

Student Resources and Rights Guide

STUDENT RESOURCES

DEPARTMENT	LOCATION	CONTACT	SERVICE
Dean of Students	S380	Phone Number: 713-221-8100 E-mail: uhdstudentaffairs@uhd.edu	Main source of information for students; student advocacy, rights, conduct, & complaints
Career Center - Main	S402	Phone Number: 713-221-8980 E-mail: uhdcareer@uhd.edu	Career development and planning for all majors except business
Career Center – College of Business	B104	Phone Number: 713-221-5011 E-mail: cobcareercenter@uhd.edu	Career development & planning for <u>Business majors</u>
Center for Diversity & Inclusion	S370	Phone Number: 713-221-5008 E-mail: uhddiversity@uhd.edu	Safe space to learn about & discuss social justice issues
Counseling Services	S280 (Main Office) S601 (Annex)	Phone Number: 713-221-8121 E-mail: uhdcounseling@uhd.edu	Confidential support with addressing personal issues
Disability Services	GSB 314	Phone Number: 713-221-5078 E-mail: disabilityservices@uhd.edu	Academic accommodations for students with disabilities
Food Market	S292	Phone Number: 713-221-5870 E-mail: uhdfoodscholarship@uhd.edu	Fresh food & other necessities for students
Health Services	S445	Phone Number: 713-221-8137 E-mail: healthservices@uhd.edu	Non-urgent clinical services & student health insurance
Sports and Fitness	Student Wellness and Success Center	Phone Number: 713-221-8225 E-mail: sports&fitness@uhd.edu	Free weights, fitness machines & classes, club & intramural sports, personal training, healthy workshops, First Aid Certification, other safety trainings
Study Abroad	S345	Phone Number: 713-221-8250 E-mail: studyabroad@uhd.edu	International educational opportunities
Student Activities	S204	Phone Number: 713-221-8573 E-mail: studentactivities@uhd.edu	Student programming & events, student clubs & organizations, Greek Life, Mariachi Los Caimanes, Esports, student lounge
Veterans Services	GSB 318	Phone Number: 713-221-8622 E-mail: uhdva@uhd.edu	Support for veterans, reservists, guardsmen, & dependents

ACADEMIC SUPPORT SERVICES

DEPARTMENT	LOCATION	CONTACT	SERVICE
Accelerated Transfer Academy (ATA)	S417	Phone Number: 713-226-5291 E-mail: ATA@uhd.edu	Academic support for transfer students
Center for Math and Statistics Support	N925	Phone Number: 713-221-8241 E-mail: mathcenter@uhd.edu	Academic support for mathematical principles
College of Business Tutoring Center	B212 & B214	Phone Number: 713-221-8661	Academic support for business majors
Foreign Language Lab	N950	Phone Number: 713-221-8628 E-mail: dejesusa@uhd.edu	Academic support for Spanish language learners
Gator Success Center	N310	Phone Number: 713-221-5805	Academic support for freshmen & sophomores
Men of L.E.G.A.C.I.	S411	Phone Number: 713-221-5804 E-mail: menoflegaci@uhd.edu	Academic & leadership support for minority males; mentoring; cohort based instruction
Science Learning Center	N604	Phone Number: 713-221-8015	Academic support for science classes
Supplemental Instruction	S405	Phone Number: 713-222-5338 E-mail: siprogram@uhd.edu	Tutoring for math, biology, chemistry, physics, history, philosophy, & political science
W. I. Dykes Library	N401	Phone Number: 713-221-8187	Research & library resources; reserve study rooms
Writing and Reading Center	N925	Phone Number: 713-221-5338 E-mail: wrc@uhd.edu	Academic & personal writing support

ENROLLMENT SERVICES

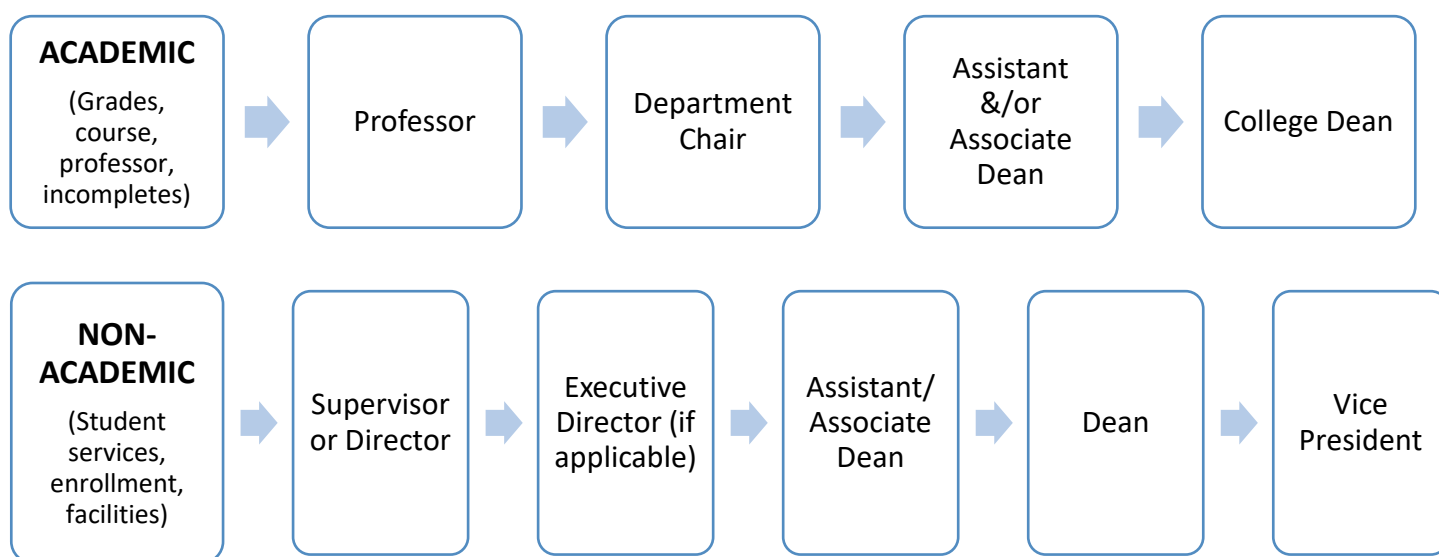
DEPARTMENT	LOCATION	CONTACT	SERVICE
Admissions	GSB 308	Phone Number: 713-221-8522 E-mail: uhdadmit@uhd.edu	Manages admission process for all students
Cashier's and Student Accounting	S310	Phone Number: 713-221-8196 E-mail: cashiers@uhd.edu	Collects payment for tuition & fees; manages book loans
Financial Aid and Scholarships	S350	Phone Number: 713-221-8041 E-mail: uhdfinaid@uhd.edu	Financial support to meet educational needs; oversees scholarships & work-study
Registrar's	N330	Phone Number: 713-221-8999 E-mail: uhdrecords@uhd.edu	Student records, transcripts, course withdrawals, & appeals
Testing Services	GSB 311	Phone Number: 713-221-8027 E-mail: uhdtesting@uhd.edu	Proctors local & national exams

AUXILIARY SERVICES

DEPARTMENT	LOCATION	CONTACT	SERVICE
Bookstore	N351	Phone Number: 713-221-8025 E-mail: 2161mgr@follett.com	Buy your textbooks and supplies
Employment Services and Operations	S910	Phone Number: 713-221-8060 E-mail: jobs@uhd.edu	Oversees campus job opportunities & hiring; payroll; employee policies
Events and Conferences	S600	Phone Number: 713-221-8580 E-mail: reservations@uhd.edu	Campus event space reservations; rent linens
Information Technology Service Desk	ACAD 700	Phone Number: 713-221-8031 E-mail: ithelp@uhd.edu	Campus technology support
Parking and Transportation	N117	Phone Number: 713-221-8127 E-mail: parking@uhd.edu	Parking permits; shuttle bus service; parking citation appeals
Police Department	N118	713-221-8911 (emergency) 713-221-8065 (non-emergency) E-mail: UHDPolice@uhd.edu	Ensures a secure and safe university environment for UHD community

STUDENT COMPLAINTS

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 follow the below steps:



If the attempt does not result in a satisfactory resolution, students should complete the [UHD Student Complaint Form](#). Questions may be directed to uhdstudentaffairs@uhd.edu.

For complaints related to discrimination and sexual misconduct, please see page 7.

STUDENT SAFETY

UHD Police Department

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.

GATOR TRADITIONS, PRIDE, AND SPIRIT

Gator Chant – A rallying call created by the 2016 UHD student Gator Crew for new gators to show their gator pride.

*Hey Gators!
Yeah?
You're lookin' good today!
Well, the Gators look good EVERY DAY!
We are, we are gators, gators!
We are, we are gators, gators!
Fighting red
Fighting blue
Fighting white
BITE, BITE, BITE*

Welcome Week – Held during the first week of classes each fall and spring semesters to celebrate the beginning of the semester with a week of events and activities designed to welcome new and continuing gators.

Homecoming – Held annually during the fall semester (typically in October) for students, faculty, staff, alumni, and the community to come together and celebrate the spirit and pride of UHD. The main features are the UHD Pep Rally, Homecoming games, and Tail-Gatoring.

Student Involvement Day – A resource fair held during the fall and spring semesters to highlight student organizations, Greek life, Campus Activities Board (CAB), Student Government Association (SGA), and many more!

Bayou Bash- A cultural celebration held in the spring with crawfish, drinks, and zydeco music to celebrate the richness and diversity of UHD.

GatorServe – Held on Martin Luther King Jr. Day and September 11, both regarded as National Days of Service, to allow UHD students, staff, faculty, alumni, and community partners to join together and complete projects in service of our neighborhood.

One Main Event – Annual awards gala held in the spring to celebrate the outstanding accomplishments of UHD's student organizations and their recognition of their members.

For a full list of student clubs and organizations, visit the [Office of Student Activities](#). Questions may be directed to studentactivities@uhd.edu | 713-221-8573.

CAMPUS LOUNGE SPACES AND STUDY AREAS

1. ONE MAIN BUILDING

Lounge Spaces

2nd Floor

- Lounge Area/Quiet Space near N210J

6th Floor

- Lounge Area w/vending near N602

7th Floor

- Lounge Space near N702
- Department of Math and Statistics Lounge - S721

8th Floor

- Lounge Area w/vending near S815

10th Floor

- Lounge Area - N1000 & N1068
- Quiet sitting area near elevators

Study Areas

2nd Floor

- Study Room – N298

4th Floor

- Quiet/Study area - N400
- Meditation Room - N490
- Quiet/Study Space (reading room) Large Open Space near N420
- Study rooms - N411- N453
- Library Computer Lab - N401

5th Floor

- North-Library
- Includes individual study desks and open study area with carrels and lounge space
- South-Library
- Includes individual study desks, 40,000 Windows Cafe and open study area

6th Floor

- Study desk near N624

7th Floor

- Study desk near S707 - S719

8th Floor

- Study desk near N811 - N819, N836

9th Floor

- Academic Support Center Computer Lab

10th Floor

- Quiet sitting area near elevators
- Private study area near N1067

2. COMMERCE BUILDING

Lounge Spaces

1st Floor

- Outside patio with lounge space
- Lounge space near stairwell 51

2nd Floor

- Lounge space near C208

4th Floor

- Lounge space near C420

Study Areas

3rd Floor

- Criminal Justice Student Study Room - C350
- Stardust Classroom (computer lab) - C320
- Comet Computer Lab
- Orbit Computer Lab

4th Floor

- Student Resource Room - C450
- Computer Lab C410 with lounge space

- Sitting area leading from elevators to stairwell

3. ACADEMIC BUILDING

Lounge Spaces

3rd Floor

- Starbucks area – Lounge space
- Coffee House area – Lounge space
- Mural area
- Mural area – Outdoor space
- Coffeehouse area – Lounge space with TV
- Food Court area – Lounge space
- Food Court Area – Outdoor deck overlooking bayou/downtown

4th Floor

- Lounge space by elevators
- Lounge space - A429 & A439

Study Areas

3rd Floor

- Welcome Center study area by windows near GSB Tour Room
- Welcome Center study area by elevators
- Welcome Center study area by Art Gallery

4th Floor

- 4th floor – 20 computer workstations
- 4th floor – 23 study carrels
- Study area by elevators (quiet zone)
- Study area by restrooms – A439
- Study area A429 – doors can be closed and used for studying or as a hangout space
- Study area near A414 – computers and printing available, as well as study carrels & study rooms
- Study area (quiet zone) overlooking I-10/Girard St, long hallway

6th Floor

- Study area by elevator
- Study area with computer workstations
- Study area by elevators, near restrooms
- Computer area in hallway by A615
- 6th floor – 7 study carrels
- Study area (quiet zone) overlooking I-10/Girard St, long hallway

7th Floor

- Lounge space near elevators
- Study area overlooking bayou/downtown, near Technology Teaching & Learning Center
- Study area overlooking train tracks/I-10, near A717 Multimedia Services
- Study area overlooking I-10/Girard St, long hallway

4. SHEA BUILDING

Lounge Spaces

1st Floor

- Lounge space near B140
- Outdoor patio with lounge space

Study Areas

2nd Floor

- Study space - B200 (computer lab)
- Study space near B240

3rd Floor

- Study space near B340

STUDENT POLICIES

I. **Student Conduct** [PS 04.A.01 Student Rights and Responsibilities | Code of Conduct](#)

All students are expected to adhere to, and be accountable for, all federal, state, and local laws in addition to all University policies and regulations. Proven failure to meet this obligation will justify appropriate disciplinary action including but not limited to expulsion, suspension, disciplinary probation, loss of privileges, or warning. The conduct process includes two steps: 1) Procedural Interview – Meeting with the Conduct Officer to review and discuss the charges, and 2) Hearing – Choice of a Disciplinary Conference (one-on-one hearing) with the Conduct Officer or a hearing with the Student Discipline Committee.

If you receive notification of an alleged conduct violation, you can expect the following:

- Due process rights
- Advanced notice of the charge(s)
- Opportunity to question evidence and present defense
- Have an advisor present during the disciplinary conference and hearing
- Challenge objectivity of a hearing committee member
- Evidence based outcomes
- Option to appeal any finding with exception to a warning

II. **Freedom of Expression** [PS 04.A.08 Freedom of Expression Policy](#)

The University expects that persons engaging in expressive activities will demonstrate civility, concern for the safety of persons and property, respect for University activities, respect for those who may disagree with their message, and compliance with University policies and applicable local, state, and federal laws. UHD maintains its right to place reasonable time, place, and manner restrictions on expressive activities. This policy is applicable to any expressive activity (including literature distribution) at locations on university grounds. This policy does not apply to any Official University event or activity.

III. **Hazing** [PS 04.A.07 Hazing Policy](#)

Participation in hazing activities is against the law. The University strictly prohibits participation in hazing activities by any party, regardless of the existence of consent. UHD recognizes the act of hazing as illegal, irresponsible, intolerable, and inconsistent with the principles of higher education and basic human development. Violation of the University's hazing policy, whether on or off campus, may subject participants, including students and organizations, to arrest, prosecution, and/or disciplinary action, including but not limited to suspension or expulsion of students and the revocation of an organization's registration and/or recognition of the University. Consent to acquiescence in hazing activity is not a defense. This policy addresses hazing activity and includes a summary of the provisions of the law as it relates to hazing.

To file a report for any of the policies listed on this page, complete the [Student Conduct Incident Report Form](#). Questions may be directed to uhdstudentaffairs@uhd.edu | 713-221-8100.

IV. **Anti-Discrimination:** [SAM 01.D.07 Anti-Discrimination Policy](#)

UHD is committed to maintaining an environment where students, employees, and visitors are free from all forms of discrimination of any kind. Discrimination is prohibited for the following protected classes:

- Race and ethnicity
- Color
- Sex (including pregnancy status)
- Genetic information
- Religion
- Age
- National origin
- Disability
- Veteran status
- Sexual orientation
- Gender identity/expression

To file a report, complete the [Discrimination and Harassment Report Form](#). Questions may be directed to titleix@uhd.edu | 713-221-5771.

V. **Title IX | Sexual Misconduct:** [SAM 01.D.08 Sexual Misconduct Policy](#)

UHD is committed to maintaining an environment where students, employees, and visitors are free from sex discrimination of any kind. All employees, except Counseling Services and Health Services, are required to report sexual misconduct allegations. Students are *strongly encouraged* to report these incidents as well. Sexual misconduct includes:

- Sexual harassment
- Non-consensual sexual contact
- Sexual assault
- Sexual exploitation
- Sexual intimidation
- Intimate partner violence
- Stalking

To file a report, complete the [Title IX Report Sexual Misconduct Form](#). Questions may be directed to titleix@uhd.edu | 713-221-5771.

VI. **Alcohol:** [PS 04.A.02 Student Use of Alcoholic Beverages at UHD](#)

This policy outlines the regulations regarding the service, consumption, and distribution of alcoholic beverages to UHD students. The University strictly adheres to all city, state, and federal laws regarding the distribution and consumption of alcohol. The University is committed to the national initiative of preventing the abuse of alcohol.

To file a report, complete the [Student Conduct Incident Report Form](#). Questions may be directed to uhdstudentaffairs@uhd.edu | 713-221-8100.

VII. **Smoking:** [PS 01.A.09 Smoke Free and Tobacco Free Environment](#)

This policy addresses the use of tobacco and smokeless tobacco, electronic cigarettes, or similar devices on University property. All of these are prohibited in University buildings and grounds, shuttle buses, escort vans, or any other type of campus vehicle. Tobacco use is permitted outside of University buildings in designated smoking areas. The sale or free distribution of tobacco products or merchandise on University property is prohibited.

To file a report, complete the [Student Conduct Incident Report Form](#). Questions may be directed to uhdstudentaffairs@uhd.edu | 713-221-8100.

VIII. **Academic Honesty:** [PS 03.A.19 Academic Honesty Policy](#)

The Academic Honesty Policy is the University's standard of honesty. Students are responsible for maintaining the academic integrity of the University and for doing their own work while avoiding all forms of academic dishonesty. Academic honesty violations include but not limited to:

- Submitting material that is not yours
- Submitting similar work in more than one course
- Obtaining/Using information, devices, material without permission
- Fabricating information
- Collaborating with others without permission
- Communicating with any person during an exam other than the instructor or exam proctor
- Having another person take your exam
- Altering exam answers and requesting it be re-graded
- Directly quoting, paraphrasing, or using sources of information without identifying them

The penalty for academic honesty violations is at the discretion of the instructor and may be modified upon appeal. Penalties can range from a warning, zero on an assignment, to receiving an F in the course.

To file an appeal, contact the instructor of the course.

IX. **Academic Accommodations:** [SAM 01.D.09 Student Academic Adjustments/Auxiliary Aids Policy](#)

This policy assists with the submission and processing of student academic adjustments/auxiliary aids (i.e., accommodations) requests based on a disability. It is the policy of the University of Houston System and UHD that all students who have a disability are afforded equal academic opportunities in compliance with federal and state laws. The UH System is committed to ensuring that no student with a disability is excluded, denied services, segregated, or otherwise treated differently than other students because of the absence of a reasonable academic adjustment/auxiliary aid.

To file a report, contact the Office of Disability Services at disabilityservices@uhd.edu | 713-221-5078.