

**UNIVERSITY of HOUSTON**

**2008-2009**

**STUDENT HANDBOOK**



[www.uh.edu/dos/hdbk](http://www.uh.edu/dos/hdbk)

# UNIVERSITY OF HOUSTON STUDENT HANDBOOK

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The University of Houston is the doctoral degree-granting, largest and most comprehensive university in the University of Houston System, a public system of higher education that includes three other universities: UH–Clear Lake, UH–Downtown, and UH–Victoria.

The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, veteran status or sexual orientation except where such distinction is required by law.

This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of Educational Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. Furthermore, the University of Houston, in compliance with the Age Discrimination in Employment Act of 1967, Executive Orders 11246 and 11375 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, does not discriminate against any employees or applicants for employment on the basis of age or because they are disabled veterans or veterans of the Vietnam era. This nondiscrimination policy covers admission, access, and treatment in programs and activities, and application for and treatment in employment. The University of Houston also complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals with disabilities.

This University of Houston *Student Handbook* and related policies do not constitute a contract of any kind. The University of Houston reserves the right to change, amend, or abandon any of the policies or statements contained in this *Handbook* at any time without notice.

## Acknowledgements:

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### Student Handbook On-Line

[www.uh.edu/dos/hdbk](http://www.uh.edu/dos/hdbk)

**Cover art: *Diversity of a University*:** “has a significant message which is the unification of different nationalities, cultures, and ethnicities. The cougar represents the uniqueness of UH and the colors are the different flags which represent our campus, and the sculpture represents the diverse languages shared in and outside the campus” by Fabian Vargas, winner of the 2008-2009 *Through My Lens Student Handbook Cover Contest*.



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 Evening hours offered by these offices.



# INTRODUCTION

While containing important information about the university, the *Handbook* is not comprehensive in its listings. Instead, vital information is presented, and when necessary, the *Handbook* will refer to other publications that provide more detailed information. The provisions of this handbook do not constitute a contract, expressed or implied, between any person and the University of Houston. The *Handbook* is also accessible through the UH homepage ([www.uh.edu/dos/hdbk](http://www.uh.edu/dos/hdbk)). In some cases, the online version may be more current.

A unique feature of the *Student Handbook* is The Source, located in the center yellow pages. Concerns frequently voiced by students have been arranged alphabetically. The location and phone number of the department or office where help is available are also listed. The Source can help students find the answers to many questions concerning the university, so be sure to keep the *Handbook* in a convenient location.

## **Mission Statement University of Houston**

The mission of the University of Houston is to discover and disseminate knowledge through the education of a diverse population of traditional and non-traditional students, through research, artistic, and scholarly endeavors, as it becomes the nation's premiere public university in an urban setting. In this role, the University of Houston applies its expertise to the challenges facing the local, state, national, and international communities, and it establishes and nurtures relationships with community organizations, government agencies, public schools, and the private sector to enhance the educational, economic, and cultural vitality of Houston and Texas.



Nathan Lev - Second place - 2008-2009 Through My Lens Student Handbook Cover Contest

# INTRODUCTION



Dear New and Current Students,

This is my first open letter to you in the Student Handbook since joining the University of Houston in January 2008.

You are attending UH at a time of great change and even greater plans for the future, and I am sure you are as excited about the University of Houston as I am.

There are many signs of progress, from new construction to provide more classroom and living spaces — like Cemo Hall in the Bauer College of Business and the 1,000-bed Calhoun Lofts — to our drive to attain national top-tier status by enhancing our academic programs, strengthening our research initiatives, and increasing private giving to the university. The future has never looked brighter for our institution.

Above all, every student service we provide, every building we construct, every faculty member we hire, and every scholarship we award, has one common purpose — to ensure access and success for you, our students.

It's a great time to be a Cougar! Wear your red... fill up those stands at every home game... study hard and learn as much as you can in the classroom... and also have fun and build those friendships with your fellow students that will last you a lifetime.

Go Coogs!

A handwritten signature in black ink that reads "Renu Khator". The signature is written in a cursive, flowing style.

Renu Khator  
President

Dear Student,

It is a joy to welcome you to the University of Houston. Whether you are entering college for the first time, transferring from a community college or returning after years of employment, we are pleased that you have chosen to continue your academic and personal development with us—the UH community of faculty, staff, students, and alumni.

The university you are joining is endowed with a multiplicity of academic programs and a vast array of enriching extracurricular activities. The campus community, like the city of Houston, is extraordinarily diverse. In this setting, the potential for growth and constant learning is unlimited. The Division of Student Affairs is dedicated to helping you maximize this opportunity by providing you with the necessary orientation, housing, health care, counseling, job placement, career advisement, learning support and many other useful services and stimulating activities. The division's more than 400 employees are committed to fostering your academic and personal development throughout your career at the University of Houston. Our motto is We Give Outrageous Service: Exceeding Expectations Every Day.

To assist you with your transition, we offer you this handbook setting forth critical university policies, important services and useful information such as a campus calendar, a list of student organizations and key telephone numbers. I encourage you to become an active member of this great institution by taking advantage of our programs, activities and services. I am sure your effort to be involved will be most rewarding. Remember, however, that these opportunities are coupled with the responsibility to familiarize yourself with policies, particularly the financial, sexual harassment, hazing, smoking and alcohol policies.

In closing, I want to reiterate how very excited we are about your presence and how eager we are to serve you. Please don't hesitate to reach out for our assistance. Good luck and best of success in all your endeavors.

Sincerely,

A handwritten signature in black ink that reads "Elwyn C. Lee". The signature is written in a cursive, flowing style.

Elwyn C. Lee  
Vice President for Student Affairs



# INTRODUCTION



Dear Student,

It is with pleasure that I welcome you to the University of Houston for the 2008-2009 academic year. By enrolling in the university, you have become a Houston Cougar for life. It is my hope that you will accept this commitment proudly and seriously and become a highly successful student as well as an active member of the greater university community.

As a member of the university's dynamic educational environment, you have an outstanding opportunity to more fully develop your skills, abilities and talents through our excellent academic programs and cocurricular activities. Please do not allow this opportunity to pass you by. The more you become vested in or connected to the programs and people available to you at the university, the more likely you are to succeed and achieve your academic goals. In your effort to become connected, I urge you to become seriously committed to your academic pursuits and enhance the knowledge that you acquire in the classroom by applying it to any of our cocurricular experiences, such as membership in one of our 300 student organizations, or by organizing or participating in one of our numerous campus activities.

In pursuing your educational goals, you will also be faced with many challenges. Sometimes, these challenges may seem insurmountable. Please know that there are people at the university who are dedicated to helping you through these situations and whose purpose is to enhance your ability to succeed. A good way to find these helpful individuals is through the Dean of Students Ombudservice. When you are faced with these challenging situations, I suggest that you stop by the Dean of Students office to meet with the dean on call who will direct you to the appropriate source of assistance. Dean of Students office personnel are helpful in answering simple questions as well as helping you untangle more complicated issues. The resources to solve your problem are probably available somewhere in the institution, but you must ask before assistance can be offered. Don't hesitate to ask.

Good luck at the University of Houston. We look forward to facilitating your success.

Sincerely,

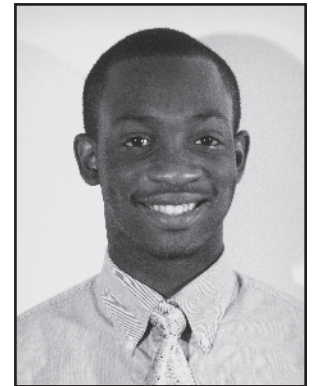
A handwritten signature in black ink that reads "William F. Munson".


William F. Munson  
Associate Vice Chancellor/Associate Vice President for Student Development  
and Dean of Students

Fellow Cougar,

On behalf of the Student Government Association I would like to welcome you to the University of Houston; the "Cougar Nation". Here you take your place in history with cougars like you, who throughout the years have devoted themselves to the pursuit of excellence. It is true that your college years are some of the best years of your life, but not just because of your experiences, but because during these few years we achieve some sort of personal development in which we discover our strengths as well as our passions for life; we make friends, build relationships, and take steps to build our future. At UH more than any other university, you have the opportunity to grow personally, excel academically and develop skills that will help you throughout your professional life; this is due to your exposure our diverse cultures and real world experiences. But as with any university, your experience will always be whatever you make of it; you are the catalyst for your success as well as the success of our university. Therefore it is incumbent upon you to continue the progress that has been made throughout the generations preceding you, by excelling personally and helping to move the university forward. Your ideas, your passion, your hard work and dedication will help move the University forward. I encourage you to get involved, give back and help shape a direction for yourself and the University. You are UH and UH is you, so be what you want UH to be. It is my hope that in your time here at UH you too will discover what many of us have already discovered; being a cougar means being me; it means being you.

As you work towards your future we your Student Government Association representatives look forward to serving you by helping you reach your goals.



Samuel C. Dike   
President of the Student Government Association

# INTRODUCTION

## INTRODUCTION TO THE UNIVERSITY OF HOUSTON

Welcome, and congratulations on becoming a Cougar! You're now part of one of the great educational and research traditions in Texas.

The University of Houston was founded in 1927. In its first year, the university's enrollment was 232 students, with just 12 faculty. The university has grown to become one of the state's greatest assets. Our campus now has more than 40,000 of the finest students, faculty, and staff in the country, its own award-winning art museum, stunning music and theatre venues, 264,000-square-foot fitness facility, massive modern library, two fine dining restaurants, and winning athletics programs.

Our campus is home to several nationally ranked top-five programs including Creative Writing, Health Law, and Intellectual Property Law. UH also is home to the world's only graduate space architecture program.

UH is the most ethnically diverse research university in the nation. Take a walk on our beautiful, 551-acre tree-lined campus and you'll see a microcosm of the world. More than 60 percent of our top-quality students are minority or international students. Last fall, 2,505 international students enrolled from more than 137 countries.

### Faculty

Students in any of our 278 undergraduate, graduate, and professional degree programs learn from the best. Our faculty includes Pulitzer Prize and Tony Award winners, a Nobel Peace laureate, a National Medal of Science recipient, MacArthur "genius" grant winners, Guggenheim Fellows, and internationally respected scholars in the sciences, business, law, education, the humanities, and the environment.

### Research

With nearly \$90 million in annual research expenditures and 36 research institutes, we've become one of the nation's top urban research universities. Our faculty members and students conduct vital research in superconductivity, space commercialization, biomedical engineering, economics, education, petroleum exploration, virtual technology, and much more. The university has completed an \$81 million Science and Engineering Research and Classroom Complex, designed by renowned architect Cesar Pelli. The new facility will provide facilities for the many interdisciplinary research programs including BioNanoTechnology.

### Alma Mater

*All hail to thee,  
Our Houston University.  
Our hearts fill with gladness  
When we think of thee.  
We'll always adore thee  
Dear old varsity.  
And to thy memory cherished,  
True we'll ever be.*

Words and music by Harmony Class of 1942

### Alumni

A University of Houston degree is a valuable and respected achievement. Our alumni base—more than 180,000 strong and growing by 6,000 every year—includes members of congress, judges, CEOs of major corporations, and many other national leaders in education, entertainment, health, media, the arts, and space exploration. More than 84 percent of UH students secure career-level jobs within three months of graduation. UH has awarded more than 200,000 degrees, and roughly 80 percent of alumni remain in the Houston metropolitan area.

### Community

The University of Houston is not only a leader in education and contributions to the arts, but also a valued member and leader in the Houston community. UH provides ongoing public service to the Houston community through more than 300 creative partnerships with government, industry, and non-profit groups. Our faculty, staff, and students volunteer in the surrounding communities every day. In fact, our students donate more than 920,000 volunteer hours each year. UH also is the home of KUHT, the country's first educational television station, and KUHF, Houston's public radio station.

### Official Seal

The seal of the University of Houston, officially adopted in 1938, is the coat of arms of General Sam Houston, who claimed descent from a Norman knight, Sir Hugh.

The legend is that Sir Hugh fought well at Hastings and was given lands by King William I on the Scottish border for his services. He built a stronghold there called Hughstown, and eventually, "Houstoun." Sir Hugh supposedly became a vassal of Malcolm III, King of Scotland and son of Duncan I, who was murdered by Macbeth. Malcolm III returned from exile to kill Macbeth in battle and gained the Scottish throne in 1057. On a raid across the border into England, Malcolm III became hard pressed by opposing forces and Sir Hugh came just in time to save him.

In return, King Malcolm gave Sir Hugh a Scottish knighthood and better lands in Renwickshire. More importantly, the king gave permission for his rescuer



### Fight Song

*Cougars fight for dear old U of H  
For our Alma Mater cheer.  
Fight for Houston University  
For victory is near.*

*When the going gets so rough and tough  
We never worry cause we got the stuff.  
So fight, fight, fight for red and white  
And we will go to victory.*

Lyrics: Forest Fountain • Music: Marion Ford



# INTRODUCTION

to embellish and change his coat of arms. The simple escutcheon awarded by William the Conqueror, consisting of checkered chevrons (denoting nobility) and three ravens (strength and long life) was changed considerably. A winged hourglass was added above the shield and surmounting this, the motto, "In Tempore" (In Time). Greyhounds were placed at the sides to indicate the speed with which Sir Hugh came to the king's aid. Martlets, gentle Lowland birds symbolizing peace and deliverance, supplanted the ravens.

The seal was adopted by UH in 1938 in conjunction with the construction of the campus. The first official version was placed on the floor of the Roy Cullen Building.

## Colors

The official colors of the University of Houston are Scarlet Red and Albino White. These were the colors of Sam Houston's ancestor, Sir Hugh, and were adopted by UH at the same time as the seal. Scarlet Red represents "the blood of royalty that was spared due to the timely arrival of Sir Hugh and the blood that is the life source of the soul." Albino White denotes "the purity and perfections of the heart, mind and soul engaged in the effort to serve faithfully that which is by right and reason, justly served." In layman's terms, the red stands for courage or inner strength to face the unknown, and the white stands for the good of helping one's fellow man.

## Shasta

The history of the Cougar mascot dates back to 1947 when the Alpha Phi Omega organization sponsored a drive to purchase the school's first live mascot. The name "Shasta" was chosen in a "name-the-cat" contest held that same year. Shasta has since retired, but her character and energy live on in every aspect of life at the University of Houston. Her

fighting spirit is represented by our energetic student mascot at most sporting events.

## Cougar Sign

The Cougar sign, made by folding in the ring finger of the hand towards the palm, has several stories explaining its meaning. The true story of its origin, however, dates back to 1953, the first time UH played the University of Texas in football. Since this was their first meeting, members of Alpha Phi Omega, the service fraternity in charge of taking care of Shasta I, the university's mascot, brought her to the game. During the trip, Shasta's front paw was caught in the car door and one toe was cut off. At the game, members of the opposing team discovered what had happened and began taunting UH players by holding up their hands with the ring finger bent, saying UH's mascot was an invalid and so were our players. Texas went on to win this game 28-7. UH students were very upset by this and began using the sign as notice that they would never let UT forget the incident. Fifteen years later, at their second meeting, the UH Cougars, proudly holding up the now adopted symbol of UH pride, fought Texas to a 20-20 tie.

UH did not play Texas again for eight years, our first year as members of the Southwest Conference. The Cougars were on a mission, and in front of 77,809 spectators (at that time the largest crowd ever in attendance at Memorial Stadium in Austin ) slammed the lid on the disgrace Texas had attempted to put upon UH 23 years earlier. The final score was the University of Houston Cougars, 30, the Texas Longhorns, 0.



Andy Chen - Third place - 2008-2009 Through My Lens Student Handbook Cover Contest

# ACADEMIC POLICIES

## ACADEMIC ADVISORS

[www.uh.edu/provost/stu/advisorlist.html](http://www.uh.edu/provost/stu/advisorlist.html)

### Gerald D. Hines College of Architecture

[www.arch.uh.edu/home/index.html](http://www.arch.uh.edu/home/index.html)  
122 Gerald D. Hines College of Architecture  
713-743-2400

### C. T. Bauer College of Business

#### Undergraduate

262 Melcher Hall  
713-743-4900  
[www.bauer.uh.edu/undergraduate](http://www.bauer.uh.edu/undergraduate)  
bba@uh.edu

#### Graduate

320 Melcher Hall  
713-743-0700  
[www.bauer.uh.edu/graduate](http://www.bauer.uh.edu/graduate)  
houstonmba@uh.edu

### College of Education

[www.coe.uh.edu](http://www.coe.uh.edu)

#### Undergraduate

Interdisciplinary Studies (ELEM)  
112 Farish Hall  
713-743-5002

All other teaching levels see college of major

#### Graduate

Curriculum & Instruction	713-743-4950
Educational Leadership and Cultural Studies	713-743-5030
Educational Psychology	713-743-9830
Health and Human Performance	713-743-9840

or major department office

### Cullen College of Engineering

[www.egr.uh.edu/](http://www.egr.uh.edu/)  
Engineering 421 D3  
713-743-4200

#### Undergraduate

Engineering Unspecified	713-743-4200
Biomedical Engineering	713-743-4500
Chemical Engineering	713-743-4300
Civil Engineering	713-743-4250
Computer Engineering	713-743-4400
Electrical Engineering	713-743-4400
Industrial Engineering	713-743-4180
Mechanical Engineering	713-743-4500
PROMES	713-743-4222

#### Graduate Contact List

Aerospace Engineering	713-743-4500
Biomedical Engineering	713-743-4500
Chemical Engineering	713-743-4300
Civil Engineering	713-743-4250
Computer & Systems Engineering	713-743-4400
Electrical Engineering	713-743-4400
Environmental Engineering	713-743-4250
Industrial Engineering	713-743-4180
Materials Engineering	713-743-4500
Mechanical Engineering	713-743-4500
Petroleum Engineering	713-743-4300

### The Honors College

[www.uh.edu/honors](http://www.uh.edu/honors)  
212 M.D. Anderson Library  
713-743-9010

### Conrad N. Hilton College of Hotel and Restaurant Management

[www.hrm.uh.edu/](http://www.hrm.uh.edu/)

#### Undergraduate

239 Conrad Hilton College  
713-743-2492

#### Graduate

235 D Conrad Hilton College  
713-743-2457

### UH Law Center

[www.law.uh.edu](http://www.law.uh.edu)  
30 Teaching Unit II  
713-743-2182

### College of Liberal Arts and Social Sciences

[www.class.uh.edu/](http://www.class.uh.edu/)

Academic Affairs	713-743-4001
Air Force Leadership (Air Force ROTC)	713-743-4932
African American Studies	713-743-2811
Anthropology	713-743-3780
Art	713-743-3001
Communications	713-743-2873
Communication Sciences and Disorders	713-743-2897
Economics	713-743-3800
English	713-743-3004
History	713-743-3083
Mexican American Studies	713-743-3136
Military Science (Army ROTC)	713-743-3875
Modern & Classical Languages	713-743-3007
Music	713-743-3009
Naval Science (Navy ROTC)	
Rice University	713-348-3939
Philosophy	713-743-3010
Political Science	713-743-3890
Psychology	713-743-8508
Religious Studies	713-743-3212
Sociology	713-743-3940
Theatre and Dance	713-743-3003
Women's Studies	713-743-3214

### College of Natural Sciences and Mathematics

<http://nsm.uh.edu/advising.htm>  
Academic Affairs Division Dean's Office, NSM  
120 Science Bldg.  
713-743-2626

### College of Optometry

[www.opt.uh.edu/](http://www.opt.uh.edu/)  
2171 J Davis Armistead Bldg  
713-743-2040

### College of Pharmacy

[www.uh.edu/pharmacy/](http://www.uh.edu/pharmacy/)  
122 Science & Research 2  
713-743-1260

#### Pre-Pharmacy

122 Science & Research 2  
713-743-1260  
tatum@uh.edu

### Graduate College of Social Work

<a href="http://www.sw.uh.edu/">www.sw.uh.edu/</a>	
Master of Social Work	Doctor of Philosophy
202 Social Work	422 Social Work
713-743-3249	713-743-8080

### College of Technology

[www.tech.uh.edu/support/asc\\_index.htm](http://www.tech.uh.edu/support/asc_index.htm)  
Academic Services Center  
108 Technology Building 1  
713-743-4100

### Undergraduate Scholars at UH Academic Advising Center and College Success Program

[uscholars.uh.edu](http://uscholars.uh.edu)  
Room 56 University Libraries  
(Southeast entrance of the M.D. Anderson Library across from the University Center)  
832-842-2100

# ACADEMIC POLICIES

## ACADEMIC ACTION

### Dean's List

The Dean's List is compiled each semester by the colleges. To qualify for this recognition, undergraduate students must earn a 3.50 minimum grade point average (the grade of S is not counted) on nine or more semester hours completed during the semester. The Cullen College of Engineering requires a 3.50 or better on a minimum of 12 semester hours. Students who earn a grade of I (except in a senior honors thesis course), D, F, or U during the semester are excluded from consideration for the Dean's List. Some colleges have additional requirements. For additional information, consult the catalog for the college of major or contact the office of the Dean.

### Notice

Freshmen who earn less than a 2.00 GPA in the first long semester (i.e., Fall or Spring) of enrollment at the University of Houston will be placed on Academic Notice. Students on Academic Notice are not on Academic Probation and cannot be suspended. Students on Academic Notice must be advised by the UScholars College Success Program and their major department.

### Probation

Students failing to maintain a minimum 2.00 cumulative GPA requirement are placed on Academic Probation. Undergraduate students may be removed from Academic Probation at the close of the semester in which their cumulative GPA is 2.00 or higher. Freshman and sophomore students on Academic Probation are urged to seek advising in their major department. They may also consult the advisors in the University Studies Division.

### Suspension

Undergraduate students failing to maintain a 2.00 semester GPA in any semester while on Academic Probation will be suspended. The first academic suspension is for a period of at least one semester. The second academic suspension is for a period of at least 12 months. After their third academic suspension, students are ineligible to enroll at the University of Houston. Readmission from academic suspension is neither automatic nor guaranteed. For an explanation of the readmission process, please refer to the *Undergraduate Studies* catalog.

## ● ACADEMIC ADVISING

Academic advising is necessary to ensure that newly admitted students are in compliance with university policies and are making appropriate decisions about their academic programs. The University Studies Division's Academic Advising Center shares advising responsibilities with colleges and departments for declared majors, particularly during their initial semester of enrollment. All new students wishing to make a successful adjustment to the University of Houston should take full advantage of academic advising services offered through USD's Academic Advising Center or the college or department of their majors.

Students who choose not to declare a major at the point of admission to UH will be offered assistance through USD that will help them later make an informed decision about a major field of study. All USD students will declare a major in the beginning of their junior year (60 credit hours), if not before. For advising information, new undergraduate students should contact the college or department of their major or the University Studies Division's Academic Advising Center, 320 Student Service Center, 713-743-8982.

## ACADEMIC HONESTY

### Article 1. General Provisions

**1.01 Rationale.** The university can best function and accomplish its objectives in an atmosphere of high ethical standards. It expects and encourages all students, faculty and staff to contribute to such an atmosphere in every way possible and especially by observing all accepted principles of academic honesty. It is recognized, however, that a large university will include a few students who do not understand, appreciate, and practice these principles. As a consequence, alleged cases of academic dishonesty will inevitably occur, and students will be accused. The following procedures are designed to handle these cases in fairness to all concerned: the accused student, the faculty, and the university.

**1.02 General Jurisdiction.** Matters relating to academic honesty are within the general jurisdiction of the Senior Vice President for Academic Affairs and Provost. Allegations of scientific misconduct against students engaged in research supported by funding from the university or other sources will be handled according to the University of Houston Ethical Conduct in Academic Research and Scholarship Policy (contact the Division of Research at 713-743-9222 for a paper copy or at [www.research.uh.edu](http://www.research.uh.edu) on the World Wide Web).

**1.03 College with Jurisdiction.** Specific jurisdiction in academic honesty matters rests in each school or college of the university. The school or college with jurisdiction is determined by the course in which dishonesty occurs. If the student involved majors in a college other than that offering the course, the college offering the course has jurisdiction, but the Dean of the student's major college will be informed. If the college with jurisdiction cannot be determined from the relationship between the alleged actions of a student or group of students and a particular course, then the Provost will designate which has jurisdiction.

**1.04 Colleges to which the Policy Applies.** The policy on academic honesty applies to all colleges within the university. However, any college may present to the Provost a code separate from this university policy. After approval by the Provost, and after such publication as the Provost shall direct, academic honesty matters over which that college has jurisdiction shall be governed by that code. Honor systems within the professional colleges are especially encouraged.

**1.05 Questions Regarding Applicability of Policies.** All questions regarding the applicability of college codes or university policy or special provisions of either shall be determined finally by the Provost.

**1.06 Compass of Actions Taken Against Students.** Actions taken against students are university-wide in their effect.

**1.07 Faculty Responsibility.** Faculty have the responsibility of reporting incidents of alleged academic dishonesty through their department chair to their Dean.

# ACADEMIC POLICIES

- 1.08 Student Responsibility.** Students shall have the responsibility of reporting incidents of alleged academic dishonesty to the instructor involved, or to the appropriate authority if the alleged act is not associated with a specific class.
- 1.09 Purpose of Procedures.** The purpose of these procedures is to provide for the orderly administration of the Academic Honesty Policy consistent with the principles of due process of law. Reasonable deviations from these procedures will not invalidate a decision or proceeding unless the Provost determines, upon written appeal from the accusing and/or accused parties, that it will result in prejudice to one or more of the parties involved.
- 1.10 Instructor Responsibility.** Instructors shall have the responsibility of taking action with respect to incidents of alleged academic dishonesty in accord with this Academic Honesty Policy.
- 1.11 Definitions.**
- 1.11.01 Class Day.** Class days, for purposes of this policy, are defined as days the university is open and classes are meeting (excluding Saturdays).
- 1.11.02 Internal Use.** Internal use defines who has access to a student's records. Records for internal use will be released only to University of Houston officials who have an educational need to know the information.
- 1.11.03 Permanent Record.** Permanent record includes documents, forms, copies, reports, statements, tape recordings, etc. that are acquired while a student attends the University of Houston. The information is available to outside sources according to the procedures established by the Family Education Rights and Privacy Act of 1974.
- 1.11.04 Sanction.** Sanction means the penalty assessed for a violation of the Academic Honesty Policy.
- 1.11.05 Instructor.** Instructor refers to a faculty member, lecturer, teaching assistant, or teaching fellow in charge of the section in which an alleged violation of this Academic Honesty Policy has occurred. Such individuals will normally be the instructor of record of the course section in question. In instances where this is not the case, instances of alleged cheating should be reported to the supervisor (e.g., laboratory supervisor) of the instructor as well as the chair.
- 1.11.06 Chair.** Chair refers either to the chair of the department responsible for the course in which an alleged violation of the academic honesty policy occurs or to his/her designated representative. If the college responsible for the course in question does not have individual departments, Chair as used below shall refer to the individual designated by the Dean of the college to act as hearing officer in academic honesty cases.
- 1.11.07 Dean.** Dean refers to either the Dean of the college containing the department

offering the course in which the alleged violation of the academic honesty policy occurs or to his/her designated representative (Hearing Officer).

**1.11.08 Student.** Student refers to any individual who has ever registered and paid (made a complete payment or has made at least one installment payment) for a course, or courses at the University of Houston. This definition would normally include undergraduates, graduates, postbaccalaureates, professional school students and individuals auditing courses.

**1.12 Notification.** All required written notices shall be addressed to the student at his/her local address as it appears on University of Houston records and deposited in the U.S. mail. A notice properly addressed and so deposited shall be presumed to have been received by the student. It is the responsibility of the student to inform the university of a change of address in a timely manner so that university records can be accurately maintained.

## *Article 2. Preventive Practices*

**2.01 Preventive Measures.** Instructors can help students comply with the academic honesty policy by minimizing temptation to act dishonestly. Measures instructors should consider are:

- a. Maintaining adequate security precautions in the preparation and handling of tests;
- b. Structuring the type and sequence of examination questions so as to discourage dishonesty;
- c. Providing ample room for proper spacing of students during examinations, if room is available; and
- d. Monitoring examinations, especially in large classes and in classes where not all students are known to the instructor or the assistant;
- e. Making clear to their students, in writing, what constitutes academic dishonesty, particularly in those classes where group activities (laboratory exercises, generation of field reports, etc.) are part of the instructional process;
- f. Requiring students to show a picture ID and sign major assignments and exams;
- g. Helping raise consciousness of the issue of academic honesty by asking students to sign an honor pledge in the first week of class and to write a short pledge in their own hand on their major assignments.

## *Article 3. Categories of Academic Dishonesty*

### **3.01 Application of the Academic Honesty Policy.**

This policy applies only to those acts of dishonesty performed while the student is enrolled in the university.

**3.02 Academic Dishonesty Prohibited.** "Academic dishonesty" means employing a method or technique or engaging in conduct in an academic endeavor that the student knows or should know is not permitted by the university or a course instructor to fulfill academic requirements. Academic dishonesty includes, but is not limited to, the following:

- a. Stealing, as theft of tests or grade books, from

# ACADEMIC POLICIES

- faculty offices or elsewhere; this includes the removal of items posted for use by the students.
- b. Using “crib notes,” as unauthorized use of notes or the like to aid in answering questions during an examination;
  - c. Securing another to take a test in the student’s place; both the student taking the test for another and the student registered in the course are at fault;
  - d. Representing as one’s own work the work of another without acknowledging the source (plagiarism). This would include submitting substantially identical laboratory reports or other materials in fulfillment of an assignment by two or more individuals, whether or not these used common data or other information, unless this has been specifically permitted by the instructor.
  - e. Changing answers or grades on a test that has been returned to a student in an attempt to claim instructor error;
  - f. Giving or receiving unauthorized aid during an examination, such as trading examinations, whispering answers, and passing notes, and using electronic devices to transmit or receive information.
  - g. Openly cheating in an examination, as copying from another’s paper;
  - h. Using another’s laboratory results as one’s own, whether with or without the permission of the owner;
  - i. Falsifying results in laboratory experiments;
  - j. Mutilating or stealing library materials; misshelving materials with the intent to reduce accessibility to other students;
  - k. A student’s failing to report to the instructor or department chair an incident which the student believes to be a violation of the academic honesty policy; and
  - l. Misrepresenting academic records or achievements as they pertain to course prerequisites or corequisites for the purpose of enrolling or remaining in a course for which one is not eligible.
  - m. Possessing wireless electronic devices capable of transmitting and/or receiving wireless signals in an exam room or possessing all types of cameras or other devices in an exam room that are capable of recording the exam, unless expressly permitted by the instructor in writing. Students seen with such devices will be charged with academic dishonesty.
  - n. Any other conduct which a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic setting.

## *Article 4. Sanctions*

**4.01 Sanctions.** The sanctions for confirmed breaches of this policy shall be commensurate with the nature of the offense and with the record of the student regarding any previous infractions. Sanctions may include, but are not limited to, a lowered grade, failure on the examination or assignment in question, failure in the course, probation, suspension from the university, expulsion from the university, or a combination of these.

Students may not receive a W for courses in which they have been found guilty of a violation of the Academic Honesty Policy. If a W is received prior to a guilty finding, the student will become liable for the Academic Honesty penalty, including F grades.

**4.02 Probation, Suspension, and Expulsion.** The terms probation, suspension and expulsion as used herein refer to these sanctions only as they are imposed as a result of violations of this Academic Honesty Policy. All policies and procedures for the imposition and appeal of these sanctions are contained within this policy.

## *Article 5. Departmental Hearing*

**5.01 Departmental Hearing.** When an instructor has reasonable grounds to believe that a student has committed an act of academic dishonesty, the instructor shall notify the chair of the concerned department, in writing, within five class days of discovery. Students who believe they have observed an act of academic dishonesty shall report the incident to the instructor, as soon as possible, who shall report the incident in writing to the chair within five class days. In case waiver of a hearing is an option as provided in Article 5.04, the chair shall, within five class days of receiving the instructor’s report, inform the accused in writing of the nature of the offense and recommended penalty, and ask the accused to select between the hearing and waiver options. If the chair has not received a response within 10 class days of the notification of these options, the chair shall, within the next five class days, schedule a departmental hearing. In case waiver of a hearing is not an option, the chair shall, within 10 class days of receiving the instructor’s report, schedule a departmental hearing. To schedule a departmental hearing, the chair shall notify the instructor, the accused, and the accusing party, if other than the instructor, of the nature of the offense and the time and date of the hearing. Normally, the accused shall be notified by certified mail. Should any of the parties fail to appear, without good cause, at the departmental hearing, the chair may render a decision in their absence.

Both sides shall have an opportunity to present their cases during the above hearing. This may include the introduction of physical evidence as well as testimony from individuals who have knowledge of the circumstances. If either side intends to have individuals appear at the hearing for such testimony or as legal counsel, the chair must be notified at least three class days before the hearing. If either side will be advised by legal counsel, the hearing cannot be held with such counsel in attendance unless a representative from University of Houston legal counsel is also present.

The chair shall render a decision within three class days after the hearing and forward copies of the decision to the student, instructor, and Dean of the college responsible for the course in which the alleged offense occurred. Both the accused student and the instructor have equal right of appeal if the

# ACADEMIC POLICIES

decision of the chair is not acceptable. If a written appeal is not received by the Dean of the college within ten class days of the decision at the departmental level, the action recommended by the chair shall be implemented. A departmentally recommended penalty involving suspension or expulsion shall be reviewed in a college hearing unless such hearing is waived as provided in Article 5.05 below.

**5.02 Colleges Without Departments.** For colleges that do not have individual departments, the decision of the initial hearing officer designated by the Dean of the college shall constitute the equivalent of a departmental decision. Only if this decision is reviewed and upheld by the college by virtue of appeal or automatic review would a college decision be rendered. The hearing officer for the college appeal or review shall not be the initial hearing officer.

**5.03 Group Violations of the Academic Honesty Policy.** In instances where two or more students are alleged to be involved in the same infraction of the academic honesty policy, at the discretion of the chair, the case against the whole group will be dealt with at a single hearing. The facts common to all cases will be presented with all students allegedly involved in attendance. Each student shall be allowed to present his/her defense to the chair separately. If requested by the presenting student, such a defense shall be presented outside the hearing of the other students.

**5.04 Waiver of Departmental Hearing.** When notifying the chair of the alleged infraction, the faculty member shall have the option of suggesting, to the chair, a sanction for the alleged violation of the Academic Honesty Policy that would, if acceptable to the student, instructor, and chair, preclude a departmental hearing. Such sanctions would normally include reduced or zero credit for a test assignment, a grade of "F" in a course, or other such agreed upon sanctions. Sanctions involving disciplinary probation or sanctions requiring a college level hearing cannot be used. In cases for which the instructor suggests a sanction so as to preclude the departmental hearing, the accused shall be notified, in writing, by the chair of the choice of: (1) acknowledging the alleged academic honesty violation, waiving the formal departmental hearing, and accepting the associated sanction; or (2) proceeding to a formal departmental hearing. Upon electing the waiver of a departmental hearing, the student's name will be placed on a list that is maintained, by the department, the Dean's office and the Provost's office, until graduation. Following graduation, the student can request that his/her name be removed from these lists. An agreement to settle an academic honesty infraction via a waiver of the formal departmental hearing will not result in any record being kept that is reflected on the student's transcript or his/her permanent record. The waiver of a departmental hearing process must be agreed to by the instructor, the student and the department chair. In the event that all three cannot agree to a waiver, the case must be moved to a formal departmental hearing. A student is eligible for a waiver only if he/she has no previous violations of

the Academic Honesty Policy. A formal departmental hearing will be scheduled should a student fail to respond to written notifications concerning the alleged infraction of the academic honesty policy.

**5.05 Waiver of Automatic College Hearing.** If a student wishes to accept a departmentally recommended sanction of suspension or expulsion, he or she may submit a written waiver form to the Dean of the college no later than 10 class days after being notified of the departmental decision. The waiver form is issued from the Dean of Students Office only after the student has met with the Dean of Students (or his/her designated representative), who will ensure that the student is aware of his/her rights in the appeal process. The Dean shall then implement the departmental decision and notify the appropriate parties of the disposition of the case within five class days of receipt of the waiver request. The sanction is considered a college level decision.

**5.06 Conflict of Interest.** When faculty responsible for the implementation of the Academic Honesty Policy (Deans, chairs, or designated representatives) are themselves party to a case, they shall in no way participate in the administration of the policy. Such responsibilities shall pass to faculty and administrators not directly involved in the case.

## *Article 6. College Hearing*

**6.01 College Hearing.** If either the student or the instructor wishes to appeal the decision of the departmental chair, he or she must file a written request for a hearing with the Dean of the college within 10 class days of the department chair's decision. Within 10 class days of receipt of such a request the Dean will set a time, date and place for the hearing.

**6.02 Duties of the Dean.** It shall be the duty of the Dean to:

- Select a college academic honesty panel;
- Set and give notice of the time and place of the college hearing;

**6.03 College Hearing Officer.** The college hearing officer shall be appointed by the Dean. Normally the hearing officer will be appointed for a full academic year. Correspondence with the hearing officer should be addressed to the office of the Dean of the college.

**6.04 Duties of the College Hearing Officer.** It shall be the duty of the college hearing officer to:

- Conduct the hearing in an orderly manner so that both sides are given an opportunity to state their case;
- Rule on procedural matters;
- Leave the hearing room during the panel's deliberations but remain available to answer questions on procedural matters; and
- Prepare and submit one copy of the decision to the Dean and one copy to the Provost. The college hearing officer shall not take part in the vote or otherwise participate in the deliberations of the panel.

**6.05 Academic Honesty Panel.** The college academic honesty panel shall consist of two faculty members and three students. The panel will be selected by

# ACADEMIC POLICIES

the college hearing officer from faculty and currently enrolled students of the college. The chair of the panel shall be a student appointed by the hearing officer.

**6.06 The Dean of Students.** The Dean of Students, or his or her designee, shall be required to attend all college hearings to serve as a university resource person. This individual shall not have a vote at a college hearing or be present during the deliberations of the panel. This individual shall not have a voice at a college hearing unless so requested by the panel or hearing officer.

**6.07 Hearing Procedure.**

- a. The date of the hearing must be adhered to. Any delay must be approved by the hearing officer. Only documented, extenuating circumstances will be considered.
- b. All parties shall notify the hearing officer in writing of the name, address, and telephone number of their witness(es) and counsel, if any, at least three class days prior to the date of the hearing.
- c. The hearing shall be mechanically recorded. The parties involved may obtain a copy of the recording from the hearing officer at the expense of the requesting party.
- d. All parties shall be afforded the opportunity for reasonable oral arguments and for presentation of witnesses and pertinent documentary evidence.
- e. All parties shall have the right to advice of counsel of choice. This individual may attend the hearing but shall not directly participate in the hearing or enter into argument with the parties present. The case presented to the panel must be made by the accusing individual and the accused student. The chair to whom the accusation of a violation of the academic honesty policy was presented normally will attend the hearing and may serve as a witness. The instructor or other individuals who reported the alleged misconduct shall present the relevant evidence, including testimony by witnesses. The accused student shall then present his/her case, including testimony by witnesses. Neither party shall ask questions of or solicit testimony directly from the other party or its witnesses. Where it appears that there are matters of disputed fact, the hearing officer shall request the panel to ask appropriate questions of either or both parties and/or their respective witnesses so as to clarify the points in dispute.
- f. The panel shall have the right to question any and all witnesses and to examine documentary evidence presented.
- g. At the conclusion of the hearing, the panel shall meet in a closed session. A finding of guilt is accomplished by a vote of four out of five of the panel, and punishment has to be agreed to by three or more. Upon reaching a decision, the panel shall inform separately through the hearing officer all parties of its judgment, including the Dean of the college and the Provost.

- h. The Dean shall notify the appropriate parties of the disposition of the case within five class days of receipt of the panel's judgment.

**6.08 Group Violations of the Academic Honesty**

**Policy.** In instances where two or more students are alleged to be involved in the same infraction of the academic honesty policy, the case against the whole group will be heard by a single academic honesty panel. The facts common to all cases will be presented with all students allegedly involved in attendance. Each student shall be allowed to present his/her defense to the panel separately. If requested by the presenting student, such a defense shall be presented outside the hearing of the other students.

***Article 7. Senior Vice President for Academic Affairs and Provost Appeal***

**7.01 Appeal of the Panel's Decision.** Within five class days of the panel's decision, either party may file an appeal for review with the Provost or that officer designated by the Provost. The appeal shall be in writing and shall specifically address the issues to be reviewed.

**7.02 Senior Vice President for Academic Affairs and Provost Procedural Review.** The Provost shall review the appeal within 10 class days of the receipt of the appeal. If either party has requested an appearance or is requested to appear by the Provost, then both parties must be informed. Since the case was heard by a peer group (Article 6.05), the intent of the Provost's review is not to modify the penalty nor to substitute the judgment of the Provost for that of the peer panel which heard the case, or hear new or additional facts on the case. The intent of this review is to ensure that the college hearing and judgment were not arbitrary, were not capricious or discriminatory, did not violate the due process of the accused, and did not violate the concepts of fair play to both parties. The Provost shall notify all parties of the decision within three class days of the completion of the review.

**7.03 Actions Which the Senior Vice President for Academic Affairs and Provost May Take.**

- a. The Provost may conclude that one or more of the basic concepts involved in a fair hearing at the college level were violated and return the case to the college for another hearing with a different panel in accordance with Article 6 and resubmission for Provost procedural review; or
- b. If, in a rare case, the Provost feels that another hearing in the same college would not result in a fair hearing, the Provost may send the case to another college with the disciplinary expertise to hold a fair hearing, for a new hearing there in accordance with Article 6 and resubmission for Provost procedural review; or
- c. If, in a rare case, the Provost independently feels that the penalty assessed in the college hearing is not commensurate with the offense, then he/she may send the case back to the college as described above; or

# ACADEMIC POLICIES

- d. The Provost may approve the actions and conclusions of the college academic honesty panel and see that the judgment is enforced. The Provost procedural review is the final institutional step in matters of academic integrity.

## Article 8. Records

- 8.01 Not Guilty.** If a student is found to be not guilty after the review process is completed, records concerning the matter shall not become a part of the student's permanent record.
- 8.02 Departmental Sanctions.** If a student is found guilty in a departmental hearing and if the matter is not heard before the college academic honesty panel (i.e., is neither appealed nor automatically reviewed because of the penalty), the record of the proceedings and penalty will be maintained by the university for internal use only and will not become a part of the student's permanent record.
- 8.03 College Sanctions.** If a student is found guilty by a college academic honesty panel or waives an automatic appeal, the disciplinary sanction becomes an irrevocable part of the student's permanent record. This record is not the same as the student's transcript (See Article 8.05 below).
- 8.04 Records.** The Provost shall maintain a record of those students found guilty at any level, including those students who have elected a waiver of the departmental hearing (See Article 5.04).
- 8.05 Notations on a Student's Transcript.** Action resulting in a student's suspension or probation for academic honesty policy violations will be entered on the student's transcript until the period of sanction has elapsed. When the sanction has elapsed, the student may petition the college placing the notation to remove the notation from the transcript. The request to remove the notation from the transcript is the student's responsibility.

## UNDERGRADUATE GRIEVANCES

Issues of grievance regarding grades, course requirements and classroom procedures can occur. The first and best source for resolving the problem is with the professor. The university expects most issues to be resolved amicably and informally with the professor. In the event that an informal resolution is not possible, students may file a written grievance on a General Petition form, available in departmental and college offices, and at Registration and Academic Records, 128 Welcome Center. These forms must be filed with the professor within 90 calendar days of the posting of the final grades for the course. Appeals may be considered at the following levels, as necessary: professor, departmental chair, college dean, senior vice president for academic affairs (or designated representatives at all levels). Faculty are required to retain all evaluated student material not previously returned for a six-month period after the end of the last class of the semester evaluated.

Because assigning a grade or evaluating a student's work performance involves the faculty's professional judgment and is an integral part of the faculty's teaching responsibilities, disagreement with an instructor concerning a grade or evaluation is not a justifiable grievance to be considered under this policy unless a violation of university, college, or department academic policies or procedures can be shown to

## COLLEGE DEAN'S OFFICES

**Gerald D. Hines College of Architecture**  
122 Architecture  
713-743-2400  
[www.arch.uh.edu/facStaff/staff.html](http://www.arch.uh.edu/facStaff/staff.html)

**C. T. Bauer College of Business**  
350 Melcher  
713-743-4600  
[www.bauer.uh.edu/about\\_bauer/contact\\_us.htm](http://www.bauer.uh.edu/about_bauer/contact_us.htm)

**College of Education**  
214 Farish Hall  
713-743-5001  
[www.coe.uh.edu/contact.cfm](http://www.coe.uh.edu/contact.cfm)

**Cullen College of Engineering**  
E421 Engineering 2  
713-743-4200  
[www.egr.uh.edu/about/?e=deansoffice](http://www.egr.uh.edu/about/?e=deansoffice)

**The Honors College**  
212 MD Anderson Library  
713-743-9010  
[www.uh.edu/honors](http://www.uh.edu/honors)

**Conrad N. Hilton College of Hotel and Restaurant Management**  
217 Conrad Hilton Hotel & College  
713-743-2610  
[www.hrm.uh.edu/?PageID=472](http://www.hrm.uh.edu/?PageID=472)

**UH Law Center**  
104 Bates Law Building  
713-743-2100  
[www.law.uh.edu](http://www.law.uh.edu)

**College of Liberal Arts and Social Sciences**  
402 Agnes Arnold Hall  
713-743-3000  
[www.class.uh.edu/classmain/class\\_aboutdean.htm](http://www.class.uh.edu/classmain/class_aboutdean.htm)

**College of Natural Sciences and Mathematics**  
214 Science and Research Building 1  
713-743-2611  
<http://nsm.uh.edu/admin.htm>

**College of Optometry**  
2105 Optometry  
713-743-1899  
[www.opt.uh.edu/departments/departments.htm](http://www.opt.uh.edu/departments/departments.htm)

**College of Pharmacy**  
141 Science & Research Building 2  
713-743-1252  
[www.uh.edu/pharmacy/deansoffice.htm](http://www.uh.edu/pharmacy/deansoffice.htm)

**Graduate College of Social Work**  
211 Social Work Building  
713-743-8085  
[www.sw.uh.edu/contactus.htm](http://www.sw.uh.edu/contactus.htm)

**College of Technology**  
300 Technology Building 2  
713-743-4050  
[www.tech.uh.edu/people/admin\\_index.htm](http://www.tech.uh.edu/people/admin_index.htm)

have affected that grade or evaluation.

Please note that appeals for decisions in the following areas are guided by separate appeal or grievance policies and procedures: Affirmative Action, Academic Honesty, Student Life, Financial Responsibility.

The Graduate Grievance Policy appears in the Graduate Catalog at [www.uh.edu/grad\\_catalog/garr/grievance\\_pol.html](http://www.uh.edu/grad_catalog/garr/grievance_pol.html).

## ACCOMMODATIONS FOR STUDENTS WHO HAVE DISABILITIES

The University of Houston is committed to providing reasonable accommodations for eligible students who have temporary or permanent health impairments, learning disabilities, psychiatric disabilities, and/or other disabilities.

Students who have disabilities are encouraged to register with the Justin Dart, Jr. Center for Students with Disabilities (CSD) (713-743-5400-voice, 713-749-1527-TTY) as early as possible in their academic careers. Specific documentation from qualified health care providers will be required. Documentation guidelines be obtained by contacting CSD or by visiting the CSD web site at [www.uh.edu/csd](http://www.uh.edu/csd). The "Academic Accommodations for Students with Disabilities Policies and Procedures" may also be downloaded through the website.

Students whose disabilities may require accommodations, including exam modifications, interpreters, note-taking assistance, etc. should contact CSD and discuss the



# ACADEMIC POLICIES

process of requesting accommodations. Appropriate accommodations are determined on an individual basis through a team approach involving the student, CSD, the Academic Accommodations Evaluation Committee, and at times instructors, as appropriate.

A student who believes that an instructor has unfairly denied an accommodation request may contact CSD and/or appeal to the academic department chair, college dean, and the Provost, in that order.

The University of Houston strives to maintain an accessible campus for students who have disabilities via ramps, curb cuts, inner-campus accessible parking, Braille signs, TTYs, etc. Attendant Care Services are available through the Student Health Center by calling 713-743-5112.

Students who identify accessibility barriers should bring those to the attention of the Section 504/ADA Coordinator at the Office of Affirmative Action/EEO at 713-743-8835, and/or CSD.

## ATTENDANCE

Properly enrolled students are required to attend the first day of class. Failure to attend may result in the student being dropped from the class.

It is the responsibility of the individual professor to set attendance guidelines for a course. Most, but not all, professors will drop students from the class roll if the student has an excessive number of absences. Unavoidable absences should be reported to the instructor immediately after, if not before, the absence occurs.

## CHANGE OF MAJOR

A change of major is a formal procedure requiring official approval and documentation. Students must submit an Undergraduate General Petition form requesting a change of major. This form is filed by the student in the department in which he or she wishes to major. Approval from both the department chair and the college Dean is required. Students should consult with an advisor in the department of their intended major for help with the change of major process. Students changing majors within the university shall meet the same requirements as students seeking admission to an academic unit (department, school, or college) from outside the university who have completed the same number of semester credit hours.

The university offers vocational and academic counseling and planning assistance to students having difficulty choosing a major. Counseling and Psychological Services and University Career Services offices provide resources and support to students seeking career goals. For assistance with academic plans, students may meet with academic advisors in the various departments and colleges and the University Studies Division.

Forms are available at the registrar's Website and may be completed and forwarded as indicated in the Website information at <http://www.uh.edu/academics/forms/>.

## ACADEMIC LEVEL

### Undergraduate

Academic levels are based on the total number of semester hours earned at the University of Houston and those accepted in transfer from other colleges and universities.

Credit awarded by examination and hours earned with a grade of S are counted in determining classification, but they are not counted in determining grade point average.

	Semester Hours	Minimum Cumulative GPA
<b>Academic Levels</b>		
Freshman	0-29	2.0
Sophomore	30-59	2.0
Junior	60-89	2.0
Senior	90 or more	2.0

### Law, Optometry and Pharmacy

Special law, optometry and pharmacy classifications are used for students majoring in these professional areas.

### Postbaccalaureate

The postbaccalaureate classification describes students who have completed their undergraduate degrees, but are not enrolled in a formal graduate degree program. Postbaccalaureate students may also be pursuing a second undergraduate degree. Unless granted by the appropriate college or department, all courses taken as postbaccalaureate will receive undergraduate credit.

**Graduate Students** Graduate and professional students should consult with the specific colleges and departments or the Office of Graduate and Professional Studies for current policies regarding graduate programs, as well as consult the appropriate college section in the graduate catalog for further information [www.uh.edu/grad\\_catalog/garr/index.html](http://www.uh.edu/grad_catalog/garr/index.html). Not all policies and procedures may be the same for all academic programs.

## COURSE LOAD

The course load (academic load) refers to the number of credit hours in which a student is enrolled for a given semester. All undergraduate students registered for at least 12 credit hours during a fall or spring semester, eight credit hours during a Summer II or III summer session, or four credit hours during a Summer I or IV summer session are classified as full-time students. Summer classification status is defined differently for financial aid purposes. Summer classification status is defined differently for financial Aid purposes. The maximum number of credit hours for which a student can register is determined by the college of his or her major. Consult the *Undergraduate Studies* catalog or Class Schedule Catalog for information regarding maximum course load.

## DEGREE PLAN

Once a student has completed 60 credit hours, he or she should see an advisor in his or her college to file a degree plan, a blueprint of the courses required for graduation. Students are responsible for all of the requirements of the catalog under which they are graduating. It is wise to meet with an academic advisor at least once a semester. Regular consultations help students enroll in courses applicable toward their degree. Before certification for graduation can be made, copies of the degree plan must be on file in the college Dean's office and in the Office of Registration and Academic Records, 128 Welcome Center.

# ACADEMIC POLICIES

## DEGREE REVOCATION

Academic integrity rests with all members of the university community, and academic decisions are based upon trust between faculty and students. The university's award of academic credit and degrees is its certification of student achievement. If students acquire their academic credentials by deceit, fraud or misrepresentation, they deceive not only the university but also those who may eventually rely upon the knowledge and integrity of the university's graduates. Such misconduct may not be discovered until the student has left the university or received a degree. In such instances, the university reserves the right to revoke degrees, decertify credit and rescind any University of Houston certification that warrants that the student successfully completed course work or requirements for a degree. Decisions to take such actions will be made only after careful consideration of all the available evidence.

### Procedure

1. Upon receipt of a charge that a degree recipient improperly entered the program or improperly completed or failed to complete the course work or requirements for a degree at the University of Houston, the Dean of the college in which the degree was awarded shall appoint an investigatory panel consisting of at least three faculty members. The panel shall determine if there is reasonable cause to believe the charges against the degree recipient.
  - 1.1 The degree recipient shall be notified of the investigation.
  - 1.2 The degree recipient shall be afforded 60 days from notification of the investigation to supply any material appropriate to the charge and such material shall be provided to the panel.
  - 1.3 The panel may obtain any material deemed relevant to the investigation. All university departments and offices shall cooperate with the panel.
  - 1.4 The investigation shall be conducted in a confidential manner.
  - 1.5 The panel shall file a report and recommendation to the Dean.
2. If the Dean, after reviewing the report of the investigatory panel, finds that there is reasonable cause to believe that the degree recipient improperly entered the program or improperly completed or failed to complete the course work or requirements for a degree, the Dean shall notify the office of the Senior Vice President for Academic Affairs and Provost and request that a hearing be conducted.
  - 2.1 Upon receipt of such notification from the Dean, the Senior Vice President for Academic Affairs shall convene an ad hoc hearing panel to consider the case. The panel shall be composed of seven tenured faculty members, none of whom shall be from the college from which the degree recipient received a degree. Tenured faculty who hold administrative appointments shall not be members of the panel.
  - 2.2 The panel shall be charged by the Senior Vice President for Academic Affairs to hear the case and determine whether the degree recipient improperly entered the program or improperly completed or failed to complete the course work or requirements for a degree.
    - 2.3 The panel members will select a hearing officer who shall correspond with the degree recipient and direct the proceedings hearing. The panel will also entertain written requests to excuse panel members at this time.
    - 2.4 The panel will set a hearing date, providing at least 60 days notice of the hearing to the degree recipient. At this time the university will also provide the degree recipient with the names of the panel members. Both the degree recipient and university shall exchange copies of all documents to be introduced at the hearing at least 30 days prior to the hearing. The panel will also entertain written requests to excuse panel members at this time.
    - 2.5 The degree recipient shall have the right to have an advisor present, who may be an attorney, to participate in the hearing. In the event that the degree recipient is represented by an advisor, the university may also be represented by counsel who may also participate in the hearing.
    - 2.6 The formal rules of evidence shall not apply to the proceedings. Any participant who becomes disruptive or engages in harassment may be asked to leave the hearing.
    - 2.7 The panel, at its discretion, may conduct a pre-hearing conference with the degree recipient. The degree recipient may be accompanied by an advisor.
    - 2.8 The Dean of the college in which the degree was awarded shall present the charge at the hearing, including the material considered by the investigatory panel.
    - 2.9 The degree recipient shall be afforded an opportunity to present any and all relevant evidence, including the cross-examination of any witnesses presented by the Dean. The panel members may question the witnesses. Opening and closing statements by the Dean, the university's attorney and the degree recipient and/or the advisor will be allowed.
    - 2.10 The panel will provide for the hearing to be recorded by tape recorder or stenographer. A copy of the recording shall be provided to the degree recipient or the advisor at their own cost upon request.
    - 2.11 After hearing the case, the panel shall render a decision regarding the allegation. If the panel finds by the greater weight of the evidence that the degree recipient engaged in misconduct concerning the degree, certification or course work, the panel shall recommend an appropriate sanction to the senior vice president for academic affairs.
    - 2.12 Sanctions may include revocation of the degree, decertification of credit and/or rescission of certification.
3. If the panel finds against the degree recipient, the degree recipient may file an appeal to the Senior Vice President for Academic Affairs and Provost within 15 days of the panel's decision.
  - 3.1 Appeals must be in writing. The Dean of the college in which the degree was awarded will be afforded an opportunity to respond to the appeal in writing. A copy of the Dean's response will be made available to the degree recipient.

# ACADEMIC POLICIES

- 3.2 The only grounds for appeal are procedural error, findings of fact not supported by the greater weight of the evidence, or discovery of substantial new facts not available at the time of the hearing.
- 3.3 The Senior Vice President for Academic Affairs and Provost shall consider the appeal prior to acting upon the recommendation of the hearing panel. If no appeal is made or if the appeal is denied, the senior vice president for academic affairs shall then act upon the panel's findings and recommendation.
- 3.4 In reaching a decision, the Senior Vice President for Academic Affairs and Provost may review all or any part of the proceedings and shall then make a recommendation to the President for appropriate action.
4. If the President determines that degree revocation or any other sanction provided herein is warranted, the degree recipient's official transcript will be corrected to reflect the sanction. A corrected transcript will be forwarded to all individuals and entities who were sent an official transcript after the degree was initially posted to the transcript.
5. If at any time during the proceedings the responsible body or person finds in favor of the degree recipient, the charges will be dropped and no further record shall be made. All documents collected in reference to the charges will be placed in a sealed file in the office of the Senior Vice President for Academic Affairs and Provost.

## DROPPING A COURSE

### ● Registration and Academic Records

128 Welcome Center

<https://my.uh.edu>

713-743-1010

As the semester progresses, a student may decide to lighten his or her academic load by dropping a course. Please see the online academic calendar for the exact date for deadlines to drop a course without receiving a grade. [www.uh.edu/calendars.html](http://www.uh.edu/calendars.html). The last day to drop a course or withdraw with a grade of W, or F (or U) is generally four weeks prior to the last class day of a fall or spring semester, six class days prior to the last class day of a summer session I, II, or IV, and three weeks prior to the last class day of a summer session III. The actual procedure for dropping courses is outlined in the Undergraduate and Graduate catalogs. Certain colleges require students to process all schedule changes in the college after certain dates. Before dropping courses, international students must see an international student counselor, financial aid recipients speak with a financial aid advisor, and student-athletes must see their athletics counselor to discuss eligibility implications of withdrawing. Students are responsible for verifying whether they have been dropped from a course.

Beginning in the Fall 2007 semester, all undergraduate students (current, transfer and First time in College (FTIC) students) will be allowed a total of 6 Ws (withdrawals). Ws may be used at any time during your college career to drop a course up through the last day to drop a course or withdraw from all courses. When these 6 Ws have been used, the student must complete all subsequent courses. When a class which includes a lab (or recitation) is taken concurrently, the dropping of such a class and lab (or recitation) will count as one withdrawal if dropped simultaneously. See the *Undergraduate Studies* catalog for more information on this policy.

NOTE: Some state laws dealing with enrollment caps or maximum hours permitted are based on the number of hours in which a student is enrolled by the official reporting day in Fall or Spring and the fourth class day in a Summer session regardless of whether the student drops the course afterwards. Students are responsible for ensuring their enrollment records are correct. For the UH policy on enrollment caps see the academic policy section on Undergraduate Enrollment Limits in the Undergraduate Catalog ([www.uh.edu/academics/catalog](http://www.uh.edu/academics/catalog)) and within this student handbook.

## GRADE REPORTS

### ● Registration and Academic Records

128 Welcome Center

<https://my.uh.edu>

713-743-1010

The University of Houston does not routinely mail grade reports at the end of the semester. Students may verify grades through myUH at <https://my.uh.edu>.

## GRADING SYSTEM

The grade point average (GPA) is a numerical representation of a student's overall academic achievement. It is obtained by assigning point values to specific grades and multiplying these values by the number of semester hours received in that course. The total number of grade points earned for one semester or for all semesters at the University of Houston is divided by the total number of semester hours. Grades of S, U, I and W are not assigned grade point values and are not used in the computation of the grade point average. The grade point values are as follows:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0

## INCOMPLETES

The temporary grade of "I" (incomplete) is a conditional and temporary grade given when students (a) are currently passing a course or (b) still have a reasonable chance of passing in the judgment of the instructor, but for non-academic reasons beyond their control have not completed a relatively small part of all requirements.

Students are responsible for informing the instructor immediately of the reasons for not submitting an assignment on time or not taking an examination. Students should understand that the only way to have an "I" changed to a passing grade is to fulfill course requirements in accordance with the conditions specified by the instructor. Students must contact the instructor of the course in which they receive an "I" grade to make arrangements to complete the course requirements. Students must not re-register for the courses in which their grade is currently recorded as an "I." Even when the conditions for fulfilling the course requirements include participation in all or part of the same course in another semester, the student must not re-register for the course. After the course work is completed, the instructor will submit a change of grade form to change the "I" grade to the grade earned. Both grades, the original "I" and the earned grade, will appear on the transcript.

The grade of "I" may not be changed to a grade of W, but

# ACADEMIC POLICIES

may be changed only to another letter grade. As stated under Fulfillment of Grade Requirements for a Degree in the Undergraduate Studies Catalog, all grades of “I” shall be computed as grades of F for purposes of calculating a student’s cumulative grade point average for graduation.

Should the student not complete the course in the time allotted a maximum of one year, a grade of F will be assigned and used for purposes of calculating a student’s cumulative grade point average for graduation and also for determining eligibility for graduation with honors (i.e. an “I” grade that becomes an F, even if associated with a course taken during the freshman or sophomore year, will be counted as part of the student’s last 66 hours). Students should understand that an incomplete may impact their financial aid eligibility, and they should discuss this option with a financial aid advisor.

## WITHDRAWALS

The grade of W is assigned to a course only after the last day to drop or withdraw without receiving a grade and before the final day to drop or withdraw (generally four weeks prior to the last day of classes in a fall or spring semester). Students are responsible for initiating action to drop or withdraw from classes. Students who fail to do so will be retained on the class rolls even though they may be absent for the remainder of the semester. In such instances a grade of F (or U in S/U graded courses) will be awarded unless the conditions for a grade of I have been met. Please see the “Dropping a Course” section for limitation on withdrawals from courses.

If you need to drop all your classes, you must officially withdraw from the university. The procedure is the same as the one for dropping a single course. Your record with the university must be clear—that is, no overdue library books, no unpaid parking tickets, tuition and fees paid in full, etc. The procedure for medical and administrative withdrawals are outlined in the *Undergraduate Studies* catalog ([www.uh.edu/academics/catalog](http://www.uh.edu/academics/catalog)).

Graduate and Professional Students should refer to the most recent *Graduate & Professional Studies* Catalog ([www.uh.edu/grad\\_catalog](http://www.uh.edu/grad_catalog)) for the complete policy.

Students who receive financial aid funds should discuss the implications of withdrawing with a financial aid advisor. All financial aid recipients who withdraw, unofficially or officially, are subject to a Return of Title IV Funds recalculation according to Federal Regulations, which may result in the student owing funds back to the university. Please visit [www.uh.edu/finaid](http://www.uh.edu/finaid) for more information.



Nataly Quicga - 2008-2009 Through My Lens

## ● GRADUATION

### Registration and Academic Records

128 Welcome Center

<https://my.uh.edu>

713-743-1010, Option 4

Students must apply for graduation either the semester before or the semester they intend to graduate. Consult the class schedules for graduation application deadlines.

Forms are available at the Registrar’s website and may be completed and forwarded as indicated in the website information at [www.uh.edu/enroll/rar/graduation\\_information.html](http://www.uh.edu/enroll/rar/graduation_information.html).

## RELIGIOUS HOLY DAYS

The University of Houston respects the religious observances of students even though they may conflict with university class meetings, assignments, or examinations.

The University of Houston excuses a student from classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. 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 and examinations, as described below.

Students are encouraged to inform instructors about upcoming religious holy days early in the semester to enable better planning and coordination of work assignments (and examinations). Instructors are encouraged to announce reasonable time periods for make-up work (and examinations) in the course syllabus and to make clear the consequences of a student’s failure to meet such time requirements.

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 Academic Program Management. All parties must abide by the decision of that office.

Eligible religions are those whose places of worship are exempt from property taxation. Copies of the state law are available in the offices of the Senior Vice President for Academic Affairs, the Dean of Students, and the A.D. Bruce Religion Center.

# ACADEMIC POLICIES

## STUDENT RECORDS: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

### Notice of Student's Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights are as follows:

1. Students have the right to inspect and review their education records within 45 days of the day the university receives the request.
2. Students have the right to request amendment of their education records that they believe are inaccurate or misleading. If the university denies a student requested amendment, the student has the right to a hearing regarding the requested amendment to his/her education record.
3. Students have the right to consent to disclosures of personally identifiable information in their education records, except to the extent that FERPA authorizes disclosure without consent.
4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. Such complaints may be sent to the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

### Directory Information

At its discretion, the University of Houston may provide "directory information" to the general public without student consent. "Directory information" is defined by FERPA as follows:

- |                                      |  |  |
|--------------------------------------|--|--|
| • Name                               | • Degrees, awards and honors received                          | • Weight and height of members of athletic teams |
| • Address                            | • Dates of attendance  | • Enrollment status                              |
| • University assigned e-mail address | • Most recent previous educational institution attended        | –Undergraduate or graduate students              |
| • Telephone listing                  | • Classification   | –Full-time or part-time                          |
| • Date and place of birth            | • Participation in officially recognized activities and sports |  |
| • Major field of study               |  |  |

If a student does not want "directory information" regarding him or her to be released, the student must login to myUH at <https://my.uh.edu> to set the appropriate privacy settings during the first week of class to ensure that information is not released by the university or published in the Student Directory. Students are responsible for requesting the release of their information once a request for withholding "directory information" has been placed on record.

### Disclosure of Education Records

The University of Houston 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:

1. 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 in order to fulfill his or her professional responsibilities.

2. To other schools in which the student seeks to enroll.
3. 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.
4. 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.
5. To state and local officials or authorities in accordance with state law.
6. 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.
7. To accrediting organizations to carry out their functions.
8. To parents of a "dependent" student as defined under the federal tax laws.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in connection with a health or safety emergency.
11. As it relates to "directory information," unless the student restricts "directory information."
12. To an alleged victim of any crime of violence or non-forcible sex offense regarding the final results of any disciplinary proceeding conducted against the alleged perpetrator of that crime or offense with respect to that crime or offense, regardless of whether the student was found to have committed the violation.
13. To the public regarding the final results of any disciplinary proceeding in which the student was alleged to have committed a crime of violence or non-forcible sex offense and pursuant to the disciplinary proceeding the student was found to have violated a university disciplinary rule or policy.
14. To parents of a student who is under the age of 21 regarding the student's violation of federal, state, or local law, or any university rule or policy, governing the use or possession of alcohol or a controlled substance.
15. To the court where the student has initiated legal action against the university or the university has initiated legal action against the student.

### Procedure to Inspect Education Records

A student has the right to inspect his or her educational records and to challenge the contents. To review records, a student must make a request in writing to the Custodian of those records. (See Custodians of Records, page 20) The written request must identify as precisely as possible the record or records he or she wishes to inspect.

### Procedure to Amend 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

# ACADEMIC POLICIES

should submit a written request for amendment to the appropriate custodian of the record (See the list of Custodian of Records, page 20). 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. 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.

**\*\*Note:** This procedure does not govern grade appeals.

## Procedures for a Hearing Under FERPA

1. To request a hearing pursuant to the university's denial of a student's request to amend information in his or her education record that the student believes is inaccurate, misleading, or in violation of the student's rights of privacy, the student should submit a written request for a hearing that clearly identifies the part of the record the student wants changed and specifying why it is inaccurate, misleading, or in violation of the student's rights of privacy to the custodian of the record that the student seeks to challenge.
2. The university will hold a hearing within a reasonable time after receiving the student's written request for a hearing.
3. The university will give the student notice of the date, time, and place of the hearing, reasonably in advance of the hearing.
4. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. The hearing official will be appointed by the vice president to whom the custodian of the records in question reports.
5. The student will be provided the opportunity to present evidence supporting his or her allegation that his or her education record contains information that is inaccurate, misleading, or in violation of the student's rights of privacy. The student may, at his or her own expense, be assisted during the hearing by one individual, including legal counsel. The student must notify the hearing official no later than three (3) business days before the hearing that he or she will have legal counsel present at the hearing.
6. The custodian of the record in question and the author of that record (if appropriate) will also be provided an opportunity to respond to the student's allegations.
7. Upon hearing all of the evidence, the hearing official will render a written determination within a reasonable time after the hearing. The written determination will include a summary of the evidence and the reasons for the hearing official's determination.
8. Any information in the student's education record that is determined to be inaccurate, misleading, or a violation of the student's rights of privacy will be amended with the correct information and the student will be notified in writing of the change.
9. If it is determined that the student record is correct and does not merit amendment, the university will notify the student of his or her right to place a statement in the education record commenting on the information in the record, and/or presenting any reasons for disagreeing with the university's decision.

10. Any statement placed by the student in his or her education record shall remain a part of the record for as long as the record is maintained by the university.

## Custodians of Records

- Registrar, Registration and Academic Records  
128 Welcome Center
- Director of Scholarships and Financial Aid  
120 Welcome Center
- Director of Student Financial Services  
124 Welcome Center
- Director of the Student Health Center  
100 Health Center
- Director of Learning and Assessment  
210 Student Service Center
- Director of University Career Services  
106 Student Service Center
- Dean of Students  
252 University Center
- Dean of the appropriate college

## THE TEXAS SUCCESS INITIATIVE AND THE TEXAS HIGHER EDUCATION ASSESSMENT (FORMERLY TASP)

All undergraduate students must have their Texas Success Initiative (TSI) status established by the University Studies Division. The USD is the only UH office that can determine TSI status. New students will not be able to register for classes until TSI status has been set.

### TSI Policies and Screening

320 Student Service Center  
713-743-8982

### Test Registration Information

204 Student Service Center  
713-743-5444

## ● TRANSFER CREDIT

### Admissions

100 Welcome Center  
713-743-1010, Option 2

Evaluations of transfer work are made in the Office of Admissions, usually after students are admitted and complete records are on file. The application of transfer credit toward a degree at the university cannot be determined until the transcript has been evaluated and a degree plan made. For specific regulations for approving transfer of credit in the undergraduate programs, consult your *Undergraduate Studies* catalog. For more information on applying your credits toward your degree, contact the college or department of your major.

# ACADEMIC POLICIES

## UNDERGRADUATE ENROLLMENT LIMITS

### Enrollment Cap

The undergraduate enrollment limit applies to students who are Texas state residents and are enrolled for the first time in a Texas public higher education institution in the Fall semester of 1999 or thereafter. For students first enrolling Fall 1999 through Summer 2006, the enrollment cap is 45 hours; and for students first enrolling Fall 2006 or after, the enrollment cap is 30 hours.

Such students are entitled to pay the Texas resident tuition rate for only the number of hours required to complete a degree in their approved major plus the cap allowance (45 hours or 30 hours). Students who have not chosen a major are considered, under Texas law, to have degree requirements of 120 hours. Courses attempted at any public Texas institution count toward the limit for each student. Attempted hours are calculated for courses in which a student is enrolled on the 12th class day (4th class day in a summer session), not by the courses in which a student receives a grade (passing, failing, or W). When students to whom this law applies register for courses that exceed this limit, they will be charged a premium rate of \$100 per credit hour additional to their in-state rate.

If you stop attending a class with the intent to drop, be sure you drop on or before the 12th class day (4th in a summer session) or these hours will count toward your in-state-tuition limit. Please see your academic advisor for more information or if you have any questions about this policy.

For more information, please visit [www.uh.edu/provost/stu/stu\\_enrollcapqs.html](http://www.uh.edu/provost/stu/stu_enrollcapqs.html).

### Course Cap

The Texas Higher Education Coordinating Board Rules (Chapter 13, Subchapter B, 13.25) authorizes institutions to charge out-of-state tuition for students who enroll in a course for the third or more time,

Students may be charged for semester credit hours or contact hours attempted in any course, other than a non-degree-credit developmental course, containing the same content for a third or more times at their institutions since Fall Semester 2002. Attempted hours are calculated for courses in which a student is enrolled on the twelfth day (fourth class day in summer), not by the courses in which a student receives a grade (passing, failing, or W),

Semester credit hours or contact hours attempted by students for the following types of course work are exempt from the provisions of this section:

- (1) thesis and dissertation courses.
- (2) courses that may be repeated for credit because they involve different or more advanced content each time they are taken, including but not limited to, individual music lessons, Workforce Education Course Manual Special Topics courses (when the topic changes), theater practicum, music performance, ensembles, certain physical education and kinesiology courses, and studio art.
- (3) independent study courses,
- (4) special topics and seminar courses.

If you stop attending a class with the intent to drop, be sure you drop on or before the twelfth class day (fourth in summer) or these courses will count toward your two attempts. See your advisor if you have questions about this policy.

# ACADEMIC ENRICHMENT PROGRAMS

## AIR FORCE ROTC

### Air Force Leadership Program

109 Garrison Building

713-743-4932

[www.uh.edu/afrotc](http://www.uh.edu/afrotc)

The Air Force Reserve Officers' Training Program (AFROTC) produces commissioned officers for the Active Air Force. AFROTC offers scholarship opportunities and a future in the world's best Air Force—a combination hard to beat. The curriculum centers on developing the leadership and management skills of tomorrow's military leaders. Students interested in AFROTC can check out the website, [www.afrotc.com](http://www.afrotc.com), call toll-free 1-866-4AFROTC, or call or visit the university's AFROTC detachment office.

## ARMY ROTC

### Military Science Program

26 Hofheinz Pavilion

713-743-3875

[www.uh.edu/rotc](http://www.uh.edu/rotc)

The Army Reserve Officers' Training Program (ROTC) produces commissioned officers for the Active Army, the Army Reserve and the National Guard. A variety of scholarships are available to qualified students. The curriculum centers on developing leadership and management skills in tomorrow's leaders of industry and the military.

## AMERICAN HUMANICS NONPROFIT CERTIFICATE PROGRAM

405 Social Work

713-743-8137

Students pursuing a bachelor's degree in the social sciences, business, journalism, communication, kinesiology or one of many other academic disciplines may prepare for professional careers in non-profit youth and human service organizations. By participating in and completing academic and co-curricular requirements, students prepare for certification as non-profit professionals through American Humanics, Inc. AH certification is recognized by national youth and human service organizations, as well as Houston area affiliated agencies that provide internships and assist with job placement both locally and nationally.

## BAUER EXPERIENCE

262 Melcher Hall

713-743-3908

[bauerexperience@uh.edu](mailto:bauerexperience@uh.edu)

[www.bauer.uh.edu/undergraduate/new/experience.htm](http://www.bauer.uh.edu/undergraduate/new/experience.htm)

The Bauer Experience is a student development program designed to introduce business students to C. T. Bauer College of Business and the Bauer code of ethics, and to prepare them to select a major and a career path in business. The program offers a new-student reception, development workshops, registration fairs, corporate site visits, and an online component with advising and career resources. Featured workshops include BBA Basics, How to Choose a Major in Business, How to Pay for College, How to Maximize Your Academic Potential, and Introduction to StrengthQuest, which is part of a leadership development program. The Bauer Experience also administers the business writing evaluation (BWE) required of all business majors. The Bauer Experience includes a required

three-credit hour course, GENB 2301 "Connecting Bauer to Business", designed to further assist students with career exploration and career development.

## ● CHALLENGER PROGRAM

319 Student Service Center

713-743-5420

The mission of the Challenger Program, funded by the U.S. Department of Education, is to provide support to students who either are first in their families to go to college, come from low-income backgrounds, or have a physical disability. The Challenger Program offers eligible program participants tutoring, academic counseling, academic workshops, life skills workshops, study skills course for credit, and cultural enrichment activities.

## ● CONTINUING EDUCATION

University Hilton, Room 102

713-743-1060

[www.uh.edu/continuingeducation](http://www.uh.edu/continuingeducation)

University of Houston Continuing Education provides a broad array of noncredit programs focusing on career and professional development at the main campus and other UH System locations. Programs include Accelerated Foreign Language, Leadership and Management, Paralegal Certificate, English as a Second Language classes, Project Management Certificate, Cross Cultural Training and Teacher Training in Accelerated Learning methods, Executive Coaching and online programs. Discounts are available to UH students, alumni and benefits-eligible faculty and staff.

## COOPERATIVE EDUCATION PROGRAM

302 Cullen College of Engineering Building 1

713-743-4230

[www.egr.uh.edu/coop](http://www.egr.uh.edu/coop)

Cooperative Education is a documented internship that appears on the student's university transcript. Career training with pay in the student's major may be either part-time or full-time. Full-time positions are generally offered on an alternating basis with two students trading places at a company three times a year (spring, summer, and fall). Most students enter the program in their junior year, but all levels are acceptable, including graduate. Students are required to submit a work report at the end of each work term, and that grade appears on the transcript. Positions are available in most disciplines, especially engineering, business, and natural science and mathematics.

### UH POINTS OF PRIDE

*Student Service: UH students work more than 1 Million hours in the surrounding community each year through internships and other course-related programs.*



# ACADEMIC ENRICHMENT PROGRAMS

## ● DISTANCE EDUCATION

111 C.N. Hilton  
713-743-3327

[www.uh.edu/uhdistance](http://www.uh.edu/uhdistance)

The University of Houston offers a variety of convenient options for students wishing to pursue an education off campus. Through Distance Education, UH can deliver courses and degrees to you:

- at home on television (KUHT/Channel 8), cable, videotape, or online.
- in your neighborhood at four off-campus sites:  
*UH System at Cinco Ranch*, 4242 S. Mason Road, 832-842-2800, extension 6071; *UH System at Sugar Land*, 14000 University Boulevard, Sugar Land, TX 77479, 281-275-3300; *The University Center at The Woodlands*, 3232 College Park Drive, 281-591-3510.

UH Distance Education offers more than 100 junior, senior and graduate-level credit courses each semester, enabling students to complete degrees in several fields of study.

## THE HONORS COLLEGE

212 M.D. Anderson Library  
713-743-9010

[www.uh.edu/honors/](http://www.uh.edu/honors/)

Created to serve the intellectual needs of gifted undergraduates, The Honors College provides the careful guidance, flexibility and personal instruction that nurture a dedication to individual excellence. Members of the college are encouraged to sharpen special skills in pursuit of their personal academic goals. For the students who qualify for membership, The Honors College offers special privileges including priority registration, merit scholarships, additional faculty advising, opportunities for individual study and a chance to live in honors housing.

To be admitted to the program, students must provide SAT or ACT scores, transcripts and a sample of formal written work. For further information, refer to the *Undergraduate Studies* catalog.

## PROMES—ENGINEERING PROGRAM

E301 Cullen College of Engineering Building 2  
713-743-4222

[www.egr.uh.edu/promes](http://www.egr.uh.edu/promes)

The Cullen College of Engineering has a program focused on the recruitment and retention of students—the Program for Mastery in Engineering Studies (PROMES), pronounced “promise.”

PROMES provides academic advising, workshops, scholarships and job opportunities for engineering students. PROMES academic excellence workshops have propelled PROMES students to the top of their math classes.

PROMES students are clustered into common sections of classes and have an opportunity to participate in special skill building and problem-solving classes. Thus, PROMES creates a small college atmosphere within the larger university. Three-semester freshman retention is among the highest at UH.

PROMES works closely with student chapters of the National Society of Black Engineers (NSBE), the Society of Mexican American Engineers & Scientists (MAES), the Society of Hispanic Professional Engineers (SHPE) and the Society of Women Engineers (SWE). The leaders of these groups together with PROMES staff make up the PROMES Steering Committee.

## UH POINTS OF PRIDE

*Design / Build Studio—Each year, the College of Architecture Studio builds, from concept to completion, a new facility for local non-profits such as schools and Little League teams.*

## PARENT EDUCATION PROJECT

301 Student Service Center

713-743-5491

[agrindon@mail.uh.edu](mailto:agrindon@mail.uh.edu)

The mission of the Parent Education Project (PEP) is to provide services to promote healthy families. PEP, through a contract with DePelchin Children’s Center, offers services in the Families Count Program (a pilot Family Preservation Project funded through the Texas Department of Protective and Regulatory Services). PEP provides the Family Wellness Program and Services to Families of Children with Disabilities in three Houston-area elementary schools. As part of the Families Count Program, PEP provides UH internships.

## SCHOLARS’ COMMUNITY

130 Law Hall

713-743-0720

[www.scholars.uh.edu](http://www.scholars.uh.edu)

At most large universities, students often feel lost, like they are “just another number” and not part of the traditional college experience. At the University of Houston, we have a specially designed learning community program, the Scholars’ Community, to help bring freshman, transfer and international students into the mainstream of college life. Scholars’ Community is a four-year Success/Retention program providing specially tailored resources beginning day-one of the freshman year and continuing until graduation. Students who join the Scholars’ Community consistently earn higher grade point averages (GPAs) and are less likely to drop out of school than non-members. The Scholars’ Community helps students to “get connected” to the many helpful on-campus resources available at the University of Houston while providing specific programs for each level of the academic career. At the freshman level, Scholars’ Community provides the tools to adjust successfully to university life. The program also focuses on the special needs of second-year students and juniors and seniors with a variety of activities and workshops to help students complete their college package including information on Internships, Study Abroad, Choosing a Career, and participating in professional organizations.

Scholars’ Community welcomes applications from incoming full-time freshmen, international and transfer students with less than 30 credit hours from April through July. Students can join only before the beginning of fall semester by completing the on-line application at our website or by applying during the UH Summer Orientation sessions.

# ACADEMIC ENRICHMENT PROGRAMS

## SCHOLAR ENRICHMENT PROGRAM

*Allied Geophysical Labs, Building 523, Room 116  
713-743-2612*

*kriggins@central.uh.edu*

The Scholar Enrichment Program (SEP) is focused on enhancement and retention of undergraduate students. The program uses a different type of approach than traditional retention and enhancement programs. Instead of targeting high-risk students, the program identifies and targets high-risk courses (those having high rates of Ds, Fs, or withdrawals). These courses include (but are not limited to) College Algebra, Pre-Calculus, Calculus, Chemistry, Organic Chemistry, Physics, and Biology. Special workshops are offered to augment the lecture sections of these high-risk courses. It is in these workshops that students are encouraged to collaborate in small groups as they work on daily assignments. The workshops provide a relaxed atmosphere in a supportive environment of peers and instructors. In addition to workshops, SEP offers scholarships, a study center, a mentor program, academic support, enrichment and study skills seminars, and a student organization. Students admitted to SEP are primarily natural sciences, mathematics, computer science, engineering, pre-medical, pre-pharmacy, pre-optometry, and technology majors.

## STUDENT-ATHLETE SERVICES

*Academic Center for Excellence*

*Athletics/Alumni Center*

*713-743-9363*

Academic counselors in the Academic Center for Excellence (ACE) work in conjunction with other university offices to provide academic, career, and personal counseling to UH student-athletes. A variety of programs are available geared at preparing new student-athletes for the rigors of college academics and athletics; an extensive tutoring and structured study program; assistance with study skills development; and assistance in choosing a major. Academic counseling is provided during pre-registration periods. ACE counselors also monitor NCAA rules applicable to initial and continuing eligibility, as well as assist student-athletes in seeking postgraduate scholarships.

## STUDENT RECOVERY PROGRAM

*College of Pharmacy*

*122 SR2*

*713-743-1264*

The Student Recovery Program is designed to address alcohol, chemical addictions and mental health impairments for pharmacy majors. The program assists in confidential assessment and referral allowing the student to address needed issues and remain in school, if possible. The first-year professional students are required to attend a one-day educational seminar. There are student and faculty support mechanisms in place encouraging recovery throughout their academic years. The complete policy can be found in the College of Pharmacy Student Handbook.

## STUDY ABROAD AND STUDY ABROAD SCHOLARSHIPS

*501 E Cullen*

*713-743-9167*

*www.uh.edu/academics/intlstu*

Interested students have a wide variety of resources available to assist with the study abroad experience. These programs may be one of four types: (1) Faculty-Led Programs, among which are programs in countries including China, Egypt, France, Germany, Italy, Mexico, Spain, and others, from different UH colleges; (2) Affiliated Programs offered by the Texas International Education Consortium, the Council for International Education Exchange Programs and the University Study Abroad Consortium (third party-provider programs such as American College in Thessaloniki or American University in Cairo); (3) Exchange Programs such as UH/Chiba and the UH/Chukyo programs in Japan, the UH/Monterrey Tech in Mexico, or the UH/Cankaya University in Turkey, and (4) programs provided by other universities in the United States. In addition to materials available in departments, centers, and college Deans' offices, the Office of International Studies and Programs (501 E Cullen) maintains resource libraries with information on programs and countries. All students going on overseas programs should make plans early in their college careers (i.e., freshman year or soon thereafter) and must register with the Office of International Studies and Programs. Students interested in UH faculty-led programs should also apply to the individual program at the different departments and colleges.

### Study Abroad Scholarships

Scholarship opportunities are available for students studying abroad. International Education Fee Scholarship (IEFS) competitions are held each fall (November 1) and spring (March 1) and are awarded for the following two terms, including summer terms. This initiative, which was begun by students to promote study abroad and to assist students in their efforts to incorporate international study into their academic experience, was subsequently approved by the Texas Legislature for all Texas universities.

The scholarships are funded by the student body through a \$1 per semester fee added to students' fee bills. IEFS applications may be obtained from:

- International Studies and Programs Offices (501F E Cullen)
- College Deans' Offices
- Dean of Students (252 University Center)
- Student Information and Assistance Center (125 University Center)
- International Student and Scholar Services (306 Student Services Center)
- Undergraduate Studies (209 E Cullen)
- Vice President for Student Affairs (114 E Cullen)
- Scholarships and Financial Aid Office (120 Welcome Center)
- International Admissions (125 E Cullen)

# ACADEMIC ENRICHMENT PROGRAMS

## UH POINTS OF PRIDE

*The Arts-The Moores School of Music serves 129,000 people per year in 297 events; the School of Theatre plays to more than 8,000; and the Blaffer Gallery, the Museum of the University of Houston, hosts 20,000 visitors.*

## TEXOCOP

*College of Optometry  
505 J. D. Armistead Building  
713-743-2040 or 800-282-8426*

*[www.opt.uh.edu/prospective\\_students/academics/texocop/texocop.htm](http://www.opt.uh.edu/prospective_students/academics/texocop/texocop.htm)*

The Texas Optometry Career Opportunities Program or TEXOCOP helps recruit and retain optometry students. It is designed to provide experience, information, and guidance for promising college students interested in careers in the field of optometry. The program includes a six-week summer session and year-long advising and counseling to increase academic skills for prospective students.

The TEXOCOP Summer Program immerses students in an intense, pre-health-profession curriculum and enriches the experience with practical and clinical activities. Workshops, field trips, panels, and seminars increase participants' knowledge about the profession and strategies for achieving career goals. UHCO faculty members and students provide didactic instruction and informal mentoring for TEXOCOP students. To apply for participation in TEXOCOP, contact the College of Optometry Office of Student Affairs and Admissions.

## THE URBAN EXPERIENCE PROGRAM

*250G Oberholtzer Hall  
713-743-6032*

The mission of the Urban Experience Program (UEP) is to expand opportunities for urban students and create collaboratives with the private and public sector. UEP was established in 1994 with a seed grant from the UH president's office. By addressing the fiscal and academic challenges facing disadvantaged students, the program helps increase retention and graduation rates. A special feature of UEP is an internship program through which students develop skills and knowledge in the workplace while exposing employers to the faces and experiences of those who will be an important part of our future workforce. Other program components are: scholarships, mentors, tutors, residential life during the first year, required courses, mandatory study hall, skills workshops, social and cultural activities and evaluation.

## THE ACADEMIC ACHIEVERS PROGRAM (Center for Mexican American Studies)

*323 Agnes Arnold Hall  
713-743-3136*

The Academic Achievers Program (AA) was inaugurated in 1994 with a mission to increase retention and graduation rates at the University of Houston. The Office of the President, the Center for Mexican American Studies (CMAS), corporations, and community sponsors show ongoing commitment to the program for its continued success.

To prevent major factors affecting degree attainment, the program offers a variety of services, including scholar-

ships, tutoring, skill workshops, job-site visits, leadership retreats, and internships. The services improve grades and heighten desire for challenges from the students. Students are more confident and even enthusiastic about courses that traditionally induce anxiety.

Overall, the Academic Achievers Program yields well-rounded individuals prepared with the academic, leadership, and work experience needed to enter the professional workforce.

## ● UNIVERSITY TESTING SERVICES

*204 Student Service Center  
713-743-5444*

*[www.las.uh.edu/uts](http://www.las.uh.edu/uts)*

The mission of University Testing Services (UTS) is to offer testing and assessment services, including the administration of admission, placement, credit-by-exam, psychological batteries, correspondence examinations from other universities, and professional certification and licensing examinations. UTS also provides scholarly review of tests and test materials, test development and consultation of credit-by-exam selection, placement testing, and standardized testing. As a national testing center, it serves more than 40,000 examinees to include students and citizens of this area through more than 200 different testing and assessment services. This unit has been called upon to develop and validate assessment tools used for selection of participants in nursing programs. UTS was one of 12 national test sites to pilot the computerized GRE test leading to UTS providing computer-based testing for GRE and GMAT. UTS also offers the TASP test using touch-screen computer technology.

## STUDENT FINANCIAL SERVICES DEPARTMENT

*website: [www.uh.edu/sfs](http://www.uh.edu/sfs)*

*124 Welcome Center*

*Office hours: Monday and Tuesday, 8:00 a.m.-7:00 p.m.*

*Wednesday-Friday, 8:00 a.m.-5:00 p.m.*

*713-743-1010*

The Student Financial Services Department is responsible for maintaining financial records for all students through the use of a centralized billing system and acts as a billing agent for various departments. A computerized system posts library fines, parking violation fines, and other miscellaneous fee charges, as well as tuition and major fees, and room and board charges to individual accounts. This provides students with a centralized billing system. This department is also responsible for processing refunds and providing payment plans to any student who wishes to utilize this method of payment.

Questions regarding a specific charge(s) should be directed to the office that originated the charge(s). Telephone numbers for all offices that originate charges are listed at the following website: [www.uh.edu/sfs](http://www.uh.edu/sfs). For information on your account, see your self service account; then, if you need to speak with someone about your account please contact our customer service area in the Welcome Center.

# FINANCIAL INFORMATION

## TUITION AND FEE SCHEDULE

The schedule of charges reflects tuition as determined by residence status and number of hours taken. Students should be aware that this is only a minimum figure; certain miscellaneous fees, such as laboratory fees, parking decals, etc., are not included. The university reserves the right to change tuition and other charges without notice as necessitated by university or legislative action. Refer to the current class schedule for exact costs or visit the department website: [www.uh.edu/sfs](http://www.uh.edu/sfs). Parking, locker rental, special lab or incidental fees, and cost of books and supplies are examples of additional fees other than the mandatory fees listed. All tuition and fees are subject to change by the Texas Legislature and/or the University of Houston System Board of Regents.

Law, Optometry, Pharmacy and graduate school tuition are higher than undergraduate tuition.

## REFUNDS

If you drop a course or withdraw from the university, you may be entitled to a refund. The amount of the refund depends upon when you drop or withdraw. To determine if you are entitled to a refund, refer to your class schedule. All refunds must be requested online through self service. Please note that refunds due to withdrawal are determined by state law. Refunds are based on the amount billed not what has been paid.

## BILLING/PAY PLANS/COLLECTIONS

*124 Welcome Center*

**Billing:** Enrolled students statement of account will **only** be posted electronically in the Self Service online at website: [www.uh.edu/sfs](http://www.uh.edu/sfs). Payment due dates and billing processes are explained in each semester's Class Schedule. All bills are issued through the Student Financial Services Department and reflect charges posted to the centralized billing system by the various service providing departments across campus. The university cannot accept responsibility for the non notification of student bills to students, both current and former, due to incorrect address or e-mail. Each student is therefore required to have a current e-mailing address on file at the Office of Registration and Academic Records. The Student Financial Services Department will not remove late fees from a student's account in cases where a student claims not to have seen a statement as all bills are available online 24/7/365. Payment due dates are published in a variety of campus publications and it is each student's responsibility to make himself/herself aware of those dates. **It is the student's responsibility to know the due dates for all payments.**

**Payment Plans:** Beginning with the fall semester of 2008, the university, pursuant to Texas state law, is requiring that all students must complete their arrangement to pay for the semester prior to the first day of classes. This means the student must either pay 100% of all tuition and fees due, or sign an Installment Pay Plan, or select either an Emergency Loan or Short Term Tuition Loan. Any student who fails to select one of these payment plan arrangements by the due date for billing will be disenrolled from all classes and, should they choose to reenroll (late registration) will be charged a \$20 Late Registration Fee, which must be paid prior to being allowed to reenroll.

A brief explanation of the different Pay Plans follows; for more detailed information, please contact the Customer Service area of Student Financial Services located in the University Welcome Center:

- A. Pay 100% of all tuition, fees, and/or housing/board;
  - B. If prepared to pay at least 50% of all current semester charges and signs an installment agreement to pay the remaining charges in accordance with state law governing the **Installment Pay Plan**.
  - C. Select an **Emergency Loan** wherein all tuition and mandatory fees are deferred for payment until the 90th calendar of the semester. (Interest calculated on 5% APR)
  - D. Select a **Short Term Tuition Loan**, which defers the payment of tuition, fees, room and board until the 45th calendar day of the semester. (Interest calculated on a 12% APR)
  - E. Accepted financial aid funds that appear as 'Pending Financial Aid' in your account summary that cover 100% of your tuition and fees. If so, your Total Due will be zero.
- In no case will any of the above plans cover prior semester charges. Any prior charges must be paid in full.

Students who enter into a Pay Plan agreement and find that more charges are added to their account afterward will have the additional charges billed in total along with the bills for the second/third installment.

For more detailed information, either visit the following website: [www.uh.edu/sfs](http://www.uh.edu/sfs) and read Payment Plans; or, visit the University Welcome Center and speak with a representative.

Students who believe they have been charged fees erroneously should first verify with the department responsible for those charges their accuracy. Following that, the student must submit, in writing, their request and reasons for removal of the charge in question.

Students who provide checks for payment (whether electronic or paper) that are returned by the bank will have 10 calendar days or **by the 20th class day, whichever comes first**, from notification to provide payment by cash or certified check.

Failure to legitimize payment within the time allotted will result in financial disenrollment, loss of check writing privileges and/or referral for prosecution.

**NOTE: A convenience fee of 1.76% will be assessed on all credit and debit card payments for tuition, fees and other charges initiated through the Self Services Online website. The university only accepts Mastercard and Discover Cards. VISA debit, credit, or check cards are no longer accepted as payment options. There is no charge for using E Check as a means of payment.**

**Students who have a balance of \$10 or more after a due date will have a financial stop/service indicator placed on their student record.** This stop will prohibit the student from registering and requesting transcripts. Failure of a student to respond to notices of a past-due balance by the deadline indicated will result in the loss of university services. **At the end of the semester, any student with a balance of \$300 or more will be financially disenrolled for that semester and assessed a \$50 severance of service fee.** A financial stop will be placed on the account, which will result in the denial of further university services. Services that may be denied include: release of current semester grades and course

# FINANCIAL INFORMATION

credit, release of diploma, release of transcript, room and board services, and future enrollment. Course grades and credits will not be posted to the student's academic records in addition to the denial of the services mentioned above.

**Collections:** Non-payment by the end of the semester will result in transfer of the student's account from the Student Financial Services Department to the Student Financial Service's Collections Office, or to a contracted collection agency, and assessment of a collection fee of at least 25% of the outstanding balance. University collections may also choose to litigate an account on advice of university legal counsel. Should an account be litigated, the student will be responsible for all litigation expenses including attorney's fees and court costs. Accounts that are referred to a contracted collection agency may also be reported to credit bureaus.

## COLLECTIONS OFFICE

*Room 12 E Cullen Building*

*713-743-5584 or 713-743-5585 Federal Loans*

*713-743-5587 or 713-743-5588 Other debt*

*1- 888- 314-5857*

The Collections Office is responsible for the collection of delinquent faculty, staff and student charges. This includes institutional debts (tuition, fees, parking, etc.) as well as federal programs (Perkins Loan Program, Health Profession Student Loans and others). In addition, the office is responsible for student loan servicing, reporting of federal loans to the credit bureaus, accounting for funds and required federal reporting.

Note: Students should read the section on Financial Responsibility Policy on page 67 of this publication.

## Book Loan

Students enrolled in at least six hours with financial need may apply for a book loan (maximum of \$400) during each fall and spring semester, and one loan (\$200) for the entire summer session to use toward the purchase of books and supplies from the bookstore. There is a \$5.00 service charge and 12 percent per annum interest charge. Book loans may be obtained only after the current semesters' enrollment has been activated and must be used by the 20th calendar day of the semester. Book loans may be obtained through Self Services Online. Student accounts will be charged immediately upon issuance of a book loan with payment deferred. Unused amounts will be credited back to student accounts shortly after the 20th class day each fall and spring semester and shortly after the 12th class day in the Summer IV session. Students should allow up to 72 hours for the loan to appear on their CougarOne card account.

## Dean of Student's Cash Loan

Students enrolled in at least six hours who demonstrate a financial need due to an emergency may apply for a 45-day loan (maximum \$300) to use towards personal and school related expenses (not tuition and fees). There is a \$5 service charge and 12 percent per annum interest charge. Applications are available in the Dean of Students Office, Room 252, University Center, beginning on the first day of classes.

## SCHOLARSHIPS AND FINANCIAL AID

*120 Welcome Center*

*713-743-1010*

*www.uh.edu/finaid*

Planning ahead is essential when applying for financial aid.

The entire financial aid process can take up to eight weeks.

It is important for you to get started as soon as possible after January 1 to ensure you receive your award in time to pay tuition and fees. We know that the financial aid process can be confusing. The Office of Scholarships and Financial Aid is available to help answer your questions on a walk-in basis or by appointment.

### How to Apply

To apply for federal, state, of university funding, you must complete a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The University of Houston Federal School Code is 003652. Awards may range from scholarships and grants to work-study jobs and student loans. Most, but not all, programs require a student to demonstrate financial need. You must have you FAFSA and all required documents submitted to the Office of Scholarships and Financial Aid by the priority deadline of April 1, to receive the maximum consideration for limited financial aid resources. Please visit our website at [www.uh.edu/finaid](http://www.uh.edu/finaid) for the Six Steps to Financial Aid and for more details on all the financial aid programs available at the University of Houston.

### Disbursement of Aid

Each semester, financial aid disbursement begins no earlier than the first day of classes. If you have satisfied all application and disbursement requirements and met the conditions of the award, your financial aid will be automatically credited to you UH student account as payment. If you have financial aid remaining after your tuition has been paid, you can request your refund through Self-Service at [my.uh.edu](http://my.uh.edu).

### Revisions and Cancellation of Aid

The university reserves the right to review, revise, or cancel all financial aid at any time due to changes in your financial and/or academic status or failure to comply with federal or state laws and regulations, including financial verification, audit procedures, and university policies. In addition, all financial aid is subject to revision based on the funds received by the univer-

## UNIVERSITY OF HOUSTON ENROLLMENT SERVICES

### Offices:

- Admissions (ADM)
- Student Financial Services (SFS) (Bursar)
- Registration & Academic Records (RAR) (Registrar)
- Scholarships & Financial Aid (SFA)

### Student Assistance:

**Online:** myUH: <https://my.uh.edu>  
Ask Shasta: [www.uh.edu/askshasta](http://www.uh.edu/askshasta)

**Phone:** ADM, RAR, SFA: 713.743.1010  
SFS: 713.743.1096

**In Person:** Welcome Center (Bldg 553)  
Mon -Tue: 8 - 7  
Wed - Fri: 8 - 5

*Note: Cash payments only accepted in 6 E Cullen.  
Only accept Mastercard & Discover.*

# FINANCIAL INFORMATION

sity from the federal or state government and any changes to federal or state laws, regulations, or policies.

## Aid Revisions After Drop/Add Period

If your financial aid is disbursed at the beginning of the semester and you reduce your number of enrolled hours within the drop/add period, your aid will be adjusted to reflect your semester registration. If you reduced enrollment results in less eligibility for aid, you will be charged for the overpayment of financial aid – creating a balance due on your UH student account.

## Maintaining Financial Aid Eligibility

The various federal and state regulations governing student financial assistance programs require that an institution develop a standard to measure students' reasonable progress towards a degree objective – Satisfactory Academic Progress. Academic progress is reviewed at the conclusion of each term. Failure to maintain satisfactory academic progress will result in the denial or cancellation of your financial aid. The Office of Scholarships and Financial Aid may administratively grant on probationary semester of assistance for students who academic progress has changed to “warning” at the conclusion of their first semester of enrollment at UH. The following qualitative and quantitative standards must be met to remain eligible for financial aid at the University of Houston. Certain programs, including Texas Grant and B-On-Time Loan, may have higher standards than those listed below.

## Qualitative Measure of Academic Progress

The qualitative measure of academic progress is a grading scale of 0.00 to 4.00, based on a student's enrollment classification.

Classification	GPA Minimum Requirement
Undergraduate	2.00
Post-baccalaureate	2.00
Graduate	3.00
Law & Optometry	2.00

## Quantitative Measure of Academic Progress

Students cannot receive financial aid beyond a specified total of attempted credit hours, and they must complete a certain percentage of the credit hours for which they are enrolled

Classification	Maximum Attempted Hours including Transfer Hours	Ratio of Passed Hours
Undergraduate	190 credit hours	75%
Post-baccalaureate	100 hours beyond bachelor's	75%
Graduate and Professional	100 hours beyond bachelor's	75%
Law & Optometry	200 hours beyond bachelor's	75%

**Note:** Hours passed DO NOT include grades of I (incomplete), U (unsatisfactory), F (Failed), Q or W (withdrawal); however, these hours are included in hours attempted.

## Withdrawal Policy

For any student who officially or unofficially withdraws from the university or fails to earn a passing grade in any class, federal regulations require a refund calculation for all students receiving Federal Title IV Funds. The calculation of the return of these funds may result in your owing a balance to the university. Also, any future aid will be canceled. For any withdrawal prior to the 12th class day, all state and institutional aid will be canceled. Withdrawing from classes will impact your Satisfactory Academic Progress and may cause you to be ineligible for future financial aid. All students should visit with a financial aid advisor prior to withdrawing.

## ACADEMIC PROGRAM MANAGEMENT

109 E Cullen Building.  
713-743-9112

The Office of Academic Program Management works with undergraduate students to initiate and process medical and administrative withdrawals in case an emergency (either medical or non-medical) interferes with a student's ability to complete a semester. The Office of Academic Program Management supervises a number of programs that benefit students. The office is involved with academic policy questions, academic honesty cases, general petitions, medical and administrative withdrawals, core curriculum issues, classroom utilization, the Provost's website, and the *Undergraduate Studies Catalog*.

## OFFICE OF AFFIRMATIVE ACTION/EEO

153 Student Service Center 2/Affirmative Action Building  
526  
713-743-8835

[www.uh.edu/ogc/oa/index.html](http://www.uh.edu/ogc/oa/index.html)

Ultimate responsibility for achievement of equal employment and educational opportunity at the University of Houston rests with the President. The responsibility and authority to direct the Office of Affirmative Action/EEO are delegated by the President to the Executive Director of Affirmative Action/EEO.

General responsibilities of the Office of Affirmative Action/EEO include: developing and implementing affirmative action and equal opportunity programs; ensuring compliance with applicable laws and regulations; determining the reporting data needs; reviewing and coordinating with the Department of Human Resources, the Provost's Office and the Dean of Students Office all relevant faculty, employee and student policies and procedures; working closely with academic and nonacademic administrators to develop and monitor faculty and staff recruitment and placement to ensure nondiscrimination and affirmative action; coordinating and delivering prevention training on sexual harassment and the American with Disabilities Act; assisting in the planning and presentation of diversity programs; implementing the Interim Sexual Harassment Policy, and investigating and/or resolving grievances filed pursuant to the Interim Sexual Harassment Policy or the University Policy regarding Title IX and other Discrimination Complaints.

## Statement of Nondiscrimination

The University of Houston provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, veteran status or sexual orientation except where such distinction is allowed by law.

The University of Houston provides a mechanism for students to address grievances that arise over alleged discrimination as prohibited by Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and all other federal and state regulations.

The Student Grievance Procedure is summarized in this Handbook.

The Executive Director of Affirmative Action/EEO, is the designated Title IX Coordinator, ADA Coordinator, Section 504 Coordinator, Title VI Coordinator, Texas Educational Opportunity Plan Coordinator, and the Equal Employment and Education Opportunity Compliance Officer.

# FINANCIAL INFORMATION

## ● UH BOOKSTORE

126 University Center  
713-748-0923 ext 105  
[uh.bkstore.com](http://uh.bkstore.com)

UH Law Center  
713-440-7056

The bookstore is more than a store where students buy required textbooks and school supplies. It is a place to find computer software supplies, electronic merchandise, current best sellers, clothing, emblematic gifts, greeting cards, art supplies, posters, stuffed animals, and much more. In addition, the bookstore is home to a post office satellite station. The bookstore provides material and services that complement the academic environment and that support its diverse needs in an economical, efficient manner. The bookstore also operates a UH Law Center location.

## ● UNIVERSITY CAREER SERVICES

106 Student Service Center  
713-743-5100  
[ucs@uh.edu](mailto:ucs@uh.edu)  
[www.career.uh.edu](http://www.career.uh.edu)

University Career Services (UCS) provides a full range of career decision-making and job search services for students of all academic majors. Career development resources include one-to-one career counseling, vocational testing, career exploration workshops, computerized career guidance, and an extensive career resource library. Job search services assist students and alumni seeking part-time, internship, and career-level positions. Many services are available via the Internet, including job postings, vocational tests, interview scheduling, resume registration, resume tracking, and job applications. More than 400 corporate recruiting visits are coordinated by UCS and more than 300 workshops are offered throughout the year at UCS as well as in academic departments and for student organizations. Among the workshops are The Perfect Resume, How to Work a Career Fair, Campus Recruitment, The Job Search, and Internships. Many other career development and job search resources are available in person and/or via the internet.

## ● JUSTIN DART, JR. CENTER FOR STUDENTS WITH DISABILITIES (CSD)

CSD Building, Room 100  
Houston, TX 77204-3022  
Phone: 713-743-5400  
TTY: 713-749-1527  
Fax: 713-743-5396  
[www.uh.edu/csd](http://www.uh.edu/csd)



Rajati Restogi - 2008-2009 Through My Lens

**C. T. Bauer College of Business,  
Elizabeth D. Rockwell Career Services Center**  
262 Melcher Hall  
713-743-4590  
[www.bauer.uh.edu/csc](http://www.bauer.uh.edu/csc)

**Conrad N. Hilton College of Hotel  
and Restaurant Management**  
Director of Placement Services  
229 Conrad N. Hilton Hotel and College  
713-743-2423  
[www.hrm.uh.edu](http://www.hrm.uh.edu)  
[www.hrm.uh.edu/?PageID=70](http://www.hrm.uh.edu/?PageID=70)

**Cullen College of Engineering, Career Center**  
302 Cullen College of Engineering Building 1  
713-743-4230  
[www.egr.uh.edu/career](http://www.egr.uh.edu/career)

**Graduate College of Social Work,  
Alumni and Career Services**  
204 Social Work Building  
713-743-8071  
[www.sw.uh.edu/alumni/alumni.htm](http://www.sw.uh.edu/alumni/alumni.htm)

**UH Law Center, Career Development Office**  
8 Bates Law Building  
713-743-2090  
[www.law.uh.edu/career](http://www.law.uh.edu/career)

The Justin Dart, Jr. Center for Students with DisABILITIES (CSD) provides accommodations and support services to University of Houston students who have temporary or permanent health impairments, physical limitations, psychiatric disorders, or learning disabilities. CSD staff recommend reasonable accommodations for students based on their medical documentation and other sources of information.

Some examples of individualized accommodations and services provided to students may include: individualized test administration; adaptive equipment; taped textbooks; sign language interpreters; priority registration; resource referral; time management/organizational skills training; voice-activated software; disability-related counseling; peer support groups; and advocacy services.

## CHILD CARE CENTER

713-743-5480  
[www.uh.edu/cc](http://www.uh.edu/cc)

The Child Care Center provides a high-quality, early childhood program for children of University of Houston students, faculty and staff. The environment prepared for the children offers a variety of activities to intrigue and stimulate the young learner. Through the developmentally appropriate curriculum, children are exposed to play opportunities in which they express their independence, social negotiation skills and problem-solving skills. Children are also exposed to guided-discovery opportunities that allow them to stretch their curiosity, experiment with alternatives and gain intellectual empowerment in their environment.

The center is open from 7 a.m. to 6 p.m. Breakfast, lunch and afternoon snack are provided. Parents have a choice of enrolling for two, three or five day schedules.

Lower fees are applicable for students, and financial assis-

# UNIVERSITY SERVICES

tance is available for qualified student families. Because the Child Care Center has limited space, interested parents should inquire about enrollment/waiting list as early as possible.

## COMPLAINTS/PROBLEMS/GRIEVANCES

Faculty and staff are committed to addressing individual student concerns and helping students resolve their problems as soon as possible. Students who encounter problems with any aspect of the academic or campus life at the University of Houston are encouraged to bring forth the issue through the office where the problem has occurred. The nature of the complaint will determine what office a student should contact and which grievance procedure is used. Many of the offices and processes are outlined in this handbook.

- Academic (complaints against faculty, grade disputes, degree plans, etc.), see page 14.
- Criminal (complaints involving alleged violations of local, state or federal laws), see Police Department, page 41.
- Discipline (complaints against another student), see Dean of Students page 32.
- Parking (file an appeal of citation), see page 40.
- Sexual Assault or Harassment, see page 79-80.
- Title IX and Other Discrimination Complaints, see page 82.

For any problem area not listed here, or for additional information on how to file a complaint, contact the Dean of Students Office, 713-743-5470.

## COUGAR BYTE COMPUTER STORE

*University Center, Arbor Level  
713-743-5310*

Cougar Byte has computers, computer-related supplies, printers and a wide variety of software and hardware available for discount sale to students, faculty and staff. Cougar Byte is also the authorized computer repair service center for the University of Houston.

## INFORMATION TECHNOLOGY

Technology is integral to just about everything you do at the University of Houston. The UH Information Technology (IT) department is one of the providers of computing-related support and services you need to be successful. However, IT is not the only provider of these services. All UH colleges have information technology staff available to assist you with computing and related activities.

The UH IT department offers a wide range of services to students, including computer accounts; walk-up, phone, and Web-delivered computer support; online and instructor-led training classes; and the largest and most comprehensive computer lab on campus.

IT uses your Technology fees to manage many of the technologies that keep you informed, equipped, and enabled to achieve academic success at UH.

To view IT student services, visit the Services Guide at [www.uh.edu/infotech/services](http://www.uh.edu/infotech/services).

### IT Services

#### Accounts

[www.uh.edu/infotech/accounts](http://www.uh.edu/infotech/accounts)  
713-743-1411

IT supports the following computing accounts for students:

**myUH**  
[my.uh.edu](http://my.uh.edu)

### UH POINTS OF PRIDE

*World-class Athletes-Cougar athletic stars include Olympic medalists Carl Lewis and Leroy Burrell; Heisman Trophy winner Andre Ware; NBA stars Clyde Drexler and Hakeem Olajuwon; golfers Fred Couples, Steve Elkington and Fuzzy Zoeller; and MLB pitchers Doug Drabek, Ryan Wagner and Woody Williams.*

myUH is a self-service website where you can access and manage academic, financial, and personal resources. Here are a few of the many things you can do on the site: view grades, view or request transcripts, check admissions or financial aid status, and take care of enrollment issues. For information, go to [www.uh.edu/myPeopleSoft](http://www.uh.edu/myPeopleSoft).

#### Email Accounts on Mail.uh.edu

[Mail.uh.edu](mailto:Mail.uh.edu) is an e-mail server for student, faculty, and staff use. In addition to being available through the Web, [Mail.uh.edu](mailto:Mail.uh.edu) provides services for POP3 and IMAP clients, enabling IT customers to use the e-mail client with which they are most comfortable.

#### WebCT

[www.uh.edu/webct](http://www.uh.edu/webct)

WebCT is an online course management tool that helps instructors put their course materials online. For help with WebCT accounts, call 713-743-1411, or e-mail [support@uh.edu](mailto:support@uh.edu).

#### CougarNet

[www.uh.edu/infotech/accounts](http://www.uh.edu/infotech/accounts)

CougarNet accounts provide access to file space on university Windows computing resources. CougarNet is also used to connect to UH using a secure virtual private network (VPN) from off campus, or by using a wireless connection on campus.

#### Central Site Technology Commons

The Central Site Technology Commons is the largest and most comprehensive computing lab at UH. This new facility provides over 150 Macintosh and Windows-based computer workstations, as well as scanners and printers. The Technology Commons is located in room 58 of the M.D. Anderson Library, accessible on the east side of the Library. It is open 24/7, except between semesters and on university holidays.

#### Classroom Technologies

[www.uh.edu/infotech/classroomsupport](http://www.uh.edu/infotech/classroomsupport)  
713-743-1155

Email: [mdist@uh.edu](mailto:mdist@uh.edu)

Students may obtain presentation equipment for classroom use through their course professor. Check with your professor for details. Reserved equipment can be picked up at the IT Support Center Service Counter in Room 116 of Philip Guthrie Hoffman Hall (PGH).

To see a list of the classrooms on campus where multimedia equipment is assigned and available, go to [www.uh.edu/classrooms](http://www.uh.edu/classrooms).

#### Computing Policies

[www.uh.edu/infotech/policies](http://www.uh.edu/infotech/policies)

IT provides computing resources for students, faculty, and staff, with rules for their proper use. Anyone found



# UNIVERSITY SERVICES

violating these rules can lose their account and may be subject to criminal penalties.

## Instructor-Led Training Courses

[www.uh.edu/ittraining](http://www.uh.edu/ittraining)

713-743-1564

Email: [ittraining@uh.edu](mailto:ittraining@uh.edu)

IT offers free non-credit computer-related short courses for UH students, faculty, and staff. These classes, which are offered on an ongoing basis year round, vary in length from two to four hours and cover topics such as word processing, desktop publishing, spreadsheets, presentations, e-mail and calendaring, databases and reporting, Web development, and operating systems including Windows, MacOS X, and UNIX.

## SkillPort eLearning

[www.uh.edu/ittraining/elearning](http://www.uh.edu/ittraining/elearning)

713-743-1411

Email: [ittraining@uh.edu](mailto:ittraining@uh.edu)

SkillPort eLearning provides Web-delivered learning modules available at no cost to current UH students, faculty, and staff. More than 3,000 courses are available covering both business and technology contents, including Communications, Customer Service, Finance and Accounting, Leadership, Management, Marketing, Team Building, Technology, and many others. Online access to more than 11,500 unabridged business and IT books and online mentoring are other features of the training system.

## Online Directory Services

[www.uh.edu/directory](http://www.uh.edu/directory)

713-743-1500

The online directory contains relevant campus information about UH students, faculty, and staff including office phone numbers, e-mail addresses, locations, departments, and more. The information originates in UH's authoritative databases. For information on updating personal information, visit [www.uh.edu/directory](http://www.uh.edu/directory), and click on the Online Directory's Frequently Asked Questions (FAQs).

## Software

[www.uh.edu/software](http://www.uh.edu/software)

713-743-1411

Email: [software@uh.edu](mailto:software@uh.edu)

The Software website contains information about free software available for download as well as for purchase at a discount to UH students (at the Cougar Byte, in the University Center).

## Contact IT

IT provides a number of ways for customers to reach support staff with technology related questions.

They include:

- IT Support Center Service Desk (walk-up)
- IT Support Center Help Desk (24/7 phone and e-mail support)
- Online FAQ system (AskShasta)
- Live chat support
- Main support phone number (713-743-1411)
- Email [support@uh.edu](mailto:support@uh.edu)
- Service-specific e-mail addresses

## IT Support Center Service Desk

Philip Guthrie Hoffman Hall (PGH), Room 116

The ITSC Service Desk, located in Room 116 of Philip Guthrie Hoffman Hall (PGH), provides walk-up customer service for computer support. Open Monday through Friday, 8 a.m. to 8 p.m. (except university holidays).

## IT Support Center Help Desk

713-743-1411

Email: [support@uh.edu](mailto:support@uh.edu)

The Help Desk provides live phone and e-mail support on computing and related issues. During the academic year, the Help Desk is open 24/7 (except university holidays).

## AskShasta

[uhhelpdesk.custhelp.com](http://uhhelpdesk.custhelp.com)

AskShasta is UH's web-based FAQ system designed to provide quick answers to common questions. Students, faculty, and staff can ask computing and non-computing questions and receive a response, usually within 24 hours.

A recent addition to IT Support is a live chat service, which allows students to get real-time one-on-one responses to their computing questions.

## Electronic Mail

[abuse@uh.edu](mailto:abuse@uh.edu)

To report incidents that may involve abuse of university computer systems.

[c-sitemgr@uh.edu](mailto:c-sitemgr@uh.edu)

For issues relating to Central Site Computing facility.

[support@uh.edu](mailto:support@uh.edu)

For IT Support Center, technical and general computing assistance.

[mdist@uh.edu](mailto:mdist@uh.edu)

For classroom equipment questions and reservations.

[security@uh.edu](mailto:security@uh.edu)

To report illegal or questionable incidents.

[www.uh.edu](http://www.uh.edu)

For questions, comments, or suggestions about the UH website.

## Want More Information?

Visit the University of Houston Information Technology website at [www.uh.edu/infotech](http://www.uh.edu/infotech) for updated news, technology support, and a complete list of available services.

## Computer labs located throughout campus:

<b>Biochemical &amp; Biophysical Sciences Computer Lab</b>	Communications 713-743-5328
355 Science & Research 2 713-743-8366	<b>Computer Design Center</b> 301 Architecture 713-743-2377
<b>Center for Information Technology in Education</b>	<b>Computer Science Computer Lab</b>
300 Farish Hall 713-743-9833	563, 376 and 547 Hoffman Hall 713-743-3352
<b>Cameron Building Computer Lab</b>	<b>Engineering Computing Center</b>
237 Cameron Building 713-743-2509	W129 Engineering Building 2 713-743-4241
<b>Central Site Technology Commons</b>	<b>English Writing Center</b>
58 M.D. Anderson Library 713-743-1570	215 Agnes Arnold Hall 713-743-3016
<b>Communication Computer Lab</b>	<b>Foreign Language Lab</b>
232, 239 and 243	311 Agnes Arnold Hall 713-743-3132

# UNIVERSITY SERVICES

## Computer labs located throughout campus (cont.):

### Genetics and Biology Computing Lab

104 Science Building  
713-743-2641

### Health & Human Performance Lab

105 Garrison Gymnasium  
713-743-3564

### History Computer Lab

523 Agnes Arnold Hall  
713-743-3084

### Honors Center

212 M.D. Anderson Library  
713-743-9010

### Justin Dart, Jr Center for Students with DisABILITIES

CSD Building  
713-743-5400

### Law Computer Center

61 Teaching Unit 2  
713-743-2260

### Learning Support Services

321 Social Work  
713-743-5411

### M. D. Anderson Library Computer Center

Access Service Center  
713-743-9733

### Optometry Computer Lab

2225 Optometry  
713-743-1910

### Psychology/Statistics Lab

203 Heyne Building  
713-743-8531

### Research & Instructional Computing Services (RICS)

260 Melcher Hall  
713-743-4871

### Residential Life & Housing Computer Labs

210 Cougar Place, Building 2  
113 Moody Towers  
100E Oberholtzer  
713-743-6060

### Social Science Data Lab

446 Hoffman Hall  
713-743-3918

### Social Work Computing Annex

217 Graduate College of Social Work Building  
713-743-1782

### Speech and Hearing Clinic Student Lab

125 Clinical Research Services  
713-743-2899

### Technology Computing Lab

508 Technology, Building 2  
713-743-1981

### Veterans' Services Office Student Lab

268 University Center  
713-743-5490

To find out more about all of the services available from Information Technology, visit the IT Web Site at [www.uh.edu/infotech/computerlabs](http://www.uh.edu/infotech/computerlabs)

The original Cougar 1Card may be used for on-campus dining privileges, to secure library privileges, to access athletic events, to gain access to the Campus Recreation and Wellness Center, and to make purchases at the bookstore, and vending machines.

The new Cougar 1Card provides all the benefits of the original card plus an optional debit bankcard feature attached to a free checking account. The new card facilitates the direct deposit of student refunds and can be used for purchases, on or off campus, from any merchant accepting MasterCard purchases.

The criteria for receiving a Cougar 1Card are as follows:

- Actively enrolled students
- Teaching & Research Assistants—card status is student
- Language & Culture Students—card status is special programs

Privileges associated with the card are non-transferable, and the card must be presented upon the request of a university official. Cougar 1Card Office hours 8:00 a.m. and 5:00 p.m., Monday through Friday. Photo identification, such as a driver's license, military ID, or passport, is required.

## ● COUNSELING AND PSYCHOLOGICAL SERVICES

226 Student Services Center 1  
713-743-5454

[www.caps.uh.edu](http://www.caps.uh.edu)

Counseling and Psychological Services (CAPS) supports the personal development and academic success of students through a variety of programs and services. CAPS has a staff of psychologists, counselors and Masters and Doctoral trainees to assist students with their personal and vocational concerns. All counseling is confidential and is generally free for up to 10 sessions with a lifetime maximum of 40 sessions. In addition to personal and couples counseling, CAPS offers a variety of services including self-improvement workshops, personal development groups and psychological assessment. CAPS also provides consultation and outreach services to the campus community. The International Association of Counseling Services accredits the counseling services of CAPS. The doctoral intern training program in psychology is accredited by the American Psychological Association.

Hours during fall and spring semesters are Monday and Tuesday, 8 a.m. to 7 p.m. and Wednesday to Friday, 8 a.m. to 5 p.m. During the summer, hours are 8 a.m. to 5 p.m. Appointments for Intake may be made by calling 713-743-5454. Students can be seen in crisis during workday hours and can contact counselors in a crisis after hours by calling the University Police at 713-743-3333. You can also find comprehensive information about our services at our website: [www.caps.uh.edu](http://www.caps.uh.edu).

## UC CREATIONSTATION

65 UC Underground  
713-741-5252

CreationStation is a unique multi-service center on campus offering: computer graphic services (flyers, brochures, logo design, etc.), buttons, banners, t-shirts, balloons (both latex and mylar). UC CreationStation also works with digital photo restoration and photography.



## ● CONVENIENCE STORES

Convenience stores are located throughout the campus offering a variety of snacks, candies, cold drinks, frozen foods and convenience items. Convenience stores are located in the University Center, UC Satellite, Campus Recreation and Wellness Center, Oberholtzer Hall, and Moody Towers.

## UNIVERSITY COPY CENTER

University Center Underground

713-741-5200

Fax: 713/741-3602

The University Copy Center is your full service copying facility. Services include course packets, self-serve copiers, color copiers, fax services, lamination, binding, dissertation copying, resume copies, and much more. When you have a class presentation, you'll need copies for handouts and binding for your reports. Black and white transparencies will let you make your point or use color to enhance your presentation.

## ● COUGAR 1CARD OFFICE

279 University Center

713-743-CARD (743-2273 or 2399)

[www.uh.edu/cougar1card](http://www.uh.edu/cougar1card)

The Cougar 1Card is the official photo identification card for the University of Houston. It is recommended that all students obtain one of the two card types available.

# UNIVERSITY SERVICES

## ● DEAN OF STUDENTS

252 University Center  
713-743-5470  
[www.uh.edu/dos](http://www.uh.edu/dos)

The Dean of Students office provides assistance to all students with university-related concerns through the Student's Ombuds service. The Dean of Students staff will provide assistance directly to students or make referrals to others on campus who can help. In addition to providing an ombuds service, the office coordinates the following programs.

### *Student Success Programs*

Dean's Award  
New Student Orientation & Family/Guest Orientation  
Parent/Family Day  
Parent Newsletter  
Evening Student Services

### *Student Policy Programs*

Parking Appeals (more than 21 days old)  
Student Traffic Court  
University Hearing Board



## ● UH Dining Services

267 University Center  
[www.uh.edu/dining](http://www.uh.edu/dining)  
713-743-FOOD (3663)

UH Dining Services offers convenient dining locations on campus and a variety of service styles to meet your dining needs. Residential Restaurants are a new addition to this year's housing facilities. R.F.o.C. (Real Food on Campus) at Moody Towers and R.F.o.C. at Oberholtzer Hall feature exhibition style cooking with a relaxed atmosphere. Meal Plans, Cougar Cash, Cougar 1Card, Cash and Credit Cards are accepted at both residential locations and are open to all students, faculty and staff. For more information on purchasing a meal plan, call 713-743-6000 or go to the Housing Services Office, 108 Oberholtzer Hall.

### *Residential Dining Locations*

#### **Moody Towers**

C<sup>3</sup> Convenience Store  
R.F.o.C. @ Moody Towers

#### **Oberholtzer Hall**

C<sup>3</sup> Convenience Store  
Java City  
R.F.o.C. @ Oberholtzer Hall

### *Retail Dining Locations*

#### **Campus Recreation and Wellness Center**

C<sup>3</sup> Convenience Store  
Smoothie King®

#### **Philip G. Hoffman Hall Breezeway**

Einstein Bros.

#### **UH Law Center**

Subway®

#### **University Center**

AFC Sushi  
Capeesh  
Chick fil-A®  
C<sup>3</sup> Convenience Store  
Java City with Fresh Market Smoothies  
Shasta's Cones and More featuring Blue Bell Ice Cream  
Subway®  
Wendy's®  
Chili's Too

## **University Center Satellite**

Chick-fil-A® Express  
Cranberry Farms  
C<sup>3</sup>  
Grille Works  
Kim Son  
Montagues Deli  
Pizza Hut® Express  
Smoothie King®  
Starbucks®  
Taco Bell® Express

*\*\*Hours vary for each location and may change throughout the year.  
Please check our website for current information.*

## **HILTON UNIVERSITY OF HOUSTON HOTEL**

### **Conrad N. Hilton College of Hotel and Restaurant Management**

The Conrad N. Hilton College of Hotel and Restaurant Management is home to the Hilton University of Houston Hotel and Conference Center. The hotel has two full-service restaurants. Hours of operation for the restaurants are:



#### **Eric's**

Breakfast	6:30 a.m.-10:00 a.m.
Lunch	11:00 a.m.-4:00 p.m.
Dinner	5:00 p.m.-10:00 p.m.
Bar Service	11:00 a.m.-11:00 p.m.

#### **Barron's**

Barron's Lunch Series (during Fall and Spring semesters)  
11:30-1:30 Monday-Friday  
713-743-2558

Reservations recommended for Eric's lunch. Cougar 1Cards with flex dollars are accepted at both Eric's and Barron's. For additional information or to make reservations for Eric's call 713-743-2512.

## **UH Welcome Center**

### *Parking Garage Dining Options*

4810 Calhoun Road

McAlister's Deli	713-743-9639
Sonic®	832-842-9000

# UNIVERSITY SERVICES

## EVENING STUDENT SERVICES

The following campus offices are open after traditional business hours or on weekends.

Hours and services may change for holidays, when classes are not in session, or during summer sessions.

Some offices may offer evening services by appointment only. For more specific information on hours or services, contact each office.

● Whenever you see a moon logo by an office in the handbook, this means the office offers services after 5 p.m.

## ACADEMIC SERVICES

### C. T. Bauer College of Business

249 Melcher Hall  
713-743-4900

[www.bauer.uh.edu](http://www.bauer.uh.edu)

#### Fall, Spring, Summer

Monday-Friday:

8 a.m.-5:30 p.m.

### College of Technology– Academic Services Center

385 College of Technology  
Building 2

713-743-4100

[www.tech.uh.edu/support/asc\\_index.htm](http://www.tech.uh.edu/support/asc_index.htm)

#### Fall, Spring, Summer

Monday, Wednesday-Friday:

8 a.m.-5 p.m.

Tuesday: 8 a.m.-7 p.m.

### Commuter Study Lounge

270 University Center

#### Fall, Spring, Summer

Monday-Saturday:

7 a.m.-11:30 p.m.

Sunday: 1-11:30 p.m.

### Division of Continuing Education & Extension

102 The Hilton at the  
University of Houston

713-743-1060

[www.uh.edu/continuingeducation](http://www.uh.edu/continuingeducation)

#### Fall, Spring, Summer

Monday-Thursday:

8 a.m.-6 p.m.

Friday: 8 a.m.-5 p.m.

Saturday: 8-10 a.m.

### IT Support Center

#### Walk-up Support

Email: [support@uh.edu](mailto:support@uh.edu)

116 Philip Guthrie Hoffman  
Hall (PGH)

Monday-Friday:

8 a.m.-8 p.m.

(except university  
holidays)

### International Student & Scholar Services

302 Student Service Center  
1

713-743-5065

[www.ISSSO.uh.edu](http://www.ISSSO.uh.edu)

#### Fall, Spring

Monday, Tuesday:

8 a.m.-6 p.m.

Wednesday-Friday:

8 a.m.-5 p.m.

#### Summer

Monday-Friday:

8 a.m.-5 p.m.

### Language Acquisition Center

311 Agnes Arnold Hall

713-743-3132

[www.class.uh.edu/LAC/index.html](http://www.class.uh.edu/LAC/index.html)

#### Fall, Spring

Monday-Thursday: 8 a.m.-8  
p.m.

Friday: 8 a.m.-5 p.m.

Sunday: 2-7 p.m.

#### Summer

Monday-Thursday:

8 a.m.-6 p.m.

Friday: 8 a.m.-5 p.m.

### UH Law Center: Office of Student Services

30 Teaching Unit 2

713-743-2182

[www.law.uh.edu](http://www.law.uh.edu)

#### Fall, Spring

Monday, Wednesday, Friday:

8 a.m.-5 p.m.

Tuesday, Thursday:

8 a.m.-6 p.m.

#### Summer

Tuesday: 8 a.m.-6 p.m.

Monday, Wednesday-Friday:

8 a.m.-5 p.m.

## Learning Support Services

321 Graduate College of  
Social Work Building

713-743-5411

[www.las.uh.edu/lss](http://www.las.uh.edu/lss)

#### Fall, Spring

Monday, Tuesday:

8 a.m.-8 p.m.

Wednesday, Thursday:

8 a.m.-6 p.m.

Friday: 8 a.m.-5 p.m.

#### Summer

Monday, Tuesday:

8 a.m.-7 p.m.

Wednesday, Thursday:

8 a.m.-6 p.m.

Friday: 8 a.m.-5 p.m.

## University Studies Division: Academic Advising Center

320 Student Service Center  
1

713-743-8982

[www.usd.uh.edu](http://www.usd.uh.edu)

#### Fall, Spring

Monday-Tuesday:

8 a.m.-6 p.m.

Wednesday-Friday:

8 a.m.-5 p.m.

#### Summer

Monday-Friday:

8 a.m.-5 p.m.

## ADMINISTRATIVE SERVICES

The following administrative offices offer evening

walk-in services:

#### Fall, Spring, Summer

Monday, Tuesday:

8 a.m.-7 p.m.

Wednesday-Friday:

8 a.m.-5 p.m.

#### Parking &

#### Transportation Services

1 E Cullen Building

713-743-1097 day

713-743-5849 evening

For evening tow service, call

UHPD at 713-743-0600.

[www.uh.edu/parking](http://www.uh.edu/parking)

#### Phone Support

713-743-1411

Open 24/7 (except university

holidays)

## Additional Service Desk Locations

M.D. Anderson Library (left

<p><b>ENROLLMENT SERVICES (ES)</b> <i>my.uh.edu</i> 535 Welcome Center Mon - Tues: 8-7 Wed - Fri: 8-5</p> <p><b>Admissions</b> 713-743-1010</p> <p><b>Advising Referral</b> 832-842-9082</p> <p><b>Financial Aid</b> 713-743-1010</p> <p><b>Financial Services</b> 713-743-1010</p> <p><b>Registration/Records</b> 713-743-1010</p> <p><b>Scholarships</b> 713-743-1010</p>
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of the Information Desk),  
Monday-Friday:

8 a.m.-8 p.m.

Ezekial Cullen, Rm. 14,

Monday-Friday:

8 a.m.-5 p.m.

## INFORMATION/ ASSISTANCE SERVICE

### Dean of Students

252 University Center

713-743-5470

[www.uh.edu/dos](http://www.uh.edu/dos)

#### Fall, Spring

Monday-Thursday:

8 a.m.-8 p.m.

Friday: 8 a.m.-5 p.m.

#### Summer

Monday, Tuesday:

8 a.m.-7 p.m.

Friday: 8 a.m.-5 p.m.

### University Center

[www.uh.edu/ucaf](http://www.uh.edu/ucaf)

#### Fall, Spring, Summer

Monday-Wednesday:

7 a.m.-midnight

Thursday: 7 a.m.-1 a.m.

Friday-Saturday:

7 a.m.-2 a.m.

Sunday: 1 p.m.-midnight

### Information Booth

Entrance 1

713-743-5850

#### Fall, Spring, Summer

Monday-Friday:

7 a.m.-8 p.m.

# UNIVERSITY SERVICES

## Health Center

100 UH Health Center  
713-743-5151  
[www.uh.edu/admin/hc](http://www.uh.edu/admin/hc)

### Fall, Spring

Monday-Friday:  
8 a.m.-5:30 p.m.

Wednesday:  
8 a.m.-6:30 p.m.

### Summer

Monday-Friday:  
8 a.m.-5 p.m.

Wednesday: 8 a.m.-6 p.m.

## University of Houston Police Department

3869 Wheeler  
713-743-3333  
713-743-0600  
(non-emergency)  
[www.uh.edu/police](http://www.uh.edu/police)

### Fall, Spring, Summer

24 hours, 7 days a week

## Shuttle Service

[www.uh.edu/parking](http://www.uh.edu/parking)  
Click on Transit then  
Campus Shuttle

### Fall, Spring

Monday-Thursday:  
7 a.m.-11 p.m.

Friday: 7 a.m.-9 p.m.

### Summer

Monday-Thursday:  
7 a.m.-9 p.m.

Friday: 7 a.m.-6 p.m.

## Student Information & Assistance Center

125 University Center  
713-743-5060

### Fall, Spring

Monday-Friday:  
8 a.m.-9 p.m.

Saturday: 10 a.m.-6 p.m.  
Sunday: 1-6 p.m.

### Summer

Monday-Friday:  
8 a.m.-7 p.m.

Saturday: 10 a.m.-6 p.m.  
Sunday: 1-6 p.m.

## UC Satellite

Information desk at game  
room

### Fall, Spring

Monday-Thursday:  
7 a.m.-8 p.m.

Friday: 7 a.m.-5 p.m.

### Summer

Monday-Friday: 7 a.m.-5 p.m.

## STUDENT SERVICES

### Campus Activities

51 University Center  
713-743-5180  
[www.uh.edu/ca](http://www.uh.edu/ca)

### Fall, Spring

Monday-Thursday:

8 a.m.-8 p.m.

Friday: 8 a.m.-6 p.m.

### Summer

Monday-Friday: 8 a.m.-5 p.m.

### Career Services

106 Student Service Center 1  
713-743-5100  
[www.career.uh.edu](http://www.career.uh.edu)

### Fall, Spring

Monday, Tuesday:

8 a.m.-7 p.m.

Wednesday-Friday:

8 a.m.-5 p.m.

### Summer

Monday-Friday: 8 a.m.-5 p.m.

## Justin Dart, Jr. Center for Students with DisABILITIES

713-743-5400 (voice)  
713-743-1527 (TDD)

[www.uh.edu/csd](http://www.uh.edu/csd)

### Fall, Spring

Monday, Tuesday:

8 a.m.-7 p.m.

Wednesday-Friday:

8 a.m.-5 p.m.

### Summer

Monday-Friday: 8 a.m.-5 p.m.

## Cougar 1Card Office

279 University Center  
713-743-CARD (2273)  
[www.uh.edu/cougar1card](http://www.uh.edu/cougar1card)

### Fall, Spring, Summer

Monday-Friday:

7:30 a.m.-7 p.m.

## Counseling & Psychological Services

226 Student Service  
Center 1  
713-743-5454  
or for 24-hour emergency  
assistance, call UHPD at  
713-743-3333.

[www.caps.uh.edu](http://www.caps.uh.edu)

### Fall, Spring

Monday, Tuesday:

8 a.m.-7 p.m.

Wednesday-Friday:

8 a.m.-5 p.m.

### Summer

Monday-Friday:

8 a.m.-5 p.m.

## UH Law Center

713-440-7056  
Monday-Thursday:  
10:00 a.m.-6:30 p.m.  
Friday  
10:00 a.m.-4:00 p.m.

## Student Legal Services

252 University Center  
713-743-5450  
[www.uh.edu/sls](http://www.uh.edu/sls)  
Please call to schedule an  
appointment.

## UH Wellness

1038 Campus Recreation  
and Wellness Center  
713-743-5430

[www.las.uh.edu/wc](http://www.las.uh.edu/wc)

### Fall, Spring, Summer

Monday-Friday:

8 a.m.-8 p.m.

Saturday: 10 a.m.-8 p.m.

## University Testing Services

204 Student Service  
Center 1  
713-743-5444  
[www.las.uh.edu/uts](http://www.las.uh.edu/uts)

### Fall, Spring, Summer

Monday, Tuesday:

8 a.m.-7 p.m.

Wednesday-Friday:

8 a.m.-5 p.m.

## Veterans' Services Office

268 University Center  
713-743-5490  
[www.uh.edu/veterans](http://www.uh.edu/veterans)

### Fall, Spring

Monday-Thursday:

8 a.m.-7 p.m.

Friday: 8 a.m.-5 p.m.

### Summer

Monday-Friday:

8 a.m.-5 p.m.

## Women's Resource Center

University Center, Rm 7  
Satellite  
713-743-5888  
[www.uh.edu/wrc](http://www.uh.edu/wrc)

### Fall, Spring

Monday, Tuesday:

noon-7 p.m.

Wednesday: 8 a.m.-noon  
and 4-8 p.m.

Thursday: 4-8 p.m.

Friday: noon-5 p.m.

### Summer

Monday-Friday:

10 a.m.-5 p.m.

## RECREATIONAL SERVICES

### UH Bookstore

126 University Center  
713-748-0923 ext 105  
[www.uh.bkstore.com](http://www.uh.bkstore.com)

### Fall and Spring

Monday-Thursday:

7:45 a.m.-6:30 p.m.

Friday: 7:45 a.m.-5 p.m.

Saturday: 9 a.m.-3 p.m.

### Summer

Monday-Friday:

8 a.m.-5 p.m.

## Campus Recreation & Wellness Center

4500 University Drive  
713-743-9500

[www.uh.edu/recreation](http://www.uh.edu/recreation)

### Fall, Spring, Summer

Monday-Thursday:

6 a.m.-11:30 p.m.

Friday: 6 a.m.-8 p.m.

Saturday: 10 a.m.-8 p.m.

Sunday: noon-11:30 p.m.

## Jonorr's Full-Service Salon

34 University Center  
713-743-5300

### Fall, Spring

Monday-Friday:

9 a.m.-6 p.m.

Saturday: 10 a.m.-5 p.m.

### Summer

Monday-Friday:

8 a.m.-5 p.m.

## UC Games Room

University Center, Arbor  
Level  
713-743-5320  
[www.uh.edu/ucaf](http://www.uh.edu/ucaf)

### Fall, Spring, Summer

Monday-Wednesday:

8 a.m.-11:45 p.m.

Thursday: 8 a.m.-12:45 a.m.

Friday: 8 a.m.-1:45 a.m.

Saturday: 10 a.m.-1:45 a.m.

Sunday: 1-11:45 p.m.

# UNIVERSITY SERVICES

## UC Conference and Reservation Services

### (CARS) Office

210 University Center  
713-743-5287

### Fall, Spring

Monday-Wednesday:  
8 a.m.-6 p.m.

Thursday, Friday:  
8 a.m.-5 p.m.

### Summer

Monday-Friday:  
8 a.m.-5 p.m.

## UC Satellite Games Room

713-743-5297

### Fall, Spring

Monday-Thursday:  
9 a.m.-8 p.m.

Friday: 9 a.m.-4 p.m.

### Summer

Monday-Friday:  
10 a.m.-5 p.m.

## LIBRARIES

### William R. Jenkins Architecture & Art Library

106 College of Architecture Building  
713-743-2340

### Fall, Spring

Monday-Thursday:

8 a.m.-7:45 p.m.

Friday: 8 a.m.-4:45 p.m.

Saturday: 1-4:45 p.m.

### Summer

Monday-Thursday:

8 a.m.-5:45 p.m.

Friday: 8 a.m.-4:45 p.m.

Saturday: 1-4:45 p.m.

### John M. O'Quinn Law Library

12 John M. O'Quinn Law Library  
713-743-2300

### Fall, Spring

Monday-Friday:

7:30 a.m.-midnight

Saturday: 9 a.m.-7 p.m.

Sunday: 9 a.m.-11 p.m.

### Summer

Monday-Friday:

8 a.m.-10 p.m.

Saturday: 9 a.m.-6 p.m.

Sunday: noon-6 p.m.

### Pharmacy Library

133 Science & Research Building 2  
713-743-1240

### Fall, Spring

Monday-Thursday:

8 a.m.-9 p.m.

Friday: 8 a.m.-6 p.m.

Saturday: noon-7 p.m.

Sunday: 1-9 p.m.

### Summer

Monday-Friday:

8 a.m.-5 p.m.

## Weston A. Pettey Optometry Library

2226 J. Davis Armistead Building  
713-743-1910

### Fall, Spring, Summer

Monday-Thursday:

7:30 a.m.-10 p.m.

Friday: 7:30 a.m.-6 p.m.

Saturday: 10 a.m.-5 p.m.

Sunday: noon-7 p.m.

## Music Library

220 Moores School of Music  
713-743-3197

### Fall, Spring

Monday-Thursday:

8 a.m.-8 p.m.

Friday: 8 a.m.-5 p.m.

Saturday: 10 a.m.-2 p.m.

Sunday: 2-8 p.m.

### Summer

Monday-Friday:

8 a.m.-5 p.m.

## M.D. Anderson Library

102 M.D. Anderson Library  
713-743-1050

### Fall, Spring

Monday-Thursday:

7 a.m.-12:45 a.m.

Friday: 7 a.m.-8:45 p.m.

Saturday: 9 a.m.-7:45 p.m.

Sunday: noon-12:45 a.m.

### Summer

Monday-Thursday:

7 a.m.-10:45 p.m.

Friday: 7 a.m.-5:45 p.m.

Saturday: 9 a.m.-5:45 p.m.

Sunday: 1-10:45 p.m.

*info.lib.uh.edu*

## Conrad N. Hilton College Library and Archives

*S210 Conrad N. Hilton College of Hotel and Restaurant  
Management*

713-743-2470

Monday-Friday: 9 a.m.-6 p.m.

Closed Saturday and Sunday and university holidays.

## ENVIRONMENTAL HEALTH AND RISK MANAGEMENT DEPARTMENT

*Dock 17 General Services Building, Room 183  
713-743-5858*

The University of Houston endeavors to provide a safe and healthy environment and to develop positive attitudes regarding safety among all members of the university community.

It is each student's responsibility to take an active part in initiating preventive measures to control hazards associated with university activities. Specific responsibilities include:

1. Understand and comply with university and departmental safety instructions, whether written or oral, when performing assigned work tasks.
2. Place special emphasis on understanding and complying with the safety practices.

# UNIVERSITY SERVICES

3. Use only tools and equipment approved or provided by the supervisor/instructor.
4. Use appropriate safety equipment and guards at all times and work within established safety procedures, giving precedence to correct methods over expediency or shortcuts.
5. Report unsafe conditions, practices or equipment to the supervisor/instructor whenever such deficiencies are observed and as often as necessary to assure their correction.
6. Inform the supervisor/instructor immediately of all injuries or accidents and assist injured persons in obtaining prompt medical treatment when necessary.

For treatment of minor injuries, contact the Health Center at 713-743-5151. Emergencies should be reported to the Department of Public Safety at 911.

## UNIVERSITY EYE INSTITUTE

505 J. Davis Armistead Building, Entrance 2

713-743-2020

[www.opt.uh.edu/](http://www.opt.uh.edu/)

The University Eye Institute provides comprehensive eye and vision examinations in addition to specialty services for individuals seeking eye care.

Student clinicians gain practical experience by performing and observing vision examinations at the University Eye Institute. The clinician's work is directly supervised by attending faculty members.

Examinations are by appointment and all services are open to the general public. The University Eye Institute is open Monday through Friday from 8 a.m. to 6 p.m. Students, faculty, and staff receive fee reductions for primary examinations and optical materials.

The University Eye Institute services include:

General Eye and Vision Examination	713-743-2020
Pediatric Services	
Ages 5 and under	713-743-2005
Ages 6 through 18	713-743-2020
Contact Lens Services	713-743-2015
Adult and Geriatric Services	713-743-2020
Optical Services	713-743-2030
Emergency and Medical Services	713-743-2010
Center for Sight Enhancement	
(Low Vision)	713-743-0799
Color Vision Service	713-743-1961
Development Center	713-743-2005
24-Hour Emergency Care Available	

## FIRE MARSHAL'S OFFICE

107 University Police Building

713-743-1635

Fire Marshal's Office, a division of the Department of Public Safety, supports prevention, planning and response. Everyone on campus has a responsibility to prevent fires and injuries, to plan for emergencies, and to respond according to the emergency plan. Specific responsibilities include:

1. Using UL or F.M. labeled appliances and power strips with built-in fuses or circuit breakers.
2. Contacting the Fire Marshal's office regarding the use of items with open flames.
3. Reporting blocked exit paths, improper storage, smoking in buildings, and physical safety hazards.

4. Becoming familiar with at least two exits other than elevators in buildings that one frequents.
5. Knowing the location and operation of the fire alarm system.
6. Evacuating a building when the alarm is sounding or when advised to do so.
7. Calling 911 for fire, medical and police emergencies.

## UC GAMES ROOM

University Center, Arbor Level

713-741-5320

The UC Games Room has bowling lanes, pool tables, table tennis, pinball and the latest video games, all for a small charge. Table games are also available for use at no charge. The UC Games Room is available for individual or group usage/reservation. Leagues are formed each semester with tournaments taking place throughout the school year. Experience glow bowling and billiards every Friday and Saturday, beginning at 10:00 p.m.

## JONORR'S HAIR, NAILS AND BODY SALON

34 University Center

713-743-5300

A professional full-service hair salon, Jonorr's Hair, Nails and Body Salon is conveniently located on the Arbor level of the UC. Open to the UH community and the visiting public, they offer the latest techniques and trends in hair and nail care.

## HEALTH CENTER

Information: 713-743-5151

Men's Clinic: 713-743-5155

Orthopedic Clinic: 713-743-5142

Women's Clinic: 713-743-5156

Psychiatric Clinic: 713-743-5149

Dermatology Clinic: 713-743-5154

Attendant Care Services: 713-748-8603

Pharmacy: 713-743-5125

[www.uh.edu/admin/hc](http://www.uh.edu/admin/hc)

The Health Center provides treatment of minor illnesses and injury as well as health education for students. Most patients are seen on a walk-in basis; appointments are necessary for specialty clinics: women's clinic, men's clinic, orthopedic and psychiatric. Specialty clinics are for enrolled students only. Staff and faculty can be seen in the walk-in clinic. Nominal fees are assessed for lab tests, X-rays, specialty clinic visits, professional services and surgical procedures. Referrals to medical specialists are available upon request. The Health Center pharmacy sells prescription medications and over-the-counter drugs at reduced rates.

The Health Center offers 24-hour Attendant Care Services for physically challenged students living on campus. The program is coordinated by an on-site registered rehabilitation nurse. Participating students reside at Cambridge Oaks.

Health awareness programs and first aid classes are offered upon request. For further information on Health Center services or student health insurance, contact Health Center Information. To speak with an on-call physician after hours for non-medical emergencies, call UHPD at 713-743-3333. For medical emergencies, dial 911.

# UNIVERSITY SERVICES

## HEALTH INSURANCE

The University of Houston offers a student health insurance plan at reasonable rates. Students may enroll at the beginning of the fall and spring semesters. Spring enrollment includes summer coverage. Student insurance is available as an option for U.S. students carrying 6 or more credit hours (3 for Summer). Insurance may be obtained by checking the “yes” box on the registration form, or when registering or signing up in person at the Health Center.

Since Annual, Summer Only, and Optional Major Medical coverage are not available on the student fee bill, students may choose to enroll directly with the insurance company by completing the brochure application. MasterCard and Visa are accepted by the insurance company.

Student health insurance is mandatory for international students and is automatically added to the fee bill each fall, spring and summer semester. If an international student wishes to waive the UH student insurance, he or she must come in person to the Health Center with adequate proof of alternate health insurance coverage acceptable to UH prior to the deadline (shown below). International students must sign a waiver in order to have this charge removed. **No other department is authorized to remove this charge.**

The deadline for adding or waiving student health insurance is the 20th class day for Fall & Spring semesters and the 12th class day for Summer. This deadline applies to both International and U. S. students. For questions, call the Student Health Center at 713-743-5137.

## ● HILTON UNIVERSITY OF HOUSTON HOTEL & CONFERENCE CENTER

Room reservations: 713-741-2447

Meeting and convention space: 713-743-2500

Eric's Restaurant reservations: 713-743-2512

**Conrad N. Hilton College Library and Archives**  
S210 Conrad N. Hilton College of Hotel and Restaurant Management  
713-743-2430

This unique facility is not only a training laboratory for students majoring in hotel and restaurant management, it also houses 86 hotel guest rooms and six suites. Room rates start at \$89 per night and go up to \$235 per night for one of our suites.

The hotel has more than 40,000 square feet of meeting and convention space, including a grand ballroom large enough to seat 500 people for dinner. With more than 22 meeting and conference rooms, accommodations can be made at any level. The facility also has a food service production area, two full-service restaurants, two additional banquet rooms, an industry archive and library, and laboratories for facilities management, management information systems, quantity food serve preparation, hotel operations, and product evaluation and testing.

## HIV/AIDS RESOURCES

Counseling and Psychological Services (CAPS)

200 Student Service Center

713-743-5454

UH Wellness

UC 35

713-743-5455

Health Center

C100 Health Center

713-743-5151

CRWC 1038

713-743-5430

The University of Houston endorses the position of the American College and Health Association that the primary response of colleges and universities to HIV be educational.

In 1986, the Committee on AIDS established a policy instituting uniform standards for safely handling blood, body fluids and body tissues to protect against exposure to Human Immunodeficiency Virus (HIV) which causes AIDS.

Services are provided on campus for those faculty, staff and students who have tested positive for AIDS. The UH Health Center offers diagnosis and assessment of HIV-related conditions, medical and psychological referral services, educational materials such as videos and brochures and confidential HIV testing that includes pre and post-test counseling for \$15 for any UH faculty, staff or student. The UH Counseling and Psychological Services (CAPS) offers confidential individual counseling, support groups, workshops, videos and written materials. UH Wellness offers training, programming and educational materials.

## HOUSTON ALUMNI ORGANIZATION

UH Athletics / Alumni Center

3100 Cullen Blvd, Rm 201

713-743-9550 / toll-free 877.COUGAR1

[www.myCougarConnection.com](http://www.myCougarConnection.com)

Email: [alumni@uh.edu](mailto:alumni@uh.edu)

The Houston Alumni Organization is YOUR Cougar Connection! If you're a Cougar student, graduate, faculty or staff member, friend, or parent, we're here to help keep your connection to the University of Houston strong.

The organization's focus is to connect Cougars to other Cougars, the University, and valuable resources. Members enjoy alumni events, communications, online networking tools, career services, financial services, campus discounts, and more. UH InCircle is a free service offered only to UH alumni, and it allows students and alumni to connect online with other Cougars — for jobs, meeting friends, advice, housing, and more.

Membership in the Student Alumni Connection (for current students) is \$15/year, and membership for new graduates within their first year of graduation is just \$10. Visit [www.myCougarConnection.com](http://www.myCougarConnection.com) to become a member and get involved!

### UH POINTS OF PRIDE

CEOs—More than 3,500 of our alumni are head their own company or are presidents or chief executives of businesses or corporations.



## STUDENT ALUMNI CONNECTION

*UH Athletics / Alumni Center  
3100 Cullen Blvd., Rm 201  
713-743-9550 / toll-free 877.COUGAR1  
www.mycougarconnection.com / studentalumni  
Email: alumni@uh.edu*

UH students get connected with other UH students, alumni, faculty, and staff by joining the Student Alumni Connection (SAC). Sac is a student program of the Houston Alumni Organization dedicated to enhancing the connection between students – past, present, and future. As a SAC member there are opportunities to participate in SAC activities, great networking opportunities, and build new friendships. SAC is led by a board which is called the “Twenty Seven”; the number 27 signifies the year that the University was founded. The board consists of 27 members who are high-energy students who serve as hosts and hostesses for signature alumni events and are committed to excellence through service to the University. All students are eligible to join, and membership is only \$15/year or \$45 for all four years.

## THE OFFICIAL UH CLASS RING

*UH Athletics / Alumni Center  
3100 Cullen Blvd, Rm 201  
713-743-9550 / toll-free 877.COUGAR1  
www.myCougarConnection.com  
Email: alumni@uh.edu*



The Official University of Houston Class Ring is a wonderful way to commemorate your achievement. This recognizable ring is a symbol of your academic success and a celebration of your transition to a new stage in life.

Students who have completed 70 hours or more and are in good standing with the university are eligible to purchase their ring.

Each spring and fall semester, the Houston Alumni Organization hosts the Official Ring Ceremony. Eligible students are invited for a personal presentation of their ring. Following the ceremony, there is a reception for ring recipients and their guests. Rings can be viewed and purchased at the Athletic/Alumni Center (Rm. 201).

## INTERNATIONAL STUDENT AND SCHOLAR SERVICES OFFICE (ISSSO)

*302 Student Service Center 1  
713-743-5065  
Fax: 713-743-5079*

*Email: Againes@uh.edu, www.issso.uh.edu*

The ISSSO is the main resource center for all international students needing special services related to their status as noncitizens of the United States. The ISSSO assists F-1 and J-1 visa students in maintaining legal status with the U.S. Department of Homeland Security and U.S. State Department, in processing for Immigration’s approval of transfer from other U.S. universities. ISSSO assists international students in documenting enrollment status for their respective foreign governments, in extending Immigration’s authorized time periods inside the United States, in reentering the country after short trips abroad, in securing work permission and practical training authorization, and in facilitating the transfer of U.S. currency from foreign banks.

All nonimmigrant visa students may apply to the ISSSO

for financial assistance through TPEG awards and scholarship programs.

All new international students are required to report to the ISSSO prior to enrollment to have their passports and immigration documents checked for legal status, to receive special services related to the enrollment process and to attend the orientation program for international students.

The ISSSO also offers other special services including counseling and advising on problems uniquely related to international students and provides opportunities for international students to enhance their social and cultural education by establishing close relationships with U.S. families.

## LANGUAGE AND CULTURE CENTER (LCC)

*116 Roy Cullen Building  
713-743-3030  
Fax: 713-743-3029*

*Email: lcc@uh.edu, www.lcc.uh.edu*

Established in 1975, the Language and Culture Center provides intensive English as a Second Language (ESL) instruction and cross-cultural communication training to international students who want to pursue undergraduate or graduate degrees at universities in the United States or who desire to improve their English to meet personal and/or professional goals.

The LCC also offers noncredit ESL courses to meet the needs of international students enrolled at the University of Houston. Some courses provide students with English language skills (e.g., English pronunciation, and standardized test preparation) necessary to successfully begin or complete degree programs. Another course, LCC 6034-English for International Teaching Assistants and Faculty, helps graduate students qualify for UH employment in an instructional role. This course focuses on language skills (English pronunciation, including individual sounds, stress, intonation, fluency and overall comprehensibility), cross cultural communication skills (including an orientation to U.S. academic culture), and teaching skills (including non-verbal communication, explaining, presenting, fielding questions, and leading a discussion).

UH students register for LCC classes in the LCC office.

## LEARNING SUPPORT SERVICES (LSS)

*321 Graduate College of Social Work Building  
713-743-5411  
www.las.uh.edu/lss*

The mission of Learning Support Services (LSS) is to increase graduation rates and improve student retention. LSS offers learning support programs and self-enhancement activities to increase student academic performance. The focus of LSS is on learning how to learn through learning strategies counseling, tutoring, and faculty consultation. Assessment of learning styles and learning strategies leads to provision of appropriate learning development plans. Tutoring is provided in most subject areas on a walk-in basis by student tutors who have high academic standing and have been recommended by faculty. LSS also provides multimedia support programs as well as workshops focused on specific learning strategies. Approximately 10,000 individual tutoring sessions are provided each year. The tutoring program is accredited by the International College Reading and Learning Association and the National Association for Developmental Education.

# UNIVERSITY SERVICES

## LIBRARIES

The University of Houston Libraries offer a variety of services to students attending classes on campus and those studying off campus through the University's distance education programs. The Libraries consist of the M.D. Anderson Library (the central library), the O'Quinn Law Library, and five branch libraries: Hilton, Music, Weston A. Pettey Optometry Library, Pharmacy, and the William R. Jenkins Architecture and Art Library. Our online library catalog provides information about the collections of the University of Houston Libraries and the UH-Downtown and the UH-Clear Lake libraries. The catalog is available on workstations located throughout the Libraries or through any computer with Internet access.

A network of online databases provides access to a vast array of information including indexes to journal article citations and abstracts, full-text articles, some full-text books, and Internet resources. These databases are available to anyone inside the Libraries; current students, faculty, and staff can also access these databases from their home or office through the Library website: <http://info.lib.uh.edu>.

In addition to our electronic resources, the Libraries' collections include books, journals, U.S. and State of Texas government publications, and newspapers from around the world. Our Special Collections and Archives, located on the seventh floor of the M.D. Anderson Library, include rare books, valuable literary manuscripts, historical documents, materials relating to the history of the University of Houston, and the Women's Archives Research Center.

Instructional workshops are offered throughout the semester to assist students in finding information resources and conducting research. Workshop schedules are available at <http://info.lib.uh.edu/local/classes.htm>. Librarians are available to help all users with their research and information needs. For more information, please visit or call any of the UH Libraries or use the Library website.

**M.D. Anderson Library**  
713-743-1050  
<http://info.lib.uh.edu>

**O'Quinn Law Library**  
12 Law Library  
713-743-2300  
[www.law.uh.edu/libraries](http://www.law.uh.edu/libraries)

**William R. Jenkins  
Architecture and Art Library**  
106 Architecture Building  
713-743-2340  
<http://info.lib.uh.edu/aa/index.html>

**Hilton Library**  
S210 Conrad N. Hilton College of  
Hotel and Restaurant Management  
713-743-2430  
[www.hrm.uh.edu/?Page ID-339](http://www.hrm.uh.edu/?Page ID-339)

## OMBUDSERVICE

*Dean of Students Office*  
252 University Center  
713-743-5470

A representative from the Dean of Students Office (DOS) assists students who have concerns or problems of an academic or nonacademic nature. The DOS representative serves as a liaison with other departments and colleges to help facilitate resolution of student problems in the areas of reg-

istration, housing, grade issues, financial aid, parking, college problems, residency status, complaints or grievances against other administrative units and other concerns related to the university.

## ● PARKING ENFORCEMENT

*Parking Enforcement*  
University Police Department  
713-743-5849

[www.uh.edu/parking\\_enforcement/index.html](http://www.uh.edu/parking_enforcement/index.html)

Parking Enforcement, a division within the Department of Public Safety, manages and maintains more than 16,000 parking spaces on campus. Parking Enforcement officers monitor traffic and parking, offer motorist assistance such as jump starts, tire assistance, gas assistance and unlocks, and provide quality and courteous assistance to students, faculty, staff and visitors.

Hours: Monday through Friday, 6:00 a.m.–10:00 p.m. for assistance. For assistance before or after the posted hours, contact UHPD at 713-743-3333.

## ● PARKING AND TRANSPORTATION SERVICES

*1 E Cullen Building*  
713-743-1097

[www.uh.edu/parking](http://www.uh.edu/parking)

*Hours of Operation: 8:00 a.m. – 7:00 p.m. Monday–Tuesday*  
*8:00 a.m. – 5:00 p.m. Wednesday–Friday*

All vehicles parked on campus must display a valid UH parking permit issued by Parking & Transportation Services (PTS). This permit allows parking in designated areas as space permits; it does not guarantee a parking space in any particular lot. Residence Hall students may, on a first-come first-served basis, purchase reserved Residence Hall Exclusive (RHE) permits starting the first day of the fall and spring semesters.

Commuters may choose from student or economy lot permits. To avoid having to wait in long lines, students are encouraged to purchase permits online up to the Friday before the first day of the semester (fall and spring). Purchase can also be made in person at the PTS Office, Room, 1, E Cullen Building, or at the Central Cashiering Station in UH parking garage. Students should familiarize themselves with the parking Rules & Regulations brochure and the campus map published by PTS.

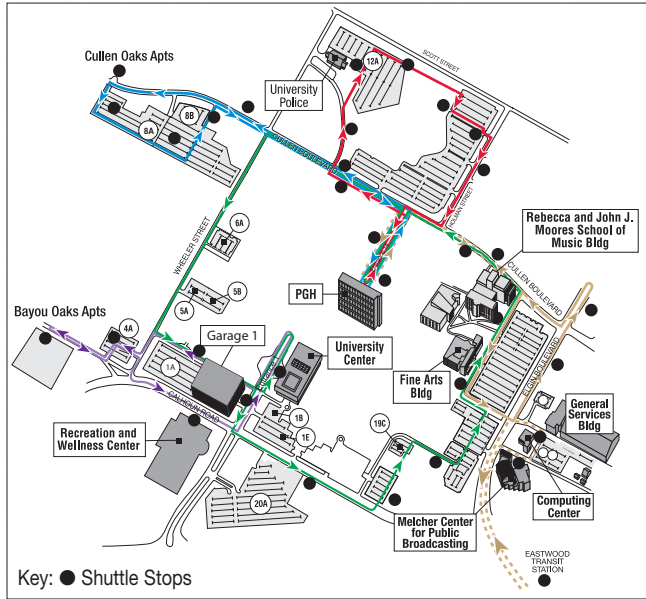
Parking citations double after 21 days, so all students are encouraged to take care of any parking citations in a timely manner. Parking citations can be paid or appealed online. A complete listing of parking rules and regulations is also available at [www.uh.edu/parking](http://www.uh.edu/parking).

### Shuttle Services

For those students who choose to park in the more economical outlying lots, the university operates a shuttle bus service that takes students from these lots to the center of campus. After class, students can meet the bus at drop-off points and enjoy an air-conditioned ride back to their cars. Staff in the Department of Parking and Transportation Services can provide information about routes and hours of operation. The shuttle ride is free to UH students. The shuttle bus runs each morning and afternoon to the Eastwood Transit Center serving all Gulf Freeway Park-n-Rides.

# UNIVERSITY SERVICES

## UNIVERSITY OF HOUSTON SHUTTLE SERVICE



### POINT-TO-POINT ROUTE SCHEDULES

#### Red, Blue, and Purple Route

Mon.—Thurs. 7 a.m.–11 p.m. 15 min. service  
Friday 7 a.m.–9 p.m. 15 min. service

#### Tan Route (Service to University Business Park)

Mon.—Thurs. 7 a.m.–11 p.m. 25 min. service\*  
Friday 7 a.m.–9 p.m. 25 min. service\*

#### Eastwood Transit Center Route (dash lines)

To PGH and points in between, is available:  
Monday–Friday during the following times:  
Morning 7–9 a.m.  
Afternoon 4–6 p.m.

#### Garage/Circulation Route (Green)

##### Fall and Spring

Mon.—Thurs. 7 a.m.–11 p.m. 15 min. service  
Friday 7 a.m.–9 p.m. 15 min. service

##### Summer

Mon.—Thurs. 7 a.m.–9 p.m. 15 min. service  
Friday 7 a.m.–6 p.m. 15 min. service

**Note:** Hours of operation and service time are subject to change depending on demand. Unless posted otherwise, service during break periods will be on the Friday schedule. There is no bus service on weekends and university holidays.

The University of Houston reserves the right to make changes without notice in any Parking and Traffic Regulation as necessitated by university or legislative action. Exceptions to these regulations must be approved by the officials of the University of Houston and Parking and Transportation Services.

Revised 4/08

### Metro Services

[www.ridemetro.org](http://www.ridemetro.org)

Several Metro bus routes also service our campus. Information can be obtained from the Department of Parking and Transportation Services or the Student Information and Assistance Center in the UC. Metro tokens and discounted bus passes may be purchased at the UC Business Office.

### PLANT OPERATIONS

713-743-5674

[www.uh.edu/plantops/](http://www.uh.edu/plantops/)

Customer Service Center 713-74FIX IT (713-743-4948)

Plant Operations is a support organization dedicated to the educational mission of the university. The department maintains the buildings, grounds and utility systems and provides custodial services, key control, the customer service center and supervises Parking & Transportation Services, Environmental Health and Risk Management, and all planning, construction and renovation on campus. Students are encouraged to report problems on campus such as missing lights, plumbing problems or elevators that are not in service to the nearest departmental office or to the customer service center 713-74FIX IT. Departmental staff will forward the reports to the customer service center in Plant Operations. If departmental offices are closed, please report any safety issues or emergency conditions to the University of Houston Department of Public Safety at 713-743-0600 (non-emergency information) or 911 (emergencies only).

The university operates a recycling operation out of Maintenance Stores that collects white paper, newspaper, cardboard and aluminum cans, reducing its cost for trash disposal.

### ● POLICE DEPARTMENT: UNIVERSITY OF HOUSTON POLICE DEPARTMENT (UHPD)

713-743-3333

[www.uh.edu/police](http://www.uh.edu/police)

The University of Houston Police Department (UHPD), a division of the Department of Public Safety, provides comprehensive police services 24 hours a day/seven days a week. Along with emergency and non-emergency support, UHPD offers various community services including bicycle registration, vehicle watch and lost-and-found. UHPD offers safety escorts through the Cougar Patrol Program. UHPD also offers programs on crime prevention, child safety seats, Rape Aggression Defense (RAD) system and an alcohol awareness program entitled “Fatal Vision.” The University Department of Public Safety monitors more than 430 cameras from its state-of-the-art Virtual Patrol Room. The camera system has proven itself instrumental in solving many cases. Campus signage in the parking lots and buildings indicate to the campus community that areas may be monitored. For information on these programs and services call 713-743-3333. The Police Department building is located at 3869 Wheeler, south of Robertson Stadium, Entrance 12, near the intersection of Wheeler and Scott Streets.

### PSYCHOLOGY RESEARCH AND SERVICES CENTER

Clinical Research Services Building, 4505 Cullen

713-743-8600

[www.uh.edu/prsc](http://www.uh.edu/prsc)

The PRSC is a cognitive-behavioral outpatient mental health training facility offering treatment and services consistent with the most recent advances in psychological science for a variety of behavioral, psychological, and adjustment problems. Individual, family, and group treatment is available. In addition to psycho-

# UNIVERSITY SERVICES

therapy, a broad range of psychological assessment services (e.g., intelligence, achievement, learning disabilities, personality, and behavioral functioning) are offered for both children and adults. Services are provided by advanced doctoral students in clinical psychology under the supervision of the clinical psychology faculty. Fees, collected at the time of service, may be adjusted on a sliding scale according to ability to pay.

The PRSC also maintains several specialty clinics, including the Victim's Resource Institute, Depression Research Clinic, and Forensic Psychology Services. In addition, the PRSC provides information about mental health to the community through Continuing Education professional training programs, workshops, and lectures to agencies and organizations.

## A.D. BRUCE RELIGION CENTER

113 A.D. Bruce Religion Center  
713-743-5050  
[www.uh.edu/adbruce/](http://www.uh.edu/adbruce/)

The nondenominational A.D. Bruce Religion Center is the focal point for religious activities. Offering students a place for prayer and meditation, the center has two chapels and several programs and activities dealing with religious issues. The center has offices for several religious denominations and their respective campus ministers, several of whom are trained and experienced in personal as well as religious counseling and problem solving. The chapels are available to students, faculty, staff and alumni for weddings and other occasions. The A.D. Bruce Religion Center welcomes people of all faiths and denominations.

## SATELLITE GAMES ROOM

UC Satellite Games Room  
713-743-5297, 713-743-5298  
[www.uh.edu/ucaf](http://www.uh.edu/ucaf)

A smaller version of the UC Games Room without the bowling alley. There are pool tables, video games, and a board game area where you can play or eat and watch TV.

## UNIVERSITY SPEECH, LANGUAGE AND HEARING CLINIC

100 Clinical Research Center  
713-743-0915  
[www.class.uh.edu/comd/slahc/](http://www.class.uh.edu/comd/slahc/)

The University Speech, Language and Hearing Clinic is a United Way facility and the training clinic for graduate students in the Department of Communication Sciences and Disorders who are working toward the Certificate of Clinical Competence in Speech-Language Pathology. Evaluation and treatment sessions are conducted by graduate students under the direct supervision of faculty and staff certified by the American Speech-Language-Hearing Association. The clinic serves the entire Houston community and offers a sliding-fee for those who qualify.

The various communication disorders evaluated and treated at the clinic include speech production, voice, stuttering or language disorders, and speech/language difficulties associated with hearing impairment and other medical etiologies. In the event that the speech difficulty is dialectal rather than a disorder, services are offered which may include accent modification classes. Both individual and group services are available.

Hearing evaluations are conducted and appropriate

referrals are made for medical evaluation and/or hearing aid evaluation. Hearing aid fittings and follow-up and consultation regarding assistive listening devices are also provided at the clinic. The fee for hearing aids varies, depending on the instrument fitted.

All evaluations are by appointment with a 25-percent discounted student fee of \$150. Treatment sessions coincide with the university semesters. The semester treatment fee for UH students is \$200, representing a marked discount from the standard fee of \$100 per hour. Fees are due at the time of service. The clinic is open Monday through Friday, from 8 a.m. to 5 p.m.

## ● STUDENT INFORMATION AND ASSISTANCE CENTER (SIAC)

125 University Center  
713-743-5060

SIAC is available to the University of Houston community and visitors. SIAC provides information on a variety of campus-related services and activities and serves as a drop-off, delivery and distribution point for many UH departmental forms and documents. This service is especially helpful for students who attend classes in the evenings or after UH departmental offices have closed for the day. It enables evening and nontraditional students to submit and pick up institutional forms and documents at nontraditional operating hours and thereby lessen the potential for interference with their work schedules. SIAC is funded by student service fees and is open Monday through Friday from 8 a.m. to 9 p.m.; Saturday from 10 a.m. to 6 p.m.; and Sunday from 1 to 6 p.m.

## ● STUDENT LEGAL SERVICES

252 University Center  
713-743-5450  
[www.uh.edu/sls](http://www.uh.edu/sls)

Student Legal Services provides legal advice and counseling for all UH students. An attorney or an intern meets with students in an attempt to resolve the individual's legal dispute before the problem becomes a complicated burden. While Student Legal Services does not represent students, it does provide guidance in locating a lawyer when one is necessary and, when possible, provides advice on handling issues without an attorney. Due to conflicts of interest that may arise, no advice is given on student/university problems or student/student conflicts; however, mediation can be arranged for such situations. There is a \$5 per semester fee. All information is strictly confidential.

## STUDENT PUBLICATIONS

*The Daily Cougar*, the official UH student newspaper, is published Monday through Friday during the fall and spring semesters and semi-weekly during the summer sessions. The paper is free to all students, faculty, staff and visitors. Copies are available at 65 locations throughout the UH campus.

Students may also obtain copies of the *Houstonian*, the official University of Houston yearbook, by indicating the *Houstonian* on the class registration form. Students will then be billed \$42 during fee payment.

The annual student, faculty and staff telephone directory is available free of charge during the fall semester.

The Student Publications Office also publishes the annual magazine, *Transitions*. All incoming freshmen and transfer students will receive *Transitions* in July at their permanent

# UNIVERSITY SERVICES

off-campus residence via the postal service. The magazine details most of the services offered to students.

## Student Publications

151 Communications Building  
713-743-5350

## The Daily Cougar

151 Communications Building  
713-743-5360  
[www.uh.edu/campus/cougar](http://www.uh.edu/campus/cougar)

## Houstonian Yearbook

713-743-5370  
[www.uh.edu/campus/stupub/yearbook](http://www.uh.edu/campus/stupub/yearbook)

## ● UNIVERSITY CENTER (UC)

The University Center, the heart of student activity, offers a wide variety of useful products, services and opportunities to meet and connect with other people. Once at the University Center, located just inside Entrance 1, students have access to dining facilities; comfortable lounges for studying, visiting and watching television; and meeting rooms for conducting organization meetings, social events and educational programs.

The University Center is also home to the Dean of Students Office; UH Dining Services Office; Student Legal Services; and the Student Information and Assistance Center.

In the UC Underground, the Department of Campus Activities offices are home to the Student Government Association, fee-funded umbrella student organizations, more than 300 registered student organizations and their professional advisors. Also in the UC Underground, the Metropolitan Volunteer Program offers a multitude of opportunities to improve our world at the local level.

## UC Administrative Services and Operations (AS&O) Office

282 University Center

Where It All Comes Together 713-743-5280



[www.uh.edu/ucacf](http://www.uh.edu/ucacf)

The University Center Administrative Services and Operations Office, located on the second floor, is responsible for the overall operation of the University

Center, University Center Satellite, Student Program Board and the Child Care Center.

## UC Business Office

274 University Center

713-743-5236

Located on the second floor of the UC, the UC Business Office offers services to students, faculty and staff. Locker rentals are available for on-campus storage and are located in the UC. The UC Business Office also sells Metro (local city-wide bus system) packages at discounted prices and International Student IDs for students traveling abroad.

## UC Conference And Reservation Services Office (CARS)

210 University Center

713-743-5287

The UC Conference and Reservation Services Office is where meeting room space can be obtained by university student organizations registered with the Department of Campus Activities, university administrative or academic departments or any legitimate off-campus group. Our event planning staff can arrange accommodations for the following locations at the university: University Center; UC Satellite; Agnes Arnold Auditorium I and II; Lynn Eusan Park; Science and Research Lecture Halls 116 and 117; Social Work Auditoriums 101 and 102; and most non-academic outdoor spaces.

## UC CreationStation

65 UC Underground

713-743-5252

CreationStation is a unique, multi-service center on campus offering: computer graphic services (flyers, brochures, logo design, etc.), buttons, banners, t-shirts, and balloons (both latex and mylar). UC CreationStation also works with digital photo restoration and photography.

## Chili's Too

UC Lower Level

713-743-4947

Slightly smaller than traditional Chili's restaurants, Chili's Too offers a casual, colorful environment to enjoy lunch, dinner or an after-work cocktail. Counter services allows customers to order promptly, and for those really in a hurry, call-in take-out orders may be placed by calling 713-743-4947. The menu includes appetizers, sandwiches, salads and Chili's favorites such as Big Mouth Burgers and Baby Back Ribs. Chili's Too also offers the campus community catering options. Chili's Too can cater meetings, conferences and other campus functions. Information on Chili's catering is available by calling 713-743-3663. Food is obviously a primary reason to visit Chili's Too, but the fun factor is also to draw for the campus community. Equipped with six, 42-inch plasma televisions, the restaurant serves as a prime spot to watch events, particularly Cougar football and basketball games, while having dinner and drinks.

## Shasta's Cones and More featuring Blue Bell Ice Cream

32D UC Arbor

713-743-2777

The on-campus ice cream store is the first of its kind to premiere on any college campus. Shasta's Cones and More offers plenty of delicious treats. Besides the twenty-four Blue Bell ice cream flavors, Shasta's Cones and More offers forty-six types of candy to purchase by the pound, baked goods, malts, shakes, hand-dipped waffle cones, specialty sundaes and four district flavors of the famous and highly coveted hot chocolate producer Ghirardelli to the UH community. You can also purchase half-gallon tubs of Blue Bell's popular flavors like Buttered Pecan and Homemade Vanilla in a Party Pak bundle. The Party Pak contains the half-gallon of ice cream, assorted toppings and cones or cups.

## UC Games Room

UC Arbor Level

713-743-5320

The UC Games Room has bowling lanes, pool tables, table tennis, pinball and the latest video games, all for a small charge. Table games are also available for use at no charge. The UC Games Room is available for individual or group usage/reservations. Leagues are formed each semester with tournaments taking place throughout the school year. Experience glow bowling and billiards every Friday and Saturday beginning at 10:00 p.m.

## UC Satellite

713-743-5297

Located on the northwest side of campus, the Satellite offers services similar to those at the University Center. The UC Satellite has two viewing areas, with two big-screen TVs. Other available services include a quiet study lounge with Internet connections, two meeting rooms available for reservations, C<sup>3</sup>, and the popular UC Satellite Games Room. The UC Satellite offers the following dining options:

# UNIVERSITY SERVICES

Chick-fil-A® Express    Little Kim Son    Smoothie King®  
Cranberry Farms    Montagues Deli    Starbucks®  
C3    Pizza Hut® Express    Taco Bell® Express  
Grille Works

## ● VETERANS' SERVICES OFFICE (VSO)

268 University Center  
713-743-5490

[www.uh.edu/veterans](http://www.uh.edu/veterans)

The Veterans' Services Office offers a computer lab, facsimile services, copy privileges, local telephone usage as well as quality counseling on a wide array of subjects from its knowledgeable student-veteran staff. The counselors at the Veterans' Services Office not only assist student-veterans and benefits-eligible dependents in processing their educational benefits, but also:

- Aid veterans in transition from military to student life
- Assist in obtaining compensation through MGIB (CH 30, 31, 35, 1606, 1607) and Hinson-Hazelwood Act
- Provide work-study employment
- Assist in scholarship research

The Veterans' Services Office counselors' first-hand experience gives student-veterans an insightful "in the trenches" perspective that few other offices provide. Psychological Counseling referral is available on campus and off. Special consideration and resources for disabled veterans in Chapter 31 (Vocational Rehabilitation and Education) is available in conjunction with the Justin Dart, Jr. Center for Students with DisABILITIES.

Our annual programs consist of an annual "Veterans Week" of Celebrations, Entrepreneurship and the 21st Century Lecture Series, Veterans Oral History Workshop, and our "Boots to Books" military author series. Our student club, "Veterans Collegiate Society", is a vibrant student social club of military personnel from all branches of the services that come together for discussion on issues and activities on and off campus.

During spring and fall semesters, office hours are 8 a.m. to 7 p.m., Monday through Thursday, and 8 a.m. to 5 p.m. on Friday. During the summer semesters and school breaks, office hours are 8 a.m. to 5 p.m. Monday through Friday. Recertification for Department of Veterans' Affairs educational benefits is necessary each semester.

## ● UH WELLNESS

1038 Campus Recreation Wellness Center  
713-743-5430

35 UC

713-743-5455

[www.las.uh.edu/wc](http://www.las.uh.edu/wc)

UH Wellness is a university-wide education and prevention program whose mission is to promote healthier choices and a healthier, safer learning environment. This comprehensive program provides information and education on all dimensions of wellness; specifically, Physical Wellness (including alcohol and drug education and prevention, sexual health), Emotional Wellness (stress and time management, conflict resolution), Social Wellness (relationships, financial wellness), as well as Spiritual (awareness events, self exploration), and Occupational Wellness (balancing work and school, careers and life issues). Other services include a relaxation lab, stress management strategy development, nutritional counseling, and interactive computer-based wellness. The Cougar Peer Education program (credit course offered) offers the

opportunity for students to be trained in providing wellness programs for their peers as well as service learning to the community, and to be certified as a Certified Peer Educator after passing the national peer certification exam.



## ● WOMEN'S RESOURCE CENTER

UC Satellite, Room 7

713-743-5888

[www.uh.edu/wrc/](http://www.uh.edu/wrc/)

The Women's Resource Center provides a comfortable place where all faculty, staff, and students can seek information on a variety of topics, obtain confidential referrals to appropriate campus and community resources, and discuss issues of concern to them. The Center has a small library, an online database of service providers, and two public computers; continuously presents relevant programming; sponsors Alcoholics Anonymous and Weight Watchers meetings; and is the location of a lactation room equipped with a hospital-grade breast pump. Its goals are to promote social justice; foster a climate of equality, mutual respect, and safety; build greater opportunities for women; help women meet the challenges they encounter; and empower women to take control of their own futures. Students are encouraged to volunteer at the WRC. Please check the website for hours, which vary by semester, and for the latest information on programs.

## NURSING/LACTATION ROOMS

Student Services Building 2

Women's Resource Center

713-743-8835

713-743-5888

Monday-Friday

7:30 a.m. to 5:00 p.m.

Hours vary; check website

[www.uh.edu/wrc](http://www.uh.edu/wrc)

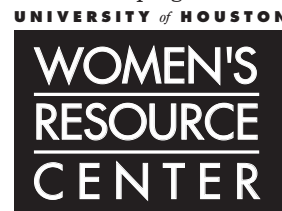
For your convenience, the University of Houston has added two nursing/lactation rooms for faculty, staff and students. They include quiet, private places, with electrical outlets, access to running water, a nearby restroom, and refrigerators.

## WOODFOREST NATIONAL BANK

Second Floor, University Center

713-743-1080

A full-service bank that includes personal and business savings and checking accounts, student loans, personal and corporate VISA and MasterCard credit services, personal and commercial loans, mortgages, individual retirement accounts, direct deposit, international services, travelers checks, brokerage services and payroll services. Woodforest also has 21 locations within the Houston metropolitan area to better serve you.



# THE SOURCE

<i>Topic</i>	<i>Go to</i>	<i>Location</i>	<i>Phone</i> <i>713-74x-xxxx</i>
Absences	Individual Professor of Specific Classes		
Academic Advising	Academic Advisor in Department of Major	see page 8	
TSI Information	USD Academic Advising Center	320 SS	38982
USD	USD Academic Advising Center	320 SS	38982
Academic and Vocational Assistance Program	Challenger Program	319 SS	35420
Academic Programs and Issues	Academic Program Management	109 E Cullen	39112
Accessibility Assistance	Justin Dart, Jr. Center for Students with DisABILITIES	CSD	35400
Accident on Campus			
Auto	Police Department	UPD	33333
Personal Injury	Health Center	100 HC	35151
Accommodations	Justin Dart, Jr. Center for Students with DisABILITIES	CSD	35400
Activities	Campus Activities — <a href="http://www.experienceUH.com">www.experienceUH.com</a>	51 UC	35180
Address, Change of	RAR* — <a href="https://www.uh.edu/academics/forms">https://www.uh.edu/academics/forms</a>	128 Welcome Center	31010
AIDS	Counseling and Psychological Services (CAPS)	226 SS	35454
	Health Center	100 HC	35151
Alcohol/Substance Abuse Resources	UH Wellness	35 UC	35455
	UH Wellness – Campus Recreation & Wellness Center	1038 CRWC	35430
	Counseling and Psychological Services	226 SS	35454
Art Exhibits	Blaffer Gallery	120 Fine Arts Building	39530
Athletics			
Intramurals	Campus Recreation	CRWC	38041
Recreation	Campus Recreation	CRWC	37529
Cougar Pride		2004 AAF	39456
Tickets	Athletics Ticket Office	1003 AAF	39444
UH Team Information/Schedules	Sports Information	2008 AAF	39404
Marketing	Sports Marketing	2004 AAF	39450
ATM (Automated Teller Machines)	University Center, Moody Towers, Quadrangle, UC Satellite and Campus Recreation Wellness Center		
Auditing Classes	College Academic Dean's Office		
Band			
Marching Band, Concert Band and Cougar Brass	Office of University Bands	176 MSM	33175
Jazz Ensembles	Director of Jazz Studies	146 MSM	33191
Dance Team	Cougar Dancers	186 MSM	33324
Banking	Woodforest Bank	UC 2nd floor	31080
Bus			
Bus Passes	UC Business Office	274 UC	35236
Shuttle Bus	Parking and Transportation Services	6 E Cullen	35849
Calendar, Official Academic	<a href="http://www.uh.edu/calendars.html">www.uh.edu/calendars.html</a>		
Campus Organizations	Department of Campus Activities	51 UCU	35180
Career Services Center	University Career Services	106 SS	35100
C.T. Bauer College of Business	Elizabeth D. Rockwell Career Services Center	262 MH	34590
College of Liberal Arts and Social Sciences (CLASS)	Career Services Center	320 AH	34058
Conrad N. Hilton College of Hotel and Restaurant Management	Director of Placement Services	229 CHC	32423
Cullen College of Engineering, Career Center	Career Center	302 D	34230
Graduate College of Social Work	Alumni and Career Services	204 SW	38071
UH Law Center	Career Services Office	1 BLB	32090
Catalog, Undergraduate	Online: <a href="http://www.uh.edu/academics/catalog">www.uh.edu/academics/catalog</a>		
Catalog, Graduate	<a href="http://www.uh.edu/grad_catalog">www.uh.edu/grad_catalog</a>		
Child Care	Child Care Center	CCC	35480
	Human Development Laboratory School	152 CAM	34130
Class Rings	Houston Alumni Organization	201 AAF	39550
Complaints	Dean of Students Office or see page 33	252 UC	35470
Computing Resources	<a href="http://www.uh.edu/infotech">www.uh.edu/infotech</a> or see page 30		
Accounts	IT Support Center	116 PGH	31411
Computer Support	IT Support Center	116 PGH	31411
Instructional Television (ITV)	Technology Support Services	116 PGH	31411
Central Site Technology Commons	Open 24 hours a day, 7 days a week	58 L	31570
IT Training	IT Training Facility	110D SW	31411
Computer-aided Instruction	Learning Support Services	321 SW	35411
Copy Services	University Center Copy Center	52 UCU	741-5200
	M.D. Anderson Library	19 L	39745
Cougar 1Card	Cougar 1Card Office	279 UC	32273

# THE SOURCE

<b>Topic</b>	<b>Go to</b>	<b>Location</b>	<b>Phone</b> <i>713-74x-xxxx</i>
<b>Counseling and Education</b>			
Academic Counseling	USD Academic Advising Center	320 SS	38982
Birth Control Counseling	College Academic Advisors	Dean's Office	
Career Counseling	Health Center	100 HC	35151
	University Career Services	106 SS	35100
	Counseling and Psychological Services (CAPS)	226 SS	35454
Cross-culture Counseling	International Student and Scholar Services	302 SS	35065
Drugs and Alcohol Counseling	Counseling and Psychological Services (CAPS)	226 SS	35454
Learning Strategies Counseling	Learning Support Services	321 SW	35411
Legal Student Services	Legal Services	252 UC	35450
Male Health Issues	Men's Clinic, Health Center	C100 HC	35141
Mental Health Outreach/Speakers	Counseling Center	226 SS	35454
Personal Counseling	Counseling and Psychological Services (CAPS)	226 SS	35454
Religious/Spiritual	Office of Religious Activities	113 B	33213
Sexual Assault Counseling	Counseling and Psychological Services (CAPS)	226 SS	35454
Sexual Assault Prevention/Education	UH Wellness	1038 CRWC	35430
Study Skills	Learning Support Services	321 SW	35411
Degree Plan	Academic Advisor in Department of Major		
Depression	Counseling and Psychological Services (CAPS)	200 SSC	35454
Discrimination/Equal Opportunity Complaint	Office of Affirmative Action / EEO	153 SS 2	38835
Disability Services	Justin Dart, Jr. Center for Students with DisABILITIES	CSD	35400
Distance Education	www.distance.uh.edu	111 C.N. Hilton	33327
Drug Counseling	Counseling and Psychological Services (CAPS)	226 SSC	35454
Drug Use Prevention	UH Wellness	35 UC	35455
Education	UH Wellness	1038 CRWC	35430
Email and Computer Accouts	IT Support Center	116 PGH	31411
Emergency	UH Police Department	UPD	911

<b>Enrollment Services</b>	<b><a href="https://my.uh.edu">https://my.uh.edu</a></b>	<b>Welcome Center (WC)</b> <i>(Bldg 553)</i>	<b>Phone</b>
Admissions (ADM)	Freshman/Transfer ADM, Transfer Credit	WC Counter 100 www.uh.edu/admis	31010
Student Financial Services (SFS) <i>(Bursar)</i>	Pay Fee Bill, UH Loans: Short Term 45/ Emergency 90 day	WC Counter 124 www.uh.edu/sfs/	31010
Registration & Academic Records (RAR) <i>(Registrar)</i>	Registration, Graduation, Enrollment Verification, Add/Drop, Transcript	WC Counter 128 <a href="http://www.uh.edu/academics/forms">http://www.uh.edu/academics/forms</a>	31010
Scholarships & Financial Aid (SFA)	Grants, Federal Loans	WC Counter 120 www.uh.edu/finaid	31010

Employment—Full- and Part-Time, Work-Study	University Career Services	106 SSC	35100
Environmental Health and Risk Management	General Services Building	183 GEN	35858
Escort Service	UH Police Department (Cougar Patrol)	UPD	33333
Events and Activities	Department of Campus Activities	51 UCU	35180
Fire Marshal's Office	Police Department	UPD	31635
Fraternities/Sororities	Campus Activities — <a href="http://www.experienceUH.com">www.experienceUH.com</a>	51 UC	35180
Games Room	University Center	UC Arbor	35320
	UC Satellite	Satellite	35297
GMAT and GRE	Learning and Assessment Services	200 SS	35444
Preparatory Workshops	Learning Support Services	321 Social Work	35411
Grade Disputes	Professor of the specific class		
Greek Life	Campus Activities — <a href="http://www.experienceUH.com">www.experienceUH.com</a>	51 UC	35180
Hair Care	Jonorr's	UC Arbor	35300
Handicap Services	Justin Dart, Jr. Center for Students with DisABILITIES	CSD	35400
Health Center	Includes dermatology, gynecology, men's clinic, orthopedic and psychiatry	100 HC	35151
	Attendant Services	748-8603	
Hilton Archives and Library	Conrad N. Hilton College of Hotel & Restaurant Mgmt	S210 CHC	32430



# THE SOURCE

<i>Topic</i>	<i>Go to</i>	<i>Location</i>	<i>Phone 713-74x-xxxx</i>
Honor Societies	Department of Campus Activities	51 UCU	35180
The Honors College	The Honors College	212 L	39010
Housing–On-Campus	Residence Halls	108 OB	36000
ID Cards (Cougar 1Card)	Cougar 1Card Office	279 UC	32273
Immigration Regulations	International Student and Scholar Services	302 SS1	35065
Incomplete Grades	Professor of the Specific Class		
Information	Student Information and Assistance Center UH On-Call	125 UC 32255	35060
Insurance, Student Health	Health Center	C102 HC	35137
International Student ID Card	UC Business Office	274 UC	35236
Intramurals	Intramural Office	CRWC	38041
Jobs	JOBank	106 SS	35100
Language & Culture Center	Roy Cullen Building	116	33030
Learning Support Services	Graduate School of Social Work Building	321 SW	35411
Legal Advisor for Students	Student Legal Services	252 UC	35450
Libraries			
M.D. Anderson		102 L	31050
Architecture		106 ARC	32340
Law		LL	32300
Music		220 MSM	33197
Optometry		2237B OPT	31910
Pharmacy		133 SR 2	31240
Lockers	UC Business Office UC Satellite Campus Recreation and Wellness Center	274 UC 5 SAT CRWC	35236 35297 37529
Loneliness	Counseling and Psychological Services (CAPS)	226 SS	35454
Lost and Found	Police Department	UPD	30620
LSAT	University Testing Services Learning and Assessment Services	220 SS	35444
Majors, Change of	Department of intended major RAR* — <a href="https://www.uh.edu/academics/forms">https://www.uh.edu/academics/forms</a>	128 Welcome Center	31010
Medical Emergencies	Police Department	UPD	911
Medical Withdrawal	Academic Program Management	109 E Cullen	39112
Money Orders	Woodforest Bank	UC 2nd Floor	31080
Name, Change of	RAR* — <a href="https://www.uh.edu/academics/forms">https://www.uh.edu/academics/forms</a>	128 Welcome Center	31010
Notary Public	Administrative Services and Operations (AS&O) Office Woodforest Bank Hilton Sales Office	282 UC UC 2nd floor 207 Hilton	35280 31080 32472
Nursing/Lactation Rooms	UC Satellite & AA/EEO Office	9 UC Satellite	35888
Optometry Services	University Eye Institute	505 J Davis Armistead Bldg.	32020
Organizations, Student	Department of Campus Activities	51 UCU	35180
Overloads	Dean of your academic college		
Parenting Support	Parent Education Project	301 SS	35435
Parking Enforcement	Police Department	UPD	35849
Parking Permits, Regulations	Parking and Transportation Services	1 E Cullen	31097
Peer Education Program	UH Wellness	35 UC	35455
Pharmacy	Health Center	104 HC	35125
Pool	Campus Recreation and Wellness Center	CRWC	37529
Police	Police Department	UPD	33333
Preprofessional (Health) Advising	USD Academic Advising Center	320 SS	38982
Psychological, Psychiatric Counseling	Counseling and Psychological Services Health Center	226 SS 100 HC	35454 35149
Public Safety, Department of	Police Department	UPD	30600
Police		DPS	33333
Fire & Safety		DPS	31635
Parking Enforcement		DPS	35849
Security		DPS	30600

# THE SOURCE

<i>Topic</i>	<i>Go to</i>	<i>Location</i>	<i>Phone</i> <i>713-74x-xxxx</i>
Publications			
Daily Cougar (www.uh.edu/campus/cougar)	Student Publications	151 COM	35360
The University Of Houston Magazine	Creative Services — www.uh.edu/magazine	301 McElhinney	38181
The Houstonian (yearbook)	Student Publications	142 COM	35360
IT News (www.uh.edu/infotech/news)	Information Technology	116 PGH	31411
Undergraduate Studies Catalog	Bookstore	126 UC	748-0923
Campus News (www.uh.edu/uhtononline/)	University Communication	304A McElhinney	38154
Rape Crisis			
Police	UH Police Department	UPD	911
Medical	Counseling and Psychological Services	226 SSC	35454
	Health Center	C100 HC	35151
Readmission from Suspension	Dean of your college		
Recreation	Campus Recreation and Wellness Center	CRWC	37529
	UC Games Room	46-B UC	35320
	Satellite Games Room	UC Satellite	35297
Religious Groups	A.D. Bruce Religion Center	113 ADB	35050
Reservations for Meeting Rooms	Conference and Reservations Services (CARS) Office	210 UC	35287
Sexuality	Counseling and Psychological Services (CAPS)	226 SSC	35454
	Health Center	C100 HC	35151
Sexual Harassment	Office of Affirmative Action / EEO	152 SS2	38835
Stamps, Postage	Post Office	126 UC	748-0923
Student Government Association	Student Government Association - www.uh.edu/SGA	57 UC	35220
Study Abroad Programs	Office of Study Abroad	501 E Cullen	39167
Study Lounge	University Center	270 UC	
Suspension	Dean of your academic college		
Teacher Certification	Center for Teacher Education	112 FH	35046
Tennis Courts	Campus Recreation	2000 CRWC	39500
Test Anxiety	Learning Support Services	321 SW	35411
Testing Information	University Testing Services	204 SS	35444
Texas Success Initiative (TSI)	USD Academic Advising Center (Policy)	320 SS	38982
	University Testing Center (Test Registration)	204 SS	35444
Tickets			
Music Performances and Recitals	Moores School of Music	120 MSM	33009
Sports: Collegiate	Athletics Ticket Office	1003 AAF	39444
Theatre Productions	Wortham Theatre	Lobby WT	32929
Towed Car	Parking and Transportation	1 E Cullen	31097
	UH Police Department	UPD	33333
Traffic Violations	UH Police Department	UPD	33333
Tutoring & Study Skills	Learning Support Services	321 SW	35411
Typewriters	M.D. Anderson Library	102 L	31050
	Campus Activities	51 UCU	35180
Vending Machine Refunds	Cashier's Office	6 E Cullen	31096
	UC Business Office	274 UC	35236
Veterans' Benefits	Veterans' Services	268 University Center	35490
	RAR* — <a href="https://www.uh.edu/academics/forms">https://www.uh.edu/academics/forms</a>	128 Welcome Center	31010
Vocational Assistance Program	Challenger Program	319 SS	35420
	University Career Services	106 SS	35100
Vocational Testing	University Career Services	106 SS	35100
Volunteer Opportunities	Metropolitan Volunteer Program	53 UCU	35200
Wellness Programs	UH Wellness	35 UC	35455
		1038 CRWC	35430
Women's Resource Center	Women's Resource Center	UC Satellite Rm 7	35888
Work-Study			
Eligibility, Scholarships and Financial Aid	www.uh.edu/enroll/sfa	120 Welcome Center	31010
Jobs	University Career Services	106 SSC	35100
Writing Center	Writing Center	211-217 AH	33016

Notes: - A fee may be assessed for some services; please direct inquiries to the appropriate office.

\* RAR: Registration and Academic Records.



# CAMPUS LIFE

## REGISTERED STUDENT ORGANIZATIONS

The following list of student organizations shows the variety of co-curricular activities available to University of Houston students. Enrich your learning experience and join the organization that matches your interests. Student organizations are open to all registered University of Houston students. For more information, call the Department of Campus Activities, 713-743-5180, or visit their web page at [www.experienceUH.edu](http://www.experienceUH.edu)

### College Professional

Academy of Student Pharmacists  
Accounting Society  
Advocates  
AIESEC  
Air Force ROTC  
Allied Health Professions Society  
Alpha Phi Omega (Co-Ed Service Fraternity)  
Alpha Rho Chi  
American Advertising Federation – UH  
American Association of Petroleum Geologists Wildcatters  
American Humanities Student Association  
American Institute of Architecture Students (AIAS)  
American Institute of Chemical Engineers (AIChE)  
American Marketing Association  
American Medical Student Association  
American Optometric Student Association (AOSA)  
American Society for Quality  
American Society of Materials (ASM International)  
American Society of Mechanical Engineers  
American Society of Mechanical Engineers-Technology  
American Student Dental Association (ASDA)  
APICS The Association for Operations Management  
Art History Association  
American Society of Civil Engineers (ASCE)  
American Society of Interior Designers (ASID)  
Association for Women in Communications  
Association of Student Sculptors  
Association of Women in Law  
Bauer Ambassadors  
Bauer Frontier Fiesta  
Bauer Pre-Law Society  
Beta Alpha Psi (Business)  
Bilingual Education Student Organization (BESO)  
Biology and Biochemistry Undergraduate Association  
Biomedical Engineering Society at the University of Houston  
BioSciences Graduate Society  
Black Law Students Association (BLSA)  
Business Marketing Association  
Chemistry Graduate Student Council  
Class of 2010 College of Pharmacy  
Club Managers Association of America Cougar Chapter  
College of Pharmacy Class of 2009  
Collegiate Entrepreneurs' Organization  
Delta Epsilon Chi/DECA  
Delta Sigma Pi (Business Fraternity)  
Educational Leadership Graduate Student Association  
Educational Psychology Graduate Student Organization (GSO)  
Energy and Environmental Law Society  
Energy Association, The  
Engineering World Health at UH  
Engineers Without Borders  
Environmental and Energy Law & Policy Journal  
Evening Law Student Association  
Finance Association  
Fresh 2 Death  
Future Law Students @ UH  
Future Leaders Organization (FLO)  
Future Scientists of America  
Gamma Iota Sigma (Finance)  
Geosociety  
Glass Mountain  
Graduate College of Social Work Student Association  
Graduate English Society  
Graduate Student Association at the Conrad N. Hilton College  
Graduate Students and Alumni In Pharmacy Administration (GPA)  
Graduate Theatre Student Association  
Graphic Communications Students Association  
Health and Human Performance Majors Society  
Hispanic Business Student Association  
Hispanic Law Students Association  
Hospitality Financial and Technology Professionals - Cougar Chapter  
Hospitality Marketing Association  
Hotel Management Society  
Houston Association of Counsel for Children  
Houston Business and Tax Law Journal  
Houston Journal of International Law

Houston Law Review  
Houston Media Association  
Industrial Design Student Organization (IDSO)  
INFORMS - UH Student Chapter  
Institute of Electrical and Electronics Engineers (IEEE-Engineering)  
Institute of Electrical and Electronics Engineers (Technology)  
Institute of Industrial Engineers (I.I.E.)  
Instrumentation Systems & Automation Society (I.S.A.) - UH Chapter  
Intellectual Property Student Organization  
International Food Service Executives Association  
International Graphics Arts Education Association  
International Medicine Student Society at UH  
Journal of Texas Consumer Law  
Korean American Scientists and Engineers Association  
Korean American Students in Hospitality  
LACASA Student Editorial Group  
Management Information System Student Organization (MISSO)  
Masters of Accountancy Network (MANet)  
Mechanical Engineering Graduate Students Association  
Mexican American Engineers and Scientists  
Minority Association Of Pre-Medical Students  
Mu Delta  
National Association of Black Accountants  
National Association of Black Journalists  
National Association of Future Black Law Students  
National Community Pharmacists Association  
National Optometric Student Association  
National Society for Minorities in Hospitality - Cougar Chapter  
National Society of Black Engineers  
National Student Speech Language and Hearing Association  
Optometric Student Association  
Order of the Barons  
Organization for Training and Development  
Organization of Chemical Engineering Graduate Students  
Par Excellence  
Pharmacy Council  
Phi Alpha Delta - Hickman Chapter  
Phi Alpha Delta Pre Law Fraternity  
Phi Lambda Sigma (Pharmacy)  
Phi Theta Kappa Alumni Association of UH  
Pink Slip  
Political Science Graduate Student Association (PSGSA)  
Pre-Optometry Professional Society (POPS)  
Pre-Pharmacy Association  
Pre-Veterinary Association  
Professional Convention Management Association  
PROMES Action Committee  
Public Interest Law Organization (PILO)  
Public Relations Student Society of America  
Real Estate and Property Law Organization (REPLO)  
Rotaract Club of River Oaks Rotary - UH Chapter  
Semper Fidelis Society at the University of Houston  
Society for Human Resources Management (SHRM) @ UH  
Society for the Advancement of Multicultural MBAs –SAMMBA  
Society of Automotive Engineers  
Society of Hispanic Professional Engineers (SHPE)  
Society of Industrial Pharmacy Students  
Society of Manufacturing Engineers  
Society of Petroleum Engineers Student Chapter  
Society of Plastic Engineers UH Student Chapter  
Society of Women Engineers  
South Asian Law Students Association (SALSA)  
Spanish Graduate Student Organization  
Student Alumni Connection  
Student Bar Association - Univ. of Houston Law Center  
Student Industrial Distribution Organization (S.I.D.O.)  
Student National Pharmaceutical Association  
Student Nutrition Association  
Student Program Board (SPB)  
Student Society of Health-System Pharmacists  
Student Texas Optometric Association (STOA)  
Students in Construction Related Industries (SCRI)  
Students In Search of Tomorrow (S.I.S.TOM)  
Terry Scholars at the University of Houston  
Texas Aggie Law Student Association  
Texas Restaurant Association Cougar Chapter

Texas Society of Professional Surveyors  
UH Ambassadors  
UHCO Class of 2010  
University Dance Theatre  
University of Houston College of Pharmacy Class of 2008  
VERITAS  
Veterans Collegiate Society  
Walt Disney College Program Alumni - Houston Chapter

### Fraternities/Sororities

**Houston Collegiate Panhellenic Assoc.**  
Alpha Chi Omega  
Chi Omega  
Delta Gamma  
Delta Zeta  
Phi Mu  
Zeta Tau Alpha  
**Interfraternity Council**  
Delta Epsilon  
Lambda Phi Epsilon  
Phi Kappa Theta  
Pi Kappa Alpha  
Pi Kappa Phi  
Sigma Chi  
Sigma Nu  
Sigma Pi  
Sigma Phi Epsilon  
Tau Kappa Epsilon Fraternity  
**Multicultural Greek Council**  
Alpha Kappa Delta Phi  
Alpha Omega Alpha Christian Sorority  
Alpha Psi Lambda  
Delta Epsilon Psi  
Delta Phi Omega  
Gamma Alpha Omega Sorority  
Gamma Phi Delta Christian Fraternity, Inc.  
Kappa Delta Chi  
Kappa Phi Gamma  
Lambda Theta Alpha Latin Sorority, Inc. - Gamma Eta Chapter  
Lambda Theta Pi  
Omega Delta Phi  
Sigma Beta Rho  
Sigma Lambda Beta  
Sigma Lambda Gamma  
Sigma Phi Omega  
Theta Nu Xi  
**National Pan-Hellenic Council**  
Alpha Kappa Alpha Sorority, Inc.  
Alpha Phi Alpha, Inc.  
Delta Sigma Theta Sorority  
Kappa Alpha Psi  
Omega Psi Phi Fraternity, Inc.  
Phi Beta Sigma Fraternity, Inc.  
Zeta Phi Beta Sorority, Inc.  
**Other Greek Organizations/Fraternities/Sororities**  
Alpha Phi Omega (Co-Ed Service Fraternity)  
Phi Chi Sigma - Veterans Service Fraternity

### Honors Organizations

African American Honors Students Association  
Alpha Epsilon Delta (Biology/Biochemistry)  
Alpha Lambda Delta-Phi Eta Sigma (ALD-PES)  
Alpha Pi Mu (Social Work)  
Alpha Psi Omega National Honor Society  
Beta Sigma Kappa (Optometry)  
Chi Epsilon (Civil Engineering)  
Conrad N. Hilton College Ambassadors  
Chi Sigma Iota (Educational Psychology)  
Eta Kappa Nu (Electrical Engineering)  
Eta Sigma Delta (Electrical Engineering)  
Gamma Kappa Alpha National Italian Honor Society  
Golden Key International Honor Society  
Honors Advocates  
Honors Ambassadors  
The Honors College Student Governing Board  
National Society of Collegiate Scholars (Political Sci.)  
Omega Chi Epsilon (Chemical Engineering)  
Omicron Delta Kappa National Leadership Honor Society

# CAMPUS LIFE

Order of Omega (Fraternity/Sorority)  
Phi Alpha Honor Society (Social Work)  
Phi Alpha Theta (History)  
Phi Beta Delta (International Honorary)  
Phi Delta Phi International Legal Fraternity  
Phi Sigma Pi (Academic Honorary)  
Pi Tau Sigma - Mechanical Engineering Honor Society  
Phi Upsilon Omicron (Academic Honorary)  
Psi Chi - National Honor Society in Psychology  
Scholar Enrichment Program Student  
Association (Natural Sci. & Math, Engineering,  
Sigma Lambda Chi (Engineering Technology)  
Tau Beta Pi (Engineering)

## International/Ethnic Organizations

African Student Organization (A.S.O.)  
ASHA for Education  
Asian Law Student Organization (ALSA)  
Association for India's Development  
Association for Interracial Harmony  
Azerbaijani Students Union  
Bangladesh Student Association  
Caribbean Students Organization  
Chinese Student Association  
Chinese Students Society  
Colombian Students Association  
Colombo-American Student Alliance  
Cougars Breaking Boundaries  
Council of Ethnic Organizations  
Filipino Student Association  
Friendship Association of Chinese Students and Scholars at UH  
Graduate Indian Students Organization  
Hispanic Student Association  
Hong Kong Student Association  
Indian Student Association  
Irish Unity Committee  
Ismaili Student Society (ISS)  
Korean American Student Association (KASA)  
Korean Students Association  
La Comunidad  
Muslim Women's Alliance  
Nigerian Students Association  
Operation Vietnam, Inc.  
Pakistan Students Association  
People for a Multicultural Tomorrow  
Russian Club  
South Asian Culture Association (S.A.C.A.)  
SRI Lankan Student Association  
Taiwanese Students Association  
Thai Student Association (TSA)  
Turkish American Student Association  
Tunisian Student Association in North America  
Vietnamese Students Association  
Vietnamese-American Pharmacy Student Society

## Political/Social Action

American Civil Liberties Union; UHLC Club  
Amnesty International at UH  
Association of Black Social Workers  
Campaign For Working Women  
Chicana/o Student Alliance  
College Libertarians at UH  
College Republicans at UH  
Coogs for Kinky  
CRUCES  
Disabled Student Association  
Federalist Society  
Human Rights Alliance  
Jovenes Inmigrantes Por un futuro mejor  
La Rouche Democrats  
National Association for the Advancement of Colored People  
(N.A.A.C.P.)  
Outlaw  
PRATHAM@UH  
Pro-Choice Student Alliance  
Pro-Life Cougars  
Sankofa Pan-Afrikan Student Organization  
Social Welfare Action Alliance – SWAA  
Society for Law and Politics  
Society on Law and Politics (SLAP)  
Student Government Association  
Student Vegans for Animal Rights Group  
Students for 911 Truth- UH Main Chapter  
Students for Fair Trade  
UNICEF at UH  
Young Democrats at U of H

## Recreational/Hobbies

Athletes for Inclusion  
B-T.R.U.E. (Believing Truly Really U Exist)  
Body and Brain  
Clayworks  
Coog Crew  
Cougar Bowling Club  
Cougar Cycling and Triathlon  
Cougar Kayak Fisherman  
Cougar Lacrosse Club - Men's  
Cougar Paintball @ University of Houston  
Cougar Salseros  
Cougar Soccer Club  
Cougar Swim Club  
Cougar Team Handball Club  
Cougar Water Polo  
Cougar Wrestling Club  
Ducks Unlimited  
Fencing Club at UH  
Film Club, The  
Gaming & Recreational Writing League  
Lacrosse Women  
Listening Post, The  
Mixed Martial Arts Club  
Ping Pong Club @ UH  
Racquetball Club at U of H  
Roller Hockey Club  
Rugby Club at U of H  
Social Dance Club at UH  
Taekwondo Club  
Tennis Club at UH  
Thai Kickboxing Club  
UH Aikido  
Ultimate Club  
Unheard Voices  
University Motorsports  
Women's Club Volleyball at UH

## Religious/Spiritual Organizations

Alpha Chi Tau Sigma  
Alpha Omega Alpha Christian Sorority  
Apostolos Campus Ministry (ACM)  
Asian Campus Fellowship  
Baptist Student Ministry (BSM)  
Campus Bible Study  
Campus Crusade for Christ  
Campus Discipleship for Christ  
Catholic Student Organization  
Chinese Christian Fellowship  
Christian Legal Society at the UHLC  
Christian Pharmacists Fellowship International  
Christians on Campus  
Collegium Musicum  
Cougars for Christ  
Couples for Christ – Youth  
Dawoodi Bahras at the University of Houston  
Des' Moielle Ministries Incorporated  
DESTINO (Hispanic/Latino Spiritual)  
Faith Action In Truth Houston (F.A.I.T.H.)  
Fellowship of Christian Optometrists  
Fellowship of Love  
Gamma Phi Delta Christian Fraternity, Inc.  
Good News Gospel Choir  
Hebrew Israelite Student Association  
Hindu Students Council (HSC)  
Houston Bridges  
Houston Christian Assembly-UH branch  
Houston Hillel  
Impact Movement  
Interfaith and Dialog Student Association  
International Christian Fellowship at UH  
InterVarsity Cristian Fellowship  
J. Reuben Clark Law Society  
Latter Day Saint Student Association (LDSSA)  
Mandarin Speaking Students Christian Fellowship  
Masters Lounge  
Ministries in Christ  
Muslim Students Association  
Orthodox Christian Fellowship  
Providence Ministries  
Reformed University Fellowship  
ReJOYce in Jesus Campus Fellowship  
Remnant  
Saint Thomas More Society  
Soka Gakkai International Student Association  
Shia Association of Muslim Students

United Campus Ministry  
United in Christ Ministries  
Wesley Foundation  
Young Muslims at UH

## Special Interest

265 PROtainment  
Adult Arts Interests  
American Chemical Society at UH  
Anime No Kai  
Arab Americans Student Association (AASA)  
Argumenter's Forum  
ARMY ROTC  
Art of Living Club  
Association of Gerontology Students (AGES)  
Association of Muslim Researchers on Campus  
Association of Philosophical Thinkers, The  
Bauer MBA Society  
Best Buddies  
Black Student Union  
Blaffer Student Association  
College Bowl  
Collegiate Cancer Council  
Competitive Gaming Community  
Corporate and Taxation Law Society  
Cougar Brewers  
Cougar CS (Computer Science)  
Cougar Habitat for Humanity  
Cougar Peer Educators (CPE)  
Dirty Minds  
Disaster Response Services  
Educated Leaders  
Enlightenment Society  
Forensic Society Speech @ Debate, U of H  
Freedom By Design  
French Club  
Frontier Fiesta Association  
Future Comickers Guild  
Future Pharmacists of America (FPA)  
Freshman Year Residential Experience Peer Mentor  
Gay Lesbian or Bisexual Alliance (G.L.O.B.A.L.)  
German Club  
Gulf Coast Survivors  
Health Law Organization  
Houston Area Model United Nations  
Human Development Student Association  
Insight Meditation Club  
Inter. Assoc. for the Exchg. of Stud. for Tech.  
Experience (IAESTE)  
International Law Society  
LawHorns  
Lyceum at the University of Houston  
Machine Art Collective at UH (M.A.C.)  
Macintosh Users Group  
Metropolitan Volunteer Program  
Muslim Interscholastic League  
Muslim Interscholastic Tournament – Texas  
Muslim Law Students Association (MLSA)  
MXDF  
NANO Fiction  
National Organization of Minority Architecture Students  
Niollette - The Urban Experience Niollette Speaker  
Organization  
Orientation Team (O-Team)  
Photography Students Association  
Qualitative Research Forum  
Residence Halls Association (RHA)  
Restoration Syndicate  
Scholar Enrichment Program Student Association (SEPSA)  
Shotokan Club  
SIREN (Music)  
Society for Project Management  
Society for the Study of Women & Gender  
Sports and Entertainment Law Organization  
Student Surfing Organization  
Student Video Network  
Students Against Violence Everywhere  
Students for Justice and Equality (SJE)  
Studio 2501  
Style Society at UH, The  
The Edge Dance Company  
Third Ward Opera Company  
Twisted Elegance Urban Dance Group  
University of Houston Math Enthusiasts  
Unix Users for a Better Future  
Urban Academic League

## ART, MUSIC AND THEATRE

### Blaffer Gallery, The Art Museum of The University of Houston

120 Fine Arts Building  
713-743-9530

[www.blaffergallery.org](http://www.blaffergallery.org)

Blaffer Gallery celebrates artistic imagination, stimulates creativity, and inspires independent thinking through a lively dialogue about art and artists. Blaffer Gallery's programs promote a spirit of investigation that extends beyond the museum's walls to include artists, the University community and the people of Houston in the discovery of contemporary culture and visual arts. Serving a broad and varied audience, Blaffer Gallery has strong local ties and a global outlook, bringing regional, national and international contemporary art to its public. Museum hours are Tuesday through Saturday, 10 a.m. to 5 p.m.. The museum is closed Sundays, Mondays and University holidays, and is ADA compliant.

### Blaffer Gallery Exhibition Schedule 2008/2009

Damaged Romanticism: A Mirror of Modern Emotion  
September 13 – November 15, 2008

2008 School of Art Annual Student Exhibition  
December 6 – 20, 2008

Center for Land Use Interpretation  
Texas Oil: Landscape of an Industry  
January 17 – March 28, 2008

Electric Mud, guest-curated by David Pagel  
January 17 – March 28, 2009

2009 School of Art Masters Thesis Exhibition  
April 10 – 25, 2009

Leonardo Drew  
May 15 – August 1, 2009

### Cullen Performance Hall

713-743-5186  
[www.uh.edu/cph](http://www.uh.edu/cph)

Cullen Performance Hall is a 1,544 seat proscenium theater located near Entrance 1. The hall routinely handles a wide variety of events sponsored by departments and organizations at the University of Houston in addition to contemporary music concerts, opera, modern dance, and theatrical performances put on by groups in and outside the Houston area.

### Rebecca and John J. Moores School of Music

120 Moores School of Music Building  
713-743-3009  
Tickets: 713-743-3313

The Rebecca and John J. Moores School of Music presents concerts in various campus venues—Dudley Recital Hall and the Organ Recital Hall in the Fine Arts Building and in the Moores Opera House and Choral Recital Hall in the music building. Students have a broad choice of musical events from opera to jazz with performers including students, faculty, and guest artists.

### School of Theatre and Dance

Wortham Theatre  
713-743-3003  
Tickets: 713-743-2929

The School of Theatre and Dance offers a subscription series of five plays each year. Works by classical and modern dramatists, as well as new musical collaborators, are seen by theatre fans in full productions or “gypsy run-throughs.”

For those who wish to perform, there are opportunities in all areas. Instrumentalists may perform in bands, jazz ensembles, and orchestra. Singers have a choice of choral ensembles, opera, or musical theatre.

For beginning students in music, courses in class voice and class piano are offered, and for those who have an interest in theatre, a beginning acting class is a popular introduction to the stage. For audition information or to make further inquiries about classes, contact one of the offices listed above.

## ● CAMPUS ACTIVITIES

51 University Center  
713-743-5180  
FAX 713-743-5170  
[www.experienceUH.edu](http://www.experienceUH.edu)  
[campusactivities@uh.edu](mailto:campusactivities@uh.edu)

The Department of Campus Activities emphasizes the holistic development of students through co-curricular experiential involvement. The professional advising staff provides support services and resources for more than 400 registered student organizations.

### CAMPUS ACTIVITIES

#### Student Leadership Opportunities

The Leadership Challenge  
Leadership Luncheon Series  
Director, Chair, Officer and Committee positions for each of the fee-funded organizations:

- Activities Funding Board
- Council of Ethnic Organizations
- Frontier Fiesta Association
- Homecoming Board
- Metropolitan Volunteer Program
- Student Government Association
- Student Video Network/Channel 6

### COUNCIL OF ETHNIC ORGANIZATIONS (CEO)

63 University Center Underground  
713-743-5190  
[www.uh.edu/ceo/](http://www.uh.edu/ceo/)  
[ceo\\_uh@yahoo.com](mailto:ceo_uh@yahoo.com)

The Council of Ethnic Organizations (C.E.O.) is the official representative body of ethnic and international student organizations at the University of Houston. C.E.O.'s mission is to showcase the diverse student body by gathering different groups to work together and create events so students can get a true cultural experience.



Active organizations involved with C.E.O. include: Hispanic Student Association, Nigerian Students Association, and Vietnamese Student Association.

# CAMPUS LIFE

## CEO STUDENT LEADERSHIP OPPORTUNITIES COMPENSATED STUDENT LEADER POSITIONS:

Director  
Assistant Director  
Office Assistant  
Marketing Director

## VOLUNTEER STUDENT LEADER POSITIONS:

Diversity Program Chair  
Diversity Education Chair  
Outreach and Membership Chair

## FRONTIER FIESTA ASSOCIATION

51 University Center  
713-743-5181  
[www.uh.edu/fiesta](http://www.uh.edu/fiesta)



## FFA STUDENT LEADERSHIP OPPORTUNITIES

*Paid and volunteer positions in the following areas:*

<i>Marketing</i>	<i>Operations</i>	<i>Chair</i>
<i>Productions</i>	<i>Cook-off</i>	
<i>Development</i>	<i>Recruitment</i>	

Frontier Fiesta is a showcase for the talents of the University of Houston student body. The event takes place annually in the Spring semester (March 27, 28, 29, 2008). This Texas-style festival is part of a long-standing tradition at UH. The major components of Frontier Fiesta include Broadway-style variety shows, carnival booths, cultural and educational performances, living historical exhibits, Family Fun Day, concerts by nationally known recording artists, a world-class cook-off, and a scholarship competition. Frontier Fiesta 2006 saw attendance of over 35,000 students, employees, and community members, and hosted well-known musical artists Heizman Boyz, Tum-Tum, Trae, PLD, DJ Kane, NORE, Honeybrowne, and Cory Morrow.

## METROPOLITAN VOLUNTEER PROGRAM (MVP)

53 University Center  
713-743-5200  
[www.uh.edu/mvp/](http://www.uh.edu/mvp/)

MVP volunteers connect the University of Houston with the community through service and support. Students and student organizations serve as MVP volunteers who tutor and mentor youth, comfort the ill, visit the elderly, protect the environment, feed the hungry and help shelter the homeless. They also sponsor several community service programs through the MVP office.



## MVP STUDENT LEADERSHIP OPPORTUNITIES COMPENSATED STUDENT LEADER POSITIONS:

Director  
Assistant Director  
Office Assistant

## VOLUNTEER STUDENT LEADER POSITIONS:

Volunteer coordinator (volunteer in the office and help to put together any special projects or programming he or she may be interested in with the paid staff)

## STUDENT GOVERNMENT ASSOCIATION (SGA)

57 University Center  
713-743-5220  
[www.uh.edu/sga](http://www.uh.edu/sga)

Student Government Association strives to improve campus life and the quality of education for all students. In addition, SGA influences the university's decision making process by serving as a liaison between the students and the governing bodies such as the UH Administration and the Texas State Legislature. Students can serve in elected or appointed positions requiring minimal time or executive positions which are compensated and require mandatory office hours each week.



## SGA STUDENT LEADERSHIP OPPORTUNITIES

Elected and nominated positions for the following:

Executive Board  
Senators for each College  
Committee assignments

## HOMECOMING BOARD

59A University Center  
Tel: 713-743-5180  
Website: [www.experienceUH.com](http://www.experienceUH.com)

## HOMECOMING LEADERSHIP EXPERIENCES

Paid and volunteer positions for the following areas:

Chair	Co-Chair/Operations
Productions	Marketing
Spirit	Parade
Points	Court

The Homecoming Board is responsible for one of the oldest traditions at the University of Houston, which serves as a bridge between past, present and future Cougars. Its mission is to bring together students, faculty, alumni, staff and the Great Houston Community for a series of programs and events throughout the week of Homecoming to promote UH pride and spirit.

# CAMPUS LIFE

## STUDENT PROGRAM BOARD (SPB)

51 University Center  
Room 93  
Tel: 713-743-5210  
Fax: 713-743-5178  
Website: [www.uh.edu/spb](http://www.uh.edu/spb)

The University of Houston Student Program Board is a student fee-funded, student-run organization that strives to bring the best and brightest entertainment to the University of Houston. The mission of SPB is to bring quality, educational and entertaining programs that enhance the quality of life of students at the University of Houston. SPB is a laboratory where students develop leadership skills and acquire knowledge that will benefit their overall academic experience.



## STUDENT LEADERSHIP OPPORTUNITIES

**Paid and volunteer positions in the following areas:**

President  
Vice President for Marketing & Assessment  
Vice President for Membership Recruitment & Development

### Planning Committees:

Cinema  
Concerts  
Marketing/Public Relations  
Novelty/Comedy  
Special Events  
UC Programs

## STUDENT VIDEO NETWORK (SVN)/ CHANNEL 6

64 University Center  
Tel: 713-743-5216  
Website: [www.uh.edu/svn](http://www.uh.edu/svn)

## STUDENT VIDEO NETWORK LEADERSHIP EXPERIENCES

Paid and volunteer positions for the following areas:

Acting/Talent	Production Manager
Casting	Public Relations/Marketing
Director	Set Design
Editor	Sound Design
Engineer	Videographer/Cinematographer
Finance	Writing
Producer	and more..!

The Student Video Network (SVN) provides UH students the unique opportunity to develop movies, television shows, commercials, and special features for the small screen, experiencing the entire process from inception to air. SVN may be viewed from anywhere on the UH closed-circuit cable network (on campus) on channel 6.

## GREEK LIFE

### Houston Collegiate Panhellenic Council

[www.uhsororities.com](http://www.uhsororities.com)

Alpha Chi Omega  
Delta Gamma  
Chi Omega  
Delta Zeta  
Phi Mu  
Zeta Tau Alpha



### Inter-Fraternity Council

Delta Upsilon	Sigma Chi
Lambda Phi Epsilon	Sigma Nu
Phi Kappa Theta	Sigma Phi Epsilon
Pi Kappa Alpha	Sigma Pi
Pi Kappa Phi	Tau Kappa Epsilon



Nataly Quioga - 2008-2009 Through My Lens

## MULTICULTURAL GREEK COUNCIL

[www.uh.edu/mgc](http://www.uh.edu/mgc)

### Sorority

Alpha Kappa Delta Phi  
Delta Phi Omega  
Gamma Alpha Omega  
Kappa Delta Chi  
Kappa Phi Gamma  
Lambda Theta Alpha  
Sigma Lambda Gamma  
Sigma Phi Omega  
Theta Nu Xi

### Fraternity

Alpha Psi Lambda  
Delta Epsilon Psi  
Gamma Phi Delta  
Omega Delta Phi  
Sigma Lambda Beta

## NATIONAL PAN-HELLENIC COUNCIL

### Sorority

Alpha Kappa Alpha  
Delta Sigma Theta  
Sigma Gamma Rho  
Zeta Phi Beta

### Fraternity

Alpha Phi Alpha  
Kappa Alpha Psi  
Omega Psi Phi  
Phi Beta Sigma





Joining one of more than 35 fraternities and sororities at the University of Houston will provide you with the opportunity to develop your leadership skills, succeed academically and establish a lifelong network of personal and professional relations. Greeks are a very active part of the university, participating in Homecoming, Frontier Fiesta and numerous other campus-wide traditions.

For more information about how to get connected to the “Greek Experience” go to [www.uh.edu/ca/organizations/fraternity/html](http://www.uh.edu/ca/organizations/fraternity/html).



Mercedes Gonzales - 2008-2009 Through My Lens

## ● CAMPUS RECREATION

4500 University Drive

713-743-PLAY (7529)–Welcome Desk 1st Floor

713-743-9500–Administrative Offices, Room 2000

[www.uh.edu/recreation](http://www.uh.edu/recreation)

The Department of Campus Recreation coordinates many sports, fitness, recreation and other wellness-related activities on campus for students, alumni, faculty, and staff. Participating in Campus Recreation activities provides an outlet for students and staff to clear their mind, stay in shape, and recharge their spirit. The UH community has many activities to choose from. Intramural Sports provides an opportunity for students to participate in more than 26 competitive activities. Events for men, women, and co-ed competition are available. Faculty/staff specific events include the Annual Departmental Golf Challenge and a summer co-ed softball league. Sport Clubs offer students the opportunity to compete in various sports activities at local, regional and national levels. Limited funding is available to help cover equipment, uniform, and travel expenses. Fitness offers personal training and assessments as well as group exercise classes ranging from aerobics to yoga to dance. Outdoor Adventure offers indoor climbing, outdoor equipment rental, organized outdoor trips, and group facilitation workshops. Aquatics/Safety Education offers various learn-to-swim programs as well as First Aid, CPR, Lifeguard Training and other Red Cross certification courses and SCUBA. The Campus Recreation and Wellness Center (CRWC) is located on the corner of University Drive and Calhoun Road. Included in the 264,000 square-foot facility are three gyms (the Main Gym with three basketball / 4 volleyball / 4 badminton courts; the Center Court with two basketball courts; and the Multi Activity Court); 24,000 square feet of fitness equipment; a 53-foot high climbing wall; six racquetball and two squash courts; a 70-meter



Leone Krause - 2008-2009 Through My Lens

indoor competition pool with diving facilities, a dry sauna and a hot tub; an outdoor leisure pool with a hot tub and a sand volleyball court; an outdoor equipment rental shop; six multi-purpose rooms; class/meeting rooms; office space; showers and dressing areas with more than 2,400 rentable lockers; more than 500 day lockers; a convenience food store and Smoothie King; wellness programs; and, a short-term/drop-off childcare area. Hours of operation are posted online at: [www.uh.edu/recreation](http://www.uh.edu/recreation).

## RESIDENTIAL LIFE AND HOUSING

4361 Wheeler, Suite 108

713-743-600 or 1-800-247-7184

[www.uh.edu/housing/](http://www.uh.edu/housing/)

Residential Life and Housing (RLH) is a department within Student Affairs consisting of three primary areas: Residential Life, Operations, and Housing and Conference Services. Approximately 4,300 students live in six distinct housing areas that provide a comprehensive student services program. These areas are managed by full-time, live-in staff members, including professional Area Coordinators, para-professional Hall Directors, and Resident Assistants (student staff).

### University Housing

The **Quadrangle** or “Quad”, as it is commonly called, is nestled within a courtyard area and can accommodate approximately 800 residents in five co-ed halls: Bates, Law, Oberholtzer, Settegast and Taub. The floors are co-ed with suites arranged by gender. Students reside in suites with two rooms sharing a bathroom. Typically, four students are assigned to a 525-square-foot suite. In addition, there are three-person suites with a private bath and two-person small suites. Single suites are also available on a limited basis. The Quadrangle offers a cafeteria-style dining facility, convenience store, computer lab, and laundry facility. Three of the halls in the Quadrangle are reserved for Honors students, National Merit scholars and Terry scholars.

**Moody Towers** or “The Towers,” are often characterized by the high level of energy associated with new students and is a great place to start your UH living experience. It is the largest UH residence hall complex, accommodating 1,100 students. The two, 18-story buildings are co-ed by floor. Each single-gender floor shares a community bathroom and lounge. A standard room is approximately 187 square feet with a full complement of built-in furniture. The majority of rooms house two occupants. Single rooms are limited to upper-level and graduate students. A main lobby called “The Commons” serves as a student lounge/study hall, which adjoins the Towers. This residential facility has a food court that offers a cafeteria-style dining, convenience store, computer lab, and laundry facility. In addition, floors 2-9 in the South Tower are designated to a Freshman Year Residential Experience

# CAMPUS LIFE

(FYRE) Program, designed to help students in their transition to the University.

**Cougar Place** is a courtyard style complex designed for upper-level undergraduates, graduate, and professional students seeking a private living facility. The 400-unit complex consists of two-room suites (243 square feet per room) with a shared bathroom. Cougar Place has several units that are barrier-free for physically challenged students living on campus. Units with kitchenettes are available on a limited basis. Cougar Place has a common meeting and social area, which includes a TV, laundry facility, and computer lab.

## University Partnership Housing

**Cambridge Oaks Apartments**, a partnership between the University and Century Campus Housing, is located at the southwest corner of campus. This facility provides 634 beds for students and staff. Cambridge Oaks offers limited-access gates, fully modern kitchens, walk-in closets, a sparkling swimming pool with tanning deck, barbecue grills, laundry facilities, an updated DVD and video library, a volleyball court, easy access to university and public transportation, and a variety of floor plans. Cambridge Oaks offers several units that are barrier free for physically challenged students and also hosts the 24-hour Attendant Care Service in cooperation with the University Health Center. Preference is given to upper-level, married, graduate and professional students, and students over 25 years of age. This community offers the luxury of an off-campus lifestyle with on-campus convenience.

**Cullen Oaks**, a partnership between the University and American Campus Communities, is located on Cullen between Wheeler and MacGregor. This facility provides 879 beds. Cullen Oaks offers a variety of living plans that ensures each student has a private bedroom in a fully furnished apartment. Utilities, Ethernet, phone and cable services are included in the monthly installments. A fully functional Business Center and computer facility is available 24-hours. TV/community lounges, workout rooms and laundry facilities are located conveniently throughout the complex. The community also offers a lighted basketball court and barbecue pavilion for casual and organized functions. This facility provides staffed entryways as well as card and key-access entries. The complex has ample gated parking, and the university provides a shuttle service frequently throughout the day.

**Bayou Oaks**, the newest partnership property between the University and American Campus Communities, opened fall 2003. The 486-bed facility is located on Calhoun next to the bayou. This new community consists of two distinct living areas: individual townhouses occupied by sororities and fraternities and apartment-style residential living. The complex includes a multi-use room with a fitness area, computer cluster, and study/conference rooms as well as a laundry facility. Bayou Oaks has ample green space and parking, with regular university shuttle bus service. A utilities package is provided for both the townhouses and the residence halls.

## Residence Halls Association-RHA

100 Oberholtzer Hall  
713-743-6069  
[www.uh.edu/rha](http://www.uh.edu/rha)

The Residence Halls Association (RHA) is the official student government of the Residence Halls. All students

living in Moody Towers, Quadrangle, or Cougar Place are members of RHA.

RHA works to improve student life and provide leadership in the Residence Halls through a variety of standing committees and programs. In addition, RHA leaders work with the Student Government Association (SGA) to promote and advocate for students' needs and interests.

There are several ways to become involved in the Residence Halls Association. Students run for election, are appointed to one of the standing committees, volunteer as a Hall or floor officer, or work on many of the programs or events offered by RHA.

Students with comments or concerns about any aspect of Residence Hall living can call or come by the Residence Hall Association office.

## Residential Life and Housing Offices' Directory

### ADMINISTRATION

**Executive Director** 713-743-6030

### HOUSING & CONFERENCE SERVICES

**Housing Services** 713-743-6000

800-247-7184

**Fax** 713-743-5998

**Conference Services** 713-743-6020

713-743-6013

### OPERATIONS' SERVICES

**Operations Office** 713-743-6070

**Work Order Control** 713-743-6060

(available 24-hours a day)

Work Order Control Web: [www.housing.uh.edu/](http://www.housing.uh.edu/)

(go to Fix it icon on the webpage)

Report: Maintenance, Housekeeping, Computer, and Cable Concerns

### RESIDENTIAL LIFE SERVICES

**Residential Life** 713-743-6020

#### **Cougar Place**

Main Number: 713-743-6045

Fax Number: 713-743-5972

Desk Number: 713-743-6047

#### **Moody Towers**

Main Number: 713-743-6050

Fax Number: 713-743-5974

North Tower Desk Number: 713-743-6057

South Tower Desk number: 713-743-6056

#### **Quadrangle**

Main Number: 713-743-6040

Fax Number: 713-743-5973

Desk Number: 713-743-6044

**Residence Halls Association** 713-743-6069

### DINING SERVICES

**RFoC at Moody Towers** 713-743-5964

**RFoC at Quadrangle** 713-743-5960

### PARTNERSHIP HOUSING

**Bayou Oaks** 713-747-3834

**Cambridge Oaks** 713-748-2606

**Cullen Oaks** 713-748-3707



Natasya Volkovich - 2008-2009 Through My Lens

## STUDENT SPIRIT GROUPS

*Office of University Bands*  
168 Moores School of Music  
713-743-3175  
[www.music.uh.edu/uhband/](http://www.music.uh.edu/uhband/)

### The “Spirit of Houston” Cougar Marching Band

The “Spirit of Houston” Cougar Marching Band is the largest spirit organization on campus. The Cougar Band is known for its die-hard support of the Cougars on and off the field. The band can be seen at all home football games and several other events across campus and around the country. The “Spirit of Houston” is the center of gameday enthusiasm at Robertson Stadium.

Marching band rehearsals are scheduled to allow all interested students to participate without conflicting with many classes. Rehearsals are scheduled on Mondays and Wednesdays from 5:00 to 7:30 p.m. and Fridays from 5:00 to 8:00 p.m. A standard week’s rehearsals has the brass and percussion members rehearsing on Monday, the woodwinds, color guard, and dance team rehearsing on Wednesday, and the full band rehearsing on Friday and on Saturday (when there is a home football game). The band performs a wide variety of musical styles and energetic shows. A full calendar of the band’s rehearsal and performance schedule is provided at the beginning of the fall semester.

In addition to the instrumentalists, the Cougar Marching Band has other components: the Cougar Dancers, Cougar Color Guard, the Feature Twirler(s) and the University of Houston Cougar Cheer Teams.

Membership in the “Spirit of Houston” is open to any university student, regardless of major, with high school band experience. Auditions are held on the first day of summer rehearsals in the weeks before the first day of classes. Scholarships and grants are available through the Band Department.

### The Cougar Dolls

The Cougar Dolls perform at scheduled campus athletics events and many events in the community. The Cougar Dolls are a visual component of the Cougar Marching Band, performing on the field during half-time shows, and featured at scheduled home basketball games. They also compete in regional and national dance competitions as seen on television. Auditions for the highly selective squad are held in the spring semester. All applicants should have previous dance experience and be prepared to compete at a national level.

### Cougar Brass

Cougar Brass is the university’s nationally recognized basketball pep band. In addition to appearing at all men’s and women’s home basketball games, Cougar Brass also performs at many functions on campus and around the city of Houston as the university’s musical ambassadors. The group is made up of music majors and non-music majors. Auditions are held in October and rehearsals begin soon after for the upcoming basketball season.

### Cougar Cheer Teams

Steeped in tradition, the University of Houston Cheerleaders consist of two squads: one co-ed, and one all female. Auditions for both squads are held in the spring for the following year and are open to all university students, including transfer student and high school seniors who have been accepted to the University. The cheer teams represent the University of Houston at scheduled athletics events including home football and basketball games. Also, the cheerleaders compete at regional and national cheer competitions as seen on television.

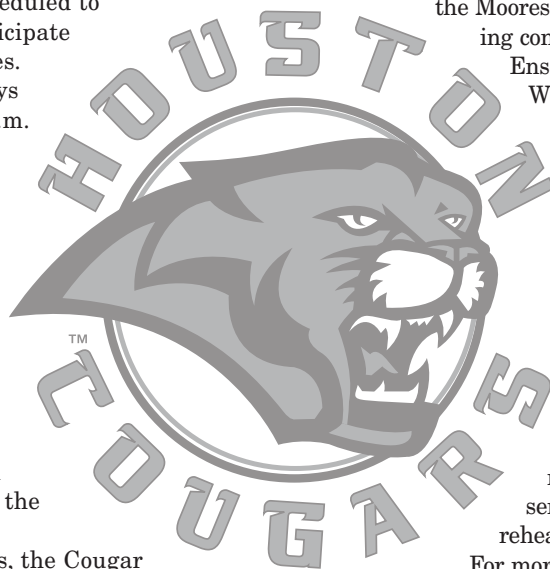
### Other University Bands

In addition to the “Spirit of Houston” and Cougar Brass, the Moores School of Music has four performing concert bands: the Moores School Wind Ensemble, Moores School Symphonic Winds, Moores School Symphonic Band, and University Concert Band. The Wind Ensemble and Symphonic Winds are primarily composed of music majors and admission is solely by audition at the beginning of each semester. The Symphonic Band is composed of a mixture of non-music majors and music majors who audition for placement at the beginning of the spring semester. The Concert Band is primarily composed of non-music majors and meets in the spring semester. Consult the class schedule for rehearsal times.

For more information on The Cougar Dancers, Cougar Brass, Cougar Cheer Teams or other University bands, contact the Office of University Bands.

## UH ATHLETICS

The University of Houston’s 16-sport intercollegiate athletics program provides students the opportunity to support their fellow classmates, promote school spirit and see some of the best college athletics competition in the nation, without ever taking a step off campus.



# CAMPUS LIFE



UH Athletics boasts a storied tradition that includes five NCAA Final Four appearances, 16 national championships in men's golf and some of the greatest names in sports like Carl Lewis, Andre Ware, Hakeem Olajuwon, Doug Drabek, and Flo Hyman.

Houston is solidifying itself as a premier institution of Conference USA.

### UH Sports Information

Athletics/Alumni Center Room 2008

713-743-9456

[www.uhcougars.com](http://www.uhcougars.com)

### Cougar Pride

Room 2004J AAF

713-743-4684

<http://uhcougars.collegesports.com/boosters/hou-boosters.html>

### Cougar Authentic Gift Shop

1st Floor of Athletics/Alumni Center, Room 1003

713-743-9446

15% discount with Cougar 1Card

[www.cougarauthentic.com](http://www.cougarauthentic.com)

### Sports Marketing Office

Athletics/Alumni Center Suite 2004

713-743-9450

[sportsmarketing@uh.edu](mailto:sportsmarketing@uh.edu)

### Student Tickets

All registered students are eligible to receive free admission to each UH athletics event, based on availability.

Home football games are played on the John O'Quinn field at Robertson Stadium. Presentation of a valid Cougar 1Card at gate 10 allows admission and seating in the general admission area on the east side of the stadium. Four additional guest tickets may be purchased at a discounted rate (limit of four per game per student).

Men's home basketball games are played at Hofheinz Pavilion. Presentation of a valid Cougar 1Card at the Cullen Street entrance allows admission to the student section. One additional guest ticket may be purchased at a discounted rate (limit of one per game per student).

### UH Athletics Ticket Office

Athletics/Alumni Center

713-743-9444 or 713-GO COOGS

## 2008 UH HOME FOOTBALL SCHEDULE

Game	Date	Time	Opponent	Promotion
1	Aug. 30	6 p.m.	<b>Southern University</b>	Cougar Football Classic
2	Sept. 13	2:30 p.m.	<b>Air Force</b>	Armed Forces Day
4	Oct. 9	7 p.m.	<b>UAB</b>	All UH Day
5	Nov. 8	4 p.m.	<b>Tulane</b>	Homecoming
6	Nov. 15	4 p.m.	<b>Tulsa</b>	Red Rage
7	Nov. 22	4 p.m.	<b>UTEP</b>	Coogs for Charity

# UNIVERSITY POLICIES

## STUDENT LIFE POLICIES

Like many urban universities, the University of Houston is growing disproportionately faster than its city setting. The University of Houston continues to strive for a spirit of community, an atmosphere that is essential for intellectual growth and achievement. This spirit of community has not been the particular concern of any one person or of any single group. It has gradually evolved from the deepening loyalties of faculty, students, and organizations in the city and throughout the state.

With the spirit of community, the university has nurtured a climate of academic freedom and of freedom of inquiry. Insofar as possible, this climate should enable the University of Houston to solve its own problems, to the extent that they are peculiar to the nature of a university, in an atmosphere of considered deliberation in which all interested parties can participate by means of legitimate representation. This is the purpose of the Student Life Policies. In these policies are found—as clearly defined as possible—the distribution of authority, the identification of rights and responsibilities, the determination for accountability, the application of sanctions, and the mechanisms and guidelines for conflict resolution. These policies are intended to stimulate intellectual excellence in an atmosphere of freedom and to protect the integrity of the university community.

Members of the university community share the same responsibilities of citizenship as other members of the broader community. Students, faculty, and staff members are all subject to the same laws and ordinances. The university does not stand between national, state, or local law enforcement agencies and persons who break the law. Persons who break the law on the campus are subject to action by these agencies and, when appropriate, to the university's internal discipline procedures.

There will be no retroactive application of any changes in the Student Life Policies. However, future change may supersede policies published herein. Alterations to the policies are published on the Dean of Students' Website at [www.uh.edu/DOS](http://www.uh.edu/DOS).

Policies included herein apply to the University of Houston.

## AMENDMENT OF STUDENT LIFE POLICIES

Student Life Policies may be established, deleted, or amended by the approval of a university bill in accordance with the Constitution and laws of the Student Government Association. In addition to the provisions of the Constitution and laws of the Student Government Association, the following shall apply to the process for considering Student Life Policy bills:

1. The Senate may take action on the bill only after adequate notice has been given to the university community by the following means:
  - a. The speaker shall, within two class days of the introduction of the bill, post a copy of the bill in a visible location outside the offices of the Student Government Association.
  - b. The speaker shall, within five class days of the introduction of the bill, place a notice in *The Daily Cougar* announcing the introduction of the bill and other pertinent information concerning the bill and its consideration by the Senate.

- c. The speaker shall, within two class days of the introduction of the bill, provide the Faculty Senate and the Staff Council with copies of the bill. The Faculty Senate and Staff Council, or their designated committees, shall have a period of no less than 20 class days from the time of the bill's introduction to provide the Student Senate with its recommendations regarding the bill.

2. If approved by the Student Government Association, the bill shall be sent to the President for approval via the Dean of Students and the Vice President for Student Affairs, with copies sent to the Chairs of the Faculty Senate and Faculty Senate Campus Life Committee.

## ALLEGED VIOLATIONS OF BOTH PUBLIC LAW AND STUDENT LIFE POLICY: UNIVERSITY ACTION TO BE TAKEN

In all cases involving public law, statutes, ordinances, student life policies, or university regulations, university action may be taken.

## ENFORCEMENT OF UNIVERSITY POLICY JURISDICTION

All alleged violations of Student Life Policies contained herein, unless otherwise specified in this section, shall be under the jurisdiction of the Dean of Students Office and the University Hearing Board.

The UH Police Department shall coordinate its investigation with other law enforcement agencies, as necessary, for processing through the criminal court system. However, the University reserves the right to investigate and prosecute any alleged violations of the Student Life Policies and when appropriate enforce sanctions.

Violations of the Organizations Policy shall be under the jurisdiction of the University Hearing Board.

University of Houston traffic citations will be evaluated and resolved by Parking and Transportation. Students may appeal parking and traffic citations to the Student Traffic Court.

Violations occurring within the residence halls may be resolved by the appropriate residence halls staff and/or referred to the Dean of Students Office.

# UNIVERSITY POLICIES

## EXPECTATIONS OF STUDENTS FOR A CONDUCTIVE LEARNING ENVIRONMENT

### **Be Respectful**

Respect the learning/classroom environment and the dignity and rights of all persons. Be tolerant of differing opinions.

### **Be Courteous/Considerate**

Extend courtesy in discourse. Please do not interrupt speakers. Avoid distractions such as cell phones, beepers, and irrelevant discussions. Do not eat or drink in class without permission.

### **Be Supportive/Caring**

Exhibit concern for others and promote a caring environment. Think about how your behavior affects others. Help distressed peers find appropriate resources/assistance.

### **Be Informed**

Familiarize yourself with the course and instructor expectations. Read the course syllabus.

### **Be Honest and Fair**

Grades should reflect individual work, unless group work is authorized. Maintain the code of academic honesty.

### **Be Attentive**

Mentally prepare yourself for listening. Resist distractions, emotional reactions, or boredom.

### **Be Punctual**

Attend classes regularly and on time. Instead of closing your notebook early, listen carefully to information given near the end of class; summary statements and instructions may be important. Moreover, leaving class early distracts from a lecture.

### **Be Organized/Prepared**

Prepare for class by completing readings and assignments. Avoid procrastinating and set realistic goals.

### **Be Participatory/Curious**

Contribute and participate in class discussions; display interest during class by raising thoughtful and relevant questions that enrich discourse. Get involved in campus life.

### **Be Communicative**

Interact with the instructor and discuss assignments, grading and subject matter. Express complaints and concerns in a calm and respectful manner.

### **Be Enthusiastic**

Enjoy the educational experience. Seek ways to make your coursework meaningful and relevant. Give your best effort.

### **Be Dedicated/Committed**

Show initiative and desire to excel and make your studies a priority. Avoid over-committing your time to activities that do not support your goals.

## ONLINE SOCIAL NETWORKS POINTS OF CAUTION

Using commonly used online social networks are great ways to make new friends and keep track of the old. Commonly used online networks are targeted to high school and college students and are accessible to anyone with an .edu e-mail address. The ease of acquiring access to these networks may mean that the information you post may be available to more people than you may think.

We at the University of Houston want you to have a full and rewarding university experience in and out of the classroom. To educate students against identity theft, harassment, stalking, and other potentially dangerous or criminal activity, we are offering the following points of caution about online social networks.

### **CAUTION: You may have limited control online.**

Your privacy settings may block some access to your profile, but it does not mean your postings are one hundred percent secure. Because some sites may not use secure encryption to protect your information, there is a chance unauthorized individuals may gain access to information in your profile through the use of malicious software and use such information for harm.

### **CAUTION: Deleting may not be enough.**

Deleting potentially incriminating or personal information about yourself does not always mean you have removed it from cyberspace. If you shared it with other people who have printed or saved your profile or pictures, your information may still be accessible to others. Additionally, many internet service providers and servers back up or duplicate the information, retaining it indefinitely.

### **CAUTION: Employers use online social networks.**

Reportedly, many employers have begun looking at online profiles of potential candidates before granting interviews or extending job offers. Some images may be available for view by simply "googling" a name and not necessarily registering for a site.

### **CAUTION: Police use online social network sites.**

Police departments are increasingly using online social network sites as tools to identify potential suspects in crimes. In some circumstances, an investigation has been started solely on the basis of information obtained on the Internet. If your site contains language or images that indicate you have engaged in a violation of law, appropriate action may be taken against you.

### **CAUTION: Predators may be lurking.**

Be aware that posting personal information online may make it available to people who may not have the best intentions. There have been instances of stalking and harassment that have originated from online websites. Protect your personal information by not posting it.

### **CAUTION: Responsibility rests with you.**

Just as you are responsible for the content of your résumé and your public image, you are ultimately responsible for your profile. You may have some control over who sees your online information and you can take action to influence how others perceive you. Many sites allow you to restrict the availability of your profile to certain individuals. While these settings provide no guarantees, they can be a useful tool in gaining some control of your private information, including photos.

### **CAUTION: You are who your profile says you are.**

Your online profile may be the only impression someone has of you. Make sure the image you are projecting online is one that accurately represents you.

# UNIVERSITY POLICIES

## FREEDOM OF EXPRESSION POLICY

The University of Houston is committed to fostering a learning environment where free inquiry and expression are encouraged. 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. The University of Houston maintains its right to place reasonable time, place, and manner restrictions on expressive activities. Additionally, any activities that are unlawful or disruptive to the normal operations of the University including classes and University business activities will not be tolerated. The purpose of the University of Houston Freedom of Expression Policy (MAPP 13.01.01) is to provide for organized expressive activities to be conducted on the grounds of the University in a manner consistent with these principles. Groups or individuals engaging in disruptive activities or failing to comply with University policies and applicable local, state, and federal laws may face immediate removal from the campus and other appropriate actions by University officials and University police.

The Freedom of Expression Policy is applicable to University of Houston students, faculty and staff, who wish to engage in extracurricular, organized expressive activities (as defined in MAPP 13.01.01) including public speaking, literature distribution, poster displays, sign displays, any other type of graphic exhibitions, expressive performances, petitioning, or similar noncommercial activities at locations on University property. This policy does not apply to official University activities. University grounds and buildings are reserved for use by University of Houston students, faculty, and staff, except as otherwise permitted by policies of the University. Expressive activities permitted under this policy do not imply official endorsement by the University. Groups or individuals engaged in expressive activities are responsible for the content of the expression.

A copy of the University of Houston Freedom of Expression Policy may be obtained in the Dean of Students Office, Room 252, University Center and is available on the University of Houston Manual of Administrative Policies and Procedures Web Pages at [www.uh.edu/mapp/](http://www.uh.edu/mapp/).

## STUDENT DISCIPLINARY POLICIES AND PROCEDURES

### Preamble

The University of Houston, as an educational institution, has a special set of interests and purposes essential to its effective functioning. These include (a) the opportunity for students to attain their educational objectives, (b) the creation and maintenance of an intellectual and educational atmosphere throughout the University, and (c) the protection of the health, safety, welfare, property, and human rights of all members of the University, and the property of the university itself. The University has a clear responsibility in the area of student conduct to protect and promote the pursuit of its goals. The Student Disciplinary Policies and Procedures emphasize the University's obligation to promote the personal freedom, maturity, and responsibility of students.

The Student Disciplinary Policies and Procedures set forth those acts that constitute unacceptable conduct for students of the University. All alleged violations of the Student Disciplinary Policies and Procedures may result in referral to the assistant Dean of Students.

The University does, in addition, reserve the right, for educational purposes, to review any action taken by civil authorities regarding students. It also has the obligation to introduce counseling and/or disciplinary action if the student's conduct has interfered with the University's exercise of its educational objectives or responsibilities to its members. Disciplinary action taken on this basis shall conform to the terms of the Student Disciplinary Policies and Procedures.

The University of Houston supports the concept of educational discipline. When a student is not a danger to the university community, or when a repetition of misconduct is unlikely, the University will make an effort to educate the student through a sanction; but should the student demonstrate unwillingness to obey the rules governing conduct, he will be treated in the same manner as one who has failed academically. Students are expected to adhere, and will be held accountable for adhering, to all federal, state, and local laws in addition to all university policies and regulations not mentioned herein.

A student admitted to the University of Houston accepts the responsibility to conform to all University of Houston rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary actions including, but not limited to, expulsion, suspension, disciplinary probation, or reprimand. Although the University will make every reasonable effort to make the rules and regulations available, students are responsible for becoming familiar with them.

The University of Houston Judicial System is the responsibility of the Dean of Students Office in conjunction with the Student Government Association. The assistant Dean will advise, under the direction of the Dean of Students, the operational judicial procedures.

### 1. Gender of Pronouns

Whenever appearing, the pronouns, "he," "his," or "himself" shall be considered gender neutral and shall refer to persons of both sexes.

### 2. Definitions

- 2.1 "Assistant Dean" means the Assistant Dean of Students.
- 2.2 "Board" means University Hearing Board.
- 2.3 "Code" refers to this Disciplinary Code.
- 2.4 "Handbook" means the Official Student Handbook.
- 2.5 "Hazing" means those activities defined in the Texas Education Code Sec. 37.151 et seq and Student Life Policy.
- 2.6 "Hearing Authorities" include the Dean of Students, Assistant Dean, and Hearing Board.
- 2.7 "Notice" means correspondence delivered to addressee by mail or in person.
- 2.8 "Policy" means the Student Disciplinary Policies and Procedures.
- 2.9 "Preponderance of the evidence" means that the proof need only show that the facts are more likely to be so than not so.
- 2.10 "Record" means all documents, forms, copies, reports, statements, tape recordings, or tangible evidence presented in a disciplinary hearing or conference.

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- 2.11 "Referral Notice" refers to the notice initiating disciplinary action.
- 2.12 "Respondent" means accused student.
- 2.13 "Sanction" means penalty for violation of Disciplinary Code.
- 2.14 "University" means the University of Houston.
- 2.15 "University officials" means those persons who have been given the authority and the responsibility by the appropriate agency or person, including regents, officers, faculty, and administrative staff.
- 2.16 "University grounds" means property owned, controlled, used, or occupied by the University including property physically removed from campus.
- 2.17 "Will" and "shall" are used in the imperative sense.

## DISCIPLINARY CODE

The following acts are defined by the university to be unacceptable. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Disciplinary Code. The list may not be all inclusive.

- 3.1 Violation of Probation**-Violation of the code while on probation, or violation of the terms of that probation.
- 3.2 Disruption/Obstruction**-Obstructing or interfering with university functions or any university activity. Disturbing the peace and good order of the University by, among other things, fighting, quarreling, disruptive behavior or excessive noise, including but not limited to, a disruption by the use of all types of cameras, cell phones, and/or communication devices.
- 3.3 Mental or Bodily Harm**-(a) Intentionally inflicting mental or bodily harm upon any person; (b) taking any action for the purpose of inflicting mental or bodily harm upon any person; (c) taking any reckless, but not accidental action from which mental or bodily harm could result to any person; (d) engaging in conduct (including, but not limited to stalking) that causes a person to believe that the offender may cause mental or bodily harm; (e) any act which demeans, degrades, or disgraces any person. "Any person" as used in this section may include oneself.
- 3.4 Discrimination**-Intentional discrimination against a person on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation except where such distinction is allowed by law.
- 3.5 Destruction of Property**-Intentionally or recklessly damaging, destroying, defacing, or tampering with university property or the property of any person or business on campus.
- 3.6 Theft**-Theft, or attempted theft, of property or services from any person or any business on university property.
- 3.7 Possession of Stolen Property**-Possessing property known to the possessor to be stolen and that may be identified as property of the university or any other person or business.
- 3.8 Forcible Entry or Trespass**-Forcible or unauthorized entry to any building, structure, or facility and/or unauthorized entry to or use of university grounds.
- 3.9 Unauthorized Use of Property or Service**-Unauthorized use of property or services or unauthorized possession of university property or the property of any other person or business.
- 3.10 Unauthorized Use of University Keys**-Unauthorized use, distribution, duplication, or possession of any key(s) issued for any building, laboratory, facility, room, or other university property.
- 3.11 False Report of Emergency**-Causing, making, or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.
- 3.12 Misuse of Safety Equipment**-Unauthorized use or alteration of fire fighting equipment, safety devices, or other emergency equipment.
- 3.13 Possession of Dangerous Weapons**-Unauthorized possession of a firearm, weapon, dangerous chemicals, or any explosive device of any description (including compressed-air guns, pellet guns, BB guns, shotguns, or illegal knives) or the ammunition of any firearm or other dangerous weapon or explosive device on University grounds. (A weapon in your vehicle constitutes possession.)
- 3.14 Manufacture, Distribution, Sale, Offer for Sale, or Possession of Controlled Substances or Drug Paraphernalia**-The manufacture, distribution, sale, offer for sale, or possession of any controlled substances, including but not limited to, barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana. Controlled Substances and Drug Paraphernalia are defined by Texas law.
- 3.15 Unauthorized Use of Alcoholic Beverages**
  - a. Possession, distribution, or consumption of alcoholic beverages except during events or in circumstances authorized by university officials and/or failure to comply with state or university regulations regarding the use or sale of alcoholic beverages.
  - b. **Public Intoxication**-Presenting a threat to oneself or others due to being under the influence of alcoholic beverages.
- 3.16 Failure to Comply or Identify**-Failure to comply with directions of university officials, police, or any other law enforcement officers acting in the performance of their duties, or failing to identify oneself to these persons when requested to do so.
- 3.17 Failure to Appear**-Failing to appear at the request of any hearing authorities or failure to schedule an appearance with a hearing authority as directed by university police or any other university official.
- 3.18 Misuse or Abuse of Computers**-Unauthorized use or misuse of any computer, computer system, service, program, data, network, cable television network, or communication network.
- 3.19 Falsification of Records**-Altering, tampering, forging, or knowingly using falsified documents or records of the University (including, but not limited to, UH parking permits and student IDs); being party to falsification; giving or providing false statements, written or oral; and/or providing false information during any university proceeding or to any university official.
- 3.20 Misuse of Identification**-Transferring, lending, or borrowing university identification.
- 3.21 Violation of Established University Policies and Procedures**-Violation of university policies and procedures as established in the UH Student Handbook, the Residential Life and Housing Resource Manual, and other policies that relate to student behavior.



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**3.22 Violation of Criminal Law**-Alleged violation of any criminal law where the student's conduct interferes with the University's exercise of its educational objectives or responsibilities to its members.

**3.23 Aiding and Abetting**-Assisting, hiring, or encouraging another person to engage in a Code violation.

## DISCIPLINARY PROCEDURES

The purpose of these procedures is to provide for the orderly administration of the Student Disciplinary Policies and Procedures with the principles of due process of law.

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student may result.

### 4. Disciplinary Action Initiated

Any person may bring charges under this code, and that person may be required to supply information pertinent to the case.

### 5. Notification and Procedural Interview

- 5.1 A procedural interview will be scheduled with the Assistant Dean within three business days after the respondent is notified in writing of an alleged violation of the policy.
- 5.2 Failure to appear at the procedural interview shall constitute a separate violation of this code and may result in further disciplinary action.
- 5.3 Copies of the following documents will be made available to the student at the time of the interview:
  1. A copy of the Student Disciplinary Policies and Procedures.
  2. A copy of the referral notice.
  3. A copy of the Students' Rights and Responsibilities form from the Student Disciplinary Code Review and Standards Committee.
- 5.4 Within five business days of the procedural interview the student is required to choose either a hearing before the Hearing Board or a disciplinary conference with the assistant. The student shall indicate his choice in writing.
- 5.5 The Assistant Dean shall notify the student of the time, date, and place of the disciplinary conference or hearing.

### 6. Disciplinary Conference

Students electing to participate in a disciplinary conference with the Assistant Dean are afforded the following procedural protections:

- 6.1 Written notice of the alleged violations at least three business days prior to the scheduled conference.
- 6.2 The right to be accompanied and assisted by an advisor as provided herein.
- 6.3 The right to have access to the case file prior to and during the conference.
- 6.4 The Assistant Dean will investigate the complaint, including interviewing witnesses. Before a decision is rendered, the respondent will be given an opportunity to respond to the information obtained by the Assistant Dean.
- 6.5 The Assistant Dean will advise the student in writing of the decision within 10 business days from the close of the investigation. At the same time, will make a copy thereof available to the respondent in the Dean of Students Office.

### 7. University Hearing Board

- 7.1 A Hearing Board shall be composed of five students appointed by the Student Government Association, two faculty members appointed by the Faculty Senate, and two staff members appointed by the Staff Council.
- 7.2 There will be five alternates: three appointed by the Student Government Association, one appointed by the Faculty Senate, and one appointed by the Staff Council.
- 7.3 A quorum shall consist of five persons, at least three of which shall be students and one shall be faculty or staff. If quorum is not met and at least three people are present with one being a student, the respondent can request the hearing proceed with those in attendance.
- 7.4 The Chair will be selected by the board members from the student members, to serve for an academic year.
- 7.5 The Dean of Students may remove a board member for justifiable cause. A board member may appeal his removal to the Student Disciplinary Code Review and Standards Committee.
- 7.6 If a board member resigns, cannot serve, or is removed from office, the Dean of Students will select one of the alternates to fill the vacancy.

### 8. Hearing Procedures

The following procedural guidelines shall be applicable in disciplinary hearings:

- 8.1 Three business days prior to the hearing, the Assistant Dean will make available, to the respondents, copies of documents relevant to the case and a list of witnesses and a summary of their expected testimony.
- 8.2 The respondent is entitled to an advisor, who may be an attorney, but who sits in an advisory capacity and who addresses the board only upon permission from the Chair. Respondents who wish to have an attorney attend the hearing as their advisor shall notify the Assistant Dean of the attorney's name and phone number three business days prior to the hearing. Advisors may not appear in lieu of respondents.
- 8.3 In the event that the University chooses to proceed through legal counsel, the respondent will be notified three business days prior to the hearing and shall also have the right to proceed through counsel. Counsel may not appear in lieu of the respondent.
- 8.4 Hearings will be closed to the public except when the respondent requests an open hearing. This request must be made in writing to the Assistant Dean at least three business days prior to the hearing.
- 8.5 If a respondent fails to appear, the hearing may proceed without him/her.
- 8.6 The Assistant Dean or his designate may present the case for the University or the complainant.
- 8.7 Prospective witnesses, other than the complainant and respondent, may be excluded from the hearing during the testimony of other witnesses. All participants shall be excluded during board deliberations.
- 8.8 The hearing will be held in two parts:
  1. Determination of violation;
  2. Determination of sanction.
- 8.9 The Chair will exercise control over the proceedings. Any person disrupting a hearing or who fails to adhere to the rulings of the Chair may be excluded from the proceedings.
- 8.10 Any party may challenge a board member on the ground of personal bias. Board members may be dis-

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qualified upon a majority vote of the remaining members of the board, conducted by secret ballot.

- 8.11 The burden of proof shall be on the complainant or University, whichever is applicable, to prove the case by a preponderance of the evidence.
- 8.12 The Chair shall determine what evidence is admissible. Formal rules of evidence shall not apply.
- 8.13 Respondent, complainant, and board members may examine the written evidence offered and may question all witnesses.
- 8.14 Respondent, complainant, and witnesses may speak on their own behalf; however, they will not be forced to testify against themselves and their silence shall not be used to their detriment.
- 8.15 Individuals referred to in the statements of respondent, complainant, and witnesses have a right to respond briefly. Individuals wanting to exercise this privilege during the hearing must direct their request in writing or orally to the Assistant Dean of Students in attendance who shall notify the hearing Chair. The hearing Chair shall determine the length of the response and when it shall be heard during the hearing.
- 8.16 At the conclusion of the presentations, the board shall deliberate in closed session. After deliberation and a vote, the decision of the board will be announced to the participants.
- 8.17 The board may hear evidence concerning the appropriate sanction if the respondent is found to have violated a student life policy. The board may consider the respondent's prior disciplinary record only in order to recommend an appropriate sanction.
- 8.18 Decisions by the board shall be by majority vote. In the event of a tie, the Chair will vote to break the tie.
- 8.19 Hearings will be tape recorded and, upon request, the respondent will be afforded the opportunity to listen to and review the tapes in preparation for an appeal. The only recording devices allowed in the hearing are those provided by the Dean of Students Office.
- 8.20 The board's recommendation will be forwarded to the Assistant Dean for further action. The assistant Dean will advise the respondent of his decision in writing within seven business days of the hearing and, at the same time, will make a copy thereof available to the respondent in the Dean of Students Office.

## 9. Sanctions

Factors to be taken into consideration when issuing sanctions include, but are not limited to: the respondent's motivation for displaying the behavior; the respondent's disciplinary history; the extent to which the behavior jeopardizes the safety and security of the University of Houston community; and, the likelihood of the behavior occurring again. One or more of the following sanctions may be imposed:

- 9.1 Expulsion** prohibits the student from ever attending the University and from being present without permission on university property. Expulsion will be noted on the student's permanent record.
- 9.2 Suspension** prohibits the student from attending the University and from being present without permission on university property for the duration of the sanction, which shall not exceed a period of more than one calendar year following its effective date. The Assistant Dean will determine the effective date.

**9.3 Disciplinary Probation** indicates to a student that his behavior has resulted in a sanction close to suspension. Any further misconduct while on probation may result in expulsion from the University. It is imposed for a definite period of time.

**9.4** Other sanctions may include, but are not limited to, restrictions from participating in intercollegiate athletics, extracurricular activities, and residential life activities; restitution; monetary fines; community service; and/or disciplinary room change for residence students. Students may also be required to meet periodically with a person designated by the Assistant Dean.

**9.5 Reprimand** is an official written notification to the student that his behavior has been unacceptable.

**9.6 Verbal Reprimand** is used to advise/counsel a student about his behavior.

## 10. Interim Suspension

- 10.1 The Vice President for Student Affairs or his designate may interimly suspend a student prior to a hearing if the student's conduct presents a danger to himself or the university community.
- 10.2 The Assistant Dean will immediately notify the student(s) of his interim suspension. This notice will include a statement of the regulations that the student allegedly violated, a specific statement of the facts constituting the alleged violation, the time and place of the hearing, and a copy of the University Student Disciplinary Policies and Procedures.
- 10.3 An extension may be granted to either party by the assistant Dean for good cause. If either party fails to appear at a scheduled hearing without a cause, the hearing may proceed in his absence.
- 10.4 The hearing shall be conducted according to the procedures set forth in Section 8.
- 10.5 The student may appeal the decision as provided for in Section 15.
- 10.6 If the decision is to suspend or expel the student, the sanction takes effect from the onset of the vice president's interim suspension.
- 10.7 In the event a lesser sanction is imposed, the interim suspension will not become part of the permanent record.

## 11. Counseling Referrals

The Assistant Dean may refer any student who exhibits behavior that interferes with the student's normal functioning to Counseling and Psychological Services (CAPS) or the University Health Center.

Counseling and Psychological Services (CAPS) or the University Health Center may, with written permission of the student, discuss the results of the referral with the Assistant Dean.

The student may refuse to submit to a conference without penalty at which time the disciplinary process will continue as if no referral were made.

## 12. Reporting at the Request of Dean of Students

A request to meet with the Dean of Students or designate shall be heeded by the students at the time and place set and shall have priority over other duties unless arrangements are made because of extraordinary circumstances.

## 13. University Hearing Board Appearances

The Chair of the University Hearing Board shall have the

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authority to require a student to appear before the board at a designated time and place when the student's presence is necessary to resolve a question which is before the board. The Chair shall have the authority to require the student to produce such items as are relevant to the adjudication.

## 14. Official Withdrawal from the University of Houston

- 14.1 The Dean of Students Office may place a disciplinary hold on the records of any student who withdraws prior to the resolution of pending disciplinary action.
- 14.2 The Assistant Dean may also place a notation on the student's official transcript indicating "disciplinary proceedings are pending at the University of Houston."

## 15. Appeals

- 15.1 Respondents may appeal the decision of the Assistant Dean by filing a written notice, a detailed explanation of the reason for the appeal, with the Dean of Students within 15 business days from the date of the receipt of the letter notifying the respondent of the sanction.
- 15.2 The Dean of Students will render a decision and notify the respondent in writing within ten business days of receipt of the appeal.
- 15.3 The decision of the Dean of Students shall be final. However, the Dean of Students may refer the Appeal to the Associate Vice Chancellor/ Associate Vice President for Student Development or the Vice President for Student Affairs.

## 16. Student Organization Discipline and Organizational Responsibility for Violations.

Registered student organizations may be charged with violations of this Disciplinary Code or University Policy. An organization violates a Disciplinary Code or University Policy, when:

- one or more of its officers or authorized representatives acting in the scope of their organizational capacities commit(s) the violation;
- one or more of its members commit(s) the violation after the action that constitutes the violation was approved by majority vote of the organization present and voting members;
- one or more members of a committee of the organization commit(s) the violation while acting in the scope of the committee's assignment;
- a member of an organization acting with apparent authority of the organization commits the violation;
- one or more members of an organization or its officers permit, encourage, aid, or assist any of its members in committing a violation;
- one or more members of an organization or its officers, under circumstances where such persons knew or should have known that an action constituting a violation was occurring or about to occur, fail(s) to prevent that action; or
- one or more members of an organization fail(s) to promptly report to appropriate University or civil authorities their knowledge or any reasonable information about a violation.

**16.1. Disciplinary Procedure.** When the Dean of Students Office receives a Student Life Referral indicating that an organization has allegedly violated a Disciplinary Code or University Policy, the Assistant Dean shall follow the Disciplinary Procedures set forth in Sections 4- 15.

- Notwithstanding any other provision of this chapter, the

Dean of Students or Vice President of Student Affairs may take immediate disciplinary action, pending a disciplinary conference or hearing, against an organization that violates a Disciplinary Code or University Policy when, in the opinion of the Dean of Students or Vice President of Student Affairs, the interest of the University would be served by interim action. See procedures set forth in Section 10.

- A student may be disciplined for a violation under the Student Disciplinary Code even if the organization of which the student is a member is penalized under these procedures for the same violation.

**16.2. Disciplinary Sanctions:** The Assistant Dean may impose one or more of the following sanctions on the organization for violation of a Disciplinary Code or University Policy. Failure to meet the conditions of the sanction imposed may be considered an additional violation:

- Letter of Reprimand;
- Social Probation;
- Require restitution, educational seminars, and/or community service;
- Suspend the organization's right to do one or more of the following:
  - publicly post signs;
  - set up a table or exhibit;
  - publicly raise funds or make a solicitation;
  - reserve the use of University rooms or spaces;
  - participate in intramural sports tournaments and events; or
  - hold events for a defined period of time
- Disciplinary Probation
- Suspend or cancel the organization's registration for a defined period of time;
- Bar future registration of the organization;
- Deferred suspension/cancellation of the organization's registration

## 16.3 Notice.

The Assistant Dean shall notify the President of the accused organization by letter of his or her decision. The letter may be sent to University Advisors, Alumni Advisors, Chapter Advisors, the National Headquarters and the governing council of the organization if applicable.

## General Procedures for Appeal

1. An organization may only appeal to the Dean of Students. See procedures set forth in Section 15.
2. The Dean of Students may uphold, overturn or modify the decision in question.
3. The decision of the Dean of Students shall be final. However, the Dean of Students may refer the Appeal to the Associate Vice Chancellor/Associate Vice President for Student Development or the Vice President for Student Affairs.

## 17. Status of Students Suspended for Disciplinary Reasons

Students under disciplinary suspension are required to disassociate themselves from the University except for appointments that have been made to conduct official university business approved in advance by the Dean of Students or designate.

## ALCOHOL POLICY

As an institution interested in the intellectual, physical, and psychological well-being of the campus community, the University of Houston deems it important to curtail the abu-

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sive or illegal use of alcoholic beverages. All members of the University of Houston community and guests are required to comply with federal, state, and local laws regarding the distribution, possession, and consumption of alcoholic beverages. Such laws include the following:

- a. An individual under 21 years old commits an offense if he purchases, consumes, or possesses alcohol.
- b. A person commits an offense if he purchases, gives, or knowingly makes alcohol available to an individual under 21 years.
- c. A person under 21 years commits an offense if he falsely states that he is 21 years of age or older or presents any document that indicates that he is 21 years of age or older to a person selling or serving alcoholic beverages.
- d. A person commits an offense if he appears in public under the influence of alcohol to the degree that the person may endanger himself or another.
- e. A person commits an offense if he is intoxicated while driving or operating a motor vehicle in public.
- f. The sale of any type of alcoholic beverage is prohibited unless the seller possesses a valid license or permit. Selling includes, but is not limited to, including the price of alcoholic beverages in the admission price, and/or giving away the alcoholic beverage but charging for the food.
- g. Civil liability may attach to a social host serving alcohol to an intoxicated individual who later injures himself or another.

(For a detailed compilation of relevant laws, contact the Dean of Students Office.)

It is university policy that the possession, consumption, and/or distribution of any alcoholic or intoxicating beverage in an open receptacle or a container which has been opened is prohibited in any public area of the University of Houston campus except at:

1. Events for students (including events planned by staff or faculty for students and events sponsored by students or student organizations) authorized by the Dean of Students Office in accordance with the Alcohol Distribution Policy in the official UH Student Handbook;
2. Faculty/staff events authorized by the President, Vice Presidents, Associate or Assistant Vice Presidents, Deans or Academic Department Chairs; and
3. The Hilton University of Houston Hotel and on-campus restaurant or food service areas where alcohol is legally distributed or sold.

The term public area is defined as campus parking lots, campus grounds or any outside enclosed area or portion thereof, to which the public is invited or given general unrestricted access, as well as the inside classrooms, lobbies, lounges, corridors and restrooms of the campus buildings.

An individual or group which sponsors an event at which alcoholic beverages are made available is responsible for adherence to the applicable laws and applicable university policies.

## DISTRIBUTION OF ALCOHOLIC BEVERAGES

Recognizing an educational responsibility, the University has developed these and other regulations to promote students' responsible decision-making and behavior relative to the use of alcoholic beverages. Distribution procedures must be followed for on-campus events by student organizations and others sponsoring the events for students. The Dean of Students is

responsible for interpreting these procedures and for developing guidelines for its implementation. Registering to distribute alcoholic beverages on the campus of the University of Houston is a privilege granted to registered student groups and departments. Failure to adhere to university procedures may result in the denial of future registration and disciplinary action.

### Procedures for Distribution of Alcoholic Beverages at Student Events

1. Departments or registered campus organizations desiring to serve or consume any type of alcoholic beverage on campus must register their event in advance by means of the Registration of Alcoholic Beverage Distribution Form. Forms may be obtained from the Dean of Students Office and must be completed and filed in the Dean of Students Office at least 15 business days in advance of the event in order to permit time to clarify issues and to distribute copies of the registration to other university officials. Registration forms must be reviewed by the Dean of Students or designate. A signature from the Dean of Students or designate must be received prior to advertising the event. Individuals within the department or organization must identify themselves as responsible for compliance with the University of Houston's policies on the distribution of alcoholic beverages as well as federal, state and local laws. A copy of the signed registration form for alcoholic beverage distribution must be available at the event as proof that registration was made.
2. Alcoholic beverages may be distributed in areas approved for programming within designated hours. Space and facilities for the event must be reserved through the appropriate university channels. Alcoholic beverages may be dispensed at campus events between 5 p.m. and 12 a.m. on Monday through Friday and between noon and 12 a.m. on Saturday and Sunday. For special campus-wide events, the Dean of Students or designate may permit earlier distribution.
3. Any event at which alcoholic beverages are to be consumed pursuant to this policy may not have that consumption be the main focus of the event. Any publicity for the event may refer to such beverages only as incidental to the event. Advertising will not portray drinking as a solution to personal or academic problems. Also, it may not promote gimmicks or games (i.e., "one charge for all you can drink," "chugging contests," "drink and drown contests," etc.), which enhance irresponsible drinking.
4. Persons responsible for distributing alcoholic beverages must:
  - a. Be 21 years of age or older.
  - b. Check a valid driver's license or Texas ID for proof of age and identify legal age drinkers by the use of a hand stamp or a wristband.
  - c. Post a sign at the point of distribution indicating "No alcoholic beverages may be consumed by anyone under age 21."
  - d. Have nonalcoholic beverages available and displayed throughout the event as prominently as the alcoholic beverages. If the alcoholic beverages are being distributed free, a nonalcoholic beverage other than water must be available at no charge.
  - e. Stop serving alcoholic beverages one hour before the event's scheduled conclusion or at 12 a.m., whichever is the earlier time.
  - f. Cease serving alcoholic beverages to any person who

# UNIVERSITY POLICIES

appears to be under the influence of alcohol or any other intoxicating substance, to the degree that he or she may endanger himself or another.

- g. Take other appropriate steps they may identify to encourage the responsible use of alcoholic beverages at their event.
  - h. Post a sign announcing their willingness to call a cab for those under the influence of alcohol or any other intoxicating substance.
  - i. Provide food items in sufficient amounts for the number of persons attending the function.
5. Students shall not:
- a. Use false identification cards in order to receive alcoholic beverages;
  - b. Provide alcoholic beverages to a minor;
  - c. Consume alcoholic beverages on campus except in approved food establishments, at events where such beverages are being distributed legally and in approved areas in the residence halls;
  - d. Bring alcoholic beverages into or out of an event where such beverages are being distributed legally.

Students will be held responsible for their guests' compliance with university regulations.

The Director of Residential Life and the Director of the University Center may impose additional regulations in the residence halls and in the University Center and Satellite respectively.

For additional information, including a summary of state law, resources for assistance, and educational guidelines or programming, contact the Department of Campus Activities, the Health Center, the UC Conference and Reservation Services (CARS) Office, Counseling and Psychological Services (CAPS) or the Dean of Students Office.

## DISTRIBUTION OF FOOD ON CAMPUS

Food and beverage may be sold or distributed on campus only through registered student organizations and university departments. The sponsoring group must secure a Temporary Food Dealer's Permit from the Department of Public Safety Fire Marshal's Office, UH Police Department building, 3869 Wheeler, Room 107, 713-743-1635.

This approved permit must then be submitted to the UC Conference and Reservation Services (CARS) Office prior to receiving confirmation for an event. An organization may conduct a food or beverage sale no more than twice a month.

## FINANCIAL RESPONSIBILITY

Students incur charges for a variety of services provided by the University. It is an expectation, as well as a condition of enrollment at the University of Houston, that students satisfy their financial responsibilities in a timely fashion. Individuals who fail to do so will incur the sanctions outlined in this section.

Students who illegally enroll at the University of Houston by:

- a. failing to pay past due balances at any other University of Houston System campus,
- b. providing the Office of Scholarships and Financial Aid with false information for purposes of obtaining financial assistance, or
- c. submitting a check (whether electronic or paper) for enrollment expenses that is returned by the University's bank will have 10 calendar days (or, in the event this is

the first installment, until the 20th class day, whichever comes first) to legitimize their enrollment. The 10 days will begin on the date the University provides notification to the student specifying what action the student must take to correct existing deficiencies. Failure of a student to respond within the 10-day period to a notice of a returned check for the initial fee payment will result in the student being financially disenrolled from the University.

Students who write two bad checks (unless due to bank error) to the University for tuition and fees or for any other university obligation forfeit check-writing privileges for one year and must petition for future eligibility.

In addition, a student who has tendered to the University a check returned unpaid by the bank will be assessed a \$20 service charge. In the event an e-check is returned unpaid the student will also be assessed a \$20 service charge. Students who fail to make their first payment by the due date as stated in their online bill will be financially disenrolled, and their records will reflect no enrollment. Anytime payment is not made by the due date indicated, a late fee will be assessed.

Students who fail to make subsequent payments by the final payment deadline provided will be subject to the following sanctions:

- A \$50 severance of service fee will be assessed.
- Financial stops/service indicators will be placed preventing further enrollment until cleared by the Student Financial Services Department.
- No degree will be conferred to a student or former student until financial obligations have been satisfied.
- University housing may be denied.
- Transcripts or statements regarding courses or prior credits will not be provided to or on behalf of a student who is in default on any payment to the University.
- Non-payment by the end of the semester, defined as the last day of scheduled classes prior to the beginning of finals, will result in transfer of the student's account to the Collections Office and assessment of a collection fee of at least 25 percent of the outstanding balance and the loss of any future enrollment.

Grade changes as a result of non-payment, dropping courses or withdrawing from the University will not relieve the student of unmet financial obligations to the University.

Appeal of any of these actions may be made in writing to the Student Financial Services Department. The department is required to consider all information relevant to the appeal before making a final decision.

(Editor's note: Students should read the section on Financial Information on page 26 of this publication.)

## IDENTIFICATION

Students are required to obtain and show proof of a valid "Cougar 1Card" and present it upon request of a university official.

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## HAZING

### UH Philosophy Regarding Hazing

- The University of Houston believes that true human development can best occur in an atmosphere of social and ethical responsibility.
- The university views responsible pre-initiation activity as a positive educational approach to preparation for student organization membership.
- The university views hazing activities as not contributing to the positive development or welfare of the individual.
- Therefore, the University of Houston recognizes acts of hazing as irresponsible, intolerable and inconsistent with the principles of higher education and basic human development and may be illegal.

### UH Hazing Policy

#### I. Hazing Defined

Hazing is defined as any action taken or situation created which, regardless of intent or consent of the participants:

- a. Produces or is reasonably likely to produce, bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule, or otherwise compromises the dignity of an individual;
- b. Compels an individual to participate in any activity which is unlawful and/or contrary to the rules, policies and regulations of the University;
- c. Will, unreasonably or unusually, impair an individual's academic efforts, and/or
- d. Occurs on or off campus.

All students are strictly prohibited from engaging in any hazing activity.

II. Examples of actions and activities which are explicitly prohibited include but are not limited to the following:

- a. Compelling individuals to consume alcohol or drugs.
- b. Paddling in any form, shoving or otherwise striking individuals.
- c. Compelling individuals to wear or carry unusual, uncomfortable, degrading or physically burdensome articles or apparel.
- d. Compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism.
- e. Depriving individuals of the opportunity for sufficient sleep, decent edible meals or access to means of bodily cleanliness.
- f. Activities which impair an individual's academic efforts by causing exhaustion, loss of sleep or reasonable study time, or by preventing an individual from attending class.
- g. The creation of excessive fatigue by participation in physically demanding activities (calisthenics, runs, etc.).
- h. Compelling individuals to eat or drink unusual substances or compelling the consumption of undue amounts or odd preparations of food.
- i. Having substances thrown at, poured on or otherwise applied to the bodies of individuals.
- j. Morally degrading or humiliating games or any other activities which make an individual the object of amusement, ridicule or intimidation.
- k. Transporting individuals against their will, abandoning individuals at distant locations, or conducting any "kidnap," "ditch" or "road trip" that may in any way endan-

ger or compromise the health, safety or comfort of any individual.

- l. Causing an individual to be indecently exposed or exposed to the elements.
- m. Requiring an individual to remain in a fixed position for a long period of time.
- n. Compelling an individual to be branded or tattooed.
- o. "Line-ups" involving intense shouting of obscenities or insults.
- p. Compelling individuals to participate in activities (pranks, scavenger hunts, etc.) which encourage the defacement of property; engage in theft; harass other individuals, groups of individuals or organizations; or disrupt the normal activities of the University.
- q. Tests of courage, bravery, stamina or sexuality.
- r. Intentionally deceiving members, prior to initiation, to make them believe they will not be initiated.
- s. Intentionally deceiving new members (pledges, associates, initiates, etc.) to make them think they will be struck or hurt.
- t. Excluding an individual from social contact for prolonged periods of time.
- u. Compelling an individual to engage in acts of personal servitude.

#### III. Consent Is No Defense

Any of the activities described above upon which the initiation or admission into, or affiliation with, or continued membership in an organization is directly conditioned, shall be presumed to be "compelled activities," the willingness of an individual to participate not withstanding.

#### IV. Burden of Acceptability

The burden to ensure that student organization activities are acceptable under this policy rests with the student organization. This is a preliminary test for hazing: If you are not sure whether an activity is hazing, it probably is. Therefore, the activity should be dropped or discussed with the appropriate university official. Questions regarding the acceptability of a proposed student organization activity should be discussed with an activities advisor in the Department of Campus Activities.

It is recommended that organization officers refer to the list of examples of acceptable actions and activities located in the Student Organizations Handbook available in the Department of Campus Activities.

#### V. Applicability of Community Standards

The terms and concepts (e.g., humiliating, degrading, unusual, uncomfortable, embarrassing, demeaning, etc.) cited in this policy shall be interpreted by university officials in relation to acceptable and applicable community standards.

#### VI. Enforcement

- a. The president or Chair of each registered student organization is responsible for informing the members (pledges, associate members, initiated members, affiliates, etc.) of the organization of the UH policy regarding hazing. It is suggested that the president or Chair read and distribute a copy of this policy to each member of the organization during the first meeting of each semester.
- b. The president or Chair of each registered student organization is responsible for informing guests and alumni

# UNIVERSITY POLICIES

members of this policy and is additionally responsible for controlling the actions of guests and alumni members relative to this policy.

- c. It is the responsibility of any and all individuals who have firsthand knowledge of the planning or actual occurrence of a hazing activity to promptly report said knowledge to the Dean of Students Office.

## Summary of the Texas Legislative Act Regarding Hazing

(Effective September 1, 1987)

### I. Definition of Hazing

Hazing means any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or included students at an educational institution.

The term includes but is not limited to: any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity; any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student; any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health or safety of the student; any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; any activity that induces, causes or requires the student to perform a duty or task which involves a violation of the Penal Code.

### II. Personal Hazing Offense

A person commits an offense if he or she engages in hazing; solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; recklessly permits hazing to occur; or has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Students Office or other appropriate official/office of the institution.

#### Penalties

1. Failure to report hazing - fine up to \$2,000; jail up to 180 days; or both.
2. Hazing without serious bodily injury - fine up to \$2,000; jail up to 180 days; or both.
3. Hazing with serious bodily injury-fine up to \$4,000; jail up to one year; or both.
4. Hazing resulting in death—fine up to \$10,000; jail not less than 180 days nor more than two years; or both.

\*In cases which do not result in death, community service may be imposed in lieu of a jail sentence.

### III. Organization Hazing Offense

An organization commits a hazing offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges or alumni of the organization commits or assists in the commission of hazing.

#### Penalties

1. Hazing that does not result in personal injury, property damage or loss: fine of not less than \$5,000 nor more than \$10,000.
2. Hazing that results in personal injury, property damage or loss: fine of not less than \$5,000 nor more than double the amount lost or expenses incurred because of such injury, damage or loss.

### IV. Consent Not A Defense

It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

### V. Immunity From Prosecution

The court may grant immunity from prosecution to each person who is subpoenaed and does testify for the prosecution. Any person reporting a specific hazing incident to the Dean of Students Office or other appropriate official/office and/or participates in any judicial proceeding as a result of the report is immune from liability, civil or criminal. Medical practitioners reporting treatment of students who have been subjected to hazing activities shall be immune from civil or other liability. Persons reporting in bad faith or with malice are not protected.

### VI. Offenses In Addition To Other Penal Provisions

The educational institution may enforce its own penalties against hazing.

## ORGANIZATIONS POLICY

### 1. General Statement of Purpose

The University recognizes:

1. the importance of organized student activities as an integral part of the total educational program of the University;
2. that college learning experiences are enriched by student organizational activity; and
3. that organizations provide a framework for students within which they may develop their own special talents and interests.

Inherent in the relationship between the University and organized student groups is the understanding that the purposes and activities of such groups should be consistent with the main objectives of the University.

All student organizations must register annually with the Department of Campus Activities and must then comply with the procedures and policies regarding registration as set forth.

The Dean of Students Office recognizes the role of Greek Coordinating Councils in establishing and upholding policies for member groups. However, membership in said councils does not exempt fraternities and sororities from judicial referrals to the Dean of Students Office for violations of Student Life Policies, including Organizations Policies.

The University Hearing Board, with the approval of the

# UNIVERSITY POLICIES

Dean of Students, delegates to Greek coordinating councils general supervision over those chapters of social sororities and fraternities which choose to be members of these councils.

The term “general supervision” shall include all the duties, powers and responsibilities exercised by the Greek coordinating council prior to the adoption of this policy, with the provision that membership in the Greek coordinating councils is optional with the local chapter.

It is understood that the Greek coordinating councils and their member groups will operate under the provisions of the Student Life Policies, including the Organizations Policy.

## 2. Procedure for Registration of New Organizations

### 2.1 Permanent Organizations

- a. The group will file its name, statement of purpose, constitution or statement regarding its method of operation, faculty/staff advisor (if applicable), and the names of its officers or contact persons with the Department of Campus Activities.
- b. In cases where a potential faculty/staff advisor is unknown to the group, the Campus Activities staff will assist in identifying a university faculty or staff member who may wish to serve as an advisor. Organizations are encouraged to have a faculty/staff advisor.
- c. Should the group not have elected its officers or completed other work connected with its formation at the time they initially see the Campus Activities staff, the Campus Activities staff shall make arrangements for them to use university facilities for organizational purposes on a meeting-to-meeting basis until the organizational process is completed and the required information can be filed.
- d. At the time of filing, three officers or contact persons for the organization will sign a statement indicating that they are familiar with and will abide by the aforementioned responsibilities of student organizations. They will also sign the standard hazing and discrimination disclaimer required of all student organizations.
- e. Having ascertained that the group’s purpose is lawful and within university regulations and that the group has filed the required forms and disclaimers, the Director of Campus Activities, or designate, will sign the application. Appropriate university personnel are notified by Campus Activities that the group is then eligible for all of the rights of student organizations.
- f. Should the staff feel that the organization does not meet the requirements for registration, a written copy of the decision and reasons will be furnished to the applying organization. The group may appeal the decision to the Dean of Students.
- g. The Campus Activities staff shall make arrangements for the group to use university facilities on a meeting-to-meeting basis until the appeals process is completed.
- h. Decisions of the University Hearing Board may be appealed to the Dean of Students.

### 2.2 Registration for a Limited Purpose: Temporary Status

In some cases, groups will organize with some short-term (one which can be accomplished in less than one academic year) goal in mind such as the passage of some particular piece of legislation or the holding of some particular event. The organization’s structure will expire on the date indicated on the registration form. Requests for extension of

Temporary Status may be made to the Director of Campus Activities.

### 2.3 Membership Regulations

- a. Registered student organizations have freedom of choice in the selection of members, provided that there is no discrimination on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation.
- b. Membership in registered student organizations is restricted to currently enrolled University of Houston students, faculty, staff and alumni.
- c. Hazing-type activities of any kind are prohibited.

### 2.4 Officers Regulations

- a. Student organizations are free to set qualifications and procedures for election and holding office, with the following provisions:
  1. All officers must be regular members of the organization.
  2. There is no discrimination on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation except where such discrimination is allowed by law.
  3. Religious student organizations may limit officers to those members who subscribe to the religious tenets of the organization where the organization’s activities center on a set of core beliefs.
- b. Persons not currently enrolled at the University of Houston may not hold office or direct organizational activities.

### 2.5 Records

All registered student organizations must maintain the following records in the Campus Activities Office:

- a. An organizational information form listing the current officers and faculty/staff advisor (if applicable) is due at the beginning of each school year. Any changes during the year, other than membership, are to be recorded within 10 days with the Department of Campus Activities.
- b. A copy of the organization’s current constitution, or statement of purpose and statement regarding its method of operation, is to be filed with the Department of Campus Activities.

## 3. Rights and Responsibilities of Registered Student Organizations

Registered student organizations exist on the university campus on the assumption that their activities and programs contribute to the educational, civic, and social development of the students involved. Registration of a campus organization does not imply university sanction of the organization or its activities. Registration is simply a charter to exist on the university campus and may be withdrawn by the University Hearing Board if the organization is found in violation of any federal, state or local laws, or university regulation or policy.

- 3.1 Use of the University’s Name-Organizations may not use the name of the University of Houston or an abbreviation of the name of the University of Houston as part of its name, except to designate location or chapter, nor advertise or promote events in a manner which suggests that the function is sponsored or sanctioned by the University unless the event is formally cosponsored with an administrative or academic unit of the University.

- 3.2 Rights-Registered Student Organizations may:



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- a. Use university facilities (subject to pertinent regulations, proper scheduling procedures, and prior needs of the University itself);
  - b. Invite off-campus speakers and artists to appear for regularly scheduled meetings and assemblies. Meetings and speakers must be scheduled in accordance with proper procedures and university policies;
  - c. Distribute literature relating to the organization's purpose and activities in those areas authorized by the current posting policies;
  - d. Sponsor profit-making activities and solicit funds for organizational activities in accordance with university regulations.
  - e. Apply for office/carrel space. Applications will be made available to registered student organizations in the spring of each year;
  - f. Request funding for an organizational event or program. (Subject to the rules and regulations of the appropriate funding and programming board.)
- 3.3 Responsibilities-It is the responsibility of every registered student organization and/or its representatives to:
- a. Carry out its activities and conduct itself and/or himself/herself within the student organization's own constitution, all applicable local, state, and federal laws, and all university regulations and policies;
  - b. Anticipate, provide for, and promptly meet its legitimate financial obligations;
  - c. Act accordingly in the best interests of its members and the University;
  - d. Comply with all organization information distributed through Campus Activities mailboxes;
  - e. Take reasonable precautions for the safety and comfort of participants at organization events; and
  - f. Notify the appropriate advisor in the Department of Campus Activities of any and all changes in the organization's officers/contact persons, addresses, telephone numbers, or constitution.

## 4. Conduct of Student Organizations

Student groups and organizations may be charged with alleged violations of local, state, and federal laws and/or university policies. A student group or organization and its officers may be held collectively and/or individually responsible when alleged violations occur either during an event sponsored by the organization or by an individual representing or associated with that organization or group. See Section 16 of the Disciplinary Code on page 65.

## 5. Changes in Organizations Policy

The Organizations Policy is an official policy of the University of Houston dealing with student organizations and their relationship to the university community.

The University Hearing Board is responsible for the implementation and administration of the Organizations Policy. The board's composition and specific powers, duties and responsibilities are described elsewhere in the policy.

- 5.1 Proposals for changes in the Organizations Policy shall be initiated and considered by the University Hearing Board.
- 5.2 After approval by the University Hearing Board, the proposed change(s) in the Organizations Policy must

be approved by the Student Government Association Senate. Unless otherwise stated in the change, it shall take effect immediately upon approval by the Student Government Association Senate, the Dean of Students, and the Vice President for Student Affairs.

- 5.3 Any member of the university community may propose changes in the Organizations Policy to the University Hearing Board.
- 5.4 Upon request by a person or organization directly affected, the University Hearing Board will consider the waiver of any provision of the Organizations Policy for a specific time period.
- 5.5 All parts of the Organizations Policy and all procedures and operations of the University Hearing Board must be in compliance with the Student Life Policies and all other university regulations.

## PARKING AND TRAFFIC REGULATIONS

Students who operate vehicles on the university campus must abide by the parking and traffic regulations described in a brochure available from Parking and Transportation Services (PTS). Students who use parking facilities on campus must display, on their rearview mirror, a valid UH parking permit issued by PTS. This permit is assigned to the student, not to a vehicle. The student is responsible for all parking violations and subsequent citations written against that permit.

Citations issued to vehicles not displaying a UH Parking Permit will be the responsibility of the vehicle's registered owner according to the Texas Department of Transportation records, unless the TX DOT motor vehicle registration can be associated with a student through last name or address. In cases where an association can be made, the citation(s) will be assigned to the student. Students have the right to appeal parking citations to the Student Traffic Court. Appeal forms are available from PTS. In instances of driving violations, student drivers may be issued university tickets or county tickets. University tickets issued through the University of Houston Police Department may be appealed to the Student Traffic Court.

### Student Traffic Court

#### Section 1. Jurisdiction

The Student Traffic Court shall consider all citation appeals from currently enrolled students related to breaches of parking and transportation regulations as set out in the University of Houston Parking Rules and Regulations brochure.

#### Section 2. Student Responsibility

All students who purchase decals are expected to read and familiarize themselves with the University of Houston parking and traffic regulations. Ignorance of the traffic code is no defense for a violation.

#### Section 3. Membership

1. The court shall consist of 20 students, appointed and approved pursuant to the Student Government Association Constitution; five faculty members and five staff members appointed by the President of the University. One of the student members shall act as chief justice of the court session.
2. No more than two of the court members shall be from any one college.

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3. All student members of the court and alternates shall have tenure from the time appointed until the time they leave the University so long as they are not guilty of malfeasance or nonfeasance.
  - a. There will be both male and female members appointed to the court.
  - b. All student members shall be carrying a minimum of nine semester hours and shall maintain no less than a 2.00 grade point average.

## *Section 4. Quorum*

A quorum shall consist of three members. Student Traffic Court shall be empowered to divide itself into two separate courts when it is deemed necessary to facilitate in an orderly fashion the task it has been assigned. In instances when the court divides itself, the quorum shall not change.

## *Section 5. Authorized Enforcement Actions*

1. Waive or void traffic tickets and reinstatement of late fees.
2. Impose and/or determine the amount of reinstatement and late fees but not exceed the maximum as set out in the University of Houston Parking Rules and Regulations brochure.
3. Waive reinstatement and late fee but support ticket which will be maintained on appropriate records.
4. Impose and/or determine the length of driving and parking suspension periods.
5. Impose oral or written warning.

## *Section 6. When Court Shall Convene*

The court shall convene at least once per week during the academic year. The chief justice shall have the power to call special meetings of the court when necessary.

## *Section 7. Procedure for a Student with Proper Decal Who Has Received a Ticket*

A student who received a citation shall refer to the Parking Rules and Regulations brochure for procedures. The following procedure applies when a student wishes to appeal a citation:

1. The student submits the appeal in writing.
2. The student may elect to appear before Student Traffic Court.
  - a. If electing to appear, the student must be present at the hearing.
  - b. If the student elects to appear and does not, the case will be heard on the basis of available evidence.
3. The student may elect not to appear before Student Traffic Court.
  - a. If electing not to appear, the student shall complete the hearing form stating the basis of or the reason for the hearing. The student shall be notified by the United States Mail of the court's decision within seven days after a decision is made.
  - b. The student cannot be represented by counsel who appears in place of the student.

## *Section 8. Court*

1. Chief justice presides. In the chief justice's absence, the court elects a presiding officer for that session.
2. Each court member has one vote, except the chief justice, who shall vote only in case of a tie.
3. Decisions are reached by majority vote.
4. The court shall be open to the public except at the

request of the student or at the discretion of the court upon request of the Dean of Students. Counsel to the student may remain.

5. The court's deliberations in determining a decision may be held in private.
6. The chief justice, in the presence of the court, notifies the student of the court's decision. In the case of a written appeal, the student shall be notified by mail postmarked within seven days of the decision. Vote of the individual justices may be requested by the student upon the announcement of the decision.
7. The enforcement action is not in effect until all appeal rights have been exercised.
8. The court shall advise Parking and Transportation and the Dean of Students Office of its decision. If the ticket is waived, the reason for waiver shall be communicated to Parking and Transportation and the Dean of Students Office.
9. The court shall determine all court procedure except as specified herein.
10. Every student appearing before the court who is charged by ticket shall be considered innocent until found guilty.

## *Section 9. Appeals*

1. An appeal shall be submitted in writing on the appropriate form to the office of the Assistant Dean of Students within five class days of the court's decision.
2. The appeal must be based on adequate and valid reasons.
3. The reviewing authority has full power to set aside or modify the action of the court.
4. Any further appeal proceeds to the Dean of Students.

## *Section 10. Retrial*

On the basis of new evidence, a student may submit a request for retrial to the traffic court.

## **POSTING POLICIES AND LITERATURE DISTRIBUTION**

These regulations are designed to permit maximum orderly use of university property by University of Houston students, faculty, staff, alumni, university departments, and registered student organizations for publicity purposes. Additional regulations may apply to Student Government Association elections, which are governed by the Student Election Code.

## **POSTING POLICY**

### **A. General Posting Policies**

1. All materials must be sponsored or cosponsored by a registered student organization or a university department.
2. All materials must include the full name of the sponsoring department or student organization, and all content must be printed or translated in English.
3. Materials may not be posted on any undesigned areas, including doors, glass, walls, car windshields, or over previously posted materials.
4. Materials may not include advertising for personal or commercial gain.
5. Materials from other campuses, non-profit organizations or those not affiliated with the University which advertise student, university, or community programs and are cosponsored with a university department or

# UNIVERSITY POLICIES

registered student organization may be posted with special approval from the Director of Campus Activities.

6. Failure by a student organization to comply with regulations in this policy may result in suspension of posting privileges for one semester (15 school weeks). Continuing to post while privileges are revoked can result in the suspension of the student organization.

## B. Special Requirements for Posters and Flyers

1. A "poster" as used here is any printed or pictorial matter displayed on university property inclusive of, but not limited to, flyers, table tents, etc.
2. Posting is permitted on general university bulletin boards. Use of departmental or special area boards requires that permission be obtained from the related office.
3. All general University bulletin boards are cleared before 2 p.m. on the first and third Friday of each month.
4. Poster size cannot exceed 14 inches by 22 inches.
5. Only one posting per event, idea or product is allowed per bulletin board.
6. The University may remove and discard any posters displayed on campus property which are in violation of these policies.
7. With prior approval from the area coordinator offices, signs may be posted at designated areas in university residence hall locations. Poster size in the residence halls may not exceed 8-1/2 inches by 14 inches. (Questions call Residential Life X36020)
8. In case of shortage of bulletin board space, the Department of Campus Activities shall assign priority and determine removal date.
9. The Director of Campus Activities may, in certain instances, authorize extended posting periods for certain items of an academic or administrative nature. Items approved for extended posting must be stamped by Campus Activities. These are the only postings that will not automatically be removed on the first and third Friday of each month.

## C. Special Requirements for Banners

1. A "banner" as used here is defined as paper, cloth or vinyl advertising matter displayed on university property.
2. Banners are permitted in the University Center and UC Satellite with a confirmed reservation from the University Center's Conference and Reservation Services (CARS) Office fountain during an event in the UC Arbor. Banners may only be placed directly over the UC Arbor. UC CARS does not oversee the approval process for banners to be posted in other buildings or locations. To obtain permission for other areas, see the appropriate dean or area coordinator for that building.
3. The UC CARS office will issue a confirmed reservation for all banners to be displayed in the UC Arbor and UC Satellite. Time limitations for banners are two weeks or until one day following the event advertised, whichever is sooner.
4. Banner size cannot exceed 5 by 15 feet in the UC Arbor, and 3 by 15 feet in the UC Satellite. Approval for decorating the UC Arbor is made by the director of the UC.
5. Registered student organizations may have two banners up at one time if one banner is a general information banner and the other banner is for a scheduled activity.
6. Student organizations are responsible for removing banners

on the expiration date. Failure to remove banners on due date may result in revocation of banner posting privileges.

7. Space is available on a first-come, first-served basis.
8. The University Center does not assume responsibility for loss or destruction of banners.
9. The University Center may remove and discard any banner without a current reservation.

For more information regarding banner reservations, contact the UC Conference and Reservation Services (CARS) Office at Room 210 UC, call 713-743-5287, or on the web at [www.uh.edu/ucaf](http://www.uh.edu/ucaf), click on Event Services.

## D. Grievance Procedures

Complaints regarding alleged violations of the posting policy are handled by the Director of Campus Activities or designate. Grievances may be submitted in writing to the Director of Campus Activities. Appeals of decisions by the Director of Campus Activities should be submitted in writing to the Dean of Students.

**Note:** Any person not affiliated with a university department or a registered student organization is limited to the two public bulletin boards located on campus. Contact the Department of Campus Activities for more information at 713-743-5180 or [www.uh.edu/ca](http://www.uh.edu/ca).

## LITERATURE DISTRIBUTION

Literature distribution by University and Non-University affiliated individuals or groups is provided for in the Freedom of Expression Policy (MAPP 13.01.01). A copy of the University of Houston Freedom of Expression Policy may be obtained in the Dean of Students Office, Room 252, University Center and is available on the University Manual of Administrative Policies and Procedures Web Pages at [www.uh.edu/mapp/](http://www.uh.edu/mapp/).

## SEARCH AND SEIZURE

Students may be subjected to searches and seizures as authorized by university policies and federal, state and local laws.

## SOLICITING OF FUNDS, SELLING OF NONFOOD ITEMS

Persons wishing to solicit funds, sell printed matter or other nonfood items, or distribute or post advertising dealing with noncommercial items or services must seek approval in advance from the Dean of Students' designate, the UC Conference and Reservation Services (CARS) Office, Room 210 in the University Center.

Except for newspapers, these activities must be sponsored by the University or a registered student organization, and the individuals engaged in these activities must be currently enrolled at the University. State law prohibits the University from permitting its facilities and grounds to be used for personal gain.

The distribution or posting of commercial literature and/ or other items for personal gain on campus is prohibited.

## SPONSORED EVENTS

Events may be sponsored only by registered university organizations and must be scheduled in accordance with the last section of this policy. It is the policy of the University to per-

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mit the expression of a full range of ideas as long as violation of state and federal laws is not involved.

1. University-Sponsored Events Defined
  - a. Any event on campus sponsored by a registered university organization;
  - b. Events off-campus funded by university monies or sponsored by registered university organizations funded by university monies.
2. Responsibility-Individual students as well as registered student organizations are subject to disciplinary action if found in violation of student life policies at a university sponsored event.
3. Reservations for Events-University properties utilized for all events other than credit instruction must be reserved with the Conference And Reservation Services (CARS) Office in the University Center. Questions raised regarding the use of and policies that pertain to university facilities will be answered in accordance with the paragraph above. Events on and off campus may (and should, for information-publicity purposes) be placed on the university calendar at the time of facility reservation.

## RELATED UNIVERSITY POLICIES

### AIDS

#### Purpose

The purpose of the policy on Acquired Immune Deficiency Syndrome (AIDS) is to address the issue of AIDS and to establish guidelines for responding to AIDS within the campus community. The University acknowledges its responsibility to promote a safe, healthy, and supportive campus community. AIDS has become a global health issue; the University addresses related campus issues in this policy statement.

#### Background

AIDS is a chronic progressive condition that compromises the immune system of the body leaving it susceptible to certain opportunistic infections and cancers that rarely threaten the healthy immune system. AIDS is generally a fatal disease. Since its onset in the United States, AIDS has become a public health priority. The number of AIDS-related cases has increased dramatically over the past few years. In addition, officials report that many others have been infected with the Human Immunodeficiency Virus (HIV). These HIV-positive people can transmit the virus, although they appear healthy and may be unaware of their infection.

#### General Policy

1. A University Committee on AIDS has been established. The committee represents the campus community and addresses relevant medical, psychosocial, legal/ethical, and administrative issues.
2. The University endorses the position of the American College Health Association that the primary responses of colleges and universities to AIDS should be educational. These services are coordinated with established mental/health personal/community health programs sponsored by the University Health Center, Counseling and Psychological Services (CAPS), Residence Halls, Human Resources, Center for Students with DisABILITIES, and other organizations.
3. Any student, faculty, staff, or administrator with a trans-

missible disease, including those testing HIV-positive, has an obligation to protect the welfare of others and to attempt to prevent the spread of the infection.

4. The University's commitment to nondiscrimination applies to students, faculty, staff, and administrators identified as HIV-positive or as having an AIDS diagnosis.
5. As specific AIDS-related medical problems arise, they will be addressed on a case-by-case basis following current guidelines of the American College Health Association, the Centers for Disease Control, and the laws of the state of Texas. The University is committed to fulfilling the letter and spirit of the law as stated in the Human Immunodeficiency Virus Services Act, Senate Bill 959.
6. Information concerning AIDS-related issues relative to any member of the campus community will be handled in a sensitive manner to protect confidentiality and to prevent the misuse of such information.
7. Any person who, in the conduct of University-related business, handles blood, body fluids, and/or body tissues will follow the guidelines set forth in The Policy and Procedure for Safely Handling Blood, Body Fluids and Body Tissues.

#### Guidelines

1. AIDS educational literature is available at various locations including the University Health Center, Counseling and Testing Service and Human Resources. These materials are distributed at student orientation. All references mentioned in this document will be made available in the reserve section of the M.D. Anderson Library.
2. A copy of the American College Health Association report, AIDS on the College Campus, will be made available in the reference section of the M.D. Anderson Library.
3. The University will not require HIV testing of either employees or students. Voluntary testing for HIV is performed following the guidelines of the American College Health Association.
4. If an employee or student has HIV-related concerns, that individual may consult the University Health Center, Counseling and Psychological Services (CAPS), or any other knowledgeable counselor, physician or administrator for appropriate referral or intervention. Educational programs and counseling programs will be provided on campus and/or appropriate referrals will be made to community agencies as necessary.

## COMPUTING FACILITIES

### USER GUIDELINES

The following is a summary excerpt from the Computing Facilities User Guidelines. Complete copies of the policy can be obtained online at [www.uh.edu/infotech/policies](http://www.uh.edu/infotech/policies).

#### Introduction

The University of Houston computing facilities exist to provide computing services to the university community in support of instructional, research, and university business activities. These guidelines are intended to improve the computing services offered and provide these services in a cost-effective manner. University computing facilities are a public resource

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and may not be used for personal or corporate profit.

The university computing facilities service a large number of students, faculty, and staff. All users have the responsibility to use the university computing systems in an effective, efficient, ethical, and lawful manner. The ethical and legal standards that are to be maintained are derived directly from standards of common sense and common decency that apply to the use of any public resource.

## Conditions of Use

As a condition of use of any computing facility, the user agrees:

1. To respect the privacy of other users; for example, users shall not intentionally seek or reveal information on, obtain copies of, or modify files, tapes, or passwords belonging to other users, or misrepresent others, unless explicitly authorized to do so by those users.
2. To respect the legal protection provided by copyright and license to programs and data; for example, users shall not make copies of a licensed computer program to avoid paying additional license fees or to share with other users.
3. To respect the intended usage for which access to computing resources was granted; for example, users shall use computing resources authorized for their use by the individuals responsible for these resources only for the purpose specified by that individual. Examples of inappropriate use may include the use of computing resources for purely recreational purposes, the production of output that is unrelated to the objectives of the project, and, in general, the use of computers simply to use computing resources.
4. To respect the integrity of computing systems; for example, users shall not intentionally develop or use programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system. Any defects discovered in system accounting or system security should be reported to the appropriate system administrator so that steps can be taken to investigate and solve the problem.
5. To respect the financial structure of a computing system; for example, users shall not intentionally develop or use any unauthorized mechanisms to alter or avoid charges levied by the University for computing services.
6. To respect the shared nature of the computing resources; for example, users shall not engage in deliberately wasteful practices such as printing large amounts of unnecessary listings, performing endless unnecessary computations, simultaneously queuing numerous batch jobs, or unnecessarily holding public workstations, magnetic tape drives, or dial-up telephone lines for long periods of time when other users are waiting for these devices.
7. To respect the rights of other users; for example, users shall not engage in private or public behavior that creates an unlawfully intimidating, hostile, or offensive environment for other users.

In addition to the above, each facility may have additional guidelines for the use of particular types of accounts (e.g., student instructional accounts), and it is the user's responsibility to read and adhere to these additional guidelines.

## Violations of Conditions of Use

In accordance with established university practices, allegations or unauthorized use of the computing facilities may also result in being charged with violations of the student disciplinary code, which could lead to expulsion from the University, termination of employment and/or legal action.

## COPYRIGHT LAWS

The U.S. Copyright Law (Title 17 U.S. Code) governs the making of photocopies of copyrighted material. Photocopies may be made for purposes such as criticism, comment, news reporting, teaching, scholarship, or research as long as the reproduction or distribution is made without any purpose of direct or indirect commercial advantage. The University of Houston will follow the federal law in dealing with violations of the copyright code.

UH subscribes to the Digital Millennium Copyright Act for handling certain copyright complaints. For more information see [www.uhsa.uh.edu/sam/AM/Am\\_07a04.htm](http://www.uhsa.uh.edu/sam/AM/Am_07a04.htm).

## DRUG AND ALCOHOL ABUSE PREVENTION POLICY

It is the policy of the University that illicit drug use, including their manufacture, sale, distribution, dispensation, possession, or use is prohibited in the workplace, on the campus, or as part of any university activities. Sanctions imposed for violation of this policy are indicated below.

### The Dangers of Drug or Alcohol Abuse in the Workplace and on the Campus

There are many employed individuals whose job performance and productivity are adversely affected by their progressive dependence on drugs or alcohol. Much of this cost is in lost wages, health care expenses, and workers compensation. Additionally, the impact of drug use and high risk alcohol consumption for the college student can not be overlooked in terms of its cost to the individual student and the institution. For specific information related to alcohol and other drug consumption and consequences, go to the Higher Education Center website at [www.higheredcenter.org](http://www.higheredcenter.org).

### 1. Definitions

The following terms are defined for the purposes of this policy and are important for purposes of expressing the university's policy on a drug-free workplace:

- a. Controlled Substance means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15, and as defined in the Texas Controlled Substances Act [Texas Health & Safety Code, 481.001 et seq].
- b. Contract means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter, of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.
- c. Conviction means finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine viola-

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- tions of the federal or state criminal drug statutes.
- d. Criminal drug statute means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance.
  - e. Employee means an individual receiving a salary, wages, other compensation and/or stipend support from the University.
  - f. Federal agency or agency means any United States executive department, military department, government corporation, government controlled corporation, or any other establishment in the executive branch (including the Executive Office of the President), or any independent regulatory agency.
  - g. Grant means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government wide regulation ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and local Governments"). The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations; or any veterans' benefits to individuals; i.e., any benefit to veterans, their families, or survivors by virtue of the service of a veteran in the Armed Forces of the United States.
  - h. Grantee means a legal entity which applies for or receives a grant or contract directly from a federal agency.
  - i. Illicit drug use means the use of illegal drugs and the abuse of other drugs and alcohol.
  - j. Student means an individual registered or enrolled for credit or non-credit in a course or program offered by the University or any of its units.
  - k. University activities mean an activity officially sponsored by the University of Houston.
  - l. Workplace means the physical boundaries of the University and facilities owned or controlled by the University.

## 2. Philosophy

The unlawful use of drugs or abuse of other drugs and alcohol is inconsistent with the behavior expected of members of the university community. The University is committed to the development and maintenance of a drug-free environment on the campus as well as an environment that prohibits the abuse of other drugs and alcohol and has a drug and alcohol abuse prevention system in operation, accessible to all members of the university community. The University is committed to the further expansion of that program and the dissemination of drug awareness information to the members of the university community. In addition, the University is committed to enforcing the provisions of the Drug Free Workplace Act of 1989 and believes that these acts and their implementation regulations provide a proper framework for the drug and alcohol abuse policies of the University.

## 3. Health Risks

Outlined below is a listing of drugs of abuse and their health risks taken from the U.S. Drug Enforcement Administration website. A more complete and detailed accounting may be

found at their website at [www.usdoj.gov/dea/pubs/abuse/chart.htm](http://www.usdoj.gov/dea/pubs/abuse/chart.htm)

### *Alcohol*

Alcohol (beer, wine, or liquor) has a high potential for physical and psychological dependence as well as resulting in increased tolerance. Possible effects include impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may include trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions. Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Alcohol use is often related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs). Additionally, alcohol-related accidents are the number one cause of death in the 16- to 24-year-old age group.

### *Narcotics*

Narcotics (including heroin, morphine, hydrocodone, oxycodone, codeine, and others) have a high potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible effects of using narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose may result in shallow breathing, clammy skin, convulsions, coma, and death. Withdrawal may include irritability, tremors, panic, nausea, chills, and sweating.

### *Other Depressants*

Other depressants (including GHB or liquid ecstasy, valium, xanax, ambien, and barbituates) have a potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible side effects include slurred speech, disorientation, appearance of intoxication, and impaired memory. Overdose may result in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal may include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

### *Stimulants*

Stimulants (including cocaine, methamphetamine, and methylphenidate) have a possible risk of physical dependence and high risk for psychological dependence. Tolerance can develop in all stimulants. The possible side effects include increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and decreased appetite. Overdose may result in agitation, increased body temperature, hallucinations, convulsions, and possible death. Withdrawal may result in apathy, long periods of sleep, irritability, depression, and disorientation.

### *Hallucinogens*

Hallucinogens (including MDMA, LSD, Phencyclidine, and others) are less likely to result in physical dependence, with the exception of phencyclidines and analogs, and vary in terms of psychological dependence, ranging from none to moderate (MDMA) to high (phencyclidine and analogs). Tolerance can develop. Possible effects include heightened senses, teeth grinding, and dehydration (MDMA and analogs) and hallucinations, altered perception of time and distance in oth-

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ers. Overdose may result in increased body temperature and cardiac arrest for MDMA and more intense episodes for LSD. Some hallucinogens may result in muscle aches and depression when in withdrawal (MDMA) or may result in drug seeking behavior.

## *Cannabis*

Cannabis includes marijuana, tetrahydrocannabinol (THC), and hashish or hashish oil. All may result in moderate psychological dependence with THC resulting in physical dependence. Tolerance can develop in all forms. Possible effects include euphoria, relaxed inhibitions, increased appetite, and disorientation. Overdose may result in fatigue, paranoia, and possible psychosis. Withdrawal may occasionally result in insomnia, hyperactivity, and decreased appetite.

## *Anabolic Steroids*

Anabolic Steroids (including testosterone, and others) may result in psychological dependence. Less is known as to their potential for physical dependence and increased tolerance levels. Possible effects may include virilization, edema, testicular atrophy, gynecomastia, acne, and aggressive behavior. Effects of overdose are unknown. Withdrawal may possibly include depression.

## *Inhalants*

Inhalants (including amyl and butyl nitrite, nitrous oxide, and others) vary in their level of psychological dependence, with less known about their potential for physical dependence and tolerance. Possible effects may include flushing, hypotension, and headache, impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in methemoglobinemia, vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may result in agitation, trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

## **Penalties for Violation of the Policy**

The university policy prohibiting the unlawful possession, use, or distribution of illicit drugs and/or alcohol on the campus and at university-sponsored events held off campus protects and supports the employees and students of the University of Houston.

Any employee admitting to or convicted of the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus or at university sponsored events held off campus, will be subject to disciplinary action (up to and including termination), may be referred for prosecution, and may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program, as agreed upon between the employee and the Department of Human Resources. Further information concerning employee penalties is available from the Department of Human Resources at 713-743-5770.

Any student admitting to or proven to have violated the University of Houston's Student Disciplinary Policies and Procedures regarding the unlawful possession, use or distribution of illicit drugs and alcohol on campus or at university sponsored events (see Student Disciplinary Policies and Procedures Section) will be subject to disciplinary action (up to and including expulsion), may be referred for prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program. Further informa-

tion concerning student penalties is available from the Dean of Students Office at 713-743-5470.

In addition, there are penalties under Texas and federal law. For more information on the range of penalties, refer to the Dean of Students website at [www.uh.edu/dos/publications/flyers.php](http://www.uh.edu/dos/publications/flyers.php).

## **Employee and Student Assistance Programs**

The University of Houston offers the following drug and alcohol abuse information, counseling, assistance and services:

1. **Information and Referral**-All members of the university community are eligible to consult with the professional staff of Counseling and Psychological Services (CAPS) regarding the availability of drug abuse assistance programs. Drug and alcohol abuse counseling and rehabilitation program referrals are routinely made to mutual help organizations, private hospitals, public treatment programs, and private drug treatment practitioners. CAPS also maintains a collection of resource materials pertinent to issues of drug abuse. In addition, UH Wellness, the campus wide education and prevention program, provides education and prevention on alcohol/drug abuse and related concerns for the campus community and maintains a library of materials on substance use and abuse.
2. **Individual Counseling**-individuals are seen on a short-term basis for assistance with drug-related problems. However, it is likely CAPS will make a referral for alcohol and drug addiction. This service is available to students at no charge. Faculty and staff are able to receive short-term evaluation and referral for such services.
3. **Group Counseling**-there is an Alcoholics Anonymous (AA) chapter which meets on campus periodically. When unavailable on campus, referrals can be made to local AA or NA chapter meetings with the Greater Houston Community. This service is free to University of Houston students, faculty, and staff. You can also call AA Intergroup at 713-686-6300 to get a referral to an AA group meeting near you.
4. **Psycho-Educational Programs**-On a periodic basis, group programs focusing on the development of strengths and skills related to the effective management of drug related problem areas are offered by the Counseling and testing Service and UH Wellness. These programs are open to University of Houston students, faculty and staff at no charge. UH Wellness offers an evidence based alcohol education intervention to student groups every semester. Additionally, a computer interactive program entitled Alcohol 101 is available through UH Wellness. UH Wellness conducts exit interviews for students who complete the Marijuana 101 online workshop as a result of a disciplinary referral from the Dean of Students Office. UH Wellness also offers an approved Alcohol Education Course for Minors in Possession available to students who receive a court ordered citation or referrals from the Dean of Students Office or other campus departments.
5. **The University of Houston offers an Employee Assistance Program** through UT Employee Assistance Programs (UTEAP) which will assist in mental health concerns including alcohol and other drug issues. The service can be accessed by calling 713-500-3327 or 1-800-346-3549.
6. **Mutual Health Groups**-individuals can be assisted in forming groups like Alcoholics Anonymous and Alanon and

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information concerning these groups is maintained for dissemination to interested persons.

7. Houston Council on Alcoholism and Drug Abuse-Offers short-term counseling for anyone affected in any way by alcohol or other drug abuse. Trained alcohol and drug abuse counselors can help select a 12-step program (AA, Alanon, NA, CA, etc.) and/or appropriate treatment. Their address is 3333 Eastside, 713-520-5502. Further information regarding these referrals may be secured from University of Houston

Counseling and Psychological Services located in Room 226 of the Student Service Center, 713-743-5454.

## Application of Policy

The Drug and Alcohol Abuse Prevention Policy is supported by a drug-free awareness and alcohol education and prevention program available to the faculty, staff, and students of the University. Specific compliance and reporting items enumerated below (items B, C, D, E) are applicable to all persons employed on federal contracts and grants. In support of this policy, the University:

1. Has established a drug-free and alcohol abuse awareness program to inform its faculty, staff, and students about the dangers of drug and alcohol abuse in the workplace, the University's policy of maintaining a drug free workplace and a workplace which prohibits the illicit use of alcohol, available drug and alcohol counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug and alcohol abuse violations.
2. Will provide each student and employee a copy of this policy. In addition, all faculty, staff, and students will be notified of this policy through appropriate publications.
3. Will notify each university employee and each student that, as a condition of employment on a federal grant or contract, the person, once so employed, must abide by the terms of the policy, and must notify his/her supervisor and the Department of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
4. Will notify the appropriate federal agency within 10 days after receiving notice of criminal drug statute conviction of any university employee engaged in performance of the grant or contract.
5. Will impose sanctions on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, by any employee so convicted. Sanctions imposed on employees for violation of this policy may include suspension, suspension without pay and termination.
6. Will make a good faith effort to continue to maintain an environment that complies with the Drug-Free Workplace Act 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.
7. Will conduct a biennial review of its programs to assess their effectiveness, what changes need to be made, and to ensure the uniform application of sanctions to employees and students.

## Implementation

Implementation of this policy is a joint responsibility of the Department of Human Resources, the Division of Research,

the Police Department, the Office of Financial Aid and the Division of Student Affairs. Notification of the program, including information about health risks and sanctions for violation of the policy, will be provided annually to students and employees. In addition, the University is committed to monitoring and assessing the effectiveness of this program. A biennial review of the program will be undertaken to determine its effectiveness and implement changes to the program if they are needed and to ensure that its disciplinary standards are consistently enforced.

## EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY

The University of Houston is fully committed to the principle of providing equality of treatment and opportunity to all persons in an environment that appreciates and respects the diversity of the community it serves. It is University policy to prohibit discrimination in employment and educational services based on race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation, except where such a distinction is allowed by law, and to promote the full realization of equal opportunity through an affirmative action program.

The University of Houston is pledged to support recruitment, admissions, and retention of underrepresented minority students as well as recruitment, hiring, and promoting of employees of underutilized protected classes.

It is the responsibility of all persons making university employment and educational decisions to follow this policy. The University is committed to providing the training and resources necessary to facilitate implementation of the policy. The Department of Human Resources is responsible for reviewing personnel actions in order to monitor conformance with the university's policies and objectives. Personnel actions include, but are not limited to: recruitment, interviews, selections, promotions, demotions, transfer, reductions in force, returns from reductions in force, disciplinary actions, terminations, compensation, benefits, parental leaves, tuition assistance, and university-sponsored training and education.

The University of Houston's official Equal Educational and Employment Opportunity Nondiscrimination Statement is found in the inside back cover of this Student Handbook. Inquiries and/or complaints regarding the university's affirmative action and equal opportunity policies may be directed to the Executive Director of Affirmative Action/EEO who serves as: Title IX Coordinator, ADA Coordinator, Section 504 Coordinator, Title VI Coordinator, Texas Educational Opportunity Plan Coordinator, and the Equal Employment and Education Opportunity Compliance Officer. For additional information call the Office of Affirmative Action/EEO at 713-743-8835.

## RESIDENCE HALLS POLICY

Students who live in the University of Houston residential facilities neither lose the rights, nor escape the duties and responsibilities, of a citizen in an educational community. Residents should become familiar with the policies and regulations governing the residence halls, provided by Residence Hall staff.



# UNIVERSITY POLICIES

## SECURITY SENSITIVE POSITIONS POLICY

In accordance with the University of Houston Security Sensitive Positions Policy (MAPP 2.03.05), a criminal history record investigation will be conducted for student workers in certain security sensitive positions. Failure to successfully pass the criminal history record investigation or falsification of the Authorization to Conduct a Criminal History Record Investigation form may result in disqualification from employment or termination. For more information, contact Human Resources at 713-743-5770.

## INTERIM SEXUAL ASSAULT POLICY

### Interim Sexual Assault Complaint Procedure

Sexual assault is a non-consensual sexual act involving force, manipulation, or coercion; it is an act of aggression, violence and power. The perpetrator can be a stranger, relative, acquaintance, or date. The University of Houston is committed to providing a working and learning environment free from sexual assault. A sexual assault is an illegal criminal act which can devastate victims physically, violate their sense of safety and trust, and interfere with personal and educational goals; as such, it can damage the educational atmosphere for the entire university community. Sexual assault is a serious and flagrant violation of the university rules of conduct for faculty, staff and students and will not be tolerated. The University will vigorously investigate all allegations of sexual assault; it will treat victims with respect, make their legal rights and options clear, and fully cooperate with them in their exercising of those rights. The University will continue to sponsor programs to educate faculty, staff, and students about sexual assault: myths, prevention, treatment services, legal remedies, date rape, and other forms of sexual misconduct. Procedures protecting the rights of sexual assault victims and those accused of sexual assault have been established, are readily available, and will be enforced rigorously.

### Definition

A stranger or acquaintance commits sexual assault through forcible sodomy, forcible sexual penetration, however slight, of another person's mouth, anal or genital opening with any object. These acts must be committed without the victim's consent either by force, threat of force or violence, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware. Sexual assault also includes the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or breasts, or buttocks or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

Rape is a form of sexual assault involving sexual intercourse without the victim's consent. It includes being coerced through force or threats of force, or having sexual intercourse with someone who is unconscious or incapable of giving consent.

### Comments and Statutory References

Sexual assault is non-consensual acts involving psychological manipulation, physical force, or coercion. It is an act of aggression and violence, and a crime punishable under the laws of the State of Texas by fines and incarceration up to

20 years of confinement. The UH definition of sexual assault captures the essence of the Texas criminal definition, found in Section 22.011 of the Texas Penal Code.

The perpetrator can be a stranger, relative, acquaintance, or a date. Sexual assault is not limited to non-consensual sexual intercourse, but involves touching of various body parts without consent. Under the definition sexual assault has occurred if there is not consent. Accompanying another to a dorm or bedroom is not affirmative consent, nor is voluntary hugging or kissing affirmative consent to sexual intercourse. Voluntary undressing could indicate consent, but even such consent does not deprive the person of the right to change his or her mind and halt the activity; failure to acquiesce to the expressed desire to stop would constitute a sexual assault.

Sexual misconduct without physical contacts as defined above is not deemed sexual assault but may violate university regulations and state criminal laws. Similarly, sexual misconduct which is lewd, exhibitionistic, voyeuristic, or similar such conduct which does not involve physical contact may violate university student life policies or state and university prohibitions against sexual harassment.

### Prevention, Educational and Awareness Programs

- Date rape prevention video and workshops  
Counseling Center 713-743-5454
- Substance Abuse workshops and material,  
peer education and volunteer programs  
UH Wellness 713-743-5455 or 713-743-5430
- Choices and decisions in social health  
Dean of Students Orientation 713-743-5470
- Alcohol abuse workshops  
Residential Life and Housing 713-743-6020
- Safety education and brochures  
UH Police Department 713-743-0610
- Campus escort service  
UH Police Department 713-743-0600
- Risk management workshops  
Campus activities and  
Greek organizations 713-743-5180
- Campus security update (monthly)  
Office of University Communication  
713-743-8198
- Literature and information  
UH Health Center 713-743-5151
- Sexual harassment awareness and prevention workshops,  
literature and information  
Office of Affirmative Action EEO 713-743-8835
- Workshops, tapes and literature  
Houston Area Women's Center 713-528-6798

# UNIVERSITY POLICIES

## If you are Sexually Assaulted

- GET TO A SAFE PLACE AS SOON AS POSSIBLE.
- TRY TO PRESERVE ALL PHYSICAL EVIDENCE.
- SEEK MEDICAL ATTENTION as soon as possible through the Student Health Center 713-743-5151. It is important to seek immediate and follow-up medical attention for several reasons:
  - a. to assess and treat any physical injuries you may have sustained;
  - b. to determine the risk of sexually transmitted diseases, HIV, Hepatitis B or pregnancy and to take appropriate medical measures; and
  - c. to gather evidence which would aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of evidence may be diminished.
- SEEK COUNSELING by calling Counseling and Psychological Services (CAPS) at 713-743-5454, the Rape Crisis Center at 713-528-RAPE, 528-7373 or the Houston Area Women's Center at 713-528-6798. Whenever the campus counseling center is closed, a counselor on-call can be reached through the university police dispatcher at 713-743-0600. Counselors will maintain confidentiality, help explain your options, give information, and provide emotional support.
- CONTACT THE OFFICE OF AFFIRMATIVE ACTION/EEO at 713-743-8835. This office has staff specially trained in how to advise victims of sexual misconduct.
- CONTACT SOMEONE YOU TRUST to be with you for support.

## Counseling and Emotional Support

Counseling and Psychological Services (CAPS) has counselors on-call at all times during working hours. Call 713-743-5454. A back-up counselor is on call after working hours who can be accessed through the UH Police Department dispatcher at 713-743-0600. Sexual assault can have a significant psychological and emotional impact on a victim. Campus counselors can assist in a crisis.

## Campus Academic and Residential Accommodations

Due to the trauma associated with sexual assault the student victims may need to cease or alter campus employment, withdraw from courses, change their on-campus living arrangements, and/or leave college altogether. Such changes may require exceptions to university academic and financial policies. Staff and faculty who are victims may have the same need for a leave of absence or changes in their work environment. To enhance the feeling of safety for victims, the University will try to accommodate all reasonable requests. Requests of this nature should be directed to the Office of Affirmative Action/EEO at 713-743-8835 which will assist the victims ensuring approval from the appropriate university official. Student victims may also contact the Dean of Students Office at 713-743-5470.

## If you are Accused of Sexual Assault Consider the Following Options

- CONTACT AN ATTORNEY. Accusations of sexual assault can invoke criminal and administrative processes which can lead to criminal confinement, fine and administrative sanctions including expulsion from college. Thus, a person accused of sexual assault should contact his or her attorney. If the accused has no attorney, referrals can be received from the UH student Legal Advisor at 713-743-5450, or 713-743-5470, the UH Law Center clinic at 713-743-2094 or the Houston Bar Association Lawyer Referral Service at 713-237-9429.
- DO NOT TALK TO UNIVERSITY STAFF ABOUT THE FACTS SURROUNDING THE ALLEGATIONS until you have fully considered the fact that those staff persons can all be forced to testify as to what you said should there be a criminal prosecution.
- DO LEARN ABOUT THE UNIVERSITY PROCEDURES for handling allegations of sexual assault on campus through campus disciplinary procedures. This information can be acquired from several offices, in particular, the Office of Affirmative Action/EEO at 713-743-8835.

## Sexual Assault Complaint Procedures

The University of Houston provides procedures by which victims may file a complaint and seek administrative sanctions against an accused perpetrator. These procedures apply where the accused is a UH student, faculty or staff member.

Sexual assault complaints directed to the Office of Affirmative Action/EEO (OAA/EEO) will be addressed utilizing the sexual harassment procedures. The sexual harassment procedures are outlined below. Allegations of student-to-student sexual assault should be directed to the Dean of Students Office. Student-to-student sexual assault complaints will be adjudicated via the Student Disciplinary Policies and Procedures outlined on page 61. The Dean of Students Office will inform and consult with the OAA/EEO regarding student-to-student sexual assault complaints. Sexual assault complaints may defer, if necessary, to any criminal investigations.

## SEXUAL HARASSMENT POLICY

The President of the University of Houston has authorized an interim sexual harassment policy and procedures subject to change based on review by the Faculty Senate, Staff Council, the Student Government Association and other appropriate officials. The policy is summarized as follows:

### Policy

The University of Houston is committed to providing a professional working and learning environment free from sexual harassment. Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment on a university campus most often exploits a relationship between individuals of unequal power and authority (as, for example, between an employee and supervisor or between a student and teacher), but may also occur between student peers or employees of equal rank. At a university, sexual harassment also constitutes unprofessional conduct which compromises the University's commitment to the integrity of the learning process.

# UNIVERSITY POLICIES

As such, the University of Houston will not tolerate any form of sexual harassment. Failure to investigate allegations of sexual harassment or failure to take timely corrective action is considered a violation of the University's sexual harassment policy and may also violate federal and state laws.

## Definition

Sexual harassment consists of the following:

1. unwelcome sexual advances,
2. requests for sexual favors,
3. verbal and written comments of a sexual nature,
4. and/or physical conduct of a sexual nature; when such conduct:
  - a. Is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in a university activity; or
  - b. Is used to be a basis for evaluation in making academic or personnel decisions affecting an individual; or
  - c. Has the effect of creating an intimidating, hostile, or offensive university environment; or has the purpose or effect of substantially interfering with an individual's employment or learning.

In relation to the foregoing statements, sexually harassing behavior may include, but is not limited to, the following:

1. unwelcome sexual flirtations, advances, propositions, or leering; favoritism based on a sexual relationship (or adverse impact on other members of a group);
2. verbal remarks of a sexual nature whether directed to an individual or a group, or in the guise of humor, including sexually explicit derogatory remarks, suggestive comments, demands, or jokes found to be offensive or objectionable to the recipient;
3. use of sexually oriented photos, posters, cartoons, materials, or themes unrelated to instruction and/or the pursuit of knowledge;
4. graphic or degrading verbal, written, or electronic comments of a sexual nature about an individual or the individual's appearance;
5. any suggestive or unwelcome physical contact; any aggressiveness such as touching, pinching, or patting;
6. or actual or threatened physical assault.

Sexual harassment, it must be understood, is not limited by gender of either party, nor by superior-subordinate relationships. The fact that the parties may have had a previous consensual sexual relationship shall not be a defense against a complaint based on subsequent unwelcome sexually harassing behavior.

The University of Houston's Sexual Harassment Policy does not proscribe all conduct of a sexual nature on the campus; thus, it is important to clearly define sexual harassment: only unwelcome sexual conduct constitutes a violation. Conduct is unwelcome if the recipient did not solicit or incite it and regarded the conduct as undesirable or offensive. In other words, it is not the intent behind the sexual behavior that controls rather, it is the impact on the recipient, i.e., the unwelcomeness of the behavior that matters.

## University Action

The University is prepared to take preventive and corrective action in cases of sexual harassment; individuals who engage in such misconduct and/or retaliation are subject to appropriate disciplinary action, up to and including termination of employment, the removal of tenure and/or the expulsion from the University.

## Responsibility of University Employees

University policy commits the institution to preventing and eliminating sexual harassment in the university community. University supervisors, administrators, and faculty have the responsibility of preventing and eliminating sexual harassment within the areas they oversee. In addition, the University may be legally liable if a person with supervisory responsibility knows or should have known about the sexual harassment and fails to take any action to stop it. University procedures do not require a grievant to file a formal complaint in order to trigger the University's responsibility to take some kind of action.

University supervisors, administrators, and faculty must report immediately any and all incidents or complaints of sexual harassment to an administrative officer or to the Office of Affirmative Action/EEO, even if such complaints or incidents have been resolved within the department.

University employees are encouraged to report immediately any and all incidents of sexual harassment to an administrative officer or to the Office of Affirmative Action/EEO.

## References

Harassment on the basis of sex may be discrimination in violation of Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 2000e, and Title IX of the Educational Amendments of 1972, 20 U.S.C. Sec. 1681. In addition, sexual harassment by a public servant may be a criminal offense under Texas Penal Code Sec. 39.02, and sexual harassment by any individual may constitute assault, sexual assault, public lewdness, or indecent exposure under Chapters 21 and 22 of the Texas Penal Code or sexual assault under the University of Houston's Interim Sexual Assault Policy. For the complete Sexual Harassment Policy, please visit the Office of Affirmative Action/EEO's website at [www.uh.edu/ogc/oaai/index.html](http://www.uh.edu/ogc/oaai/index.html) or call 713-743-8835.

Additional avenues for filing a complaint at any time before, during, or after use of the University Sexual Harassment Procedures, but within time limits required by law, include but are not limited to, the Equal Employment Opportunity Commission; the Texas Workforce Commission Civil Rights Division, the Office of Federal Contract Compliance Programs and, for students, the Office of Civil Rights, and the U.S. Department of Education.

## SMOKING POLICY

### Purpose

The purpose of the Smoking Policy is to:

- a. Protect from unwanted smoke any member of the UH campus community or visitor who seeks to study, work, socialize or attend public events; and
- b. Protect life and property where smoking would present a safety and/or fire hazard.

### Smoking Defined

To "smoke" and "smoking" means creating smoke by lighting a cigarette, cigar, pipe or other smoking product; it means as well puffing on, carrying or holding a lighted cigarette, cigar, pipe or other tobacco product.

### Policy

- a. Smoking is hereby prohibited inside all facilities and vehicles owned or leased by the University of Houston, regardless of location (except as noted in Section C below).
- b. Smoking is also prohibited in the following outdoor areas:

# UNIVERSITY POLICIES

1. Every university-owned or -leased motor vehicle.
  2. Every university-owned or -leased outdoor area in which smoking would present a fire or safety risk.
  3. Every university-owned or -leased outdoor stadium or event area where spectators and/or participants are crowded together.
- c. The exceptions to the Smoking Policy are as follows:
1. Leased public facilities (such as the Astrodome) where a government smoking ordinance or regulation shall govern.
  2. The Conrad N. Hilton Hotel on campus where specific areas shall be clearly designated smoking and non-smoking according to a plan approved by the president or his or her designee.
  3. Smoking is permitted by artists or actors who require smoke as part of artistic productions and by participants in academic research projects involving smoking, if approved by the President or his or her designee.
  4. The President has the option to designate additional temporary smoking space as he or she deems appropriate.
  5. The sale of cigarettes, cigars and pipes is prohibited on campus, with the exception that such items may be sold by the University or those with whom it contracts at the Conrad N. Hilton Hotel, the University Center and its Satellite, and in the Residence Halls.

## Enforcement

Students who violate this policy shall be subject to discipline under the university's student life or residential life disciplinary procedures as set forth in the Student Handbook. Persons who smoke in areas where smoking is prohibited by state law (i.e., an elevator, enclosed theater or movie house, library, hospital or transit system bus) are subject to fines not to exceed \$500 (Texas Penal Code, Section 48.01).

## TITLE IX GRIEVANCES AND OTHER DISCRIMINATION COMPLAINTS

The University of Houston prohibits discrimination on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation except where such distinction is allowed by law. The University of Houston's *Title IX Grievances and Other Discrimination Complaints* is the process by which students may file discrimination grievances on the basis mentioned above. The procedure does not replace the Interim Sexual Harassment Policy, which shall be utilized for all sexual harassment complaints.

For the complete *Title IX Grievances and Other Discrimination Complaints*, please visit the Office of Affirmative Action/EEO's website at [www.uh.edu/aaeeo/index.html](http://www.uh.edu/aaeeo/index.html) or call 713-743-8835.

## University of Houston

### Emergency Notification Personal Contact Information

In case of an emergency, the University of Houston wants to reach all students through as many communication outlets as possible. The default system contacts students' e-mail at the [uh.edu](http://uh.edu) address. By updating personal contact information through the student PeopleSoft site, the university can notify you of school closings or other emergencies on your home phone, by cell phone, by text message, and at any additional e-mail addresses. This requires you to add this information to your personal information on PeopleSoft.

To update and add phone numbers and e-mail addresses to your personal contact file, log in to PeopleSoft Self-Service at <https://my.uh.edu>.

- If you don't have a password or have forgotten it, click "Request a New Password" on the login page and enter your ID number and date of birth. We will automatically send a new password to your UH e-mail. **If you don't have a current e-mail destination on file for your UH e-mail AND have forgotten your password, call the UH IT Help Desk at 713-743-1411.**
- Once you have your new password, go back to the login page at <http://www.uh.edu/myPeopleSoft> and select "UH Self-Service."

- You're now in the PeopleSoft Self Service site. The left-hand column offers navigation links including **Campus Personal Information**, or you can select Campus Personal Information from the links on the right side of the page.
- Clicking either link gives you two options including **Phone Numbers and E-mail Addresses**. Click each of these to make your additions for home phones, cell phones, home e-mail addresses, and especially your "Destination" address for your UH e-mail address.
- **Special note:** Please make sure there is an e-mail address listed in the "Destination" box (ex., [suesmith@myEmail.com](mailto:suesmith@myEmail.com)). A "Destination Address" is required for your UH e-mail to work correctly.
- Be sure to click the **Save** button after each addition to your personal contact information.
- Once you log out, your information will be available for use in case of an emergency.

You can view screen shots of these steps at the following URL: "Students: Updating Phone Numbers & Email Addresses" <http://www.uh.edu/peoplesoft/tutorials.html>.

# NOTES

# NOTES

# through my lens

## contest Guidelines



**THEME:** Embracing the Cougar Spirit!

**ELIGIBILITY:**

This photo contest is open to all students enrolled during the 2008-2009 academic year (e.g. Jane Doe), department-sponsored groups (e.g. Youth Scholars), and Campus Activities registered student organizations (e.g. Art of Living Club).

**PHOTO FORMAT:**

- JPEG, minimum resolution of 300 DPI
- Black & White OR Color

The entry may be an original photo that was taken for the purpose of this contest or for personal/private use. Entries cannot be copied or reproduced from a third party source.

**PHOTO SUBMISSION CHECKLIST** (materials available at <http://www.uh.edu/dos/hdbk>):

Submit the following to Dean of Students Office (University Mail Code 3035 / University Center Room 252):

- Original Signed Application Form, with printed copy of photo attached.
- Original Signed Authorization for Use of Photograph or Likeness for entrant and all people in photo.

You must also email a digital version of the photo, clearly identifying the submitter, to [dos-photo@uh.edu](mailto:dos-photo@uh.edu). Incomplete entries will be disqualified. You may submit up to a maximum of three photos.

**JUDGES:**

Students serving on the Student Handbook Committee will judge the photos and narrow the entrants to a small pool of finalists. A recommendation of the best three will be made to Dr. Elwyn Lee, Vice Chancellor / Vice President for Student Affairs, who will select one as the cover design for the 2009-2010 Student Handbook.

**JUDGING CRITERIA:**

- Demonstration of / appropriateness to the theme (abstract or literal).
- Originality and creativity.
- Composition.
- Examples of diversity that reflect the vibrancy and beauty of the University of Houston.

**PRIZES:**

The finalists will be honored at a reception in August, where the winning cover will be unveiled.

- 1<sup>st</sup> Prize: \$300 and a framed version of the handbook cover.
- 2<sup>nd</sup> Prize: \$100 and possible inclusion of the photo within the Handbook.
- 3<sup>rd</sup> Prize: \$50 and possible inclusion of the photo within the Handbook.

Prize money will be distributed to the submitting individual for solo entries, to the head of a department-affiliated student group, or to the president of a Campus Activities registered student organization.

**DEADLINE:** Monday, May 18, 2009 at 5:00 p.m.

# through my lens

## Application

Print Form

Application Date (D/M/Y):

### contact Information

Individual Entry

Department-Affiliated Student Group:

Campus Activities Registered Student Organization:



Contact Name:

PeopleSoft ID:

Current Email:

Classif. & Major:

Current Address:

City:  State:  Zip:

Current Phone:  Cell Phone:

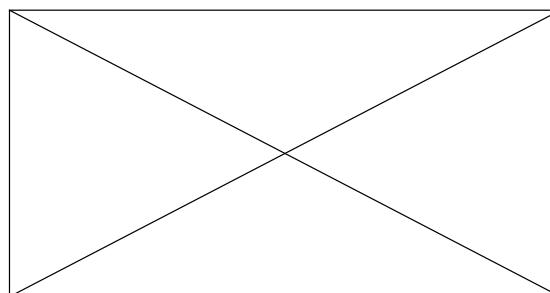
Address Valid Until (D/M/Y):

### Photograph Details

Name of Photo:

Brief Description (150 words or less):

Please click the box below to attach a hi-res copy of your photograph. Alternately, print a small copy of your photograph and tape/paste it here.



### Agreement

I, the undersigned, have read, understand, and meet the qualifications for submitting eligible photograph/s for the Student Handbook Photo Contest, found at [uh.edu/dos/hdbk](http://uh.edu/dos/hdbk). I understand that if my application is incomplete or late, my submission will not be valid for the contest. I understand that all entered photos become the sole property of the Dean of Students Office and may be used in future publications.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print and sign this form, double-checking to ensure that all text is visible. Submit it, along with the *Authorization for use of Photograph or Likeness* form to:

ATTN: Student Handbook Photo Contest Committee  
Dean of Students Office, University of Houston  
252 University Center  
Houston, TX 77204-3035

You must also email a hi-res digital copy of your photograph/s to: [dos-photo@uh.edu](mailto:dos-photo@uh.edu). Please clearly mark the contact person's name in the subject of the email.



# CAMPUS MAP

- 562 A.D. Bruce Religion Center, ADB, (E5)  
 523 Allied Geophysical Labs, AGL, (G8)  
 578 Agnes Arnold Hall, AH, (F6)  
 Agnes Arnold Auditorium 1, AUD1, (G6)  
 Agnes Arnold Auditorium 2, AUD2, (G6)  
 573/4 Athletics/Alumni Center, AAF, (I4)  
 537 Bates Law Building, BL, (G9)  
 557 Bates Residence Hall, BH, (E4)  
 500 Bayou Oaks Apartments, BO, (A7)  
 597 Cambridge Oaks Apartment, CO, (D2)  
 522 Campus Recreation and Wellness Center, CRWC, (C9)  
 599 Carl Lewis International Track and Field Complex, (J4)  
 588 Charles F. McElhinney Hall, M, (F4)  
 504 Child Care Center, CCC, (E2)  
 598 Clinical Research Center, CRS, (C3)  
 543 College of Architecture Building, ARC, (H8)  
 508 College of Technology Building, T2, (G7)  
 506 Communications Building, COM, (H6)  
 596 Computing Center, CC, (I9)  
 590 Conrad N. Hilton College of Hotel and Restaurant Management, CHC, (D7)  
 Hilton Hotel and Conference Center, (D7)  
 530 Corbin J. Robertson Stadium, RS, (G3)  
 582 Cougar Field, HIL, (J6)  
 583 Cougar Field Ticket Booth, (I5)  
 510 Cougar Place, CP, (E3)  
 579 Cullen College of Engineering Building 1, D, (G7)  
 581 Cullen College of Engineering Building 2, D3, (G7)  
 569 Cullen Oaks Apartments, CULLO, (B2)  
 517 Cullen Performance Hall, A, (E6)  
 506 Cynthia Wood Mitchell Center for the Arts
- 594 Engineering Education Resource Center, EERC, (G8)  
 571 Engineering Laboratory, Y, (F8)  
 580 Engineering Lecture Hall (Lecture 2), D2, (F8)  
 516 Ezekiel W. Cullen Building, E, (E6)  
 589 Fine Arts Building, FA, (H7)  
 534 Fred J. Heyne Building, H, (F4)  
 585 General Services Building, GEN, (J9)  
 549 Graduate College of Social Work Building, SW, (G6)  
 531 Hofheinz Pavilion, HP, (H4)  
 586 Isabel C. Cameron Building, CAM, (D3)  
 505 J. Davis Armistead Building, JDA, (B8)  
 540 John M. O'Quinn Law Library, LL, (G9)  
 568 Justin Dart, Jr., Center for Students with Disabilities, CSD, (D5)  
 539 Krost Hall, KH, (G9)  
 564 Lamar Fleming, Jr. Building, F, (F5)  
 555 Law Residence Hall, LH, (D4)  
 536 LeRoy and Lucile Melcher Center for Public Broadcasting, CPB, (I9)  
 KUHT-TV, TV  
 KUHT-TV TV Production, P2  
 KUHF-TV Film Production, P1  
 Development/Association for Community Broadcasting, ACB  
 KUHF-FM, COM  
 528 LeRoy and Lucile Melcher Hall, MH, (E8)  
 507 Lyndall Finley Wortham Theatre, WT, (H6)  
 509 M.D. Anderson Library, L, (F7)  
 533 Melcher Gymnasium, MEL, (I4)  
 559 Oberholtzer Residence Hall, OB, (D4)  
 584 Moody Towers, MR, (C7)  
 553 Parking Garage, GAR, (C8)
- 547 Philip Guthrie Hoffman Hall, PGH, (F6)  
 515 Power Plant, PP, (F7)  
 520 Rebecca and John J. Moores School of Music Building, MSM, (H6)  
 501 Roy G. Cullen Building, C, (E5)  
 502 Science Building, S, (F5)  
 541 Science and Engineering Research Center, SERC, (G5)  
 529 Science and Engineering Classroom, SEC, (G5)  
 550 Science and Research Building 1, SR1, (G5)  
 551 Science and Research Building 2, SR2, (H6)  
 556 Settegast Residence Hall, SH, (D5)  
 542 South Park Annex, SPA, (A7)  
 587 Stephen Power Farish Hall, FH, (F5)  
 524 Student Service Center 1, SS, (D5)  
 526 Student Service Center 2, SS2, (D5)  
 532 Susanna Garrison Gymnasium, GAR, (I4)  
 558 Taub Residence Hall, TH, (D5)  
 538 Teaching Unit 2 Building, TU2, (G10)  
 503 Technology Annex, T, (G7)  
 525 UH Health Center, HC, (D5)  
 519 UH Police Department, UHPD, (F2)  
 565 University Center, UC, (E7)  
 567 University Center Satellite, UCS, (G6)  
 566 University Center Underground, UCU, (E8)  
 560 University of Houston DPS Parking Enforcement, UHDPS, (F2)  
 593 University of Houston Science Center, HSC, (H5)  
 591 Visitor Information Center 1, (D8)  
 513 Visitor Information Center 2, (I6)  
 553 Welcome Center, (C8)

- A Cullen Performance Hall, (E6)  
 AAF Athletics/Alumni Center, (I4)  
 ADB A.D. Bruce Religion Center, (E5)  
 AGL Allied Geophysical Labs, (G8)  
 AH Agnes Arnold Hall, (F6)  
 AUD1 Agnes Arnold Auditorium 1, (G6)  
 AUD2 Agnes Arnold Auditorium 2, (G6)  
 BH Bates Residence Hall, (E4)  
 BL Bates Law Building, (G9)  
 BO Bayou Oaks Apartments, (A6)  
 C Roy G. Cullen Building, (E5)  
 CAM Isabel C. Cameron Building, (D3)  
 CC Computing Center, (I9)  
 CCC Child Care Center, (E2)  
 CHC Conrad N. Hilton College of Hotel and Restaurant Management, (D7)  
 CO Cambridge Oaks Apartment, (D2)  
 COM Communications Building, (H6)  
 CP Cougar Place, (E3)  
 CPB LeRoy and Lucile Melcher Center for Public Broadcasting, (I9)  
 CRS Clinical Research Center, (C3)  
 CRWC Campus Recreation and Wellness Center, (C9)  
 D Cullen College of Engineering Building 1, (G7)  
 CULLO Cullen Oaks Apartments, (B2)  
 D2 Engineering Lecture Hall (Lecture 2), (F8)

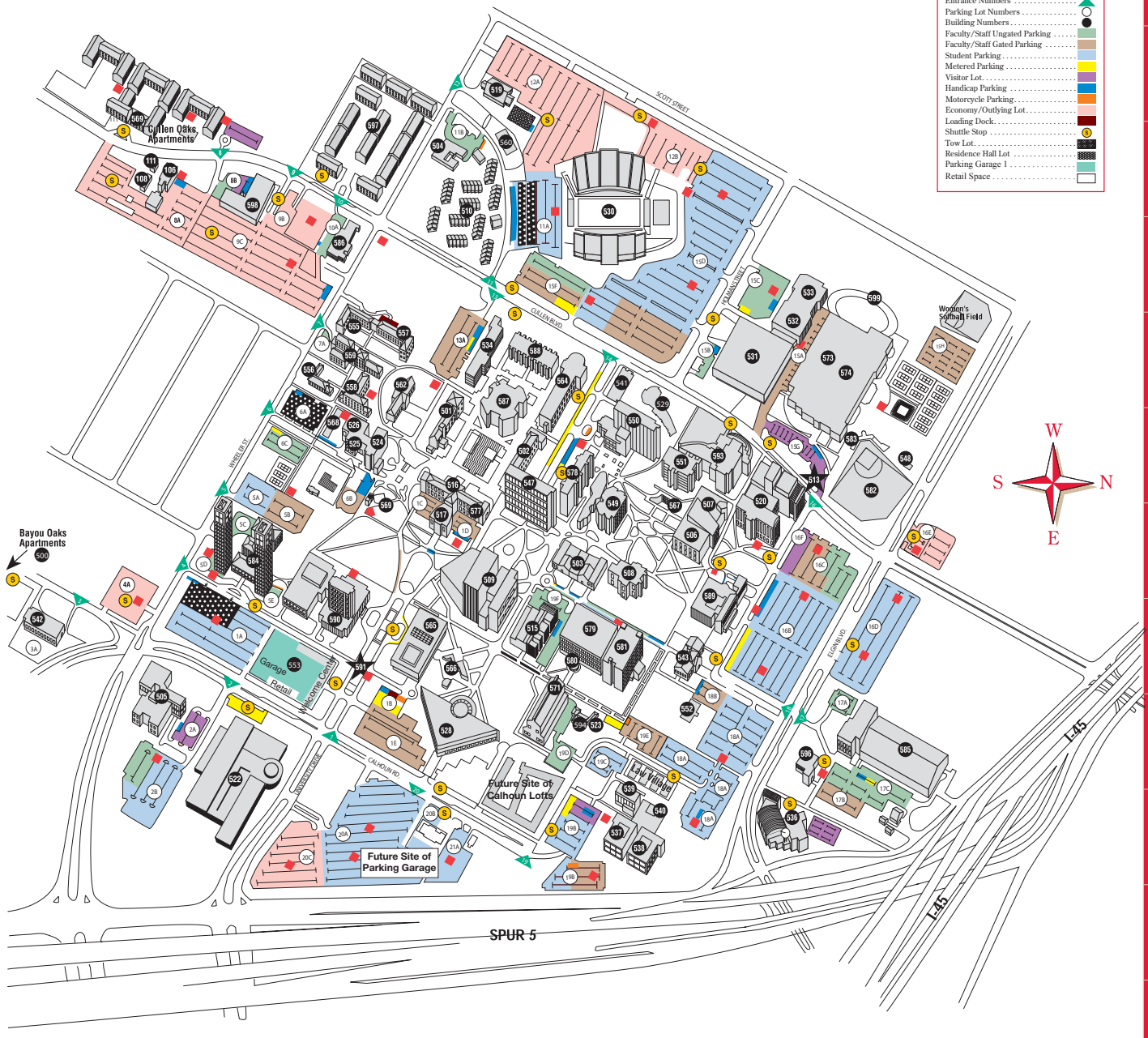
- EERC Engineering Education Resource Center, EERC, (G8)  
 D3 Cullen College of Engineering Building 2, (G7)  
 E Ezekiel W. Cullen Building, (E6)  
 F Lamar Fleming, Jr. Building, (F5)  
 FA Fine Arts Building, (H7)  
 FH Stephen Power Farish Hall, (F5)  
 GAR Parking Garage, (C8)  
 GAR Susanna Garrison Gymnasium, (I4)  
 GEN General Services Building, (J9)  
 H Fred J. Heyne Building, (F4)  
 HC UH Health Center, (D5)  
 HIL Cougar Field, (J6)  
 HP Hofheinz Pavilion, (H4)  
 JDA J. Davis Armistead Building, (B8)  
 KH Krost Hall, (G9)  
 HSC University of Houston Science Center, (H5)  
 L M.D. Anderson Library, (F7)  
 LH Law Residence Hall, (D4)  
 LL John M. O'Quinn Law Library, (G9)  
 M Charles F. McElhinney Hall, (F4)  
 MEL Melcher Gymnasium, (I4)  
 MH LeRoy and Lucile Melcher Hall, (E8)  
 MR Moody Towers, (C7)  
 MSM Rebecca and John J. Moores School of Music Building, (H6)  
 OB Oberholtzer Residence Hall, (D4)  
 PGH Philip Guthrie Hoffman Hall, (F6)

- PL Swimming Pool, (D6)  
 PP Power Plant, (F7)  
 RS Corbin J. Robertson Stadium, (G3)  
 S Science Building, (F5)  
 SERC Science and Engineering Research Center, SERC, (G5)  
 SEC Science and Engineering Classroom, SEC, (G5)  
 SH Settegast Residence Hall, (D5)  
 SPA South Park Annex, (A7)  
 SR1 Science and Research Building 1, (G5)  
 SR2 Science and Research Building 2, (H6)  
 SS Student Service Center 1, (D5)  
 SS2 Student Service Center 2, (D5)  
 SW Graduate College of Social Work Building, (G6)  
 T Technology Annex, (G7)  
 T2 College of Technology Building, (G7)  
 TH Taub Residence Hall, (D5)  
 TU2 Teaching Unit 2 Building, (G10)  
 UC University Center, (E7)  
 UCS University Center Satellite, (G6)  
 UCU University Center Underground, (E8)  
 UHDPS University of Houston DPS Parking Enforcement, (F2)  
 UHPD UH Police Department, (F2)  
 WT Lyndall Finley Wortham Theatre, (H6)  
 WC Welcome Center, (C8)  
 Y Engineering Laboratory, (F8)

# UNIVERSITY of HOUSTON

## Campus Map

Map Key	
Information Center	★
Emergency Call Boxes to Police	★
Entrance Numbers	▲
Parking Lot Numbers	●
Building Numbers	○
Faculty/Staff Ungated Parking	■
Faculty/Staff Gated Parking	■
Student Parking	■
Metered Parking	■
Visitor Lot	■
Handicap Parking	■
Motorcycle Parking	■
Economy/Outlying Lot	■
Loading Dock	■
Shuttle Stop	■
Tow Lot	■
Residence Hall Lot	■
Parking Garage I	■
Retail Space	■



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