

# *Graduate Student Handbook*

**DEPARTMENT OF PHYSICS**  
**University of North Texas**  
**2019-2020**

# Checklist for New Graduate Student Orientation

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- Verify Onboarding process is complete and bring original identification documents to the Finance Office, PHYS 124.
- Submit and/or fax completed Employee Payroll Direct Deposit Agreement Form, PHYS 110.
- Submit completed Student Information Page and get photo taken with Sheridan Mulkey, PHYS110.
- Submit completed Key Request Form, PHYS 110.
- Locate Mailroom and personal mailbox, PHYS 110.
- Complete Academic Advising.
- Obtain Student ID Card from Student Accounting in the ESSC.
- Purchase Parking Permit online- <https://transportation.unt.edu>
- Submit Dining Waiver to Crumley Hall for reduced price meals.

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For a successful semester, ensure that this checklist is complete before 5:00 p.m. today.

**Physics Department Graduate Committee Members (2018-19)**

Dr. Gary Glass (chair)

Dr. Vladimir

Dr. Paolo Grigolini

Dr. Arkadii Krokhin

Dr. Carlos Ordonez

Dr. Ohad Shemmer

Dr. Arup Neogi

Dr. Sandra Quintanilla

Dr. Duncan Weathers (Ex Officio)

# Physics, PhD

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The Doctor of Philosophy degree represents the attainment of a high level of scholarship and achievement in independent research. To be granted a PhD with a major in physics, a graduate student admitted to the physics PhD program must achieve the following: (1) admission to candidacy for the PhD, and (2) approval for the granting of the PhD. The program requires a minimum of 72 credit hours in 5000- and 6000-level courses beyond the bachelor's degree or 42 hours beyond the master's degree, including a 12-hour dissertation.

## Admission to candidacy

Admission to candidacy for the PhD with a major in physics involves a four-part qualification process. The details are provide in the following text.

## Physics core courses

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Students must take the following core courses at UNT or their equivalent elsewhere and earn a grade of at least B in all six:

- PHYS 5500 - Quantum Mechanics I
- PHYS 5510 - Quantum Mechanics II
- PHYS 5710 - Advanced Classical Mechanics I
- PHYS 5720 - Electromagnetic Theory I
- PHYS 6030 - Electromagnetic Theory II
- PHYS 6110 - Statistical Mechanics I

## Additional requirements

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Additionally, students must pass a qualifying examination over the core areas of physics, to be scheduled and administered by a departmental examination committee. Course duplications are allowed, as described elsewhere in this catalog. If a course is repeated, the last grade recorded will be considered by the department in determining whether the student has passed this part of the qualification process. To continue in the program, a student must pass this part of the qualification process after no more than three years of full-time graduate study if entering the program with only a bachelor's degree in physics, and after no more than one year of full-time study if entering the program with a master's degree in physics.

# Physics, MS

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## Thesis option

The graduate credit requirements for the Master of Science degree is 36 semester hours chosen in the following manner:

- PHYS 5500 - Quantum Mechanics I
- PHYS 5510 - Quantum Mechanics II
- PHYS 5710 - Advanced Classical Mechanics I
- PHYS 5720 - Electromagnetic Theory I

PHYS 5950 - Master's Thesis (6 hours) The thesis must be submitted in the manuscript form prescribed by the Toulouse Graduate School (<https://tgs.unt.edu/thesis-manual>). An oral presentation of the master's thesis is required. The thesis is accepted by the student's advisory committee after an oral examination is successfully completed and the thesis is filed in the graduate dean's office.

12 semester hours chosen from organized courses in physics. Organized courses from related fields may be substituted with permission of the academic advisor and major professor.

6 semester hours of PHYS 5900 or PHYS 5910

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## Research problems option

The graduate credit requirement for the Master of Science degree is 36 semester hours chosen in the following manner:

- PHYS 5500 - Quantum Mechanics I
- PHYS 5510 - Quantum Mechanics II
- PHYS 5710 - Advanced Classical Mechanics I
- PHYS 5720 - Electromagnetic Theory I
- PHYS 5920 - Research Problems in Lieu of Thesis
- PHYS 5930 - Research Problems in Lieu of Thesis

15 semester hours chosen from organized courses in physics. Organized courses from related fields may be substituted with permission from the academic advisor and major professor.

3 semester hours of PHYS 5900 or PHYS 5910

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## Course work option

The graduate credit requirement for the Master of Science degree is 36 semester hours chosen in the following manner:

- PHYS 5500 - Quantum Mechanics I
- PHYS 5510 - Quantum Mechanics II
- PHYS 5710 - Advanced Classical Mechanics I
- PHYS 5720 - Electromagnetic Theory I
- PHYS 6030 - Electromagnetic Theory II
- PHYS 6110 - Statistical Mechanics I

6 semester hours of PHYS 5900 or PHYS 5910. To satisfy a requirement to show evidence of independent study, a student must submit a written report upon completion of PHYS 5900 or PHYS 5910 to the major professor.

12 semester hours chosen from organized courses in physics. Organized courses from related fields may be substituted with permission from the academic advisor and major professor.

## Other requirements

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The candidate for the master's degree under the course work option who has not otherwise demonstrated competency is nominally required to pass an oral comprehensive final examination.

A candidate for the master's degree under the course work option may demonstrate competency by earning at least a grade of B in PHYS 5500, PHYS 5510, PHYS 5710, PHYS 5720, PHYS 6030 and PHYS 6110.

The oral comprehensive final examination usually takes less than 1 and 1/2 hours to complete. The departmental examination committee administers the exam.

The candidate for the master's degree under the course work option is expected to demonstrate physics problem solving skills and a mastery of conceptual understanding of the topics covered. The scope of the examination is on the topics of classical mechanics, quantum mechanics, electrodynamics and statistical mechanics. The questions can range from undergraduate to graduate level.

## Additional requirements

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Seminar in current literature or colloquium

All physics MS students must attend the Department of Physics colloquium each week during each long term/semester of full-time graduate study. As a part of this requirement, all full-time MS students must enroll in PHYS 5941 for three semesters (one credit hour per term). These credit hours may count toward the organized course requirements for the degree.

## **GRADUATE EXAMINATIONS**

### **MS Degree**

1. The M.S. candidate will present an oral defense of thesis research to the advisory committee. This is the "final comprehensive exam" before granting of the MS in physics.
2. The student's advisory committee will administer the oral exam. Generally the questioning is expected to be directly related to the research topic, although the candidate may be asked about any area of physics.

### **Ph.D. Degree**

#### **Part 1: Written Exam**

A written exam will be administered by a member of the graduate committee and will cover the four areas of the core graduate curriculum: (1) Mechanics, (2) Electricity and Magnetism, (3) Quantum Mechanics/Modern Physics, and (4) Statistical Mechanics and Thermodynamics. Qualifying exams may be similar in complexity to final exams in all core courses taken at UNT. Students must be in good academic standing or have otherwise gained permission from the Graduate Committee to take the exams.

#### **Part 2: Oral Presentation**

An oral presentation of a proposed Ph.D. research project shall be presented to the student's advisory committee.

#### **Part 3: Ph.D. Dissertation Defense**

An oral presentation of the written Ph.D. dissertation shall be presented to the student's advisory committee. This presentation will be open to the public but examination questions will only be submitted by the advisory committee members.

#### **Part 4: Journal Publication**

Prior to approval of graduation, the candidate shall be primary author of at least one publication in a peer-reviewed journal of an appropriate discipline related to the candidate's research. Articles in an "accepted" status are considered to meet the criterion.

### **Ph.D. Qualifying Examination Part 1 – Written Examination**

1. The purpose of the Qualifying Examination, is for the student to demonstrate proficiency and in-depth understanding of basic physics at the graduate level. The demonstrated knowledge of basic physics shall be construed to mean that the student has a proper background and general understanding of physics fundamentals which allow the student to pursue specialized fields and conduct independent research leading to a dissertation.
2. Graduate students holding fellowships or assistantships are required to pass the Ph.D. Qualifying Examination - Part I prior to presenting a proposal for dissertation research. Students are responsible for material through the level of the Ph.D. core curriculum.
3. The examination will be scheduled twice per year by the Graduate Committee during July and prior to the start of classes for the Spring semester. This written exam will consist of four topical areas from the following core courses: (a) classical mechanics, (b) electromagnetic theory, (c) quantum mechanics and (d) statistical mechanics.

4. The committee will solicit problems from the Physics graduate faculty who served as instructors during the preceding two years for the core courses. The problems used for the written part I examination will be selected from this set by the committee and will be graded by the contributing faculty members in each area. Upon consultation with the contributing faculty, the committee will determine the passing score for each of the parts of the written exam.
5. The examination may be repeated only once in its entirety. Students failing the written examination must retake the entire examination the following year. Students not taking the Written Examination within the allowed timeframe will be given a fail. Any exception to these policies must be approved by the Graduate Committee and the Chair of the Department.
6. Students with M.S. degrees in physics who enter the Ph.D. program in physics at UNT shall meet with the graduate advisor to determine which of the core curriculum courses, if any, should be taken prior to taking the written examination. Following the successful completion of the recommended core courses the student is required to take the written examination no later than the summer following admittance to the physics Ph.D. program. The policy guidance in the previous items 1-5 will apply.

#### **Ph.D. Qualifying Examination Part 2 – Research Proposal**

1. Within one year after passing the Qualifying Exam – Part 1 the student shall prepare and orally present an outline of a proposed research problem to his advisory committee and at least one member of the Graduate Committee. The presentation should include a discussion of previous work by others as well as the proposed work in enough detail for the committee members to be able to make an assessment of the likelihood of success and the relative importance of the proposed research.
2. If the advisory committee, by unanimous vote, accepts the proposal, the student is admitted to Ph.D. candidacy and may proceed with the research.

#### **Ph.D. Qualifying Examination Part 3 - Dissertation Defense**

As the final examination prior to awarding of the Ph.D. degree, the Ph.D. candidate must complete a written dissertation on the research topic as presented in the research proposal (Qualifying Exam - Part 2) and present a defense of that research to the advisory committee. The defense of the dissertation consists of two parts:

1. A written dissertation must be presented to the candidate's advisory committee and to the graduate school for approval.
2. An oral defense of the dissertation research must be presented to the candidate's advisory committee. Generally the questioning is expected to be directly related to the research topic, although the candidate may be asked about any area of physics. The committee must be unanimous in its vote to pass the student.

#### **Ph.D. Qualifying Examination Part 4 - Journal Publication**

Prior to approval for the Ph.D. degree all candidates must be primary author of at least one article in a reputable, peer-reviewed scientific journal within the student's major research discipline. A paper in "accepted" status shall satisfy this requirement.



## REGISTERING FOR COURSES

1. All graduate students must be counseled before registration each semester (fall, spring and summer). The Graduate Advisor will take the initiative each semester to schedule counseling appointments for all graduate students. Each student's class schedule must be approved in advance by the Graduate Advisor and major professor (if one has been chosen), and presented to the Office of the Department Chair prior to registration. This must be completed at least 2 days prior to registration; otherwise the student is jeopardizing his/her stipend. When the Advising Clearance Form, which has been approved by the Graduate Advisor and major professor, is brought to the Physics Main Office, the Graduate Student will receive an Advising Clearance Code which will enable them to register on-line.

***Note: All Graduate Students are "blocked" from registration by the requirement of an Advising Clearance Code, which can only be obtained after the Graduate Student has been advised.***

2. When a graduate student in the master's program has chosen a major professor, that professor becomes his principal advisor. The Chair of the Graduate Committee (GC) will appoint 2 additional physics faculty members to constitute an Advisory Committee for the student.
3. When a student has obtained the master's degree or equivalent, and is admitted to the Ph.D. program, the Advisory Committee will be restructured by the GC Chair to contain the Ph.D. student's major professor and three other physics faculty members. If the student elects a minor outside physics, the minor professor will be added to the committee as a sixth member.
4. Every graduate student is evaluated by his advisory committee each spring semester and immediately after results of the Qualifying Examination are available. Results, along with written recommendations, are then forwarded to the GC and the Department Chair. Teaching assistantships and fellowships will be renewed only after the evaluation of the student's advisory committee showing satisfactory progress has been approved by the GC and the Department Chair.

## GRADUATE STUDENT MENTOR

All first year graduate students will be assigned a senior graduate student mentor. The senior graduate student mentors will have completed requirements to be classified as Ph.D. candidates and will assist with familiarizing new students with UNT in general and, more specifically, with the UNT Physics Department policies, staff and physical facilities.

## EXTENSION OF TIME LIMITATIONS - MASTERS AND DOCTORAL DEGREES

University policy, as stated in the Graduate Catalog, sets specific time limitations for students to complete graduate degrees. Time limitations differ for specific degrees, depending on the number of semester credit hours (SCH) required for the degree. For masters degrees requiring 42 or fewer SCH the time limitation is six years. The master's degrees in Physics require up to 39 SCH so the time limit is six years from the first semester attended. Doctoral degrees have a time limitation of ten years.

The primary purpose of time limitations is to ensure that the student is current in the field of study at the time the degree is awarded. Furthermore, time limitations increase the likelihood that the student will move through the work required for the degree in a timely fashion.

The university recognizes that situations may arise that preclude a student from completing the degree within the prescribed time period. Students will be granted extensions only under very special and extenuating circumstances. These might include, but are not limited to, personal or family illness, financial considerations, or other circumstances over which the student has no control. Full-time employment will not alone be sufficient grounds for receiving an extension.

### **Policy Governing Requests for Extensions**

The Graduate Council of the university shall consider requests for extensions based on recommendations by the Graduate Curriculum Committee of the College of Science. In turn the Graduate Curriculum Committee may recommend that the request be granted if it is satisfied that:

1. The student has made a diligent and good-faith effort at satisfying the requirements for the degree within the specified time limit;
2. There are circumstances beyond the student's control that prevent completion of the degree on time;
3. There is clear and convincing evidence that the student is up to date in his or her major field of study;
4. The request has the support of the department chair and the student's major professor or chair of the appropriate departmental committee.

### **GRADES FOR THESIS AND DISSERTATION**

The policy for grades to be assigned in thesis, problems in lieu of thesis, and dissertation courses is somewhat different from that of organized classes. Please refer to the outline below when assigning grades for these courses.

**5950** "PR" indicates satisfactory progress

**6950** "W" indicates unsatisfactory progress (student will be forced to re-enroll in this portion of the course).

**5950** Fall, Spring, or Summer II "A" if thesis or dissertation is completed and on file in the Graduate Office. "W" if thesis or dissertation is not completed. Summer I only "A" if thesis or dissertation is completed. "PR" if completion is planned by August. ("PR" will automatically be changed to "W" if not completed by August).

**5920 – 5930** No grade other than "I" can be assigned until the problem is on file at the Graduate Office. The "I" will be removed when the student files his problem with the Graduate Dean.

***Note: The Registrar's Office will automatically remove grades of "PR" in thesis and dissertation when students apply for graduation.***

## **THESIS/DISSERTATION/PROBLEMS IN LIEU OF THESIS**

Candidates for the graduate degree may select a thesis option, problems in lieu of thesis option, or a dissertation (Ph.D.). Each student selects and develops the topic and design of the document in consultation with his graduate advisory committee, and submits it in the manuscript form prescribed by the Toulouse Graduate School (<https://tgs.unt.edu/thesis-manual>). Research problems in lieu of thesis (5920 and 5930) are independent studies which may be experimental, computational, tutorial, bibliographic, pedagogic, or a combination of these. It may relate to a single topic and be arbitrarily split into two papers. The intent of Physics 5920 and 5930 is to introduce the student to a research exercise and acquaint him with report writing as a part of the research process.

The total number of semester hours credit recorded for thesis or problems in lieu of thesis may not exceed 6 (12 for dissertation) regardless of the number of enrollments in the course. No credit will be recorded until the final document has been approved by the student's advisory committee, submitted to the Graduate Office, and finally approved by the Graduate Dean.

## **DEGREE PLAN**

The student's program is planned under the direction of the graduate advisor immediately after completion of the first semester of graduate study. When the degree plan is approved by the Graduate Dean the student will then be admitted to candidacy. A degree plan must be filed for both the masters and Ph.D. degrees.

## **APPLICATION FOR GRADUATION**

It is the responsibility of the student to keep aware of progress toward the degree and to file the appropriate degree application in the office of the graduate dean. Consult the academic calendar for the proper dates.

Information concerning graduation fees is furnished on request by the office of the graduate dean, and is contained in the annual Fee Register, available from the Business Office. Students anticipating graduation should consult the Academic Calendar for final dates for payment of fees and meeting other graduation requirements. Missing the application deadline can delay your graduation an entire semester.

# *Assistantships*

# ASSISTANTSHIP AWARDS

1. Assistantships may be awarded on a semester or academic year basis. Some summer assistantships are available.
2. Graduate assistantships are subject to in-state tuition and fees.
3. The assistantship award is contingent upon admission to Graduate School and to the Department of Physics graduate program. (See Admission Requirements).
4. The assistantship, along with graduate study, is interpreted to represent a full-time effort and may not be combined with other gainful employment.
5. The assistantship shall require some eight to twelve contact hours per week instructing recitation sections or laboratories. For those involved in laboratory or recitation instruction, there will be a weekly planning session organized by the coordinator responsible in that area. Attendance at these weekly sessions is absolutely required as this is a part of your teaching responsibilities.
6. Each graduate assistantship is renewable, subject to the student's demonstration of satisfactory performance of duties and satisfactory progress toward his degree. No assistantship support shall be continued for a master's degree student past two years of full-time assistantship support. A Ph.D. student shall not be supported with a full-time assistantship or fellowship for more than 3 years of graduate work (including master's degree work) unless he has complied with the time limit requirements for taking the Ph.D. Qualifying Examination.
7. You are encouraged to discuss your assignment or problems that arise from it with the PIC technical coordinator or course instructor at any time. Should you have difficulty, please seek assistance as early as possible to minimize the problem.
8. Be reminded that you are the representative of the Department of Physics when you are on duty. You are expected to perform in a professional manner at all times and should feel a personal obligation toward the success of your students.
9. The Physics Department makes every effort to comply with all University rules and regulations. Included among these is the following statement which outlines our willingness to provide reasonable accommodation for students with disabilities to enable them to complete required courses.

***In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University of North Texas will make reasonable adjustments in its policies, practices, services and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.***

If you have a student who needs special accommodations, you will be informed by the PIC Technical Coordinator or course instructor, who will outline the procedure to be used with the student. If there are any problems accommodating the student, you should report them.

# GRADUATE ASSISTANTSHIPS

## General Information

These guidelines are designed to ensure that teaching assistants provide adequate academic guidance and necessary supervision to the students. It may seem to you that your teaching fellowship is simply a means of support while you carry on your advanced studies; this is not the case. It means much more to the physics Department and to the students whom you will guide in the classroom and laboratory. Because of the duality of your duties as both teacher and graduate student, it may be difficult for you to realize how important the position of the teaching assistant is. Please recall your experiences as a student. You have the opportunity to influence your student's futures. Your ability and enthusiasm as a teacher may well mean the difference between success and failure to many of them. They may be enthused or discouraged as a result of their experience under your instruction.

The teacher in the laboratory and in the recitation or help sessions has the greatest possible opportunity for direct personal contact with the students and afterwards finds that his/her educational and cultural horizons are developed and broadened through this contest. You will develop an increased ability for self-expression, a greater knowledge of human relations and a professional experience that will be very useful, whether or not your pursuit a teaching profession. The training you undergo includes practical experience in public speaking, writing, and the organization of activities.

Guiding and supervising the activities of students in class or out of class are major functions of the teaching assistant. Maintain an attitude of friendliness and fairness and avoid an undue display of emotion in dealing with student weaknesses. Address students in a friendly but formal manner and always be honest with them so as to obtain their respect and/or trust.

Probably the most important admonition for you to bear in mind is: **BE PREPARED!** Inadequate preparation for instruction may be reflected through student complaint. Make a sincere effort to be familiar with the text, the laboratory methods and the general planning of the course. A satisfactory teaching experience will bring personal enjoyment as well as invaluable training.

# RESPONSIBILITIES OF THE TEACHING ASSISTANT

Any student employed as a Teaching Assistant (TA) has several duties and responsibilities associated with that job. These responsibilities are distinct from responsibilities to a faculty research advisor.

1. Recitation
  - a. The lecture instructor shall notify the recitation instructor of the homework problems assigned. The recitation period are to be used for the discussion of the assigned lesson material and homework. General topics to be included in recitation sessions are:
    - i. Past lectures or laboratory work
    - ii. Problems covered during lectures
    - iii. Homework problems should not be worked during recitations but concepts can be discussed.
    - iv. Other problems of interest relating to lecture material.
  - b. The TA should maintain a record of recitation attendance.
2. Laboratory instructor
  - a. Laboratory and PIC instructional duties will be assigned and scheduled by the Physics department laboratory supervisor and will involve setup of student laboratory experiments and PIC tutoring.
3. The TA assigned to the recitation for a lecture may be called upon to serve as a proctor for exams given by the lecture instructor.
4. All graduate teaching assistants working with a faculty research advisor are reminded that in addition to the responsibilities associated with the teaching assistantship each student will also have duties and responsibilities to their faculty research advisor. TA positions provide a stipend and tuition reduction to support the student while he/she is completing research required to earn the Ph.D. degree while under the supervision of a faculty research advisor. The primary purpose for entering the physics graduate program is the attainment of the Ph.D. As such, duties and responsibilities associated with research are supervised by the faculty advisor. The student must have the approval of the faculty advisor for all issues relevant to research, including research topic assignments, scheduling of time in the faculty advisor's laboratory and any absences from the laboratory during the time the student is receiving support as at TA.

***Note: A Graduate Student who drops a course without the permission of the Graduate Advisor jeopardizes his Teaching Assistantship or Research Assistantship award.***

## RECITATION

The recitation instructor should keep a set of notes that shows activities actually covered in the recitation hour. Copies of these notes should be submitted regularly to the Physics Instructional Center. These notes will be used as the basis of constructive evaluation concerning the effectiveness of recitation hours.

Your punctuality is an important part of your responsibilities. Absence from a scheduled class meeting at which you are the instructor is inexcusable. If an unavoidable absence is pending, it is your responsibility to find a substitute instructor and inform the Physics Instructional Center of this substitution.

Budget your time to cover the material satisfactorily in the time allotted. In the ideal situation, you should give a brief summary of all points that have been discussed during the period. It is an unacceptable practice to dismiss a recitation class before the end of the hour.

## **LABORATORY PREPARATION**

Survey information (T.A. evaluations) collected from students shows that preparation, subject knowledge, equipment knowledge, and availability are the most desirable traits in teaching assistants. To improve these particular characteristics, the teaching assistants are required to attend meetings scheduled by the PIC to discuss preparation; participate in the ongoing orientation program; take initiative in being familiar with laboratory equipment used, and prepare for labs following the outline below.

Preparation must be done before the first tour of duty for any week, the teaching assistant should:

1. Have carefully reviewed the videotape (or other media) and the written module for any changes.
2. Perform the investigations that the students will be performing
3. Be completely familiar with the phenomenon being observed
4. Be capable of determining whether the equipment is properly staged and operative.
5. Be capable of performing the calculations, data accumulation, and data reduction required by the investigation.

An unprepared teaching assistant will not be able to provide adequate assistance or supervision. Students are much more aware of this than previously recognized. The teaching assistants will find students much more receptive if the student believes that the teaching assistants are prepared. Further, lack of preparation encourages a disregard for safety, unnecessary student problems, misuse of equipment and improper accumulation of data.

The teaching assistant is responsible for KNOWING and ENFORCING the regulations and procedures of the PIC. Each semester, the introductory "Laboratory Information" module should be reviewed for any changes. Incorrect information disseminated by the teaching assistants causes a great deal of embarrassment and frustration for the students. Such incidents are completely inexcusable. The procedures are designed to ensure that the Teaching Assistant actively evaluates a student's progress and aids students in understanding the investigations.

## **LABORATORY PROCEDURES**

When the laboratory is not busy, the teaching assistants are expected to CHECK the equipment to ensure that there are no damaged or incomplete equipment set-ups in the laboratory. If there are any equipment problems, they should be reported to the storeroom supervisor immediately. Further, the teaching assistants should continually check the equipment to see that it is correctly set-up, and that the set-ups are clean, complete and organized. If the student is expected to assemble a set-up, the teaching assistants should assure that all the components are available in the laboratory and are in working order. Before giving a stamp to a student, the teaching assistant should make sure that the student has replaced all equipment used on a single table and cleaned the laboratory area if necessary. All equipment is to be left clean and orderly. If chemicals have been used, the expended chemicals are to be properly disposed of as directed in the laboratory write-up or as indicated by signs or instructions given to the teaching assistants.



## **SAFETY**

Each teaching assistant is responsible for the safety of each student in the laboratory. All of the teaching assistants are collectively responsible for safety. If at any time a student or teaching assistant is injured in the laboratory, the teaching assistant will immediately cease other activity and render prudent and necessary aid. Any such incidents should be reported as soon as feasible to the front desk. As soon as possible, a written report of the incident should be made. The report should record the name of the injured person, the time and date of the incident, the laboratory conditions, and a brief description of the incident. This report should be signed and dated by the teaching assistant.

There are first aid kits in all the laboratories; a large kit is in room 205 and another is in the storeroom. Fire extinguishers are in every laboratory. Any injured person should be advised to seek medical review at the Health Center as soon as possible; even minor cuts can become troublesome if not properly treated.

Having constant contact with both students and the materials related to the laboratories places the teaching assistant in a position to be aware of errors, inconsistencies, omissions or poor instructions present in the laboratory modules. In hopes of correcting these through time, all teaching assistants should report such items to the PIC.

The open laboratory has the general appearance of being chaotic because the attention of each student is centered on his/her activities and students are continually entering and exiting the laboratory area. The structure and discipline for the operation must be provided by the teaching assistants. Each teaching assistant is individually and personally responsible for the activities of each student in the room. The teaching assistant is in a position to control the laboratory and should be **CONTROLLING** the laboratory at all times. The teaching assistant must deal with individuals, not the class en masse. Each teaching assistant is responsible, even when multiple teaching assistants are present. Take the responsibility and exert the authority to keep the laboratory safe, the equipment clean, organized and operative and the students centered on their individual learning tasks.

## **DEPARTMENTAL COPIES OF TEXTS**

The Physics Department maintains a limited number of all current textbooks required for Physics courses. All faculty, part time instructors, and graders may check out textbooks for the courses to which they are assigned. These are handled on a "first-come, first served" basis, through the Main Departmental Office. All departmental copies of texts must be returned at the end of each semester. Full time faculty members may arrange longer borrowing periods, when sufficient copies are available for current needs.

## **TYPING AND PHOTOCOPYING OF THESIS AND DISSERTATIONS**

No employee shall perform as part of his/her duties the typing of theses, dissertations or any other material which is not department related. It is the responsibility of the student to contract with an individual to do the typing but it can have in no way any relation to the employee's job assignment while being paid from state funds. The photocopy machine in the office is to be used for departmental and research (when approved by the professor in charge of the project) projects. Personal materials, including copies final versions of theses or dissertations, may not be copied at departmental expense.

# *Required Forms*

# Employee Information Page

Name: \_\_\_\_\_

EMPLID: (ex: 10001234) \_\_\_\_\_

EUID: (ex: abc0123) \_\_\_\_\_

Email: (ex: @unt.edu) \_\_\_\_\_

Phone Number: \_\_\_\_\_

Major Professor (if known): \_\_\_\_\_

Current/Local Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Emergency Contact Information

UNT HR requires that we keep accurate, up-to-date emergency contact information for all members of our department, in case of emergency. Please keep in mind that your emergency contact person must be someone with official, legal standing in the event that medical decisions need to be made, ex: parent, spouse, sibling, etc.

Name of emergency contact: \_\_\_\_\_

Emergency contact's relation to you: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# Employee Payroll Direct Deposit Agreement Form

UNT Dallas, UNT HSC, UNT System, UNT



Employees should use this form to request direct deposit of payroll payments into the financial institution of their choice. It is the employee's responsibility to provide accurate routing and account number information. If in doubt, the employee should contact their financial institution to ensure accuracy prior to submitting this form. Print clearly and legibly to prevent errors. **Please submit this completed form to our secure Fax at 940.369.5976. Employees also have the option to mail or hand deliver the form to BSC UNT System, Attn: Payroll Dept., 1112 Dallas Drive, Suite 4000, Denton, Texas 76205. \*\*\* DO NOT EMAIL THIS FORM \*\*\***

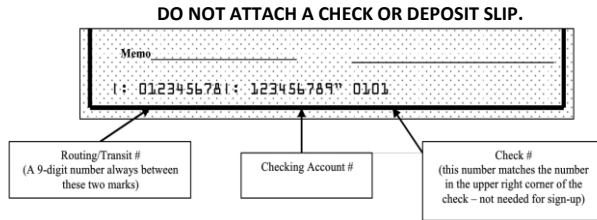
**Important Note:** The effective date of this change will depend on receipt of the form and the payroll processing schedule.

EMPLOYEE INFO AND CONTACT INFORMATION (all fields required)			
YOUR NAME		PREFERRED CONTACT NUMBER	
EMP ID NUMBER		PREFERRED EMAIL ADDRESS	

**INTERNATIONAL PAYMENTS VERIFICATION (required)**

Will these payments be forwarded to a financial institution outside the United States?

YES       NO



## ACTIONS REQUESTED

**Account #1**

Check One  CANCEL/STOP

Check One  Checking

NEW SETUP

Savings

CHANGE

FINANCIAL INSTITUTION		
ROUTING TRANSIT # - 9 digits		Total from both accounts must = 100%
ACCOUNT # 1 - 17 digits		%

**Account #2**

Check One  CANCEL/STOP

Check One  Checking

NEW SETUP

Savings

CHANGE

FINANCIAL INSTITUTION		
ROUTING TRANSIT # - 9 digits		Total from both accounts must = 100%
ACCOUNT # 1 - 17 digits		%

### ELECTRONIC FUNDS TRANSFER OF WAGES EARNED AGREEMENT

I hereby appoint the Director of Payroll of the University of North Texas System as my agent and give him/her power of attorney for the purpose of depositing my wages earned via electronic funds transfer to the financial institution and into the account I have designated above.

I understand that the Director of Payroll of the University of North Texas System reserves the right to stop my electronic funds transfer of wages earned at any time without advance notice and issue a check to me on the regular payroll or next supplemental payroll if any is due to me.

I hereby authorize the Director of Payroll of the University of North Texas System to deduct from the above designated account or from my subsequent salary all amounts transferred to the account in error or overpaid due to my not working the required hours in the pay period that the transfer covers. In the event my account designated above is closed or contains insufficient funds to allow a deduction for amounts transferred in error or overpaid due to my not working the required hours in the pay period that the transfer covers, I further agree that the University of North Texas System may withhold from any payments owed to me by the University, the State of Texas and/or the Teacher Retirement System of Texas until all amounts overpaid to me are recovered in full.

I also agree that I will repay in full all amounts that are overpaid into the above designated account on receipt of a written notice from the Director of Payroll. If I do not repay the amount within ten days, I understand it may be turned over to the Attorney General of Texas for collection.

I hold harmless the University of North Texas System, its Board of Regents, and employees for any errors that may occur in the process of electronic funds transfer of my wages earned. At no time will the University of North Texas System be liable for any costs or damages which might occur as a result of electronic funds transfer of my wages earned. The University of North Texas System's sole limit of liability is for the amount of my actual wages earned as determined by my salary and the time I worked during the pay period.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

UNT System Controller's Office \* Payroll Department \* 1112 Dallas Drive, Suite 4000, Denton, Texas 76205  
 Fax Forms to a Secure Fax to 940-369-5976 \* For Questions Contact: UNT System Business Support Services \* Phone 940.369.5500

## Employment (Tuition) Waiver

**Non-resident and international graduate students should complete this form.**

- Employment Waivers grant domestic and international students employed via UNT assistantship with in-state Tuition.
- Students with more than 99 doctoral hours are not eligible to receive an in-state tuition waiver.
- If you are a Texas resident, you do **not** need to complete this form.
  - NOTE: To qualify as a Texas resident, you (or your spouse) must own property in Texas, or if you are a dependent, your parents must have a permanent Texas address.
- Students who receive a Competitive Scholarship Waiver (CSW) from the graduate school do not need to complete this form, as these waivers also grant eligible recipients in-state tuition.
- Recipients of the following scholarships do not need to complete the employment waiver:
  - Academic Achievement Scholarship (AAS) only during the semesters the scholarship is in effect.
  - TGS Externally Funded Doctoral Students Scholarship only during the semesters the scholarship is in effect.

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

### **To obtain your Employment Waiver:**

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

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

# Employment Waiver Request Student/Employee Form

## SECTION A: SEMESTER OF REQUEST

Fall    Spring    Summer 3WK    Summer 5WK1    Summer 5WK2    Summer 8WK    Summer 10WK

## SECTION B: STUDENT INFORMATION

Student/Employee Last Name, First Name                      Student/Employee ID                      Student/Employee UNT Email Address

## SECTION C: DEGREE PROGRAM & SCHOLARSHIP INFORMATION

Please indicate what Graduate Scholarship you receive:

What is your Degree Program?

Tuition Benefit Program

Master's

Undergraduate

Externally-Funded Doc Scholarship

Doctoral

Other

MFA

None

DMA

## SECTION D: STUDENT AND/OR EMPLOYEE CERTIFICATION

Student and/or Employee Confirmation: If this waiver is determined to be invalid based on the items specified in Section 54.211 or 54.212, I understand I will be liable immediately for any difference in tuition costs. I further understand that failure to pay any additional amounts due may result in the immediate withdrawal of the student registering with this waiver. I authorize the University to assign any unpaid amount of tuition and fees or financial aid funds to a collection or credit reporting agency or agencies for the purpose of collecting the amount at the option of the University. I promise to pay all attorney's fees and other reasonable collection costs and charges necessary for the collection of any amount not paid when due.

**Do not submit this form to the Toulouse Graduate School. It will NOT be accepted.  
This form must be submitted to your employing department for additional approvals.**

Student/Employee Last Name, First Name

Student/Employee Signature

Date

If you are requesting the employment waiver for a spouse or dependent, provide the information listed below and have the spouse or dependent sign to acknowledge that they understand and adhere to the terms and conditions listed above:

Dependent/Spouse Last Name, First Name

Dependent/Spouse UNT Assigned ID

Dependent/Spouse UNT Email Address

Dependent/Spouse Signature

## SECTION E: DEPARTMENT CERTIFICATION

Dept. Account Holder Name

Dept. Account Holder Signature

Date

**Dept. Account Holder: Please submit the request to the Toulouse Graduate School via the web form found in the Faculty & Staff tab under " View Forms". Click [here](#) to open the webform.**

## Keys

General Policy: Keys shall be issued only to UNT employees and other individuals who (1) have a substantial need to lock or unlock buildings, interior doors, gates and the like, AND (2) have been approved to receive a key on a properly completed Key Request Form. Issued keys are state property, entrusted to key holders for their exclusive use and only for the conduct of official university business. Key(s) are to be returned to the Access Control Office (ACO) when they are no longer needed.

**Employees MUST keep keys on their person at all times. Leaving keys in a desk or sharing keys with others is a violation of UNT policy and could result in a loss of key access.**

***There is a \$10 replacement fee for each lost or misplaced key.***

Obtain keys from Access Control...

**Location:** The northeast corner of Sycamore Hall, suite # 006

**Hours:** 8:00 a.m.-5:00 p.m., Monday thru Friday

**Bring:** State issued ID and know your employee/student ID number



UNT Facilities Door Systems Office 307 S. Avenue B, Suite 006		Phone: (940) 565-4888 Fax (940) 369-7158 Fax (940) 369-8973	
Last Name:		First Name:	M.I.:
UNT ID#:		Faculty	Staff    Student    Other
Keyholder Phone:		Keyholder Email:	

**Department** **Door Systems Office**

	Building Name	Room #	Dept #	Acct#/DeptID	Authorizer Signature	Date	Issue #	Keycode
1								
2								
3								
4								
5								

Authorizer Printed Name	Authorizer Email	Authorizer Phone

**Note: All of the Above Information is Required.**

After-hours access to general building via UNT ID card	Authorizer Signature
--	----------------------

Keyholder's Agreement

By my signature below, I agree to all the following terms:

1. The key described herein remains the property of the State of Texas and UNT Door Systems.
2. This key is entrusted to me for my exclusive use- I will not duplicate it, loan it, exchange it, or otherwise allow its use or possession by any other person.
3. I will report its loss, theft or destruction immediately to my department and to Door Systems.
4. If this key becomes lost, stolen or otherwise not available for return, I will pay the key replacement fee.
5. When I terminate employment or no longer need this key, or upon demand from Door Systems, I will return it promptly, in person, and ONLY to the UNT Door Systems Office. If I do not return this key, I agree to all the following terms:
  - a. I will pay the current key replacement fee;
  - b. I will, if required, pay the cost for rekeying all affected locks;
  - c. Processing of payment of my retirement refund and other entitlements may be delayed;
  - d. My grades may be blocked;
  - e. A disciplinary reprimand may be entered in my permanent personnel record;
  - f. The University may bring civil or criminal proceedings against me for theft of state property.

**Note: The original form shall be sent to Door Systems and copies retained by the department and the keyholder.**

Keyholder's Signature:	Date:



# *First Paycheck*

## Getting Your First Paycheck

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

You will be paid on the **first working day** of the month for the previous month's work. If a state holiday falls on that day, your payday will be the next following day. Direct Deposit is **mandatory** for all employees as of January 2015.

- **Your first payday for the fall semester will be on October 1st,**
- **Your first payday for the spring semester will be on February 1<sup>st</sup>.**

# *Helpful Hints*

**FACULTY & STAFF DIRECTORY**  
**DEPARTMENT OF PHYSICS**

(940) 565-2626  
fax (940) 565-2515

FACULTY/INSTRUCTOR	EXT	ROOM#
ANDREUSSI, Oliviero	5316	P-318
CHABAY, Ruth	3251	P-007
DRACHEV, Vladimir	4580	SRB-240
GLASS, Gary	5966	P-008
Lab...		P-002&014
GRIGOLINI, Paolo	3294	GAB 525A
KROKHIN, Arkadii	3968	GAB 525J
LAWLER, Cheryl	369-7748	ENV 220A
LIN, Yuankun	565-4548	P-323
LITTLER, Chris	4561	P-306
Lab...		P-015
MONTICINO, Michael	4280	P-111
Lab...	3336	P-024
NARDELLI, Marco	8596	PHYS 314
NEOGI, Arup	369-8437	P-331
Lab...	3135	P-329
ORDONEZ, Carlos	4860	P-302
PEREZ, Jose	4679	SRB-237
Lab...	4708	SRB-282
PHILIPOSE, Usha	4179	P-304
QUINTANILLA, Sandra	4739	P-309
ROBERTS, Jim	3022	
ROSTOVTSOV, Yuri	3281	GAB-525I
ROUT, Bibhu	369-8127	P-006
SHEMMER, Ohad	369-8110	ENV 220
SHINER, David	3874	P-305
Lab...	2008	P-328
SYLLAIOS, AJ	2412	P-303
WEATHERS, Duncan	2079	P-003
Lab...	2223	P-010
LOPES, Vincent	4726	P-209C

**ADJUNCTS & TEACHING FELLOWS**

LUKIC-ZRNIC, Reiko	6859	P-114
KHADEMIAN, Ali	2006	P-326

STAFF	EXT	ROOM#
CASTILLO, Cristina	3250	P-126
GARCIA, Leesa	369-8213	ENV 220
Fax ...	369-7792	
CLAY, Susan	3256	P-124
DILIUO, Ron	369-7655	ENV-220
SCOTT, KeVonna	2626	P-110
HARCROW, Ashley	4276	P-124
JONES, Paul	3279	P-019
KARNES, Gary	3279	P-019
LYNCH, Tracy	3285	SHOP
MULKEY, Sheridan	2357	P-110
NYANDOTO, Gilbert	4032	P-209D
SHORT, Debby	4467	P-209A
RULE, Melinda	2630	P-110
STARR, Preston	7654	ENV-220A
BENNETT, Ryan	369-7719	ENV 220

**OTHER NUMBERS**

Accelerator Lab	3336	P-002
Demo Room	7730	P-103
IBMAL	2223	P-010
Machine Shop	3285	SHOP
Moss Lake Observatory	940-612-0926	
Observatory	891-6914	
2350 Tom Cole Rd. Denton, TX.		
PIC	3275	P-209
Planetarium	369-7064	
Fax - Main Office	2515	P-110
Sky Theater	940-369-8213	
Risk Management	2109	
Radiation Safety	3282	

## Department of Physics Staff/Faculty

Dr. Jingbiao Cui, Department Chair

Dr. Gary Glass, Professor and Graduate Committee Chair

Dr. Duncan Weathers, Professor and Graduate Advisor

Sheridan Mulkey, Graduate Coordinator

Melinda Rule, Assistant to the Chair

KeVonna Scott, Undergraduate Coordinator

Susan Clay, Grant Coordinator

Ashley Harcrow, Purchasing

Gilbert Nyandoto, Physics Instructional Lab Supervisor

Debby Short, Physics Instructional Center Administrator

Tracy Lynch, Physics Machine Shop

Paul Jones & Gary Karnes, Electronics Shop

Ron Dilulio, Astronomy Director

Preston Starr, Observatory Manager

Ryan Bennett, Planetarium Manager

Leesa Garcia, Astronomy Administrator

## General University Information

**General University number**

940-565-2000

**University metro number**

817-267-3731

**General University Website**

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

**Online catalogs and academic calendar**

[www.unt.edu/catalog](http://www.unt.edu/catalog)

**Schedule of Classes**

[registrar.unt.edu/](http://registrar.unt.edu/)

**Web registration**

[my.unt.edu](http://my.unt.edu)

**Campus tour information**

940-565-4104

Web site: [tours.unt.edu/](http://tours.unt.edu/)

**Office of Admissions**

Eagle Student Services Center, Room 305

**Mailing address:**

1155 Union Circle #311277

Denton, TX 76203-5017

940-565-2681

800-868-8211

Fax: 940-565-2408

**Ask UNT**

[www.unt.edu/AskUNT](http://www.unt.edu/AskUNT)

## Toulouse Graduate School

### **Mailing address:**

1155 Union Circle #305459  
Denton, TX 76203-5017

### **Physical address:**

University of North Texas  
Eagle Student Services Center (ESSC), Room 354  
Toulouse Graduate School  
1147 Union Circle  
Denton, Texas 76203

### **Phone Numbers**

940-565-2383  
Fax: 940-565-2141

### **Website/Email**

E-mail: [graduateschool@unt.edu](mailto:graduateschool@unt.edu)  
Web site: [tgs.unt.edu](http://tgs.unt.edu)

## General offices

### **The Career Center**

Chestnut Hall, Room 103  
Mailing address:  
1155 Union Circle #310859  
Denton, TX 76203-5017  
940-565-2105  
Fax: 940-565-4376  
careercenter.unt.edu

*Student Employment: Part-time employment listings for on and off campus; job fairs; customer service training; supervisor conflict assistance.*

### **Counseling and Testing Services**

Chestnut Hall, Room 311  
Mailing address:  
1155 Union Circle #310968  
Denton, TX 76203-5017  
940-565-2741  
www.counselingandtesting.unt.edu

*Individual and group counseling for career, emotional and personal concerns; interest, aptitude and personality testing; computer-based testing site for GRE, TOEFL, CLEP and Accuplacer; plus information and applications for most national admissions tests.*

### **Dean of Students**

Stovall Temporary Union Building, Room 150  
Mailing address:  
1155 Union Circle #305069  
Denton, TX 76203-5017  
940-565-2648  
www.deanofstudents.unt.edu

*General information; non-academic and personal assistance; policy interpretation; student complaints; student emergencies.*

### **Office of Disability Accommodation**

Sage Hall, Room 167  
Mailing address:  
1155 Union Circle #310770  
Denton, TX 76203-5017  
940-565-4323, TDD access: 940-565-2958

*Assistance with provision of auxiliary academic aids for students who request reasonable accommodations under the Americans with Disabilities Act (ADA) as Amended and Rehabilitation Act of 1973.*



**Housing Office**

Crumley Hall, West Wing

Mailing address:

1155 Union Circle #311310

Denton, TX 76203-5017

940-565-2610

Fax: 940-369-8764

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

*Residence hall contracts, payments, room assignments and problems; residence hall disciplinary action and appeals.*

**Institutional Equity and Diversity**

Hurley Administration Building, Room 175

Mailing address:

1155 Union Circle #310937

Denton, TX 76203-5017

940-565-2711

**UNT-International**

Marquis Hall, Room 105

Mailing address:

1155 Union Circle #311067

Denton, TX 76203-5017

940-565-2197

Fax: 940-565-4822

E-mail: [international@unt.edu](mailto:international@unt.edu)

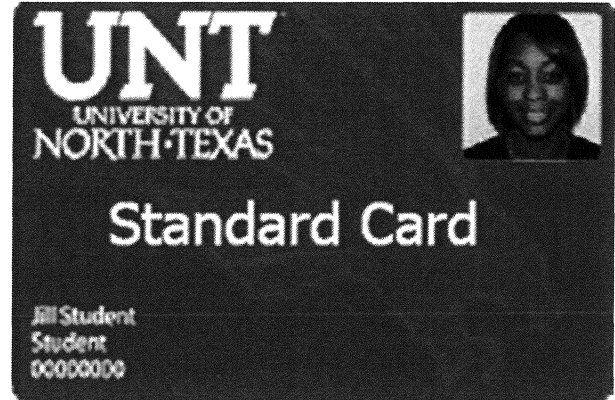
Web site: [international.unt.edu](http://international.unt.edu)

*UNT-International supports UNT students and faculty in international education. The department provides services to all students, whether citizens of the U.S. or of other countries, who wish to include an international experience in their education; assists UNT administration, faculty, colleges and departments in the developments and conduct of international education activities and programs on and off campus; directs and supports the activity of six constituent units: **Intensive English Language Institute, International Recruitment, International Student and Scholar Services, International Center, Sponsored and Special Programs Center and Study Abroad Office.***

# Student ID Cards

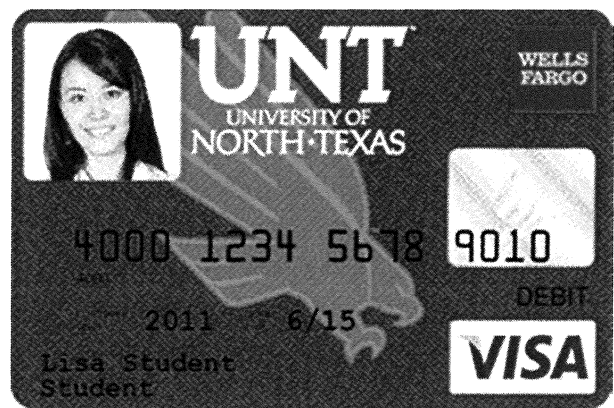
## Student ID Card

Official UNT ID, Library Access, Access to services, resources and events on campus. Access for on-campus students to recreational center and athletic events. Access to campus dining for students paying for a meal plan.



## Mean Green Check Card

In addition to the standard student ID card, students may get a Mean Green Check Card that serves as a photo ID and a Visa debit card for added banking convenience through Wells Fargo with purchasing power anywhere Visa debit cards are accepted and free access to cash at Wells Fargo ATMs nationwide.



## Getting Your Student ID Card or Mean Green Check Card

1. Go to the ID Systems Office on the 1st Floor of the Eagle Student Services Center on the Denton Campus.
2. Provide your UNT EMPL ID Number (8 Digit number)
3. Students selecting the Standard Card will have their picture taken and will receive their ID card at the ESSC.
4. Students selecting the Mean Green Check Card can visit the on-campus Wells Fargo banking location in the Union, or any nearby location to obtain one.

# Emergency Procedures

## Eagle Alert

Eagle Alert allows UNT administrators to quickly contact campus community members by phone about emergency situations affecting the safety and wellbeing of people on and around the UNT campus. The system sends voice messages to the phones, including cell phones, of all active faculty, staff and students. The system also can send text messages to cell phones if you grant the system permission to do so before hand.

***Students should update their phone numbers in [my.unt.edu](http://my.unt.edu).***

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

## Emergency Situations

- If there is a need to evacuate the building, Safety Coordinators have the responsibility of clearing all people out of the building and closing doors.
- If the Fire Alarm sounds and evacuation is required, exit the building using any stairwell and proceed to the north side of the building. All employees should check-in with the Safety Coordinator on the north side of the building so we can accurately report who is safely out of the building.
- If the Tornado sirens sound, proceed to the first floor of the building. The Safety Coordinators will direct people where to go, follow their instructions. All employees should check in with the Safety Coordinator on the first floor so we can accurately report who arrived safely to the shelter area.

## Inclement Weather

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

# Active Shooter

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

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

## GET OUT

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of where others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

## HIDE OUT

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
  - Lock the door
  - Blockade the door with heavy furniture
  - If the active shooter is nearby:
    - Lock the door
    - Silence your cell phone and any other source of noise (i.e., radios, televisions)
  - Hide behind large items (i.e., cabinets, desks)
  - Remain quiet

## TAKE OUT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the shooter
- Throwing items and improvising weapons
- Yelling

# *Dining Options*

# University of North Texas Dining Services

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

## **Dining Hall Hours of Operation**

### **\*Move in August 18th**

#### **Kerr:**

*(Located in Kerr Hall on Maple Street between Avenues A and BJ*

Monday-Thursday 7:00 AM - 8:00 PM; Friday 7:00 AM- 2:30 PM; Saturday 10: 00 AM -7:00 PM;

Sunday

10:00 AM - 9:00 PM

August 27<sup>th</sup>-November 21<sup>st</sup> and November 26<sup>th</sup>-December 15<sup>th</sup>.

#### **Bruce:**

*[Located in Bruce Hall on the corner of Chestnut and Avenue CJ*

Monday- Thursday 7:00 AM-9:00 PM, Friday 7:00 AM-8:00 PM

August 27<sup>th</sup>-November 21<sup>st</sup> and November 26<sup>th</sup>-December 15<sup>th</sup>.

#### **Mean Greens @ Maple:**

*{Located behind Maple Hall near the corner of Ave C and*

*Maple) Monday-Thursday 7:00 AM-8:00 PM; Friday 7:00 AM-*

August 27<sup>th</sup>-November 21<sup>st</sup> and November 26<sup>th</sup>-December

5<sup>th</sup>.

#### **Champs @ Victory:**

*[Located in Victory Hall just off Bonnie Brae on the South side of Hwy 135E)*

Monday- Thursday 7:00 AM - 8:00 PM; Friday 7:00 AM - 7:00 PM

August 27<sup>th</sup>-November 21<sup>st</sup> and November 26<sup>th</sup>-December 15<sup>th</sup>.

#### **West:**

*[Located in West Hall near the intersection of Chestnut Street and North Texas Blvd)*

Monday-Thursday 11:00 AM-7:00 PM, Friday 11:00 AM- 2:00 PM

August 27<sup>th</sup>-November 21<sup>st</sup> and November 26<sup>th</sup>-December 15<sup>th</sup>.

<http://www.dining.unt.edu/cafeteria-hours>

# UNT University Union



**AVESTA**

## **Avesta**

Monday- Friday 11:30 AM-1:30 PM, Saturday-Sunday Closed



## **Campus Chat Food Court**

Monday-Friday 10:30 AM-3:30 PM, Saturday-Sunday Closed



## **Corner Store**

Monday-Thursday 7:30 AM-9:00 PM, Friday 7:30 AM-6:00 PM,  
Saturday 11:00 AM- 5:00 PM, Sunday Closed



## **Krispy Krunchy**

Monday-Thursday 7:30AM-6:00PM, Friday 7:30 AM-4:00  
PM, Saturday-Sunday Closed



## **Which Wich**

Monday-Thursday 11:00 AM- 8:00 PM, Friday & Saturday 11:00-3:00  
PM, Sunday Closed



## **Chick-Fil-A Express**

Monday-Thursday 7:30 AM-11:00 PM, Friday 7:30AM-8:00 PM,  
Saturday 8:00AM-10:00 PM, Sunday Closed



## **Fuzzy's Taco Shop**

Monday-Friday 11:00 AM-Midnight, Saturday 10:00AM-  
Midnight, Sunday Noon- Midnight



## **Burger King**

Monday-Thursday 7:30 AM-11:00 PM, Friday 7:30AM-8:00 PM,  
Saturday & Sunday Closed



## **Taco Bueno**

Monday- Thursday 10:00AM-9:00 PM, Friday 10:00AM-8:00PM,  
Saturday & Sunday Closed



## **Starbucks**

Monday-Friday 7:30AM-10:00 PM,  
Saturday 10:00 AM- 10:00 PM, Sunday Closed

j.a.m.b.a juice

## **Jamba Juice (Barnes & Noble)**

Monday-Thursday 7:45AM-7:00 PM, Friday 7:30 AM-3:00 PM,  
Saturday 11:00 AM- 3:00 PM, Sunday Closed

# Vendors

*Because vendors are separate companies, they do not accept FLEX or Declining Balance Dollars*

- **Biz Cafe**

The cafe will offer a pass thru convenience shop that will feature the popular "GO" sandwiches, salads and side items as well as a great selection of bottled beverages and packaged snacks. In addition to the regular convenience items you will be able to pour yourself a fountain drink or grab a cup of fresh Starbucks coffee!

Monday-Thursday 7:30AM-9:00 PM, Friday 7:30 AM-3:00 PM, Saturday & Sunday Closed

Location: **Business Leadership Building**

- **Café G.A.B.**

This cozy spot in the middle of the General Academic Building houses North Texas' first Caribou Coffee, serving a full range of espresso drinks, coffee, and tea. Grab-&-go items, snacks, pastries, and cold beverages are available as well.

Monday-Thursday 7:30AM-6:00 PM, Friday 7:30 AM-2:00 PM, Saturday-Sunday Closed

Location: **General Academic Building**

- **Snap! Station**

With grab-&-go food created in our own kitchens, bottled drinks, snack items, and Peet's Coffee and Tea bar, the Go! Station makes life on the run more enjoyable.

Monday-Thursday 7:30AM-8:00 PM, Friday 7:30 AM-3:00 PM, Saturday & Sunday Closed

Location: **Wooten Hall**

- **Khush Roti**

9 hearty international sandwiches grilled to perfection. Seasoned twister fries, fountain beverages & unique bottled sodas, vegan chips, and homemade peanut butter bars.

Monday-Friday 11:00AM-3:00 PM, Saturday & Sunday Closed

Location: **Between the General Academic Building (GAB) and Information Science Building (ISB)**

- **Park Place Market**

Made-to-order grill, ready-to-go sandwiches, salads and bakery items, candy, cold beverages and Green Mountain Coffee.

Monday-Thursday 9:00AM-7:00 PM, Friday 9:00 AM-2:00 PM, Saturday & Sunday Closed

Location: **Discovery Park**

- **Discovery Perks**

Perk up your day. Pour a hot cup of fresh-brewed Starbucks Coffee or Tazo Tea, and grab a wholesome snack on the go.

Monday-Thursday 9:00AM-7:00PM, Friday 9:00AM-2:00PM, Saturday & Sunday Closed

Location: **Discovery Park**

- **The Club at Gateway Center**

The Club is a showcase training laboratory for students enrolled in restaurant operations courses through the Hospitality Management program. Lunch includes an appetizer, entree, dessert and beverage for \$10.00 per person.

**Opens October 2018**

**Monday-Thursday 11:00 AM- Noon**



## **Denton Dining (Off Campus - Within Walking Distance)**

### **Chicken Express**

1627 Eagle Dr.  
(940) 382-0770

### **Chipotle Mexican Grill**

1224 W. Hickory St.  
(940) 808-1073

### **Crooked Crust**

101 Avenue A  
(940) 565-5999

### **Drunchies Tacos**

1115 W. Hickory St.  
(940) 514-1350

### **Fera's Pasta & Pizza**

1407 W. Oak St.  
(940) 382-9577

### **Hanabi Ramen**

501 W. Hickory St.  
(940) 320-1800

### **IHOP Restaurant**

1001 N. Texas Blvd.  
(940) 566-3823

### **Jimmy John's Gourmet**

#### **Sandwiches**

107 Avenue A  
(940) 484-5466

### **Jack in the Box**

1408 W. Hickory St.  
(940) 387-8342

### **Killer's Tacos**

424 Bryan St.  
(940) 514-1920

### **Mean Green Central Grill**

1005 Avenue C  
(940) 323-9464

### **Naranje Cafe**

906 Avenue C, #100  
(940) 483-0800

### **New York Sub Hub**

906 Avenue C  
(940) 383-3213

### **Oriental Garden**

#### **Restaurant**

114 N Avenue B  
(940) 387-3317

### **Oriental Express**

1000 Avenue C  
(940) 383-2098

### **Pita Pit**

105 Avenue A  
940-484- 7482

### **Potbelly Sandwich Shop**

1216 W. Hickory St.  
(940) 297-1287

### **Salata**

1200 W. Hickory St.  
(940) 435-0831

### **Subway**

1609 Eagle Dr.  
(940) 387-3604

### **Sushi Cafe & Bar**

1115 W. Hickory St.  
(940) 380-1030

### **Texadelphia**

1120 W. Hickory St.  
(940) 514-1067

### **The Taste**

408 N Texas Blvd, Denton,  
TX 76201

(940) 383-2387

### **Viet Bites**

1104 W. Hickory St.  
(940) 898-1717

## Denton Dining (Off Campus - Within Driving Distance)

**Beth Marie's Old Fashioned Ice Cream**  
117 W. Hickory St.  
Denton, TX 76201  
(940) 384-1818

**Cartwright's Ranch House**  
111 N. Elm St.  
Denton, TX 76201  
(940) 387-7706

**Cracker Barrel Old Country Store**  
4008 1-35 Frontage Rd.  
Denton, TX 76207  
(940) 382-5277

**El Matador Restaurant**  
720 W. University Dr.  
Denton, TX 76201  
(940) 387-1137

**Frilly's Seafood Bayou Kitchen**  
1925 Denison St.  
Denton, TX 76201  
(940) 243-2126

**Fuzzy's Taco Shop**  
115 Industrial St.  
Denton, TX 76201  
(940) 380-8226

**Giuseppe's Italian Restaurant**  
821 N. Locust St.  
Denton, TX 76201  
(940) 381-2712

**Greenhouse Restaurant**  
600 N. Locust St.  
Denton, TX 76201  
(940) 484-1349

**Hannah's Off the Square**  
111 W. Mulberry St.  
Denton, TX 76201  
(940) 566-1110

**LSA Burger Co.**  
113 W. Hickory St.  
Denton, TX 76201  
(940) 383-1022

**Luigi's Pizzaitalian Restaurant**  
2000 W. University Dr.  
Denton, TX 76201  
(940) 591-1988

**Mellow Mushroom Pizza**  
217 E. Hickory St.  
Denton, TX 76201  
(940) 323-1100

**Mr. Chopsticks**  
1633 Scripture St.  
Denton, TX 76201  
(940) 382-5437

**Mr. Frosty's Burgers & Malts**  
1002 Fort Worth Dr.  
Denton, TX 76205  
(940) 387-5449

**Old West Cafe**  
1020 Dallas Dr.  
Denton, TX 76201  
(940)-382-8220

**Rooster's Roadhouse**  
113 Industrial St.  
Denton, TX 76201  
(940) 382-4227

**Seven Mile Cafe**  
311 W. Congress St.  
Denton, TX 76201  
(940) 808-0200

**Thai Ocha**  
1509 Malone St.  
Denton, TX 76201  
(940) 566-6018

**The Upper Park Cafe**  
222 W. Hickory St  
Denton, TX 76201  
(940) 218-6115

**The Abbey Inn Restaurant & Pub**  
101 W. Hickory St.  
Denton, TX 76201  
(940) 566-5483

**Yummy's Greek Restaurant**  
210 W. University Dr.  
Denton, TX 76201  
(940) 383-2441

# Faculty/Staff Meal Plans

At UNT Dining Services, it's about the food, and that focus is reflected in our award-winning dining programs. Whether you are looking to enjoy a meal in one of our resident dining halls or need something quick to-go from one of our convenient retail locations, we have fresh options that will satisfy any craving.

Here are some of the great reasons to get a Faculty/Staff Meal Plan:

- They're a great way to budget! Eat well and save money at the same time. (*Door prices are \$7.95*)
- You get great deals on food every day, not just for Faculty Dining Specials.
- You can treat students, faculty, friends, and family by bringing them to one of our award-winning cafeterias as a guest.
- You can choose from a variety of diverse menus. Check online every day to get a preview of what's being served at each cafeteria.
- Never lose your parking spot again! Our cafeterias and retail locations are located conveniently across campus.

**\*\*These prices are in effect until August 24<sup>th</sup>.**

Meals	Price	Tax	Total w/ Tax	Price/Meal (pre-tax)
10	\$57.50	\$4.74	\$62.24	\$5.75
20	\$105	\$8.66	\$113.66	\$5.25
30	\$150	\$12.38	\$162.38	\$5.00
40	\$190	\$15.68	\$205.68	\$4.75
50	\$225.	\$18.56	\$243.56	\$4.50

**\*\*\*These are the prices if you purchase August 27<sup>th</sup> or later.**

Meals	Price	Tax	Total w/ Tax	Price/Meal (pre-tax)
10	\$60	\$4.95	\$64.95	\$6.00
20	\$110	\$9.08	\$119.08	\$5.50
30	\$157.50	\$12.99	\$170.49	\$5.25
40	\$200	\$16.50	\$216.50	\$5.00
50	\$237.50	\$19.59	\$257.09	\$4.75

Full time faculty and staff who are eligible for employee benefits may purchase a Faculty/Staff Meal Deal. These include teaching assistants, teaching fellows, graduate assistants and all 40 hr/wk employees. ***Due to online sign-up and payment, TAs, TFs, RAs, and GSAs must send or bring job verification to Dining Services. Verification must be signed by a department official on original department letterhead. No payroll deductions.***

**Dining Waivers will be placed in mailboxes.**

Most of our dining halls are open from 7 a.m. until 7 p.m., Monday through Friday, with weekend service at Kerr Cafeteria. Residence hall dining facilities are open to all university students, faculty, and staff. Friends, relatives and guests are welcome to pay with cash or check to eat in any cafeteria. We offer very reasonable prices, excellent value and great quality. Champs, Bruce and Kerr cafeterias also accept credit cards.

For more information on faculty/staff meal plans call (940) 565-2462 or visit the Dining Services office located in Crumley Hall, Room 132.

# *Campus Parking*

All employees may now purchase their parking permits online. Please go to <https://unt.t2hosted.com/Account/Portal> to purchase your permit. Click on permits at the top of the page, scroll to the bottom and click on get permits. (You will need your EUID.)

## **UNT Parking Portal**

**Read below before continuing.**

UNT Denton Campus

Permits go on sale August 1, 2017. Customers are encouraged to log in prior to August 12th to update all vehicle and contact information.

- [Click here](#) to read our notice on changes in permits, prices, and lot designations.
- [New permit rates.](#)
- [New map for 2018.](#)
- [New Parking Rules and Regulations](#) for 2017-2018

**Purchase A Permit**

[Continue to log in and purchase a permit or pay a citation.](#)

**For questions or concerns please contact your campus parking office:**

**UNT Denton -**

**Phone: 940-565-3020**

**email: [transportation.services@unt.edu](mailto:transportation.services@unt.edu)**

## **Faculty/Staff Permits**

**Permit sales begin August 1, 2018.** Customers are encouraged to log in and update their contact and vehicle information prior to August 12th.

## Permit Types:

PERMIT TYPE	PERMIT COST	VALID
A – Reserved	\$650.00	Annual
FS – Faculty/Staff	\$225.00	Annual
Eagle	\$250.00	Annual
Eagle Fall	Fall \$125.00	Fall Semester
R – Resident	\$250.00	Annual
RR – Resident Reserved	\$375.00	Annual
FCS – Freshmen Resident	\$250.00	Annual
TAMS	\$375.00	Annual
EVN - Evening Only	\$137.00	Annual
Highland Street Garage Annual ( <i>non-reserved</i> )	\$650.00	Annual (non-reserved)
Highland Street Garage ( <i>Reserved</i> )	\$1200.00	Annual (Waitlist available for 1st floor Reserved garage access)
TF – Teaching Fellow	\$137.00	Per Semester
Motorcycle	\$115.00	Annual

List of all permit types and cost: (To purchase a permit please visit: [UNT Parking Portal](#))

Permit prices listed are for the calendar year beginning in the Fall 2018 semester through the Summer 2019 semester. Prices are reduced throughout the year.

### Free Park and Ride:

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

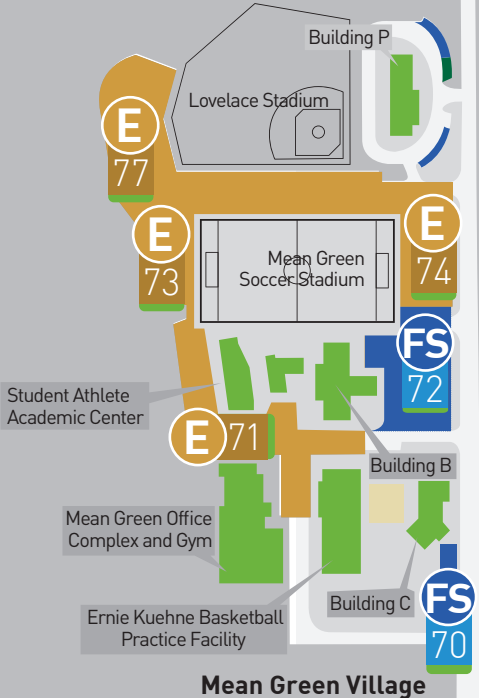
**Parking & Transportation Services Contact Information:**

<b>Lobby hours of operation</b>	7:30am - 5:00 pm Monday-Friday
<b>Main phone</b>	940-565-3020
<b>Fax</b>	940-565-2452
<b>Office Location</b>	<i>Offices located in the bottom level of the Highland Street Garage, parking on the side of the building by the entrance.</i>
<b>Mailing Address</b>	<p>620 Central Avenue                  Entrance to our lobby is across from the                  Business Leadership Building (BLB) on Ave A.                  The University of North Texas                  Parking Services                  1155 Union Circle #310948                  Denton, TX 76203-5017</p>
<b>DCTA Customer Service</b>	940-243-0077



PARKING LOT AREA AND PERMIT DESIGNATIONS ARE SUBJECT TO CHANGE. IT IS THE DRIVERS' RESPONSIBILITY TO ENSURE THEIR PARKING PERMIT MATCHES POSTED SIGNAGE FOR LOT.

940-565-3020 | transportation.services@unt.edu | transportation.unt.edu



**BUILDING DIRECTORY**

Effective Date  
 13.August.2018

Air Force ROTC Building	(ATH1)	E8	Oak Street Hall	(OSH)	MN3
Alumni Center	(ALUM)	H8	Oak Street Hall Annex	(OSHA)	MN3
Alumni Pavilion	(APAV)	INSET	Pedestrian Bridge	(PACX)	D9
Apogee Stadium	(AS)	INSET	Performing Arts Center Annex	(PACX)	E9
Art Building	(ART)	N2	Physical Education Building	(PEB)	H5
Athletic Center	(ATHC)	INSET	Physics Building	(PHYS)	M2
Auditorium Building	(AUDB)	M1	Pohl Recreation Center	(RECS)	G4
Bain Hall	(BAIN)	I6	Radio, TV, Film & Performing Arts Building	(RTFP)	N3
Baptist Student Ministry	(BSU)	N5	Risk Management Building	(WGHT)	E8
Building B Higher Education	(MGVB)	INSET	Sage Hall	(SAGE)	M3
Building C	(MGVC)	INSET	Sand Volleyball Court		INSET L1
Building P	(MGVP)	INSET	Science Research Building	(SRB)	L1
Business Leadership Building	(BLB)	M7	Speech & Hearing Clinic	(SPHS)	Q3
Chemistry Building	(CHEM)	K1	Student Athlete Academic Center	(SAAC)	INSET
Chestnut Hall	(CHNT)	I4			
Chilton Hall	(CHIL)	J5	Sullivant Public Safety Center	(POLI)	J9
Coliseum	(COL)	G7	Sycamore Hall	(SYMR)	M3
Counseling Modular	(WSC2)	P5	Terrill Hall	(TH)	K2
Crumley Hall	(CRUM)	K7	Track and Field Building	(ATH2)	E8
Curry Hall	(CURY)	M2	Transportation Services	(TS)	N7
Dance & Theatre Building	(DATH)	R3	Union Circle Garage	(UCG)	O5
Discovery Park	(INTRP)	MN4	University Services Building	(USB)	C6
Eagle Student Services Center	(ESSC)	L5			
East Classroom Building	(ECB)	Q4	University Union	(UU)	M5
Environmental Education, Science & Technology	(EENS)	J1	Waranch Tennis Complex	(TENN)	INSET P4
Ernie Kuehne Basketball Practice Facility	(MGSG)	INSET	Welch Street Complex 1	(WSC1)	P4
Facilities Complex	(PLAN)	E4	Welch Street Complex 2	(WSC2)	P5
Fashion & Fibers Modular	(WSC1)	P4	West Tennis Courts	(WTEN)	G6
Fouts Field	(STAD)	D8	Willis Library	(LIBR)	L5
Gateway Center	(GATE)	G8	Wooten Hall	(WH)	N6
General Academic Building	(GAB)	L2			
Goolsby Chapel	(CHAP)	K7	Bruce Hall	(BRUC)	K3
Greek Life Center	(GLC)	P7	Clark Hall	(CLAR)	J8
Hickory Hall	(HKRY)	L1	College Inn	(CINN)	G1
Highland Street Garage	(TS)	N7	Honors Hall	(HNRS)	I8
Hurley Administration Building	(ADMN)	L4	Kerr Hall	(KERR)	M8
Information Booths	J4, G9, MN4		Legends Hall	(LGDS)	G3
Ken Bahnsen Gym	(MGYM)	H6	Maple Hall	(MAPL)	K8
Language Building	(LANG)	M1	McConnell Hall	(MCON)	J3
Library Annex	(LANX)	MN1	Mozart Square	(MOZA)	I9
Life Sciences Complex	(LIFE)	L3	Rawlins Hall	(RAWL)	I8
Lovelace Stadium	(WSOF)	INSET	Santa Fe Square	(SFE)	E5
Marquis Hall	(MARQ)	K2	Traditions Hall	(TRAD)	F5
Mathews Hall	(MATT)	N6	Victory Hall	(VICT)	INSET F4
Mathews Hall Annex	(MHA)	O4	West Hall	(WEST)	
Mean Green Office Complex & Gym	(MGOG)	INSET			
Mean Green Soccer Stadium	(WSOC)	INSET K8			
Methodist Student Center	(MSC)	G9			
Murchison Performing Arts Center	(PAC)				
Music Annex	(MUSA)	K6			
Music Building	(MUS)	K5			
Music Practice North	(MPN)	J5			
Music Practice South	(MPS)	J6			
North Texas Lofts		F3			

**CAMPUS MAP**  
 UNIVERSITY OF NORTH TEXAS

**MAP KEY**

- A** Reserved
- FS** Faculty/Staff
- E** Eagle Commuter
- V** Visitor Paid
- R** Resident Student
- RR** Resident Reserved
- FCS** First Time In College Permit
- EVN** Evening Permit
- Z** Zip Car
- SP** Special Purpose Lot
- OS** One-Way Street
- M** Meter Parking
- P** Motorcycle Parking
- P** Parking Garage
- CS** Construction Zone
- BS** Bus Shelter
- IB** Information Booth
- GL** Game Day Lot
- HP** Handicapped Parking
- EP** Emergency Phone
- CS** Crosswalk
- SM** Smart Meter
- PM** Parkmobile

Parking regulations are enforced at all times except during official university closures.