



TEXAS WOMAN'S UNIVERSITY

DENTON | DALLAS | HOUSTON

WELCOME TO THE TEXAS WOMAN'S UNIVERSITY INSTITUTE OF HEALTH SCIENCES HOUSTON

We are delighted you have chosen TWU Houston as your academic home for the next few years while you continue your educational journey. The moment you enter our doors, you are included into the dual communities of TWU and the Texas Medical Center. We are confident this academic environment will ignite your potential to be of greater service in the healthcare community.

Through intentional intervention programs, advising and service, Student Life is here to help you find your place, get actively involved and make the most of your time at TWU Houston. We offer a holistic approach to your campus experience that encourages growth, cultivates awareness, fosters a sense of community and develops student leadership.

We are pleased to have you join us and look forward to helping you create fuller, richer lives! Consider this your A-Z guide for TWU Houston.

Deborah Unruh

Assistant Director, Student Life

TWU Houston

Shaping Your Journey | The Office of Student Life | *Moving Toward Wholeness*



ABOUT STUDENT LIFE

TWU Houston Student Life is your resource hub. Whether you are looking for information on childcare, parking, lockers, student identification badges or something else, we can help! We coordinate the food pantry, lactation room, prayer room, recycled clothing (women's and children's) as well as lend used scrubs and lab coats. Through a relationship with the Houston Food Bank, we offer the Food Scholarship Program, where student participants can receive food (perishable and non-perishable) twice a month. You can also look forward to a variety of programs created to enhance your personal growth and professional development. Additionally, Student Life often acts as a liaison for other departments housed only in Denton. We can serve as a conduit to help you navigate a variety of issues, including:

- Housing
- Health insurance and immunization records
- Parking and transportation
- Fitness Center
- More!

Student Life also helps to manage student organizations. If you are interested in being involved, we will help you explore options and find ways to connect with others. Our current student organizations include:

- Nutrition Graduate Student Association
- Pi Theta Epsilon
- Student Christian Ministry
- Student Government Association
- Student Healthcare Administration Organization
- Student Occupational Therapy Association
- Student Physical Therapy Association
- Texas Nursing Student Association

Contact Information:

Office of Student Life, Suite 2300
 P: 713-794-2157 | F: 713-794-2169
 Hours: M-F 7 a.m. - 6 p.m.
dunruh@mail.twu.edu
twu.edu/student-life-houston



BADGES

Your TWU badge/ID is an essential part of your daily uniform and helps our DPS officers ensure that only TWU students are accessing restricted rooms and equipment. With the heightened level of security throughout the Texas Medical Center (TMC), everyone is expected to wear a photo ID badge. In addition to entering the TWU building and other areas inside, your ID badge will allow you to make use of the University of Texas Health Services for medical treatment and the TMC Library.

Wearing your badge helps identify you to others and enables you to easily access the Fitness Center as well as purchase items at the Cyber Cafe. By using the value port terminal on the third floor, you can quickly and easily add money to your card. To get a TWU ID Badge:

- Complete the form found in the camera room
- Show valid picture ID (driver's license or passport)
- Show proof of enrollment at TWU (class schedule or receipt for payment)

Note: Replacement IDs are \$25. Your student account will be charged. If the fee is not paid, a block will be placed on your account.

BURSAR/BILLING

The Bursar's Office at TWU is responsible for managing student account receivables and depositing funds for the University. The department is centralized and located on the Denton campus. Using WebAdvisor through Pioneer Portal, you can aptly manage billing, but you will need to communicate with them if you have questions regarding payment plans, payment deadlines or refunds. Find important information on their web pages at twu.edu/bursar/.

Installment Payments

Installment payments are available through the Pay Online feature in Pioneer Portal or from the TWU Homepage under Pay for Classes, but you must sign up for it to be eligible. All payment plans have an installment fee and late fees assessed for missed payments.

Fall and Spring Installment Plans require a 25 percent down payment of total semester charges plus installment fee. The remaining balance is split into three payments that are due at one-month intervals during the semester. Fall installment dates are September 15, October 15, and November 15. Spring dates are February 15, March 15, and April 15.

CAREER CONNECTIONS

Career Connections provides several programs to educate, develop and assist students and alumni in successfully meeting the challenges of an ever-changing world of work. The office also builds and maintains quality relationships with potential employers who are another important piece of the career development process.

Services include:

- Resume reviews
- Mock interviews
- Career readiness workshops and seminars
- Career advising appointments
- Resource library and guides
- Job postings through TWU Connect

Contact Information:

Career Consultant – Houston

Student Life Rm 2300-B

P: 713-794-2051

Hours: M-F 7:30 a.m. - 4:30 p.m.

bortiz3@twu.edu

twu.edu/careerconnections



COST OF ATTENDANCE

Texas Woman's has the fifth lowest college costs among 38 Texas public universities according to College for All Texans. Your particular cost will vary based on how many hours and what particular classes you take. TWU provides several tools at twu.edu/costs/ that will help you calculate an estimate.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Students entering TWU Houston often juggle the demands of work and home, and sometimes completing a challenging, professional education creates additional pressure. When students find themselves facing academic stress, anxiety, depression, family disruptions or are just more worried than normal, they will find a welcoming staff at TWU's Counseling and Psychological Services (CAPS).

CAPS is committed to providing high-quality, culturally-competent mental health services to enrolled students across all three campuses. Our services support the development of the whole person by fostering student resiliency, emotional well-being, interpersonal effectiveness and academic success.

Many students utilize CAPS every year and come from a wide range of diverse backgrounds, presenting a variety of concerns. Additionally, we have numerous helpful handouts on topics ranging from time management and test-taking skills to grief and alcoholism.

Contact Information:
 CAPS, Suite 2250
 P: 713-794-2059
 kwinderman@twu.edu
 Hours: Vary (call or email to schedule an appointment)
 twu.edu/counseling/houston-caps/

Counseling services are already covered by your student service fees. There are no additional charges.

DIRECTORY

The best way to find who or what you're looking for is to check out the Houston Directory at twu.edu/houston/directory or search all directories at apps.twu.edu/directories/.

DISABILITY SERVICES FOR STUDENTS (DSS)

Disability Services for Students (DSS) ensures that TWU students with disabilities have equitable access to TWU classes, programs and events. We enhance student learning by promoting self-advocacy and partnering with faculty and staff to create a more accessible environment. DSS seeks to advance representation of TWU students with disabilities and establish disability culture as an essential aspect of diversity, vital to society and the TWU community.

Who qualifies for DSS?

It is the policy and practice of Texas Woman's University to comply with Section 504 of the Rehabilitation Act of 1973 and the ADA Amendments Act of 2008. These laws define a disability as a physical or mental impairment that substantially limits one or more major life activities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs and activities of Texas Woman's University.

How do I apply?

Forms are available on the DSS website at twu.edu/disability-services.

Contact Information:
 One Stop, Rm 1300F
 P: 713-794-2182
 Hours: Vary (check office door for current hours)
 twu.edu/disability-services

COMPUTERS

The Information Technology (IT) Solutions is here to support you and your technology needs. From maintaining computer labs and classrooms to ensuring wireless access throughout the building, our on-site professionals are here to help. In Houston a PC kiosk is located on floors 2 through 8 plus 10, outside the X305 seminar rooms. Rooms 4115, 4310 and 4322 are computer classrooms. You may log on with your TWU credentials to access the Internet and other software.

Training

LinkedIn Learning is your on-demand, online training option. Find courses on time management, speech writing, managing stress and more! To begin, navigate to www.linkedin.com/learning.

Computer Lab

Departmental labs are limited to students in specific programs. Each contains audio/visual and technology resources. The PT, OT, and Nursing labs are located on the fifth and sixth floors. There is an open computer lab on the fourth floor. To access the labs, you must be a current student, have a valid ID and have a portal account. Technologies and services available in the lab include:

- 5 LaserJet printers, 101 PCs, 15 Macs and 3 book scanners.
- One color printer is accessible through three scanner stations. Color printing is \$0.40 per page. Follow the instructions located next to the scanner station to print in color.
- Five collaboration spaces are housed inside the computer lab for students working on projects. In four of those collaboration rooms, a 55" TV monitor and a glass dry erase board (dry erase markers can be checked out from the student assistants on duty) are installed. One room is connected via Solstice where students can plug in their own devices.
- A fax machine is also available in the front of the computer lab for students to send materials to local and toll free fax numbers. Please contact a lab assistant for help if needed.
- A wall-mounted charging station is available inside the computer lab for students to charge mobile devices.
- Student assistants are scheduled to be available when the lab is open (student assistants' availability may vary without notice).
- Black and white printing is free to TWU students. Mobile printing is also available in the lab.

Contact Information:

IT Solutions

P: 81-3971 (from a campus courtesy phone or beige wall phone)

P: 940-898-3971 (from your cell phone)

servicedesk@twu.edu

twu.edu/technology

DEPARTMENT OF PUBLIC SAFETY (DPS)

Our Houston security officers are dedicated to watching our campus and ensuring your safety. They have access to all areas of campus, maintain our lost and found, record bike registration, coordinate alarm procedures as well as emergency evacuation and inclement weather closures. In the event that you observe suspicious activity, do not hesitate to report it. To receive emergency notifications from the campus police, register for Pioneer Alerts at twu.edu/dps/pioneer-alert/.

Contact Information:

P: 713-794-2222 (from any campus courtesy phone or beige wall phone, dial 2222)

Campus closure emergency line for severe weather conditions: 713-794-2310

ENROLLMENT SERVICES

Prospective students and their families who wish to learn more about TWU Houston should contact the Admissions office for additional details.

Current students can find information about registration, enrollment changes, grades, academic standing, graduation and residency through Enrollment Services. Additionally, students can request an official transcript in person in 1300E for immediate pick-up. Transcripts are \$10 and may only be purchased with a debit or credit card.

Contact Information: Enrollment Services, 1300E
Admissions, 1300D P: 713-794-2320
mrodriguez68@twu.edu
P: 713-794-2352

FINANCIAL AID

The Financial Aid staff can help you complete the Free Application for Federal Student Aid (FAFSA), identify work-study opportunities and scholarships as well as create a plan that will best meet your needs. Staff can also provide information about your financial aid status and eligibility.

TWU's federal school code is 003646. For additional details, including application deadlines and form links, visit twu.edu/finaid/ for the most up-to-date information.

Contact Information:
Financial Aid, 1300C
jlewis3@twu.edu
P: 713-794-2315

FITNESS CENTER

The Fitness Center at TWU Houston is conveniently located on the second floor and is accessible via card entry. The center offers a variety of machines, free weights, mats, bands, step boards and more to help keep you in tip-top shape. Additionally, the center offers several group exercise classes throughout the semester. There are both men's and women's changing areas as well as lockers and showers. Dress code: shirts covering entire stomach, chest, back; closed-toe athletic shoes.

Contact Information:
Fitness Center, 2240
kfletcher@twu.edu
P: 713-794-2157

HEALTH CARE

TWU Houston does not have an on-site clinic. Healthcare needs are provided by TWU Denton Student Health Services twu.edu/student-health-services/ and the University of Texas Health Services (UTHS), which has a physical presence at TMC and welcomes visits by TWU students with a valid university ID. UTHS is located at 7000 Fannin Street, Suite 1620 and provides routine physical exams as well as care for illness or injury. They accept most health insurance plans.

Immunizations

On-site clinics are held for students, faculty and staff during the first month of Fall and Spring. Immunizations offered include: MMR, tetanus, hepatitis B TB, varicella and flu shots. Students needing immunization records for clinicals can check their status and upload information to twu.medicatconnect.com/.

Insurance

TWU Houston Student Life Office acts as a conduit for the student health insurance program available through Academic HealthPlans twu.myahpcare.com/. International students with J-1 or F-1 status are required to maintain continuous health insurance coverage while in the U.S.

INTERNATIONAL STUDENT SERVICES

TWU Houston Student Life Office houses a Designated School Official (dunruh@twu.edu) on site to deal with SEVIS related matters for F-1 students. In addition, the office also coordinates the International Student Festival and provides networking support on a number of levels.



LIBRARY

The Houston Academic Resource Center is located on the fourth floor of the Houston campus. It maintains departmental collections and provides a number of services to patrons, including research assistance (either walk-ins or appointments), library instruction, faculty reserves, lending, interlibrary loan services, library workshops and more. Study space with carrels and a separate room has been set aside, and equipment is also available, including a scanner, staplers, hole punchers, a nap pod, audiovisual equipment, phone chargers, headphones, mobile whiteboards and dry erase markers.

You can also register online for remote access to electronic data sources at the largest medical library in Houston, the Texas Medical Center Library at library.tmc.edu/. Select Library Services then scroll to Registering for Library Card Access.

Contact Information:

P: 713-794-2048

Hours: M-Th. 8 a.m. - 7 p.m., F-Sat 8 a.m. - 5 p.m., Sun Closed
mgoff@twu.edu

PARKING AND TRANSPORTATION

The Texas Medical Center's (TMC) first priority is to families who need parking near facilities. Students should consider parking on the exterior and using public transportation to reach the campus.

METRO Q Card (*Student Fare - 50% Discount on all Bus and Light Rail Service as well as METRO Park & Ride Lots*)

Students using public transportation may secure their Q Card in Enrollment Services on the 1st floor, Room #1300E. Please bring with you either your TWU ID badge or driver's license, as well as a proof of payment arrangement for tuition and fees.

Before meeting with Enrollment Services staff, please scan the QR code or use the following link <https://forms.gle/L6bzAK7H2AiXFP4u9> to complete your request.

Houston Methodist

The garage associated with TWU is owned by Houston Methodist Hospital, and has entrances on Main Street as well as "Old Main Street" (a small street between the Bank of America and TWU).

Contract Parking

- Costs \$320 per semester (plus a \$15 one-time processing fee for the first-time students), paid in full before the first day of classes each semester.
- To apply for contract parking, bring your TWU student ID plus proof of current class enrollment to the Standard Parking Office located in Suite #290 of Scurlock Tower of The Methodist Hospital. Cash or check ONLY is accepted.
 - Phone: 713-441-4499 (Scurlock SP Office), 713-794-9393 (SP Office in garage next to TWU)
 - Office hours: 8:00 a.m.-4:30 p.m. (Scurlock SP Office)
 - Free shuttle from TWU to Scurlock Tower: 713-793-7209. This service runs every ten minutes, Monday through Friday, 4:30 a.m.-8:30 p.m.
- Open parking spaces are located on the fourth floor and above. DO NOT park in spaces with gray and white signs: "TWU Reserved Parking." These are for TWU faculty and staff, and all others will be towed at the owner's expense.

Houston Methodist Non-contract (pay-as-you-go) Parking

- 0-20 minutes: free
- 21 minutes – 3 hours: \$7
- 3-4 hours: \$9
- 4-5 hours: \$11
- 5-24 hours: \$13
- Lost ticket: \$13

Fannin South Park & Ride Lot

- Located at 1604 W. Bellfort St. just outside Loop 610 (beyond NRG, behind Sam's)
- Lot Fee: \$3 flat rate/vehicle
- Light Rail into the Texas Medical Center:
 - Without a METRO Q Card, \$2.50 (\$1.25 each way)
 - With a METRO Q Card (allowing half off traditional fare), \$1.20 (\$0.60 each way)

Parking at Latitude

The parking facility can be found at Old Main @ Travis next to the Intercontinental Hotel which is right across from TWU. It is a comfortable 5 minute walk to campus, and is managed by Platinum Parking.

Non-contract Parking

- Visitor parking is available on the 6th floor and above ONLY on a first come, first served basis at a flat rate of \$7.
- No in/out privileges.
- The lot fills up quickly each morning, so it would be wise to arrive by 6:00 a.m. As people leave close to 5 p.m., more spaces become available for evening students.

Contract Parking

- Rate of \$140 a month, with a one-time \$15 processing fee which is non-refundable. Please be advised that a 30-day cancellation notice is required, and the \$140 is for a month-to-month charge.
- Contact phone number is 281-734-7798.

NOTE: At this time, applications and inquiries are accomplished through email: latitude@platinumparking.us.

Texas Medical Center (TMC) contract parking

Parking Off-peak Program (POP) (an option for evening and weekend students)

- Rate of \$95 a month (sales tax NOT included)
- Customers can enter lots AFTER 4:30 p.m. and must exit BEFORE 8 a.m. Monday through Friday, weekends, and TMC holidays.
- The closest parking area to TWU is the AU lot at 2050 Pressler St., Houston, TX 77030.

Contract Parking (for day students)

- Contract parking for day students in TMC lots range from \$100 to \$300 a month, depending on the location (sales tax NOT included).
- Apply by completing a TMC Contract Parking Administration Application.
- See the TMC contract parking page <http://www.tmc.edu/contact/contract-parking/> for details.

PIONEER CENTER FOR STUDENT EXCELLENCE

The Pioneer Center for Student Excellence provides and coordinates services that promote engagement within and outside the classroom. Services are designed for undergraduate and graduate students who need additional assistance in their academic careers and also for those excelling academically. Various workshops are offered regularly to help you gain the skills necessary for success, and meetings with academic coaches can help you address concerns with time management, project management and more. Within the center you can:



- FIND an internship
- CONNECT with academic advising services
- EXPLORE how to be involved on campus and in the community
- ENHANCE your academic experience

Contact Information:

Pioneer Center for Student Excellence - Houston,
Suite 10300
ctorres35@twu.edu
P: 713-794-2031

POINTS OF INTEREST

- Academic Resource Center (ARC) - 4132
- Anatomy Lab - 6314
- Bookstore (Follett UTSHC) - 6901 Bertner Street, Ste 280
- Career Consultant - 2300B
- Commons TMC McGovern - 6550 Bertner@Moursund (food options)
- Computer Lab - 4123
- Counseling and Psychological Services (CAPS) - 2250
- Disability Services for Students (DSS) - 1300F
- Email Quick Check - 1307
- Enrollment Services Coordinator - 1300E
- Financial Aid - 1300C
- Fitness Center - 2240
- Food Pantry - 2300 Suite
- Food Service - 1305
- Health Care for TWU (UTHS) - 7000 Fannin, Ste 1620
- Health Care Administration - 7010 (7th floor north)
- Houston Center Operations Manager - 4100
- Ice Maker - 3308, 6306
- ID Badge Station - 2300
- Keurig Station - 2307, 3308, 6306, 8th floor
- Lactation Room - 2300C
- Librarian (Medical) - 4132A
- Library (TMC) - 1133 John Freeman Blvd
- Lockers - 3112, 3124
- Mail Room/Central Services - 1255
- Microwaves - 3308, 6306, 8th floor
- Nursing Labs - 5320, 5324, 5414, 5328, 5410
- Nursing - 7400 (7th floor west) & 6111 (6th floor north)
- Nutrition and Food Sciences - 7010 (7th floor north)
- Occupational Therapy - 7010 (7th floor north) & 6111 (6th floor north)
- Occupational Work Analysis Lab - 5126 & 5126A
- Parking Contracts TMC (Garage 2) - 2450 Holcomb Blvd, Ste 23
- Physical Therapy - 7010 (7th floor north) & 6111 (6th floor north)
- PT Resource Room - 6304
- Refrigerators - 3308, 6306, 8th floor
- Research & Sponsored Programs - 10112
- Security/DPS - 1114
- Seminar Rooms - 2305, 3305, 4305
- Standard Parking Office - Scurlock Tower, Ste 290
- Student Organization Office - 2300
- Student Employment - 4100, 2300A
- Student Life - 2300
- Student Market (Food Scholarship Program) - 1245
- Study Areas - 2307, 3307, 3308, 4132B, 4307, 5307, 6306, 6307, 7307
- TV - 1307, 2307, 2240, 4307
- Vending - 3308, 6306
- Video Conference - 3110, 3115, 3322, 5305, 6305, 7305
- Water (filtered) - floors 2-7 (by water fountain)



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