver be able to show proof of current automobile liability insurance. The minimum liability that will meet legal requirements is $20,000/$40,000 and $15,000: a policy providing for a maximum payment of $40,000 for all persons injured in an accident due to your negligence, subject to a limit of $20,000 for any one person, and $15,000 for property damage.

If you have car, home, or property insurance, be sure to notify your insurance company of your change of address. If you wish to change your insurance coverage to a local company or agent, the Galveston Chamber of Commerce, [http://www.galvestoncc.com/](http://www.galvestoncc.com/), (409) 763-5326 will provide a list of member agents.

BANKS

Galveston has several banks and savings and loan associations. Contact the Chamber of Commerce at (409) 763-5326 for a complete list.
TAXES

Texas has no state income tax, and the City of Galveston does not impose local payroll or income taxes. An 8.25% sales tax applies to most retail purchases except groceries and medicine. Contact the Galveston County Tax Assessor and Collector’s Office, http://www2.co.galveston.tx.us/tax_offices at (409) 766-2284 or toll free at (877) 766-2284 (on the mainland in League City) for information on property tax.

CREDIT UNION

University Federal Credit Union https://www.ufcu.org/ located at 428 Post Office Street serves the faculty, staff, and students of UTMB. The credit union also serves the University of Texas in Austin, Shriners Burns Institute, Texas A&M Galveston, Galveston College, Galveston Catholic Schools, Edgewater Retirement Center, The Gulf Coast Center, the Transitional Learning Center, and other area groups.

Available credit union services include checking and savings accounts, free “On-Demand” computer banking, VISA Check Cards, ATMs, and a four-lane drive-through.

The main branch of the University Federal Credit Union is open from 8:00 a.m. to 4:00 p.m. Monday through Thursday, and from 8:00 a.m. to 5:00 p.m. on Friday. The drive-through is open from 7:00 a.m. to 6:00 p.m. Monday through Friday and 9:00 a.m. to 1:00 p.m. on Saturday.

You can join the credit union for $6.00 ($1.00 for the membership fee and $5.00 to open your savings account). A checking account can be opened with an initial deposit of $25.00. There is no service charge if you maintain a balance of $500 and a $5.00 service charge if your average daily balance goes below $500. Your UTMB paycheck can be set up for direct deposit to University Federal Credit Union.

University Federal Credit Union can be reached at (409) 797-3300.

CHAMBER OF COMMERCE

Information about Galveston can be obtained from the Chamber of Commerce, http://www.galvestoncc.com/, (409) 763-5326. The Chamber of Commerce has listings of apartment complexes, real estate agents, organizations, schools, and banks.
SCHOOLS

The Galveston Independent School District has one high school, three middle schools, and eight elementary schools. There are also private schools located in Galveston.

Undergraduate and graduate colleges in the area include:

- Galveston College (Community College) - Galveston (409) 944-4242
- College of the Mainland (Community College) - Texas City (409) 938-1211
- Rice University - Houston (713) 348-0000
- Texas A&M University (College of Maritime Studies) - Galveston (409) 740-4400
- University of Houston at Clear Lake (upper division & graduate) (281) 283-7600
- University of Houston Main Campus (713) 743-2255
- Texas Southern University - Houston (713) 313-7011
- Houston Baptist University - Houston (281) 649-3000

GALVESTON RECREATION

The island affords many types of recreation. The most obvious, of course, is the beach and its associated water recreations such as swimming, surfing, boating, scuba diving, skiing, and fishing. In addition to a Schlitterbahn water park, there are several city parks with swings and slides for the kids. Seawolf Park features a World War II battleship and submarine and is open to the public. Sightseeing and touring Galveston, one of the oldest cities in the state, offers additional recreational possibilities.

UTMB-ALUMNI FIELD HOUSE

In 1968, the graduates and friends of UTMB contributed funds to establish the Alumni Field House. This recreational facility was designed for students, staff, faculty, and visiting alumni. A recent renovation has increased the size of the facility to over 49,000 square feet and transformed it into a state-of-the-art fitness and wellness center.

Amenities of the athletic facility include:
- regulation basketball/volleyball courts with cushioned and banked track;
- 2 racquetball courts;
- expansive strength-training area featuring Cybex and Hammer Strength machines along with specific free weights for the serious lifter or bodybuilder;
- 2000 square feet aerobic/multipurpose room with hardwood floor and complete audio system;
- cardiovascular equipment including treadmills, upright and recumbent stationary bikes, and stair climbers;
- mens’ and ladies’ locker/dressing rooms with individual steam rooms;
- Therapeutic Massage area with licensed therapist available for an additional fee.

Outdoor facilities include:
• 25-meter pool with adjacent hot tub;
• two softball fields
• seven tennis courts (three lighted)
• 4/10 mile walking/jogging track, and
• volleyball court.

Through registration, each student has a membership at the UTMB-Alumni Field House. Students may obtain a family membership for their immediate families (spouse and children living in the same household) for a yearly fee of $225.00. Memberships for the year are from September through August. Lockers are available for an additional fee.

UTMB Alumni Field House Hours:
Monday – Thursday
• 5:00am – 11:00pm
Friday
• 5:00am – 9:00pm
Weekends & Holidays
• 7:00am – 8:00pm
*The facilities are closed during Thanksgiving, Christmas, and New Year holidays.

For more information concerning the Alumni Field House, please call (409) 266-BFIT or visit their website at http://www.utmb.edu/AuxiliaryEnterprises/AlumniFieldHouse/default.asp

ENTERTAINMENT

Galveston

A variety of entertainment is available, ranging from theatrical productions to live bands and dancing in several of the hotels and clubs. The Grand 1894 Opera House, 2020 Post Office St., (409) 765-1894 will host concerts and theatrical events throughout the year. Volunteer ushers and bartenders at the Opera House see the productions at which they work free of charge. For more information you can visit their website at http://www.thegrand.com/.

The Strand Theatre, http://www.islandetc.org/, 2317 Ship’s Mechanic Row, (409) 762-3556, has a regular season schedule and presents a variety of theatrical productions. The Galveston Arts Center, 2501 Market Street in Galveston promotes the visual arts by presenting exhibitions, developing educational programs, and providing an environment for creative expression. In addition, The Galveston Arts Center produces the ArtWalk which occurs every 6 weeks on Saturdays at 6pm-9pm. The galleries in the downtown area have art exhibitions featuring new works. For more information, contact Galveston Arts Center at (409) 763-2403 or visit their website at http://www.galvestonartscenter.org/.

For a listing of restaurants and entertainment in the greater Houston/Galveston area as well as the rest of Texas, Texas Monthly and Texas Highways magazines are a useful resource. The magazines have listings of events for all the major cities in Texas.

Mardi Gras in February features two weeks of parades and parties and culminates with a Grand Parade. An estimated 300,000 people are on the island for the Grand Parade.
Galveston Historical Foundation

The Galveston Historical Foundation (GHF) is Texas’ oldest non-profit historical society, http://www.galvestonhistory.org/. Dedicated GHF volunteers and an active membership have made possible the preservation, revitalization, and respect accorded to Galveston’s rich heritage. The foundation also sponsors such annual events as Dickens on the Strand, http://www.dickensonthestrand.org/, the Ashton Villa 4th of July Picnic, and the Annual Homes Tour. Membership in GHF entitles you to free admission to exhibits around the city, reduced-price admission for many GHF events, invitations to and notices of meetings, receptions, and volunteer opportunities. A special student rate of $30 is available. For information about membership, volunteer forms, and general tour and city information, call (409) 765-7834.

Lone Star Rally- Galveston, TX

The Lone Star Rally occurs around the beginning of November in Galveston, TX. Thousands of avid cyclists drive their motorcycles over the Causeway to view the waters of Galveston. From there, they can go toward The Strand where they can listen to live music and visit the local shops and restaurants. To find out more information about the upcoming Lone Star Rally, visit their website at http://www.lonestarrally.com/ or call (832) 437-2318.

Houston

Downtown Houston is 50 minutes away by car and many recreational facilities are available. At Houston’s Reliant Center you can enjoy professional and college football games. Professional basketball (men’s and women’s—the Rockets and the Comets, respectively) and hockey (Aeros) are played at the Toyota Center. Minute Maid Park hosts baseball (the Astros). You can also enjoy professional opera, symphony, contemporary music venues, ballet, and theater, as well as museums and art galleries in the Houston area. NASA Johnson Space Center, located between Houston and Galveston, is open to visitors.

Please call the Houston Chamber of Commerce at (713) 844-3600 for more information about Houston.

PETS

Galveston has a leash law requiring your dog to be leashed when not confined to your yard. Apartments that allow pets require a pet deposit. Dogs and cats are required to have annual rabies vaccinations.

POSTAL SERVICE

Galveston’s main post office is located at 601 Rosenberg, Galveston, TX 77550. Hours are Monday-Friday, 6:00am-9:00pm, Saturday, 6:00am-5:00pm, and Sundays they are closed. An additional post office is located at 5826 Broadway Street, Galveston, TX 77551. Their hours are 12:01am-11:59pm. Another option is the post office at 2724 61st. Street, Ste. B, Galveston, TX 77551. Their hours are Monday-Friday, 8:30-4:30pm and Saturday, 9:30-1:30pm.
NEWSPAPERS

Galveston

Galveston has one daily newspaper, The Galveston County Daily News located at 8522 Teichman Road, Galveston, (409) 683-5200. It publishes a number of special sections and monthly magazines, including Daily News Homes, Galveston County Jobs, Coast magazine, Neighbors and Mainland Messenger. For more information on this newspaper, visit their website at http://www.galvestondailynews.com/.

Houston

Houston’s one daily newspaper is The Houston Chronicle, a 7-day a week subscription in most of the Greater Houston area is $6.00 per week. A 5-day (Wednesday - Sunday) subscription is $4.00 per week. A Sunday only subscription is $2.25 per week. However, the prices are somewhat higher in the outlying areas. The Island offices can be reached at (409) 740-1490 or you can also visit their website at http://www.chron.com/ for more information.

UTILITIES

Should you choose to live in an apartment, your rent may include a portion of your utility expenses. Your telephone and possibly your electricity will need to be acquired on your own. All utilities are listed here.

Telephone

There are numerous alternate local telephone services available. Installation of new service takes several days and requires a deposit. Here are a few helpful websites:

- http://www.att.com/storelocator/

Electricity

Just a few electricity providers are Reliant Energy, (866) 222-7100; TXU Energy, (800) 818-6132; and Centerpoint Energy, (800) 427-7142.

Gas

New service requires a deposit and possibly an installation charge. Service is provided by Centerpoint Energy, http://www.centerpointenergy.com, (800) 752-8036 or (713) 659-2111.

Water

Water service is provided through the City of Galveston. A deposit for water service is required (refundable after a period of on-time payment) and there is a connection fee. The monthly charge includes water, sewage, and trash pickup. Apply in person at the City of Galveston offices, 823 Rosenberg, and bring your driver’s license, student ID, or employee ID. The phone number is (409) 797-3550. Foreign students must present a passport or birth certificate for identification. For further information, contact the City of Galveston, Customer Service Division, 823 Rosenberg, (409) 797-3550. Hours are 8 a.m. to 5 p.m., Monday through Friday.
Cable

Comcast cable, http://www.comcast.com provides service in this area and has many service options. You may reach them at (800) 266-2278. The monthly fees vary for basic residential service, with several premium services available for an additional charge. There is a non-refundable installation fee and you may have to wait several days for installation.

EMPLOYMENT AND INCOME VERIFICATION

Should you need to provide documentation to verify your employment or income while at UTMB Health, below are the appropriate contacts depending on what it serves.

1) For student status to verify enrollment (and degree verifications) through the National Student Clearinghouse please visit the website at http://www.studentclearinghouse.org/.

2) For employment and income verification use the free, automated service called The Work Number at http://hr.utmb.edu/records/. If you have any questions regarding this service, please contact Employee Records at (409) 747-7993.

CHURCHES

Many religious denominations are represented throughout the city and county.

THE MEDICAL BRANCH

The University of Texas Medical Branch at Galveston is one of four health science centers in the University of Texas System and includes the School of Medicine, the School of Nursing, the Graduate School of Biomedical Sciences, the School of Health Professions, the Institute for the Medical Humanities, the Sealy Center for Molecular Science, the Sealy Center on Aging, the Sealy Center for Molecular Cardiology, the Center for Aerospace Medicine and Physiology, the Sealy Center on Oncology and Hematology, the Sealy Center for Structural Biology, Shriners Burns Institute, the Center for Bioengineering and Biotechnology, and seven hospitals. The Medical Branch is one of the larger centers for biomedical education and research in the southwest. It has a faculty of approximately 2,285 members and is currently undergoing the largest physical expansion program in its 107-year history.

HOUSING

Fraternity Housing

Fraternity houses are among the least expensive places to live at UTMB. All of the houses are within a 10-minute walk of campus. Students should apply directly to the fraternities. The fraternities listed below accept graduate students. Check the Student Life website at http://www.utmb.edu/studentlife/ for further information.
Dormitories and Apartments

All students should arrange for living accommodations immediately upon acceptance to the University. There are dormitories and Ferry Road Apartments near the campus. For more information about either option or to make your reservations, please visit their website at http://www.utmb.edu/auxiliaryenterprises/Housing/ or call (409) 772-1898.

Those students owning a vehicle and residing in dormitories or apartments should register their vehicle with the Dormitory Office. Once the vehicle has been properly registered, a Dormitory Parking hangtag is available at no cost for assigned parking near the dormitories. Students are cautioned that the hangtags are only valid in the designated dormitory parking areas.

BOOKSTORE

The UTMB Bookstore was established in 1959. Its primary purpose is to provide books, instruments, and supplies to students and staff at the lowest possible price. A cash discount is not given at the time of purchase; however, a cash rebate is given once a year. Over the past five years, this rebate has represented a 20% cash refund to customers. Students should retain cash register receipts for rebate purposes. Sale and previously discounted items are not eligible for rebate. Only valid cash register receipts will be accepted. For more information, visit them on the 1st Floor, Moody Memorial Library Building. You can also contact them at (409) 772-1939 or view their website at http://www.utmb.edu/auxiliaryenterprises/Bookstore/.

LIBRARIES

The Moody Medical Library

The Moody Medical Library http://library.utmb.edu is centrally located at 9th and Market Streets. Call for their special holiday hours at (409) 772-2372, but they are normally open as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7am to Midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>7am to 9pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9am to 8pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>Noon to 11pm</td>
</tr>
</tbody>
</table>

*Special holiday hours are also posted on their website at http://guides.utmb.edu/hours.

Reference Librarian Services

For help finding resources effectively, and free literature searches:

   - In person: Visit 2nd Floor Information Desk
   - Online: http://askus.utmb.edu/
   - Call: 409-772-2372
   - Text: 409-433-9976
Librarians are available, Monday – Friday, 8am–5pm
A GSBS library guide is available at http://guides.utmb.edu/ebooks-gsbs.
Guides and tutorials are available at http://guides.utmb.edu/help.

Databases
The library has access to over 265 databases, including Ovid, CINAHL, Web of Science, and PsycInfo. Visit the library’s homepage to get started.

E-Books
Multiple e-books packages are available at http://guides.utmb.edu/ebooks.
Popular packages include: Access Medicine; Clinical Key; Springer eBooks; Stat!Ref

Journals
The library has access to over 29,000 electronic and print journals. Journals can be searched on the library’s homepage.

Document Delivery / Interlibrary Loan (ILLiad) – available at no charge to you
Request articles from the library’s collection or articles/books not available at our library. Use your UTMB username and password to access ILLiad. http://illiad.utmb.edu/

Computers
PCs are available on the 2nd floor; Use your UTMB username/password to log in.
Wireless network is available throughout the building for those using personal laptops.

Copiers/Printers/Scanners (2nd floor of the library)
Copy cards are available at Circulation Desk
$0.05 per page – Black and White; $0.50 per page – Color
Wireless printing is available via link on library’s homepage
Photocopiers allow scanning to email address for free

Mophies (charging devices) and power strips are available to check out at the Circulation Desk.

Rosenberg Library
The Rosenberg Library, located at 2310 Sealy is a quiet refuge from the bustle of UTMB. Their hours are on Monday-Saturday, 9am-6pm. A library card is free, but you must present address verification (anything that shows you are a resident of Galveston County). Visit their website for more information at http://www.rosenberg-library.org/.

In addition to a large inventory of books, the Rosenberg Library offers art displays, the Great Books reading program, literary discussion program series, a historical collection and a large section of children’s books, several large conference rooms, and a computer lab. All are housed in 1904 Italian Renaissance and 1971 marble-cube architecture. Within the library is The Galveston and Texas History Center that contain the Special Collections. More information about the GTHC can be viewed at http://www.gthcenter.org/.
An excellent loan service for CDs, DVDs, and paperbacks makes the library a resource worth using on a regular basis.

**STUDENT HEALTH SERVICES, COUNSELING, AND REFERRAL**

Student Health and Counseling is located in the University Health Clinics Building, 6th floor, (409) 747-9508. After hours, weekends and holidays, call (800) 917-8906. Student Health and Counseling provides primary care for enrolled students with an emphasis on wellness and prevention. Confidential counseling services are available for students and their immediate family. Students from all participating schools have the opportunity to be an integral part in planning efforts and the operation of Student Health and Counseling through participation on the Student Health and Counseling Advisory Committee.

Through payment of the Medical Services fee and Student Services fee, students are eligible to use Student Health and Counseling. Services include primary care including physicals, well woman exams and family planning; counseling services including individual, couple, and family; psychological assessment and psychiatric consultation; screening for and provision of required immunizations and TB skin testing; alcohol and substance abuse assessment, counseling and education; evaluation and treatment of minor illnesses and injury; assessment and treatment of occupational exposures to blood and body fluids or other communicable diseases; and wellness education and health promotion activities.

Student Health and Counseling is open Monday-Friday from 8am-5 pm, except holidays and the winter recess. Students are seen by appointment, but same-day appointments are available for acute care and other services in most cases. Appointments are required for immunizations. There is no charge for professional services at Student Health and Counseling. Charges for referrals to other clinics, prescriptions, X-rays, laboratory tests, some immunizations, and emergency care must be paid by the student or by his or her medical insurance.

**Access Center**

The UTMB Access Center is the 24/7 connection to care for UTMB employees. A service of the UTMB Access Center, allows employees and retirees to dial extension 2-2222 for assistance with any aspect of their health care. The Access Center team offers highly skilled nurses that can help you with everything from making an appointment to resolving a complex inpatient or outpatient service issue. Their services are available to all UTMB employees, their family members, and retirees 24 hours a day, seven days a week, from on or off campus by calling (409) 772-2222 from off campus. Customer satisfaction and feedback are important to the Access Center. You can visit their website at [http://www.utmb.edu/AccessCenter/](http://www.utmb.edu/AccessCenter/) to inquire more information or reach Pamela Kuchta at (281) 316-8333 or at [pakuchta@utmb.edu](mailto:pakuchta@utmb.edu).

**Immunization Requirements**

All students are required to comply with Texas Department of Health regulations and UTMB policies regarding required immunizations. On the UTMB Student Health website [http://www.utmb.edu/studenthealth/](http://www.utmb.edu/studenthealth/) you will find Immunization Requirements for enrollment as a student at UTMB and an Immunization Record form. This form must be completed and signed by your primary care provider or a nurse at the clinic where you receive your immunizations or attach copies of your immunizations to the completed form. You must meet ALL identified
requirements. Students must complete all immunizations prior to enrollment. Registration may not be permitted until these requirements are met. Students who have not been continuously enrolled at UTMB and who have interrupted their studies at UTMB by one semester or more are required to meet the same health and immunization requirements as new students to be eligible to register.

**Occupational Exposure to Blood and Body Fluids**

Students, who experience an occupational exposure to blood or body fluids while in their role as a student, should immediately notify their faculty and report to or call Student Health and Counseling Services at (409) 747-9508 if the exposure occurs between the hours 8am-5pm. If the exposure occurs after hours, on weekends, and on holidays, please call the Access Center at (409) 772-2222 for instructions. All occupational exposures to blood or body fluids should be evaluated within 2 hours of occurrence. Students with off-campus exposures should follow the same guidelines as above.

There is no charge for the assessment, treatment, or follow-up required for an occupational exposure to blood or body fluids. Occupational exposures, as with all visits to Student Health and Counseling, are treated with the utmost of confidentiality.

Occupational exposures to communicable diseases (sustained while in the student role), such as tuberculosis, chickenpox, or meningitis, are to be reported to Student Health and Counseling as soon as the exposure is known. All assessments, treatments, and follow-ups required for an occupational exposure to communicable diseases are at no charge to the student.

UTMB link related to exposures:
[http://www.utmb.edu/Policies_And_Procedures/Search_Results/PNP_034823](http://www.utmb.edu/Policies_And_Procedures/Search_Results/PNP_034823)

**Counseling**

Student Wellness is located in the University Hospital Clinics Building on the 6th floor. You may contact them by phone at (409) 747-9508 between the hours of 8am-5pm. After hours you may call the Access Center at (800) 917-8906. Confidential counseling services are available for students and their immediate family. Counseling services include individual, couple, and family; psychological assessment and psychiatric consultation; alcohol and substance abuse assessment.

**Family Medicine Clinic**

The Department of Family Medicine operates a private clinic. Although not part of the University, staffed by their residents and faculty, it is open to everyone. The department assigns a physician mutually acceptable to the family. Applications are available at the clinic, located on the 4th floor of the University Hospitals Clinics Building, (409) 772-2166. The clinic provides hospital and ambulatory services as well as obstetrics.
FINANCIAL ASSISTANCE

Graduate Assistantships

The graduate assistantship for Ph.D. students is $28,000 in 2014-2015. A student appointed as a graduate assistant or pre-doctoral fellow is a half-time employee of the State of Texas in a position that requires full-time student status. Non-residents of Texas who are appointed as graduate assistants or pre-doctoral fellows are permitted to pay the resident tuition rate. This permission is granted on a term-by-term basis and requires a completed “Graduate Assistantship/Fellowship Certification” form for each registration. The form will be part of your new student packet and is available on the GSBS web page for subsequent registration periods.

Immigration and Naturalization Service regulations require that within three days of being employed all new employees must present proof that they have legal status in the United States and are eligible to be employed to the UTMB Department of Human Resources. The documents needed to prove employment eligibility is at http://www.uscis.gov/files/form/i-9.pdf on the last page.

James W. McLaughlin Fellowship

The James W. McLaughlin Fellowship is a competitive fellowship which is available to students who have completed at least one year in the graduate school and whose research is related to infection and immunity. Fellowships are granted for one year and may be renewed for up to three years. Information may be obtained from The University of Texas Medical Branch McLaughlin Office, 3.230 Mary Moody Northen Pavilion. For more information about the McLaughlin Fellowship visit the website at http://www.utmb.edu/mclaughlin/ or contact them via email, McLaughlin.IHII@utmb.edu.

Private and Federal Fellowships

Private and federal fellowships are available on a competitive basis in particular programs. Information should be requested from the graduate program director in your area. Of particular interest to first-year graduate students are the National Science Foundation Fellowships, http://www.nsf.gov/funding/, which are competitive, renewable awards.

Other Financial Aid

For information concerning financial assistance and application forms visit the Enrollment Services website at http://www.utmb.edu/enrollmentservices/prospect/financial_aid/index.html or call (409) 772-1215.

Loan Deferments

Repayment of many undergraduate student loans may be postponed until you have finished graduate school. The method of postponement depends upon the type of loan and the lending agency. The Office of Enrollment Services can certify that you are a student at UTMB and assist you with the forms. This procedure must be repeated after the first day of class each semester.
RESIDENCY

A non-resident student is a student who does not meet the residence requirements as prescribed by the Texas Coordinating Board of Higher Education. For information on the many factors that influence residency status and a copy of the residence rules, contact The Office of Enrollment Services at (409) 772-1215.

OFFICE OF STUDENT LIFE

The Office of Student Life, located in Jamail Student Center on the 2nd floor, enriches the campus experiences of students in all four schools at UTMB, and provides assistance to student leaders in their planning and scheduling of various types of student activities.

The major goals of Student Life are to nurture the personal and professional development of all students in order to complement their academic progress and facilitate their growth as effective and caring health professionals. The Office of Student Life coordinates in-service programs for student leaders and promotes the active role of its student leaders in the resolution of student issues and various campus concerns.

UTMB believes that a commitment to community service is an important and positive characteristic of its students; therefore, Student Life promotes and supports student organizations’ service activities. There are also a number of university, regional, and statewide committees in which students might wish to participate. All of these opportunities extend students’ levels of experience in organization, management, and leadership.

A list of upcoming events and activities can be found on the Office of Student Life’s website at http://www.utmb.edu/studentlife/ or you can contact the Office of Student Life at (409) 772-1996.

UTMB STUDENT ORGANIZATIONS

There are over 70 student organizations at UTMB, most professional and discipline-specific. Others are cultural, religious, and social. Student organizations participate in and organize hundreds of projects for the campus and the Galveston community each year. In the course of planning and implementing organizational activities, students need information on the use of university facilities, budgeting, outside vendors, and planning strategies. Student Life is the resource for students and student organizations, providing information and saving time and energy for busy students. Come by the Office of Student Life or view the website at http://www.utmb.edu/StudentLife/StudentOrganizations/ListOfOrganizations.aspx for a list of all the student organizations.

The Graduate Student Organization

The Graduate Student Organization (GSO) was founded in conjunction with the establishment of the Graduate School of Biomedical Sciences in the late 1960s. The GSO is faculty-sponsored and registered with the Office of Student Life. Mainly considered a student governance organization, the GSO also serves in educational, professional, service-oriented, social, and recreational capacities. The GSO, along with the Graduate School administration, encourages interaction between students in various programs as well as with the graduate faculty.
All graduate students are members of the GSO. The purpose of the GSO is to facilitate and direct all graduate student functions in the best interest of graduate students and the graduate school.

Each year an executive committee is elected; positions on the committee include a president, vice-president, treasurer, secretary, and departmental representatives from each of the programs within the GSBS.

Some committees require graduate student representation in positions filled by appointment or election through the GSO. Two Graduate School Committees each require two student members: the Executive Committee (advisory committee to the Dean) and the Curriculum Committee. A graduate student is also selected to serve on the Student Government Association Budget Committee, which oversees and allocates funding for student activities in all four schools.

**The Committee for Career Development**

The Committee for Career Development (CCD) is an organization of graduates students and postdoctoral fellows at UTMB. CCD is here to serve and promote the success of all students and postdocs at UTMB by organizing seminars and workshops in different areas, which include teaching and great writing skills, negotiating and interviewing skills, CV and resume workshops, and other skills sets required for a successful professional career.

The goal of CCD is to expose students and postdocs to career opportunities and help them acquire the skills needed to further their professional lives. Visit the CCD website at [http://gsbs.utmb.edu/ccd/](http://gsbs.utmb.edu/ccd/).

**Student Government Association**

The Student Government Association (SGA) is the representative body of the four schools at UTMB (Graduate School of Biomedical Sciences, School of Health Professions, School of Medicine, and School of Nursing). The graduate students elect three full-time senators and one alternate to serve on the Senate. Two senators are elected in the spring semester and the other in the fall. SGA meetings are held twice a month and are open to all students and faculty.

The Student Government Association sponsors five student parties each school year. These parties, formerly known as "TGIF" parties (they were traditionally on Fridays, but now occur mostly on Thursdays), are hosted by a registered student organization and normally have a theme of some kind. If a student organization is interested in hosting a student party, it must present a written proposal to the SGA Budget Committee. Some of the traditional themes include Hispanic Heritage Month, Halloween, Black History Month, and Mardi Gras. If your organization is interested in hosting a student party, please contact the Office of Student Life for further details by calling (409) 772-1996.

The Student Government Association sponsors the All Sports Day (ASD) which is the UTMB version of the Olympics, only more fun and a little less media hype. Teams and individuals compete in various sports vying for the coveted "All Sports Day Champion" t-shirt. For more details about ASD visit [http://www.utmb.edu/StudentLife/ActivitiesAndEvents/AllSportsDay.aspx](http://www.utmb.edu/StudentLife/ActivitiesAndEvents/AllSportsDay.aspx).
Syndrome

The Office of Student Life coordinates with the Student Government Association to publish the Syndrome, the UTMB student yearbook. All students and student organizations are encouraged to participate in the development of the Syndrome by submitting photos of their groups.

OMBUDSPERSON

The ombudsperson will listen to the student and discuss his or her concerns, questions, or complaints and will work to reduce student frustrations and expedite resolutions. If you are in need of these services and would like to make an appointment, please call (409)747-9055. If you would like more information go to their website at http://www.utmb.edu/ombudsman/.

EMERGENCY WEATHER PLAN—GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

First Call is a “reverse 911” system that enables UTMB faculty, staff, students and many university contractors to receive timely email, text or voice messages during an emergency. First Call was highly effective during Hurricane Ike, and we strongly encourage you to sign up. Participation is voluntary and you can choose to have alerts sent to your campus email address or to an alternate email address or phone number. For more information about the system, step-by-step instructions on registering for the service or opting out, visit the First Call website at http://www.utmb.edu/emergency_plan/utmbalerts/.

Those areas within the Institution that respond to the GRADUATE SCHOOL OF BIOMEDICAL SCIENCES WEATHER PLAN are:

1) OFFICE OF THE DEAN OF THE GRADUATE SCHOOL
2) GRADUATE PROGRAMS IN:
   - Biochemistry and Molecular Biology
   - Cell Biology
   - Clinical Science
   - Experimental Pathology
   - Human Pathophysiology and Translational Medicine
   - Master of Medical Science
   - Master of Public Health
   - M.D.-Ph.D. Combined Degree
   - Medical Humanities
   - Microbiology and Immunology
   - Neuroscience
   - Nursing Doctoral
   - Pharmacology and Toxicology
   - Population Health Sciences
   - Rehabilitation Sciences
   - And specialized tracks:
     - Post-Doctoral Certificate
     - Post-Baccalaureate Certificate in Public Health
     - Post-Baccalaureate Research Education
Initiation of any phase of the GRADUATE SCHOOL OF BIOMEDICAL SCIENCES WEATHER PLAN is an administrative decision based on the recommendation of the President or his designee and the Institutional Emergency Preparedness Officer (IEPO). The institutional plan currently authorizes the Medical Director for Inpatient Care as IEPO. Calls initiating phases or actions of the GRADUATE SCHOOL OF BIOMEDICAL SCIENCES WEATHER PLAN will come from the Office of the Dean of the Graduate School after official recommendation from the IEPO. Initiation of any phase of the plan will not necessarily coincide with National Weather Service reports and warnings, or with those issued by the City of Galveston. The official call to implement any or all steps of the GRADUATE SCHOOL OF BIOMEDICAL SCIENCES WEATHER PLAN will come from the Office of the Dean of the Graduate School. A call from this office initiating Step I, II, or III, should set into motion the internal weather plan of each Department, Institute, or Research Center. The internal plan in each of the academic areas should include a detailed description of how that area will react during each of the steps. If you have not read your departmental plan, you should request a copy from your administrative office and read it now. The steps are general in nature, allowing flexibility in the internal plans.

STEP I - Step I alerts areas that adverse weather conditions exist and that preparatory functions should begin, i.e., begin securing laboratories, moving equipment to higher ground, etc. It would be very unusual for non-essential employees to be released during Step I. Step I is the time to release essential personnel (E-1) to make preparations in order to return as soon as possible to fulfill their duties outlined in the internal plan. Students could be but are not necessarily released at this time.

STEP II - Step II is for finalizing all the plans outlined in the internal weather plan. Generally, Step II could be called when the National Weather Service issues advisories identifying Galveston as a coastal area where dangerous high water and/or high waves are forecast within 48 hours.

A release of non-essential (N) employees and a release of students could occur during Step II, but not necessarily.

If a general announcement of release of non-essential personnel and students occurs, this does not mean every employee and student is immediately released. Release occurs only when your administrative office has officially released you. If your area is in the midst of finalizing Step II plans or securing areas, you are expected to stay until those plans are finalized or until your administrative office releases you. If a release of non-essential personnel and students occurs during Step II, there will be no Step III called. In this event, all non-hospital facilities will be locked and there will be no access to those buildings.

STEP III - All non-hospital facilities will be locked and secured and no access will be allowed. Release of non-essential personnel and students will occur if they have not been released earlier.

When a weather emergency has ended, all employees and students will be called back to work through the UTMB Storm Website: www2.utmb.edu/storm. If you are off-campus and cannot connect to the UTMB site, the following website will carry up to date official messages from the UTMB Off-Campus ALERT Website: www.homestead.com/utmbalert/. Some statewide radio stations that will carry official UTMB messages are shown on the next two pages, as well as a Directory listing frequently called/emergency UTMB phone numbers. A description of personnel
designations as described in the GRADUATE SCHOOL OF BIOMEDICAL SCIENCES WEATHER PLAN follows. Note: All UTMB employees shall sign an Employee Acknowledgement Form that will indicate each employee’s classification. These classification codes will be used on the UTMB Storm Website at http://www.utmb.edu/alert/, UTMB Alert Website, www.homestead.com/utmbalert/, radio, or television communications. For example, after a weather emergency, a message on the websites and radio might instruct all employees from the academic areas whose classification is E2 to report to their area on Tuesday morning; all employees or students whose classifications are N or E1 to report on Wednesday morning. It is important that all School of Medicine area employees and students be aware of their classification as specified in the internal department plan.

RADIO STATION CALL NUMBERS

<table>
<thead>
<tr>
<th>City</th>
<th>Station</th>
<th>Frequency</th>
<th>City</th>
<th>Station</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin</td>
<td>KLBJ</td>
<td>590 AM</td>
<td>Galveston</td>
<td>KGBC</td>
<td>1540AM</td>
</tr>
<tr>
<td></td>
<td>KLBJ</td>
<td>93.7 FM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>KVET</td>
<td>98.1 AM</td>
<td>Houston</td>
<td>KUHF</td>
<td>88.7FM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>KBXX</td>
<td>97.9FM</td>
</tr>
<tr>
<td>Beaumont-Port Arthur</td>
<td>KAYD</td>
<td>101.7 FM</td>
<td></td>
<td>KPRC</td>
<td>950 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>KOLE</td>
<td>1340AM</td>
<td></td>
<td>KHYS</td>
<td>98.5FM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>KIKK</td>
<td>97.5FM</td>
</tr>
<tr>
<td>Bryan</td>
<td>KORA</td>
<td>98.3 FM</td>
<td>San Antonio</td>
<td>KMJQ</td>
<td>102.1 FM</td>
</tr>
<tr>
<td></td>
<td>KTAM</td>
<td>1240AM</td>
<td></td>
<td>KTRH</td>
<td>740 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>KAJA</td>
<td>97.3FM</td>
</tr>
<tr>
<td>Dallas</td>
<td>KRLD</td>
<td>1080AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Galveston</td>
<td>KGBC</td>
<td>1540AM</td>
<td>Victoria</td>
<td>WOAI</td>
<td>1200AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>KVLT</td>
<td>92.3FM</td>
</tr>
</tbody>
</table>

NOTE: The Office of University of Advancement call the stations with information about the conditions in Galveston and at UTMB. They call the Texas State Network News and ask that they make an announcement; however, the announcement may not make it to the air. Employees should stay tuned to the radio and television stations to receive news concerning the latest conditions in Galveston. If there is a question about whether you should return to work, call your supervisor or the office of the Vice President for Academic Affairs (409) 772-2671.

Other Useful Numbers

University Police (2.712 Rebecca Sealy) (409) 772-1503
Emergency (409) 772-1111
Weather Bureau/ Time (409) 740-7272
UTMB POLICE

UTMB Police operate a safety watch from dusk to dawn and will provide transportation in the area north of Broadway, between 1st Street and 14th Street and the Bolivar Ferry Landing. The UTMB Police Department will also assist with battery jumps, air for tires, and vehicle un-locks. For information call UTMB Police at (409) 772-1503. Other Police Department extensions are:

<table>
<thead>
<tr>
<th>Service</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMERGENCY</td>
<td>21111</td>
</tr>
<tr>
<td>Non-emergency</td>
<td>22691</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>20696</td>
</tr>
</tbody>
</table>

CAMPUS CONTACT NUMBERS

When making a phone call using a campus line, use the following:

- **Internal:** Dial the last 5 digits of the number
- **Local:** 9 + local number
- **Long Distance:** 8 + area code + number + access code
- **Campus Operator:** Dial 0
- **Emergency:**
  - Fire: 21211
  - Police: 21111
  - Medical: 9-911
  - Utilities: 21586

***A list of coordinators you should reach for the various programs are online at:
http://gsbs.utmb.edu/staff/#coordinators.***

HANDBOOKS AND CALENDARS

Refer to the urls provided below for the most recent information for the Graduate School of Biomedical Sciences (GSBS).

- **HANDBOOKS**
  - http://gsbs.utmb.edu/ > Current Students > Handbooks
- **ACADEMIC CALENDAR**
  - http://gsbs.utmb.edu/ > Current Students > Academic Calendars

GUIDELINES FOR FILING A WRITTEN COMPLAINT

Students have a right and responsibility to report issues of concern. This may be done either verbally, in writing or by using the Professionalism button on the UTMB Web.

The Student Affairs Officer of each school, the Associate Vice President for Student Services, the Students’ Ombudsman and the Director of Office of Equal Opportunity and Diversity (OEOD) can provide guidance with any of the issues listed below.
**Seeking Assistance** - The Student Non-Academic Grievance Procedures (IHOP Policy 7.1.14) outlines the general procedures to be followed should a student wish to file a formal grievance.

**Discrimination** - Written allegations of violations of the UTMB Nondiscrimination Policy (IHOP Policy 3.2.3) should be filed with the OEOD.

**Sexual Harassment** - Written allegations of violations of the Sexual Harassment and Misconduct Policy (IHOP Policy 3.2.4) should be filed with the OEOD.

**Sexual Assault** - In cases of Sexual Assault (UTMB IHOP Policy 7.1.12), campus or local police should be notified immediately

**Other Non-Academic Issues** - Written allegations of the Other Non-academic Concerns (IHOP Policy 7.1.13) should be submitted to the School of Nursing Associate Dean for Student Affairs/Admissions.

**American with Disability Act** - Formal written complaints pertaining to Violations of the Students with Disabilities Policy (IHOP 7.1.1) can be filed with any of the individuals listed above. Ultimate responsibility rests with the OEOD.

**Conduct and Discipline** - Written allegations of violations of the Student Conduct and Discipline Policy (IHOP Policy 7.1.3) should be submitted to the Student Affairs Officer of the appropriate school.

**Faculty Issues** - Students are encouraged to seek guidance from the Student Affairs Officer or the Student Ombudsman to determine the appropriate route for the formal written complaint.
Classroom Etiquette for UTMB Professional Students

These guidelines have been developed by students to promote a better classroom experience for learning and teaching. We hope that an initial discussion at the beginning of each semester will establish clear expectations that are publicly agreed to by all. These are customary standards for professional students, but may be edited or expanded by consensus to fit appropriately.

- Arriving late and/or leaving early is disruptive and inconsiderate of your colleagues and faculty.
- Be quiet and courteous to others. All side conversations are distracting and unfair to other learners.
- Turn off cell phones (or place on silent mode). Do not answer it in class.
- Be engaged in your learning.
- Doing other work or sleeping in class is not participating in class.
- Eating in class is inconsiderate - if it is noisy, messy or too aromatic.

- Students of the Honor Pledge Committee -
Students have the right to:

- Campus facilities that promote successful student outcomes in learning and testing experiences
- A campus environment where academic integrity can thrive
- A timely appeal process
- A presumption of innocence if accused of wrongdoing
- A timely grading process
- Confidentiality in the hearing process
- Respectful treatment from faculty, staff, and fellow students
- Participate in the constructive evaluation of faculty and curriculum
- A campus environment that is safe and where both physical and intellectual property rights are respected.

Students will:

- Refrain from all forms of cheating including misappropriation in their own work
- Neither facilitate nor tolerate academic dishonesty
- Uphold university standards of behavior that do not violate the Regents’ Rules and Regulations, institutional rules, or federal, state, or local laws whether such conduct takes place on or off campus
- Uphold the highest standard of confidentiality with respect to information about patients, clients, or research subjects
- Eschew the use of pressure, threat, abuse, bribery or other practices in order to gain undue advantage
- Be courteous and considerate to faculty and classmates in the classroom by refraining from conversation and other distractions (e.g., cell phones, tardiness)
- Be respectful
- Report violations of the Honor Pledge, UTMB Conduct and Discipline Rules or Professionalism Charter in order to improve the educational, patient care, and work environment
- Be receptive to constructive criticism and dialogue about their professional development
- Assume responsibility and initiative for their learning.