

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES (GSBS) SCHOOL ORIENTATION 2016

GSBS Student Affairs Office: 409-772-2665 (4.429 William C. Levin Hall)
Office of Enrollment Services: 409-772-1215 (2.210 Ashbel Smith "Old Red")
Legal Affairs, International Affairs: 409-747-8731 (4.254 Rebecca Sealy Hospital)
University Student Services: 409-747-9055 (2.114 Jamail Student Center)
UTMB Health Campus Map: <http://www.utmb.edu/map/>

Parking: Public Garages – Locations and Rates, UTMB Health Campus

<http://www.utmbhealth.com/oth/Page.asp?PageID=OTH000023>

The UTMB Parking Office will be on site during the morning check-in time on Saturday so students can purchase parking or pick up pre-purchased hang tags. The hang tag pick up line will be much faster than the line to purchase. **It is highly suggested that if you are going to purchase a parking permit, you do so prior to Welcome Weekend.** More information about parking options, go to <http://www.utmb.edu/AuxiliaryEnterprises/ParkingFacilities/>. Direct any questions about this to the Parking Office at 409-772-1581. You need a badge to park in employee garages which can only be issued after clearances are obtained.

Shuttle to UTMB Campus:

The shuttles will run from the free shuttle lot behind Walgreens at Seawall Boulevard and Holiday Drive to a drop off/pickup point in the circle at the Rose Garden just east of Levin Hall on the UTMB campus. These shuttles will run a direct route back and forth from these two spots with no other stops on campus. The regular shuttle will still run as it does every day for employees and staff. Students utilizing the Shuttle Lot should allow for extra time to reach campus Special schedule during orientation week only, as follows:

Day/Date	Times
Mon. 8/22	6:30 am – 8:30 am 4:30 pm – 6:30 pm
Tues. 8/23	7:00 am – 9:00 am 1:00 pm – 2:00 pm 4:00 pm – 8:00 pm
Wed. 8/24	7:00 am – 9:00 am 3:30 pm – 5:30 pm
Thurs. 8/25	8:00 am – 2:00 pm

Island Transit bus (409-797-3909) / Schedule: <http://www.islandtransit.net/>

Employment with UTMB Health: For assistantship recipients, steps to follow to be appointed as an employee at UTMB Health are handled by the program that sponsored your admissions, not the Graduate School. Contact your program coordinator <http://www.gsbs.utmb.edu/staff/> for explanation of the hiring procedures and when you need you to be in Galveston to take care of those requirements. Some things can be handled prior to arrival.

Saturday, August 20, 2016

WELCOME WEEKEND

<http://www.utmb.edu/studentlife/incoming-students/welcome-weekend>

Wear comfortable shoes and possibly bring a light jacket or sweater if you typically feel colder than the majority.

8:00am – 2:30 pm **Moody Gardens Convention Center**

Seven Hope Boulevard | Galveston, TX 77554 / Phone (409) 741-8484 | Toll Free (888) 388-8484 or (800) 582-4673

Directions: <http://www.moodygardenshotel.com/locationDirections-en.html>

Families can get a group rate of \$169.00 plus tax at the Moody Gardens Hotel. For reservations, tell the operator that you are booking for the 2016 UTMB Welcome Weekend.

Complete details, including activities for parents, at:

<http://www.utmb.edu/StudentLife/ProspectiveStudents/WelcomeWeekend.aspx>

8:00am – 9:00am **Check in and Continental breakfast / Expo Hall A**

Students will check in with their schools and pick up their packets.

After checking in, join us for a light breakfast and to make new friends. Also, during this time the UTMB Parking Office will be available to sell student parking permits. You will be able to purchase parking until 9:00am. The parking office will close at 9:00am, but will be open again during lunch.

9:00am–10:00am **Morning Welcome Session / Expo Hall B**

- Welcomes, introductions and explanation of day's events
- How to get involved on campus
- The UTMB Experience
- Galveston Life

10:00am–12:30pm **Peer Roundtables and Community Fair Sessions**

Attendees will be split into two groups. During the first hour, Group A will attend the Community Fair while Group B attends their Peer Roundtable sessions. The two groups

will switch sessions during the second hour. Please refer to the attached maps for locations.

Peer Roundtables Sessions Assigned Breakout Rooms

This session is for open discussion with upperclassmen from your school. There will be no faculty, administration or staff at this session. These are student only discussions, so bring any questions you may have about the upcoming year regarding lifestyle, curriculum, or the Galveston area.

Community Fair Session for Students / Expo Hall C

Come and visit with student organizations, local businesses, faith based organizations and churches, banks, restaurants and other student interests from the community and campus. Many of the vendors/exhibitors will have free giveaways!

12:30pm–2:30pm Lunch and Casino Mixer / Expo Hall A & B

Come and enjoy lunch with your new friends! Then play some casino style games, enjoy some music and have a chance to win some prizes! Additionally, the UTMB Parking Office will be selling student parking permits at this time.

3:30pm–4:30pm Student & Parents UTMB Campus Tour/UTMB Campus

The UTMB Alumni Office will host tours of the UTMB campus for parents of incoming UTMB students. Students are welcome to join their parents on the tours. The UTMB Bookstore will also be open during the tours.

Proud Parent Welcome Weekend Event

Galveston Island Convention Center at The San Luis Resort

5600 Seawall Boulevard | Galveston, TX 77554 / Phone Toll Free (866) 505-4456

Directions: <http://www.galvestonislandconventioncenter.com/attendees/directions.asp>

For More Information: <http://alumni.utmb.edu/parents/events>

Sunday, August 21, 2016

NO EVENTS SCHEDULED

Monday, August 22, 2016

ALL-SCHOOLS ORIENTATION

7:00am–4:30pm

William C. Levin Hall Foyer and Full Auditorium, 2nd Floor

Below are the sessions to be covered during the day. It will also address required compliance trainings, so it is **critical** that you attend. All students will remain together throughout these presentations as there are issues pertaining to all students regardless of which school attending.

7:00am – Check in begins: Report to the second floor foyer of William C. Levin Hall on the UTMB Galveston Campus. Please look for the sign for your school and check in with the Student Affairs staff at that table.

The UTMB campus map can be found at

<http://www.utmbhealth.com/doc/Page.asp?PageID=DOC000589>.

William C. Levin Hall is located at E-5 (#55) on the map.

Students from all four UTMB schools will attend these sessions in Levin Hall Main Auditorium.

8:00am – Welcome – Scott Boeh, Asst. Vice President for Student Services

8:10am – Message from Provost – Dr. Danny O. Jacobs, Executive Vice President, Provost, Dean, School of Medicine

8:25am – Professionalism at UTMB - Dr. Rebecca Saavedra, Vice President for Strategic Management

8:40am – Ombudsperson Services – Dr. James Blankenship, Student Ombudsperson

8:50am – Student Service Departments – Student Life staff to give overview of the student service department, how to find them and contact them, will also share the links on the web to the narratives about these departments. Departments to be covered: Enrollment Services, Student Life, Academic Resources & Library, Information Services, Auxiliary Services, ADA Services, Emergency Preparedness and the First Alert system. The compliance training requirements and how to find that site will also be covered at this time.

9:50am – Inter-professional Education Program – Shelley Smith, Asst. Director, Inter-professional Education

10:00am – BREAK

10:15am – Student Health and Counseling – Dr. Falanda Lamar, Cindy DeSanto, and Barbara Calvert-Escoubas

10:25am – Campus Safety – Thomas Engells, Chief, University Police

10:30am – Sexual Harassment/Title IX – Katherine Rodriguez, Director, Internal Investigations

11:10am – Diversity and Inclusion – Adeola Oduwole, Director, Diversity and Inclusion

11:40am – Honor Pledge Committee

11:50am – Recap and dismissal to lunch

12:00pm – Lunch (will be provided)

1:30pm - School specific orientations will take over from this point and for remainder of week. GSBS students should report to Testing Center Auditorium, 1.206, Research Bldg. #6

GSBS ORIENTATION:

1:30pm–2:00pm Graduate Student Organization – Testing Center Auditorium, 1.206 - Research Bldg. #6

- Panel Discussion
- Honor Pledge Presentation and Board Signing

- 2:00pm–2:30pm** Student Health Orientation – Cynthia DeSanto, MSN, RN, FNP-BC, Director; Student Counseling and Psychological Services, Testing Center Auditorium, 1.206 - Research Bldg. #6
- 2:30pm–3:30pm** GSBS Information, Joan Nichols, Ph.D., Associate Dean for Student Affairs, Testing Center Auditorium, 1.206 - Research Bldg. #6
- 3:30pm–5:00pm** Program Orientation and Registration Information
See flyer in your packet for location

Important Note:

You will take a picture tomorrow during Graduate School orientation for employee/student badge, course instructors, school Syndrome, etc. - it will follow you throughout your graduate career. **Please dress appropriately.**

Tuesday, August 23, 2016
GSBS ORIENTATION

(If you are not receiving a stipend, your day begins at 9:00am.)

- 8:00am–8:30am** **(Only need to attend if you did not do this when you arrived in Galveston; if you handled this already, your day begins at 8:30am).** I-9 Employment Eligibility Verification–Crina Nelson, Recruiter, Human Resources, Levin Hall Room 3.324.
Items to bring: New Hire Packet, I-9 form and 2 supporting documents, original social security card, photo identification, etc.

The next presentation will cover an explanation of benefits, important information about dates of enrollment, coverage selection, and some basic rules about using the plan, such as when can you add or drop coverage. This session is mandatory for employees who are stipend recipients and thus eligible for benefits.

- 8:30am–9:00am** **Benefits Presentation / Questions and Answers** – Shannon McLaren and LaMeka Martin, HR Specialists; 2.220 Levin Hall South Auditorium
Home Page for Benefits Services Center: <http://www.utmb.edu/benefits/> [click New Hire Benefits] for an Overview of basic benefit information. Graduate Assistants are not eligible for retirement benefits.
Within 31 days of your hire date, submit benefit election forms by email or fax. There is no physical campus location. Employee Benefits Enrollment Contact Information is provided below:
Phone: 409-772-2630 or Toll Free 866-996-UTMB (8862)
Fax: 281-554-5381 / Email benefits.services@utmb.edu
Business Hrs: Monday-Friday, 8am–5pm
- 9:00am–10:00am** **Essentials Rules and Procedures: How to Remain in Good Standing as a Student at UTMB Health** - Joan Nichols, Ph.D., Associate Dean for Student Affairs, 2.220 Levin Hall South Auditorium

10:00am–11:30am Discussion of a Summer Reading

***The Immortal Life of Henrietta Lacks* by Rebecca Skloot**

Students will participate in one of the sessions offered; location will be determined before break.

11:30am–12:00pm Lunch on your own. Some on-campus possibilities are: Starbucks coffee-shop adjacent to the library, ground floor; Joe's Café inside Jamail Student Center, 1st floor; Café on the Court, 1st floor John Sealy Hospital

12:00pm–1:00pm Last names A through M:

GSBS Photo Session – Mark Kinonen, Imaging Specialist, 4.444 Levin Hall, Photo Studio [Name sheet located in your orientation folder]

Last names N through Z:

Free Time

1:00pm–2:00pm Last names A through M:

Library Resources Information – Reference Librarians, 238 Moody Medical Library, Online Training Center

Last names N through Z:

GSBS Photo Session – Mark Kinonen, Imaging Specialist, 4.444 Levin Hall, Photo Studio [Name sheet located in your orientation folder]

2:00pm–3:00pm Last names N through Z:

Library Resources Information – Reference Librarians, 238 Moody Medical Library, Online Training Center

Last names A through M:

Free Time

3:00pm–4:30pm **Introduction to Community of Scholars Ceremony, 2.220 Levin Hall South Auditorium**

Free Time

5:00pm–8:00pm **8th Annual UTMB "Plazapalooza" All-Schools Social Event**
(sponsored by Student Life and Student Government Association), Ashbel Smith "Old Red" Plaza

End of GSBS Orientation

mySTAR – https://mystar.utmb.edu/psp/pprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST

REGISTRATION

Wait until orientation week so you have a chance to meet with your program director to be advised on your course load. Some programs may handle this part if you have no holds for missing items. Check to see that all admissions documents are on file via the Student Center of mySTAR.

The earliest to register for the Fall term is August 1, and August 26 as the last day to register before late fees are assessed. It is your responsibility that you are registered EACH term, for the appropriate courses/credit hours, and verify your health insurance coverage. This is done online via mySTAR.

International Visa Students: Send an email to request an appointment with our Director of Student Financial Services, Carol Cromie (cacromie@utmb.edu), to get your visa paperwork signed. You will need to bring your I20, visa, and I94 card. Once that is done, your F-1 hold will be cleared and then you are to go online to register for Fall term courses via mySTAR.

GSBS TERM DATES

Fall 2016	August 29, 2016 – December 16, 2016
Spring 2017	January 5, 2017 – April 21, 2017
Summer 2017	May 1, 2017 – August 11, 2017

A full detailed academic calendar for the Graduate School is posted at:

<http://www.gsbs.utmb.edu/calendars/>

UTMB BOOKSTORE

10th and Market Street, 1.106 Moody Medical Library, 409-772-1939
Hours: 7:30am-5:30pm, Monday-Friday

COMPUTERS AND PRINTING

- Old Red Ground Floor, Student Studying Center Hours M-F 8am – 5pm; 24-hr/day access with student badge
 - MML Circulation Desk, 2nd floor (409-772-2372) <http://library.utmb.edu>. MML hours: M-Th: 7am–midnight, Fri: 7am–9pm, Sat: 9am–8pm, Sun: Noon–11pm.
- Purchase cards only from the MML; cost of \$.05/page. Print stations at either location.

ADDRESS UPDATES

Update your records with your new local address and phone number in **two different areas** noted below. Keep in mind that the addresses in these records are used for any correspondence mailed.

- Student – mySTAR (Student Center > Personal Information)
mySTAR url: https://mystar.utmb.edu/psp/pprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST
- Employee, if applicable – Click on “Emp Self Service / Paycheck” located on the left-hand side of UTMB home page <http://intranet.utmb.edu/iutmb/>. This is also the location to view your paystub. Salaried appointments as a Graduate Assistant are effective August 29, the first day of class if all hiring requirements are met. If on salary, you are paid on a biweekly schedule so the first check will be Friday, September 16. We highly encourage you to sign up for direct deposit (<http://www.utmb.edu/finance/payrollservices/dirdeposit/default.asp>).