

**BIOL 3302-001: EUKARYOTIC MOLECULAR & CELL BIOLOGY (MWF 11:00 – 11:50 AM, at SCI1.220) and
BIOL 3102.501: EUKARYOTIC MOLECULAR & CELL BIOLOGY WORKSHOP (WED 6:00 – 6:50 PM at SLC 1.102)**

*Spring 2024 (Jan 16, 2024 – May 3, 2024)
INSTRUCTORS – Uma Srikanth & Purna Joshi*

OFFICE HOURS: These will begin the week of Jan 22, 2024

Dr. Uma Srikanth (ukrish@utdallas.edu):

Room # FN 3.108 MW 2:00 – 3:00PM or by appointment only

Dr. Purna Joshi (purna.joshi@utdallas.edu):

Office hours by appointment only

Course Modality and Expectations:

Instructional Mode for lectures and workshops	Face-to-face
Online tool	Will be used for assignments and links to these assignments will be posted on the course page on eLearning
Testing Guidelines	Your Tests and/or assignments will be available for a window of time and details will be discussed by instructors during lecture

Course Materials:

All course material (Lecture power points, recordings, syllabus, assignments/homework quizzes) and grades will be posted on eLearning.

The textbook that will be used for this course is:

**Lodish et al., Molecular Cell Biology, Ninth Edition (ISBN-13: 978-1-319-29852-3)
(ISBN -10: 1-319-20852-5)**

Required online tool: ACHIEVE

One term access: ISBN9781319426736 - \$128.00 (this includes the E-book) – BEST option.

One term access is also available with Loose Leaf textbook option.

Links to register for this tool are available on the eLearning course page.

Learning outcomes: Upon completing this course, students will:

- 1. Be able to understand the structure and functional role of proteins in general and in membranes.**
- 2. Be able to understand cell biology techniques, and analyze data obtained from these techniques.**
- 3. Be able to describe typical signal transduction pathways, and trouble shoot the pathway with various mutations.**
- 4. Be able to explain concepts such as secretion and endocytosis, the targeting of proteins to cellular organelles, and the vesicular trafficking of these macromolecules.**
- 5. Be able to define the role of stem cells and their niches in development and disease.**

All students enrolled in Biology 3302 (3 SCH) must also be enrolled in workshop – Biology 3102.501 (1 SCH). Thus, the total number of SCH you will be registering for this course and workshop together is 4 SCH. And if for any reason you need to drop this course (3302), please be sure to drop the workshop section (3102) as well.

BIOLOGY 3102.501 - WORKSHOPS:

Workshops are conducted in traditional format (face to face) and will begin on January 24, 2024. These workshop sessions are interactive sessions – they will include question/answer sessions on material covered during lecture, and problem-solving questions that will enhance your critical thinking skills. As always, feel free to email the workshop TA or the instructor with any questions.

UNDERGRADUATE TEACHING ASSISTANTS:

Seth Abraham, Luke Obergfell, Alexei Ukraintsev, and Vomkar Ravuri

GRADUATE TEACHING ASSISTANTS:

Rafah Falah, Subhajit Maity, and Umar Patel.

GENERAL SYLLABUS POLICIES:

Class Materials

The instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course; however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Attendance

The University's attendance policy requirement is that individual faculty set their course attendance requirements. Regular and punctual class attendance is expected regardless of course modality. Students who fail to attend class regularly are inviting scholastic difficulty. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes. Faculty have the discretion to set an attendance policy for their in-person meetings, but the absences due to COVID-19 cannot be counted against a quarantined student.

Class Participation

Regular class participation is expected regardless of course modality. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade in the course is directly tied to class participation. It also includes students' engagement in group or other activities during class that solicit feedback on homework assignments, readings, and/or materials covered in the lectures and/or labs. Class participation is documented by faculty. Successful class participation is defined as consistently adhering to university requirements, as presented in the syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Recordings

*Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the AccessAbility Resource center (ARC) has approved the student to record the instruction, **students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved ARC accommodation.** Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).*

The instructor may record meetings of this course. Any recordings will be available to all students registered for this class as they are intended to supplement the classroom experience. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law.

TENTATIVE SCHEDULE OF LECTURES

Orange shading indicates exams

Dates	Session	Instructor	Topics	Chapter (& sections)
			FIRST HALF WITH Dr. SRIKANTH	
Wed, Jan 17	1	Srikanth	Introduction and Proteins - review	Chapter 3 (3.1, 3.2)
Fri, Jan 19	2	Srikanth	Proteins – review and visit from ACHIEVE representative	Chapter 3 (3.4, SDS electrophoresis, 3.6)
Mon, Jan 22	3	Srikanth	Proteins – detection methods	Chapter 3 (3.4, SDS electrophoresis, 3.6)
Wed, Jan 24	4	Srikanth	Membrane Proteins	Chapter 10
Fri, Jan 26	5	Srikanth	Regulation of membrane proteins	Chapter 10
Mon, Jan 29	6	Srikanth	Hybridoma – monoclonal antibodies, Fluorescence microscopy	Chapter 4 (4.1 – page 144) Chapter 4 (4.2 pp. 151-
Wed, Feb 31	7	Srikanth	Fluorescence Microscopy – FRAP, FRET	Chapter 4 (4.2 pp. 151-166)
Fri, Feb 2	8	Srikanth	Fluorescence Microscopy – FRAP, FRET	Chapter 4 (4.2 pp. 151-166)
Mon, Feb 5	9	Srikanth	Super resolution – PALM, Light sheet microscopy	Chapter 4 (4.2 pp. 162-166)
Wed, Feb 7,	10	Srikanth	Altering gene function	Chapter 6 (6.6)
Fri, Feb 9	11	Srikanth	REVIEW for EXAM 1	
Mon, Feb 12, Tue, Feb 13	12	Srikanth	EXAM 1 Lectures (1 -11) (Testing Center)	
Wed, Feb 14	13	Srikanth	General principles of Signaling	Chapter 15 (15.1- 15.3)
Wed, Feb 16	14	Srikanth	General principles of Signaling	Chapter 15 (15.1- 15.3)
Mon, Feb 19	15	Srikanth	General principles of Signaling	Chapter 15 (15.1- 15.3)
Wed, Feb 21	16	Srikanth	G protein signaling – example pathway	Chapter 15 (15.5)
Fri, Feb 23	17	Srikanth	G protein signaling – example pathway	Chapter 15 (15.5)
Mon, Feb 26	18	Srikanth	How do our eyes sense light?	Chapter 15 (15.6)
Wed, Feb 28	19	Srikanth	How do our eyes sense light?	Chapter 15 (15.6)
Fri, Mar 1	20	Srikanth	JAK/STAT signaling pathway, TGF- beta signaling pathway	Chapter 16 (16.4) Chapter 16 (16.6)
Mon, Mar 4	21	Srikanth	REVIEW for EXAM 2	
Wed, Mar 6 – Fri, Mar 8	22, 23	Srikanth	EXAM 2 Lectures (13-21) (Testing Center)	
Mar 11 - 17			SPRING BREAK HOLIDAY	

Dates	Session	Instructor	Topics	Chapter
			SECOND HALF WITH Dr. JOSHI	
Mon, Mar 18	1	Joshi	Moving Proteins into Membranes and Organelles	Chapter 13
Wed, Mar 20	2	Joshi	Moving Proteins into Membranes and Organelles	Chapter 13
Fri, Mar 22	3	Joshi	Moving Proteins into Membranes and Organelles	Chapter 13
Mon, Mar 25	4	Joshi	Moving Proteins into Membranes and Organelles	Chapter 13
Wed, Mar 27	5	Joshi	Moving Proteins into Membranes and Organelles	Chapter 13
Fri, Mar 29	6	Joshi	Moving Proteins into Membranes and Organelles	Chapter 13
Mon, Apr 1	7	Joshi	Vesicular Traffic, Secretion, and Endocytosis	Chapter 14
Wed, Apr 3	8	Joshi	Vesicular Traffic, Secretion, and Endocytosis	
Fri, Apr 5	9	Joshi	Review for Exam	
Sat, 4/6, Mon 4/8 and Tue, 4/9	10	Joshi	Exam 3 (Lectures 1- 9) (Testing Center)	
Wed, Apr 10	11	Joshi	Vesicular Traffic, Secretion, and Endocytosis	Chapter 14
Fri, April 12	12	Joshi	Vesicular Traffic, Secretion, and Endocytosis	Chapter 14
Mon, Apr 15	13	Joshi	Vesicular Traffic, Secretion, and Endocytosis	Chapter 14
Wed, Apr 17	14	Joshi	Vesicular Traffic, Secretion, and Endocytosis	Chapter 14
Fri, Apr 19	15	Joshi	Stem cells and Niches in Development & Disease	Chapter 22.1, 22.2 Chapter 16.7
Mon, Apr 22	16	Joshi	Stem cells and Niches in Development & Disease	Chapter 22.1, 22.2 Chapter 16.7
Wed, Apr 24	17	Joshi	Stem cells and Niches in Development & Disease	Chapter 22.1, 22.2 Chapter 16.7
Fri, Apr 26	18	Joshi	Stem cells and Niches in Development & Disease	Chapter 22.1, 22.2 Chapter 16.7
Mon, Apr 29	19	Joshi	Stem cells and Niches in Development & Disease	Chapter 22.1, 22.2 Chapter 16.7
Wed, May 1	20	Joshi	Review for Exam	
Fri, May 3	21	Joshi	TBD	
5/8 – 5/10			EXAM 4 (Lectures 11 – 21) (Testing Center)	

GRADING POLICIES:

There will be four exams given in BIOL 3302. The exam questions will be a combination of multiple-choice plus brief essay or short-answer questions. Each exam will cover all the material presented in class in the prior lectures (lectures, handouts, and assigned reading), and all four for a total of 80% of your final grade for this class. The remaining 20% of your grade is from the assignments and homework on the online tool, ACHIEVE. Scoring on the exams is done by the graduate Teaching Assistants, but the instructor determines in advance what key points must be included in each answer to get full credit. The instructor checks your scores after the TA has graded the exams and assigns letter grades. Please note that no exam score is dropped from the final grade calculation. The same letter grade will be assigned for both the lecture (3302.001) and workshop (3102.501) components of this course.

If you have questions about the grading or your performance in an exam, please inform the instructors as soon as possible. Although **letter grades may be provided** after each exam, these should be treated only as a reflection of your relative performance compared to the rest of the class. The final course grade will be based not on these individual letter grades, but on the total of the numeric (raw) scores of all four exams and the online assignments and homework.

ACHIEVE (online tool) assignments:

- Will be posted in a folder under the assignments tab on eLearning.
- There may be assignments every week. Please check the eLearning tab every week.
- Assignments are due on Saturdays at 11:59 PM.

Grading (credit) Criteria	<ul style="list-style-type: none">• Achieve Assignments and Quizzes 20%• Exams 80% (see below for individual exam %) <p><u>Dr. Srikanth: 50%</u> EXAM 1: 20% EXAM 2: 20% ACHIEVE Assignments – 10 %</p> <p><u>Dr. Joshi: 50%</u> EXAM 3: 20% EXAM 4: 20% ACHIEVE Assignments – 10 %</p> <p>Normalization of Grades: Mid Semester and Final scores will be normalized based on the overall class performance and at the sole discretion of the instructor.</p>
Mandatory attendance/Activities	<i>These will be discussed by the instructors before the beginning of their halves</i>
Extra Credit	<i>There is no provision of extra credits for this course (and if any, will be at the sole discretion of the faculty)</i>
Late Work	<i>Late submission of Homework assignments will be entertained under exceptional circumstances and is at the discretion of the instructor.</i>

Classroom Citizenship	<i>When attending workshops or lectures, you may raise your hand to ask questions. During lectures and workshops, the instructor/TA will make every effort to address all questions.</i>
Comet Creed	<i>This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same: "As a Comet, I pledge honesty, integrity, and service in all that I do."</i>
OSA	<i>Students registered under OSA guidelines should submit a signed copy of the OSA document to each Professor at the beginning of the semester.</i>
Academic Support Resources	<i>The information contained in the following link lists the University's academic support resources for all students. Please go to http://go.utdallas.edu/academic-support-resources.</i>
UT Dallas Syllabus Policies and Procedures	<i>The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please go to http://go.utdallas.edu/syllabus-policies for these policies. . Please review the catalog sections regarding the credit/no credit or pass/fail grading option and withdrawal from class.</i>

Exams

The instructors will provide exams on dates, as mentioned in the syllabus (unless mentioned otherwise). You may be required to take exams at the testing center. This is left to the discretion of individual instructors. In any case, the exams will be graded by graduate students/instructors only. Rubric for grading is provided by the instructor.

For the first half with Dr. Srikanth:

- 1. A detailed announcement about the window of availability, browser requirement (if any), and the amount of time required to complete exams, will be posted as an announcement on eLearning.*
- 2. Office hours will be conducted by Dr. Srikanth to go over graded exams and please look out for announcements on eLearning for details on times and location.*

For the second half with Dr. Joshi:

- 1. A detailed announcement about the window of availability, browser requirement (if any), and the amount of time required to complete exams, will be posted as an announcement on eLearning.*
- 2. Office hours will be conducted by Dr. Joshi to go over graded exams and please look out for announcements on eLearning for details on times and location.*

Make-up EXAMS:

These exams will be scheduled on a need only basis.

For the first half with Dr. Srikanth and the second half with Dr. Joshi:

If you are unwell and unable to attend the exam, please email the instructor at the earliest available opportunity. Also, please remember to inform the faculty prior if you have scheduling conflicts with the exam window availability.

A few sections of the syllabus policies from the handbook are below:

Student Conduct and Discipline

The University of Texas System ([Regents' Rule 50101](#)) and UT Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the Student Complaints Resources in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/resources/student-complaints> and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/resources/student-complaints>.

UT Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the Student Code of Conduct, UTDSP5003 (<https://policy.utdallas.edu/utdsp5003>). Copies of these rules and regulations are available to students in the Office of Community Standards and Conduct, where staff members are available to assist students in interpreting the rules and regulations (SSB 4.400, 972-883-6330) and online at <https://conduct.utdallas.edu>.

A student at the University neither loses their rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating its standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Social Media Use

The [Student Code of Conduct](#) includes behaviors conducted via any digital platform. Students may not use any digital platform to seek or provide unauthorized assistance for any assignment done for academic credit. Students may not use any digital platform to impersonate or represent any person other than themselves. Please consult with your instructor regarding authorized assistance.

Academic Integrity

The faculty expects from its students a high-level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

See <https://conduct.utdallas.edu/integrity>.

Academic Dishonesty: Academic dishonesty can occur in relation to any type of work submitted for academic credit or as a requirement for a class. It can include individual work or a group project. Academic dishonesty includes plagiarism, cheating, fabrication, and collaboration/collusion. In order to avoid academic dishonesty, it is important for students to fully understand the expectations of their professors. This is best accomplished through asking clarifying questions if an individual does not completely understand the requirements of an assignment.

Additional information related to academic dishonesty and tips on how to avoid dishonesty may be found here: <https://conduct.utdallas.edu/dishonesty>.

Copyright Notice

It is the policy of UT Dallas to adhere to the requirements of the United States Copyright Law of 1976, as amended, (Title 17, United States Code), including ensuring that the restrictions that apply to the reproduction of software are adhered to and that the bounds of copying permissible under the fair use doctrine are not exceeded. Copying, displaying, reproducing, or distributing copyrighted material may infringe upon the copyright owner's rights. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to appropriate disciplinary action as well as civil and criminal penalties. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. For more information about the fair use exemption, see <https://guides.lib.utexas.edu/fairuse/home>. As a UT Dallas student, you are required to follow UT Dallas' copyright policy (UTDPP1043 at <https://policy.utdallas.edu/utdpp1043>) and the UT System's policy, UTS107 at <https://www.utsystem.edu/board-of-regents/policy-library/policies/uts107-use-copyrighted-materials>.

Email Use

UT Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. All official student email correspondence will be sent only to a student's UT Dallas email address and UT Dallas will only consider email requests originating from an official UT Dallas student email account. This allows the University to maintain a high degree of confidence in the identity of each individual corresponding via email and the security of the transmitted information. UT Dallas furnishes each student with a free email account that is to be used in all communication with university personnel. The Office of Information Technology provides a method for students to have their UT Dallas mail forwarded to other email accounts. To activate a student UT Dallas computer account and forward email to another account, go to <https://oit.utdallas.edu/netid/self-service>.

Credit/No Credit and Pass/Fail Grading Options

Students are encouraged to review the online catalogs regarding Credit/No Credit or Pass/Fail courses. Students should consult their academic advisors to understand what it means for their academic careers before completing the form prior to Census Day.

Undergraduate students: please review the [Credit/No Credit Classes](#) section in the Undergraduate Catalog.
Graduate students: please review the [Pass/Fail Grading](#) section in the Graduate Catalog.

Withdrawal from Class

The administration at UT Dallas has established deadlines for withdrawal from any course. These dates and times are published in the Comet Calendar (<http://www.utdallas.edu/calendar>) and in the Academic Calendar (<http://www.utdallas.edu/academiccalendar>). It is the student's responsibility to handle withdrawal requirements from any class. In other words, a professor or another instructor cannot drop or withdraw any student unless there is an administrative drop such as the following:

- Not meeting the prerequisites for a specific course
- Not satisfying the academic probationary requirements, resulting in suspension
- An Office of Community Standards and Conduct request
- Not making appropriate tuition and fee payments
- Enrollment is in violation of academic policy
- Not admitted for the term in which they registered

It is the student's responsibility to complete and submit the appropriate forms to the Registrar's Office and ensure that he or she will not receive a final grade of "F" in a course if he or she chooses not to attend the class after being enrolled.

Undergraduate students: please review the [Dropping and Withdrawing](#) section in the catalog.

Graduate students: please review the [Schedule Changes: Dropping, Adding and Withdrawing from Courses](#) section in the catalog.

Student Grievance Procedures

Procedures for student grievances are found in university policy UTDSP5005 (<https://policy.utdallas.edu/utdsp5005>). In attempting to resolve any student grievance regarding disputes over grades, application of degree plan, graduation/degree program requirements, and thesis/and dissertation committee, adviser actions and/or decisions, evaluations, and/or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originated.

Incomplete Grade Policy

As per university policy, incomplete grades may be given at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of 'I') must be completed within the time period specified by the instructor, not to exceed eight (8) weeks from the first day of the subsequent long semester. Upon completion of the required work, the grade of 'I' may be converted into a letter grade (A through F). If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to a grade of F. The incomplete grade policy is included in the online UT Dallas Undergraduate

Catalog, <https://catalog.utdallas.edu/now/undergraduate/policies/academic#incomplete-grades> and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/policies/grades#grade-of-i-incomplete>.

Accommodations for Students with Disabilities

The University of Texas at Dallas is committed to providing reasonable accommodations for all persons with disabilities. The syllabus is available in alternate formats upon request. If you are seeking classroom accommodations under the Americans with Disabilities Act (2008), you are required to register with the [AccessAbility Resource Center \(ARC\)](#), located in the Administration Building, Suite 2.224. Their phone number is 972-883-2098, email: studentaccess@utdallas.edu and the website is <https://accessability.utdallas.edu/>. To receive academic accommodations for this class, please [register and request services](#) by completing the Request for Services form with the proper documentation and meet with the Director of ARC at the beginning of the semester.

Religious Holy Days

UT Dallas will excuse a student from class or other required activities, including examinations and travel time for the observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, of the Texas Tax Code.

Students are encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.

Excused students will be allowed to take missed exams or complete assignments within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President of UT Dallas or from the President's designee. The chief executive officer or designee must take into account the legislative intent of Texas Education Code 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

This information is also included in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/policies/religious-holy-days>, and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/policies/religious-holy-days>.

Making a False Alarm or Report Involving a Public or Private Institution of a Higher Education

Making a false threat at any Texas higher education institution is considered a **State Jail Felony**, not a Class A misdemeanor, according to a law passed by the Texas Legislature.

This legislation was enacted in response to several threats in past years at several universities across the U.S. that disrupted classes and prompted evacuation of campus property, even though the reports turned out to be a hoax.

This law relates to the offense of making or causing a false alarm or report involving a public or private institution of higher education. A person commits an offense under Section 42.06, Texas Penal Code, if he or she knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or another emergency that he or she knows is false or baseless and that would ordinarily:

- 1. Cause action by an official or volunteer agency organized to deal with emergencies.*
- 2. Place a person in fear of imminent serious bodily injury; or*
- 3. Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.*

An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than two years or less than 180 days and, in addition to confinement, may be punished by a fine not to exceed \$10,000.

UT Dallas students should be aware that the State of Texas takes these threats seriously, and the legal consequences, which are severe, go beyond anything that the University's disciplinary committee can address.

This information is also included in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/policies/false-alarms> and in the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/policies/false-alarms>.

[Interactive Campus Map – Locate Severe Weather Shelters, Elevators, and Bathrooms](#)

The interactive campus map (<https://map.utdallas.edu>) allows users to search for severe weather shelter areas in each building. On the map, click on a building and select "Storm Shelters" from the "Find" drop-down menu. Remember, a severe weather shelter area is usually any interior room without windows, such as a restroom, hallway, conference room, or office. Try to find shelter on the lowest floor of the building and stay away from large auditoriums or gyms. Users can also use the same map to locate elevators and bathrooms.

[Academic Support Resources](https://go.utdallas.edu/academic-support-resources) <https://go.utdallas.edu/academic-support-resources>

For help with a research assignment, such as finding journal articles or using a database, try CHAT at [McDermott Library](#). The [Comet Cupboard](#) is a UT Dallas food pantry initiative dedicated to helping students in need. The Comet Cupboard is located in MC 1.604, on the first floor of the McDermott Library, and can be contacted by calling 972-883-2709.

[Comet Cents](#) provides financial literacy to students with the peer-to-peer model. This money management center provides one-on-one appointments and workshops throughout the semester. Comet Cents works to help students improve their financial situation with topics such budgeting, credit card debit, investing and other personal finance areas. [Intercultural Programs](#) provides a host of transition programs for international students and intercultural competency trainings for all students. They are located in SSB 3.6, on the third floor of the Student Services Building. Their phone number is 972-883-4528.

The [Student Counseling Center](#) offers confidential services to students either for individual appointments or as part of groups. Initial appointments must be made in person in the Student Counseling Center, which is located in SSB 4.600, on the fourth floor of the Student Services Building. Their main number is 972-883-2575 and the 24/7 Crisis Hotline is 972-883-8255 (972-UTD-TALK).

The [Testing Center](#), run by the Education Technology Services, offers a 300-seat computer lab, providing UT Dallas students access to a comfortable and secure test environment for online/paper exams, quizzes, instructional testing, and assessments. The Testing Center is located in Room 11.175, the first floor of the Synergy Park North 2 (SP2) building and can be contacted by calling 972-883-2460. See <https://ets.utdallas.edu/testing-center>.

If you experience issues taking an exam in eLearning, please contact the UTD eLearning Helpdesk: <https://ets.utdallas.edu/elearning/helpdesk>.

Undergraduate Students

Graduation Help Desk

The **Graduation Help Desk** is a one-stop resource within the Office of Undergraduate Education designed to help undergraduate students overcome obstacles to a timely graduation. The Graduation Help Desk supports undergraduate students, faculty and staff to develop solutions to complex academic and non-academic issues. This resource is equipped to promote all undergraduate students' success by helping them at any point during their academic careers from their arrival at UT Dallas until their graduation. Contact the Graduation Help Desk at graduationhelpdesk@utdallas.edu.

Student Success Center

The **Student Success Center (SSC)** offers assistance to students in the areas of writing, mathematics, communication, multiple science fields, study skills, and other academic disciplines. These services are available through individual appointments, small group appointments, drop-in labs, workshops, and weekly reviews. All undergraduate students enrolled at UT Dallas are eligible to participate in these services. Not all courses will be supported by all services. Please check the website at the beginning of each semester to find out which courses are supported by which services.

The SSC is divided into six units and undergraduate students are able to use as fits their course needs each semester. All services are free of charge.

In **Academic Success Coaching (ASC)**, students can receive help with time management, goal setting, test preparation, and various other study techniques and strategies. Student coaches offer one-on-one appointments and workshops throughout the semester.

The **Communication Lab (CommLab)** offers one-on-one and group appointments where students can gain practical feedback for improving oral and group presentations.

The **Peer-Led Team Learning (PLTL)** program provides an active, engaged learning experience for students enrolled in potentially difficult gateway courses. Students who register with PLTL will meet in small groups once a week and are expected to attend every session. Students who regularly attend sessions typically earn a half to a whole letter grade higher than students who do not participate in the PLTL program.

Peer Tutoring (PT) offers math and science tutoring assistance for many of the historically challenging undergraduate courses at UT Dallas. The sessions are designed to address students' individual questions and needs; however, the tutors do not provide answers for homework, quizzes, or exams. Peer Tutoring services include drop-in tutoring for most 1000 and 2000 level courses, one-on-one appointments for a limited number of 3000 and 4000 level courses, and weekly reviews the timings of which vary by semester.

Supplemental Instruction (SI) provides peer-facilitated weekly study sessions for students taking historically difficult courses. SI sessions encourage active, collaborative learning based on critical thinking and transferable study skills. SI Leaders attend lectures and take notes, just like the enrolled students. Students should check the SSC website for supported subjects and session times.

The **Writing Center (WC)** is a collaborative learning environment for students interested in developing stronger writing skills. One-on-one appointments are offered, as are weekly workshops. Scheduling an appointment is strongly recommended, but drop-in hours are also available.

The Student Success Center's main office is located in the McDermott Library Building on the first floor, MC 1.302, and can be contacted by calling 972-883-6707 or by sending an email to ssc@utdallas.edu.

Additional university resources, "Resources for Study and Campus Life" are listed in the online Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/resources/index>.

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professors.