The mission of the School of Health Professions is to provide and promote quality education, research, and service in an environment that fosters collaboration and mutual respect. We exist to develop and promote good practices in the teaching and development of our students.

The Office of the Dean provides administrative direction for the School of Health Professions. In addition, the Office of the Dean assists all departmental support staff in the areas of accounting, travel, and personnel administration.

Over the years, as a part of this campus, our school has developed a reputation for helping the university focus on its five core values: education, innovation, service, community, and diversity.

Office of Academic and Student Affairs, Dr. Henry Cavazos

The staff of the Office of Academic and Student Affairs (ASA) strives to provide students with the support necessary to accomplish their academic and personal goals. This office is involved in the academic experience of students, from orientation through commencement, and in accessing a host of student resources and services.

Other Services Our Office Provides:
- Maintain clinical affiliation contracts
- Coordinate student background checks and drug tests
- Prepare commencement programs
- Maintain academic calendar
- Coordinate student emergency response
- Investigate and resolve disciplinary infractions and grievances
- Coordinate course timetable preparations
- Oversee coordination and compilation of class textbook orders
- Coordinate SHP grade and academic records reporting
- Liaison between SHP and Academic Computing, Bookstore, Library, Registrar’s office and other units
- Review student academic audits
- Promote and coordinate SHP student organizations
- Prepare state mandated and institutional reports
- Represent students on institutional Student Affairs Council
- Represent school and departments on institutional Academic Affairs Council

http://shp.utmb.edu/asa/
Contact Information at a Glance

UTMB Website
http://www.utmb.edu

UTMB School of Health Professions
(409) 772-3030
http://shp.utmb.edu/home.asp
Located on the corner of 11th & Mechanic Street

Office of the Dean
(409) 772-3001
http://shp.utmb.edu/dean/
Room 4.202 SHP

Academic and Student Affairs
(409) 772-9411
http://shp.utmb.edu/asa/
Room 4.224 SHP

SHP Academic Calendar
http://shp.utmb.edu/DUcalendar12/

SHP Departments

Clinical Laboratory Sciences
(409) 772-3057
http://shp.utmb.edu/cls/
Room 4.446 SHP

Nutrition and Metabolism
(409) 772-2578
http://shp.utmb.edu/nutr/
Room 2.202 SHP

Occupational Therapy
(409) 772-3060
http://shp.utmb.edu/ot/
Room 3.702 SHP

Physical Therapy
(409)772-3068
http://shp.utmb.edu/programs/pt/
Room 3.1042 SHP

Physician Assistant Studies
(409) 772-3048
http://shp.utmb.edu/pas/
Room 3.642 SHP

Rehabilitation Sciences
(409) 747-1637
http://shp.utmb.edu/rehab/
Room 4.514 SHP

Respiratory Care
(409) 772-5693
http://shp.utmb.edu/respiratory_care/
Room 4.506 SHP

University Student Services
(409) 747-9055
http://www.utmb.edu/studentservices/
Located at 2.210 Lee Hage Jamail Student Center

Office of Student Life
(409) 772-1996
http://www.utmb.edu/studentlife/
Located at 2.134 Lee Hage Jamail Student Center

Office of Enrollment Services and Financial Aid
(409) 772-1215
http://www.utmb.edu/enrollmentservices/
Located on the 2nd Floor  2.210 of Old Red

Student Health and Counseling
(409) 747-9508
http://www.utmb.edu/studenthealth/
Located at UHC - 6th Floor

Moody Medical Library
409-772-2372
http://library.utmb.edu
Located on the corner of 9th & Market Street

Alumni Field House
(409) 772-1304
http://www.utmb.edu/auxiliaryenterprises/
AlumniFieldHouse/index.htm

UTMB Bookstore
(409) 772-1939
http://www.utmb.edu/auxiliaryenterprises/Bookstore/index.htm
Located on the 1st Floor of Moody Medical Library

UTMB Campus Housing
(409) 772-1898
http://www.utmb.edu/auxiliaryenterprises/Housing/index.htm
Located in Room 110 of Vinsant Hall

UTMB Parking Facilities
(409) 772-1581
http://www.utmb.edu/auxiliaryenterprises/ParkingFacilities/index.htm
Located in Room 2.756 in the Rebecca Sealy Building

UTMB Police Department
Emergency 911 or (409) 772-1111
Non-Emergency (409) 772-2691
Office (409) 772-1503
Located on the 1st Floor Administration Building
Crime Hotline: www.utmb.edu/Police/crime_hotline2.htm
UTMB Emergency Operations Plan

The internet link provided below is the UTMB Institutional Emergency Operations Plan. Included in the document are policies, various plans, procedures, and authority for responding to emergency situations at UTMB Galveston. The information is institutional, and is applicable to the hospitals, business and administrative offices, the schools, and institutes. All UTMB employees, students, contract employees and volunteers should have a working knowledge of the institutional emergency operations plan and the plan for their department and/or school. They will be expected to follow these plans in case of an emergency.

http://www.utmb.edu/emergency_plan/

SHP Weather Plan

The UTMB President has designated the function of initiating all stages of the Weather Plan to the Institutional Emergency Preparedness Officer (IEPO). The initial call to implement any and all phases and steps in the Weather Plan will come from the IEPO or designee.

If a weather emergency occurs outside of regular working hours (M-F, 8a.m. – 5p.m.), SHP personnel will be contacted via the Leadership Communication Tree. Each department is responsible for maintaining a department phone tree with emergency contact information for each employee and a system for communicating information during and immediately after a weather emergency.

The IEPO may issue instructions for release of nonessential employees, class cancellation and student release during any of the phases. All instructions, including class cancellation, student release, evacuation, and work/class resumption will be communicated through the broadcast media and UTMB website.

http://sht.utmb.edu/wx.asp

City of Galveston

Hurricane Preparedness Guide


UTMB Alerts Notification System

Is a “reverse 911” system, the application augments existing emergency communication resources such as email, web and phone-based alerts. Stay informed.

The service is only activated in an emergency situation when there is a risk of significant harm or an urgent threat. When such a threat occurs, a brief message will be sent to those subscribed to the system, updating them or instructing them to seek additional information from other existing university information sources.

Although registration in the UTMB Alerts system is voluntary, it is strongly recommended. It allows faculty, staff and students to use the campus directory to designate an email address or telephone number where an email, voice or text message can be quickly sent in an emergency. The emergency contact information stored in the system is not displayed in the directory or used for any other purpose.

http://www.utmb.edu/emergency_plan/FirstCall/
Established in 2008

The mission of the UTMB Health Parents Council is to enhance communication between parents and family members of UTMB Health students and the university and to provide a support network for parents and family that will enhance the educational experience of their students.

Purpose

• Assist in improving communications and building relationships between parents/families and UTMB Health
• Plan and support the Welcome Weekend and promote attendance
• Promote networking between UTMB Health and alumni
• Endorse UTMB Health projects such as the President’s Cabinet and the President’s Outreach Program
• Endorse annual UTMB Health appeals that support student-based programs
• Engage and provide support to fellow UTMB Health parents

Membership

The membership of the Council consists of parents, and those standing in the relationship of parents of all UTMB Health students. Active members of the Council shall consist of those members who pay annual dues to the Council. Annual membership dues are paid per household.

Officers and Volunteer Opportunities

The Parents Council is governed by an Advisory Board that serves terms not to exceed the graduation of their student from UTMB Health. The officers of the UTMB Health Parents Council consists of the President, Past-President, President-elect, Secretary, and Treasurer. Volunteer opportunities are available in Membership, Events and Communication Committees. Every effort will be made to recruit parents of students from each of the UTMB Health Schools and take into consideration geographic and demographic diversity.

Contact Information

UTMB Parents
Alumni and Parent Relations
Development Office
301 University Blvd.
Galveston, TX 77555-0148

409.772.5147

http://alumni.utmb.edu/parent
Clinical Experiences

Each academic program in the School of Health Professions includes clinical experiences in its curriculum, and these are titled according to the custom in that profession. Regardless of titles, clinical experiences have several common characteristics:

- Students are responsible for costs associated with clinical experiences, including but not limited to food, uniforms, diagnostic equipment, housing, transportation and at some locations, parking.
- As students approach their clinical education, they are advised to visit the Financial Aid Office to make plans for possible needs.
- Departments vary in ability to accommodate requests for geographic areas or preferred facilities.
- Each department has policies on clinical experience schedules, attendance and timely arrival, confidentiality of health information, dress code, personal electronic devices, evaluation methods and resolution of problems, to name a few important matters.
- A Clinical Education Director in each department oversees clinical experiences.

CLINICAL LABORATORY SCIENCES – PRECEPTORSHIP AND HONORS PRECEPTORSHIP
While the department does not promise students a specific site, they accept requests for up to three sites. If a student cannot commit to a preceptorship, he/she may opt to postpone it but that may affect his/her graduation date. CLS schedules four, four-week preceptorships during the summer of the Junior year and at specific time frames in the Fall, Spring and Summer of the Senior year. A student may elect to take an additional two-week Special/Research Preceptorship to enhance and enrich their clinical experience and/or pursue special interests or skills.

Please see http://shp.utmb.edu/cls/precep.asp.

OCCUPATIONAL THERAPY – LEVEL II FIELDWORK
The department attempts to schedule its six-month clinical experiences near students’ homes or where they may have housing arrangements. The very few clinical sites that provide free housing, typically in rural areas, are on first come first serve bases. Students receive more detailed information on Level II fieldwork during the OT Department Orientation.

The new OT curriculum begins with four consecutive semesters of academic course work, one semester shorter than most programs, followed by six months of clinical rotations. This efficient plan is the shortest OT program in Texas and saves money compared to other options.

PHYSICAL THERAPY – CLINICAL EDUCATION
Students complete four clinical experiences and report spending an average of $1200 per rotation. Some spend less, others more. Students likely will not be able to complete all of their clinical experiences in one geographical area. Housing and stipends, while available, are offered by a few facilities. Some students find some areas to be more expensive than others.

PHYSICIAN ASSISTANT STUDIES – ROTATIONS
Clinical rotations begin in late June following completion of didactic courses. Well in advance of beginning rotations, students complete a survey to determine where they have available housing, one consideration in developing the clinical rotation schedule. Feedback from past and current clinical students regarding schedules has been very positive.

RESPIRATORY CARE – CLINICAL ROTATIONS and INTERSHIP
The Department of Respiratory Care utilizes UTMB Hospitals and the Texas Medical Center (TMC) in Houston as primary clinical affiliates. UTMB comprises about 40% of their clinical rotations and includes John Sealy Hospital, Shriner’s Burns Institute, St. Vincent’s Clinic and the Texas Department of Clinical Justice Hospital. Texas Medical Center institutions include Methodist Hospital System, Memorial Hermann Hospital System, Texas Children’s Hospital, M.D. Anderson Hospital and the other participating facilities. The Department rotates students through multiple affiliates to achieve a comprehensive clinical experience. Costs include uniforms and equipment such as stethoscopes needed in the clinical setting. The majority of students live within driving distance of the two medical centers. Fuel and parking make up the greater portion of costs.
UNIVERSITY STUDENT SERVICES
PHONE NUMBERS

University Student Services
409.747.9055

Ombudsman
409.747.4820

Enrollment Services
Refer to http://www.utmb.edu/enrollmentservices/contact.asp

Student Health and Counseling
409.747.9508

Office Student Life
409.772.1996
Option 1–Intramurals Hotline
Option 2–Events/Activities Hotline
   (Including SGA Meetings)
Options 3–5–Speak with a Program Coordinator
409.772.3958– Mike Cromie
409.747.9057– Leanne Hoge
UTMB ALERTS

www.utmb.edu/emergency_plan/utmbAlerts

UTMB employees and students are automatically enrolled in the UTMB Alerts notification system, using basic directory information such as UTMB email and phone number. You can add more contact numbers/email addresses where you can be reached and you can change the order in which the system attempts to contact you. To edit your preferences, log in to your “Edit Information” screen on the Online Directory web site and click the red “Emergency Alert Contacts” link.

Recommended UTMB Alerts Priority Settings
1. SMS (text)
2. Mobile phone (business or personal)
3. Business phone (direct line preferred)
4. Business email
5. Personal email
6. Home phone

* Coming soon: Ability to update UTMB Alerts information in MyStar.
The Lee Hage Jamail Student Center is your building. The building, designed specifically for student use, celebrated its grand opening January 24, 1997. The 19,000-square-foot, three-story student center provides 24-hour access to students to accommodate the work and study schedule of the Medical Branch's 2,350 students.

Centrally located amid the classroom buildings, the JSC provides UTMB students with a home on campus. Joe's cafeteria, an ATM, a large meeting room, and special event space are located on the first floor. The second floor houses University Student Services, the Office of Student Life and three conference rooms. Needing a study break? On the third floor of the student center, you will find a game room equipped with ping pong tables, a pool table, a foosball table, and three television rooms with hook-ups for our Wii, Playstation 3, and Xbox 360 video game consoles, which are available for check out in Office of Student Life. Lockers, study areas, and 27" Mac computers with Parallels (Mac and PC) are also available on the third floor of the Jamail Student Center. All of the third floor amenities will be moved to the ground floor of the Ashbel Smith Building, more often referred to as Old Red, sometime in August. Later in the year, Student Health and Counseling will move to the third floor of the Student Center.

Wi-fi is available throughout the building and is also accessible in the outdoor eating area. Check out the flat-screen televisions and bulletin boards posted throughout the building for more information on campus activities.
Helping Fulfill Your Dreams for the Future

University Student Services at UTMB has a full complement of programs to help ensure your success while you’re in school—and well into the future.

Our number one mission is to help our students fulfill their dreams of improving the health of society. Each of our students comes to us with an array of experiences, perspectives and talents. We work to provide meaningful, relevant services to help you and your fellow students succeed academically, personally and professionally.

Our range is as diverse as our student body. Financial aid. Student Wellness and counseling services. Leadership and volunteer opportunities. Intramural sports. And much more. By taking a personal approach, we work to build a community that promotes health, involvement, leadership and compassion.

Education happens in and outside the classroom, and it doesn’t stop once you graduate. We want to forge a strong, lifetime relationship with you—as a student and later as an alumnus—so that we can continue to improve our campus, our offerings and your ability to have a fulfilling career in services to others.

Ombudsman Service

Room 2.112, Lee Hage Jamail Student Center
Contact: James Martin, PhD
Phone: 409.747.9055
Fax: 409.747.2527
www.utmb.edu/studentservices

What is an Ombudsman?

An ombudsman is a neutral third party designated by the University to hear University-related grievances brought forth by students. An ombudsman can listen to and discuss student concerns, questions, or complaints, explain University policies, and provide information and/or referrals to help resolve the student’s problem in an objective and non-threatening manner.

What Types of Problems Does an Ombudsman Handle?

An ombudsman can handle various academic and non-academic concerns, such as fee payment, housing, financial aid, grades, professors, parking and other university-related issues. Confidentiality is assured.

UTMB Institutional Americans with Disabilities Act (ADA) Service Coordinator

Faith Robin
Room 2.126, Lee Hage Jamail Student Center
Tuesday and Thursday, 8:00 a.m. until 1:00 p.m.

The UTMB Institutional ADA Coordinator assists employees and students with reasonable accommodations when appropriate. If you need ADA assistance, but are unable to visit the coordinator during these times, please contact Faith Robin at 409.772.1892.
The Office of Enrollment Services is proud to be your one-stop for the administration of student admissions, financial aid, registration, and records. We are here to assist you.

2.210 Ashbel Smith Building
409.772.1215
enrollment.services@utmb.edu
http://www.utmb.edu/enrollmentservices/contact.

Financial Aid

About the FAFSA
UTMB uses the Free Application for Federal Student Aid (FAFSA) to determine eligibility for most financial aid programs. The FAFSA can be completed at www.fafsa.ed.gov. Our school code is 013976.

A new application must be completed every academic year. In order to sign the FAFSA and access your Federal Student Aid online, you must sign up for a PIN at www.pin.ed.gov (if you do not have one).

What is Financial Aid?
- Federal Direct Stafford Loans (FDL, FDLU and GradPlus)
- Federal Pell Grant (Undergraduates working on 1st degree only)
- Work Study
- Scholarships
- Alternative Loans
- Institutional Loans
- Institutional Grants and Scholarships

Types of Loans
A Subsidized loan is awarded on the basis of financial need. Interest does not accrue on the loan while the student is in school. During this time, the federal government pays the interest on the loan. Interest will begin to accrue when the student begins repayment or deferment.

An Unsubsidized Loan is not based on financial need. Interest begins to accrue from the day the loan is disbursed until it is paid in full. Students can choose to pay the interest while they are in school or allow it to accumulate until repayment. Remember that paying the interest while you are in school will save you more money over the life of the loan!

How to Check your Financial Aid Status
MySTAR allows you to:
- Check your awards
- Check the status of financial aid documents
- Sign your award letter
- Keep track of loan disbursements

To Access MySTAR
1. Go to the website: https://mystar.utmb.edu
2. Log in with your UTMB users-m login and password. This is the same login information you will use for your UTMB email.
3. Click on the current financial aid year to view awards and documents. Awards are separated by semester in each aid year.

For help in accessing MySTAR or questions regarding usernames and passwords, please contact the IS Help Desk at 409.772.5200.

The Process
UTMB is a Direct Loan Institution. This means that your financial aid money comes directly to the institution from your lender and is disbursed to you through us. Tuition and fees that are owed are taken out and the balance is sent to you via direct deposit or a check sent to your current mailing address.
To sign up for the installment plan, please log into MySTAR through Student Financials. This is especially important if you are paying cash for tuition, or if you are in the School of Medicine or in a program with a clinical year where your tuition is billed by the year instead of semester. Financial aid students with a semester schedule will not need to sign up.

**Annual Loan Borrowing Limits**

The grace period, or time in which the student does not make loan payments, extends for six months from the state of graduation or the last date the student was enrolled at least half time. Half time for undergraduate students is 6 credit hours and half time for graduate students is 5 credit hours.

**Federal Stafford Loan annual borrowing limits are as follows** *(Note: effective 7/1/12, graduate students and/or medical students with a loan period beginning 7/1/12 or later are no longer eligible for the subsidized loan per the Budget Control Act of 2012):*

<table>
<thead>
<tr>
<th>Undergraduate Dependent Students</th>
<th>Independent Undergraduate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subsidized</strong></td>
<td><strong>Subsidized</strong></td>
</tr>
<tr>
<td>$5,500</td>
<td>$5,500</td>
</tr>
<tr>
<td><strong>Unsubsidized</strong></td>
<td><strong>Unsubsidized</strong></td>
</tr>
<tr>
<td>$2,000</td>
<td>$7,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>$7,500</td>
<td>$12,500</td>
</tr>
<tr>
<td><strong>Maximum Aggregate Loan Limit:</strong></td>
<td><strong>Maximum Aggregate Loan Limit:</strong></td>
</tr>
<tr>
<td>$31,000 (Maximum $23,000 Subsidized)</td>
<td>$57,500 (Maximum $23,000 Subsidized)</td>
</tr>
</tbody>
</table>

**Graduate/Professional**

<table>
<thead>
<tr>
<th></th>
<th>Medical Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unsubsidized</strong></td>
<td>Varies per year of study</td>
</tr>
<tr>
<td>$20,500</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>Maximum Aggregate Loan Limit for Healthcare Professionals: $224,000</td>
</tr>
<tr>
<td>$20,500</td>
<td></td>
</tr>
</tbody>
</table>

- Students may not qualify for the maximum yearly loan limit
- Students can borrow up to their budget amount (Cost of Attendance). This amount can be found in your Financial Aid Portal.
- Budget amount is calculated by adding tuition rate to program and living expenses for the number of months student is in school.
- Budgets can be increased for childcare, dependent care and approved emergency expenses.

For more information regarding financial aid, please visit our website at [www.utmb.edu/enrollmentservices](http://www.utmb.edu/enrollmentservices) and click on the Financial Aid tab. Here you will find information on:

- Tuition and fees– [http://www.utmb.edu/enrollmentservices/about/Tuition_Fees.html](http://www.utmb.edu/enrollmentservices/about/Tuition_Fees.html)
- Financial aid forms
- How students are funded
- Managing your finances
- The awards process

Our Financial Aid Counselors are available and ready to answer your questions! Counselors see students on a walk in basis from 8 am to 5 pm every weekday.

Enrollment Services is available to assist student service members, veterans, and dependents with receiving entitled educational benefits and achieving educational goals. Students must be accepted into an approved degree/certificate program, complete the required application and submit a copy of form DD214 (if applicable). Enrollment Services will assist students with enrollment certifications for veterans’ educational benefits, entitled by the Department of Veterans Affairs and Hazlewood Exemptions (Hazlewood Act), entitled by Texas Veterans Commission. Although our office works to ensure that Department of Veterans Affairs’ and Texas Veterans Commission regulations are satisfied, we have no authority to make judgments regarding benefit status. Please contact James Bowen at jabowen@utmb.edu or (409)772-9821 with questions.


Follow us on Facebook for immediate updates and event listings!
Search UTMB Enrollment Services at [https://www.facebook.com](https://www.facebook.com) to follow us.

Get instant updates via Twitter by following UTMBEnrollment at [https://www.twitter.com](https://www.twitter.com)
University Health Clinics (UHC)–6th Floor
Phone: 409.747.9508
Fax: 409.747.9330
stdwappt@utmb.edu
After Hours Access Center: 1.800.917.8906

Helping students make healthy decisions!
Student Health (SH) provides primary care for enrolled students. Students from all participating schools have the opportunity to be an integral part in planning efforts and the operation of SH through participation on the Student Health Governance Committee.

Hours
Student Health is open Monday through Friday 8 a.m.–5 p.m., except holidays and the winter recess. Students are seen by appointment. Same day appointments are available for acute care and other services in most cases. Appointments are required for all immunizations. Please call or see the web site www.utmb.edu/studenthealth for more information. After hours, weekends and holidays please call the Access center at 1.800.917.8906 or 409.772.2222.

Through the payment of student fees, students are eligible for services. These services include, but are not limited to:

- Primary care including physicals, Well Woman exams and family planning
- Screening for and provision of required immunizations and TB skin testing
- Assessment and treatment of occupational exposures to blood and body fluids or other communicable diseases
- Evaluation and treatment of minor illness and injury
- Wellness education and health promotion activities
- Counseling
- Psychological services
- Psychiatric medication management

After Hours Care
When SH is closed, students may call the Access Center at 1.800.917.8906 or 409.772.2222. Nurse triage is available 24 hours a day with physician back up available for consultation.

Occupational exposures
Occupational exposures to blood and body fluids or other communicable diseases that occur while in the student role are assessed and treated by Student Health. After determining the status of the source’s lab results, students are placed in a follow-up program. The assessment, treatment and follow-up are at no cost to the student.

Student Health should be notified within 2 hours of an occupational exposure. No appointment is necessary. Should an exposure occur while a student is at an off campus site, the student should come to Student Health within the 2-hour window. Otherwise, immediately notify us at 409.747.9508, for directions on how to proceed. When we are closed, please call the Access Center or if on the UTMB campus please report to the Emergency Department for evaluation.

Fees
There is no charge for the professional services related to visits for health services for students. Charges may be incurred for laboratory testing, x-rays, diagnostics tests, medications, immunizations, and additional services rendered by other UTMB providers. The student fee does not cover emergency room visits and hospitalizations costs. These expenses are the responsibility of the student.

Heath Insurance
All UTMB students are required to have health insurance. The UT System endorsed student health insurance plan is through Blue Cross Blue Shield administered through Academic Health Plans. For more information on the UT System endorsed plan, visit the website a www.ahpcare.com/utmb.

As a UTMB student you will be required to submit your health insurance information. This is done electronically through the student data base, Mystar.
Nurturing People, Fostering Change

Student Counseling and Psychological Services (CAPS) offers students the opportunity to talk privately about personal, academic, or other concerns in a safe, confidential setting.

Scope of Services

CAPS offers a variety of counseling services to help students adjust to an academic health science center ‘s life, cope with personal challenges, gain self-awareness, and address psychological concerns. Standardized psychological assessment/testing are available.

Students may meet with a counselor for an initial screening and evaluation to determine how the student’s biopsychosocial needs can best be met.

Concerns frequently addressed in brief counseling at CAPS include academic, career, stress, depression, anxiety, self-esteem, body image, concerns related to cultural background or identity, concerns about family, romantic, or interpersonal relationships.

Confidentiality

Your right to privacy is important to us. We are required to hold everything you say in confidence, except as authorized by you in a signed release or as provided by law.

Appointments

Counseling appointments begin on the hour and last about 50 minutes. You can help us provide the best possible service by arriving on time for your appointments and by canceling or rescheduling appointments as early as possible when an appointment must be missed.

Call 409.747.9508 to make an appointment.
Each year the Office of Student Life leads and facilitates cultural, recreational and social celebrations, ceremonies and events for the university community. We collaborate with students and faculty to implement programs and activities that support students’ personal and professional development, while expanding their learning experiences.

Participating in our activities helps to develop essential life skills, critical thinking skills, leadership abilities, and an appreciation for lifelong learning while we help you maintain personal health and wellness. You will discover multicultural and global perspectives, learn the importance of civic and individual responsibility, develop respect for individuals, acquire a sense of competence, and enhance your capacity to work well with others.

There are approximately 90 active student organizations here at UTMB. Most are professional—and discipline—specific. Others are cultural, religious, social, or special interest. Each year these organizations continue UTMB’s tradition of service, civic engagement, and cultural opportunities by organizing hundreds of projects for the campus and the Galveston community.

**In addition to working with organizations, the Office of Student Life also coordinates or supports:**

<table>
<thead>
<tr>
<th>Student Government Association</th>
<th>SGA Blog</th>
<th>Intramurals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Life Advisory Committee</td>
<td>TGITs (social events)</td>
<td>All Sports Day</td>
</tr>
<tr>
<td>Honor Pledge Committee</td>
<td>Movie Nights</td>
<td>Community service projects</td>
</tr>
<tr>
<td>Welcome Weekend</td>
<td>Plazapalooza</td>
<td>Leadership development</td>
</tr>
<tr>
<td>Syndrome Yearbook</td>
<td>Holiday Bingo Night</td>
<td>UTMB Class Rings</td>
</tr>
</tbody>
</table>

**Other services include:**

- Student News and Notes (Every Thursday)
- Free Notary Service
- Free Domestic Faxing–Send and receiving
- Free Lockers
- Game Room and Video Game Equipment
- Flier Posting Approvals
- Study Rooms
- Computer Lab

**Follow us on Facebook and Twitter!**

Facebook: UTMB Office of Student Life

Twitter: UTMBStudentLife
The Library is centrally located on campus and has many services to help students.

Visit the Library in person for:

- Study space—a variety of seating and spaces are available for studying alone or in a group.
- Campus wireless access
- Computers – 80 PCs are available
- Printing/copying—$0.05 per page—from Library computers or wireless
- Books, including some course textbooks on Reserve
  - Reserve books check out for 2 hours, other books for 2 weeks
  - Your student ID is your Library card

Access Library resources online:

- Resources are available from off-campus by logging in with your UTMB email username/password.
  - Databases including, MEDLINE, CINAHL, Cochrane Library and more
  - Evidence-based clinical resources: ACP PIER, UpToDate and DynaMed
  - Anatomy TV—interactive anatomy atlas
  - Bates Visual Guide to Physical Examination
  - E-books: Links in Library catalog for individual titles or look in e-book packages (http://guides.utmb.edu/ebooks)
  - Electronic journals - available from the library home page Find a Journal

Ask a Librarian! http://askus.utmb.edu

- Reference Librarians are here to help you!
  - Answer specific questions and learning issues
  - Search Library databases effectively
  - Create an error-free bibliography

- Contact Librarians:
  - In person at the Reference Desk on the second floor
  - Call: 409.772.2372
  - Text: 409.433.9976
  - Chat or email via Library web pages
  - Twitter (@UTMBLibrary) - keep up with new resources and services
Academic Computing

Donald G. Brunder, Ph.D., Associate Director
Academic Computing
Phone: 409.772.8400
arcustom@utmb.edu

Academic Computing assists students with computing needs and manages the Blackboard course management system. Academic Computing can help with:

- Recommending hardware for PCs
- Explaining what systems you will be using and how to access them
- Obtaining and installing selected UTMB site-licensed software
- Answering questions about Blackboard access
- Assisting with Tegrity lecture capture playback
- Understanding policies on use of systems
- Connecting to the campus network from home
- Using email and troubleshooting connection problems
- Connecting to UTMB wireless networks

Find more information at http://ar.utmb.edu/studentinfo.

Blackboard

Web-based access to courses from all four UTMB schools is provided by the Blackboard course management system. Blackboard courses can include many web-based course tools including announcements, blogs, contacts, calendars, discussion boards, glossaries, journals, messages, tasks, tests, assignments, audio messaging, and wikis, as well as course content files.

Since Blackboard is web-based, your internet browser must be configured properly to allow all features to work as designed. Java, Flash, Javascript, and security settings are often necessary to fully utilize Blackboard courses. Some software installation may also be necessary, e.g. lockdown browser software to facilitate web-based exams in Blackboard. Information on browser configuration is linked from the URL below.

For general information about Blackboard see the links on http://eclass.utmb.edu/. Please call 409.772.8400 or the Information Services Help Desk at 409.772.5200 for assistance with Blackboard. Note that Blackboard and Tegrity (see below) use your UTMB email userid and password for authentication; please contact the Information Services Help Desk for network and login problems.

Tegrity Lecture Capture

Many course lectures and other presentations are recorded with Tegrity Campus 2.0. This lecture capture application records the presentation as displayed on the podium PC, the presenter’s audio, and optionally video. Tegrity is web-based and is integrated with the Blackboard course management system which allows for links from Blackboard courses to the Tegrity menu of recordings for that course; once logged into Blackboard it is not necessary to login to the Tegrity web pages. You can also go directly to the Tegrity server (http://tegrity.utmb.edu/) where you should see all of your courses and course recordings. Tegrity has many useful features including:

- Access to any point in the recording, chosen visually or on the timeline
- All words in a presentation are searchable (at the course and recording levels)
- Variable-speed playback (not available on Apple devices)
- Access via iTunes, RSS feeds, and cell phones (including iPhone)
- Download presentations
- Print slides
- Bookmarks
Information Services - Service Desk (Telephone Support)
The IS Service Desk is available 24 hours a day, seven days a week. The IS Service Desk can be contacted on campus at extension x2-5200, in Galveston at (409) 772-5200, in Houston at (281) 554-1577, or toll-free at 1 (888) 898-2401. Less urgent inquiries can also be emailed to ishelp@utmb.edu. Service requests status and new service requests may also be submitted by visiting http://usd/servicedesk.

Student Desktop Support (On-Site Support)
Desktop support is provided for students on personal computers/laptops on a walk-in basis.
Hours of Operation: Monday through Friday, 8:00 a.m. - 5:00 p.m., CLOSED 1:00 p.m. to 2:00 p.m. Daily
Location: 1.115 Administration Building

Information Services Management Contacts:
Todd A. Leach, Associate Vice President
Information Services
Phone: (409) 772-3811
E-mail: tleach@utmb.edu

Emma Ramos, Director
Information Services
Phone: (409) 747-9559
E-mail: elramos@utmb.edu

REMOTE CONNECTIVITY
MyVPN
Be sure to both allow Pop-Ups and Active X Controls download before proceeding (for Internet Explorer users, when you click the link watch just below the URL/ADDRESS line for an indicator that a pop-up was blocked and click it to allow the pop-up).

1. Open your web browser
2. Type in ‘https://myvpn.utmb.edu’ in the address bar and press “Enter”
3. You should now be at the My VPN website
4. Type in your UTMB-NOUS-M domain username and password and Left-Click the “Sign In” button (i.e. username = jdoe, password = *********)
5. You should now be logged into the network

Step 3: Connectivity Options
Once you get logged in open a full VPN tunnel to the UTMB Network using Network Connect.
To install the Network Connect component, Left-Click the “Start” button.
You should now see the install process dialog box.
6. Once the Network Connect component is installed you will be directed back to the main page and you should have the Network Connect icon in your Task Bar
7. You are now logged in and can access any system or application as if you were on the campus network.
8. To logout, Left-Click the “Sign Out” link in the upper right hand corner of your screen, or if you have closed your browser you can right-click the Network Connect icon on your task bar and click “Sign Out”.

IPHONE/ACTIVE SYNC CONFIGURATION
ActiveSync
ActiveSync allows mobile devices, such as PDAs and smart phones to be synchronized with the UTMB Microsoft Exchange server. Once activated, a four character password for your device will be requested.

If you currently have calendar and/or contact data on your device and you choose to synchronize your calendar or contact data with ActiveSync, then the data that you currently have on your device will be overwritten with the data on the Exchange server.

ActiveSync configuration uses the same account credentials as when you log in to the web mail client at webmail.utmb.edu.

In order for the synchronization to function properly, the device must have a connection to a wireless network or the device must be activated with a data plan. If a device has one of the above means of connecting to retrieve data then it can be configured as listed below.

Configuring iPhone Devices:
From the iPhone Home Menu:
1. Select the Settings icon
2. Select the “Mail, Contacts, Calendars” option
3. Select the “Add Account…” option
4. Chose the Microsoft Exchange option

On the First Screen:
Email Address = username@utmb.edu
Username = username
Password = *********
Description = (any meaningful title you wish to identify the account, for example = username@utmb.edu)
On the Second Screen:
Server name = mail.utmb.edu
Select what options you want to synchronized to your iPhone

Functions Not Supported:
• Folder management
• Task synchronization
• Access to file shares or SharePoint sites
• Creating meeting invitations
• Message flagging

Important to note:
• Only one Exchange account can be configured on a device
• Once you are synchronizing with Exchange via ActiveSync, you cannot synchronize a personal calendar or address book via iTunes

Minimum Requirements:
• USB 2.0 port
• iTunes - necessary for software updates and backups
• iTunes account – for purchasing music, video, and software
• MAC or PC with a network connection
• For PC’s – Windows Vista (all versions), Windows XP Home or Professional with Service Pack 2 or later
• For MAC’s – MAC OSx version 10.4.10 or later

Configuring Windows CE Devices:
1. On the main screen, Click Start - ActiveSync
2. On the ActiveSync main screen, click Menu – Configure Server (or Add Server if you haven’t set the device to sync with Exchange before)
3. Enter the server address mail.utmb.edu and ensure the checkbox for This Server Requires an Encrypted (SSL) Connection is checked. Click Next
4. Enter your username, the corresponding password, and the domain UTMB.EDU. Click Next
5. Check the boxes for the items you would like to synchronize with the Exchange Server (Contacts, Calendar, Email, Tasks). Click Finish

ActiveSync will then use its current connection (either wireless or data plan) to synchronize information between your device and Exchange.

Once this has been completed, you can browse your messages using the Outlook Email Client on your mobile device.

Configuring Android Devices for Exchange ActiveSync

The Android ActiveSync configuration uses the same account credentials as when you log in to the web mail client at webmail.utmb.edu

Motorola Android Devices
1. From the home screen, touch the Applications Tab, then touch My Accounts
2. Touch Add account
3. Touch Corporate Sync
4. Enter the appropriate information into the following fields
   • Domain\Username : your Exchange user name
   • Password : your exchange mailbox password
   • Email address: username@utmb.edu
   • Server: mail.utmb.edu
5. Ensure that the options Use secure (SSL) and Accept all SSL certificates are selected then touch Next
6. Touch the desired account options, then touch Next
The account option is enabled if it has a green checkmark next to it
7. Enter an account name and outgoing message name, then touch Done

HTC Android Eris Devices
1. From the device home screen, touch the Applications Tab, then touch Mail
2. If this is an additional email account, touch Menu – More – New Account
3. Touch Microsoft Exchange ActiveSync
4. Enter the appropriate information into the following fields
   • Domain\Username : your Exchange user name
   • Password : your exchange mailbox password
   • Email address: username@utmb.edu
   • Server: mail.utmb.edu
5. Touch Next
6. Check all settings again, and make sure that the following are set correctly:
   • Server address
   • This server requires an encrypted SSL connection must be selected with a green checkmark
7. Touch Next
8. Select the desired data (Mail, Contacts, and Calendar) to synchronize with the Exchange server (a green checkmark means that an option is enabled)
9. Touch Finish Setup

Windows CE Mobile Devices:

One option that mobile device users have for synchronizing data with their Exchange account is ActiveSync. In order for this means of synchronization to function properly, the device must have a connection to a wireless network or the device must be activated with a data plan. If a device has one of the above means of connecting to retrieve data then it can be configured as follows:
To set up a Windows Mobile 5 Smartphone to synchronize with Exchange:
1. On the main screen, click Start->ActiveSync
2. On the ActiveSync main screen click Menu->Configure Server (or Add Server Source if you haven’t set the device to sync with Exchange before)
3. Enter the server address mail.utmb.edu and ensure the checkbox for This server requires an encrypted(SSL) connection is checked, click Next
4. Enter your username, the corresponding password, and the domain (UTMB.EDU). If you would like the phone to remember your password so you don’t have to enter it again make sure the Save Password check box is checked, otherwise uncheck it. Click Next.
5. Check the boxes for the items you’d like to synchronize with the Exchange Server (Contacts, Calendar, Email, Tasks). Click Finish.

ActiveSync will then use its current connection (either wireless or data plan) to synchronize information between your device and Exchange. Once this has completed you can browse your messages using the Outlook Email client on your mobile device.

To set up the synchronization schedule:
1. On your mobile device’s main screen click Start->ActiveSync
2. On the ActiveSync main screen click Menu->Schedule
3. On this screen you have options for Peak Times and Off-Peak Times. Under both of these options you can choose As Items Arrive (can be more cost and battery efficient than synchronizing on a regular schedule when mail volume is low) or you can set a specific amount of time between synchronization checks (i.e. Every 5 Minutes, Every 30 Minutes, etc.). The second option can be more cost and battery efficient when mail volume is high.

Configuration for iPhone
With the release of the iPhone software upgrade, wireless mail, calendar and contact synchronization are now possible. The iPhone ActiveSync configuration uses the same account credentials as when you log in to the web mail client (OWA) at webmail.utmb.edu.

From the iPhone Home menu:
1. Select the Settings icon
2. Select the “Mail, Contacts, Calendars” option
3. Select the “Add Account...” option
4. Choose the Microsoft Exchange option
5. Fill in the settings as follows:

On the first screen:
Email address = username@utmb.edu
Username = username
Password = *********
Description (any meaningful title you wish to use to identify the account, for example = username@utmb.edu)

On the second screen:
Server name = mail.utmb.edu
Select what options you want synchronized to your iPhone

Functions that are NOT supported are:
1. Folder Management
2. Access to file shares or SharePoint sites
3. Task synchronization
4. Creating meeting invitations
5. Message Flagging

Important to note:
1. Only one Exchange account can be configured on a device
2. Once you are synching with Exchange via ActiveSync, you cannot synchronize a personal calendar or address book via iTunes.

Minimum Requirements:
• iPhone v2.0
• USB 2.0 port
• iTunes account–necessary for purchasing music, video and software, but not required to use your iPhone.
• iTunes–necessary for software updates and backups.
• MAC or PC with a network connection
• For PC’s–Windows Vista (all versions), Windows XP Home or Professional with Service Pack 2 or later
• For MAC’s–MAC OSx version 10.4.10 or later

CAMPUS WIRELESS CONFIGURATION
The wireless network enables faculty, students, and staff with a UTMB email username and password to connect laptop computers or other devices to the network from locations on campus without the need to plug in a data cable.

Patient/Guest
Limited wireless internet access is provided to patients and guests in all areas of the campus and hospital. This is available via the UTMBGuest wireless network. UTMBGuest provides connectivity to the Internet only. Students are asked to connect the UTMBa network and not UTMBGuest since UTMBa enables access to many on campus applications in addition to the Internet.

Requirements
Wireless Card

- A wireless card that supports the IEEE 802.11a, b, or g standard, also called “Wi-Fi compliant”

DHCP
(Instructions)
- Obtain IP Address Automatically
- Use DHCP for WINS Resolution

Authentication

- A UTMB-USERS-M account or sponsored Guest ID
- Cookies enabled on your Web browser
- JavaScript enabled on your Web browser

Security

- Computers accessing the UTMB network with a wireless connection are required to have up-to-date patches and current auto-updatable antivirus software installed.
- Students, Faculty, and Staff can contact the IS Service Desk at (409) 772-5200 for information on acquiring antivirus software.
- Patients and guests are required to have their own antivirus software.

Instructions

Detailed instructions for connecting to the wireless network from various PC operating systems follow.

Configuring Windows Vista for 802.1x Wireless

1. Click on the wireless icon on the task bar:
2. Click on NETWORK and SHARING Center
3. Click on SETUP A CONNECTION OR NETWORK
4. Click on MANUALLY CONNECT TO A WIRELESS NETWORK and click NEXT
5. Network name- UTMBa
6. Security type- WPA2-Enterprise
7. Encryption type AES
8. Security Key/Passphrase- leave blank
9. Check- start this connection automatically
10. Leave the connect even if the network is not broadcasting - blank
11. Click CHANGE CONNECTION SETTINGS
12. Click the security tab on next screen
13. Confirm the settings are - Security type- WPA2-Enterprise, Encryption type- AES, Choose a network authentication method- Microsoft: Protected EAP (PEAP), check the box- Cache user Information for subsequent connections
14. Click the settings button
15. Uncheck VALIDATE SERVER CERTIFICATE and verify that ALL boxes are unchecked EXCEPT the Enable Fast reconnect button (it should be checked) and click the CONFIGURE button.
16. Uncheck the AUTOMATICALLY USE MY……. and click OK
17. Click OK two more times and click CLOSE
18. When the enter credentials window pops up enter your UTMB-USERS-M username and password and click OK

How to configure Windows XP SP3 to connect to UTMB’s Wireless network

Follow the instructions below for configuring your device to connect to the wireless network by using your UTMB-USERS-M login ID and password.

1. Click on the wireless icon in the system tray.
2. Click on the “View Wireless Networks” button.
3. Click on “Change Advanced Settings”.
5. Under “Preferred Networks”, click on the “Add” button.
6. On the “Wireless network properties” > Association tab; enter the following information:
   A. Network name (SSID): UTMBa
   B. Network Authentication: select “WPA2-Enterprise”
   C. Data Encryption: select “AES”
7. Select the “Authentication” tab.
   A. Ensure “Enable IEEE 802.1x authentication for this network” is checked. (It may be checked & grayed out.)
   B. Set EAP type to “Protected EAP (PEAP)”
   C. Choose Properties
8. On the “Protected EAP Properties” window:
   A. Uncheck the “Validate server certificate” checkbox
   B. Check “Enable Fast Reconnect”
   C. Select Authentication Method “Secured password (EAP-MSCHAP v2)”
   D. Click on “Configure”
9. EAP MSCHAPv2 Properties window:
   A. If this is a UTMB laptop and you are logged in with your current UTMB-USERS-M credentials, check the box and click on “OK”.
   B. If this is a personal laptop or you are not logged into the laptop with your UTMB-USERS-M credentials, uncheck the box and click on “OK”.
10. Click on “OK” on each open window until all are closed.
11. Reboot if prompted.
How to configure Macintosh 10.5.x (Leopard), 10.6.x (Snow Leopard) and 10.7.x (Lion) to connect to UTMBa Wireless network

Step 1: Verify Airport card is on
1. Select the antennae icon in the Finder menu.
2. If available, select ‘Turn Airport On’.

Step 2: Setup
1. Click on the antennae icon in the Finder menu and select ‘Join Other Network’ from the drop-down menu. Do not select ‘UTMBa’ from the list if it is available as the type of security required for accessing the UTMBa wireless network (802.1x - WPA2 Enterprise) will not be configured correctly.
2. Network name: UTMBa
3. Select ‘WPA2 Enterprise’ from the Security type drop-down menu.
4. Enter your UTMB-users-m user name and password in the fields available.
5. Ensure the ‘Remember this network’ box is checked.
6. Click on the ‘Join’ button in the lower right corner of the window.
7. A window to verify the certificate for UTMBa will appear when the Macintosh has contacted the UTMBa wireless network; click on the ‘Continue’ button.
8. When the Macintosh is connected to the UTMBa wireless network, the antennae ‘bars’ will darken to show the percentage of wireless signal strength (4 darkened bars = excellent signal strength; 1 darkened bar = low signal strength.)

Step 3: Troubleshooting
1. ‘I don’t see any ‘darkened’ bars on the antennae’
Verify UTMBa wireless is available in your location. No ‘darkened bars’ on the antennae icon usually shows that there is no wireless signal in the area or the signal strength is not strong enough to connect.
2. ‘My antennae looks like an open ‘fan’ – there are no bars in the icon’
This icon usually denotes that the Airport card is off. Select the icon and if available, select ‘Turn Airport On’ from the drop-down menu.
3. ‘I never get the Verify certificate for 802.1X Authentication window’
Turn the Airport card off and back on to configure the wireless connection again as it did not complete correctly.

How to configure a Windows 7 computer to connect to the UTMBa wireless network

NOTE: Your wireless network adapter MUST be enabled on your computer before proceeding.
1. Go to Start > Control Panel and click on “Network and Sharing Center”
2. Click on “Manage wireless networks” in the left hand column.
3. Click on the “Add” button.
4. Click on “Manually create a network profile”.
5. Enter in the information as displayed below and click “Next”.
   a. Network name: UTMBa
   b. Security Type: WPA2-Enterprise
   c. Encryption Type: AES (should automatically be selected when WPA2-Enterprise is selected)
6. Click on “Change connection settings”
7. Click on the “Security” tab
8. Click on “Settings” button in middle of window.
9. Uncheck the “Validate server certificate” option at the top of the screen and then click “Configure” towards the bottom of the window.
10. Uncheck the box next to “Automatically use my Windows …..” and click “OK”
11. Click “OK” again to go back to the UTMBa Wireless Network Properties page.
12. Click on “Advanced settings” at the bottom of the UTMBa Wireless Network Properties page.
13. Click on “Specify authentication mode” and select “User authentication” as shown below
14. Click on “Save credentials” and enter your UTMB-USERS-M username and password as show below and click “OK”
15. Click “OK” again in the “802.1X settings” window.
16. Click “OK” again in the “UTMBa Wireless Network Properties” window
17. Click on “Close” to close the “Manually connect to a wireless network” window if it is still open.
18. You should be connected; however, if it does not automatically connect, you may need to restart or turn off and back on the wireless connection. If you continue to have problems connecting to the UTMBa wireless network, please contact the IS Service Desk at x2-5200 and they can assist you with making the connection.

NOTE: You will need to modify the password you just entered in step “14” whenever your UTMB-USERS-M password is changed.
INTERESTED IN LIVING ON-CAMPUS?

**UTMB Dorms**

The University of Texas Medical Branch encourages single students in the Schools of Medicine, Nursing, Health Professions, and Graduate School of Biomedical Sciences to take advantage of all the benefits of living in the University's on-campus dormitories.

On-campus housing offers its residents low rent and facilities that are conveniently located within walking distance of all Medical Branch buildings. This can translate into savings of time and money over long commutes and parking fees.

For questions and additional information on dorms and on-campus apartments, please contact Housing at 409.772.1898.

**UTMB Ferry Road Apartments**

The Ferry Road Apartments are located at 710, 810 & 910 Ferry Road. Unfurnished efficiency apartments ($360), 2 bedroom apartments ($815) and 3 bedroom apartments ($935). All include paid utilities. Bus service is free to UTMB campus with a UTMB badge. For more information, please call 409.750.9792.

**UTMB Post Office Street Housing**

Private rooms for UTMB students located at 301 Post Office Street. These are rooms with a shared bath, desk, and a common kitchen & living area. Wifi and local TV are provided. Rooms are furnished with a full size bed, bookshelves, dresser, and night stand. Rooms were recently renovated. All utilities are paid and a lease is required. One parking space provided per tenant. Rent is $390 a month.

301 Postoffice
Galveston, Texas
409-772-1939

**UTMB 410 Market Street Housing**

Private rooms for UTMB students located at 410 Market. These are private rooms with a shared bath, common kitchen & living area. Rooms are furnished with a full size bed, desk, dresser and night stand. Wifi and local TV are provided. All utilities are paid and a lease is required. One parking space provided per tenant. Rent is $390 per month.

401 Market Street
Galveston, Texas
409-772-1939

Contact: Brenda McLaren
409-772-8673
bmclaren@utmb.edu
## STUDENT PARKING

<table>
<thead>
<tr>
<th>Fees:</th>
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<tbody>
<tr>
<td>Shuttle: Free</td>
<td>Student Parking Permit: $70.00 Per Year</td>
</tr>
<tr>
<td>Surface Lots: $20.00 Per Month</td>
<td>Late Fee: $16.00</td>
</tr>
<tr>
<td>Parking Garages: $31.25 Per Month</td>
<td>Re-connect Fee: $16.00</td>
</tr>
<tr>
<td>G4 Roof Top: $160.00 Per Year</td>
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All full-time UTMB students may purchase a Student Parking permit for $70, which is valid from September 1 through August 31 of each year. These permits may be purchased from the Parking Office located in room 2.756 of the Rebecca Sealy Building, 409.772.1581.

These permits are valid in designated student spaces on a first-come/first-served basis. It is anticipated that the number of permits issued will exceed the number of spaces available. Most of the student spaces are curbside parking on the east and west ends of campus. Some curbside spaces flood during heavy rain—please observe warning signs.

There are 70 spaces at the Field House lot located on Ferry Road and Mechanic next to the tennis courts.

There are student parking spaces in the parking lot at the corner of 14th & Market Street. To avoid a parking citation, please us only spaces identified as “Student Parking Only”. The student spaces in this lot are marked in black on the car stops. Do not use spaces RESERVED for Official Business permits in the center of the lot. The lot located at 13th & The Strand, has approximately 125 student parking spaces. There is also a student lot on the west side of 13th Street and The Strand and P-lot across Barracuda from the PCP can be used with your student permit.

Please complete the **Student Parking Permit Application** if you are interested in obtaining the student parking on a first-come, first-serve basis and return it along with your $70.00 fee for the fiscal year no later than two weeks prior to the beginning of the fall semester to:

**UTMB Parking Facilities**  
301 University Blvd.  
Rebecca Sealy, Rm 2.756  
Galveston TX 77555-0118  

During the week you are on campus to begin class, please come to the Parking Facilities office to pick up your student parking permit.

If you’re attending any other semester other than the Fall semester, which begins the fiscal year, and need parking, please contact the Parking Office at 409.772.1581 for the prorated parking fee.

**Dormitory and UTMB Apartment Parking**

Students owning a vehicle and residing in the University dormitories or the University Ferry Road apartments should register their vehicle with the appropriate office. Once the vehicle has been properly registered, a parking hangtag will be issued at no charge. Students are cautioned that the hangtags are only valid in the designated parking areas.

**Handicapped Parking**

UTMB provides designated parking spaces for those vehicles duly registered and properly identified as provided by law (Texas Transportation Code, 681, et seq.). For more information, please call the Parking Facilities Office at 409.772.1581.
The UTMB Bookstore was established in 1959 and is located on the first floor of the Moody Medical Library. Its primary purpose is to provide medical books, medical 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 several years, this rebate has represented a 20 percent cash refund to customers. The rebate is not guaranteed.

**Students should retain cash register receipts for rebate purposes.**
Sale and previously discounted items are not subject to the rebate. Only valid cash register receipts will be accepted for the rebate. For more information, call or write: UTMB Bookstore.

All course books are put on our Web site as soon as possible once they are received from the faculty.

**MyBooksAndMore: UTMB Bookstore Launches New Online Ordering** -
Now you can order online medical textbooks and references as well as consumer health books, general books, gift books, movies and music at discount pricing. A new partnership with J.A. Majors/Baker & Taylor, a major U.S. distributor of medical and trade books, provides an amazing database of products chose from. On UTMB Bookstore's MyBookAndMore Web site, titles are searchable by ISBN, author, publisher, and subject area. The book listings include jacket photos and reviews, descriptions, and tables of content. Movie listings include viewable trailers and song clips are available for music listings. And coming soon, Blio eBooks will be available for purchase through UTMB’s MyBookAndMore.

Your purchases of books, movies, and music through utmbmedbooks.mybooksandmore.com offers you great prices, quick shipping, and excellent customer service while providing financial support back to the University – undoubtedly a “win-win” situation for all. Visit the online bookstore today for additional resources and to experience great savings!

*Please note that UTMB Bookstore rebates are not eligible for online purchasing. Nominal shipping charges will apply for online purchases made on the MyBooksAndMore site as purchases will be conveniently sent directly to your home or office. The UTMB Bookstore cannot accept returns for MyBooksAndMore online purchases. Returns must be submitted to J.A. Majors (see the FAQ section of the MyBooksAndMore Web site for details).

**OTHER SERVICES AVAILABLE**
Alterations and embroidery are available for UTMB Professional clothing (lab coats, scrubs, etc.) In addition, we are able to sew on patches.
UTMB recognizes the importance of providing an environment that encourages fitness and personal well being. In 1968, the graduates and friends of UTMB contributed funds to establish the Alumni Field House. For over 40 years the UTMB Alumni Field House has been a place for students, alumni, employees, retirees, and their families to unwind, get in shape, and have fun. Thanks to the generous support of the Moody Foundation and alumni funds, the Field House is a state-of-the-art fitness and wellness facility offering the latest in exercise equipment as well as opportunities for research, work/study programs, and internships. A recent renovation has increased the size of the facility to more than 49,000 square feet.

Through payment of the student service fee, each student has a membership at the UTMB Alumni Field House. Students may obtain a family membership for their immediate family members (spouse and children under twenty-two years of age) living in the same household for a yearly fee of $225. Lockers are also available for an additional fee.

A current member may obtain a guest pass for a visitor. The day pass is $7. We also have 7 visits for $30 and 15 visits for $55. There is a 30-day guest expiration period from the purchase date for these passes. The passes can be obtained from the Bookstore or the Field House. Guest fees are not transferable, and guests must show proper ID with their guest pass.

### Amenities of the athletic facility include:

- Regulation basketball/volleyball courts with cushioned and banked track
- Two racquetball courts (reservations suggested)
- Expansive strength training area featuring Cybex and Hammer Strength machines and free weights
- Cardiovascular equipment including treadmills, upright and recumbent stationary bikes, stair climbers, elliptical trainers, arc trainers, and rowing machines.
- 2,000-square-foot aerobic/multipurpose room with hardwood floor and complete audio system. Experienced instructors lead participants through a weekly schedule of varied classes featuring yoga, step aerobics, cycling, interval training, and kickboxing.
- Volleyball Courts
- Men’s and women’s locker/dressing rooms with individual steam rooms.
- Therapeutic Massage area with licensed therapist available for an additional fee.

### Outdoor amenities include:

- 25-meter pool with adjacent hot tub, surrounded by a non-slip, cool deck surface. Access to kick boards, swim buoys, or aqua joggers.
- Two softball fields
- Seven tennis courts (three lighted)
- 4/10-mile walking/jogging track (2.5 laps = 1 mile)
- Volleyball court

### Massage Therapists:
Therapists are contract employees and schedule their own appointments and collect fees directly from their clients. Call for appointments and pricing information.

Jeremy Gustin, LMT can be reached by calling 409.771.7045 or John Solomon can be reached by calling 409.750.3904

### Fitness Trainers:
Fitness Trainers are all certified by nationally recognized organizations and are contract employees. Training sessions are scheduled with the trainers and fees are paid directly to them. Call for appointments and pricing information.

Jessica Anderson can be reached by calling 262.470.4293 or Beth Bullock can be reached by calling 770.363.7034

### Fitness/Group Exercise:
Adriana Kushner can be reached by calling 409.682.7234

### Towel Policy:
Members, students, and guests pay a fee of $1 and will receive a towel. When the towel is returned to the front desk a token will be given to the individual. The token may then be redeemed for another towel on the next visit. This would mean you only have to pay a $1 fee one time as long as you provide the token and return your towel to the front desk. Towels or tokens that are lost or forgotten will require another $1 fee—no exceptions.

Free parking is available with a Field House permit. The locations that you’re able to park in are indicated on the Web site’s map. When you join, you can get a permit to display on your dashboard to avoid receiving a ticket.
UNIVERSITY POLICE DEPARTMENT

Location: Second floor of the Rebecca Sealy Building, Suite 2.712

Important Phone Numbers
Medical Emergency: 409.772.4000
Emergency Phone: 409.772.1111
Non-Emergency: 409.772.2691
Escort Service (“Safety Watch”): 409.772.2691
Found Property: 409.772.0697
Bicycle Registration: 409.772.2691
Police Administration (8 a.m.–5 p.m., Monday–Friday): .409.772.1503
Fax: 409.772.0524

Emergency Call Boxes are located in Garages and Around Campus!

Organization
The University of Texas Medical Branch Police Department is a modern full-service law enforcement agency. Subdivided into Patrol Services and Office of Professional Services, the agency provides comprehensive police and law enforcement services to the campus community. The UTMB Police Department employs commissioned peace officers, telecommunication operators and non-commissioned guards who are supported by technical and administrative personnel. Our peace officers are commissioned by the University Of Texas System Board Of Regents and licensed by the Texas Commission on Law Enforcement Officer Standards and Education after they have successfully completed the state-mandated training curriculum. After the academy and before they begin field service, officers complete a sixteen week field training program.

Police officers and guards are assigned to shifts to patrol the campus 24 hours a day, 365 days a year. The number of personnel on duty at any given time varies to meet the changing needs of the campus community.

The UTMB Police Department maintains a close working relationship with local, county, state and federal law enforcement agencies. Crime reports and information, including incidents at off-campus student organization housing facilities, are routinely exchanged with other law enforcement agencies. The UTMB Police Department coordinates the timely release of information about serious crimes that may threaten the safety of students and employees through the Office of Public Affairs.

Mission
The UTMB Police Department, through professional policing and working in partnership with the community, is dedicated to providing a safe and secure campus where the pursuit of higher education, research, and health care can be achieved.

Personnel Protection
Investigate crime.
Respond to requests for emergency assistance.
Respond to requests for safety escorts during hours of darkness.
Provide highly visible patrol throughout UTMB 24 hours a day.
Provide trained public safety communications services for UTMB 24 hours per day.

Crime Prevention
Conduct Security Surveys and Risk Assessments upon request
Crime Prevention Training–Upon request, a UTMB crime prevention specialist will present training on the following subjects:

- Workplace Violence
- Infant Abduction Training
- Bomb Threats
- Response to Deadly Behavior

The instructors are certified in the topical areas that they teach.
Property Protection
We monitor all UTMB property, including buildings, garages, and parking areas, through randomized patrols, 24 hours a day. Students and staff may register their bicycles at no cost; contact the UTMB Police Department for that service.

Additional Services:

Safety Watches
From Dusk to Dawn, a Safety Watch Officer will escort you to or from your dorm/car/work building within the UTMB Main Campus. To access that service, telephone the UTMB Police Department at 409.772.2691.

Motorist Assistance
Twenty four hours a day within the UTMB Main Campus, motorist assistance services are available and include:

- Battery Jumps
- Vehicle Unlocks
- Air for a low tire

To access that service, telephone the UTMB Police Department at 409.772.2691.

Deadly Behavior Training (Found on UTMB Homepage)
Training is available on response to deadly behavior:
Shots Fired When Lightening Strikes–Student Edition
Shots Fired When Lightening Strikes–College and University Edition

Rape Aggression Defense
This program provides realistic and dynamic hands on training. It is FREE OF CHARGE to employees, staff, faculty and students of UTMB and their families.

Crime Hotline
If you have any information regarding a crime that has occurred on campus and wish to report it to the University Police, but do not want to contact the University Police, you can communicate that information on-line at: http://www.utmb.edu/police/crime_hotline2.htm.

Alert Information and Campus Crime Updates, please visit:  http://www.utmb.edu/police/alert.htm

Found Property
Lost and found property will be held at the UTMB Police Department at least 60 days from the date it was recovered. If the owner of the property is known to the UTMB Police Department, attempts will be made to contact that person. If possible, owners of found UTMB ID badges will be notified by email or by telephone. If UTMB keys, issued by the UTMB Police ID Badges and Key Office are found, the issued person or the key control officer will be notified.

A picture ID and proof of ownership are needed to release property. Examples of proof of ownership are receipt of purchase, serial number, photograph, or a realistic physical description of the property.

After no less 60 days, the property will be released to the UTMB designated Property Manager.

UTMB Emergency Alert Notification System
In 2007, UTMB launched a new emergency communication tool for the university community. Called a “reverse 911” system, the application augments existing emergency communication resources such as email and web- and phone-based alerts.

The service is only activated in an emergency when there is a risk of significant harm or an urgent threat. When such a threat occurs, a brief message will be sent to those subscribed to the system, updating them or instructing them to seek additional information from other existing university information sources.

Although registration for students in the system is voluntary, it is strongly recommended. It allows faculty, staff and students to designate an email address or telephone number where an email, voice or text message can be quickly sent in an emergency. The emergency contact information stored in the system is not displayed in the directory or used for any other purpose.
UTMB is committed to continue working to improve and enhance its emergency communication capabilities. Because of our commitment, we are currently in the process of implementing a new and more robust emergency notification system. Due to the fluidity of this process, incoming students will be notified via email as to which system will be in place when they begin classes. This email will also include instructions for registering their contact information with the notification system. Regardless of which system will be in place, all incoming students will be registered in the emergency notification system and they will have the option to go into the system and opt out of receiving the notices.

**Identification Badges/Smart Cards/Keys**
The ID Badge/Smart Card is UTMB’s official faculty, staff and student identification and is access control to restricted buildings. This secure, multi-purpose and efficient system for identification and access benefits both users and the system managers.

All UTMB employees, volunteers, and students shall wear a UTMB identification badge/smart card while on duty, with the exception of employees in certain direct patient care areas. The UTMB ID Badge/Smart Card shall be worn and displayed face-up at all times, and presented and/or surrendered to university officials upon request. Failure by employees or students to wear and display the UTMB ID Badge may result in disciplinary action, which may include termination.

The UTMB ID Badge is the property of UTMB and is non-transferable. Unauthorized use of the UTMB ID Badge warrants confiscation and/or disciplinary action, as stated in the Information Resources Security Manual. Failure by affiliated representatives to wear and display the UTMB ID Badge/Smart Card may result in their being barred from campus. Employees may be required to wear an additional identification badge bearing their name and department/job title.

Because the ID/Smart Card features a magnetic stripe, proximity antenna, and chip, insignias, emblems, pins, and other devices including official UTMB length-of-service pins, should not be affixed to identification badges. Official visitors (e.g., consultants, auditors, attorneys, government officials, etc.) on campus for an extended period should be provided an identification badge. Vendor representatives must contact the Logistics Acquisition Department before obtaining a badge from University Police.

**Obtaining / Replacing a Badge**
The UTMB ID Badge is issued upon employment or enrollment, as a student, at UTMB and to UTMB-affiliated individuals (based on specific criteria). Only one active badge may be carried. The badge is valid for the duration of employment, affiliation, or enrollment as a student at UTMB.

To obtain an identification badge for new or interdepartmental transfer employees, all requests must be made through the supervisor. The supervisor will then need to make the request through their departmental Key Control Officer (KCO). The KCO will need to go online to the FOAM website to complete the request by clicking on the “Request Badge or Key Service” link and completing the request through Corrigo.

The first UTMB ID Badge for employees is free of charge; students are charged $5.00. The replacement charge for a lost or negligently damaged badge will be $20.00 The ID Badge/Smart Card should not be folded, have holes poked in it for any type of pin, or have any stickers. Individuals will be responsible for the replacement cost for any of these types of damage. A stolen badge will be replaced at no charge, provided a police report associated with the theft is shown to police. There is no charge to replace old or worn-out badges. *Basic ID badges are intended for special or short-term applications and are not available to students, faculty, or staff.

**Reporting Crimes and Emergencies**
Members of the UTMB community are asked to report all criminal, threatening or suspicious activity including threats or instances of workplace violence, to the UTMB Police Department. Police personnel are required to investigate and report all such activity in the categorized crime statistics. Detailed security procedures, including those related to sexual assault, are found in the following sections of the Institutional Handbook of Operating Procedures: Threatening Situations (8.2.1); Campus Security Report (8.2.2); Student Sexual Assault Policy (7.1.12); and Workplace Violence (8.1.4).
To report a crime or emergency on campus, call the UTMB Police at 911, 409.772.1111 (off campus) or extension 21111 (on campus). This number is answered 24 hours a day by certified telecommunicator who maintains two way radio communications with UTMB Police Department officers and guards on duty. Emergency telephones are strategically located across the campus, in elevators and in parking garages.

In addition to, or in lieu of, reporting criminal offenses to the police, students may, for the purpose of annual statistical disclosure and timely warning reports, report offenses to campus officials in the Office of Campus Life, the Student Counseling Center or Student Affairs officials in the following Schools:

- School of Health Professions
- Graduate School of Biomedical Sciences
- School of Medicine
- School of Nursing

Likewise, employees may report such offenses to the office of Employee Assistance.

To report noncriminal emergencies, refer to the numbers listed elsewhere in this publication.

The UTMB Police Department maintains contact with area police and public safety agencies through two-way radio communication so that assistance and support from these departments can be obtained immediately as needed. UTMB also coordinates responses to crimes in adjoining jurisdictions when requested to do so.

Concerted efforts are made to keep the campus community informed about campus crime and crime-related problems. These efforts include publishing the information in annual reports, student campus news letters/newspapers, special alerts and community newspapers.
WELCOME TO GALVESTON, TEXAS
Population: 57,523

Area: 264.66 square miles, including water. There are 47.26 square miles of land within city limits. (This figure includes both Pelican Island and Galveston Island, which is 32 miles long.) At its widest point, the island is approximately 3 miles.

“BOI” means “Born On the Island” and is very important to many people here.

The Galveston Daily News, our local newspaper, is one of the only ways to find out what is going on here on the island…there are no local TV or radio stations. You can view a significant part of the newspaper online at www.galvnews.com (requires a subscription).

The Galveston Island Convention & Visitors Bureau will tell you about a number of the larger events here and you can access that information at www.galveston.com/default.asp.

The Ferry–Galveston has ferry boats to take cars and trucks over to the Bolivar Peninsula and Crystal Beach. There is no fee for this service. You can also park your car in the parking lot and walk onto the ferry and ride just for the fun of it…watch for dolphins or feed the seagulls (but be sure to stand at the BACK of the ferry or you may be pooped on!) The Ferry is located at the north end of 2nd Street (or “Ferry Road”).

The Strand–In addition to an actual street, this term refers to Galveston’s downtown district which has shops, restaurants, hangouts, and a number of events throughout the year. To view an interactive map of the district (a 20 block area), visit http://www.thestrand.com/. You must pay to park down here Monday-Saturday before 5 p.m.

“The 1900 Storm”–a hurricane in 1900 destroyed much of Galveston and claimed 6,000 lives. To find out more, visit http://www.1900storm.com/ or walk around the Seaport Museum.

Getting Around the Island

- “Causeway”–the bridge connecting Galveston to the Mainland
- “Mainland”–refers to that big piece of land on the other side of the causeway;
- “Broadway”–as the causeway ends, I-45 becomes this main thoroughfare;
- “Seawall”–the main street that runs along the Gulf of Mexico;
- Numbered streets run north/south, and Avenues run east/west;
- Some streets are named as well as identified by number or letter. As an example, from Broadway toward campus, the streets are:
  1. Broadway (Avenue J)
  2. Sealy (Avenue I)
  3. Ball (Avenue H)
  4. Winnie (Avenue G)
  5. Church (Avenue F)
  6. Postoffice (Avenue E)
  7. Market (Avenue D)
  8. Mechanic (Avenue C)
  9. The Strand (Avenue B)
  10. Harborside (Avenue A)

So, the Rosenberg Public Library, 2310 Sealy, will be on 23rd Street and Sealy (one block north, or toward campus, from Broadway).

REMEMBER:

Keep your UTMB ID with you–many Galveston businesses offer UTMB discounts!