

***Welcome to the UT Arlington Fort Worth Center.
Please make sure you share any relevant information with your students.
As you prepare for your class, you will want to know the following.***

- The Fort Worth Center is located at 1401 Jones Street, Fort Worth, TX 76102 (<http://www.uta.edu/fortworth/location.php>)
- In case of **inclement weather** please call 1-866-258-4913. You may also access information via UT Arlington's website at www.uta.edu. We advise that you also monitor conditions and weather reports broadcasted via television or radio.

Facilities

- Your UT Arlington I.D. card will give you **access** to the Fort Worth Center classrooms, library, exercise room, and the front door.
- There are four cubicle spaces and a private **office for faculty** use on the second floor. Each is equipped with a computer and printing capabilities. There are a few supplies in the faculty offices for your use. If you need anything else, please contact your program advisor.
- **All classrooms (111-121) are equipped** with the following:
 - Computer
 - 21" Interactive Monitor
 - Laptop Connection
 - Projector and Screen
 - Document Reader
 - DVD/VCR
 - Whiteboard
- **Room 122** is equipped with the following:
 - Computer
 - 21" Interactive Monitor
 - Laptop Connection
 - 2 Projectors/Screens (Integrated into the ceiling)
 - DVD Player
 - Multi-dimensional Whiteboard
 - Video Conferencing Capabilities (By Request Only and Subject to Approval)
- **Room 205** is equipped with the following:
 - Laptop
 - Promethean 87" Interactive Whiteboard System
- **Room 202A** is equipped with the following:
 - Projector and Screen
 - Wall Connections for Laptop (Laptop not provided)
- **All classrooms**, with the exception of 202A, are equipped with the Echo360 Lecture Capture System. This system records images from the classroom projector (desktop, laptop, or document camera), images from a camera that is focused on the desk at the front of the room, and audio from a microphone located at the front of the room. To schedule your semester class for recording please send a request to Don Lane at dklane@uta.edu or call 817-272-3296. If you need an individual class recorded or have questions regarding the Echo360 Lecture Capture System you may contact Don Lane, or Jim Sanders at jsanders@uta.edu, 817-272-0352.
- If needed, the Fort Worth Center will provide **staff support** your first night of class to instruct you on the proper usage of classroom equipment and technology. To schedule, contact Jim Sanders at 817.272.0352 or jsanders@uta.edu. **If you are scheduled in room 122 and need equipment instructions, please contact Jim Sanders at 817.272.0352 or jsanders@uta.edu** to schedule training prior to your first class.
- **Staff support** is onsite for your assistance until 8:00 p.m. Monday thru Thursday, Friday until 6:00 p.m., and from 8:00 a.m. – 12:00 p.m. on Saturday. Staff support is located at the front information desk next to the security guard.

If you cannot locate anyone or if you have technical problems after these hours please contact Jim Sanders at 682-367-2717 or Megan Topham at 817-946-9095.

- If you need to arrange for **additional instructional media** or if you have equipment or software questions/problems, please contact Jim Sanders at 817-272-0352, jsanders@uta.edu, or 682-367-2717.
- The Center has a **mobile computer lab** with 30 laptops available for classroom use **by reservation only**. Please contact Jim Sanders at 817.272.0352 or jsanders@uta.edu for additional information and reservation.
- The **library** – located on the first floor – is equipped with a copier, scanner, fax machine, printers, and computers for use by you and your students.
- The **library** is open during building hours, 7:30 am – 10:30 p.m. A UT Arlington librarian is on duty Mondays-Wednesday from 3:00 p.m. to 7:00 p.m., Thursday from 5:00 p.m. – 7:00 p.m., and Saturdays from 9:00 a.m. - 1 p.m. Instructors of record and students enrolled in classes at the Center will gain access to the Library by swiping their Mav I.D. card. Please advise your students to follow Library rules and procedures.
- The **Maverick Market** is located on the second floor across from the elevator. The Market is stocked with a variety of snacks, drinks, office supplies, Fort Worth Center and Fort Worth Alumni gear. The Market is open from 8:30 a.m. – 9:00 p.m. Monday-Thursday, 8:30 a.m. – 5:00 p.m. on Friday, and 8:00 a.m. – 3:00 p.m. on Saturday.
- The Center also has a **Cardio/Exercise Room** two doors down from the Market on the right. This room is equipped with 2 treadmills, 1 elliptical, and a multi-station weight machine; as well as a shower. The exercise room is open Monday-Friday from 7:30 a.m. – 10:30 p.m., Saturdays from 7:30 a.m. – 7:00 p.m., and closed on Sundays. Instructors of record and students enrolled in classes at the Center will gain access by swiping their Mav ID card and entering their 5-digit pin number, which can be found at www.uta.edu/selfservice.
- We have a comprehensive **Recycling Program** that includes:
 - A recycling center located behind the elevator for papers, plastics, aluminum, batteries, light bulbs, and small electronics.
 - The use of recycled, compostable, and/or organic office, janitorial, and event supplies.
 - The use of 100% post-consumer waste paper and soy ink on our stationary and promotional print pieces.
- **Security** is onsite Monday – Saturday 7:00 a.m. – 10:30 p.m. to escort students and faculty to their vehicles and for any emergencies that arise. The guard is required to make rounds so there may be times they are not at their desk. If you need immediate assistance, please ring the doorbell on the 2nd floor next to the Maverick Market. Additionally, the building is monitored 24 hours a day.
- A UT Arlington Parking decal is required for Faculty and Staff to park at the Fort Worth Center. Permits can be purchased online through My Mav and at the Parking Office located at 1225 W. Mitchell St. (J.D. Wetsel Building) Arlington, TX 76013. (817-272-3907) <http://www.uta.edu/fortworth/images/parkingmap.pdf>
- Additionally, the Fort Worth Center has a reciprocal parking agreement with Texas Wesleyan School of Law. Fort Worth Center students and faculty are allowed to use the fenced lots across the street. To take advantage of this opportunity, please contact Chris Graves at cgraves@uta.edu to obtain the necessary Fort Worth Center hangtag.

Additional Information

- Please inform your students that all University correspondence will be directed to their UT Arlington student email address. Additional information can be found at <http://www.uta.edu/oit/eos/email/faq.php>.
- It is your responsibility to inform your students that their course evaluation form will be sent to their MavMail account at the end of the course. Please encourage them to submit the form by the last day of class. It is highly encouraged that you allot time during your last class to allow students to fill out and submit course evaluations.
- The University's Standards of Conduct Guide (the Guide) can be accessed at http://www.uta.edu/compliance/pdf/conduct_guide.pdf
The Standards of Conduct Guide highlights the laws, rules, regulations, policies and procedures that apply to all University employees. While you are not responsible for knowing all of the laws, rules, regulations, policies and

procedures that apply to UT Arlington, you are responsible for knowing ALL laws, rules, regulations, policies and procedures that pertain to your position. Please access the Guide and familiarize yourself with the contents.

- Students were informed of UT Arlington Fort Worth Center policies, procedures and practices at new student orientation. This information can be reviewed at http://www.uta.edu/fortworth/student_handbook/.
- Any comments, questions, or concerns regarding your course at the Fort Worth Center should be transmitted through your program advisor.

We hope you have an enjoyable experience at the UT Arlington Fort Worth Center.