



**UT Tyler**<sup>TM</sup>  
THE UNIVERSITY OF TEXAS AT TYLER

**Master of Biotechnology**

***Student Guide***

***2022-2023***

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## **DISCLAIMER**

This handbook is a general information publication only. It is not intended to, nor does it contain all regulations that relate to Biotechnology students. The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant, student or faculty member and The University of Texas at Tyler Health Science Center or The University of Texas System.

## OVERVIEW

### ***Introduction***

Welcome to the Master of Science in Biotechnology program in the School of Medicine (SOM) at the University of Texas at Tyler! This handbook has been prepared to introduce you to the program, and it offers information specific to the program and should be used in conjunction with the [general catalog](#) of The University of Texas at Tyler and the [University Manual of Policies and Procedures for Student Affairs](#). This information will assist you in fulfilling your educational goals at the University of Texas at Tyler Health Science Center. Additional information and resources to assist you in your academic endeavors are also provided on the [Welcome webpage](#) for the program.

### ***History of the University of Texas at Tyler***

The University of Texas at Tyler is part of the prestigious University of Texas System that includes 13 institutions throughout the state. Founded in 1971, UT Tyler today enrolls over 10,000 students and consists of five colleges and three schools. UT Tyler students represent 167 Texas counties, 45 states, and 60+ nations.

The beautiful Tyler campus features more than 200 acres nestled along a lake and surrounded by thick pine and oak forests, providing a picturesque location for study and recreation. Additional instructional sites include The UT Tyler Health Science Center and regional campuses in Palestine, Longview, and Houston.

### ***UT Tyler Mission, Vision, & Values***

#### **UT Tyler Mission Statement**

UT Tyler is a comprehensive public university. We help our students, patients, and community members achieve their educational and health goals by offering a combination of excellence in higher education, research, public service, and advanced healthcare delivery.

#### **UT Tyler Vision Statement**

We aspire to be an impactful, values-centered institution unified in common purpose, a community that fosters opportunity, committed to providing a uniquely balanced student experience and improving the quality of human life.

#### **UT Tyler Values**

**Servant Leadership:** We put the needs of our students, patients, colleagues, and community, first.

**Excellence:** We work collaboratively every day to be better and strive to establish and achieve exemplary outcomes.

**Accountability:** We hold ourselves to the highest ethical standards and manage the resources of UT Tyler wisely.

**Diversity:** We respect and value diversity in ideas, peoples, and cultures and strive to create an inclusive and equitable community.

## ***School of Medicine Mission, Vision, and Values***

### **About**

The University of Texas at Tyler School of Medicine was founded to address the shortage of physicians and lack of access to care in East Texas, with the singular goal of improving the quality of life and health in our region.

The **SOM vision** is to improve the quality of life and reduce health disparities in our rural region by training diverse, committed, and culturally competent physician leaders who work cooperatively with interprofessional teams to develop innovative value-based healthcare systems, provide the highest quality care, discover novel treatments and improve processes, and partner with the community to address social determinants of health.

The **SOM mission** is fourfold:

**Community Engagement:** Embed the SOM within East Texas, focusing on communication, responsiveness, inclusion, and community. The SOM is East Texas, and everything we do will be in partnership with our communities.

**Education:** Recruit, support, and develop a diverse and representative healthcare and research workforce from East Texas, focused on reducing health disparities in East Texas.

**Research:** Develop an array of biomedical, clinical, translational, and population-based research programs focused on understanding and eliminating health disparities in East Texas.

**Clinical:** Expand access to top-quality healthcare in the local communities of East Texas by developing and implementing innovative healthcare systems and leveraging existing infrastructure and programs.

The Values of our SOM are:

**Perseverance-** persisting in pursuit of success despite any obstacles

**Excellence-** refusing to accept anything but the best in all we do

**Respect-** remembering due regard for the feelings, wishes, rights, and traditions of all

**Community-** promoting a feeling of fellowship with others, focusing on our common attitudes, interests, and goals

**Creativity-** using our imagination to generate novel ideas to solve the problems of East Texas

**Service** – transformational, service-focused leadership in achieving daring goals

### ***Center for Biomedical Research Mission***

The mission of the Center for Biomedical Research (CBMR) is to train scientists to generate new knowledge in the biomedical sciences and to increase public understanding of science. The CBMR is committed to maintaining the highest standards of training and to providing a program for the graduate student to learn to function independently as a scientific professional.

## ***Core Tenets of Graduate Training\****

### **Quality Training**

Individuals should be trained to independently formulate meaningful hypotheses, design and conduct interpretable experiments, adhere to good laboratory practices, analyze results critically, understand the broad significance of their research findings, and uphold the highest ethical standards in research. The development of additional skills – including oral and written communication, grant writing, and laboratory management are considered integral to this training.

### **Importance of Mentoring\***

Effective mentoring is critical for graduate education and requires that the primary mentor dedicate time to ensure personal and professional development of the students. A good mentor builds a relationship with the student that is characterized by mutual respect and understanding. Attributes of a good mentor include being approachable, available, and willing to share his/her knowledge; listening effectively; providing encouragement, providing constructive criticism, and offering expertise and guidance.

### **Equity, Diversity, and Inclusion**

Biotechnology students represent a vital component of the educational, research, and community service mission of UT Tyler. The Biotechnology program faculty and administrators serve as role models and mentors reflecting high professional standards of independent study, scholarship, and research throughout the program. Together, faculty, staff, and students work cooperatively to affirm an inclusive climate and equitable culture that advances the organizational value of diversity. This value is actualized in the program through a mutual respect of each individual and by fostering a sense of belonging for all members of the Biotechnology community. This philosophical practice extends beyond the parameters of our program and campus to the University of Texas System. As such, in accordance with the Board of Regents' Rules and Regulations, Rule 10701, "To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under, any program or activity sponsored or conducted by The University of Texas System or any of its institutions, on the basis of race, color, national origin, religion, sex, age, veteran status, or disability."

*\*Adapted from Core Tenets of Graduate Training, Graduate School of Biomedical Sciences at UTHSC Houston, as originally adapted from the Compact Between Postdoctoral Appointees and Their Mentors, developed by the American Association of Medical Colleges' Group on Graduate Research, Education, and Training (GREAT Group).*



## UNIVERSITY AND SOM POLICIES

Students must be knowledgeable of all university policies, deadlines, and processes as outlined in the [general catalog](#) of The University of Texas at Tyler and the [University Manual of Policies and Procedures for Student Affairs](#). A partial list of key policies and resources are listed below.

### ***Academic Calendar***

The [UT Tyler Academic Calendar](#) is available online to provide important deadlines for graduation applications, course withdrawals, and other dates are also found on the academic calendar. The student is responsible for reviewing these dates to ensure compliance with meeting requirements.

### ***Residency Requirements***

The 2022-2023 [UT Tyler Catalog](#) provides state law residency requirements that may affect tuition and fees. Your Graduate Research Assistantship may allow you to pay in-state tuition. Tuition waiver forms are available and must be completed every semester to claim this benefit. Student must notify the Program Coordinator or Graduate Advisor if there is a change in residency.

### ***International Students***

The [Office of International Programs](#) supports UT Tyler's commitment to student success by providing meaningful and safe opportunities to develop global competencies and to serve the East Texas region through strategic international partnerships and multidisciplinary research collaborations. International Student Services supports all F and J visa international students who attend UT Tyler for academic study. OIP handles serving international students with their health and visa benefits such as visa adjustments, employment, travel, and re-entry into the country. The Intensive English Language Institute (IELI) is developed to meet the needs of each student's unique skillset and goals across all levels of language proficiency, from beginner to advanced, and supports Study Abroad programs.

### ***Transient Form***

After a student is admitted to UT Tyler, he or she cannot register for any course(s) at any other institution until approval is granted by the Registrar's Office. Approval by Department Chair, Dean and the University Registrar is required to assure that the course taken at another institution will count toward the student's degree. A student should not register at another institution until the request for undergraduate transient admission form has been completed and approved. More can be found at this [link](#).

### ***Veterans Resources***

The [Military and Veterans Success Center](#) (MVSC) provides guidance and resources to all military-affiliated students, including active duty, Reservists, and National Guard members, as well as spouses and children of service members and veterans. [Chapter 15](#) in the Manual of Policies and Procedures for Student Affairs (MOPP) identifies the policy provisions for the MVSC.

If a student should be called to active duty while in the program this [link](#) contains information related to withdrawals, excused absences, readmission and the 6-drop rule. The student is expected to notify the Graduate Advisor and Department Chair as soon as information is available related to potential deployment.

### ***TITLE IX and Nondiscrimination Policy and Complaint Procedure***

Title IX of the Education Amendments in 1972 protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Additionally, the UT Tyler Nondiscrimination Policy and Complaint Procedure ([Handbook of Operating Procedures Policy 2.4.1](#)) is to make sure that no person is excluded from participation in, denied the benefits of, or subject to discrimination under any program or activity sponsored or conducted by UT System or any of its institutions on the basis of race, color, national origin, religion, sex, sexual orientation, age, veteran status, or disability.

### ***Scholastic Conduct and Discipline/Academic Dishonesty***

Students at the University neither lose the rights nor escape the responsibilities of citizenship. Students are expected to obey and conduct themselves in accordance with penal and civil statutes of the local, state, and federal government, Rules and regulations of the Board of Regents, University regulations and administrative rules.

### ***UT Tyler Honor Code***

*I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.*

The value of an academic degree depends upon the absolute integrity of the work done by the student for the degree. It is imperative that the student maintains a high standard of individual honor in his or her scholastic work. **Any student who commits an act of scholastic dishonesty is subject to discipline** as per Chapter 8 of the [MOPP for Student Affairs](#).

It is the student's responsibility to abide by and be aware of The University of Texas at Tyler's academic [dishonesty policies](#). "Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act.

**Regulation Awareness:** It is the responsibility of the student to become familiar with the regulations of the University and to satisfy them in the proper way. Disciplinary policies and procedures are also described in the University of Texas System Board of Regents Rules and Regulations, Part One, Chapter VI, Section 3 and are printed in The UTT Student Guide.

### ***Academic Probation/Suspension***

For policies related to academic probation and suspension go to this [link](#)

If the student is dropped from the program, the student may re-apply after she/he demonstrates the potential to be successful as evidenced by:

Good academic standing at UT Tyler,

UT Tyler GPA must be 3.0 or better

A clear plan of how to remain successful if readmitted to the Biotechnology program.

### ***Grade Replacement***

The policy and forms are obtained through this [link](#).

### ***University and School of Medicine Academic Grievance Policies***

The [UT Tyler Academic Grievance Policy](#) is provided on the Office of the Registrar website. The [School of Medicine Academic Grievance Policy](#) and [Grade Appeal Policy](#) are available online and students may contact the SOM Office of Student Affairs.

1. Individual course instructors retain primary responsibility for documenting the course grade earned by the student and the instructor's judgment is final unless compelling evidence demonstrates discrimination, differential treatment to a select few students, or procedural irregularities.
2. It shall be presumed that the instructor documented the proper grade until proven otherwise.
3. The grade documented by the instructor shall remain in effect until the appeal process is concluded.
4. Any associated effects (loss of eligibility or privilege) shall be invoked even though an appeal is pending.
5. All grade records and related materials shall be maintained for a period of six months or until the case is resolved.
6. The burden of proof rests with the student.

### ***Appeals and Medical Withdrawals and Course Load Reduction***

Students have the right to appeal. See the UT Tyler policies related to withdrawing from a course: [Appeals Procedure](#)

[Medical Withdrawal Procedure](#)

### ***Non-Academic Grievance Policy***

See web site [link](#) for the Manual of Policies and Procedures for Student Affairs, Chapter 1, current edition for guidelines.

### ***Students with Disability Accommodations***

The procedure for accommodating a student who may have a documented medical, psychological, learning, or physical disability is as follows:

1. The student should contact the [Student Accessibility and Resources \(SAR\) Office](#), located on the main UT Tyler campus.
2. The SAR Office will communicate student's accommodations to their faculty. It is the student's responsibility to ensure that their faculty receive the accommodations for each course/each semester.
3. Once the faculty receives notification of accommodations, the accommodations will be enacted.

We encourage students to contact the SAR Office as soon as possible prior to the start of the semester or the disability onset (if mid-semester) as accommodations are not retroactive.

### ***Release of Student Information***

In accordance with the Family Educational Rights and Privacy Act (FERPA) and the Texas Public Information Act, Texas Government Code §552.001 et seq., the University policy on release of

student information is found in the UT Tyler catalog.

### ***Student Research and Work Expectations***

The successful student will be able to formulate a hypothesis to address a scientific question. That hypothesis will then be investigated using diverse experimental approaches learned in the assigned courses and thesis advisor's laboratory. This includes troubleshooting and refinement, as necessary. The experimental design and results must then be communicated orally (thesis defense) and in an approved written format (thesis manuscript).

In the Biotechnology Graduate Program, students are expected to select a laboratory and thesis mentor to refine their scientific training. While in this laboratory, the student is expected to work no less than 20 and no more than 30 hours per week towards the completion of their thesis project, which includes the oral presentation and written thesis. Students will assume progressive responsibility of their project as they acquire expertise in the laboratory and as their project matures. Students and faculty will work collegially with their colleagues, thesis laboratory members and members of their thesis committee.

### **Graduate Students Have the Right:**

- a) To be provided accurate, timely, and clear information in writing at the time of entry into the academic program concerning (a) general academic requirements for establishing and maintaining an acceptable academic standing, (b) the student's academic relationship with the University and the details of any special conditions that may apply, and (c) graduation requirements for the student's academic program.
- b) To be provided academic evaluations that represent the course instructor's good faith judgments of performance. Course grades shall represent the instructor's professional and objective evaluation of the student's academic performance. The student shall have the right to know all course requirements, including grading criteria, and course procedures at the beginning of the course.
- c) To pursue activities, collaboration, research, and publications pertaining to their thesis work and to increasing academic and/or professional development.
- d) To petition for a change in thesis advisor or thesis committee membership at any point in their academic career without incurring any undue future negative academic/social consequences as a result of this change, with the exception of academic scheduling.
- e) To have and participate in a community atmosphere where all members, including faculty, staff, and students, are treated with dignity and respect, and where discourse and interaction are professional, cooperative, and constructive even when there is disagreement.
- f) To be treated with courtesy in discussions between faculty, administration, and other students, and not be subjected to adverse discussion beyond the purview of departmental and university policies and law.
- g) To refuse activities that are unrelated to academic pursuit or professional development, particularly those that do not have a direct benefit to the completion of defined thesis or dissertation or professional development, without adverse conduct from their academic advisor or member of department faculty and/or staff.

### **Graduate Students Have the Responsibility:**

- a) To learn and demonstrate mastery of the content and skills of a course of study, while participating actively in the course's intellectual community, according to standards of

- performance established by the faculty.
- b) To make satisfactory progress in their studies and are responsible for meeting the University and program specific requirements associated with their degree.
  - c) To inform themselves of university, college, department, and school requirements as stated in the student handbook and in the University catalog. In planning to meet such requirements, students are responsible for consulting with their academic advisors.
  - d) To conduct themselves in a manner befitting their professional area of study
  - e) To observe professional standards and academic honesty in coursework, examinations, research and written reports, as well as with professional behavior towards students, staff, and faculty, and in the professional treatment of students, and laboratory animals they may encounter in the process of their graduate education
  - f) To acknowledge the contributions of faculty members in their scholarly presentations and publications.
  - g) To follow all University policies and procedures when conducting research, including those specified by the Institutional Review Board and the Institutional Animal Care and Use Committee.
  - h) To familiarize themselves with the University and college level student codes of conduct.

**Programmatic Responsibilities: The Student will:**

1. Review and sign a degree plan during the first semester.
2. Maintain a current name, address, email, and telephone number in your file from time of admission through graduation. Failure to maintain current contact information could delay receipt of important SOM and CBMR messages.
3. Promptly submit transcripts to the Registrar's Office for courses completed at other colleges/universities prior to the end of the first semester of admission.
4. Prior to registration each semester, schedule an appointment with your graduate advisor. If unable to keep the appointment, the graduate advisor must be notified, and the appointment rescheduled.
5. Prior to withdrawing from a course, students are required to consult with the graduate advisor. Failure to consult with graduate advisor prior to withdrawal may jeopardize the student's continuation in the program.
6. If encountering difficulties in academic or clinical matters, students may seek guidance, resources, and/or referrals from the course faculty, department chair, program coordinator, or graduate school.
7. Notify your graduate advisor in writing/e-mail for changes in student status such as part-time, withdrawal, or change in progression.

***Administration and Faculty Responsibilities***

All new Biotechnology majors are advised by the Program Coordinator to enroll and submit required documentation. The Program Coordinator will provide current information and resources to assist you throughout your enrollment.

The Program Coordinator is the **Graduate Advisor** for Biotechnology students and serves as your primary contact to assist in registration, course changes, academic progress records, and degree planning. The Program Coordinator will serve as a support resource and mentor for your academic and professional success. The student and Program Coordinator will sign a degree plan before the end of the first semester. Students are responsible for contacting the Program Coordinator each semester to review their progress. **The student is ultimately responsible for meeting the requirements for**

graduation.

### ***Responsibilities***

#### **The Program Coordinator will:**

1. Review the student's permanent file, which includes an approved degree plan (approved during the student's first semester in the program) and maintain dated notes of contacts with students.
2. Be available to students during posted office hours and respond in a timely manner to requests for appointments. (Usually within 24 hours)
3. Provide academic advising regarding course selection, requirements for progression and graduation, and resources and referrals as needed.
4. Identify potential scholarships/awards nominees.
5. Complete degree plans and graduation evaluations.

A **Thesis Research Advisor** will be a faculty member whose laboratory you select to perform your thesis research. Your Thesis Research Advisor will serve as your mentor and represent your interests to the thesis committee chair, departmental and university committees.

A **Thesis Committee Chair** ensures that the student is progressing through their thesis work in a timely manner. In addition, the Chair acts as a bridge of information between the student and their advisor, the rest of the committee, and the program.

## **COMMENCEMENT AND CONVOCATION**

### ***Filing for Graduation***

1. University graduation requirements are outlined in [The University of Texas at Tyler Catalog](#).
2. The student is ultimately responsible for meeting the requirements for graduation.
3. Students may apply for graduation as early as 9 months prior to the final filing deadline for graduation. Graduation application information is available on the [Office of the Registrar](#) website and students should refer to the [UT Tyler Graduation Application Checklist](#) for specific information on deadline dates.
4. No applications are accepted after the final deadline date.

### ***University Commencement***

[Commencement](#) is traditionally held at the end of the spring semester.

## AWARDS AND RECOGNITION

Recognition is given to graduating students during the CBMR Awards Ceremony.

### ***CBMR Awards for Extraordinary Students***

#### **Outstanding Scholarly Presentation Award**

Each year, faculty nominate and select one graduating student whose orally presented work is an exemplar of excellence to receive the Outstanding Biotechnology Student Scholarly Project award.

#### **Outstanding Thesis Award**

Each year, faculty nominate and select one graduating student whose written work is an exemplar of excellence in research and dissemination to receive the Outstanding Thesis award.

The Graduate Council is the primary advisory body for graduate education and recommends on all aspects of graduate education. The council is composed of elected and appointed graduate faculty members representing the university, schools, and colleges as well as two graduate students. The members represent not only their individual department, schools, and colleges but also serve as important contacts and sources of information for university administrators, faculty, and students. Current Standing University Committee are updated each fall semester and available on the Office of the President webpage. Ad Hoc Committees are established throughout the academic year and commonly request graduate and undergraduate student representatives. The Ad Hoc Committees member appointments are made through each dean's office. All students are encouraged to communicate their interest in community services for the university. Leadership roles in service to the university community enhance professional networks and strengthen the student's portfolio.

## ADDITIONAL RESOURCES

### ***Student Rights and Responsibilities***

[UT Tyler Student Rights and Responsibilities](#) policies, resources, and guidelines are provided online to facilitate student learning and success for all UT Tyler students regardless of instructional location or modality.

### ***Graduate School – Tyler Campus and Online***

The Graduate School supports students' academic and professional development in master's, doctoral, and certificate programs. In addition to the comprehensive portfolio services available to all students, graduate and professional students receive support through organizations like the Graduate Student Association, events such as the Three Minute Thesis (3MT), and other activities augmenting preparation for professional advancement. Personnel in the Graduate School oversee funding programs and support the Graduate Research Assistants, Graduate Teaching Assistants, and other research training activities in coordination with the Office of Research and Sponsored Projects. Students may contact staff by emailing [ogs@uttyler.edu](mailto:ogs@uttyler.edu). Financial Aid The [Financial Aid Office](#) offers an extensive list of federal, state, and private financial aid opportunities with over \$5 million in financial aid available.

### ***Registrar's Office – Tyler Campus and Online***

From registration steps to graduation procedures, the [Office of the Registrar](#) can help. Their office also handles loan deferments, name/address changes, and other vital items related to your university experience.

### ***Student Accessibility and Resources (SAR) - Tyler Campus and Online***

The SAR office provides students equal access to all educational, social, and co-curricular programs through coordination of services and reasonable accommodations, consultation, and advocacy. The SAR office abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which mandate reasonable accommodations be provided for students with documented disabilities. The SAR office works collaboratively with faculty, staff, and students to create an inclusive educational environment. Primary services provided through SAR include classroom accommodations and accommodated testing. Classroom accommodations that are more commonly coordinated include access to lecture notes, note-taking assistance, extended test-taking, separate/quieter/less distracting testing environment, preferred seating, sign-language interpreter, real-time transcription/captioning, enlarged print, various adaptive technology, and alternative text formats.

### ***Student Services- Tyler Campus and Online***

[UT Tyler Student Services](#) offers high quality support services and programs that encourage the health and wellbeing of the campus community. Student services available to all UT Tyler students include the [Student Counseling Center](#), the [Center for Student Financial Wellness](#), the [CARE Team](#), and the [Center for Students in Recovery](#).

### ***Dean of Students - Tyler Campus and Online***

The [Office of the Dean of Students](#) (DOS) oversees programs and departments that support past, present, and future students in their successful college experiences. The DOS mission is to provide high quality, effective services and programs that encourage diverse perspectives and cultivate civic responsibility.

### ***Student Counseling Center - Tyler Campus and Online***

The [Student Counseling Center](#) provides various counseling services to students at all instructional sites and HSC students through a series of interagency and related agreements between the institutions. In addition to face-to-face appointments, all students can meet with a counselor through Telehealth, which is accessible via phone or video. For students who are experiencing an immediate crisis, the Student Counseling Crisis Line is available 24 hours a day, where trained counselors can address a student's immediate concerns.

### ***Center for Students in Recovery – Tyler Campus and Online***

The [CSR](#) is a supportive, safe place on campus for all students in recovery from mental health and substance use disorder as well as for those who are allies of those in recovery. Recovery concerns can range from depression/anxiety to gambling/debt addictions to drug/alcohol addictions. Services available through the CSR include open recovery meetings, sober social events, recovery support, and consultation and referrals.



### ***Office of International Programs – Tyler Campus and Online***

The [Office of International Programs](#) (OIP) strives to immerse UT Tyler students and faculty in meaningful and diverse opportunities to develop global competencies and to serve the East Texas region through strategic international partnerships and multidisciplinary research collaborations. OIP provides programs and services for all UT Tyler students, along with specialized services for international students. International Student Services Forms and additional resources for International Student Services (ISS) related to employment and curricular practical training (CPT) are provided on the [OIP Forms Webpage](#). ISS supports all F and J Visa international students and scholars who attend UT Tyler for academic study and research opportunities. ISS is responsible for serving international students and scholars to enable them to achieve their academic and professional goals. OIP Staff may be reached at [ojp@uttyler.edu](mailto:ojp@uttyler.edu).

### ***Student Housing – Tyler Campus, HSC and Online***

Graduate students may choose to reside near the Tyler campus. The [Office of Residence Life](#) provides house information and professional staff are available to assist you and share resources for Tyler-area housing options. Limited Housing is available on the HSC campus. Interested students may contact [Kasandra Harris](#), Assistant to the Chair, Cellular and Molecular Biology, to inquire about availability. Off-campus housing availability may be researched through apartment listing websites.

### ***Student Parking – Health Science Center***

All vehicles used on campus must be registered with the HSC Police Department. Application forms for parking permits are included in the student welcome packet and are available at the Police Department. Parking without a proper permit may result in a fine, wheel lock, or impoundment. Appeal forms are available at the HSC Police Department. **Note: Current UT Tyler Health Science Center Parking stickers are accepted in all student designated parking lots at the UT Tyler main campus.**

### ***Canvas for Students – Tyler Campus and Online***

The UT Tyler Learning Management System is [Canvas](#) and all course materials and information are provided in the platform. Canvas 101 is an introduction course provided for UT Tyler students after logging in. Additional resources and support staff contacts are provided online.

### ***Office of Research, Scholarship, and Sponsored Programs – Tyler, HSC and Online***

The [Office of Research and Scholarship](#) (ORS) on the main campus and the [Office of Sponsored Programs](#) (OSP) on the Health Science campus facilitate, enhance and strengthen faculty and student research and scholarship by providing services from identifying funding sources to post-award management and compliance. The staff assist faculty and students in achieving their research goals by helping them navigate the increasingly complex and competitive world of external funding sources. Email ORS staff at [research@uttyler.edu](mailto:research@uttyler.edu) or OSP staff at [grants@uthct.edu](mailto:grants@uthct.edu) for more information about support services offered by the offices.

Visit the ORS website to find more information about [Research Month Activities](#) (the Annual East Texas Research Conference, Three Minute Thesis Competition, and the Annual Lyceum Student Research Showcase), [Faculty Research Support](#), [Compliance](#), [Research Design and Data Analysis Lab](#), [Faculty Development Workshops](#), and the [Research Insider](#) newsletter. Most services provided by the two offices are also available to students.

### ***Library Resources – HSC, Tyler Campus and Online***

The UT Tyler Health Science Center [Watson Wise Medical Research Library](#) maintains a collection of over 5,000 periodicals and over 3,000 books including electronic format. The library serves Health Science Center and public students, faculty, and professionals. Public-access computers are available for Word processing and database and web searching.

The UT Tyler [Robert R. Muntz Library](#) offers an extensive collection of online databases and professional librarians are available to assist students and faculty.

### ***Medical Biotechnology: Associations and Organizations***

[Resources and Research Guides](#) for researchers, faculty, and students in Medical Biotechnology Programs

[The Institute of Biomedical Science](#)

### ***Information Technology Student Support Services – Tyler, HSC and Online***

[Student Support](#) is provided by the IT support team to help students with usernames, passwords, email, myUTTyler, computer trouble, software, hardware, and Internet.

### ***UT Tyler Health Science Center Food Services***

The Blue Star Café is the dining location for breakfast, lunch, and dinner on the HSC campus. It is centrally located and proximate to most student areas on the HSC campus. You can contact the Blue Star Café at 903-877-5454. The menu for the Blue Star Cafe is posted each week at:

<https://uthsct.sharepoint.com/sites/Mylinks/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2FMylinks%2FSiteAssets%2FSitePages%2FHome%2FCafe%2DMenu%2DWeek%2Dof%2D8%2D1%2Epdf&parent=%2Fsites%2FMylinks%2FSiteAssets%2FSitePages%2FHome>. A Chick-fil-a is scheduled to open in the H-building in the near future.

### ***UT Tyler Patriot Pantry – Tyler Campus***

The [Patriot Food Pantry](#) is dedicated to helping students, staff, faculty, and community members in need by providing necessary food and personal care items to a member of the UT Tyler community; and through the GiveBack Community Partners, which connects students and the community by fostering relationships that create positive change for the Tyler community.

### ***The University Health Clinic - Tyler Campus***

The [University Health Clinic](#) (UHC) is dedicated to the highest quality treatment and care of the students, faculty, and staff of UT Tyler. Immunizations required for Biotechnology students may be obtained at the Clinic. Student Health Insurance is available to students at their own expense. Staffed by healthcare professionals, a variety of primary care services are provided at the UHC. The UHC provides primary care services, including routine physicals, treatment for minor illnesses, immunizations, TB testing, x-ray, and laboratory services. The UHC provides services to all UT Tyler and students Faculty and Staff may also schedule an appointment with any of the family medicine providers at University Health Clinic.

### ***Bookstore - Tyler Campus***

The [UT Tyler Barnes & Noble Bookstore](#) offers onsite and online services to purchase books, supplies, discounted software, and UT Tyler merchandise.

### ***Gift shop - HSC***

Conveniently located in the B-wing of the hospital on the Health Science Center Campus is an excellent choice for gift ideas and more. For hours and additional information, contact the main building gift shop at 903-877-5802 and the Riter Center gift shop at 903-877-7289.

### ***Military and Veterans Success Center - Tyler Campus***

The [Military and Veterans Success Center](#) (MCSC) The MVSC provides the full spectrum of individualized, relationship-centered support and advocacy for military-affiliated students during their journey to and through the UT Tyler community. The MVSC facilitates student use of federal/state Veteran education benefits by accepting applications and processing required enrollment certification. The MVSC serves as a resource for student success and an advocate to resolve any problems students may encounter. MVSC services are provided to all military-affiliated students, including active duty, Reservists, National Guard, as well as spouses and children of service members and veterans.

### ***Writing Center - Tyler Campus and Online***

The [Writing Center](#) is available to assist all students online and at the main Tyler campus. The Center aids with American Psychological Association (APA) formatting, reading/critiquing, tutoring in grammar and usage, mechanics, and sentence structure.

### ***Career Services and Alumni Association – Tyler Campus, HSC and Online***

The [Office of Career Success](#) supports all UT Tyler students and alumni by providing a clear and direct path to career placement. Professional staff offer guidance, resources, and support to help students navigate the career development process. Additional information for the UT Tyler Alumni Association is available at <https://www.uttyler.edu/alumni/>

### ***Campus Safety – Tyler Campus, HSC and Online***

The [UT Tyler](#) and HSC Police provide full-service law enforcement and emergency management agencies operating 24 hours per day, 365 days per year. The current UT Tyler department consists of both licensed police officers and non-commissioned security personnel who provide 24-hour staffed patrols of the campus and its residential facilities. The department operates a 24/7 Communications Center staffed by licensed dispatchers. The department provides safety and crime prevention information to the community as well as operating a layered emergency notification system to alert the campus community to any current or impending emergency. The HSC Police provide parallel services for a mostly nonresidential health and medical science education facility while simultaneously providing security and an emergency response capability for clinical and hospital operations. The HSC Police department can be contacted at 903-877-5297 for non-emergency situations or at 903-877-4444 for emergencies.

### ***The UT Tyler Campus News***

[The Patriot Talon](#) is the UT Tyler student news website by students for the entire campus community. [Campus News](#) is the official university website for news stories, headlines, announcements, and upcoming events

### ***The Louise Herrington Patriot Center - Tyler Campus***

The [Student Recreation Center](#) promotes physical well-being to support student success. Indoor facilities, tennis courts, frisbee golf, and swimming pool are available to all students. In addition, students on the HSC campus have access to the gym located in the H Building.

***UT Tyler Compliance***

The mission of the [UT Tyler Office of Compliance](#) is to support the University's commitment to doing business and educating students with the highest standards of ethics, integrity, lawful conduct, and responsible citizenship.

***UT Tyler Office of Human Resources***

The [Office of Human Resources](#) provides resources and expertise in the areas of employment, compensation and benefits, and equal opportunity. Student employees may contact the Health Science Center HR staff by emailing [human.resources@uthct.edu](mailto:human.resources@uthct.edu) or calling 903-877-7022. Students may contact the main Tyler HR staff at [humanresources@uttyler.edu](mailto:humanresources@uttyler.edu) or calling 903-566-7234.

***Campus Maps***

The campus maps for the [UT Tyler Health Science Center map](#) and the main [UT Tyler campus maps](#) are available online.