



Faculty Information Sheet Fall 2020 Information for STEP 2 Orange Phase

Location

UHD-Northwest
Lone Star College-University Park
Building 12
20515 SH 249
Houston, TX 77070

NW Staff

Executive Director: Louis Evans evansl@uhd.edu
Assistant Director: Maria Estrada: estradam@uhd.edu
Coordinator/Advisors:
Kimberly Constantine: constantinek@uhd.edu
Dale Higginbotham: higginbothamd@uhd.edu

IT Service Manager: Marcelo Saldivia saldiviai@uhd.edu
Administrative Assistant: Tanitria Blake parrisht@uhd.edu

UHD-Northwest Office: B12.201
Main office phone (713) 237-5400

Campus Map



Parking

(For Fall 2020 Parking has changed)

Parking lots 10 & 11 are currently closed. Parking is free at UHD Northwest. Please park in the surface lot off Compaq Center Drive West. It is the lot that has the flag poles in it. See the picture below. This is the entrance where you turn in to park.



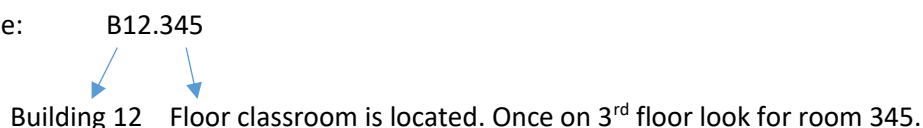
Entering the Building

Beginning 9/8, Students, Staff and Faculty will enter through the entrance by the flag poles into building 13. A UHD representative will be at the front desk to assist you during the following hours:
Monday 9am-7pm, Tuesday 9am-7pm, and Wednesday 9am-7pm.

Classrooms

All UHD-Northwest classrooms are located on the third and fifth floor of Building 12. Your class schedule will list your classroom.

Example:



Wi-Fi Access

UHD students and employee will need to contact the LSC service desk at 832-813-6600 to obtain a LSC Wi-Fi account. Please identify yourself as a UHD Student/Employee needing a Wi-Fi account to connect to LSC Wi-Fi.

Room Scheduling

For classroom scheduling, moving or other issues related to your space, please contact Dale Higginbotham at higginbothamd@uhd.edu or (713) 237-5404.

Break Room

A break room with a refrigerator, microwave, coffee maker, and other amenities is available in **B12.356** (access via classroom key).

Faculty Work Area

A faculty work area is available in **B12.355** (access via classroom key). In the work area, there are UHD computers, printers, copier, Scan Tron scanner and shredder. In addition there are lockers you may use to store items. You will need to furnish your own lock to secure your items.

Room Notice

If you're running late or will be cancelling class for the day and need us to put a sign on your classroom door, please call our office at 713-237-5400.

AC Issues

Issues with A/C or heat please contact Tanitria Blake (parrisht@uhd.edu). You can also call the UHD NW front desk at **(713) 237-5400**.

Copy Codes

If you're teaching a face-to-face or hybrid course you should have received your code. If you haven't or need a copy code please email us to NWAdvising@uhd.edu.

Keys

To request keys please complete the following [Key Request Form](#).

IT Request

Please use the telephone located in each classroom to contact IT ([713-237-5449](tel:713-237-5449) or [speed-dial button for 713-237-5450](#)) or stop by **B12.201** for assistance.

Proctoring/Room Request

For proctoring or room request please complete the online [Room & Proctoring Request form](#). To ensure availability of the room you are requesting **Please allow at least two weeks advance notice prior to the start date.**

Building Access Requirements

1. Masks are required [in all public spaces](#).
2. Beginning 9/8, you will park in the surface lot by the flag poles and enter building 13. Check in with the UHD person at the front door desk.
3. In the event of COVID-19 exposure and/or if symptoms occur while on campus, LSC/UHD will follow CDC guidelines and ask that you self-isolate. You must also self-report ([see #4 below](#)).
4. Student Health Services will answer health- related questions by phone – 713-221-8137
5. [UHD](#) Students, Faculty and Staff must report COVID-19 diagnosis and possible exposure. In addition, individuals who have been quarantined must request permission to return to campus.

[COVID-19 Diagnosis or Symptoms](#)

[COVID-19 Exposure](#)

[Request Permission to Return to Campus](#)

6. Buckets of alcohol wipes are in every room for students and faculty to use.