

Department of Biological Sciences

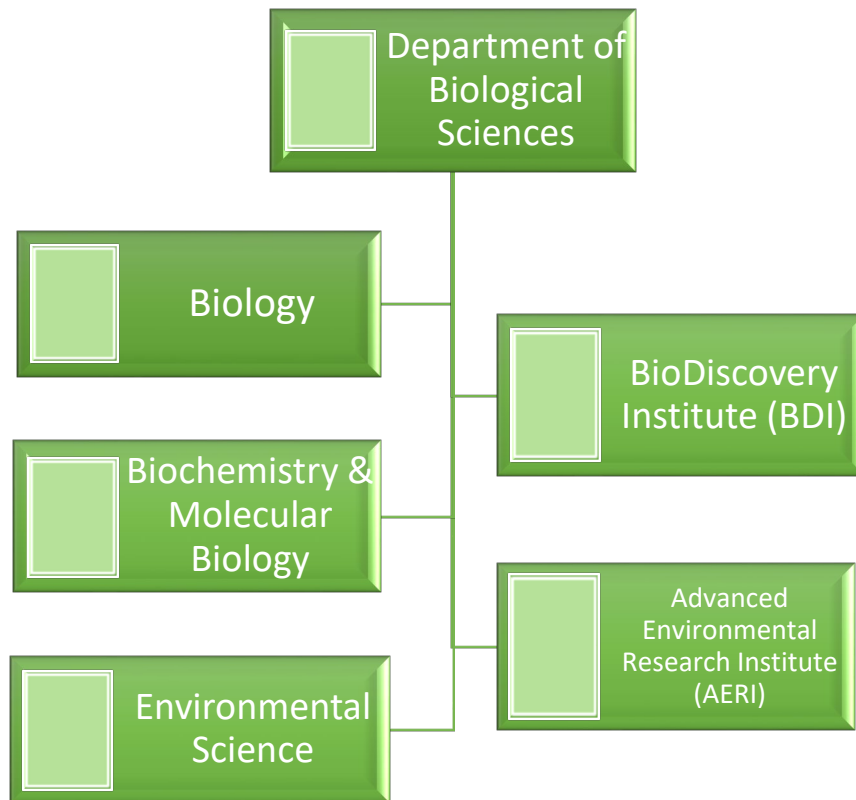


Graduate Student Orientation

Spring 2020

January 7, 2020

The Department of Biological Sciences is composed of three divisions and houses two institutes.



Biological Sciences is located in three buildings:

- Life Sciences Complex (LIFE), Buildings A & B
- Environmental Sciences Building (EESAT)
- Science Research Building (SRB)

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Checklist for Grad Students

✓	To Do:	Notes:
	International TA applicants: Complete Speak Test today at 11 a.m.	
	If new to UNT or if break in service greater than 1 year: 1)Complete Onboarding ; 2)Go to Career Center for I-9 Verification	
	Submit completed Employee Information Update Form* to Deborah Douglas, LIFE A210	
	Enroll in Direct Deposit (instructions on page 9)	
	TAs/GSAs: locate mailroom (LIFE A: 2 nd floor, east hallway)	
	Connect to network printers/copiers by searching <code>\\cas-print</code> in your start menu	
	Obtain Student ID Card from ID Systems in the Eagle Student Services Center, 1 st floor	
	Purchase Parking Permit online @ https://transportation.unt.edu	
	Meal Plan: Contact dining@unt.edu with questions. Visit https://dining.unt.edu for meal plan options	
	Autoclave training contact Roxana Hughes Roxana.Hughes@unt.edu	
	If applicable, enroll in TexFlex Health Assistance within 30 days of employment	

*Emailed as attachment

For your reference, please note the following department ID numbers:

- Biology 121100
- AERI 121101
- BDI 190402

Helpful Information

Names & Numbers:

E-mail addresses are Firstname.Lastname@unt.edu, unless otherwise indicated

Administrative Staff - Located in LIFE, building A, 1st and 2nd Floors; & LIFE, building B, 1st floor

Jyoti Shah	Chair, Biological Sciences	A210	
Shirley "Shirl" Gulley	Employment letters, Assistant to Chair	A210	940-565-3590
Deborah Douglas	Travel, Conference room, Website	A210	940-565-3593
Mark Burleson	Graduate Advisor	A210A	940-369-7388
Kim Piccolo	Assistant Director/Instructional Lab Manager – TA/GSA hiring/payroll	A205B	940-565-3600
Sarah Houdek	Assistant to Instructional Lab Manager, Employment Waivers	A205A	940-565-3586
DJ Lynch	Stockroom, Biology copier, IDTs, purchasing	A115	940-565-3451
Katy Tunks	Stockroom Clerk	A114	940-565-3585
Carol Gagnon	Accounting, Budgets, Purchasing	B125	940-369-5363
Novita Rahman	Research Analyst (RA hiring/payroll)	B113	940-565-8679
Heather Tunnell	Grad Secretary – Scholarships, Milestone paperwork, TA Applications	A128	940-565-3627

Specialized Staff

Ryan O'Shaughnessy	Instrument Shop Supervisor – Keys, building rep, fleet vehicles, instrument repair	A122	940-565-3584
Steve Timmons	Instrument Shop PT – Keys, building rep, fleet vehicles, etc.	A122	940-565-3584
Charles Pittman	Instrument Shop PT – Back up building rep, instrument repair	A122	940-565-3584
Andrea Bernardino-Schaefer	Confocal microscopy & Forensic Lab Supervisor	A222	940-369-8721

Instructional Lab Supervisors

Arland Alberts	Genetics, Molecular, Parasitology & Immunology labs	A349D	940-369-8683
Jaime Baxter-Slye	Environmental Science & Ecology labs (various)	ENV325	940-891-6891
Geoffrey "Lance" Brooks	Cell, Biochemistry & Plant Physiology labs	A349B	940-369-5963
Anthony Curran, Jr.	Anatomy & Physiology, Animal Physiology, Anthropology labs	A323	940-369-7697
Claudia Gonzalez	Freshman non-majors' labs (various)	A109	940-565-3611
Roxana Hughes	Microbiology labs (various); *autoclave training	A227	940-369-3602
Ipsita Lahiri	Freshman majors' labs	A126E	940-565-4472

Laboratory Staff

Peggy Simone Carey Earthman	Freshman Biology labs (all)	A130 & A131	940-565-3851
Wendy Pace (part-time)	Genetics, Parasitology, Immunology, Molecular	A234	
Andrea Hasenmyer (part-time)	Microbiology	A219	

Graduate Resources

Graduate Coordinators

Dane Crossley, Ph. D.	Biology	Dane.Crossley@unt.edu	940-369-7329
Dan Kunz, Ph.D.	Biochemistry & Molecular Biology	Kunz@unt.edu	940-565-2037
Jeff Johnson, Ph.D.	Environmental Science	Jeff.Johnson@unt.edu	940-369-8071

Graduate Advisor

Mark Burleson	Graduate Advisor	Mark.Burleson@unt.edu	LIFE A210A
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Graduate Secretary

Heather Tunnell	Biochemistry and Molecular Biology, Biology	Heather.Tunnell@unt.edu	940-565-3627
Deni Gallagher	Environmental Science	Denice.Gallagher@unt.edu	940-565-2694

Toulouse Graduate School

Website: <https://tgs.unt.edu/toulouse-graduate-school>

Email: GraduateSchool@unt.edu

Phone: 940-565-2383

Where to find:

Life Sciences Complex, Building A

Resources and locations:

Office of the Chair	LIFE A210
Stockroom	LIFE A114
Instrument Repair Shop	LIFE A122
Copier	LIFE A127
Faculty/Staff mailboxes	LIFE A127
TA/GSA mailboxes	2 nd floor, east hallway
Building A Women's Restrooms	1 st & 2 nd floors
Building A Men's Restrooms	1 st & 3 rd floors
Biology website	biology.unt.edu
Employee Self-Service and Faculty Center	my.unt.edu portal

Environmental Sciences Building (ENV/EESAT)

Resources and locations

Environmental Sciences Main office	ENV 215
Copier, mailboxes	ENV 215

Environmental Sciences Staff

Aaron Roberts	Director of the Institute of Applied Sciences & AERI	ENV-215	940-891-6957
Shelby Kinsall	Office Manager, Budget	ENV-215C	940-369-5207
Becky Petrusky	Travel, purchasing, keys, vehicles	ENV-215B	940-565-2983
Vacant	Travel, purchasing, shipping, receiving	ENV-215	940 565-2694
Deni Gallagher	Grad Student Admin, IAS copier, shipping/receiving	ENV-215A	940-565-2977
Jaime Baxter-Slye	Instructional Lab Supervisor, Environmental Science labs	ENV-325H	940-891-6891
Kelly Bassinger	Proposal Manager (AERI)	ENV-215D	940-369-5776

Science Research Building/Life Sciences Complex, Building A & B

BioDiscovery Staff

Mandi Anderson	Laboratory Facility Manager, purchasing	LIFE B126	940-565-3469
Martha Frantz	Sr. Research Analyst	LIFE B123	940-565-2301
Brier Lee-Renken	Sr. Administrative Specialist	SRB 134	940-565-2491
Crystal Garrett-McEwen	Administrative Specialist	LIFE B128	940-565-2389
Tracy Kim	Genomic Center Manager	LIFE A415	940-565-2901
Gail Shadle	Greenhouse Manager	LIFE B311	940-565-4598
Christophe Cocuron	BioAnalytical Facility Manager	SRB 128	940-565-5233

Institutes

Advanced Environmental Research Institute (AERI)

Director: Dr. Aaron Roberts
940-891-6957

The institute features a thriving interdisciplinary research team exploring fascinating questions about our environment while developing effective solutions to complex problems confronting public and private organizations. The research team conducts ongoing research in a wide array of areas related to local, regional, national and international environmentally influenced problems.

BioDiscovery Institute (BDI)

Director: Dr. Kent Chapman
940-565-2969

The institute delivers research solutions to underpin the utilization of plants, forest products and other biomass for production of biopolymers, new bio-based materials for construction and transportation, bioactive small molecules and biofuels. The institute operates through a pipeline linking sustainable plant production platforms, metabolic engineering and the development of new materials.

Employment

TAs, GSAs, RAs

Onboarding - Never worked at UNT or had a break in service of one year or longer? Complete new hire documents found at "Onboarding for Student Employees" on the Onboarding webpage at the Human Resources website: <https://www.untsystem.edu/hr-it-business-services/human-resources/new-employee-onboarding-and-orientation>. The Biological Sciences Base Department ID is **121100**.

Note: RAs funded from Environmental Sciences should verify their base department ID with the administration in IAS.

I-9 Verification - Following Onboarding, complete I-9 verification at the Career Center. Note: Onboarding must be completed before I-9 Employment Eligibility Verification. Please bring required original documentation for I-9 verification. See list at: <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>. Contact the Career Center with questions – 940-565-2105 or career.center@unt.edu.

Failure to complete these steps means you will not be put on payroll = YOU WILL NOT GET A PAYCHECK.

Payroll

Pay levels for new TAs/GSAs/RAs are based as follows for a 20-hour work week:

- Level 1 - \$1937.73/month, <18 sh of graduate work
- Level 2 - \$2046.59/month, 18 sh or more of graduate work <ABD
- Level 3 - \$2264.31/month, ABD

Fall and Spring Payroll Distribution

The FY20 UNT System Payroll Calendar can be accessed at <https://www.untsystem.edu/hr-it-business-services/payroll/pay-date-calendars>. For reference, pay will be distributed as indicated below.

Fall – October, November, December, January, and February (half paycheck)*

Spring – February (half paycheck)*, March, April, May, and June

*If employed during Fall and Spring terms, two half payments will be distributed, rather than one full payment.

Getting your first paycheck

Regardless of when classes begin or end, you will be paid for working during the semester. The pay period for the fall semester is September 1st – January 15th. The pay period for the spring semester is January 16th – May 31st.

You will be paid on the **first working day** of the month for the previous month's work. If a state holiday falls on that day, your payday will be the next working day. Direct Deposit is **mandatory** for all employees.

- **Your first payday for the fall semester will be on October 1st.**
- **Your first payday for the spring semester will be on February 1st.**

► **Note: First paycheck may be paper! Pick up in LIFE A210, Office of the Chair.**

Assistantship Insurance Options

Please go to the Toulouse Graduate School website for more information: <https://tgs.unt.edu/insurance>

Direct Deposit –

UNT System Faculty & Staff: As part of our ongoing effort to improve processes and serve team members, we are excited to launch a convenient and secure self-service function for faculty and staff to update their direct deposit information. This new, self-service feature for updating your direct deposit information is available immediately and utilizes multifactor authentication (MFA) to help eliminate cyber threats and ensure that our team members' personal information remains private.

In order to use this new self-service feature, simply enroll in **DUO** multifactor authentication online at <https://mfa.untsystem.edu>. Once securely enrolled in DUO, you will be able to update your direct deposit information in EIS.

A helpful list of FAQ related to this secure and convenient new service are listed below. For questions or assistance, please contact your local department's IT support group, the UNT System Service Desk at 940-565-HELP (4357) or email ITHELP@untsystem.edu.

FREQUENTLY ASKED QUESTIONS: Secure, Self-Service Direct Deposit

Why Are We Implementing Self-Service for Direct Deposit?

The employee self-service function is being made available to allow you to personally update your direct deposit information. Implementation of this service will save time and improve efficiency by reducing the number of staff, technology, and procedures that are currently in use to support direct deposit functions. In addition to providing the convenience of self-service, the security of employee information will also be strengthened through the implementation of multifactor authentication.

What is Multifactor Authentication?

Multifactor authentication (MFA) is a security measure that adds an additional layer of protection to sensitive information. It requires an individual to provide secondary information that verifies that the individual is authorized to access the information before the individual is also allowed to view or change the information.

What are the Benefits of Multifactor Authentication?

Multifactor authentication improves the security of technology, which in turn protects sensitive information from being accessed and used by unauthorized individuals for fraudulent purposes. It reduces the risks of identity theft and financial loss to employees and the University. Multifactor authentication is also being implemented to comply with state law, Texas Administrative Code §202.76.

How Do I Use Self-Service for Direct Deposit?

In order to use self-service for direct deposit, you will need to enroll in Duo multifactor authentication online at <https://mfa.untsystem.edu>. After you enroll, you will be able to update your direct deposit information in EIS. Once enrolled in MFA, you will not be asked to go through the enrollment process again.

Where to Go for Help with Enrolling in DUO or Using MFA?

If you have any questions or need assistance, you also may contact your local department's IT support group, the UNT System Service Desk at 940-565-HELP (4357), or email ITHELP@untsystem.edu

Where to Go for Help with Direct Deposit Questions?

If you have questions regarding your direct deposit information, you may contact Payroll at 940-369-5500, toll free at 855-868-4357, or email Payroll@untsystem.edu.

Graduate Student Teaching Excellence Program (GSTEP)

The Center for Learning Experimentation, Application, and Research (CLEAR) is very excited to announce fall 2019 enrollment is now open for the **Graduate Student Teaching Excellence Program (GSTEP) for Scientific Teaching**. *GSTEP for Scientific Teaching is an online workshop especially designed for Graduate Students in the **College of Science** (Biology, Chemistry, Physics, and Mathematics) who are busy with their own research but wish to learn about researched and effective teaching practices for both instructors and students. This workshop will focus on topics related to scientific teaching and student learning. The format is very flexible and allows the participants to work in flexible hours. However, the modules build on the previous ones, so it is important for the participants to keep on track and complete the activities on time.*

The course will NOT require any audio or video recording. GSTEP for Scientific Teaching is offered as a zero-credit-option, meaning that students register (at no cost) and receive official documentation of completion on their transcripts after fulfilling the workshop's requirements. The participants are expected to complete several assignments and discussions every two weeks. There are six modules in this workshop, two practicum, and 3 in-class observations (See Syllabus' table 1.0)

Please contact us if you wish to receive more information and the enrollment survey for fall 2019. We look forward to hearing from you! Have a great semester!

Contact Information:

Claudia Gonzalez

GSTEP for Scientific Teaching Student Investigator and Mentor

Instructional Lab Supervisor

Department of Life Sciences

Office: LIFE A109

Office Phone: (940) 565-3611

claudia.gonzalez@unt.edu

Scholarships

Tuition Benefit Program (TBP) / Beth Baird Scholarship

Teaching Assistants are eligible for a tuition scholarship that covers tuition and mandatory fees. Information regarding the TBP may be found at <https://tgs.unt.edu/new-current-students/tuition-benefit-program>. For questions about either scholarship, contact the graduate secretary.

Health Assistance Scholarship*

Teaching Assistants are eligible for a health assistance scholarship. For questions about the scholarship, contact the graduate secretary.

*Note: Enrollment in ERS Flexible Spending Account (TexFlex) must occur within the first 30 days of employment or by a date identified by ERS/TexFlex.

Employment (Tuition) Waiver Request

If you are being charged non-resident tuition as a TA, TF, GSA, or RA you are eligible for in-state tuition rates while working at least half-time (20 hours per week).

NEW! Effective Fall 2019: If you are a **recipient of TBP**, Toulouse Graduate School will post your Employment Waiver. TBP recipients who have signed and submitted a TBP Agreement to their hiring department do not need to submit an Employment Waiver Request form.

For those without TBP: To obtain your Employment Waiver:

1. Visit <https://tgs.unt.edu/employment-waiver-request> on the Toulouse Graduate School website. Here you will find more information on Employment Waivers and the appropriate form.
2. Fill out, print and sign the "Employment Waiver Request Form" and submit it by email to Sarah.Houdek@unt.edu for further approvals and employment confirmation.
3. The Web Form is submitted on behalf of the student. The Web Form must be submitted by the employing department, otherwise it will be void.

****PLEASE NOTE: This process must be repeated each semester****

Lab Safety:

Introduction to Risk Management Services

From the RMS homepage (<https://riskmanagement.unt.edu/>)
(some links may only be available from UNT computers or VPN server)

Home Page: <https://riskmanagement.unt.edu/msds-online>

Pulldown menu: <https://riskmanagement.unt.edu/emergency-preparedness> Building
Evacuation Routes; International Travel

Pulldown menu: <https://riskmanagement.unt.edu/environmental-risk>
Radiation & Laser; Waste Management

Pulldown menu: <https://riskmanagement.unt.edu/resources>
Forms; Report Incident; Online Training

RESPONSIBILITIES

EVERYONE IS RESPONSIBLE FOR A SAFE ENVIRONMENT!!

All senior colleagues should pay attention to the training needs of junior colleagues
All junior colleagues need to acknowledge they need training to avoid hazards

SUPERVISORS

Supervisors are responsible for instructing all personnel under their direction in exercising proper operational procedures, and seeing that all facilities and equipment under their jurisdiction are maintained in safe operating condition at all times.

Supervisors will provide initial training to newly assigned personnel and annual training for all employees.

Training will include proper safety procedures, operation of equipment, wear and maintenance of safety equipment, and **maintain a record of training for each individual.**

TRAINING THE NEW EMPLOYEE

All new employees or students must be made aware of all immediate safety work considerations during their *first day of employment*.

RMS TRAINING MODULES ARE A GOOD PLACE TO START YOUR NEW STUDENTS

(...but are a not a substitute for In-lab, at-the-bench training...)

To determine on-going training needs, **supervisors should observe employees frequently** to see that short cuts or violations are not occurring.

General safety meetings or training sessions should be conducted a **minimum of twice a year**, or more often in hazardous environments, to assure that safe practices and procedures are being followed. Specific training should occur at least annually.

ON-LINE TRAINING AVAILABLE THROUGH RMS

From the RMS homepage (<https://riskmanagement.unt.edu> → Resources → Training
(<https://riskmanagement.unt.edu/resources/training>)

Old site with different training:

<https://riskmanagement.unt.edu/riskman/index.php?section=onlinetraining>

The following modules are available and those in uppercase bold font should be completed by everyone in a Biology Research Lab (other training may be appropriate, depending on the lab/project)

TRAINING, TESTING AND DOCUMENTATION SHOULD BE DONE ANNUALLY

BIOSAFETY LEVEL 2

Art Safety

BIOLOGICAL SAFETY

Bloodborne Safety

CHEMICAL LAB SAFETY

Globally Harmonized system online training

GAS CYLINDER HANDLING

Hydrofluoric Acid

LABORATORY WASTE

Hazmat Transportation

Pyrophoric Safety

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Overly loose-fitting clothes, shorts, skirts must not be worn while working with hazardous materials; Open toed-sandals and shoes, or footwear that does not cover the whole foot should not be worn in the laboratory; Loose jewelry should be avoided; Long hair should be adequately restrained.

PROTECTIVE CLOTHING

Protective clothing and equipment will be provided and used wherever it is necessary to protect workers from chemical or physical hazards

Minimum requirements:

- a. Provide protection against the hazard(s) for which they were designed.
- b. Reasonably comfortable when worn under the designated conditions.
- c. Will fit snugly, comfortably, and not interfere with the movements of the worker. **Safety equipment worn too tight or too loose will not protect the worker.**
- d. Made of durable materials.
- e. Capable of being cleaned and disinfected (safety devices & protective clothing will not be interchanged between employees until properly cleaned.

HAND PROTECTION

Generally, the recommended gloves for chemicals are vinyl, latex, or neoprene. Consult the manufacturer's specifications as each glove is not satisfactory for all chemicals.

Gloves must not be worn outside the laboratory:

- 1) Contamination of public areas;
- 2) Contamination from public areas;
- 3) Perception by public: What contamination is that guy spreading all over campus?

EYE AND FACE

Protection in the form of **goggles**, face shields, or shields/screens is required where hazards are present due to flying particles, hazardous substances, splashing risk, or injurious light rays.

Note: Contact lenses can trap splashes and fumes and are discouraged in the laboratory

GLASSWARE

Broken glassware or any other sharp likely to cause injury is NOT to be disposed of with regular trash. **Use a cardboard box, lined with a double layer of plastic, and leave flaps open until filled. Then tape flaps closed and mark box "Broken Glass."**

Glass vessels, one liter or over, used in high vacuum systems, are to be enclosed with screening or safety glass shields or wrapped with tape. Suction flasks will collapse

violently under vacuum if cracked or otherwise weakened. Tamping flasks, when suction is on full is an unsafe practice.

CHEMICAL STORAGE: Store chemicals in accordance with compatibility. Incompatible chemicals can generate violent reactions. **Flammable liquids >1.0 liter should not be used on the benchtop**, and should only be removed from a flammable cabinet to transfer liquid to a smaller container in a fume hood.

CHEMICAL INVENTORY: Perform a chemical inventory annually –update when material is disposed or procured; keep records tracking the most toxic and dangerous chemicals, including procurement, expected usage, consumption, disposal, and related dates (BIOL & Chem Stockrooms are now involved in this).

CHEMICAL WASTE DISPOSAL: It is the responsibility of the waste originators to **contact RMS through the RMS webpage Hazardous Waste Pickup Request Form** with the information required for our removal of their wastes.

FUME HOODS: Laboratory-type fume hoods will be used to prevent harmful exposure of hazardous substances to students, faculty and staff. Items that need continuous venting can be stored in the hood, but items that do not need venting contribute to clutter and disrupt air flow should not be in the hood. Dirty glassware, equipment, water baths, stirrers, ring stands, etc., should be removed from the hood when not in actual use.

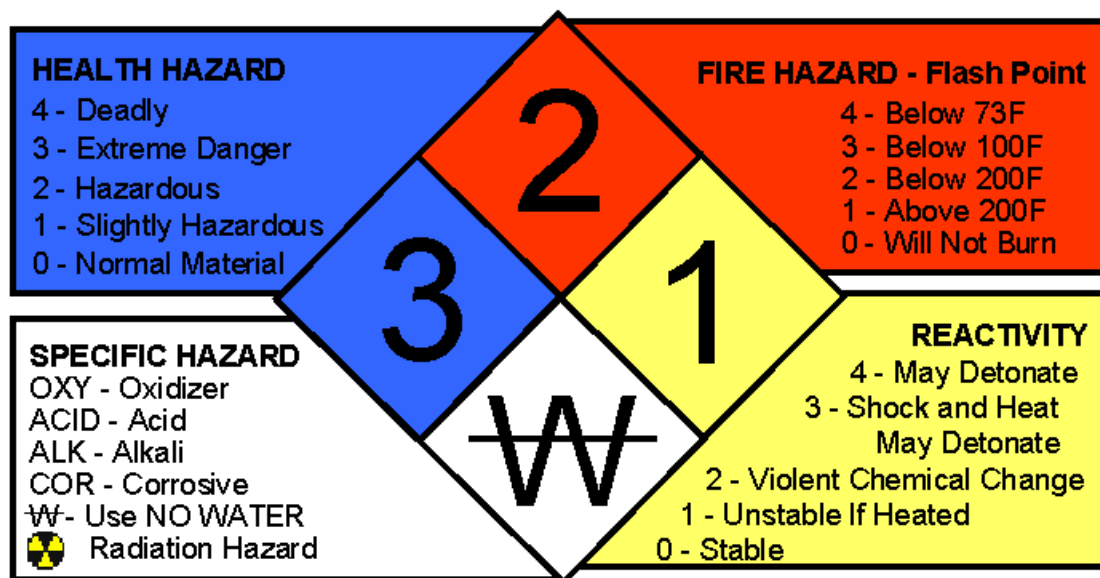
LABELING

Original manufacturer's labeling includes essential hazard warnings and must not be tampered with. **Secondary containers** of hazardous chemicals, solutions derived from hazardous chemicals or mixtures of chemicals **must also be labeled**.

"Hazardous" chemical can be defined in many ways: **check the MSDS for details on the particular chemical**. The National Fire Protection Associations (NFPA) "Hazard Identification System" is a precise way of labeling materials as to their hazardous properties. The NFPA label system identifies the hazards of a material in terms of three principal categories, namely, "health," "flammability," and "reactivity" (instability); this indicates the order of severity numerically by five divisions ranging from 4, indicating a severe hazard, to 0, indicating no special hazard. **Any substance with a hazard rating of 3 or more must be labeled**.

Ethanol: original bottle (4 L in flammable cabinet), bottle (> 1 quart) on your bench, including dilutions and mixtures, must be labeled because the flash point 13-14°C (NFPA “3” for flammability).

<http://www.chemicallabels.com/CHE/NFPA-Chemical-Labels.aspx>



MSDS CONTAINS SAFETY AND HANDLING INFORMATION

RMS MAINTAINS MSDS DATABASE; EVERY LAB SHOULD HAVE MSDS FOR HAZARDOUS CHEMICAL READILY AVAILABLE

MSDS sheets contain information such as:

Names of hazardous chemicals: *Ex: Acetone, alcohol*

Physical and chemical properties: *Ex: Flammable & highly volatile*

Physical hazards of the products: *Ex: Burns*

Hazardous ingredients: *Ex: Acetone 80%, Alcohol 20%*

Health hazards of the products: *Ex: Headaches, eye irritation*

Reactivity of the chemical: *Ex: Water reactive*

The main way the chemical enters the body: *Ex: Inhalation*

The legal limit allowed in the air: *Ex: 750 ppm*

Carcinogenic of the chemical: *Ex: Not carcinogenic*

Precautions for safe use of the hazardous chemical: *Ex: Use with adequate ventilation*

Exposure control method, including personal protective equipment (PPE): *Ex: Wear respirator, goggles, gloves, etc...*

Emergency and first aid procedures: *Ex: Eyes flush with water at least 15 min*

Emergency Procedures

Eagle Alert

UNT conducts a routine test of its Eagle Alert system once every long semester. This is a good time to check your contact information at my.unt.edu.

Eagle Alert allows UNT administrators to quickly contact campus community members about emergency situations affecting the safety and well-being of people on and around the UNT campus.

The system sends a message (recorded voice and text) to the user's phone and an email to all active students, faculty and staff. The system must have the user's updated information and permission to send text messages for Eagle Alert. **Only phone numbers in the U.S. 50 states are supported.**

Students, staff and faculty should update their phone numbers in my.unt.edu.

@UNTEagleAlert is UNT's official campus emergency Twitter account. By following @UNTEagleAlert, you will receive emergency messages and updates in real time to keep you informed.

More information can be found at <https://www.unt.edu/eaglealert>

Emergency Situations

- If the **Fire Alarm** sounds and evacuation is required, exit the building.
- If the **Tornado sirens** sound, proceed to the first floor of the Life Sciences Complex, Building A.

Inclement Weather

The Department of Biological Sciences, including all divisions and Institutes, will be closed when the university is closed. It is imperative that you are aware of university closures by watching the local news, listening to local radio stations, viewing the UNT website, and signing up for Eagle Alert notifications.

Active Shooter

While the likelihood of any single individual experiencing an active shooter situation is relatively low, history clearly indicates these types of scenarios can play out in any environment. To better prepare and protect the UNT community, the following information is provided to help UNT prepare for such a situation.

Because active shooter situations are unpredictable and evolve quickly, individuals must be prepared to respond before law enforcement arrives at the scene. This information is provided to help you protect yourself and those around you should you ever be in an active shooter situation.

RUN and escape, if possible.

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe, and describe shooter, location, and weapons.

HIDE, if escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

Additional Resources:

- <http://www.dhs.gov/active-shooter-preparedness>
- <https://www.ready.gov/active-shooter>
- <http://training.fema.gov/EMISWeb/IS/courseOverview.aspx?code=is-907>
- http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf
- http://www.dhs.gov/xlibrary/assets/active_shooter_poster.pdf
- https://www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf
- <http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

Places to Eat

University of North Texas Dining Services

Looking for a quick bite or a leisurely meal with friends? UNT Dining Services has campus restaurants to satisfy every taste, with convenient locations near your class or office. Our campus dining halls feature a variety of freshly prepared meals, snacks and beverages. Our retail locations offer a great variety of popular choices from chicken sandwiches to sushi. Whether you are looking to relax in one of our dining halls, or just stopping by for a quick snack, we look forward to serving you your next meal. All of our dining halls accept cash, checks, and meal plans. Meals purchased at Bruce, Kerr, and Champs dining halls may be paid by credit card. All UNT retail locations accept cash, credit cards, Flex Dollars, and Green backs (DCB). For more information and meal plan options, go to: [Campus Dining Guide](#).

For Dining Hall and Retail Restaurants Hours of Operation go to <http://www.dining.unt.edu/hours>

Faculty/Staff Meal Plans

One of the many perks of being a UNT employee is access to Faculty/Staff Meal Membership. Let Dining Services do the hard chore of menu prep, shopping, cooking, and clean up so you can spend more time focused on making the University a great place to learn, live, and work. So hold onto your parking spot and enjoy wholesome, all-you-care-to-eat breakfast, lunch, and dinner meals for less than the price of a fast food combo.

All students, faculty, staff, and guests are welcome in our dining halls, even without a membership. Simply pay door price (\$5.50 and up) using cash, credit, debit, or Apple Pay.

For more information, give us a call at 940-565-2462, email us at dining@unt.edu, or visit our office in the Welcome Center #237. We look forward to serving you!

Why Get a Meal Plan?

- A great way to budget! Eat well and save money at the same time.
- Get great deals on food daily, not just at the monthly Faculty/Staff Appreciation Lunches.
- Treat students, faculty, friends, and family by bringing them to one of our nationally-recognized dining halls as your guest.
- Choose from a variety of diverse options.
- Never lose your parking spot again! Our dining halls and retail locations are located conveniently across campus.

Parking

All employees may now purchase their parking permits online. Please go to <https://unt.t2hosted.com/cmnauth.aspx> to purchase your permit. Click on Permits at the top left of the page, then click on Get Permits. (You will need your EUID.)

For questions or concerns please contact your campus parking office:
UNT Denton, Phone: 940-565-3020, email: transportation.services@unt.edu

Transportation Services: UNT e-ride <http://transportation.unt.edu/e-ride>

Free Park and Ride:

Staff and students may park for FREE at Med Park and ride the Colorado Express route into campus. Check schedule for times.

Parking & Transportation Services Contact Information:

Lobby hours of operation	7:30 am - 6:00 pm Monday-Friday
Phone	Main: 940-565-3020 Fax: 940-565-2452
Office Location	620 Central Avenue <i>Offices located in the bottom level of the Highland Street Garage, parking on the side of the building by the entrance.</i> Entrance to our lobby is across from the Business Leadership Building (BLB) on Ave A.
Mailing Address	The University of North Texas, Parking Services, 1155 Union Circle #310948, Denton, TX 76203-5017
DCTA Customer Service	940-243-0077

Student and Academic Affairs Resources

Accounting Lab | Business Leadership Building 007 | 940-565-3080
cob.unt.edu/students/tutor-labs

Advising Services | Sage Hall 110 | 940-565-3633
Services include: Class Concierge; Pre-Admission Advising;
Major-Changer Counseling

Career Center | Chestnut Hall 103 | 940-565-2105
career.center@unt.edu | studentaffairs.unt.edu/career-center
Services include: Career Connect; Career Fairs; Career Workshops;
Eagle Careers Job Bank; Individual Career Advising; Internships;
Mock Interviews; On-Campus Interviews; Professional Networking
Events; Student Employment; Take Flight Job Shadowing

Center for Leadership and Service | Union 345 | 940-565-3021
leadandserve@unt.edu
studentaffairs.unt.edu/center-for-leadership-and-service
Services include: Academic Leadership Certificate Program;
Alternative Service Break Trips; Big Event Day of Service;
Eaglethon Dance Marathon; LeaderShape; Leadership Development
Programming; Volunteer and Community Service Engagement
Opportunities

Center for Student Affairs at Discovery Park
Discovery Park G140 | 940-369-5847 | dplife@unt.edu
studentaffairs.unt.edu/center-for-student-affairs-at-discovery-park

**Chemistry Resource Center/Computational Chemistry
Instructional Laboratory** | Chemistry Building 231 | 940-565-2556

Computer Science & Engineering Help Lab | Discovery Park F232
940-565-2767

Counseling and Testing Services | Chestnut Hall 311
940-565-2741 | counselingandtestingservices@unt.edu
studentaffairs.unt.edu/counseling-and-testing-services
Services include: Animal-Assisted Therapy; Body Image and Eating
Awareness Team; Couples, Group and Individual Counseling; Mind-
Spa; Testing Services; Therapy Assistance Online (TAO)

DSA Assessment | Chestnut Hall 155 | 940-565-2715
sara.ousby@unt.edu
Services include: Administrative Outcomes; Card Swipe; Learning
Outcomes; Planning and Assessment

Dean of Students Office | Union 409 | 940-565-2648
deanofstudents@unt.edu | deanofstudents.unt.edu
Services include: CARE Team; Conduct; Food Pantry; Student
Crisis and Assistance; Student-Initiated Withdrawals

**Department of World Languages, Literatures and Culture
Tutoring** | Language Building 108A | 940-565-2404

Dining Services | Crumley Hall 132 | 940-565-2462 | dining.unt.edu

Economics Help Center | Wooten Hall 310 | 940-565-2573
EconHelpCenter@unt.edu

Emerald Eagle Scholars | Union 376C | 940-369-5251
emeraldeaglescholars@unt.edu | emeraldeagles.unt.edu

Finance Lab | Business Leadership Building 006 | FinaLab@unt.edu
cob.unt.edu/students/tutor-labs

Food Pantry | Union 409, Union 366 and Discovery Park C102C
940-565-2648

Greek Life | 611 S. Welch St. | 940-369-8463 | greeklife@unt.edu
studentaffairs.unt.edu/greek-life

History Help Center | Wooten Hall 220 | 940-565-4772

Housing and Residence Life | Crumley Hall | 940-565-2610
housinginfo@unt.edu | housing.unt.edu

Information Technology & Decision Science Lab
Business Leadership Building 011, 012 | 940-565-3110
cob.unt.edu/students/tutor-labs

International Student Programs/UNT-International
Marquis Hall 105 | 940-565-2197

Kinesiology, Health Promotion and Recreation Study Center
Physical Education Building 220 | 940-565-2651

Learning Center | Sage Hall 170 | 940-369-7006
Services include: Online Tutoring; Study Skills Lab; Speed Reading;
Supplemental Instruction; Volunteer Tutor Program; Learning
101; Connecting for Success; TSI Advising and Testing; Academic
Success Program; Academic Resource Library

Math Lab | Sage Hall 130 | 940-565-3592 | mathlab@unt.edu

Multicultural Center | Union 335 | 940-565-3424
edo.unt.edu/multicultural-center

New College at Frisco | 2811 Internet Blvd., Suite 100 in Frisco
972-668-7100 | UNTFrisco@unt.edu | frisco.unt.edu
Services include: Executive and Industry Partnerships; Professional
Development and Summer Camps; Undergraduate and Graduate
Classes

Off-Campus Student Services | Union 345 | 940-565-3807
ocss@unt.edu | offcampus.unt.edu
Services include: Coffee & Convo; Family Fun Night; Housing Fair;
Nest Watchers Babysitters Clearinghouse; Off-Campus Housing
and Roommate Search; Professional Picture Day; Programs for
Non-Traditional, Commuter, Off-Campus and Graduate Students

Office of Disability Access | Sage Hall, 167 | 940-565-4323
Apply.ODA@unt.edu | disability.unt.edu
Services include: Accommodated Testing Center; ADA Grievances;
Assistive Technology; Education and Outreach; Interpreting/CART
Service

Office of Spiritual Life | Union 376E | 940-565-3288
spirituallife@unt.edu | studentaffairs.unt.edu/office-of-spiritual-life

Orientation and Transition Programs | Union 377 | 940-565-4198
freshman@unt.edu; transfer@unt.edu
studentaffairs.unt.edu/orientation-and-transition-programs
Services include: ACCESS Mentoring Program; Eagle Camp;
Family Weekend; First Flight Week; Graduating Year Experience;
Orientation; Parent Association; Parent Programs; Senior Year
Experience (for high schoolers); StrengthsQuest; Transfer Center;
Transition Programs

Student and Academic Affairs Resources

Physics Instructional Center | Physics 209 | 940-565-3275

Pride Alliance | Union 372 | 940-565-2589

Psychology Clinic | Terrill Hall 171 | 940-565-2631

Recreational Sports | Pohl Recreation Center | 940-565-2275
recsports@unt.edu | recsports.unt.edu
Services include: Aquatics; Esports; Facilities; Fitness Programs; Intramurals; Outdoor Pursuits; Sport Clubs

Student Activities | Union 345 | 940-565-3807
student.activities@unt.edu | studentactivities.unt.edu
Services include: Cheer, Dance, Scrappy and Talons; EarthFest; Founder's Day; Homecoming; Mean Green Fling; Off-Campus Student Services; Student Organizations; University Day

Student Government Association | Union 344 | 940-565-3850
sga@unt.edu | sga.unt.edu
Services include: Advocacy for the Undergraduate Student Body; Alton Thibodeaux Award; Eagles Nest and Raupe Travel Grant Funding; Fessor Graham Award

Student Health and Wellness Center | Chestnut Hall second floor
940-565-2333 | askSHWC@unt.edu
studentaffairs.unt.edu/student-health-and-wellness-center
Services include: Allergy Injections; Departmental First Aid Supplies; Dietitian; Eating Disorder Treatment; Health Education; Laboratory Services; Massage Therapy; Meadows Center for Health Resources; Mean Green Screen HIV Testing; Men's and Women's Health; Optometry; Pharmacy; Psychiatry; Radiology; Transgender Health; Dental Office; Walk-In STD Testing

Student Legal Services | Union 411 | 940-565-2614
StudentLegal@unt.edu | studentaffairs.unt.edu/student-legal-services
Services include: Consumer Law; Employment and Family; Immigration; Landlords & Tenants; Notary Public; Personal Injury

Student Money Management Center | Chestnut Hall 313
940-369-7761 | money.management@unt.edu
studentaffairs.unt.edu/student-money-management-center
Services include: Financial Intelligence Training (FIT) Program; Financial Readiness Program; Financial Support Program; Financial Wellness Program; Student Loan Exit Counseling; Transition Planning Sessions

Student Sustainability | Union 376J | 940-369-8302
emily.bilcik@unt.edu | studentaffairs.unt.edu/sustainable
Services include: I Bike UNT, Bike Safety; Pollinative Prairie; Recyclemania; Solar Trailer; Sustainable Shirts; UNT Community Garden; UNT Goes Green Sense; We Mean Green Fund

Student Veteran Services | GAB 119 | 940-369-8021
James.Davenport@unt.edu
studentaffairs.unt.edu/student-veteran-services
Services include: Omega Delta Sigma; SALUTE Veterans National Honor Society; Student Veterans Association; UNT Veteran Greenzone Training; Veterans Day Event

Substance Abuse Resource Center | Union 376C | 940-565-3177
sarc@unt.edu | studentaffairs.unt.edu/substance-abuse-resource-center
Services include: AlcoholEdu; Drug and Alcohol Education Taskforce; Self-Assessments; Seminars

Survivor Advocacy | 940-565-2648 | survivoradvocate@unt.edu
deanofstudents.unt.edu/sexual-misconduct/reporting-sexual-misconduct
Services include: Advocacy related to Sexual Misconduct; Green Dot; Haven

Technical Communication Lab | Auditorium Building 307
940-565-4193

TRIO Programs | Sage Hall 215 | trio@unt.edu | trio.unt.edu
Services include: Student Support Services; Talent Search; Talent Search – HEB; Upward Bound; Upward Bound Math and Science

University Union | 940-565-3805 | union@unt.edu
studentaffairs.unt.edu/university-union
Services include: ATMs; Barnes & Noble at UNT; Design Works; Eagle Images; Eagle Post; Event Planning and Scheduling Services; Fine Arts Series; The Mainframe Apple Store; Marketing Opportunities; Retail Food Shops; Ticket Sales; University Program Council (UPC); Union Fest; Union Gallery; Wells Fargo

Writing Center | Sage Hall 150 | writingcenter@unt.edu
writingcenter.unt.edu
Services include: Tutoring; Online Tutoring; Writing Workshops; Instructional Support

Advising Offices

College of Business | Business Leadership Building 110
940-565-2110

College of Education | Matthews Hall 105 | 940-565-2736

College of Engineering | Discovery Park A101 | 940-565-4201

College of Health and Public Service | Chilton Hall 289
940-565-4115

College of Information | Discovery Park C232 | 940-565-2445

College of Liberal Arts and Social Sciences | GAB 220
940-565-2051

College of Merchandising, Hospitality and Tourism
Chilton Hall 385 | 940-565-4635

College of Music | Chilton Hall 211 | 940-565-3860

College of Science | Hickory Hall 283 | 940-369-8606

College of Visual Arts and Design | (New) Art Building 345B
940-565-2216

Mayborn School of Journalism | Sycamore Hall 205 | 940-565-3365

Honors College | Sage Hall 320 | 940-565-3305

New College (Denton) | Sage Hall 394 | 940-369-8129

New College (Frisco) | Frisco 136 | 972-668-8115

Pre-Law Advising | Wooten Hall 153 | 940-565-4413

Pre-Health Professions Advising | Hickory Hall 256 | 940-565-4255