



## Student 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

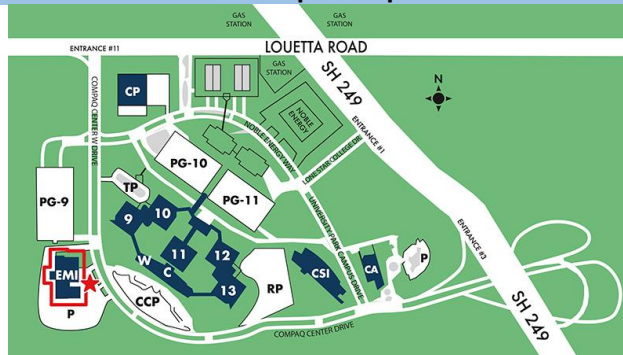
UHD-Northwest Office: B12.201  
Main office phone (713) 237-5400

### NW Staff

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

IT Service Manager: Marcelo Saldivia [saldiviai@uhd.edu](mailto:saldiviai@uhd.edu)  
Administrative Assistant: Tanitria Blake [parrisht@uhd.edu](mailto:parrisht@uhd.edu)

### 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.



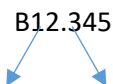
### Entering the Building

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, Wednesday 9am-7pm, Thursday 9am-5pm, Friday: Closed.

### Classrooms

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

Example:



Building 12 Floor classroom is located. Once on 3<sup>rd</sup> floor look for room 345.

### Wi-Fi Access

UHD students 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 needing a Wi-Fi account to connect to LSC Wi-Fi. You will be required to provide your first name, last name, and student email.

### Student Computer Lab

A computer lab is available in **B12.353**. Computers, scanner and printing is available.

**Computer Lab Hours:** Monday-Wednesday: 9am-7pm, Thursday 9am-5pm, Friday closed

### Resource Room

A student resource room is available for education students on the 5<sup>th</sup> floor. To request usage of the Resource Room complete the following [Room Request Form](#).

**Resource Room Hours:** Monday, Tuesday, and Wednesday from 9am-7pm.

### Library

The UHD Library and interlibrary resources are available to UHD Northwest students. For more information on UHD Library resources visit [www.uhd.edu/library](http://www.uhd.edu/library)

### Writing & Reading Center

The Writing & Reading Center is currently fully online. For more information on services and hours visit [Writing & Reading Center online](#)

### Marilyn Davies College of Business Tutoring

MDCOB tutoring is currently fully online. For more information on services and hours visit [Business Tutoring online](#)

### Study Rooms

Study rooms are limited due to social distancing. To request a study room complete the [Room Request Form](#). Please submit all room request at least one week in advance.

### Food Options

Due to COVID-19, there will be no food or drinks for purchase on campus. Vending machines will also be unavailable.

### Advising

Advising appointments will be held virtually. Login to [Navigate](#) to schedule a virtual appointment. A guide can be found [here](#).

### Student ID's

Beginning Sept 8<sup>th</sup>, students may request a UHD student ID by completing the following [form](#). You are required to login with your [UHD Gatormail](#) to access the form. Allow two business days for your student ID to be printed. Once your ID is ready, we will email you to your [UHD Gatormail](#) with further instructions and to schedule a pick-up time. **You will be responsible for coming to the UHD Northwest campus and picking up your ID during office hours.** In order to verify identity, a valid government issued photo identification card is required when picking up your student id.

### Books

Due to COVID-19 the LSC-UP Bookstore is currently close. You may purchase your books online from the [UHD Bookstore](#).

### 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.