



**DETERMINED. DEDICATED.**

Dear Students,

Welcome to the University of Houston-Downtown! As the Dean of Students, it is my pleasure to extend a warm welcome to both our new and returning students. Our university is a place where academic excellence, personal growth, and community engagement intersect, creating a vibrant and dynamic environment for learning and development. This Student Handbook has been designed to provide you with essential information about the university's policies, procedures, and resources that will support you throughout your academic journey.

Your time at UHD will be filled with opportunities to explore new ideas, develop your skills, and build lasting relationships. We are committed to fostering an inclusive and supportive campus community where every student feels valued and empowered to succeed. The resources and services outlined in this handbook, including academic advising, counseling, career services, and student organizations, are here to help you navigate your college experience and achieve your personal and professional goals.

Academic integrity and personal responsibility are cornerstones of our community values. It is important that you familiarize yourself with the university's Code of Conduct, which outlines our expectations for student behavior both in and out of the classroom. Upholding these standards is crucial in maintaining the trust and respect that are fundamental to our educational mission. This handbook also guides how to report concerns or seek assistance if you encounter any challenges.

We encourage you to take full advantage of the diverse array of activities and programs available on campus. Whether you are interested in joining a student organization, participating in community service, or attending cultural events, there are countless ways to get involved and make the most of your time at UHD. Engaging in these opportunities will enrich your university experience and help you develop skills that will serve you well beyond graduation.

In closing, I want to remind you that the entire faculty and staff at UHD are dedicated to your success. We are here to support you, to challenge you, and to celebrate your achievements. Please do not hesitate to reach out to us if you need assistance or have any questions. Together, we can make your time at the University of Houston-Downtown an unforgettable and transformative experience. Welcome, and best wishes for a successful and fulfilling academic year.

With Gator Pride,

Kira Gatewood, Ed.D.  
Assistant Vice President of Student Life & Dean of Students

## UNIVERSITY OF HOUSTON-DOWNTOWN

The University of Houston Downtown is a dynamic university offering bachelor's and master's degrees at multiple locations across Houston, as well as online. UHD is woven into the vibrant streets of downtown Houston, with an urban appeal that celebrates the multicultural vibe of the fourth-largest city in the United States. You're just steps away from Fortune 500 companies, world-renowned arts organizations, award-winning restaurants, exciting entertainment, and professional sports.

### History

In 1974, the University of Houston acquired the assets of South Texas Junior College and opened the University of Houston-Downtown College at One Main Street as a four-year institution. By the end of the 1970s, the Texas Legislature had approved UHDC as a distinct university in the University of Houston System.

### The Seal

Steeped in deep Texas tradition, the Seal of the University of Houston System is the Official Seal of Arms of General Sam Houston, as handed down to him from noble ancestors. The simple Escutcheon in the center of the seal consists of checkered chevrons denoting nobility, and three Martlets, gentle Lowland birds symbolizing peace and deliverance. A winged hourglass is above the shield and surmounting this, the motto, "In Tempore" (In Time). Greyhounds were placed at the sides to indicate the speed in giving aid.



### Mission

The University of Houston-Downtown is a community of diverse faculty, staff, students, and regional partners dedicated to nurturing talent, generating knowledge, and driving socioeconomic mobility for a just and sustainable future.

### Vision

The University of Houston-Downtown will be an inclusive university of choice for Houstonians seeking to contribute to the social, intellectual, and cultural lives of their communities.

## GATOR TRADITIONS, PRIDE & SPIRIT

**Week of Welcome**, held during the first week of classes each fall and spring semesters, celebrates the beginning of the semester with a comprehensive calendar of events and activities designed to welcome back new and continuing gators.

**Homecoming**, held annually during the fall semester, is a time for students, alumni, faculty, staff, and the community to come together, and celebrate the spirit and pride of UHD. UHD alum, current students, faculty, staff, community members, and future gators unite to celebrate the common thread that binds all Gators. The main features of Homecoming are the UHD Pep Rally, the Homecoming games and Tail-Gating.

**Student Involvement Day**, held during the fall and spring semesters, is a resource and tabling fair that highlights student organizations, Greek life, and Campus Activities Board (CAB), Student Government Association (SGA), and invites all students to find place and engage.

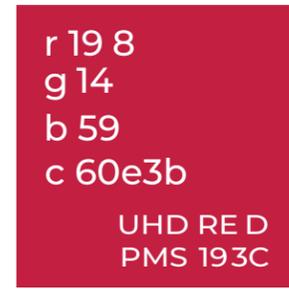
**Bayou Bash**, held each spring, is a cultural celebration with crawfish, drinks, and zydeco music to celebrate the richness and diversity of UHD. Clubs and organizations registered with the university use this time to fundraise and celebrate their organizations.

**GatorServe**, held each fall and spring semester on Martin Luther King Jr. Day, and September 11th, respectively, are both regarded as National Days of Service. UHD students, staff, faculty, friends, families, and community partners join to complete projects in service of our neighbors.

**One Main Event**, held each spring, is our annual awards gala celebrating the outstanding accomplishments of our student organizations and their members throughout the year.

**Colors**

Our primary school colors are UH blue and UH red.



**Mascot**

The gator is the official mascot for the University of Houston-Downtown. You will find the mascot promoting team spirit cheering on club sports, at local community activities, and university events promoting gator pride!



## UHD ACCREDITATION

University of Houston-Downtown is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and masters degrees. University of Houston-Downtown also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of University of Houston-Downtown may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

The Marilyn Davies College of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB International, 777 South Harbour Island Boulevard, Suite 750, Tampa, FL 33602-5730; 813-769-6500; [www.aacsb.edu](http://www.aacsb.edu)). Accreditation documentation is available in the Marilyn Davies College of Business, Room B400, Shea Street Building.

The Computer Science and Engineering Technology Department's Bachelor of Science in Engineering Technology degree programs in Control and Instrumentation Engineering Technology and Structural Analysis with Design Option in Engineering Technology are accredited by the Engineering Technology Accreditation Commission of ABET (415 North Charles Street, Baltimore, MD 21201; 410-347-7700; [www.abet.org](http://www.abet.org)).

The Urban Education Department's programs that lead to teacher certification are accredited by the Texas Education Agency (1701 N. Congress Avenue, Austin, TX, 78701; 512-463-9734; [tea.texas.gov](http://tea.texas.gov)).

The Natural Science Department's Bachelor of Science in Chemistry degree program is approved by the American Chemical Society (1155 Sixteenth Street, NW Washington, DC 20036; Telephone: 800-227-5558; [www.acs.org](http://www.acs.org)).

The Criminal Justice and Social Work Department's Bachelor of Social Work degree program is accredited by the Council on Social Work Education (333 John Carlyle St., Suite 400, Alexandria, VA, 22314; 703-683-8080; [www.cswe.org](http://www.cswe.org)).

The Bachelor of Science in Nursing completion program (R.N. to B.S.N.) at the University of Houston-Downtown is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

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# ACADEMIC RESOURCES

**Academic Advising Center**  
**OMB N320, 713-221-8006, uhdadvising@  
uhd.edu**

The Academic Advising Center provides quality academic services essential to new and continuing UHD students prior to their transitioning into the college specific advising centers. Advisors assist and empower students in making wise academic decisions, guiding them through academic processes and procedures that are integral to their success. Informing students of degree requirements and matching students' needs with available resources, advisors provide opportunities for exploring major and career options as students reflect on their lifelong goals. Declared students in good standing with 45 or more earned hours transition from the Academic Advising Center (N320) to the college advising center of their major after a minimum of one term at UHD. The Academic Advising Center is open from 8:00 am to 6:00 p.m., Monday- Thursday and 8:00 am to 5:00 p.m. on Friday.

**Academic Calendar**

The Academic Calendar, with important dates and deadlines, is published online. In it you will find registration dates, fee payment deadlines, financial aid and refund dates, school holidays, drop/add deadlines, when to apply to graduate, reading days, and final examination days. Students are responsible for reviewing the calendar and becoming aware of all applicable deadlines. UHD reserves the right to change these calendars at any time as necessitated by university or legislative action. [www.uhd.edu/AcademicCalendars](http://www.uhd.edu/AcademicCalendars)

**Academic Concerns**

If you have a question or complaint concerning an action by a UHD instructor or employee in an academic office, you should address the issue first to the person whose action is the source of the complaint. Most problems are resolved

on this level. If there is an occasion when this is not sufficient, you should follow the chain of command below:

- Instructor/Employee
- Department Chair or Employee's supervisor
- Academic Dean of the College
- Vice-President of Academic Affairs or designee

**Academic Probation and Suspension**  
**Probation**

Academic probation is a warning to the student that his or her academic record has been unsatisfactory. A student who is not making satisfactory progress toward meeting graduation requirements may be placed on academic suspension if this record does not improve.

A student is placed on academic probation at the end of any term in which his or her cumulative UHD GPA falls below 2.0. The cumulative UHD GPA for academic probation is computed on grades earned at UHD. Grades of I, IP, S or W are not counted. See the Grading System and Standards section of the catalog for additional details on grades that count toward the UHD GPA.

All students on probation must consult with an academic advisor before registration to discuss their plans, academic progress and GPA repair, and available academic support.

Students on probation must maintain a UHD term GPA of 2.0 or above in each term in which they are enrolled until their cumulative UHD GPA reaches 2.0 or above. Students on academic probation will be placed on continued probation at the end of any term in which they fail to earn a minimum term GPA of 2.0. Failure to earn a term GPA of 2.0 or above while on continued probation status will result in

academic suspension. Only courses taken at UHD will remediate the cumulative UHD GPA. A student returns to regular academic standing after his/her cumulative UHD GPA reaches 2.0 or higher.

**Suspension and Dismissal**

Suspension means that a student is ineligible to register or remain in classes. Students on continued probation status will be suspended at the end of any term in which their cumulative GPA falls below the specified minimum cumulative UHD GPA unless they earn a minimum GPA of 2.0 in that term.

Any registered coursework for the next term will be administratively dropped by the Records Office. A student's suspension is in effect for that term, pending readmission. The student may appeal the suspension to the student's academic dean or the dean's designated representative. For an appeal, students must provide clear and compelling evidence of potential academic success, for example, academic success at other institutions. The final decision for readmission rests with the academic dean or dean's designated representative.

If a student's appeal is approved, the student will be placed on extended probation. The student must meet with a dean's representative or designated advisor to discuss how to improve their academic performance and make satisfactory academic progress. The student may be required to agree to a contract of actions likely to result in improved academic performance. Students must maintain a term GPA of 2.0 or above in each term they register until achieve a cumulative UHD GPA of 2.0. Failure to maintain a term GPA of 2.0 will result in academic dismissal from the university. This academic dismissal will be permanent unless the student appeals to their academic dean or dean's

designated representative for readmission or readmits under Academic Amnesty.

Academic probation and suspension will be noted on the student's official undergraduate transcript.

**Academic Amnesty**

An undergraduate student returning to UHD after a minimum of a two-year absence may petition the Dean of University College for application of the academic amnesty policy. To be eligible, the student must not have attended UHD for the two-year period immediately preceding his/her return to UHD. The student must also complete 24 semester credit hours with a minimum grade point average of 2.5 following readmission to UHD. If academic amnesty is granted, all courses with grades of F or D earned prior to readmission are ignored in applying credit toward fulfillment of degree requirements and in future computations of the student's grade point average. The amnesty provision applies only to the application of credit toward a degree and computation of the student's grade point average. No grades on the student's permanent record are altered or deleted.

**Application for Graduation**

All degree candidates must submit an online graduation application through myUHD2.0. To determine graduation eligibility students are encouraged to run and review their Degree Progress Report and speak with their academic advisor before submitting an online application. The online graduation application will require for the candidates to review their graduation program, commencement attendance, diploma name and diploma address, graduation fee information, and to complete the graduation exit survey. Candidates will be requested to review their academic program to ensure information is correct. If this information

is incorrect, the graduation candidate will be advised to contact their college advisor. Commencement ceremony attendance will be asked at time of application. If the candidate decides to change their status after submitting the online graduation application, the candidate can contact the Registrar's Office to update this information. Candidates will have the option to review their diploma name and diploma address and can update by editing their diploma name under the name section in myUHD2.0 within the campus community area after it has been submitted. The \$50 graduation fee will be added to the Student Account Statement for the semester to which the charge is assigned. The graduation fee covers the costs of processing the graduation application, printing the diploma, and mailing it to the graduate, and other costs associated with the commencement ceremony. If students fail to complete all degree requirements during the term or wishes to change the term in which they applied for graduation and paid the graduation fee, then they must apply online for graduation and pay the graduation fee again when they become eligible to graduate. If a student has any unresolved financial or administrative holds at the University of Houston-Downtown, their diploma and transcripts will not be released until these holds have been cleared.

Graduates wishing to request more than three copies of their diploma will need to contact the Registrar's Office.

### **Auditing A Course**

To audit a course is to enroll in a course on a non-credit basis. Audit students pay the regular tuition and all other applicable fees as set for the current academic year. A change to credit status may not be made after the student has registered to audit

a course. Changes from credit status to audit status in a course must be made prior to the end of the business day of the Official Day of Record. A Request for Audit form must be processed in the Registrar's Office by the Official Day of Record for the appropriate term along with Instructor approval. Students wishing to audit courses should contact the Registrar's Office for further details [www.uhd.edu/registrar/Documents/audit\\_form.pdf](http://www.uhd.edu/registrar/Documents/audit_form.pdf).

### **Changing Your Name**

An official change in name must be reported to the Registrar's Office and when applicable to the Office of Scholarships and Financial Aid. Original legal documentation must be presented along with a copy of the Social Security card when requesting a name change or correction. (e.g., marriage certificate, divorce decree, naturalization certificate, etc.) A copy of your state issued driver's license or government issued photo ID will be required. Currently enrolled students requesting a name change should refer to the Student Information Update form for essential information regarding updates to GatorMail and Blackboard.

### **Class Attendance**

Students are expected to attend all class sessions. Students who have not attended class, engaged in the technology (online only) nor contacted the faculty member to explain the absence by the end of the 10th class day of the long semester, or the published calendar date for summer and other required terms, may be administratively dropped from the course. The responsibility for dropping a course lies with the student. Departments and faculty members may have additional attendance policies for their courses.

### ***Student Absences on Religious Holy Days***

The University of Houston-Downtown

respects the religious observances of students even though they may conflict with university class meetings, assignments, or examinations as per the Texas Higher Education Coordinating Board Texas Administrative Code §4.4 Student Absences on Religious Holy Days.

A student whose absence is excused under this policy shall be treated consistently with the instructor's policies and procedures relating to other excused absences, except that no instructor's policy may deny the opportunity for make-up work, as described here. Instructors should announce reasonable time periods for make-up work and exams in writing to the class and make clear the consequences of a student's failure to meet such time requirements. Students needing to reschedule missed work or exams for a holy day should submit a written request to each instructor at least one week prior to the class period or assignment/exam date that will be missed. An instructor should acknowledge receipt of that request via email to the student's official UHD email address. A new date for taking an examination or completing classwork missed for a holy day shall be set by the instructor in accordance with announced policies.

If a student and an instructor disagree about whether the absence is for the observance of a religious holy day, or if they disagree about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may appeal to the Office of the Provost. For further information about the state law, please see the Texas Higher Education Coordinating Board Texas Administrative Code §4.4 or contact the offices of the UHD Title IX/Equal Opportunity Services to review the policy.

### **Classification**

Undergraduate classification is determined by the number of credit hours which have been completed: 0-29 semester hours: freshman; 30-59 semester hours: sophomore; 60-89 semester hours: junior; and 90 semester hours and above: senior. Graduate classification is determined by admission status.

### **Common Core Requirements**

Students in all UH-Downtown undergraduate degree programs must complete a common core of courses consisting of 42 semester credit hours. The following table lists the Foundational Component Areas of the core, the number of semester credit hours (SCHs) required in each area, and the UH- Downtown courses that may be used to fulfill these requirements. Departments often suggest certain courses that they prefer their majors to take to fulfill some of the core requirements, so students should carefully study the degree plans that interest them. Degree plans may be found in the sections of this catalog describing the departments' programs and in degree program brochures available in departmental offices.

A student transferring to UHD who has completed the common core requirements at another Texas institution of higher education will receive credit for each of the core courses transferred and will be considered to have fully satisfied all UHD's common core requirements.

A student transferring to UHD who has completed some, but not all, of the common core requirements at another Texas institution of higher education will receive credit for each of the core courses transferred and will be considered to have fully satisfied the corresponding common core requirements at UHD. The student must still satisfy any remaining UHD

common core requirements.

Students concurrently enrolled at more than one institution of higher education should follow the core curriculum requirements in effect for the institution where they are classified as degree-seeking students.

### Correcting an Address

Mailing addresses may be changed online through the myUHD 2.0 at [www.uhd.edu/myuhd](http://www.uhd.edu/myuhd) under “My Personal Profile & Emergency Alerts.” Currently enrolled students requesting a name change should refer to the Student Information Update form for essential information regarding updates to GatorMail and Blackboard.

### Course Credit and Numbering System

Progress toward the completion of academic work is measured in terms of semester credit hours. One semester credit hour is normally equivalent to one hour of class work, or from one to six hours of laboratory work per week for a semester.

All courses are identified by discipline and number. The first digit of a course number indicates the academic level. Courses in the 1000 series are for freshmen, 2000 for sophomores, 3000 for juniors and 4000 for seniors. The 5000 and 6000 series courses are graduate courses. Undergraduates are not allowed to enroll in graduate courses without permission of the academic department which offers the courses. The second digit indicates the number of semester credit hours that the course carries. The third and fourth digits specify a particular course within its discipline.

The three numbers in parentheses after each course title indicate the number of semester credit hours, the number of class hours per week, and the number of additional laboratory or activity hours per

week.

### Course Load

Maximum course loads are established to encourage students to think carefully about the amount of time they will need to devote to each class. The following policies are in place so that students are better able to meet their course obligations successfully.

- A standard undergraduate course load during the fall and spring terms is 15 to 16 semester credit hours, or five courses. Twelve semester credit hours are considered the minimum full-time load.
- Students who are employed 40 hours per week should take no more than two courses, or six credit hours.
- Students who wish to enroll in 20 credit hours or more in a fall or spring term must receive approval from the assistant or associate dean of their college.
- The standard load for one summer session is six to eight credit hours.
- Students who wish to enroll in nine hours or more in a single summer session or in two overlapping summer sessions must receive approval from the assistant or associate dean of their college.

For information on the graduate course load, consult specific master’s degree coordinator.

### Diplomas

Diplomas will be printed once the Registrar’s Office certifies that candidates have met all degree requirements. It takes about three months from the end of the semester for diplomas to be printed. To receive a diploma, you must have submitted the online graduation application and cleared all holds. Students can request up to three copies of their diploma when they submit their online graduation application. Each additional diploma copy costs \$50 each. If students

wish to request more than three copies of their diploma, they will need to contact the Registrar’s Office. Your diploma will include your name, graduation date and degree, Latin honors (if applicable), and the university’s seal and signatures. Your diploma will be mailed to the address on your student record. Any diplomas, which were undeliverable through mail, will be held in the Registrar’s Office for up to two weeks. Graduates can contact the Registrar’s Office if they have any questions on the status of your diploma.

### Directed Studies Courses

A directed studies course allows students to work directly with a faculty member on an individual basis. This type of study is intended to expand the curriculum and may not duplicate an organized course. A directed studies course requires a term paper, research study or comparable project. Students wishing to enroll in a directed studies course must be in good academic standing, must have instructor approval to enroll in the course. The academic department of the course or college may have additional prerequisites or requirements for enrollment in a directed studies course. Procedures for enrolling in directed studies courses are available in UHD Policy Statement 03.A.17-Directed Studies. Degree requirements may limit the number of hours of directed studies that may be applied.

### Field Experience Courses, (Internships) Visit your academic department

To enroll in a Field Experience course, you must have declared a major, have completed at least 60 semester credit hours, be in good academic standing, meet your academic department’s requirements, and have the approval of the Field Experience Academic Coordinator in your academic department. Information about Field Experience courses is available in each academic department.

### Grading System and Standards

#### Academic Honesty

The Academic Honesty Code is embraced by all members of the University of Houston-Downtown academic community and is an essential element of the institution’s academic credibility. The Honesty Code states, “We will be honest in all our academic activities and will not tolerate dishonesty.” The purpose of the Academic Honesty Policy is to deal with alleged violations of the Honesty Code fairly and consistently. The policy is administered jointly by students and faculty. It is each student’s responsibility to read and understand the Academic Honesty Policy.

#### Grading System

The following grades are included in the calculation of grade point averages:

Grade	Grade Points
A Superior	4.0
B Above Average	3.0
C Average	2.0
D Below Average	1.0
F Failure	0.0

Also included in the calculation of grade point averages are incomplete letter grades. Incomplete letter grades are I/A (4 points), I/B (3 points), I/C (2 points), I/D (1 point) and I/F (0 grade points).

The following grades are not included in the calculation of grade point averages:

Grade	
A*	Non-credit grade
B*	Non-credit grade
C*	Non-credit grade
IP	In Progress
AUD	Audit
S	Satisfactory (Passed)
U	Unsatisfactory (Failed)
W	Drop

CA Credit Awarded  
WM Withdrawn-Military

### **Grade Point Average (GPA)**

A measure of the overall level of a student's academic achievement. (It is calculated by dividing the total number of grade points earned at UHD by the total number of semester hours at UHD. Whenever a course is repeated, only the highest grade from the attempts will be used for calculating the grade point average.)

### **GPA at Time of Graduation**

UHD Grade Point Average (GPA) is used at the time of graduation and is used to certify the degree. When a course has been repeated, only the highest grade earned at UHD will be used in computing UHD grade point average. Unless a grade appeal has been found in the student's favor, the GPA certified at the time of graduation remains the official GPA for the certified degree and shall not be subject to change. A student's eligibility for honors at the time of graduation shall not be adjusted. Grades for courses repeated after graduation and new courses completed after graduation, do not change the GPA certified at the time of graduation. A student's overall GPA at UHD may be updated based on courses taken after the certification and award of the degree. Transfer grades are not included in the calculation of the UHD GPA.

### **Repeated Courses**

Undergraduate students may enroll in a course at UHD no more than three times. Students may appeal this restriction by petitioning the dean of the college in which the course is housed. When a course is repeated, only the highest grade earned at UHD will be used in computing the grade point average. If a course taken initially at UHD is repeated later at another institution for credit, only the UHD grade is included in the grade point average.

**GPA at the time of graduation:** UHD Grade Point Average (GPA) is used at the time of graduation and is used to certify the degree. When a course has been repeated, only the highest grade earned at UHD will be used in computing UHD grade point average. Unless a grade appeal has been found in the student's favor as outlined in the grade appeal process the GPA certified at the time of graduation remains the official GPA for the certified degree and shall not be subject to change. A student's eligibility for honors at the time of graduation shall not be adjusted. Grades for courses repeated after graduation and new courses completed after graduation, do not change the GPA certified at the time of graduation. A student's overall GPA at UHD may be updated based on courses taken after the certification and award of the degree. Transfer grades are not included in the calculation of the UHD GPA.

### **Grade of I (Incomplete)**

A grade of I is given only when students have completed a massive portion of the course requirements and a documented emergency prevents the student from completing the remaining course requirements. Before an instructor can assign a grade of I, they must file with, and get approval by, the home department chair. This approval is documented by a form signed by both the instructor and the student that describes the necessary work that can be submitted before the deadlines described below. If a student is unable to sign the form, the instructor must state on the form the reason for granting the I and the work necessary for the removal of the I. A grade of I counts as an F in calculating the graduation GPA for purposes of determining eligibility for graduation.

- If the incomplete grade was assigned during the Fall semester, the grade of

I will be changed to the grade earned based on the assignments submitted before the end of the subsequent Spring term.

- It is the instructor's responsibility to submit the grade change to the Office of the Registrar. If the instructor is unavailable, the home department is responsible for submitting the grade change to the Office of the Registrar. If no grade is submitted to the registrar at the end of the subsequent Spring semester, the incomplete grade is automatically changed to an I/F.
- If the incomplete grade was assigned during the Spring semester or a summer term, the grade of I will be changed to the grade earned based on the assignments submitted before the end of the subsequent Fall term. It is the instructor's responsibility to submit the grade change to the Office of the Registrar. If the instructor is unavailable, the home department is responsible for submitting the grade change to the Office of the Registrar. If no grade is submitted to the Office of the Registrar, the incomplete grade is automatically changed to an I/F.
- If the incomplete grade was assigned during the part of a term or mini term, the grade of I will be changed to the grade earned (I/F) based on the assignments submitted before the end of the subsequent long semester. It is the instructor's responsibility to submit the grade change to the Office of the Registrar. If the instructor is unavailable, the home department is responsible for submitting the grade change to the Office of the Registrar. If no grade is submitted to the Office of the Registrar, the incomplete grade is automatically changed to an I/F.
- **Military Leave:** Students who have received I grades because their enrollment has been interrupted by active military duty in the United

States military must complete the missing work within one year from the conclusion of those duties. It is the responsibility of the student to provide official documentation of their required duties to the Office of Veterans Affairs and the Office of the Registrar. If the work is not completed within one year from the conclusion of those duties, the grade of I is changed to WM.

- **Title IX Leave:** In compliance with Title IX, students with applicable leave designation may complete outstanding coursework within one long semester after the expiration of the leave. It is the responsibility of the student to provide a supporting medical statement to the Title IX coordinator and to the Office of the Registrar. If the student does not complete the outstanding coursework within one long semester after the expiration of the medical leave, the student's grade will remain indefinitely I, unless the student decides to accept the grade earned in the class. If the student wished to accept the earned grade, they should request to do so, who will defer to the instructor of record as to the earned grade in the class.

### **Grade of IP (In Progress)**

A grade of IP may be assigned only in courses that have been officially approved for such designation. The grade of IP is used primarily in thesis and selected research courses in which a student is registered to use university resources. In calculating the GPA, a grade of IP receives no grade point value, and it may remain on a student's transcript in perpetuity. To receive grade credit for a course in which an IP was assigned a student must repeat the course and earn a passing grade (i.e., once an IP is given, the grade cannot be changed).

**Grade of S/U (Satisfactory Pass/Unsatisfactory Fail)**

A grade of S/U may be assigned only in courses that have been officially approved for such designation. Credit received with a grade of S/U is not included in calculating the GPA.

**Grade of AUD (Audit)**

In accordance with PS 03.A.03 - Auditing Courses, a grade of AUD may be assigned only in those courses officially approved for such designation. Grades of AUD are not included in calculating the GPA.

**Grade of CA (Credit Awarded)**

A grade of CA will be assigned to non-course-based credit subject to the 24-hour limit in PS 03.A.11: Credit by Examination and Credit by Approved Equivalencies.

**Grade of W (Drop)**

Students will not receive a grade for a course if they drop the course by the Official Day of Record (see Academic Calendar). Students automatically receive a grade of W for any course they drop after the Official Day of Record up to the drop/withdrawal deadline as listed in the online Academic Calendar. Official Day of Record and drop/withdrawal deadlines are published in the University Calendar online at [www.uhd.edu/AcademicCalendars](http://www.uhd.edu/AcademicCalendars).

Class days are defined as days on which the university normally has one or more classes scheduled; not the days for which an individual student is scheduled for his/her classes. For purposes of determining academic calendar dates, class days during the Fall, Spring, May, and Winter terms are Monday through Friday while class days during a summer term are Monday through Thursday.

**Retroactive Withdrawal:**

Grades of W are granted retroactively (i.e., after the published deadline) only

under unusual and well-documented circumstances. Students requesting a complete retroactive withdrawal (i.e., withdrawal from all courses taken during a semester) must submit and appeal to the Office of the Registrar, which is responsible for archiving these documents; submitting the appeal documents to the academic dean in the college in which the student has declared a major; and conducting the academic dean's decision. The process is the same for students requesting a partial retroactive withdrawal (i.e., withdrawal from one or more but not all courses taken during a semester), except that the registrar will submit partial retroactive withdrawal appeals to the academic dean in the college in which each course is taken. If the relevant dean finds sufficient documented justification for a complete or partial retroactive withdrawal; the dean will file an administrative request with the Registrar's Office. When approval has been granted, the dean's office will also notify the course instructors and the chairs of the home departments of the decision and change of grade (provided they are still employed at UHD). The registrar is responsible for letting the student know the relevant dean's decision, which is final. Students seeking a retroactive withdrawal must appeal within one calendar year after the close of term for which the request is made.

**Appeal of Course Grades**

If a student believes a course grade to be in error (i.e. if it appears to be a miscalculation, or if it appears that grade was not calculated and/or evaluated according to the course instructor's stated procedure) a student may file an appeal by proceeding in the following sequence: (1) appeal first to the course instructor, (2) if the appeal is not resolved to the student's satisfaction, then appeal to the appropriate home department chair, (3) the final level

of appeal would be to the appropriate dean.

If a student does not appeal a grade within one calendar year after the close of the semester in which the grade was received, the grade is final, and no appeal will be heard.

The responsible party at each level has 14 academic calendar days to respond to students in writing with their decision regarding the appeal, unless granted an exception by the dean of the college in which the original grade was awarded.

Appeals must be submitted in writing. Students bear the responsibility by providing documentation related to the grade appeal. If the appeal reaches the chair or dean and it is determined that there is evidence of a grading error, the chair or dean will consult with the course instructor before making a final decision. Final decisions must be communicated in writing to all concerned parties.

When the appealed grade is from a course that is housed in multidisciplinary or multi-college program, all appeals will be managed within the course's home department and college. A student may file an appeal by proceeding in the following sequence:

- appeal first to the course instructor,
- if the appeal is not resolved to the student's satisfaction, the appeal to the chair of the department in which that course is housed (for courses in programs that do not have a department chair, the appeal is initiated with the program director),
- the final level of appeal would be to the dean of the college in which that course is housed.

An instructor may appeal the chair's

decision to the Office of the Dean.

**Change of Course Grade**

A change of course grade initiated by the instructor must be approved by the home department chair within one calendar year after the close of the semester in which the grade was received. If the period extends beyond one year or involves change from an F, the dean must also approve it.

A change of course grade issued by the home department chair must be approved by the dean and notification must be sent to the instructor. A change of course grade issued by the dean must include notification to the instructor and home department chair.

**Dean's List**

The Dean's List recognizes students who have achieved superior academic performance during the fall or spring semester. To be included on the Dean's List for a specific semester, a student must, during that semester, complete at least nine semester hours of college-level work, earn at least a 3.5 grade point average, and receive no grade of I or F. The Dean's List is published by each college at the end of each fall and spring semester.

**Graduation with University Honors**

Students who complete bachelor's degree requirements with exceptionally high-grade point averages receive degrees with honors. University honors will appear on the student transcript and diploma. To qualify for university honors consideration students must have earned 42 credit hours or more at UHD of which 24 credit hours must be upper-level course work. In accordance with the Grading System Standards, all UHD credit hours are used in the GPA calculation. Only credit hours at UHD are considered; transfer credits are not used in the GPA calculation for university honors.

For consideration of university honors, the university will look at two different UHD GPA calculations:

- UHD GPA calculated from the student's last 42 credit hours taken at UHD,
- UHD GPA calculated from all courses taken at UHD.

The higher of the two UHD GPAs will be considered for university honors categories below:

- a cumulative grade point average of 3.8 - 4.0 is required for summa cum laude.
- a cumulative grade point average of 3.6 - 3.79 is required for magna cum laude.
- a grade point average of 3.4 - 3.59 is required for cum laude.

Designation of university honors in the commencement program for graduates will reflect only grades earned prior to the final semester. University honors also will be calculated after final semester grades post and final honor status is reflected on the transcript.

Students not eligible for cum laude, magna cum laude or summa cum laude honors may be eligible for College Honors. Each college will set its own GPA requirements for College Honors. College honors will be calculated after final semester grades post. College honors will be reflected only on the student's final transcript.

Eligibility for College Honors can be found in the general information section for each college in the academic catalog.

### International Students

Individuals from countries outside of the United States seeking admissions to UH-Downtown must apply through the Admissions Office. Classification as an International Student can be obtained by

following the procedures below to obtain an I-20 Immigration form.

- **Application** - A new international student must file an application for admission with Enrollment Services and pay the nonrefundable \$80 application fee by the application deadline. The application and fee will be valid for a period of one year.
- **Transcripts** - Freshman students must provide official transcripts of secondary school scores, including mark sheets and date of graduation, in their original language. A certified English translation of all transcripts must be included if the originals are not in English. Transfer students must provide official transcripts from all colleges or universities attended. If original transcripts are not in English, a certified translation must accompany the original documents. In addition, all foreign transcripts must be evaluated by an evaluation service recognized by UHD to receive transfer credit. Students transferring from another college or university in the United States must submit a transfer form that has been completed and signed by the foreign student advisor at the previously attended institution.
- This form must be returned to Enrollment Services at UHD prior to enrollment.
- **Affidavit of Support** - A signed Affidavit of Support must be submitted showing that a sponsor(s) will be responsible for all educational and living expenses.
- **Bank Letter** - A certified bank letter, indicating that the sponsor is financially capable of meeting the student's education and living expenses, must

be submitted. This letter must indicate, either in U.S. dollars or in the local currency, the amount maintained in the account(s). The letter must have been issued within the past three months.

- **Language Proficiency** - A valid TOEFL (Test of English as a Foreign Language) score 550 for the paper version or 213 for the computer-based version or 80 for internet based or higher or IELTS score of 6.5 or higher is required. Students with a TOEFL score of less than 550 or IELTS score of less than 6.5 may attend the English Language Institute (ELI) prior to beginning academic studies at the university. ELI students study noncredit English classes until they are either recommended by ELI for academic study or achieve a 550 TOEFL score. Graduates of ELI can apply into the undergraduate academic programs at the University of Houston- Downtown without taking the TOEFL. Transfer students may be exempt from taking the TOEFL if they have passed twelve or more college- level hours in the United States, including Composition I and II, with a grade of C or better.
- **Health Insurance** - International students must carry health insurance for the duration of their studies. The University of Houston-Downtown requires students to obtain adequate health insurance coverage that meets the following requirements: No annual limit on medical/ preventive care benefits, at least \$50,000 on medical evacuation coverage, and at least \$25,000 on repatriation coverage. International students who wish to apply for health insurance waiver, please make sure the coverage meets the above minimum requirements and go to [uhd.myahpcare.com](http://uhd.myahpcare.com) to submit the waiver request online.

Otherwise, students will be charged for health insurance as a part of their registration fees. Individuals who are not eligible to be classified as International Students, but who have filed for adjustment of status with the United States Citizenship and Immigration Services (USCIS) and have their petition pending to attain lawful status under federal immigration law or those who qualify under Senate Bill 1528 can apply using the university's undergraduate application. For more information, go to [www.uhd.edu/admissions/Pages/admissions-residency.aspx](http://www.uhd.edu/admissions/Pages/admissions-residency.aspx)

### Major Declaration

As students apply for admission to UHD, a major must be selected for their intended program of study. If the student meets all declaration requirements noted in the undergraduate catalog for their intended major, the student is declared upon admission.

Students not meeting declaration requirements upon admission are identified as pre-majors. Following the official posting of grades for each term, pre- majors are routinely evaluated to determine if declaration requirements have been met. Students meeting declaration requirements become declared and students not meeting declaration requirements remain pre-majors. A pre-major student must meet the declaration requirements by their second term of enrollment (transfer) or 45 hours (first time in college); failure to do so will require additional major exploration and a change in major to continue enrollment at UHD. All students seeking to change their major or pre-major must meet with an academic advisor to discuss the proposed change and their eligibility. Declared majors assigned to college advising centers may submit a Major Change Request at any time through student eservices. Declared and pre-

majors assigned to the Academic Advising Center may submit a Change in Curriculum Request Form with their academic advisor.

### **Official Day of Record**

The Official Day of Record is the last day to do the following:

- Change to audit status for a class
- Appeal residency status
- Request an international student health insurance waiver
- Drop without a grade
- Receive a refund for a partial withdrawal  
See [www.uhd.edu/AcademicCalendars](http://www.uhd.edu/AcademicCalendars) for each semester's Official Day of Record.

### **Prerequisites**

Prerequisites are NOT optional.

Prerequisites ARE requirements or courses that must be completed PRIOR to taking a course. The prerequisites for a course are described in the catalog course descriptions. It is the student's responsibility to ensure that he/she meets the prerequisites prior to enrollment in a course. If the student enrolls and does not meet the prerequisites, he/she may be administratively withdrawn from the course at any time. Any variance in prerequisite requirements or this policy must be obtained in writing from the program chair prior to enrollment in the course.

### **Release of Student Records**

UHD has a policy in conformity with the Family Educational Rights and Privacy Act (FERPA) covering the release of student records. Student rights include the following:

- Students have the right to inspect and review their education records within 45 days of the day the university receives the request.
- 
- Students have the right to request amendment of their education records that they believe are inaccurate or misleading.

- Students have the right to consent to the disclosure of personally identifiable information in their education records, except to the extent that FERPA authorizes disclosure without consent.
- Students have the right to file a complaint with the US Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

### **Directory Information**

At its discretion, the University of Houston-Downtown may provide directory information to the public without student consent. Directory information is defined by University of Houston- Downtown (within the guidelines of the Family Educational Rights and Privacy Act of 1974) as follows:

- Student's name
- Mailing Address
- Primary Telephone number
- University Assigned e-mail address
- Classification
- Enrollment Status
- Major and minor fields of study
- Degrees, certificates, awards, and honors received
- Dates of attendance
- Graduation Date
- Expected graduation date
- The most recent previous educational agency or institution attended by the student (higher education)

Students may request that directory information be withheld from the public by contacting the Registrar's Office at any time during the semester. Such requests must be made in writing and will remain in place until the student directs the office in writing that it is to be removed. The Confidentiality Request Form is available online, visit the Registrar's Office website for more information.

### **Disclosure of Education Records**

The University of Houston-Downtown will not disclose information from a student's

education records without the written consent of the student except in the following instances in which FERPA authorizes disclosure without prior student consent:

- To school officials who have a legitimate educational or administrative interest in the records. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including the University's police department and health care staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a person assisting another school official in performing his or her official duties. A school official has a legitimate education interest if the official needs to review an education record to fulfill his or her professional responsibilities.
- To other schools in which the student seeks to enroll.
- To authorized representatives of the U.S. Secretary of Education, the U.S. Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs, and the U.S. Attorney General for law enforcement purposes.
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To state and local officials or authorities in accordance with state law.
- To organizations conducting studies for or on behalf of the University to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To accredit organizations to conduct their functions.

### **Custodian of Records**

The following individuals are designated

by the University as custodians of records: Registrar's Office, Room N330; Director of Scholarships and Financial Aid, Room S330; Director of the Career Development Center, Room S402; Director of Counseling and Health Services, Room S445; Dean of Students, Room S380; Dean of each College.

### **Procedure for Inspecting Education Records**

A student has the right to inspect his or her education records and challenge the contents. To review records, a student must make a request in writing to the Registrar's Office. The request must clearly and specifically identify the record or records he or she wishes to inspect plus the purpose of the request. The request must be signed and dated by the student. The University will respond to the student's request within a reasonable time. A request to inspect (review) education records is not considered the same as a request for copies of the records.

### **Procedure for Amending Education Records**

If a student believes the information in his or her education record contains information that is inaccurate, misleading, or in violation of the student's rights of privacy, the student should submit a written and signed request for amendment to the Registrar's Office. The written request should clearly identify the part of the record the student wants changed and specify why it is inaccurate, misleading, or in violation of the student's rights of privacy and submit evidence. The University will notify the student within a reasonable time regarding whether or not the record will be amended. If the university denies the student's request for amendment of his or her record, the student has the right to a hearing regarding the requested amendment. This procedure does not govern grade appeals.

## Schedule Changes

Schedule changes are made online, and may require approval by an academic advisor. Registration instructions for schedule changes are found on the Registrar's website and the dates for schedule changes are found in the online Academic Calendar.

## Texas Success Initiative

Texas law requires that you take TSI before you enroll, unless you are exempt from or have satisfied TSI requirements.

Exemptions for one or more sections include:

- Students who served or are serving in the military.
- Students who meet qualifying standards on the SAT, ACT, TAKS, or STAAR
- Students who have graduated with an associate or baccalaureate degree from a Texas public institution.

Satisfy the TSI requirements:

- Students who have satisfactorily completed college-level coursework at a private or out-of-state institution.
- Students who have graduated with an associate or baccalaureate degree from a private or out-of-state institution.
- Students who have satisfactorily completed the TSI.

Students who have not yet passed all sections of TSI must enroll in developmental courses in the areas they have not passed. Some departments also require enrollment in a tutorial. All developmental courses in English, reading and mathematics are charged tuition, and are not college credit-bearing but do meet requirements for full- and part-time status, financial aid, and health insurance. Taking and passing TSI as soon as possible will save you time and money. Academic advisors in the Academic Advising Center will assist you in meeting these requirements.

## Testing at UHD

UHD offers TSI and Placement.

## Placement Testing

TSI measures your proficiency in writing, reading and math. Your scores determine which classes you will take.

## Transcript

Requests for official UHD transcripts are made online through the myUHD2.0 and are processed by the Registrar's Office. All requests for official UHD transcripts will be processed within 2-3 business days, with the exception of transcripts that include coursework completed at South Texas Junior College or former students who attended prior to 2013, which may take up to 14 business days for processing.

Official transcripts cannot be released if the student's account is delinquent or if there is an active hold preventing the release of the transcript. Students can check their account and hold information online via Student Center.

A transcript fee of \$10 will be charged for each printed official transcript. Transcripts requested to be sent electronically through Electronic Data Interchange (EDI) to other institutions of Higher Education or as a PDF through our chosen partner Scrip-Safe will not incur an additional cost.

- Electronic transcripts (EDI or PDF): no additional cost
- Printed transcripts (mail or pick-up): \$10.00 per transcript (non-refundable)

Official transcripts from other institutions which are submitted to the Office of Admissions as part of the admissions process become the property of UHD and will not be rereleased to the student unless the request is covered under the Family Educational Rights and Privacy Act (FERPA). Additionally, UHD does not include completed transfer coursework on the official UHD transcript.

Unofficial transcripts, also known as the online grade history, are available through the myUHD Portal, under the My Transcript & Grades option.

Note: Grades for Part of Term (PoT) courses ending prior to the close of the full term will be available online on the dates listed in the Academic Calendar. Part of Term (PoT) official grades will be displayed on the official transcript when grades for the full term are made available. See the Academic Calendar for grade posting dates at [www.uhd.edu/AcademicCalendars](http://www.uhd.edu/AcademicCalendars).

## UHD Locations

### UHD @ LSC Cy Fair, UHD @ LSC Kingwood & UHD NW

For students who live or work in the suburban Houston areas, UHD offers programs at Lone Star College-CyFair, Lone Star College-Kingwood and UHD Northwest located at Lone Star College-University Park. Courses taken off-campus may apply to any UHD degree program in which they are ordinarily accepted. Students enjoy the ability to tailor their schedule to meet individual needs by taking courses at multiple locations or using multiple formats.

## Online

The rapid expansion of access to the Internet has created new opportunities for meeting UHD students' educational needs. UHD offers a growing selection of upper division courses delivered over the web in support of degree programs. The courses are organized to provide students with a variety of activities designed to enhance the educational experience while providing the student with flexibility in taking the course. Students generally work within defined time frames for completion of course modules, and they often have the opportunity to interact directly in real time with fellow students and their professor through chats and bulletin board discussions. To meet students' needs to access education anytime, anywhere, the University of Houston-Downtown offers degree completion programs online. Students complete the required lower division course work, and UHD provides the upper division course work online for the degree. Classes offered are identical to those earned on campus and

may be transferred to any other accredited institution. Students in the programs are not limited to online courses but can also take courses on campus or at UHD's off campus locations at their convenience.

- UHD Northwest  
Lone Star College - University Park  
20515 SH249, Building 12 - Suite 201,  
Houston, TX 77070  
(713) 237-5400
- UHD at Lone Star College - CyFair  
9191 Barker Cypress Rd., CASA Building  
109P  
Cypress, TX 77433  
(281) 290-3435
- UHD at Lone Star College - Kingwood  
20000 Kingwood Dr., SCC 113  
Kingwood, TX 77339  
(281) 318-4339



## **FINANCIAL RESOURCES**

## Deadlines

It is your responsibility to adhere to published deadlines. Deadlines exist for such activities as applying for admission, registering for classes, changing your schedule, dropping classes, paying tuition and fees, and applying to graduate. Important dates, deadlines and regulations appear in the UHD Catalog and the online Academic Calendar.

## Emergency Book Loans

Book loans are available to aid in the process of purchasing books and supplies in the beginning of the semester. The terms of the book loan include a \$5 nonrefundable service charge and a 5% simple interest rate. Book loans are available online and must be requested prior to the reporting day for the semester. To qualify for a book loan, you must meet the following conditions.

- Account must be in good financial standing, account cannot be on financial suspension,
- Must be registered in at least half-time enrollment for the current semester
- Cannot have received a refund for the current semester greater than \$300.

Book loans are \$500 and can only be used at the campus bookstore (on-site and online). Once executed, the book loan cannot be cancelled. If the full amount of the book loan is not used, an adjustment will be made to the student account to reflect the actual amount used. Any credit for returned books will be reflected on the student's account and will be applied to any outstanding balance for the current semester. Emergency book loans are only offered during Fall and Spring semesters and repayment of the loan will be due as outlined in the Academic Calendar. The book loan must be repaid before registration for future semesters will be

allowed.

## Emergency Deferment Plans

UHD offers an emergency deferment payment option to students who are unable to make the required tuition payment by the due date. The Emergency Deferment Plan is available online to Texas Residents and Short-Term Deferment is available to International and Non-Resident students who are not on financial suspension.

This payment option is not offered in the Winter/ May mini terms. Emergency deferments plans are only given for the first payment of an installment plan and have a 5% interest rate. This payment option can only be executed once per semester and cannot be altered once it has been requested. Any additional charges incurred after this payment option has been selected, are due immediately. There is a \$24 installment plan setup fee, which is included in the Emergency Deferment Plan. Repayment dates for Emergency Deferment Plans are outlined in the Academic Calendar. Emergency Deferment Plans must be repaid before registration for future semesters will be allowed.

## Fees

In addition to tuition, all students at UHD are subject to mandatory fees which include the following:

- Advising Fee – Used to support important new joint initiatives from Academic Affairs and Student Services and Enrollment Management geared toward significantly strengthening student advising at UHD.
- Center Fee – Funds the following: O’Kane Gallery, Information Center, Student ID’s.
- Computer Use Fee – Used to support

on-campus, remote, and cloud-based technology services.

- Extended Access & Support Fee – Funds are used to support on-line instruction, Face to Face and Interactive TV instruction at remote sites, and the Blackboard Vista course management system.
- International Education Fee – State-mandated charge on all students to create scholarships for Texas students traveling (studying) abroad.
- Lab Fee/Course Fee – Charges to offset the additional costs of conducting certain classes (mostly materials & equipment).
- Library Fee – Supports the UHD library.
- Records Office Fee – Provides unlimited electronic transcript requests and adds/drops.
- Student Service Fee – Funds many university departments and services/activities. Some of the major recipients of funds are as follows: Financial Aid, Student Leadership & Involvement, Student Health Services, Counseling Center, Enrollment Services, Program Council, Placement Center, SGA, and Dean of Students.
- Wellness & Success Center Fee – Used for financing, constructing, operating, maintaining, improving, and equipping a wellness and success center and for operating student wellness programs.

Some courses and services also require additional fees as outlined in the UHD Catalog.

Additionally, the University of Houston System charges a processing fee on all credit card transactions. The processing fee is assessed on all credit card brands. The processing fee imposed is not greater than the University's applicable merchant discount rate for credit card transactions. The credit card processing fee is assessed to Credit Cards, Debit Cards, Gift Cards,

Prepaid Cards, and Check Cards. This fee is assessed on all credit card transactions that occur online or in person at the Cashier's Office.

## Financial Responsibility

As a condition of your enrollment with the University, you are expected to monitor your account and pay your tuition and fees by the deadlines outlined in the Academic Calendar. Additionally, students are required to complete an electronic Financial Responsibility Agreement each semester upon registration. This statement outlines the terms and conditions of the financial responsibilities and obligations associated with attending the university. Students are required to meet all financial responsibilities to the university. An outstanding debt at any university within the University of Houston System (UH, UH-Clear Lake, UHD or UH-Victoria) will prohibit a student from enrolling in or the release of an official transcript or diploma from all University of Houston System Institutions.

## Payment Agreements

Establishing a payment agreement with the University does not satisfy the conditions necessary to receive credit for courses completed or for the release of an official transcript or diploma. All debts and financial holds must be rectified in full before an official transcript/diploma may be released or future term enrollment granted at any UHS Institution.

## Returned Checks

Students who write checks to the university on accounts with insufficient funds or accounts with invalid banking information are assessed a \$20 service charge for each such check, regardless of the amount, and may be referred to law enforcement authorities and/or credit bureaus. If a check is returned because of bank error, the student must contact

their bank for reimbursement of the \$20 returned check charge paid to the university.

If such a check is presented in payment of tuition and fees, the payment will be reversed from the student account and the student will be subject to all applicable late fees and drop dates. Failure to make a valid payment by the drop date may result in loss of registration and a reinstatement charge may be required before reenrollment is approved.

### **Financial Hold Removal**

It is the student's responsibility to monitor their account and to ensure that all debts are paid to the University of Houston System. Students must contact the UHD Cashier's Office or the department the debt was owed to for request of financial hold removal after payment has been submitted. Students must clear financial holds with all University of Houston System Institutions before credit can be granted for coursework completed and an official transcript or diploma released. There is a minimum 15-day hold on all personal check/electronic check payments which will prevent the release of an official transcript/diploma. Cross-campus financial hold removal can take 2-24 hours to be updated across all UH System Campuses.

### **Collections**

A student who does not meet financial responsibilities to the University may be subject to withdrawal from classes and may be referred to an outside collection agency. Once an account is referred to a collection agency, the student is responsible for payment of additional collection costs and/or any impact to the consumer credit report.

### **Collections**

Collection Agency Fees, not to exceed 30% of the principal balance, will be assessed on the unpaid balance of the account, after internal collection efforts have failed

to result in the full payment. The student agrees to reimburse the university the fees of any collection agency, and expenses, including reasonable attorney's fees, the university incurs in such collection efforts.

### **Electronic Signature**

To increase the efficiency of transactions that require authorization, the University of Houston-Downtown may require that members of the University community use electronic signatures to conduct certain transactions that previously required handwritten signatures and approvals on paper documents. To the fullest extent permitted by law, the University accepts e-signatures as legally binding and equivalent to handwritten signatures to signify an agreement. Accepting terms of an agreement constitutes an electronic signature. By executing a payment, installment plan/emergency/book loan online, the student is agreeing with an e-signature to accept all economic responsibility associated with enrollment.

### **Method of Payment**

You may select one of the following methods of payment of tuition and mandatory fees (fees will vary with amount of hours) for each fall or spring semester:

- Full payment of all tuition and mandatory fees prior to the beginning of the semester; or
- Payment by Installment Plan: Installment payments may be made online through myUHD2.0.

If you have an installment plan and receive financial aid, full payment of the installment plan for the semester in which you are enrolled will be deducted before any refund will be processed. A delinquent fee of \$10 per installment will be charged if you are late in making your payment.

Withdrawal from the University, for whatever reason, will not cancel the obligation to pay the full amount of the

installment payment promissory note. If your withdrawal is after the 100% refund period, you may still owe a balance on your installment loan. Students must check their balance AFTER withdrawal has been processed to verify if there is any remaining balance and to ensure the account is in good financial standing. All refunds of tuition and fees will be applied first to the installment note balance. Any remaining refund will be processed in the manner in which the student selected via the BankMobile account, with exception of credit card payments which will be credited back to the credit card originally used.

Any student who has elected to pay tuition and fees by installment, and who is delinquent in making payment, is barred from attending any institution in the University of Houston System until full payment, including delinquent charges, has been made. Students in default or who have any outstanding account balance will also be withheld credit for completed courses including request of official transcript or diploma. An additional default fee of \$50 is collected from any student who fails to make payment in full by the end of the semester.

You may use your VISA, MasterCard, American Express, Discover Card or checking account to pay online. You may pay in full or by installments online. Payments may also be made in person, by mail or deposited in the drop box located by the Cashier's Office, S310, after closing. The office is open Monday through Thursday from 8 a.m. to 6 p.m. and on Fridays from 8 a.m. to 5 p.m. All checks must include your student identification number and state-driver's-license number of the person signing the check on the face of the check. If you mail your payment, it must be received by the payment deadline dates as outlined in the

Academic Calendar to avoid having your classes dropped. The university does not receive mail on Saturdays so mail must be received by Friday when the deadline falls on a Saturday. The University of Houston System charges a processing fee on all credit card transactions. The processing fee is assessed on all credit card brands. The processing fee imposed is not greater than the University's applicable merchant discount rate for credit card transactions.

### **Refunds**

All refunds for schedule changes and withdrawals are made in accordance with the following rules and regulations:

### **Complete Withdrawal (Processed after the Official Day of Record listed in Academic Calendar)**

Students who officially withdraw from all university courses may be eligible for a refund of tuition and mandatory fees. Please refer to the current academic calendar for the refund schedule. Students who are withdrawing and who have received financial aid should consult the Office of Scholarships and Financial Aid.

### **Partial Withdrawal (Processed after the Official Day of Record listed in Academic Calendar)**

Students who officially drop some but not all their courses by the Official Day of Record for the term are eligible for a 100% refund of tuition and fees for the dropped classes. After this period there is no refund for partial withdrawals. Students who are withdrawing and who have received financial aid should consult the Office of Scholarships and Financial Aid.

It is the student's responsibility to monitor their account to ensure that all financial obligations/ debts have been rectified upon withdrawal from the university. Inquiries regarding the process for returning a parking permit should

be directed to the UHD Parking and Transportation Services Department. A refund may not be issued to a student who has not met all financial obligations, including full payment of installment balances. If a student received financial aid, the refund may be credited to the appropriate financial aid account. The Academic Calendar provides specific dates and deadlines.

UHD has partnered with BankMobile to deliver refunds and offer you smarter ways to manage your money. Refunds will be dispersed through BankMobile in the manner you have selected (Same Business Day, Deposit to Another Account, or Paper Check). Students must activate their BankMobile account upon receipt of their activation code or Refund Selection Kit and select a refund preference. Activation and refund preference selection can be completed online at [www.refundselection.com](http://www.refundselection.com). To ensure you receive your Refund Selection Kit, please verify your mailing address through myUHD2.0. Refunds for students who receive financial aid must be reviewed by the Office of Scholarships and Financial Aid to determine if the refund must be returned to a financial aid program. Students who pay by credit card will receive a refund on the credit card used in the original transaction, regardless of the order or type of payment(s). Please allow 7-10 business days for your refund to be processed.

### **Residency Status for Tuition Purposes**

Residency status is determined in accordance with Rules and Regulations for Determining Residency Status, published by the Texas Higher Education Coordinating Board and pursuant to Title 3, Texas Education Code. Applicants provide residency information in the Application for Admission.

If the information provided is insufficient,

UHD will classify the applicant as non-resident and request additional information. As a UHD student, you must establish both Texas residency and US residency to pay in-state tuition. If the student has been classified as a nonresident, the student may be required to show proof of either Texas or US residency, or both.

If you are a first-time student at UHD or it is your first semester as a transfer student, you must contact the Registrar's Office at 713-221-8999 or send an email to [residency@uhd.edu](mailto:residency@uhd.edu) to request a change in residency status along with all supporting documentation.

If you have established any academic history at UHD, you must request a residency reclassification form and provide all supporting documentation to the Registrar's Office. You can contact their office at 713-221-8999 or send an email to [residency@uhd.edu](mailto:residency@uhd.edu).

The burden of proof lies with the applicant that the residency requirements have been met for UHD to consider reclassification. Residency appeals must be submitted with all appropriate documentation by the Official Day of Record of the current semester. See University Academic Calendar for dates.

### **Tuition Rates**

Tuition rates are determined by the Texas State Legislature and the University of Houston-System Board of Regents and are charged to students as authorized by Chapter 54 of the Texas Education Code.

### **Important Information Regarding Your Cost of Higher Education**

Like all public universities in Texas, UHD is funded by the state of Texas. Funds generated from tuition and fees cover only a portion of the cost of instruction at

the university, while most of the funding comes from state itself according to rules established by the Texas legislature. Because of its role in funding universities, over the years the State has grown more interested in encouraging students to complete their degrees as quickly as possible. To accomplish this, they have imposed restrictions on the funding they are willing to provide universities.

Some of you have already been affected by some of these restrictions, such as the third repeat rule, excessive developmental hours rule and courses taken by any student who attempt more than 45 hours over those required by their degree plans. Any course(s) that do not meet these restrictions will be charged at an increased tuition rate per credit hour, up to or equivalent to the rate charged to non-resident and international students.

### **Scholarships and Financial Aid**

A variety of state and federal grants, loans, and scholarships are available to help you with educational expenses through the Office of Scholarships and Financial Aid. Most of these programs are available to anyone who is enrolled at least on a half-time basis, has satisfactory academic progress, and demonstrates financial need. Most financial aid requires submission of the Free Application for Federal Student Aid (FAFSA) or Texas Application for Student Financial Aid (TASFA) for undocumented students. To apply for financial aid or to receive more specific information about aid opportunities, contact the Office of Scholarships and Financial Aid, OMB S350, 713-221- 8041 or visit our web site at [www.uhd.edu/financial](http://www.uhd.edu/financial).

For your free FAFSA application, you can go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). TASFA applications are available online at [www.CollegeforallTexans.com](http://www.CollegeforallTexans.com) or visit the forms page on the financial aid website



# UNIVERSITY RESOURCES

## Academic Computing Lab

OMB S800, 713-221-8540

[www.uhd.edu/acl](http://www.uhd.edu/acl)

The Academic Computing Lab provides resources and user support for instructional activities at UHD. The Lab is located at S800 in the One Main Building. There are more than 100 computers using the Windows operating system in S800 General Lab. Additional computers are available in Academic 4th and 6th floor study area. These computers have Microsoft Office and Internet access. Distance-learning classrooms are available in the Technology Teaching and Learning Center located on the seventh floor of the Academic Building. To access the lab, you must be currently enrolled with a valid UHD ID card.

- **Lab Hours:** The Academic Computing Lab hours during semesters are Monday through Thursday from 7:30 a.m. to 10:00 p.m., Friday 7:30 a.m. to 5:00 p.m., Saturday from 8:00 a.m. to 5:00 p.m., and Sunday from 10:00 a.m. to 5:00 p.m.
- **Software:** Academic Computing has an extensive listing of current software packages on the Windows platform. Types of applications include word processors, spreadsheets, databases, graphics, data flow software, presentation tools, programming languages, and numerous subject-specific software packages. A more complete listing of the software provided is available on the Academic Computing Lab web site. Dial up access to the Linux computer is available twenty-four hours per day, seven days per week.
- **Laptop checkout:** Laptops are available for checkout by students for an entire day. These laptops are for use while students are on campus. To checkout a laptop with carrying case and charger students must be currently enrolled and must present the UHD ID with picture

and sign a laptop checkout agreement. Students may take the laptop any place on campus, but laptops, chargers and cases must be returned to the same checkout location.

- **Laptop work area:** There are tables with power connections located in the lab for students to use their laptops. Wireless printing is also available for laptop users.
- **Printing:** Monochrome single-sided and duplex laser printing is available throughout the lab and electronic classrooms, and color laser printing is available in the lab area. Each semester students are given a print quota for printing in the Computer Labs, Library, and electronic classrooms.
- **Scanners:** flatbed scanners are available in the S800 lab.
- **Shared space:** Each student has 20MB of Linux shared computing space to save files and post a web site.
- **Special Equipment:** The Academic Computing Lab has special software for students with visual impairments. Fusion software is installed for students with low vision, which allows enlargement of text on the screen. All systems also have specialty software available for the blind student with the JAWS program installed. JAWS will read the information on the screen to the user. The special software is available on all computers in Academic Computing Labs.
- **Support:** Full-time staff and student assistants provide general software and hardware support to users in the lab and by telephone.

## Academic Support Center

OMB N925, 713-221-8669

[www.uhd.edu/asc](http://www.uhd.edu/asc)

The Academic Support Center (ASC) offers support for students to improve their writing, reading, math, and statistics skills. The Writing & Reading Center (WRC)

and the Center for Math and Statistics Support (C4MS2) are in the ASC, and each area offers a range of tutoring services designed to accommodate students' unique needs. These include in person and online support services for individuals and groups as well as consultation with faculty tutors, professional tutors, and peer tutors. The ASC also provides access to a variety of learning tools such as computers, textbooks, writing guides, and graphing calculators.

## Alumni Relations

S990, 713-221-8682, [alumni@uhd.edu](mailto:alumni@uhd.edu)

[www.uhd.edu/alumni](http://www.uhd.edu/alumni)

UHD alumni are encouraged to celebrate a lifelong connection to the University long after graduation. As a graduate, you are automatically considered a member of the UHD Alumni Association. There's no membership fee! As part of your membership, enjoy the benefits of your alumni status and share your Gator pride with fellow alumni and supporters through the exchange of ideas, experiences, networking and resources. UHD Alumni benefits include:

- Digital subscription to the monthly Alumni Connect Newsletter – Alumni spotlights, special events, etc.
- Access to the UHD Career Development Centers;
- Access to computer labs and workshops;
- Continued library privileges;
- Continued access to Gatormail address;
- Discounted membership to the UHD Wellness and Success Center;
- Discounted memorabilia from the UHD Bookstore;
- Invitations to fun and enriching activities like lectures and career networking events;
- Opportunities to give back to your alma mater by:
  - ◊ Contributing to scholarships, programs and campus facilities;

- ◊ Mentoring current students;
- ◊ Guest speaking in the classroom;
- ◊ Helping with admissions recruiting;
- ◊ Volunteering at campus-wide events;
- ◊ Participating in Alumni leadership panels;

## Center for Math & Statistics Support:

The C4MS2 provides free math and statistics tutoring services for all UHD students. The center maintains a relaxed, friendly atmosphere that reduces student anxiety about learning math and statistics. The C4MS2 is staffed with experienced faculty tutors and peer tutors, and we offer tutoring in person and online. Students interested in making an appointment for a tutoring session may do so on our website. Tutoring is available for mathematics courses, including MATH 0010, MATH 1301, MATH 1324, MATH 1306, MATH 1310, and MATH 1505. Another popular service is tutoring for statistics courses, such as STAT 1312, STAT 2300, STAT 2305, and STAT 3311. Pre-service elementary teachers can get help with MATH 3321 and MATH 3322. The C4MS2 also provides tutoring for calculus courses such as MATH 2401, MATH 2402, and MATH 2411. The center offers additional services, such as computers for online homework, textbook and graphing calculator checkout, study groups, and final exam review sessions. Students can learn more about the C4MS2 at [uhd.edu/mathcenter](http://uhd.edu/mathcenter).

## Writing & Reading Center:

In pursuit of its dual mission, the Writing & Reading Center facilitates UHD student, staff, and faculty efforts to read, write, and think critically. Through ongoing professional development in writing center research, theory, and tutoring practice, the WRC provides writing tutors with a rich teaching and learning experience. The WRC offers one-on-one writing assistance in person and online. UHD students can receive assistance for any writing

assignment in their coursework, and our tutors can also help with professional documents like personal statements, cover letters, and scholarship essays. Throughout the year, the WRC also sponsors writing-related events and workshops. Students can learn more about the WRC at [uhd.edu/wrc](http://uhd.edu/wrc).

### Automatic Teller Machine (ATM)

For your convenience, an automatic teller machine is located on campus. The ATM will offer fee free services to Bank Mobile card users. All others may be charged nominal transaction fee as noted on the ATM.

### Bookstore

**OMB N351, 713-221-8025**

**[www.uhdcampusstore.com](http://www.uhdcampusstore.com)**

UHD Bookstore is your one stop shop for textbooks and school spirit clothing. We offer the choice of new and used textbooks as well as rental and digital copies when they are available. The UHD Bookstore price matches online competitors including Amazon. Shopping early will provide the best opportunity to obtain used textbooks and help you avoid any delays. Financial aid such as university-funded scholarships, textbook loans, and Veteran Affairs aid are accepted in the bookstore.

If you would like to shop online, you can connect to us through registration by using the TEXTBOOK link or by visiting our website at [uhdcampusstore.com](http://uhdcampusstore.com). You can pick up your course material in the store or have it shipped to you for your convenience. When shopping for your textbooks it is always advisable to bring your schedule or syllabi so we can better assist you. A full refund will be given during the first week of class when accompanied by your original receipt and your textbook is in the same condition it was purchased. The bookstore offers textbook buyback

each day we are open, however the best time to sell your books is at the end of each semester during exam week.

The normal hours of operation for the UHD Bookstore are Monday-Thursday from 9 a.m. to 5 p.m., and Friday from 10 a.m. to 1 p.m. These hours will vary for the summer and will be extended for the start of each semester. Please refer to the website, [uhdcampusstore.com](http://uhdcampusstore.com) or call for additional details.

### Dining Services

**A308, 713-221-8462**

**[www.dineoncampus.com/uhd](http://www.dineoncampus.com/uhd)**

UHD Dining Services offers a variety of retail dining options. The Gator Bite Café's food court, located on the third floor of the Academic Building, houses Starbucks, Chick-fil-A, Mondo's Subs, Create Salad Bar, and Burger 713. If you are in the Marilyn Davies College of Business building, grab food on the go from the Shea Street Café Avenue C-store. UHD Dining also brings local Houston food trucks to campus just outside the UHD Science and Technology Building in the food truck plaza.

All UHD Dining Services locations accept GatorCash declining dining dollars. The normal hours of operation for the UHD Dining Services are Monday-Thursday from 7:30 a.m. to 5:30 p.m., and Friday from 7:30 a.m. to 2:00 p.m. These hours will vary for the summer. Please refer to the website, [dineoncampus.com/uhd](http://dineoncampus.com/uhd) or additional details.

### Environmental Health and Safety Office (EH&S)

**S621, 713-221-8040, [eh&s@uhd.edu](mailto:eh&s@uhd.edu)**

**[www.uhd.edu/administration/environmental-healthsafety/Pages/index.aspx](http://www.uhd.edu/administration/environmental-healthsafety/Pages/index.aspx)**

The UHD Environmental Health and Safety (EH&S) Office provides the university with the full support, training, tools,

and other mechanisms necessary to provide a safe and healthy environment to students, staff, and faculty to learn and work without incident or injury. The EH&S Office's focus is on General Occupational Safety, Environmental Health, and Laboratory Safety (as applicable). Environmental Health and Occupational Safety is Everybody's Responsibility That includes students. Recognizing potential hazards or risk needs to become a way of life. Everyone has a role in creating and maintaining a safe and healthy environment for the UHD community. The best way for UHD to keep people, the environment, and the community safe is to keep implementing best practices that will support continuous improvement. For your own safety and the safety of others, get involved. How?

If you see a...	Contact
Potential hazard or risk to the environment, an accident or injury	EH&S Office – located in the One Main Building (S621). Call 713-221-8040 or email <a href="mailto:eh&amp;s@uhd.edu">eh&amp;s@uhd.edu</a> .
Spill or problem with the facilities	Facilities Management (FM) in the One Main Building (S101). Call 713-221-8026.
Minor medical emergency	Health Services – located in the One Main Building (N445). Please fill out an EH&S Incident Report.
Major medical emergency	Use a Yellow Emergency Call Box or your cell phone to call the UHD Police at 713-221-8911
Program the UHD Police phone number 713-221-8911 into your cell phone! Call Police during after-hours or for any EMERGENCY! NON-EMERGENCY call 713-221-8065.	

If you smell a peculiar or unfamiliar odor on your floor or area - Contact the EH&S Office @ 713-221-8040 or dial x8040 on any campus phone for EH&S to investigate.

### Emergency Management

**OMB S621, 713-221-5848**

**[www.uhd.edu/emergency](http://www.uhd.edu/emergency)**

The Office of Emergency Management supports the University's mission of providing strong academic and career preparation as well as life-long learning opportunities by providing a safe campus through mitigating the effects of, planning for, responding to, and recovering from emergencies and disasters. This web site provides a variety of videos, forms, guides, and links to help you prepare.

Situational awareness and sharing information are important tools in all phases of emergency management. UHD uses many methods to notify the campus community of emergency situations. In the event of an emergency, the University of Houston-Downtown will notify the campus via a combination of emails, text messages, and digital displays. Notifications for public viewing will be published to the UHD Home Page, UHD Facebook, UHD Twitter and UHD Alerts on Twitter.

### Receiving Notifications/Alerts

CAMPUS MEMBERS: Personal contact information must be current to receive emergency texts and/or notifications to a personal email account. Update your contact information on myUHD 2.0

### Emergency Procedures:

In the Event of an Alarm- Please step out into the hallway, listen, and follow one of the announced instructions:

1. **The Automatic Alarm** - One continuous whooping tone is heard with the following message: "This is the University Police. We have an Alarm on your floor. The Fire Department has been notified. If the alarm is sounding on your floor, please proceed to the nearest stairwell and prepare to exit. If there

is evidence of a fire on your floor, please evacuate the floor using the exit stairwells, DO NOT USE ELEVATORS!"

2. **Fire/Smoke Reported Alarm** - Two short tones are heard followed with a live message: "This is the University Police. We have an emergency on the (Floor of Incident) floor. The Fire Department has been notified. Floors (Floor of Incident), (Floor Above), and (Floor Below) must evacuate immediately. DO NOT USE ELEVATORS!"

3. **All Clear Alarm** - Two short tones followed with a live message: "May I have your attention please? This is the University Police. The situation is clear. You may return to your offices and classrooms. The elevators are now in service (provided they were taken out of service) and you may move about the building. Thank you for your cooperation."

- **If No Visible Smoke or Fire**  
- Proceed to the nearest stairwell and wait for further announcements or an official authority (Police, EM, EH&S or FM).
- **If there is Visible Fire or Smoke:**  
IMMEDIATELY EVACUATE THE BUILDING!

1. Stay Low if there is smoke.
2. If You Cannot Escape - Close all doors between you and the fire. Seal cracks around doors with cloth (wet, if possible) to keep the smoke out. Call the UHD Campus Emergency Number at x8911 (713-221-8911) to notify them of your location.

**Library**  
**5th Floor, 713-221-8187**  
**[www.uhd.edu/library](http://www.uhd.edu/library)**

The W. I. Dykes Library occupies the north

portion of the fourth floor and the entire fifth floor of the One Main Building and may be entered from the Main Street elevators or stairs. The library's fourth-floor computer lab provides 84 computers with internet access, research databases, and software applications. In addition to the computer lab, fourth-floor study spaces include twelve group study rooms, two presentation practice rooms, a One Button Studio simplified video recording room, and a large reading room where students can study or relax between classes. The reading room and some study rooms are accessible during One Main Building hours. Two library instruction classrooms, an event room, and a meditation room are also located on the fourth floor. The fifth floor houses the library's physical collection and is furnished with comfortable seating and study carrels.

The library has holdings and access to more than 750,000 electronic and print books, subscriptions to more than 200 unique databases, and access to numerous digital journals and digital AV items. It also has a collection of several physical multimedia items that are available for checkout or for listening and/or viewing in the library. The Texas Education Collection is also housed in the library and includes teacher editions of select Texas state-adopted textbooks for K-12. This collection is supplemented by holdings of juvenile books. To enable convenient access for UHD's commuter student body, preference is given toward purchase of electronic materials.

Students can connect to electronic resources from any location with their UHD username and password. Access to the library website's electronic resources from a home computer, wireless locations or from UHD computer labs supports research 24 hours a day. The full text

of journal and newspaper articles in electronic form can be found by using the library's databases, which include ABI/Inform Collection, Academic Search Complete, ACM Digital Library, Black Studies Center, Business Source Complete, JSTOR, Nexis Uni, ProQuest Databases, APA PsycINFO, New York Times, Wall Street Journal, and Westlaw. If the W. I. Dykes Library does not own a book or journal article needed by a student, then a loan request may be submitted online through the library's Interlibrary Loan system and the ILL Department will make every effort to borrow the material from another library within the nation-wide ILL network. ILL is primarily a free service. If there will be a charge, permission will be requested beforehand. The ILL Department also provides services for UHD off-campus students and faculty who would like to have materials from the W. I. Dykes Library collections delivered to them at the site where they have classes.

Reference librarians at the Information Desk offer in-person or telephone assistance in utilizing library resources. Reference help is also available through the library's "Ask a Librarian" 24/7 online chat, email service, texting, research consultation appointments and a repository of previously asked questions and answers. UHD librarians also collaborate with faculty to provide library and course-related instruction, including face-to-face sessions and customized course-integrated learning activities.

Scanner stations are located on both floors of the library. Two computer workstations are reserved for visually impaired students. Anyone with special physical or communication needs may ask for assistance from any library service desk or contact the library to schedule an appointment for special services. A UHD

identification card is used to check out materials and study rooms. The library is open seven days a week during fall and spring terms and Monday through Saturday during summer sessions. Check with the library website for intersession and holiday hours. For reference questions call 713-221-8187; for circulation information call 713-221-8186.

### **Shea Street Building Technology Commons**

**SSB 200, 713-223-7950 • [www.uhd.edu/acl](http://www.uhd.edu/acl)**

The Shea Street Building Technology Commons area includes a general computer lab in addition to three electronic classrooms. There are laptops available for students to check-out for use in the Shea Street Building. To check-out a laptop with charger and carrying case, students must be currently enrolled and must present the UHD ID with picture and sign a laptop check-out agreement. Students may take the laptop any place on campus, but laptops, cases and chargers must be returned to the same check-out location. Wireless printing is available for students. Students can sit and relax in the Technology Commons area in leather chairs with built-in tables. Or they can sit at one of the café-bistro style tables.

### **Supplemental Instruction**

**OMB S405, 713-222-5338**

**[www.uhd.edu/si](http://www.uhd.edu/si)**

Supplemental Instruction (SI) offers regularly scheduled, out-of-class review sessions to all students enrolled in historically difficult courses. SI study sessions consist of informal study groups in which students review notes, discuss readings, develop organizational tools, and prepare for examinations. Students learn how to integrate course content with reasoning and study skills.

The SI sessions are facilitated by "SI

Leaders,” students who have completed the targeted course. SI Leaders attend all class lectures, take notes, and function as model students for their classmates\*. SI at UHD provides in-class and out-of-class academic support for core curriculum courses that have high failure and withdrawal rates. During class lectures, SI Leaders not only help with assignments or assist in facilitating course-related activities but also take notes so that they will be able to plan their study sessions and exam reviews effectively. Outside of class, SI Leaders conduct free, weekly, peer-facilitated collaborative study sessions and exam reviews based on the content and pace of their assigned course section. UHD SI Leaders are trained in the classic SI model. SI also provides and fosters a learning community in which students can socialize and engage in academic pursuits simultaneously. This “educational socializing” occurs in our study rooms, located in the Learning Connection, room S405. The SI approach of targeting content rather than students tends to minimize negative perceptions many students associate with seeking academic help. Students can learn more about SI study sessions at [uhd.edu/si](http://uhd.edu/si)

**Technology Teaching and Learning Center**  
**ACAD 700, 713-221-8200 • [www.uhd.edu/computing/labs-technology-centers/technology-teaching-learningcenter/Pages/ttlc-index.aspx](http://www.uhd.edu/computing/labs-technology-centers/technology-teaching-learningcenter/Pages/ttlc-index.aspx)**

The Technology Teaching and Learning Center (TTLC) assists faculty to develop and implement interactive teaching and learning technologies which increase the effectiveness of their pedagogy. Offering a wide range of programs, tools, and activities, the TTLC houses three electronic classrooms, a technology training lab, an instructional television studio, with two conference rooms (ACAD 701 & ACAD 700H). The TTLC Group provides web and instructional technology assistance,

web design consultation and training, video production and editing services, lecture capture, multimedia check out services, digital signage support and technology troubleshooting via the help desk, technology training, technology consultation, and support for staff and faculty who develop online and hybrid courses at UHD.

**UHD Campus Reservations**  
**OMB S365, 713-221-8580 • [reservations@uhd.edu](mailto:reservations@uhd.edu)**  
**[www.uhd.edu/administration/reservations/Pages/reservations-index.aspx](http://www.uhd.edu/administration/reservations/Pages/reservations-index.aspx)**

UHD Campus Reservations serves as the University of Houston-Downtown’s hub for event space and meeting requests.

**UHD Wireless**  
**OMB S700, 713-221-8031, x3000 or [help@uhd.edu](mailto:help@uhd.edu)**  
**[www.uhd.edu/wireless](http://www.uhd.edu/wireless)**

UHDWIFI and UHDLEGACY provides UHD faculty, staff, students, and UHD guest access to the web from anywhere on campus 24 hours a day 7 days a week without the constraints of cumbersome cables or wires. UHD’s wireless network infrastructure supports most mobile devices such as laptops, tablets, and smart phones. Any wireless device that supports the 802.11b, g, n, ac will be able to connect to UHD’s secure wireless network.



## STUDENT SERVICES

**Center for Student Advocacy & Community**  
**S365, 713-221-8664**  
<https://uhd.campusgroups.com/csac/home/>

The Center for Student Advocacy and Community reduces barriers that inhibit academic and personal success by identifying areas of need, providing connections to resources, and supporting student-led programs and initiatives that strengthen our community

**Counseling Services**  
**S280, 713-221-2181**  
[www.uhd.edu/counseling](http://www.uhd.edu/counseling)

UHD Counseling Services provides counseling services to UHD students. Counseling Services is designed to help you maximize your mental health and effectiveness at home, school, or work. Through this service, you receive confidential, personal support for a wide range of issues, from everyday concerns to serious problems. Whether you want advice about a personal concern, need to talk to someone about drug use, or are simply feeling overwhelmed by school life, we can help. If you want to ask a question or request a service, just call, or visit our website for appointment information. You will be connected to an experienced clinician. Our clinicians are experts in helping people identify the nature of their problems and finding the right resources to address them. All records, including medical information, referrals, and evaluations, are kept confidential in accordance with federal, state, city, and university laws/policies.

**Dean of Student Life**  
**S380, 713-221-8100**  
[www.uhd.edu/student-affairs](http://www.uhd.edu/student-affairs)

The Office of the Dean of Student Life supports the mission of the University of Houston Downtown, by serving as a resource and guide to students, providing critical student support services,

and complimenting the classroom experience. This office is also responsible for conducting the university's student discipline procedures, disseminating information, interpreting University policy, rules and procedures, and problem resolution. The goal of this office is to support student success, retention, and graduation.

**Accessibility Education Center**  
**GSB 314, 713-221-5078**  
<https://www.uhd.edu/sssl/student-success/disability/index.aspx>

The Offices of Disability Services, at the University of Houston, Downtown, is committed to ensuring full access to both academic and co-curricular programming for students with disabilities. We serve as a resource to faculty, staff, and work collaboratively with campus partners to remove barriers to access and implement solutions while complying with Section 504 of the 1973 Rehabilitation Act and the Americans Disabilities Act of 1990/ Amendments Act of 2008.

**Enrollment Management**  
**OMB S680, 713-221-8100**  
[www.uhd.edu/enrollment-management](http://www.uhd.edu/enrollment-management)

The Office of Enrollment Management seeks to enroll an academically qualified and diverse student population at UHD while preserving the tradition of academic excellence. We foster success for all students in their educational journey and pride ourselves in delivering excellent student service. The Enrollment Management mission is to work on behalf of prospective, current, and former students, along with their families. We guide students through the enrollment process and connect them with a wide array of services. The Office of Enrollment Management includes offices of Admissions, the Registrar, Scholarships and Financial Aid, Transition Programs, Student Communications, and Testing Services.

We support your academic success by partnering closely with faculty and staff.

**Food Market**  
**OMB S292, 713-221-**  
<https://www.uhd.edu/student-affairs/Pages/food-scholarship-program.aspx>

UHD's Food for Change Program gives currently enrolled UHD students access to shop for fresh produce, meats, and other groceries in our Food for Change Market, enabling them to save money for other necessities and maintain their focus on school.

Here is what you need to know:

- The program allows currently enrolled UHD students to shop in the UHD Food for Change Market for up to 60 pounds of goods each week.
- No payment is required when shopping in the market, the goal is to reduce stress on students as they focus on their academic progress while managing other personal responsibilities.
- You can shop for groceries before, in between, or after class to help supplement your and your family's food needs.
- Appointments are no longer needed!
  - ◇ Hours of Operation: Monday - Friday | 8:00 am - 5:00 pm
  - ◇ Location: The Food for Change Market is located at the downtown campus on the second floor of the One Main Building, room S292.

**How it works?**

1. If you have already applied during a previous semester, you do not need to apply again. If you have any questions, please email [uhdfoodsolarship@uhd.edu](mailto:uhdfoodsolarship@uhd.edu).
2. Once the Registration Form is submitted, you are eligible to shop in the market.

**UHD Career Center**  
**S402 713-221-8980 • [uhdcareer@uhd.edu](mailto:uhdcareer@uhd.edu)**

**[www.uhd.edu/career](http://www.uhd.edu/career)**

The UHD Main Career Center helps currently enrolled UHD students and alumni from the College of Public Service, College of Sciences & Technology, and College of

Humanities and Social Sciences with—

- career self-assessment
- career exploration and planning
- career coaching on résumés / cover letters, networking, interview prep, and job search strategies
- search and apply for internships, volunteer and job opportunities through the UHD Jobs4Gators system and other resources
- employer networking at career fairs, on-campus recruiting, and information events
- crafting graduate school applications / personal statements and more! The Main Career Center can answer any questions regarding your career or professional future.

Resources and materials are available 24/7 on our website at [www.uhd.edu/career](http://www.uhd.edu/career). Activate your Jobs4Gators account at [www.uhd.edu/jobs4gators](http://www.uhd.edu/jobs4gators) to make an appointment with your Career Coach or call 713-221-8980 or email us at [uhdcareer@uhd.edu](mailto:uhdcareer@uhd.edu) for more information. Drop-in hours are also available.

The Marilyn Davies College of Business Career Center ([www.uhd.edu/cobcareer](http://www.uhd.edu/cobcareer)), supports business students and alumni. The services they offer are identical to what is listed above. Business majors may make appointments to meet with a Career Coach through the GatorHired! system at [www.uhd.edu/gatorhired](http://www.uhd.edu/gatorhired), by calling 713-221-5011 or at [cobcareercenter@uh.edu](mailto:cobcareercenter@uh.edu). Drop-in hours are available daily.

**Multimedia Services**  
**ACAD 717, 713-221-8190**  
[www.uhd.edu/computing/Pages/TLS/multimedia-mm-services.aspx](http://www.uhd.edu/computing/Pages/TLS/multimedia-mm-services.aspx)

Multimedia Services aids the University community in presenting, producing, and distributing instructional media for classrooms, electronic classrooms, and event rooms. Multimedia circulates presentation equipment for use in classrooms, E-classrooms, Hy-Flex classrooms, lecture halls, and academic offices. It oversees the operations of university lecture halls, event spaces and the auditorium. The MM staff works with the Events Office to plan and stage unique events and meetings on campus.

### myUHD2.0

In our ongoing effort to provide better, faster, and more convenient access to our students, both on- and off-campus, UHD has created the myUHD2.0 portal. Students can access from home, work, or school to:

- Look up open classes
- Check your registration eligibility
- Print your schedule of classes
- Pay your tuition/fee bill
- Access your semester grades
- Check the status of your financial aid
- Register online
- Change your address
- Request transcripts

Check out myUHD2.0 at [myuhd.uhd.edu](http://myuhd.uhd.edu)

### Parking

**OMB N117, 713-221-8127**

[www.uhd.edu/about/parking/Pages/parking-index.aspx](http://www.uhd.edu/about/parking/Pages/parking-index.aspx)

To park on UHD campus a valid permit must be displayed on your vehicle's review mirror. Purchasing a permit does not guarantee a parking space but allows you to park if space is available. Parking permits must be ordered online. Permits will not be sold in the Parking and Transportation Services office.

<b>Permit Costs</b>	Fall & Spring	Summer
Semester		
Student Surface Lots	\$165	\$90
	\$60	

Vine Street Garage	\$240	\$135	\$90
Night/Evening Garage		N/A	\$100
	\$65		

Students with valid surface lot permits may park at the Daly Street Lot, Naylor Street Lot and Lot B located on at North Main Street, or the Washington Street lot located between Milam and Louisiana Streets along Buffalo Bayou. Students with valid garage permits may park at the Vine Street Garage located adjacent to the Marilyn Davies College of Business Building. There is a \$10 nonrefundable fee for a proximity card when garage parking is ordered for the first time.

### Students needing Accessible Parking Permits

Parking areas are designated for disabled students: both permanent and temporary permits are available. A disabled parking permit will be issued to a student who has a valid state issued disabled parking placard or license plate. The standard fee will be charged for the type of permit issued. Disabled parking privileges are for the benefit of the permit holder only. For information, contact Parking and Transportation Services at [UHDparking@uhd.edu](mailto:UHDparking@uhd.edu).

### Motorcycle Permits

Motorcycle parking is provided in the Visitors' and Vine Street garages. These areas are marked by signs and curbs indicating two-wheel parking is allowed. The cost is \$60 annually (Sept.-Aug.) and \$30 semester.

### UH System Universities Permits

A student with a valid parking permit issued by UH, UH-Clear Lake, UH-Victoria, and UH-Sugar Land may park in any student surface lot, provided a valid parking permit from the other university is properly displayed on the vehicle.

### Other Parking

City of Houston parking meters and private parking facilities are located within easy walking distance of the university. Please adhere to the facilities' posted parking instructions.

### Shuttle Bus Service

UHD shuttle is a complimentary bus service to the campus community. The buses service the Daly Street lot and the Commerce St. building from 6:30 a.m. – 10:30 p.m. Monday – Thursday and from 6:30 a.m. – 6 p.m. on Friday. The UHD shuttles do not run on a set schedule. Buses will arrive at the designated stops every 15-20 minutes depending on traffic. The buses are equipped with a real-time GPS tracking system designed to provide you with an estimated time of arrival of the next shuttle bus. Download the mobile app, Ride Systems to your mobile device from the Apple Store or Google Play store. The shuttles can be tracked on your smartphone via a free app, Ride Systems, or on your computer at [uofhdowntownshuttle.ridesystems.net](http://uofhdowntownshuttle.ridesystems.net)

### Alternative Transportation

RideSponsor Program Parking and Transportation Services, in partnership with METRO, is offering UHD students, faculty, and staff the opportunity to participate in a program for those interested in using public transportation to access UHD's downtown campus. Through UHD's RideSponsor program, the University commits to subsidizing 25% of the monthly fare cost (determined by zones) for student, faculty, and staff program participants.

### Parking Refunds

The parking permit must be returned, and a refund form completed and submitted to Parking & Transportation Services for the permit to be considered canceled. If a student drops their classes, the parking permit must be returned, and the refund

form completed. The permit is valid and usable while it remains in your possession. Refunds are based on the University's refund dates and percentages. Please refer to the current academic calendar for the refund schedule. If you have any questions, please contact the parking office at [UHDparking@uhd.edu](mailto:UHDparking@uhd.edu) UHD.EDU or 713-221-8127.

### Student Health Services

**S445, 713-221-8137**

[www.uhd.edu/health](http://www.uhd.edu/health)

Student Health Services focuses on health promotion, disease prevention, and treatment of minor illnesses and injuries. Clinicians provide the same primary care found in most physicians' offices (including women's health) and offer referrals to specialists in the community when necessary. Routine laboratory services, pregnancy testing, and confidential HIV testing are provided. The clinic offers select services throughout the year. Appointments are recommended for these services. In addition, Student Health Insurance information is available on-line. [www.uhd.edu/health](http://www.uhd.edu/health).

### Student ID Card

**Student Leadership & Involvement S204, 713-221-8225**

<https://www.uhd.edu/administration/auxiliary-services/gator-card/index.aspx>

An official UHD ID card is required of all currently enrolled students to utilize services on campus (library, computer lab, gym, etc.). A student's first UHD ID card is free of charge (replacement ID cards are \$10). A student must present an unexpired valid government photo ID card. ID cards are processed at the Student Leadership & Involvement.

### Testing Services

**GSB 311, 713-221-8027**

[www.uhd.edu/testing](http://www.uhd.edu/testing)

The University of Houston-Downtown has

a state of the art 120-seat computerized testing center that provides a wide range of comprehensive testing services to UHD students as well as students attending other institutions. Local and national tests are provided by testing personnel, including but not limited to: Correspondence Exams, the College Level Examination Program (CLEP), the Law School of Admission Test (LSAT), the Texas Higher Education Assessment (THEA), the American College Testing Assessment (ACT), the Scholastic Aptitude Test (SAT) and the Texas Success Initiative (TSI 2.0) Assessment.

### **University Police**

**OMB N118, 713-221-8065**

**[www.uhd.edu/police-department](http://www.uhd.edu/police-department)**

The UHD Police Department provides a safe and secure environment for the university community. Keeping our campus safe for the students, staff and faculty is of paramount importance to every department on campus. Protect your personal property (cell phone, laptop, books, etc.) always. The Police Department strongly recommends that individual property not be left unattended at any time.

Stay alert to your surroundings and the actions of people around you. When possible, travel in groups of two or more especially after dark and always walk in well-lit, heavily traveled areas. Trust your instincts. If you feel uncomfortable in a place or situation, change directions, go to an emergency phone, into a public building, call Campus Police 713-221-8065 or dial 911 in the event of an emergency. If you see something suspicious, say something by contacting the police department.

UHD provides a network of emergency phones on campus, which are mounted in yellow call boxes. They are in all parking

lots and in numerous places within each of our buildings. Pushing the call button activates a direct phone line with UHD PD that automatically pinpoints the caller's location. Additional information on campus safety and security is provided on the UH-Downtown Police Department's web site at [www.uhd.edu/police-department](http://www.uhd.edu/police-department). This site contains information on crime statistics, safety and crime prevention, campus policies on alcohol, firearms and sexual assault, crime alerts and more. Emergency alerts are directed to your university contact information and the Police Department strongly recommends that you update your university contact information regularly.

### **Veterans Services**

**GSB 318, 713-221-8622, [UHDVA@uhd.edu](mailto:UHDVA@uhd.edu)**

**[www.uhd.edu/veterans](http://www.uhd.edu/veterans)**

The University of Houston-Downtown's Veterans Services Office is dedicated to helping the men and women of the U.S. Armed Forces achieve the American dream of becoming highly successful. UHD recognizes the unique needs of services members, returning veterans, and their families and will work closely with them to make sure that they are aware of all the benefits and services available to them. We are available to answer questions concerning veteran educational benefits, certifying enrollments for the Department of Veterans Affairs, monitoring students' degree plans and academic progress, as well as giving referrals. The Veterans Services Office cannot determine eligibility for benefits. You have courageously served our country, now let us serve you! If you qualify or have questions about the Hazelwood Act, please contact the Office of Scholarships and Financial Aid.



## **STUDENT LIFE**

### **Bayou Review**

**OMB S250, 713-221-8260**

**[www.uhd.edu/bayoureview](http://www.uhd.edu/bayoureview)**

The Bayou Review is a literary magazine published by students at the University of Houston-Downtown. It includes poetry, fiction, essays, reviews, and visual art. The magazine features work from the UHD community but also solicits, receives, and publishes work from all over the world. The goal of the magazine is to emphasize the arts and humanities at the university and to provide a forum and publication for students who are interested in creative writing and publishing. Selected issues also feature literary and visual arts by contributors outside the university community.

### **Campus Activities Board**

**OMB S204, 713-221-8573**

**[www.uhd.edu/cab](http://www.uhd.edu/cab)**

Campus Activities Board (CAB) at the University of Houston-Downtown is a student fee-funded, student run organization that provides a valuable service to all students. The mission of CAB is to meet the diverse needs of the student body by creating, planning, and producing a variety of educational, cultural, and entertaining programs. CAB provides an opportunity for all students to develop leadership skills and create long lasting friendships. If you enjoy interacting with people and would like to have a hand in planning events at UHD, then CAB is the place for you. For more information, please visit [www.uhd.edu/cab](http://www.uhd.edu/cab)

### **Dateline**

**OMB S260, 713-221-8192**

**[www.uhd.edu/dateline](http://www.uhd.edu/dateline)**

The Dateline is the student-run newspaper at the University. It is published every two weeks each long semester and is distributed free-of-charge to students, staff, and faculty. The Student Publications Committee, consisting of faculty, staff, and

students, sets policy for the publication and operation of the Dateline and Bayou Review. A student editor is approved by the committee and has responsibility for recommending additional staff in conjunction with the faculty advisor. If you are interested in submitting items or learning more about the publication stop by the office or visit the website.

### **Drama • O’Kane Theatre**

**OMB N364, [www.uhd.edu/theatre](http://www.uhd.edu/theatre)**

The University of Houston-Downtown University Theatre presents one major theatre production in O’Kane Theater each semester, and one smaller production, including student-directed one act plays. Any student interested in acting may audition for the plays, as can UHD faculty, staff, and alumni. Those students interested in technical theatre can serve on the various production crews, such as set construction, lighting, sound, costumes, props, stage management, house management and box office. To prepare students for productions, classes in acting, directing, playwriting, stage design, and costume design are offered. Genres of the plays produced include period plays, tragedies, comedies, farces, and contemporary realism. There are several drama scholarships available each semester. At the end of each academic year, the students hold a drama banquet to celebrate the past year. At the banquet, trophies are presented to the students, and the plays and plans for the coming year are announced.

### **Greek Life**

**OMB S204, 713-221-8573**

**[www.uhd.edu/greeklife](http://www.uhd.edu/greeklife)**

Greek life is an exciting part of the UHD community that students can experience and join as they matriculate at UHD. The community is known for academic excellence and leadership across campus. At the beginning of each semester the

Greek Life office hosts a “Meet the Greeks” event that introduces interested students to the different Greek organizations on campus and their requirements for membership. The qualifying G.P.A for most groups are at least a 2.5. Additionally, most Greek Letter organizations require students need to have completed at least one semester at UHD before attempting to join these organizations.

It is the mission of Greek Life to foster a quality fraternal and sorority experience for members and contribute to the University community by:

- Enhancing student development through membership in fraternities and sororities.
- Promoting the development of a community comprised of values-based organizations, including both individual chapters and the governing council.
- Engaging students in values-based decision making and programming consistent with the four common pillars of Greek life: 1) Academic Excellence 2) Leadership Development 3) Community Service 4) Brotherhood/Sisterhood

Current Greek Organizations at UHD include National Pan-Hellenic Council (NPHC)

**Alpha Kappa Alpha**

**Delta Sigma Theta**

**Kappa Alpha Psi**

**Phi Beta Sigma**

**Zeta Phi Beta**

**Multicultural Greek Council (MGC)**

**Gamma Alpha Omega**

**Kappa Delta Chi**

**Omega Delta Phi**

**Sigma Kappa Omega**

**Sigma Lambda Beta**

**Sigma Lambda Gamma**

For more information contact [greeklife@](mailto:greeklife@)

[uhd.edu](http://uhd.edu) or visit [www.uhd.edu/greeklife](http://www.uhd.edu/greeklife)

### **Locker Rental**

**OMB S204, 713-221-8573**

**[www.uhd.edu/SLI](http://www.uhd.edu/SLI)**

Students may rent a locker on a semester-by-semester basis. To reserve a locker, students must come to the Front Desk in S204, One Main Building, and pick up a form to take to the Cashiers Office. At the Cashiers Office, students must pay a \$15 fee for lockers. Once the fee is paid, students need to bring a receipt of payment to Student Leadership & Involvement. Once receipt of payment is shown to the Front Desk staff, the student will be given a locker. Students must provide their own lock. Locks are sold on the third floor in the bookstore and the Student Life Center. Students can also use locks purchased elsewhere. Lockers must be cleaned out a week after finals. Items left behind will be discarded after 30 days.

### **O’Kane Gallery**

**GSB 322, 713-221-8042**

O’Kane Gallery opened its new facility in the spring of 2016 adjacent to the UHD Welcome Center. Directly above visitor parking off Girard Street, the gallery offers over 1700 square feet of exhibition space. Intent on providing diverse programming that includes contemporary and historical work by regional, national, and international artists, the gallery serves UHD’s over 15,000 students, the university’s faculty, and staff, and welcomes the public to view exhibitions and visit the UHD campus. Exhibitions are always free. In addition to professional exhibitions, the UHD Student Exhibition and the Houston High School High Art Exhibition are annual events. The Harry W. O’Kane Gallery, established in 1970, was made possible by gifts from Harry W. O’Kane, Mary W. Bingman, and the Humphreys Foundation. For hours and information call 713-221-8042

or visit [www.okanegallery.uhd.edu](http://www.okanegallery.uhd.edu).

### **One Main Event** **OMB S204, 713-221-8573**

One Main Event is an annual spring gala that recognizes the outstanding achievement and leadership of UHD students, student organizations, and organization advisers. Typically, one of the largest University-wide student events, it is organized by the Office of Student Leadership & involvement and includes dinner and dancing. Contact the Office of Student Leadership & Involvement for additional information at [studentactivities@uhd.edu](mailto:studentactivities@uhd.edu) or visit their website at [www.uhd.edu/SLI](http://www.uhd.edu/SLI)

### **Registered Student Organizations** **OMB S204, 713-221-8573** **[www.uhd.edu/SLI](http://www.uhd.edu/SLI)**

Student organizations offer a variety of co-curricular activities for students interested in getting involved. With over 90 registered student organizations at the University of Houston-Downtown, there is an organization just for you! Student organizations are open to all enrolled University of Houston- Downtown students. Join a student organization to interact with other students, faculty, and staff members with similar interests and stay connected. A minimum of five students of which three must serve as officers, are required before a student organization can register. All officers must maintain a minimum 2.5 cumulative UHD GPA and be active members of the organization. All general members must maintain a minimum 2.0 cumulative UHD GPA. Organizations are required to have a UHD faculty/staff advisor(s). For a listing of our current student organizations, please visit [www.uhd.edu/sa](http://www.uhd.edu/sa). The list is updated every semester.

### **Sports and Fitness** **Student Life Center, 713-221-8225** **[www.uhd.edu/sports&fitness](http://www.uhd.edu/sports&fitness)** **[sports&fitness@uhd.edu](mailto:sports&fitness@uhd.edu)**

Sports & Fitness serves as an integral part of the student experience on campus at UHD. The department strives to meet the dynamic needs and interests of students by providing programs and services that promote positive physical and mental health; encourage lifetime interest in active, healthy lifestyles; and provide student leadership opportunities that complement the academic experience. Sports & Fitness supports the mission of UHD by creating a climate that motivates members to embrace a healthy lifestyle that can enhance their academic studies, build friendships and social skills, develop leadership qualities, and cultivate a sense of inclusion and belonging to the university.

#### **Membership**

Access to the Wellness and Success Center is open to all current UHD students at no additional charge. UHD faculty, staff, alumni, and community members may purchase a Sports & Fitness membership for a fee.

#### **Wellness & Success Center**

The award winning three-level, 75,000-square-foot Wellness & Success Center includes state-of-the-art weight and cardiovascular training equipment. Within the facility you will find three full-sized courts equipped for basketball, volleyball, and badminton. Other spaces include a bouldering wall, indoor track, multiple turf areas, rental and multipurpose fitness studios and classrooms. Lockers and showers are available.

#### **Sports Field**

The 88 yards by 40 yards field, is located on the north side of the campus at 1000 Naylor St. The department schedules

various intramural sports activities as well as club sports team practices. The field is available to UHD students and employees upon request.

#### **eSports Center**

The UHD eSports Center offers two locations on the second floor of the One Main Building. Students have access to a console room with X Box, PlayStation and Nintendo Switch and a PC room with 17 custom gaming computers. Visit [uhdesports.com](http://uhdesports.com) for more information.

#### **Group Fitness Programs**

Fitness programs are offered at various times throughout the week to sports and fitness members. Taught by certified or licensed instructors, these classes are effective for weight loss, toning and cardiovascular benefits. Participation is free and members can join at any time during the semester. Visit the Sports and Fitness website for current class schedules.

#### **Personal Training**

Working one-on-one with a fitness professional to incorporate regular exercise into your lifestyle gives you guidance on proper technique and safety as well as accountability to another person. Sports and Fitness certified personal trainers are here to help make our members' personal fitness goals a reality. Individual sessions cost \$25 for UHD students or \$35 for non-UHD student members.

#### **Massages**

Massage therapy assists individuals in lowering blood pressure, increases blood circulation, relaxes muscles, and improves range of motion. Visit the Sports and Fitness website for more information about the massage program.

#### **Health & Fitness Workshops/ Certifications**

Fitness and nutrition workshops are offered throughout the semester free of charge. Other certifications, such

as personal training and group fitness training, are periodically offered at UHD at discounted rates for those individuals interested in becoming an instructor or trainer.

American Red Cross CPR/ AED and First Aid training is also available to the university community for an additional fee. Visit the sports and fitness webpage for information about upcoming workshops and certifications.

#### **Intramural Sports**

Intramural sports programs are designed to provide opportunities for UHD students to participate in organized sports activities. Individual and team sports are offered each semester. Competitions range from single-day tournaments to four-week leagues. Students and staff can compete in 20 intramural sports throughout the year.

#### **Club Sports**

Club sports provide students with opportunities to share common interests. Club sports encourage leadership, friendship, teamwork, community engagement and school pride. Competitive clubs represent the university in local, regional, and national competitions.

Competitive clubs are offered: Baseball, Basketball (Men's and Women's), Soccer (Men's and Women's), Volleyball (Men's and Women's), Cheer, Dance, Wrestling,

ESPORTS currently offers more than 17 games at the varsity, junior varsity, and recreational levels.

The following Recreational Clubs are offered: Runners, K-Pop, Drumline, and Powerlifting.

For more information about joining a competitive sport at any level visit the Sports and Fitness website.

## Employment

If you are interested in leadership development through employment with Sports and Fitness please visit our website.

## Student Leadership & Involvement

**OMB S204, 713-221-8573**

<https://www.uhd.edu/sli>

The Office of Student Leadership & Involvement (SLI) is dedicated to supporting the mission of the University of Houston- Downtown by enriching the college experience outside the classroom. Through a collaborative, holistic approach it is our mission to enhance student learning and personal development through our social, cultural, community engagement and leadership programs. The Office of Student Leadership and Involvement is committed to providing programs and events that complement our students' in-the-classroom experience to help them to develop their life and leadership skills.

SLI provides services for student organizations, fraternities, and sororities, offers leadership development opportunities, fosters ways to give back to the community through service, and provides a social environment with the Student Lounge.

Let us help you find a way to get involved. For more information visit our website at [www.uhd.edu/sli](http://www.uhd.edu/sli)

## Campus Activities Board

**OMB S204, 713-221-8573**

<https://www.uhd.edu/sssl/student-leadership-involvement/cab-board.aspx>

Campus Activities Board (CAB) at the University of Houston-Downtown is a student fee-funded, student run organization that provides a valuable service to all students. The mission of CAB is to meet the diverse needs of the student body by creating, planning, and producing a variety of educational, cultural,

and entertaining programs. CAB provides an opportunity for all students to develop leadership skills and create long lasting friendships. If you enjoy interacting with people and would like to have a hand in planning events at UHD, then CAB is the place for you. For more information, please email [CAB@uhd.edu](mailto:CAB@uhd.edu)

## Council of Organizations

**OMB S204, 713-221-8573**

The Council of Organizations (COO) is the representative body of student leaders from all student organizations represented at UHD. Attendance of at least one representative per organization is required for the Council of Organizations. The COO meets once a month during the academic year. For more information, please visit <https://www.uhd.edu/sssl/student-leadership-involvement/organizations/council-of-organizations.aspx>

## Greek Life

**OMB S204, 713-221-8573**

The Office of Student Leadership and Involvement supports the growing fraternity/sorority community here at UHD with 13 active organizations and over 100 students. The goal is to elevate the Greek community while enhancing the personal, social, and moral development of college students. Student interested in learning more about membership can visit the Greek life website.

## Leadership Development

**OMB S204, 713-221-8573**

Leadership development is an important component of Student Life here at the University of Houston-Downtown. The Office of Student Leadership and Involvement is very involved with creating programs that will enhance the co-curricular aspects of the student experience. For more information on the current programs please visit the

leadership website.

## Registered Student Organizations

**OMB S204, 713-221-8573**

[www.uhd.edu/sa](http://www.uhd.edu/sa)

Student organizations offer a variety of co-curricular activities for students interested in getting involved. With over 90 registered student organizations at the University of Houston-Downtown, there is an organization just for you! Student organizations are open to all enrolled University of Houston- Downtown students. Join a student organization to interact with other students, faculty, and staff members with similar interests and stay connected. A minimum of three students of are required before a student organization can register. All officers must maintain a minimum 2.5 cumulative UHD GPA and be active members of the organization. All general members must maintain a minimum 2.0 cumulative UHD GPA. Organizations are required to have a UHD faculty/staff advisor(s). For a listing of our current student organizations, please visit UHD Clubs. The list is updated every semester.

## Student Government Association

**OMB N310, 713-221-8570**

[www.uhd.edu/sga](http://www.uhd.edu/sga)

The Student Government Association (SGA) is the fee-funded, representative body for all UHD students. The organization, split into two components Undergraduate Student Government (SGA) and Graduate and Professional Student Association (GPSA), plays a crucial role in representing your interests and concerns. Your voice matters, and SGA is here to ensure it is heard. The SGA represents undergraduate students in voicing concerns, promoting interests, and advocating for student life and academic concerns at the University of Houston-Downtown.

The Graduate and Professional Student Association (GPSA) aims to develop, sustain, and expand a member network that connects graduate and professional students across the University of Houston-Downtown to facilitate the sharing of information, resources, and best practices, empower our members to serve their constituents successfully and amplify graduate students' voices.

## Services Offered:

### Locker Rental

**OMB S204, 713-221-8573**

[www.uhd.edu/sa](http://www.uhd.edu/sa)

Students may rent a locker on a semester-by-semester basis. To reserve a locker, students must come to the Front Desk in S204, One Main Building, and pick up a form to take to the Cashiers Office. At the Cashiers Office, students must pay a \$15 fee for lockers. Once the fee is paid, students need to bring a receipt of payment to Student Leadership & Involvement. Once receipt of payment is shown to the Front Desk staff, the student will be given a locker. Students must provide their own lock. Locks are sold separately on the third floor of the bookstore. Students can also use locks purchased elsewhere. Lockers must be cleaned out a week after finals. Items left behind will be discarded after 30 days.

### Student ID

**OMB S204, 713-221-8573**

<https://www.uhd.edu/administration/auxiliary-services/gator-card/index.aspx>

The university offers UHD students, employees and alumni the UHD ID card. The UHD ID card is the official identification card of the university, and it is issued to provide access to facilities and services such as the university library, dining, food market, testing center, computer labs, and the Wellness and



Success Center. The first UHD ID card is free for students and employees. A replacement ID card is \$10. The UHD ID card is \$10 for alumni. The UHD ID card is available at the Student Lounge in the One Main Building, S204.

**Student Lounges**  
**OMB N298, N299 and S204**

There are a lot of great places around campus where you can relax, study, and grab other students for some help on your homework. The spaces include comfortable sofas, various study counters, and Wi-Fi access, making it the perfect stop in between classes. The facilities are designed for students to watch TV, engage in conversation, play board games, reserve time to play video games, charge phones with free charging stations, and enjoy the overall space. It's also a great spot to interact with some of our student organizations and learn more about their activities and events.

**UHD Traditions**

**Weeks of Welcome**  
**OMB S204, 713-221-8573**

The Weeks of Welcome (WOW) is an opportunity to welcome new and returning gators to the campus of UHD. WOW looks to provide programming, paraphernalia, snacks, and activities that will assist with connecting students to peers, faculty, staff, student organizations, and resources on and off campus. For more information please visit the WOW website.

**UHD Homecoming**  
**OMB S204, 713-221-8573**

Homecoming is a time for students, alumni, faculty, staff, and the community to come together to celebrate the spirit and pride of UHD. Past, present, and future students will unite to celebrate the common thread that binds all Gators. The main features of Homecoming are the

UHD Pep Rally, the Homecoming games, and, of course, Tail-Gating. Tail-Gating features a festive gathering of student groups, university departments, and alumni. For more information, please visit the Homecoming website

**Student Involvement Day**  
**OMB S204, 713-221-8573**

Student Involvement Day is an annual spotlight on student organizations services and community affiliates. Held each fall and spring semesters, it allows new and current students to check out the various clubs and organizations on campus, student and departmental programs, and volunteer opportunities. For more information, contact the Office of Student Leadership and Involvement.

**One Main Event**  
**OMB S204, 713-221-8573**

One Main Event is an annual spring gala that recognizes the outstanding achievement and leadership of UHD students, student organizations, and organization advisers. Typically, one of the largest University-wide student events, it is organized by the Office of Student Leadership & involvement and includes dinner and dancing. Contact the Office of Student Leadership & Involvement for additional information at [sli@uhd.edu](mailto:sli@uhd.edu) or visit their website at [www.uhd.edu/sli](http://www.uhd.edu/sli)



# UNIVERSITY POLICIES

## Administrative Policy

### A – Administration (General)

Policy Statement Number	Policy Title	Effective Date
01.A.01	University of Houston-Downtown Policy and Procedure System	05/15/19
01.A.02	Organization Chart	04/20/23
01.A.03	Academic Shared Governance Policy	10/16/95
01.A.04	University Seal and Logo	11/30/21
01.A.05	Drug and Alcohol Abuse Policy	07/09/15
01.A.08	Travel Policy	09/06/19
01.A.09	Smoke Free and Tobacco Free Environment	04/16/21
01.A.11	Ethical and Legal Use of University Property	05/03/19
SAM 01.D.07	Anti-Discrimination Policy	02/20/18
SAM 01.D.08	Sexual Misconduct Policy	08/07/13
01.A.14	Use of Alcoholic Beverages at University of Houston-Downtown	09/29/00
01.A.15	Posting of Notices and Announcements	02/17/11
01.A.16	Campus Carry Policy	11/30/21
SAM 01.C.12	Animals on University Campuses	01/29/20
SAM 01.D.11	Emotional Support Animals	04/04/19
SAM 01.D.12	Service Animals	04/04/19
SAM 01.D.18	Diversity, Equity and Inclusion Initiatives	10/06/23

### B – Auxiliary Services

Policy Statement Number	Policy Title	Effective Date
01.B.01	Traffic and Parking Policy	02/18/22

### C – Facilities

Policy Statement Number	Policy Title	Effective Date
01.C.01	Use of Space and Facilities	03/23/94

### D – Safety

Policy Statement Number	Policy Title	Effective Date
01.D.02	Crime Awareness and Campus Security	02/01/19
01.D.03	Risk Management	12/20/19
01.D.04	Emergency Closing	07/09/15

### A – Academic Policies

Policy Statement Number	Policy Title	Effective Date
03.A.01	Honorary Degrees	06/14/21
03.A.02	Placement and Course Sequencing	06/22/15
03.A.03	Auditing Courses	06/22/15
03.A.04	Grading System for Undergraduate Students	05/23/18
03.A.05	Dean's List	10/28/10
03.A.06	Graduation and Commencement	06/14/21
03.A.07	Academic Probation and Suspension	04/27/20
03.A.08	Interim Undergraduate Academic Amnesty	05/24/21
03.A.10	Acceptance of Transfer Credit	06/08/16
03.A.11	Credit by Examination and Credit by Approved Equivalencies	05/28/13
03.A.12	Changes to Curricula, Courses, Programs, and Credentials	06/14/21
03.A.17	Directed Studies Policy	06/22/15
03.A.19	Academic Honesty Policy	06/22/15
03.A.21	Field Experience Policy (Revised 2000)	12/18/00
03.A.22	Access to Student Academic Records/Information	06/22/15
03.A.23	Protection of Human Subjects	07/20/20
03.A.24	Undergraduate Admission of Students	07/20/21
03.A.25	Academic Freedom	04/21/87
03.A.26	Student Course Opinion Surveys	06/27/14
03.A.28	Satisfactory Progress for Students Enrolled in Developmental Courses	12/01/10
03.A.29	Course Syllabi	06/14/21
03.A.30	Semester Credit Hours Policy	05/28/13
03.A.31	Assessment of Educational Programs	05/28/13
03.A.32	Monitoring and Reporting of Substantive Changes	08/15/16
03.A.33	Continuing Education Policy	02/13/12
03.A.34	University College Curriculum Support Committee	06/27/14
03.A.35	Academic Programs and Credentials	05/23/18
03.A.36	Course Drop Limit	08/10/20

A – Academic Affairs

03.A.37	Online Education Policy	06/22/15
03.A.38	Procedures for the Operation and Approval of Centers and Institutes	06/22/15
03.A.39	Assessment of Co-Curricular & Operations Units	03/31/16
03.A.40	Scholarship Administration for Credit Bearing Work	06/08/16
03.A.41	General Education Program	04/27/18
03.A.42	Competency-based (nested) Degree & Certificate Programs	05/11/20

B – Graduate Policies

Policy Statement Number	Policy Title	Effective Date
03.B.01	Graduate Policies and Program Documentation	04/27/18
03.B.04	Grading System for Graduate-Level Courses	04/27/18
03.B.06	Graduation and Commencement of Graduate Students	04/11/17
03.B.07	Graduate Academic Probation, Suspension, and Dismissal	04/11/17
03.B.24	Admission of Graduate Students	04/11/17
SAM 06.A.09	Academic Personnel Policies (Revised 2018)	03/27/18

Information Systems Policies

Policy Statement Number	Policy Title	Effective Date
08.A.01	Review of Information Systems Resources Requests	09/17/21
08.A.02	Information Systems Policies, Procedures, Standards, and Plans	09/17/21
08.A.03	Academic Technology Committee Policy	09/17/21
08.A.04	Computer Access, Security and Use Policy	09/17/21
08.A.05	Academic Computing Services	09/17/21
08.A.06	University Website Policy	05/20/15
SAM 07.A.03	Responsibilities for Information Technology Resources	02/18/19
SAM 07.A.04	Digital Millennium Copyright Act	11/30/21
SAM 07.A.06	E-Mail Retention	03/25/16

Information Systems Policies

SAM 07.A.07	Use of Electronic Messaging Services by Employees	03/25/16
SAM 07.A.08	Data Classification and Protection	12/15/17
SAM 07.A.10	Information Security Program	11/25/20
SAM 07.A.11	Information Security Incident Reporting and Investigation	05/03/23

Student Life Policies

Policy Statement Number	Policy Title	Effective Date
04.A.01	Student Rights and Responsibilities	08/17/15
04.A.02	Student Use of Alcoholic Beverages at University of Houston-Downtown	11/03/99
04.A.03	Student Organizations and Activities on Campus	11/03/99
04.A.05	Student Refunds Policy	04/16/21
04.A.06	Student Publications Policy	08/17/15
04.A.07	Hazing	09/09/20
04.A.08	Freedom of Expression	04/16/21
SAM 01.D.07	Anti-Discrimination Policy	11/19/12
SAM 01.D.08	Sexual Misconduct Policy	11/19/12

**UHD** University of Houston-Downtown



# **CAMPUS SAFETY & REPORTING INCIDENTS**

The UHD Police Department strives to preserve and promote a safe campus environment. To report an **emergency**, please call **713-221-8911**. To report a non-emergency, please call 713-221-8065. You may also contact UHDPD using one of the many yellow call boxes located near all entrances/exits on all buildings, parking garages, and elevators.

UHD PD also provides *escort assistance* to and from your vehicle upon request as well as limited *motorist assistance* (locked keys in vehicle, jump-start). If you plan to ride a bicycle to campus, please register it with UHD PD.

**SafeZone App**

The SafeZone app gives you direct access to the fastest possible safety assistance regardless of where you are! The SafeZone app is free to all students, faculty, and staff, and operates across all our campuses and facilities.

Once installed, you can:

- Report safety concerns 24/7.
- Get connected quickly with mental health professionals if you are feeling depressed, anxious, or overwhelmed.
- Activate location sharing with authorities if alone and concerned for safety.
- Anonymously report incidents via text message, photograph, and location.
- Control your profile data and what is shared; location is only shared when you raise alerts, check-in, send reports, or request assistance.

Download the app from your device's app store.



**REPORTING FORMS**

**Care Form**

Campus community members are encouraged to submit this form for reporting student issues related to death of a loved one, hospitalization, primary caregiver for a loved one, incarceration, & physical health challenges.



**Student Conduct Incident Report Form**

Campus community members are encouraged to submit this form for reporting student issues related to violations of policy such as alcohol, drugs, physical harm, disruptive activity,



**Sexual Misconduct Form**

Campus community members are required to submit this form for reporting student issues related to sexual misconduct such as non-consensual fondling, sexual assault, groping, & domestic violence.



**Discrimination & Harassment Form**

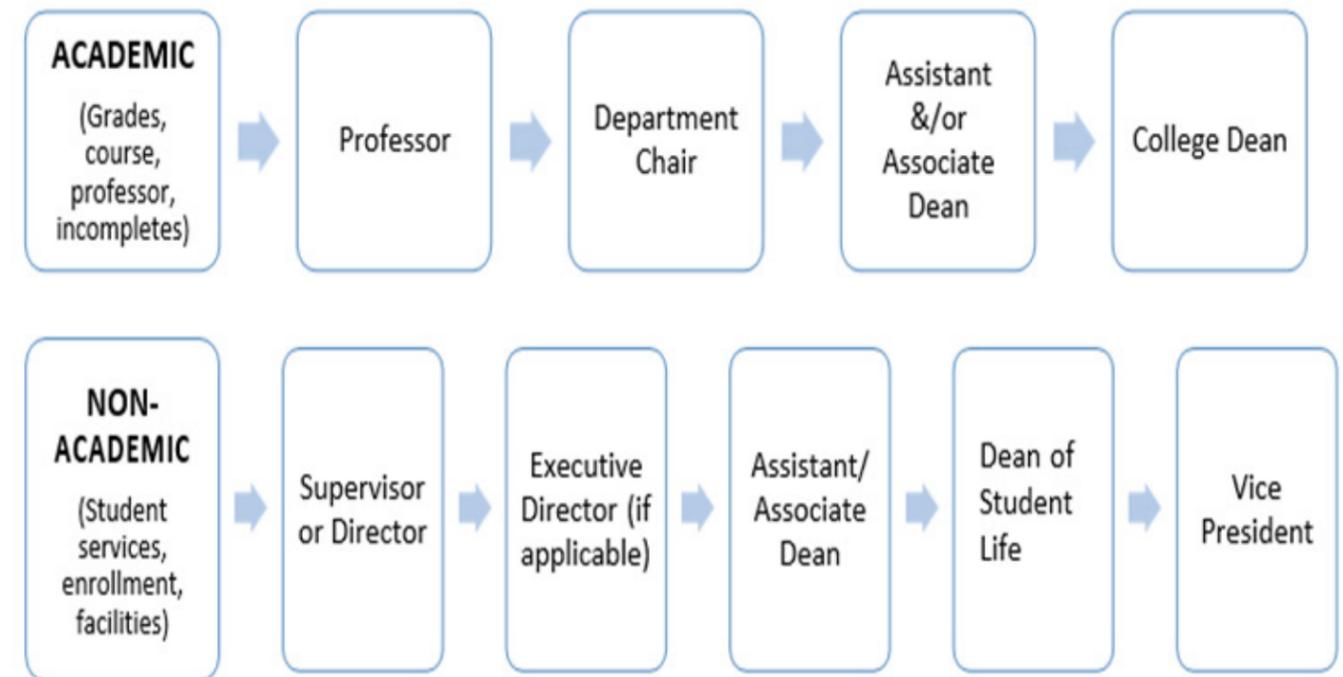
Campus community members are encouraged to submit this form for reporting student issues related to harassment or discrimination of a protected class experienced or witnessed.



**Student Complaint Form**

Campus community members are encouraged to direct students to submit this form to report issues related to any grievances experienced, processes, or procedures not followed by university departments or personnel.

All students have the right to register complaints or concerns regarding their experience at UHD and to receive a timely response from the appropriate university official. UHD has established policies to address complaints related to academics and non-academics. Students should attempt to resolve the issue at the office that is the source of the complaint by speaking with the supervisor or professor and following the chain of command:



If the attempt does not result in a satisfactory resolution, students should complete the UHD Student Complaint Form. Questions may be directed to deanofstudents@uhd.edu.

## Regulations for Using Academic Computing Facilities and Resources

The primary function of the Department of Academic Computing is to provide computing resources and user support for instructional activities at the UHD. All users of academic computing facilities and resources are subject to the following regulations: UHD students, faculty and staff are eligible to use academic computing facilities and resources.

- Lab users are expected to conduct themselves in a responsible and courteous manner while in the Academic Computing Lab.
- Computing accounts are for use only by the person to whom the account has been issued by authorized computing personnel. A user may not disclose his/her password or allow other users to access his/her account.
- Computers and resources in academic computing facilities are to be used for university-related purposes. They are not to be used for business or other profit-producing endeavors or for recreational purposes. Games are prohibited on all Academic Computing resources. This restriction does not apply to games and simulations used in conjunction with academic courses or research.
- Compromising the security of any computer or network or using University computing resources to engage in any illegal activity is prohibited.
- Each user is fully responsible for the activity of any account that has been assigned to him/her. If a user suspects that another user has accessed his/her account, UHD IT Security should be notified immediately.
- Any changes to student accounts or access to any system must be requested by the respective faculty member.
- Users may not write, use, or have possession of programs that may be used to intimidate, harass, create an offensive environment for or invade the privacy of other users.
- Users shall not represent themselves electronically as others.
- Users shall not obstruct or disrupt the use of any computing system or network by another person or entity either on the UHD campus or elsewhere.
- Users shall not, by any means, attempt to infiltrate a computing system or network either on the UHD campus or elsewhere.
- All users of UHD's external network connections shall comply with the evolving "Acceptable Use" policies established by the external networks' governing bodies.
- Copies of policies relating to commonly accessed external networks will be made available in the Academic Computing Lab.
- Copying of copyrighted software is illegal and is prohibited in the Academic Computing facilities or elsewhere on campus.
- The UHD forbids, under any circumstances, the unauthorized reproduction of software or use of illegally obtained software. Using University equipment to make illegal copies of software is prohibited.
- Lab users may bring licensed personal copies of software into the Academic Computing facilities but may not install software on any computer or network or alter any existing software. Proof of ownership may be requested of users who bring software into the facilities.
- Users should not attempt to repair any malfunctioning equipment or software but should report any such occurrences to academic computing personnel.
- Smoking, eating, or drinking is not permitted in academic computing

facilities.

- Reservations for general lab use are not normally required; however, a temporary reservation system will be adopted as needed.
- Although Academic Computing will make efforts to provide a safe and problem-free computing environment, in no event will the University or the Department of Academic Computing be liable for loss of data, inconvenience, or other tangible or perceived damage resulting from or relating to system failures, viruses, user negligence, or other occurrences.
- Academic Computing reserves the right to amend these regulations at any time giving seven days' notice before the amendments are to take effect. Notice will consist of an announcement displayed as part of the system login procedure on the systems for which user accounts are assigned, posting of an announcement at the front desk of the Academic Computing Lab, and notification of the Academic Computing Committee and the Student Government Association. Use of Academic Computing resources after the effective date of the modified regulations constitutes acknowledgement of the new regulations.
- Use of academic computing accounts and resources in violation of these regulations, UHD policy, or any federal, state, or local laws may result in revocation of the individual's account privileges or suspension of access to computing resources and may subject the account holder to University disciplinary action and/or criminal prosecution.

### Examples of Misuse of Computing Resources or User Accounts

- Using a computer account that you are not authorized to use. Obtaining

a password for or gaining access to a computer account or directory which has not been assigned to you by authorized computing personnel.

- Using the campus network to gain unauthorized access to any computer system.
- Knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Violating terms of applicable software licensing agreements or copyright laws.
- Deliberately wasting computing resources; Using electronic mail or other means to harass others
- Masking the identity of an account or machine.
- Posting on electronic bulletin boards materials that violate existing laws or the University's policies.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- Damaging or stealing University-owned equipment or software.
- Causing the display of false system messages.
- Maliciously causing system slow-downs or rendering systems inoperable.
- Changing, removing, or destroying (or attempting the same) any data stored electronically without proper authorization.

- Gaining or attempting to gain access to accounts without proper authorization.
- Making copies of copyrighted or licensed software.
- Using University computers for unauthorized private or commercial purposes.

NOTE: Activities will not be considered misuse when authorized by appropriate University computing officials for security or performance testing.



## UHD GatorMail Account

Office 365 is a web-based service by Microsoft that provides students with Email/Calendar access, Office Web Apps, and much more. Following is a list of the key features. Outlook Web App (OWA) Email/Calendar with 50 GB storage and premium spam and malware protection.

Office Web Apps: Create and edit files in Word, Excel, PowerPoint, and more via a web browser. File Storage: One Drive with unlimited storage. Office 365 Pro Plus Allows students to run Office on up to five computers/devices including PC, Mac, Android, or iOS. Mobile Apps: Access, edit, and view Word, Excel, PowerPoint documents on Windows Phones.

To obtain your UHD GatorMail O365 Account All UHD students, faculty and staff will have access to UHD GatorMail O365. The same username and password for UHD network account will also be used for UHD GatorMail O365 account.

### Students

By default, all UHD students already have a UHD network account issued to them. To obtain your UHD network account information, login to myuhd.uhd.edu and then click on "Students").

### Login to GatorMail

To login to UHD GatorMail O365 go to [www.uhd.edu/gatormail](http://www.uhd.edu/gatormail).

Click on O365 – New GatorMail Login

Username: [username@gator.uhd.edu](mailto:username@gator.uhd.edu)

Password: Type in your UHD network account password.

### Anti-Spam Policy

#### **What is this all about?**

Information Technology at the University of Houston-Downtown has implemented a spam filtering tool to reduce the escalating number of spam e-mail messages we are all getting. Spam e-mail is a worldwide problem, and according to Microsoft, spam e-mail accounts for more than half

of all e-mail traffic in the world.

#### **How will it impact me?**

You will receive alerts regarding e-mail spam messages in a "daily" digest.

#### **DIGEST**

The digest is one single e-mail message delivered to your Inbox from "UHD\_Spam\_Report" which contains a summary of spam messages sent to you since the last digest. It is delivered to your inbox four times daily – 6am, 11am, 3pm and 8pm, only if you have spam messages. Each digest will include a summary of spam messages (you will only see the subject and sender's e-mail in the digest. The actual message will be quarantined/saved on the server.

If you want to release any of the quarantined messages in the digest, simply click on the message ID and a reply e-mail will come up. Click send and the message will be released from the server and arrive in your Inbox within 2 minutes.

If you receive a digest that contains several messages and you want to release all of them, you can just reply to the digest message and all messages in that digest will be delivered to your Inbox within 2 minutes. This way you will not have to click on each individual message ID.

Quarantined messages saved on the server will only be available for retrieval for 30 days and cannot be retrieved after 30 days. NOTE: Releasing an e-mail from the server will not prevent further e-mail sent by that sender from being quarantined in the future.

#### **GatorMail Guidelines**

Use of e-mail services is governed by existing policies as described in UHD Policy Statements: Academic Honesty, Regulations for Using Academic Computing Facilities and Resources, Student Rights and Responsibilities.

- Students should check their e-mail on a frequent and consistent basis to

stay current with university-related communications. Students must recognize that certain communications may be time critical.

- To ensure the availability of e-mail service for educational purposes, the university limits the amount of storage space allocated for each student's e-mail account. Once this limit is reached, the student must delete existing messages. The university is not responsible for e-mail messages that are not delivered to the student's account if the student's e-mail account has exceeded its size limit.
- Students should exercise caution in using e-mail to communicate confidential or sensitive matters and should not assume that e-mail is private and confidential.
- All messages and files that exist at the time an account is terminated will be deleted and cannot be recovered.
- Use of student email is restricted to sending and receiving messages consistent with academic and scholarly activities. Students must properly identify themselves as originators of email messages, and refrain from using email for any purpose that is not consistent with the policies regarding UHD student conduct.
- Students are responsible for the activity of any account that has been assigned to them. If a student suspects that another person has accessed his or her account, UHD IT Security should be notified.
- Students should observe the rules of "netiquette" in e-mail And "netiquette" means the decorum of conduct as established for the UHD campus community as express in UHD student conduct policies. Netiquette, is simply, a set of rules/expectations for behavior online.
- Students shall not send messages or postings with the intent to intimidate,

harass, create disruptive or hostile atmosphere, or that could be construed as abusive or threatening.

- Students shall not send messages or postings for commercial or personal gain.
- Students should not propagate chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals) or send the same message to multiple groups.
- Students shall not attempt to perform mass mailings to the entire campus (or a large subset of the campus).
- Students shall not deliberately alter or attempt to conceal their identity, return mail address, or the origination location of the message.
- Students shall not deliberately set forth to interfere with the reception of e-mail by an individual.
- Student e-mail should not be used for any unlawful activity.
- Students shall not deliberately set forth to intercept or receive, and/or view another individual's e-mail without that user's consent.
- Students shall respect the laws governing the use of copyrighted, intellectual property, which includes computer software.
- Students shall not commit acts associated with denying, interfering with, or disrupting service of UHD's e-mail service or that of any other agency.
- E-mail services are not to be used for any type of harassment of an individual or organization.
- UHD assigns student e-mail accounts as a means of communication between faculty, staff, and students. The use of e-mail services should be for legitimate educational purposes. The Office of Student Affairs governs access to student e-mail services.

## Important Information and Resources

### Important Information and Resources Student Right-to-Know and Campus Security Act

In accordance with the amendments to the Higher Education Act of 1965, known as the Student Right-to-Know and Campus Security Act, information regarding graduation rates may be found in the Enrollment Services.

Information on crime statistics may be found in the Campus Police Office, on the Campus Police website at [www.uhd.edu/policedepartment/Pages/pd-Crimestatistics.aspx](http://www.uhd.edu/policedepartment/Pages/pd-Crimestatistics.aspx), the Parking Office, posted on bulletin boards, and printed in the student newspaper.

### Immunization

A healthy student is a more productive and happier student. Certain serious illnesses can be prevented with adequate immunizations. It is important that your immunizations are current. The American College Health Association, the State of Texas, and the UHD recommend that you be fully immunized prior to entering the University.

- Influenza: ("Flu"). Influenza is a viral infection, typically resulting in mild to severe symptoms that last two to seven days with a persistent cough that may last over two weeks.
- Influenza can result in more severe complications including viral pneumonia, secondary bacterial pneumonia, sinus infections, and worsening of previous health problems such as asthma or heart failure. Annual vaccinations are recommended for everyone age 6 months or older.
- Measles: (Rubeola, "Red" Measles, "10-Day" Measles). Measles is a highly contagious viral disease. There has been a marked increase in measles outbreaks in the past few years. In Texas in 1989, measles outbreaks occurred on the campuses of 26 institutions of higher

learning. From September 1988 through October 1990, there were eleven deaths from measles infection.

- You could miss up to two weeks of school and would have to be placed in isolation. You should have two doses of live measles vaccine after 15 months of age. This vaccine can be administered in a combined vaccine with Mumps and Rubella.
- Meningococcal Disease: (Meningococemia, Meningitis). Meningococcal disease refers to any illness caused by bacteria called *Neisseria meningitidis*, also known as meningococcus. These illnesses are often severe and can be deadly. Between January 2013 through May 2018, a total of ten university outbreaks were reported in seven states, resulting in 39 cases and two deaths. Vaccination should occur between ages 11 to 12, with a booster dose at age 16.
- Mumps: Mumps is a viral infection that causes painful swelling of the salivary glands. Mumps may produce serious complications including deafness, encephalitis, and rarely, sterility. One dose should be received after 12 months of age.
- Rubella: ("Three- Day Measles," "German Measles"). Rubella is a viral infection, which usually causes flu-like symptoms, swollen lymph nodes, and a rash. Rubella in a pregnancy can cause serious birth defects in the baby. One dose should be received after 12 months of age.
- Tetanus-Diphtheria: These vaccines, to prevent two serious bacterial infections, are usually given together. After the initial series of three or more vaccinations, boosters should be received every 10 years. Either of these preventable infections can cause serious illness and even death.

Poliomyelitis: In the United States, polio immunization is not routinely for persons 18 years of age or older. If travel outside the United States is planned, a physician should be consulted for specific recommendations.

For more information on immunizations, contact your physician, public health clinic, or UHD Student Health Services, OMB S445, 713-221-8137 [www.uhd.edu/health](http://www.uhd.edu/health).



RICE HOTEL

Miami

TRAIN SIGNAL ONLY

PRESTON ROAD

ROAD

ONE WAY

ONE WAY

ONLY