

 THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

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SPACE INSTITUTE AT TULLAHOMA

## STUDENT GUIDE

UPDATED 2019



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# 1. ARRIVING

## **Official Campus Address:**

411 B. H. Goethert Parkway  
Tullahoma TN. 37388-9700

Note: The campus is in FRANKLIN COUNTY.

Upon arrival, please proceed to Human Resources in Lower C wing for an In-Processing form. This form lists key persons you need to meet and places you need to go. An example form is found under [Miscellaneous: In Processing Form](#) on page 8.

## *Class Registration and Meals*

To **view** classes available to students at UTSI, go to [www.utsi.edu](http://www.utsi.edu). At the bottom of the page will be a section titled **Registration Announcements**. To find what classes to take, look at the requirements listed in the [student handbook](#).

Registering (signing up for the ones available at UTSI) for classes is handled through University of Tennessee - Knoxville student services. Go to <https://myutk.utk.edu/> and use your UTK email designation (do not include the domain of @vols.utk.edu) and password.

**Class fees**, currently \$64 + \$10 per class hour, are **due** the day classes start.

The cafeteria (The View) has loyalty punch cards available for a free meal after 20 meals. **No meal plans are available at UTSI through UTK.**

Hours of Operation are M-F serving breakfast from **7:30 – 10am** and lunch from **11 am-1:30 pm**

## *Directions to UTSI from Nashville International Airport*

**Note: If an incoming student who is living in the dorm does not have transportation, the Resident Assistant can pick you up from the airport.**

1. Take Terminal Drive out of the airport towards **I-40 W** (2 miles)
2. Get on I-24 East (towards Chattanooga) to **Exit 117** (approximately 69 miles)
3. Take Exit 117 and turn right onto **Wattendorf Memorial Hwy** (Stay on for roughly 10 miles)
4. Follow signs to **UTSI** (After 10 miles, turn left onto UTSI Road. Go straight at the four way stop).

## *Banks*

***\*Make sure to notify your bank of your move, so that your credit cards do not get frozen because of fraud protection! \****

**Documents Needed for Opening a New Bank Account:**

- |                                 |                                                     |
|---------------------------------|-----------------------------------------------------|
| 1. One form of ID               | 2. Two forms of ID if Out of State Driver's License |
| a. State of TN Driver's License | a. Social Security Card                             |
| b. Passport/Visa                | b. Insurance Card                                   |
| c. Military ID                  | c. Birth Certificate                                |

**NOTE:** Verification of address can be your Dorm rental agreement. You can also use your GRA Offer Letter.

**Local Banks in Tullahoma, TN**

AMERICAN CITY BANK  
340 WEST LINCOLN ST.  
TULLAHOMA, TN 37388  
(931) 455.0026

ASCEND FEDERAL CREDIT UNION  
1611 NORTH JACKSON ST.  
TULLAHOMA, TN 37388  
(931) 455.5441

CITIZENS TRI-COUNTY BANK  
501 WEST LINCOLN ST.  
TULLAHOMA, TN 37388  
(931) 455.0026

FIRST VISION BANK  
1401 NORTH JACKSON ST.  
TULLAHOMA, TN 37388  
(931) 454.0500

REGIONS BANK  
1200 NORTH JACKSON ST.  
TULLAHOMA, TN 37388  
(931) 454.0500

TRADERS BANK  
120 NORTH JACKSON ST.  
TULLAHOMA, TN 37388  
(931) 454.0500

U.S. BANK  
308 NORTH JACKSON ST.  
TULLAHOMA, TN 37388  
(931) 393.0300

## *Driver's License*

### Items Needed for Obtaining or Updating a Tennessee Driver's License:

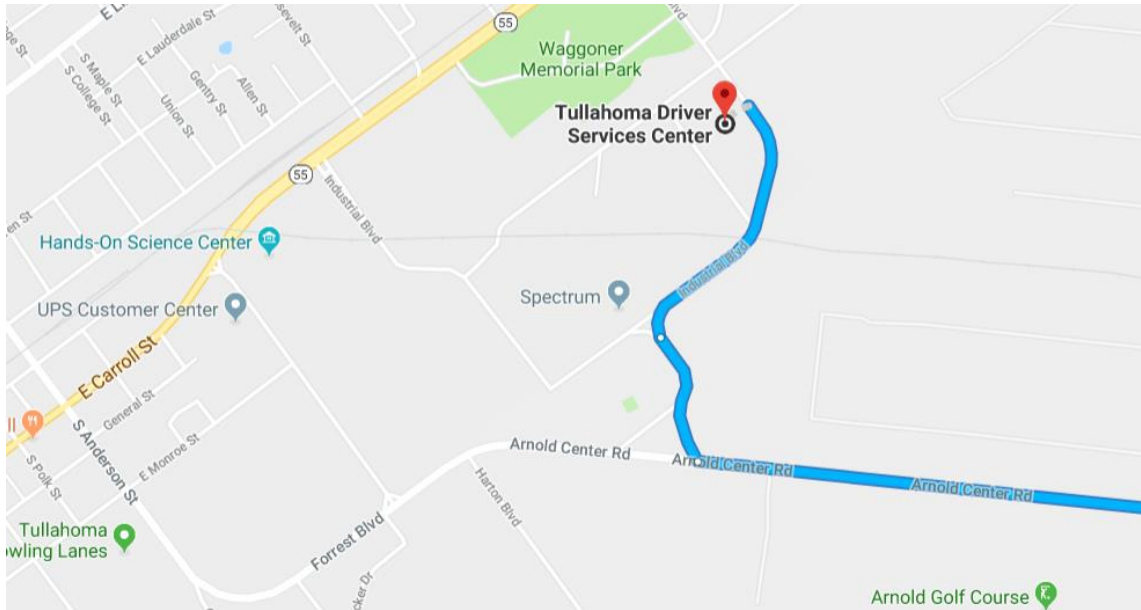
#### INTERNATIONAL STUDENTS:

1. Passport
2. I-94
3. DS-2019
4. At **least 2** documents showing your residence in Tennessee, such as:
  - a. a recent utility bill
  - b. rental contract
  - c. bank statement, paystub
  - d. health insurance policy
5. Social Security Number Affidavit
  - a. Form SF-1324 if you do not have a social security number
6. Fee (\$28.00)

#### DOMESTIC STUDENTS:

1. Out of State License
2. Proof of Legal Status
  - a. Birth certificate
  - b. U.S. Citizenship Certificate
  - c. Permanent Residence Card
3. At **least 2** documents showing your residence in Tennessee, such as:
  - a. Tax Form with TN address
  - b. Utility Bill
  - c. Bank Statement with TN address
  - d. Paycheck Stub with TN address
4. Fee (\$28.00)

**NOTE:** All documents must be originals or certified. **No faxes or photocopies**  
Link with Information → <http://www.dmv.org/tn-tennessee/apply-license.php>



## Phone Service

Verizon Wireless offers pre-paid phones with no annual contracts. For more information on pre-paid plans, visit their website at <http://www.verizonwireless.com/prepaid/basic-monthly-plans/>

Verizon Wireless—Tullahoma  
2209 N Jackson St, Tullahoma, TN 37388  
(931) 454-2355

**AT&T has a local store in Tullahoma:**

1603 N. Jackson Street  
Tullahoma, TN. 37388  
(931) 222-3237

**Other phones (Straight Talk, AT&T Prepaid, or Walmart Family Mobile) may be purchased online or at Walmart.**

## Social Security

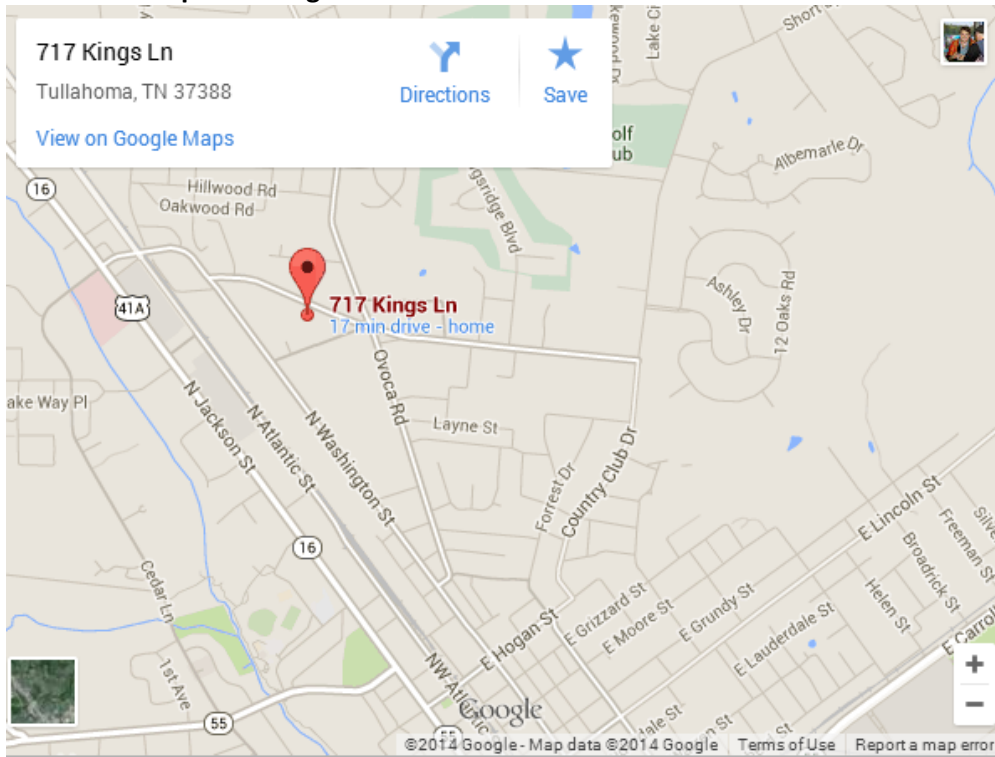
**NOTE:** It can take anywhere from 2-8 weeks after arrival that you may be able to get your social security. Your forms must first pass through Homeland Security.

717 KINGS LANE  
TULLAHOMA, TN 37388

- Local Number (931) 455.3795
- Toll-Free 1.800.772.1213
- TTY (931) 455.7835

Directions:

1. Go North on Jackson St. past **Harton Regional Medical Center**
2. Turn **Right** on **Washington St.**
3. **Left** on **Kings Ln.**
4. The center is **one block up on the right**



## City Services Information

**In an emergency, please dial 911**

- Estill Spring Volunteer Fire Department (Non-Emergency Number) 931-649-2121
- Franklin County Sheriff's Office (Non-Emergency Number) 931-962-0123
- Franklin County 911 Communications (Non-Emergency Number) 931-967-2331
- Winchester City Hall 931-967-2532

**To get to the Tullahoma hospital:**

1. Head north on UTSI Road
2. Turn left on Wattendorf Memorial Parkway
3. Use the left 2 lanes (in the 30 mph zone) to turn left onto E. Carroll St.
4. Turn right onto S. Jackson Street and continue for 2.3 miles
5. Tennova Healthcare – Harton is on the left  
1801 N Jackson St, Tullahoma, TN 37388

**For Urgent Care,**

1. Head north on UTSI Road
2. Turn left on Wattendorf Memorial Parkway
3. Use the left 2 lanes (in the 30 mph zone) to turn left onto E. Carroll St.
4. Turn right onto S. Jackson Street and continue for 1 mile. **Fast Pace Urgent Care** is on the right.  
519 S Jackson St, Tullahoma, TN 37388  
(931) 563-5469, Hours: 8am-8pm M-F and 8am-6pm Sat. and 1-5pm Sun



## 2. GETTING AROUND

### Car Insurance

- David Duncan – State Farm (931) 455-6555  
301 N Jackson St, Tullahoma, TN 37388  
(931) 455-3417
- Ben Walker – State Farm  
116 W Fort St, Manchester, TN 37355  
(931) 954-1202
- Guess Insurance  
101 S Woodland St, Manchester, TN 37355  
(931) 728-8845
- Bill Nickels Insurance LLC  
107 E McLean St, Manchester, TN 37355  
(931) 728-9623
- Jerry Stephens - State Farm  
540 Hillsboro Hwy, Manchester, TN 37355  
(931) 728-4741
- Insurance can also be purchased online fairly easily
- Kyle Gray – Shelter Insurance  
1302 McArthur St, Manchester, TN 37355  
(931) 728-1230
- Lee Sullivan – State Farm  
601 E Carroll St, Tullahoma, TN 37388

### Car Dealerships- Finding a Vehicle

The following list is a compilation of various car dealerships. Please note, to get the best deal many people sell their cars on the side of the road. Please be sure to test drive these and note any issues with the vehicle before purchasing. Banks also may have repossessed vehicles for sale.

1. **Anderson Street Auto Sales**  
Address: 612 S Anderson St, Tullahoma, TN 37388  
Phone: (931) 455-1828
2. **Craigslist**  
Website: <https://nashville.craigslist.org/i/autos>
3. **Hometown Auto Sales**  
Address: 511 E. Carol St. Tullahoma, TN 37388  
Phone: (931) 455-4733
4. **J&L Auto Sales**  
Address: 704 S Anderson St, Tullahoma TN 37388  
Phone: (931) 455-2235  
Website: <https://www.jlautotn.com/home>
5. **Russell Barnett Ford Dealership –**  
Address: 1106 E Carroll St, Tullahoma, TN 37388  
Phone: (931) 455-4564  
Website: <http://russellbarnettford.net/>
6. **Stan McNabb Chevrolet Buick**  
Address: 2000 N. Jackson St. Tullahoma, TN 37388  
Phone: (931) 325-0025  
Website: <https://www.stanmcnabb.com/>
7. **Thomas Auto Sales**  
Address: 214 E Carroll St Tullahoma TN 37388  
Phone: (931) 455-7711



## 3. LIVING NEAR UTSI

### *Off Campus Housing*

#### Tullahoma

- Briarwood Apartments  
<https://www.apartments.com/briarwood-apartment-homes-tullahoma-tn/l1epjef/>
- Continental Apartments  
<http://www.hurdapts.com/community/2/ContinentalApartments>
- Forest Park Apartments  
<http://www.forrestparkapts.com/>
- Veranda House Apartments  
<https://www.apartmentveranda.com/>
- Winchester Court Apartments  
<https://www.apartments.com/winchester-court-tullahoma-tn/trfyteb/>

#### Manchester

- Carden Estates  
<http://www.cardenstatesapts.com/>
- Hills Chapel Apartments  
(931) 728-1808
- Royal Gardens Apartments  
(931) 728-9125

#### Murfreesboro

- Ashwood Cove  
<http://www.ashwoodcoveapartments.com/>
- Chelsea Pike  
<http://www.chelseaplaceapts.com/>
- Vie at Murfreesboro  
<http://www.vieatmurfreesboro.com/?gclid=CJvih7ieudUCFYQkhgodSRADgA>
- Village at Elam Farms  
<http://www.thevillageatelamfarms.com/>
- Vintage at the Parke  
<http://www.vintageattheparkeapartments.com>

## On Campus Housing

Rent is due by the 5<sup>th</sup> day of the month to Lower B wing. This is currently handled by Rebecca Layman <rlayman@utsi.edu>.

Single Occupancy at \$400 a month

Double Occupancy at \$225 a month

Security Deposit of \$400 required

### Items Needed for On Campus Housing

#### Included:

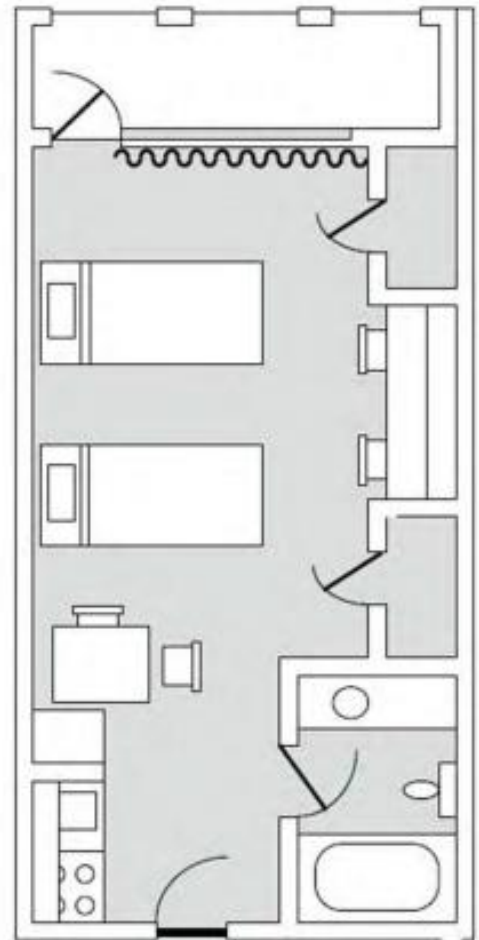
- (2) twin sized beds
- night stands
- shelved desk area
- full size fridges
- small oven
- small table
- (4) chairs

#### Not Included:

- Pillow
- Bed Linens
- Towels
- Cooking Utensils
- Shower Curtain
- Paper products (toilet paper, paper towels, etc.)

#### Further Notes:

- To use the landline for outgoing calls, first dial 9, then input the number you want to call.
- Submit maintenance issues to [workorder@utsi.edu](mailto:workorder@utsi.edu) or to Physical Plant M-F 8am-4:30pm ext. 37311 or 37313
- UTSI Security Guard
  - Hours are 6pm-6am M-F, 24hr on weekends, scheduled holidays, and administrative closing
  - Guards are authorized to challenge individuals by requesting identification
  - Guards are authorized to open rooms upon request with proper identification
  - Contact guards at **(931) 588-6060**
- Animals as pets are prohibited.
- Smoking is prohibited.
- Alcohol is not allowed on campus.
- Laundry machines cost \$0.25 to run. There is a change machine in the lower laundry room that accepts \$1 and \$5.
- If you are currently living on campus and request to change your room, you will be charged a \$50 cleaning fee



## 4. AROUND TOWN

### Area Parks

For more information visit: <http://www.tullahomatin.gov/parks/>

Area Park Name	Address	Notes
Short Springs Nature Trail	2250 Short Springs Road	Machine Falls is popular
History Park	103 NE Atlantic Street Downtown	
Frazier McEwen Park	216 Big Springs Avenue	
Rock Creek Greenway	216 Big Springs Avenue	
Old Stone Fort	732 Stone Fort Dr., Manchester, TN	

### Coffee Shops

Coffee Shop Name	Address	Notes
Starbucks	84 Campground Rd, Manchester TN	As one expects.
Starbucks	1605 N Jackson St, Tullahoma TN	“ ”
Celtic Cup	106 N Anderson, Tullahoma TN	Irish themed with food and gelato
Southern Sundaes	401 Wilson Ave, Tullahoma, TN	Sandwiches and homemade gelato
San Miguel's	18 S Jefferson St, Winchester, TN	Good coffee, food, and plenty seating

### Grocery Stores & Needs

Grocery stores in the Tullahoma area.

Store Name	Address
Kroger	1905 N Jackson St, Tullahoma, TN
Publix	1600 N Jackson St #340, Tullahoma, TN
Piggly Wiggly	811 E Lincoln St, Tullahoma, TN
Food Lion	411 W Lincoln St, Tullahoma TN
Aldi	2014 N Jackson St, Tullahoma, TN
Walmart Supercenter	2111 N Jackson St, Tullahoma, TN
Dollar General	1905 N Jackson St, Tullahoma, TN

### Attractions

Attraction Name	Address	Website
Montane Drive-In Theater	10251 Tullahoma Hwy, Estill Springs, TN	montanadrivein.com
Regal Tullahoma Cinema 8	2221 N Jackson St, Tullahoma, TN	
Jack Daniels Distillery	280 Lynchburg Hwy, Lynchburg TN	www.jackdaniels.com/visit
George Dickel Distillery	1950 Cascade Hollow Rd, Tullahoma, TN	www.georgedickel.com/
Splash Island	501 N Collins St, Tullahoma TN	https://www.facebook.com/SplashIslandTullahoma/

## Restaurants

### A few restaurants in Tullahoma

Category	Name	Address (in Tullahoma TN)
Italian	<b>Gondola Restaurant</b>	412 E Carroll Street
Fine Dining	<b>Emil's Restaurant</b>	210 E Lincoln St
Mexican	<b>Camino's Real Mexican Restaurant</b>	1050 N Jackson St
Greek	<b>Nicholas Greek-Italian Restaurant</b>	915 N Jackson St
Mexican	<b>Las Trojas Mexican</b>	1905 N Jackson St
American	<b>Damron's Restaurant</b>	714 E Lincoln St.
BBQ	<b>Piggy's BBQ</b>	112, 3732, N Anderson St
Bar	<b>London's Restaurant and Bar</b>	101 N Wall St
Gastropub	<b>One22 West</b>	122 W Lincoln St
Mexican	<b>Casa Mexico</b>	1615 N Jackson St
BBQ	<b>Route 55 BBQ</b>	415 Wilson Ave
Chinese Buffet	<b>King's Buffet</b>	1406 N Jackson St
Thai Food	<b>Ta Krai Thai Cuisine</b>	109 W Lauderdale St
American	<b>Red Lobster</b>	1913 N Jackson St
American	<b>Ruby Tuesday</b>	1936 N Jackson St
Mexican	<b>La fiesta Bar &amp; Grill</b>	1410 N Jackson St
Japanese and Sushi	<b>Yamato's Japanese Steakhouse</b>	913 N Jackson St
Wings	<b>Touchdown Wings</b>	1408 N Jackson St

### Partial list of fast food restaurants in Tullahoma.

Name	Address
<b>Chick-fil-A</b>	1708 N Jackson St, Tullahoma TN
<b>Arby's</b>	932 N Jackson St, Tullahoma TN
<b>Zaxby's</b>	1900 N Jackson St, Tullahoma TN
<b>Hardee's</b>	1907 N Jackson St, Tullahoma TN
<b>Sonic</b>	1937 N Jackson St, Tullahoma TN
<b>Subway</b>	1905 N Jackson St, Tullahoma TN
<b>Dairy Queen</b>	300 E Carroll St, Tullahoma TN
<b>Wendy's</b>	411 Wilson Ave, Tullahoma TN
<b>Fazoli's</b>	1969 N Jackson St, Tullahoma TN
<b>Taco Bell</b>	1804 N Jackson St, Tullahoma TN

## 5. CLUBS & ORGANIZATIONS

### Existing UTSI Clubs and corresponding contact information

Club Name	President	Contact Info	SGA
<b>AIAA</b>	Katherine Stamper	<a href="mailto:kstamper@utsi.edu">kstamper@utsi.edu</a>	Not affiliated
<b>Boat</b>	James Chism	<a href="mailto:jchism@utsi.edu">jchism@utsi.edu</a>	Affiliated
<b>Game</b>	Theron Price	<a href="mailto:tprice@utsi.edu">tprice@utsi.edu</a>	Affiliated
<b>Running</b>	Adam Croft	<a href="mailto:acroft@utsi.edu">acroft@utsi.edu</a>	Affiliated
<b>FabLab</b>	Jack Cobourn	<a href="mailto:jcobourn@utsi.edu">jacobourn@utsi.edu</a>	Affiliated
<b>Astronomy</b>	Justin Jones	<a href="mailto:jjones@utsi.edu">jjones@utsi.edu</a>	Affiliated

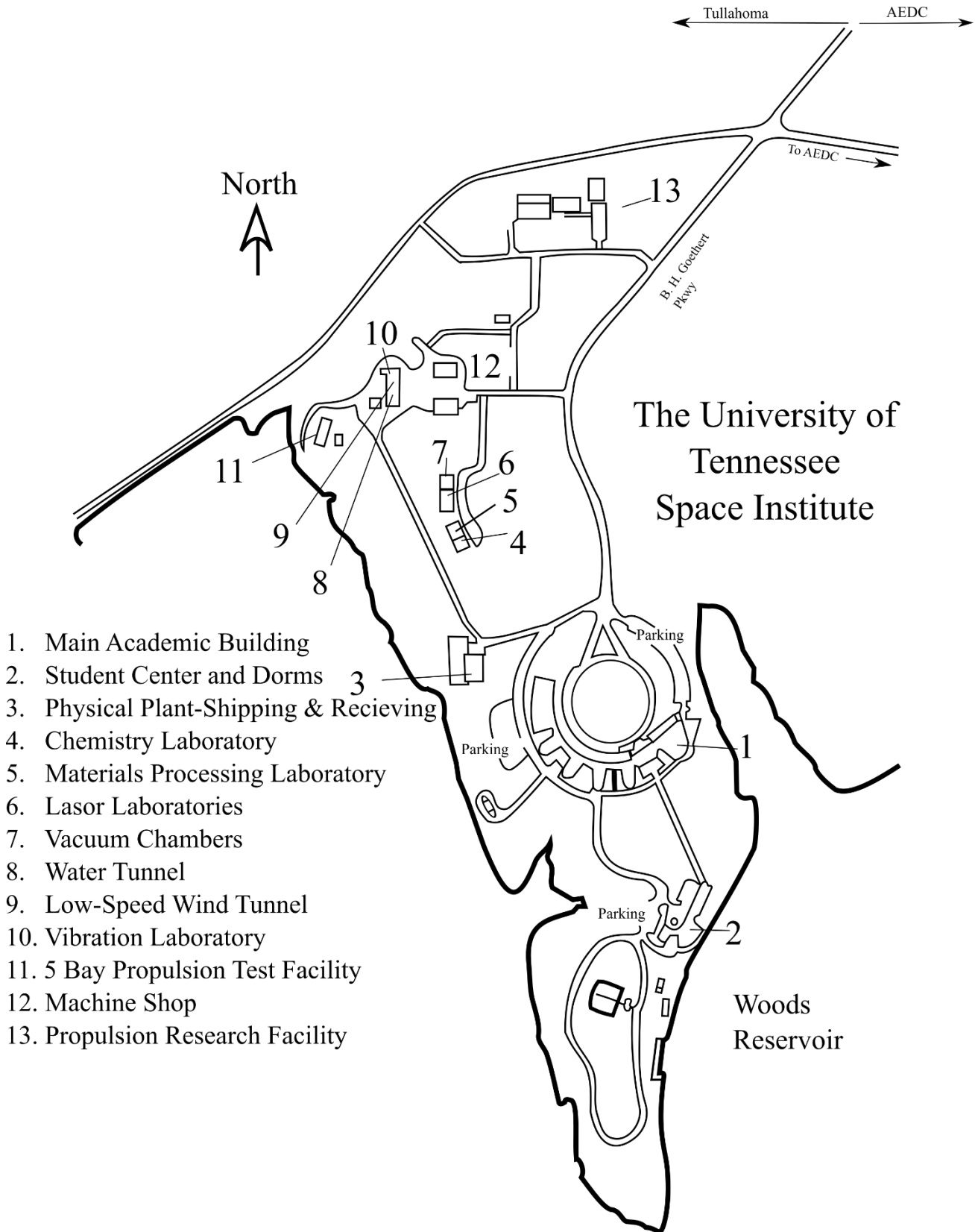
## 6. IMPORTANT CONTACT INFORMATION

Title	Name	Email	Phone
<b>SGA President</b>	Kate Stamper	<a href="mailto:kstamper@utsi.edu">kstamper@utsi.edu</a>	931.393.7553
<b>SGA VP</b>	Sam Smith	<a href="mailto:ssmith@utsi.edu">ssmith@utsi.edu</a>	
<b>SGA Treasurer</b>	Jack Cobourn	<a href="mailto:jacobourn@utsi.edu">jacobourn@utsi.edu</a>	931.393.7282
<b>Dorm RA</b>	Lara Lash	<a href="mailto:elash@utsi.edu">elash@utsi.edu</a>	703.973.4838
	Adam Evans	<a href="mailto:aevans@utsi.edu">aevans@utsi.edu</a>	865.228.2775
<b>Security Guard</b>	Multiple	N/A	931.588.6060

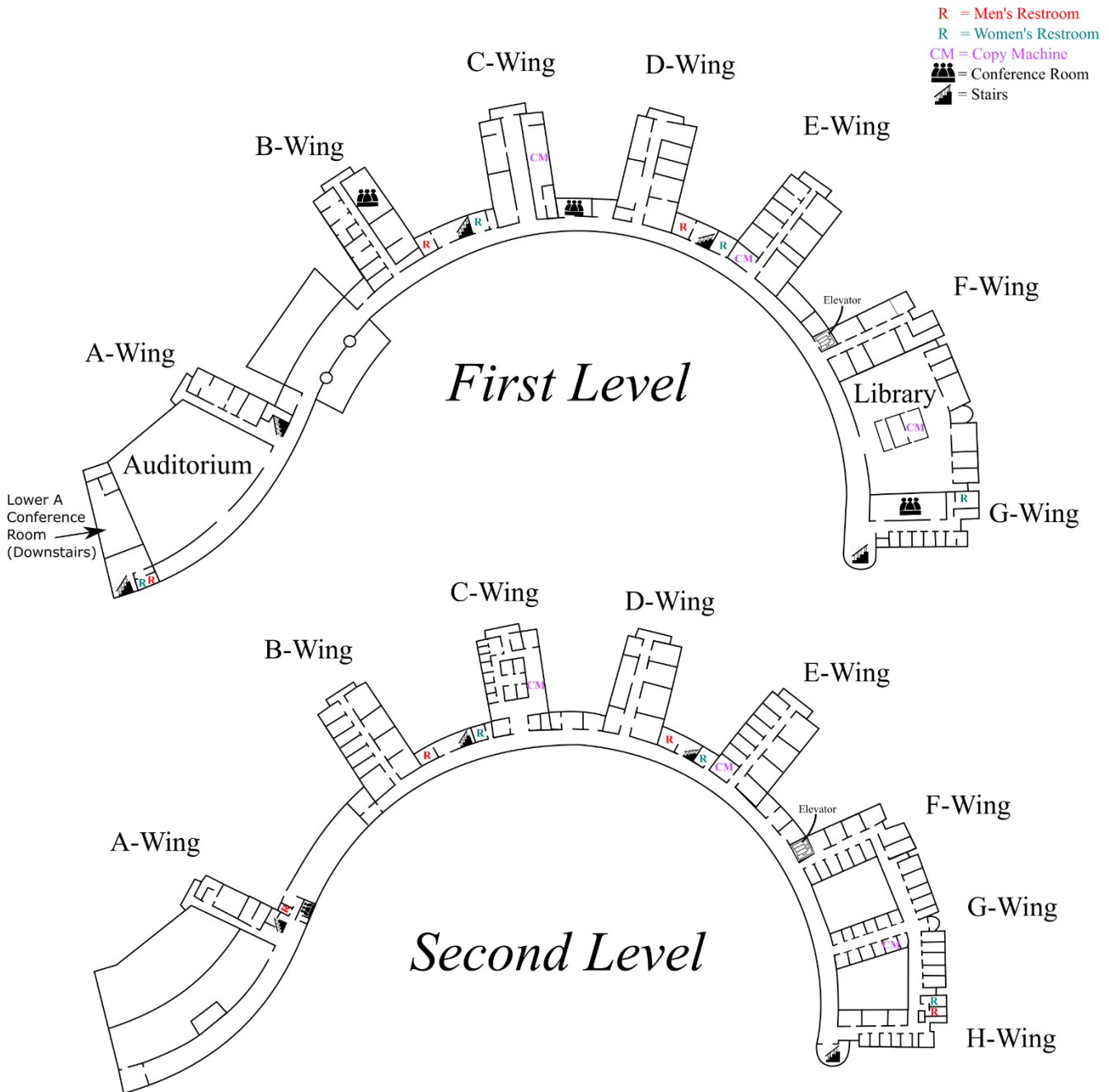
### Senators:

<b>Justin Jones</b>	Mechanical	<a href="mailto:jjones@utsi.edu">jjones@utsi.edu</a>
<b>James Chism</b>	Incoming Student	<a href="mailto:jchism@utsi.edu">jchism@utsi.edu</a>
<b>Chad Bond</b>	Biomedical	<a href="mailto:cbond@utsi.edu">cbond@utsi.edu</a>
<b>Zefeng Lyu</b>	Industrial	<a href="mailto:zlyu@utsi.edu">zlyu@utsi.edu</a>
<b>Brittany Jenio</b>	Physics	<a href="mailto:bjenio@utsi.edu">bjenio@utsi.edu</a>
<b>Autumn Douthitt</b>	Aerospace	<a href="mailto:adouthit@utsi.edu">adouthit@utsi.edu</a>
<b>Hang Wang</b>	At-Large	<a href="mailto:hwang@utsi.edu">hwang@utsi.edu</a>

# 7. CAMPUS MAP



# University of Tennessee Space Institute Main Academic Building





## 8. TRAVEL INFORMATION

### **REMINDER on Car Rentals**, especially “Direct Billed” Car Rentals with World Travel

#### **Gas for Rental Cars:**

Travelers should not have the car refueled by the Rental Agency (*e.g. National, Enterprise, etc*); *AND*, especially when using World Travel’s services for a Direct Billed Car Rental. UT is only paying for the standard Car Rental charges on car rentals being Direct Billed. The traveler should refuel the automobile, prior to returning to the rental agency, keep the gas receipt, and turn it in for reimbursement, along with their other travel expenses. This goes for UT employees & guests.

#### **Insurance for Rental Cars:**

Employees, should not purchase insurance with the Rental Agency, unless it is International Travel; *AND*, especially when using World Travel’s services for a Direct Billed Car Rental. For International Travel only, the university recommends that collision damage waiver insurance be purchased, but should be done so by the traveler & reimbursed with their other travel expenses. For domestic travel, the university is self-insured for loss due to physical damage to automobiles & other vehicles leased or rented by the university, and its employees, on official university business. Therefore, collision damage waiver insurance should not be purchased, as part of the rental or lease agreement, and is not reimbursable.

Per UT Treasurer’s Office, for Direct Billed Car Rentals, if these policies are not followed, our Direct Bill privileges can be revoked.

\*\*\* Gas credit cards are found in packet attached to keys. *At the pump input personnel number to operate.*

## 9. REQUIRED SAFETY TRAINING AND ACCESS

### *Safety Training*

#### Safety Courses via K@TE:

All students, faculty and staff are required to take a basic level of safety training. Most training is completed via the UT online portal K@TE and can be accessed from any computer. You do not have to complete all the training requirements in one sitting. As a general rule, you will receive an email within a few days of orientation outlining what is required and how to access courses. If you have any questions or concerns, you may contact the Safety Coordinator, Chris Armstrong, at extension 37208, office C-103 in the Main Building or via email at [carmstro@utsi.edu](mailto:carmstro@utsi.edu).

#### *Additional Information*

For those working with the following, additional training is required. Please contact Safety Coordinator for details.

- (HF) Hydrofluoric Acid
- Lasers
- Nanoparticles
- Radiation Sources

Safety training/information for specific equipment such as Wind Tunnels, Vibratory Table, 3D Printers, Water Tunnel, etc. will be given by designated lab personnel prior to use.

#### Parking Permit & Security

Please see Vicki Carr in lower C wing of Main Building. She will assign you a number and issue your mirror tag. There is no charge for this. UTSI security staff maintains a record of all registered vehicles. Having your vehicle registered will limit your interaction with security. As new students, you may be approached by security staff and asked for your ID until they get to know you. Please cooperate. This is for your safety and the safety of all students, staff and visitors.

UTSI provides armed security 24/7. After hours and on weekends, security is provided by a local company through contract. During normal business hours, Leo Bonner and Chris Armstrong serve in that capacity and will be happy to provide credentials if there are any concerns. Due to our isolation, we take safety and security very seriously. If you see anything or anyone that is suspicious, please report to Chris Armstrong, Leo Bonner or a security guard ASAP. If there is an immediate threat, call 911. Should a violent event occur, we encourage Run, Hide, Fight as shown in this video: [Responding to an Active Shooter Crisis Situation](#). You will find more detailed emergency and safety information on the UTSI website.

#### Injuries & Accidents

All injuries and accidents must to be reported to your supervisor as soon as possible. Significant near misses should also be reported. In the event of a serious injury, call 911 immediately. Sending an ambulance back empty is better than waiting on one that's needed. AED's, First Aid Kits, emergency showers, fire extinguishers and eyewash stations are located throughout the campus. Please take time to familiarize yourself with their locations in areas in which you work and/or reside. AED's are checked monthly and first aid kits are restocked quarterly. Please use the first aid kits as needed, but remember they are for everyone and refrain from taking

more than you need. Sharps containers are in common area restrooms. Under no circumstance are you to dispose of needles or syringes in any other container.

### **UTSI Alert**

- UTSI Alert is a method of notifying the campus community in a timely manner about serious emergencies, ongoing situations, disruptions to normal operations or system tests.
- Subscribers do not pay a fee for the service. The only charges you may incur are the normal fees charged by your wireless provider for receiving text messages.
- You are voluntarily opting into the notification system.
- Your information will not be sold, shared or used for any other purpose.
- You will not receive spam or solicitations.
- Notifications may be in the form of text, voicemail, email or a combination of the three.
- In the event your phone number or email address changes, you will need to notify the Safety Office or submit a new signup sheet.

You may sign up for this free service here: <http://www.utsi.edu/utsi-alert-signup/>

### **Emergency Contacts and Information**

Emergency 9-911 from campus phone

UTSI Security Service

(931) 588-6060

M-F 6pm-6am & Weekends 24 Hours

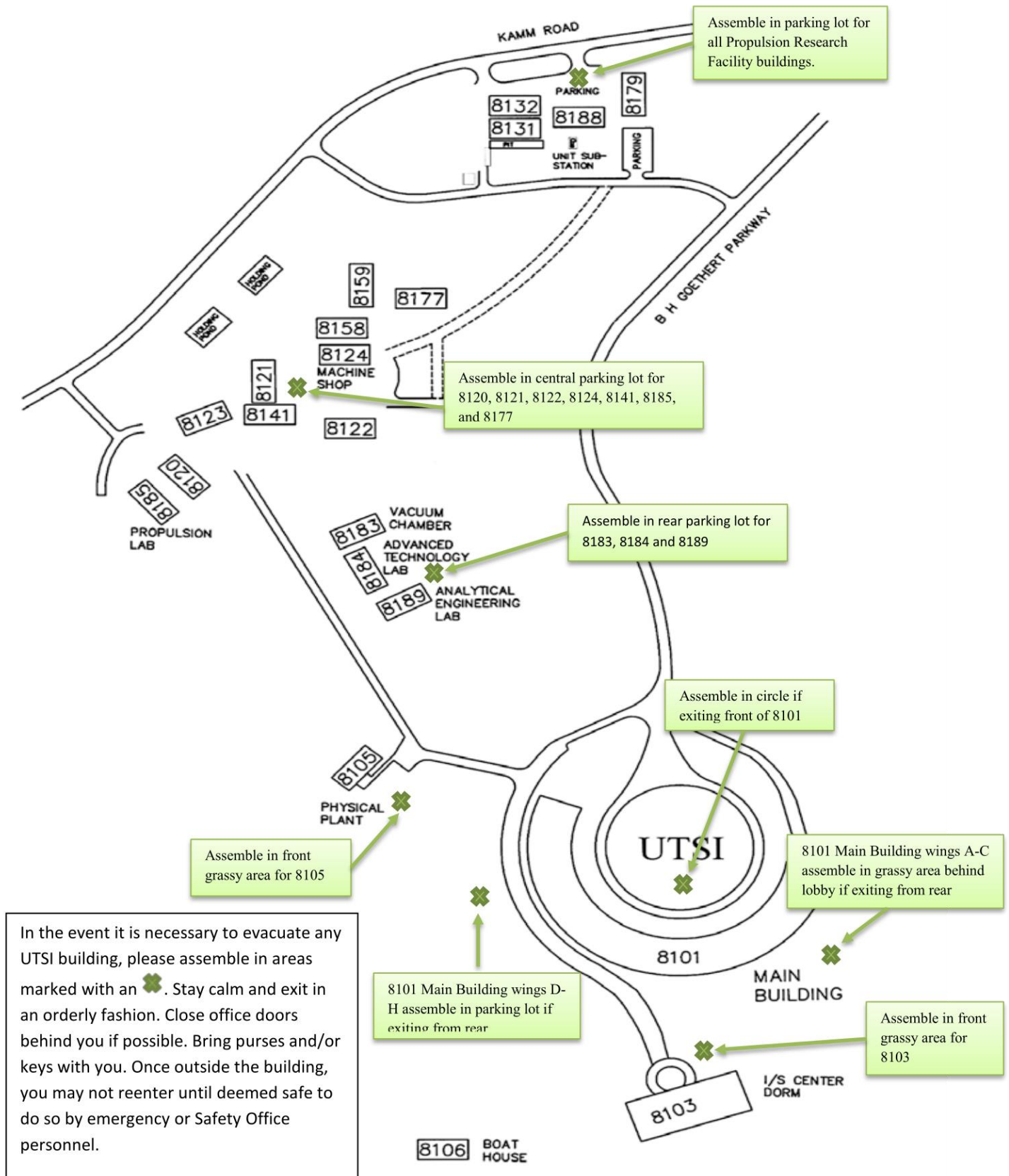
UTSI Safety and Security Office

(931) 393-7208 M-F 8:00am – 4:30pm

(931) 808-5955 Evenings & Weekends

Below is the Evacuation Map and Storm Shelter Contact information

# UTSI Evacuation Assembly Areas



## UTSI Recommended Storm Shelters

Building	Shelter location	Shelter location
<b>8101 Main Academic*</b>	Lower level stairwells or restrooms	Lower level restrooms
<b>8103 Student Center, Dining Hall and Rec Rooms *</b>	Lower interior rooms and dorm hallway. Avoid dining area.	Lower level recreation room
<b>8105 Physical Plant</b>	Interior Restroom(s)	Interior Storage Room
<b>8132 Propulsion Research Facility (PRF)</b>	Control Building	
<b>8121 Lab Area (Dynamics Building)</b>	Interior Restroom(s)	
<b>8122 Lab Area (Horizon Building)</b>	Interior Restroom(s)	
<b>8123 Lab Area (Compressor Building)</b>	<b>8121</b> Interior Restroom(s)	
<b>8124 Lab Area (Machine Shop)</b>	Interior Restroom(s)	
<b>8141 Lab Area (Weld Shop)</b>	<b>8121</b> Interior Restroom(s)	
<b>8185 Lab Area (Propulsion Building)</b>	Interior Restroom	
<b>8183 (Large Vacuum Chamber)</b>	<b>8184</b> Interior Restrooms(s)	<b>8189</b> Lower Level Stairwell
<b>8184 CLA (Advanced Technology Lab)</b>	<b>8184</b> Interior Restrooms(s)	<b>8189</b> Lower Level Stairwell
<b>8189 (Analytical Engineering Lab)</b>	<b>8189</b> Interior Restrooms(s)	<b>8189</b> Lower Level Stairwell

**\*STAY AWAY FROM MAIN HALLWAYS, LOBBY AND DINING AREA**

## *Gym Access*

Students who pass the **Child Protection Training** course and a **background check** (finger prints are taken in Human Resources, lower C wing) may obtain a key from Physical Plant after HR emails to confirm the passed background check. Gym hours are from **7am to 10pm**.

## *Boat House Access*

The Boat Club sponsors and maintains all the water recreation equipment for the student body. As UTSI is located on the beautiful Woods Reservoir in Tullahoma, TN, lots of water fun is to be had. The campus has its own floating dock and boat house where the Boat Club equipment is stored: kayaks, wind surf boards, sail boats, canoe, personal flotation devices (PFD), inner tubes, paddles, etc.

To become a member of the boat club, sign and return the [Boat House Membership Application](#) to the Vice-President, which gains you permission to obtain a key to the boat house. Guest forms are available to members upon request.

## *Theater Room*

To gain theater room access, contact the SGA President or Vice-President to get the theater room agreement or fill out the attached. After returning this form, Physical Plant will email to notify you when you can pick up a key.

## *Recreation Closet, etc.*

These rooms require a code to enter. This code may be given by SGA executives to current students. The recreation closet has tennis racquets and basketballs for the newly resurfaced tennis/basketball courts.

## *FabLab*

Joining the fablab club is a great way to work on both personal and research projects. Please contact the FabLab president or head of research staff to become a member. Additional safety training may be required.



**Employment In-Processing Form**

We take this opportunity to welcome you as a new employee to The University of Tennessee Space Institute. This in-processing procedure will afford you an opportunity to discuss benefits and services with us, help you become acquainted with some of our facilities, and allow some of our staff to meet you. We ask that you contact the offices checked below, obtain the appropriate signatures, and return the completed form to the Office of Human Resources and Services. If all your questions are not answered during the course of this in-processing, please feel free to call our office at any time at ext. 37226.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_ Work Area: \_\_\_\_\_  
 Local Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 \_\_\_\_\_ Telephone: \_\_\_\_\_

**OFFICE OF HUMAN RESOURCES AND SERVICES**

Director for Human Resources and Services \_\_\_\_\_ Date: \_\_\_\_\_  
 Employment In-Processing, \_\_\_\_\_ Date: \_\_\_\_\_  
 Benefits In-Processing \_\_\_\_\_ Date: \_\_\_\_\_  
 Timesheets - Vicki Carr \_\_\_\_\_ Date: \_\_\_\_\_

**BUDGET & PLANNING Lower "A" Wing** \_\_\_\_\_ Date: \_\_\_\_\_  
 Tonya Travis \_\_\_\_\_

**WORK SUPERVISOR** \_\_\_\_\_ Date: \_\_\_\_\_

**CONTRACT ADMIN SVCS, Lower "B" Wing** \_\_\_\_\_ Date: \_\_\_\_\_

**INDUSTRIAL SECURITY OFFICER, Lower "B" Wing** \_\_\_\_\_ Date: \_\_\_\_\_

**SAFETY OFFICE Lower "C" Wing** \_\_\_\_\_ Date: \_\_\_\_\_  
 Parking Permit – Vicki Carr \_\_\_\_\_ Date: \_\_\_\_\_

**BUSINESS OFFICE, Lower "C" Wing** \_\_\_\_\_ Date: \_\_\_\_\_  
 Kaycee Edwards \_\_\_\_\_ Date: \_\_\_\_\_  
 Travel - Robin Nee \_\_\_\_\_ Date: \_\_\_\_\_

**COORDINATOR FOR STUDENT SERVICES,** \_\_\_\_\_ Date: \_\_\_\_\_  
 Room D100 – Charlene Hane \_\_\_\_\_

**ADMISSIONS AND RECRUITING** \_\_\_\_\_ Date: \_\_\_\_\_  
 C-102 – Clara Ferguson \_\_\_\_\_

**EMPLOYEE ID Card, Lower "E" Wing** \_\_\_\_\_ Date: \_\_\_\_\_

**DISTANCE EDUCATION, Lower "E" Wing** \_\_\_\_\_ Date: \_\_\_\_\_

**INFORMATION TECHNOLOGY, Lower "F" Wing** \_\_\_\_\_ Date: \_\_\_\_\_

**LIBRARIAN, Library** \_\_\_\_\_ Date: \_\_\_\_\_

**PHYSICAL PLANT** \_\_\_\_\_ Date: \_\_\_\_\_  
 Office Assignment, Keys and Telephone \_\_\_\_\_

**MAIL CLERK, Physical Plant** \_\_\_\_\_ Date: \_\_\_\_\_

**ASSOCIATE EXECUTIVE DIRECTOR, Upper A Wing** \_\_\_\_\_ Date: \_\_\_\_\_  
 Academics \_\_\_\_\_

**ASSOCIATE EXECUTIVE DIRECTOR, Upper A Wing** \_\_\_\_\_ Date: \_\_\_\_\_  
 Research \_\_\_\_\_

**UTSI EXECUTIVE DIRECTOR** \_\_\_\_\_ Date: \_\_\_\_\_  
 Upper "A" Wing \_\_\_\_\_



# BOAT CLUB AT UTSI MEMBERSHIP APPLICATION AND RELEASE AND ASSUMPTION OF RISK

Name (print): \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

The undersigned hereby acknowledge that he/she understands that participation in any of the student club activities at The University of Tennessee Space Institute (UTSI) is purely voluntary, and is not a part of the academic curriculum of the University. In consideration of the University making any equipment and/or facilities available to the club and/or the undersigned while participating in any such activities, the undersigned hereby releases The University of Tennessee and the Boat Club at UTSI, its successors, assigns, officers, agents, and employees from any and all claims, demands, and causes of action whatsoever in any way growing out of or resulting from the undersigned member's participation in the activities of any such club.

The undersigned further agrees that he/she understands that many of the activities of such clubs involve substantial risk of injury; that the University and the club do not or may not provide medical insurance covering such injuries and the undersigned is hereby encouraged to secure adequate insurance protection.

If the undersigned wishes to participate in the club with a guest, then the signature of the guest must be provided on a separate "Boat Club at UTSI Guest Release and Assumption of Risk", "Boat Club at UTSI Guest Eligibility & Rules", and "Affidavit". This signifies the acceptance by said guest that the terms and conditions hereof shall be binding upon him/her and shall constitute a release by him/her of any and all claims, demands, and causes of action whatsoever which he/she may have against The University of Tennessee and the Boat Club at UTSI, its successors, assigns, officers, agents, or employees as a result of the guest's participation in the activities described.

Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# BOAT CLUB AT UTSI ELIGIBILITY, MEMBERSHIP TERMINATION, & RULES

## **ELIGIBILITY:**

Eligibility for Boat Club membership is contingent upon being a full-time student, part-time student, or full-time employee of The University of Tennessee Space Institute (UTSI) and being 18 years of age or older. Membership may be acquired by obtaining from the Vice President and signing the forms concerning “Boat Club at UTSI Membership Applications and Release and Assumption of Risk”, “Affidavit”, and “Boat Club at UTSI Eligibility, Membership Termination, & Rules”. Boat Club members are then eligible to receive a Boat Club key from the UTSI Physical Plant office.

## **MEMBERSHIP TERMINATION:**

The President and Vice President reserve the right to terminate the Boat Club membership for failure to comply with the Boat Club rules, for failure to respect the Tennessee Wildlife and Resources Agency rules, reckless or dangerous use of Boat Club equipment, or not meeting membership eligibility requirements.

## **RULES:**

1. It is essential that you READ, KNOW, and COMPLY with these rules. Ignorance of the rules does not prevent you from membership termination.
2. The boathouse has to be LOCKED at all times, except for getting and returning equipment belonging to the Boat Club.
3. UTSI and another form of identification may have to be shown to the UTSI Security Guard or a Boat Club representative prior to equipment usage. Usage without the necessary identification can lead to the confiscation of your key.
4. The Boat Club key must remain in possession of the Boat Club member and CANNOT be loaned to non-Boat Club members.
5. Family and guests of a Boat Club member are welcome to use the equipment. However, the Boat Club member will be held responsible for misuse of equipment by his/her family members and guests. The member is required to have their guests fill out and sign the following forms: “Boat Club at UTSI Guest Release and Assumption of Risk”, “Affidavit”, and “Boat Club at UTSI Guest Eligibility & Rules”. Spare copies of these forms will be provided for this use in the boathouse.
6. The Boat Club member and his/her guests can only use ONE piece of equipment at a time, if other Boat Club members are waiting to use it.
7. The Boat Club member and his/her guests will observe courtesy of other members waiting to use Boat Club equipment.
8. The equipment has to remain at Woods Reservoir and cannot be used on other lakes, except during regattas with permission from the Boat Club President.
9. The equipment has to remain under members’ supervision and must not be abandoned.

10. You are not allowed to use equipment that is labeled “Restricted”. Only members who have proven their ability to handle this equipment may have access to it.
11. The Boat Club member and his/her guests must use the provided water safety equipment including, but not limited to personal flotation devices (PFDs). Inflatable PFDs are not adequate safety equipment for sailing or wind surfing and life vests should be worn at all times when using these vessels, regardless of skill level.
12. You are required to return your Boat Club key to the UTSI Physical Plant office in the event you leave UTSI.
13. All members must comply with the rules and regulations of The Tennessee Wildlife and Resources Agency.
14. Failure to conform to these regulations can and will lead to the termination of your membership in the Boat Club at UTSI.

The undersigned hereby acknowledge that he/she has read and understands the Boat Club at UTSI Eligibility, Membership Termination, & Rules.

Member Signature: \_\_\_\_\_

President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# AFFIDAVIT

I, \_\_\_\_\_ (*printed name*) have read and am familiar with the contents of the Boating and Water Safety and Paddlesports Law Brochure published by The Tennessee Wildlife and Resources Agency (<http://www.tn.gov/twra/topic/regulations-and-safety-concerns>) as well as the Tennessee Boating Handbook. I understand that I am responsible for the following of proper boating and water safety while participating in the Boat Club at UTSI activities or using Boat Club equipment and/or UTSI facilities.

Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# USE OF STUDENT THEATER AGREEMENT

(Please refer to the *Hilltopics Student Handbook* for more information)

## A. AUTHORIZED USERS

### 1. Scope and Purpose

a. The following regulations provide the basis for authorization for use of University grounds and facilities and establish procedures for such authorized uses. The rights, obligations, and liabilities of authorized users and of other persons seeking to use the campus are defined below. While on University property, persons who are not students or employees of the University are required to adhere to the standards of conduct applicable to members of the University community and to abide by University policies and regulations. The University may require student, staff, or faculty identification for admission to events scheduled in University facilities. The purpose of these regulations is to facilitate the effective use and enjoyment of the facilities of the campus as an educational institution, and to ensure the right of free expression and advocacy. Orderly procedures are necessary to promote use of facilities and free expression and advocacy, in order to conserve and protect facilities for educational use, and to minimize potential conflict between the right of free expression and the rights of others. Further, these regulations exist to prevent possible interference with University functions and responsibilities as an educational institution.

b. The word "commercial" as used in the following regulations means any activity or event that results in a personal financial gain to the peddler or organization provided that contacts between a peddler and a student shall not be deemed commercial if such contacts were invited by the individual student involved.

c. The term "authorized" as used in the following regulations refers to any person who has signed this agreement.

### 2. Scheduling and Use of University Facilities

The student theater may be utilized when the University is in session for meetings and other noncommercial events only by authorized students or recognized student organizations for events sponsored by those organizations.

### 3. Conditions for Use of University facilities:

- a. Assurance that all University regulations, local, state, and federal laws concerning fire and safety regulations, necessary security, and conduct can and will be followed.
- b. Assurances that any financial obligations arising from the activity can and will be satisfied by the sponsor.
- c. Precautions to assure the physical safety and health of the participants.
- d. Coordination of timing of each event to prevent conflict with previously scheduled activities.
- e. Alcoholic beverages shall not be served at any on-campus functions.

- f. The use of sexually explicit material is strictly prohibited.
- g. The Standards of Conduct, as outlined in the Hilltopics Student Handbook, must be adhered to at all times. A list of these standards can be found at <http://dos.utk.edu/files/Hilltopics2013-2014.pdf>

By signing below, you agree to the terms of this user agreement and understand that a violation of any of the Conditions of Use will result in the immediate revocation of the privilege of use of this facility.

---

*User Name (Print)*

---

*User Name (Signature)*

---

*Date*

## 10. A NOTE TO FOREIGN NATIONAL STUDENTS

From Javad Seif:

Welcome to UTSI! Welcome to one of the best experiences of your whole life! As an international student, we understand that you have some concerns that other students *may* not have.

You *may* feel like you will be so lonely here specially if you have decided to live on campus in the dorm rooms. If this is the case, it's natural because 1) you don't see many people here as you see in other campuses, and 2) you are new to the place. But note that most of the people (especially students) like to know you and be your friend!

Some tips for getting used to the place as quickly as possible:

- ✓ **Clubs:** We have several clubs (music club, running club, etc.). Try to participate in as many of them as possible especially in the beginning of the semester when you have more free time. Remember that main goal of all these clubs is to get together. Don't think, for example, you have to be a professional guitar player in order to join the music club! In the music club we simply share and watch music videos and enjoy being together for an hour or so. Or in running club we even don't run! Once a week we walk and talk! On another day, however, we do running at a slow pace if you like to challenge yourself.
- ✓ **Language barrier:** Without linking to other people we don't feel safe. If it is your first experience in the US (somewhere people do not speak your native language) it is quite natural to think that you need to be as fluent as native speakers in order to effectively communicate with them and make links. As a result, you become reluctant to talk and eventually miss more conversations and opportunities to link to other people and feel safer and connected. Remember:
  - As time passes, you want it or not, your English will improve significantly.
  - "Your English *is* good enough!" if it wasn't, you wouldn't be admitted to this university.
  - Especially in the US that there is no standard accent and the culture welcomes everyone, people don't judge someone based on their accent.
  - You are evaluated based on your academic performance not your level of fluency or the number of friends you have!
  - It is not also considered as a flaw if someone is not able to speak fluently. Everyone speaks fluently his/her native language.
  - When you understand NOTHING while you are expected to understand it: say it honestly. Ask the person to speak slowly if it is possible (especially if you are the only audience). However we cannot expect the speaker to do so! He or she also doesn't like not be understood!
  - Constantly work on improving your language by actively listening and studying. Recommendation: listen to "English as a second language podcast" every day for half an hour (when you are eating breakfast, for example).
  - When you are in a group of native speakers who are talking to each other it is likely that you don't understand some part of it. Don't worry and accept that it is natural. You will understand more and more as time passes.
  - When you have an idea or simply want to say something: say it.
- ✓ **Life on campus:** *If* you are going to live in the adjacent cities *because* you are afraid that you it feels lonely here, don't! For many reasons, it is easier to make friends here. In addition, you can participate in clubs easier and more often when you live on campus.



## Where to start? SSN

In the US, each individual is identified with a unique Social Security Number (SSN). Without SSN, in theory, you are not living in the country! And, in practice, you are not able to do many important things such as opening a bank account. In order to apply for your SSN:

1. Gather the following documents:
  - Passport + Visa
  - I-20
  - Graduate Research Assistantship (GRA) agreement (if you are a GRA)
  - Rental agreement (if you have it)
  - Your birth certificate, its copy and official translation (if you have not these with yourself don't worry because you cannot do anything at the moment, and if you explain it, maybe the SS agent say it's OK we don't need it!)
2. Go to Social Security office in Tullahoma and do the interview (it won't take more than half an hour). They are open on workdays from 9:00AM to 3:00PM.
  - Sometimes, when you have the interview, your information don't show up in their system it is because it takes a while for their system to be updated by the information sent from UTK.
  - If there was a problem (there might be), let the agent (interviewer) know that it is not easy for you to come again (especially if you don't have a car) so that he can make a copy of your documents and do it later without you having to go physically go there again. Ask him/her for a follow up number. They will give you a receipt regardless of the results.
  - When you get back to UTSI, let HR (Lower C) know about your problem so that she can follow up on it from UTK.
3. A few days after your information is entered into the SS system, you receive a letter that informs you about it and says you will post your card and you will receive your card within a few weeks.
4. You will receive your card usually after two weeks! Congratulations! Now you are in the US, in theory, too!
5. Let HR make a copy of your card.
6. Keep your card somewhere safe and do not reveal you SSN easily. Read the instructions in the pocket.

## Phones

**You can be reached at +1(###) ###-####**

As you know, we have land lines (traditional phones) and cellphones/mobile phones.

### **Don't Want to Buy a Cellphone**

If you live on campus, your room has a line at which you can be reached. You can also make free calls in Tennessee. Ask Dana in physical plant what is your room and office numbers. Yes you can survive without a cellphone especially because you have free access to the internet almost everywhere on campus (so you can talk to your family using applications such as Skype). However, it is not safe to go off campus without any means of communication. It is eventually a personal decision to buy a cellphone or not.

## If You Need a Cellphone

There are three main factors involved when you want to consider having a mobile phone:

### *Signal*

Not every company have good signals here at UTSI. The best (if not only) options are Verizon and AT&T.

### *Device*

You have two options: smartphones, basic phones. Each one has its own pros and cons. You can google something like smartphone vs. basic phone. If you have your own device, go to the company's website to see if your device is supported.

### *Cost/Plan*

A plan determines how you are supposed to pay for the service which itself is composed of the cost of

- Data (when using the internet or sending/receiving multimedia messages): measured by mega bytes
- Talk: measured by how many minutes you call somewhere
- SMS: measured by how many text messages you send

We have two main kind of plans:

- Prepaid: you buy your device at a cheaper upfront price or, you pay \$45/month for unlimited talk unlimited text, and 512 MB data/month. Or, after the first month, you can *pay as you go* that is you don't have data, a fixed price for every minute of talk and each SMS. You can, for example add \$5 fund and use only that.
- Contract: they give you a device (iPhone 6 for \$200 or iPhone 5s for \$100) with unlimited talk/SMS and 1024 MB data/month. In turn, you *have to* pay them a fixed cost (about \$70) every month. If you are added to a *family plan* (a single plan for a group of people) the monthly cost will be considerably less. If you have a family member or close friend here in the US that are willing to add you to their family plan, try it. If you don't trust the people in a family plan, don't do it because of the risk of bad credit.

Try to chat online with the companies' representatives on their websites if you have questions. Don't let them *convince* you to buy something though!

## *Shopping*

Shopping in the US might be different from that of your country. Here, you go to a big store where you can find whatever you find. The most famous store here is Walmart. Later you will find another ones. Tips on shopping:

- Consider a list of the items you need (shopping list) before you go shopping. Otherwise, you will end up buying so many unnecessary stuffs and losing your savings.
- Do it quickly unless you have a lot of time. Consider designing your own categorized template for shopping list that will save you a lot of time. Without it, you will buy a soap bar, travel to other corner of the store to buy cheese, and travel back to the same department to buy a shampoo because you just remembered it! In a list like the flowing list you can check what you want.


<b>Department name</b>	
Check here	Item name
	Item name
	Item name
	Item name
	...
<b>Department name</b>	
	Item name
	...

## *Do I need a car? Yes! Can I survive without a car? Yes!*

A personal means of transportation is required here. However, if for whatever reason you are not going to buy a car, ask other students to take you to the city for urgent situations or simply talk to senators if you are not comfortable asking. For shopping, you can also carpool with your friends. But consider getting your driving license and buying a car as soon as possible to make your life more comfortable here. Regarding the options for buying a car, there are a lot of issues to be considered so don't hesitate to ask the idea of other students/people on campus. Additionally, the section on Car Dealerships is a good place to look if you're stuck on where to start looking.



## *Mail*

Mail in the United States typically uses the United States Postal Service (USPS). For letters, you need to purchase stamps from the post office and address your letter in a certain way. Here's an example outline:

Your Name Your Street Address Town, State Abbreviation, Zip Code Country (if sending out of USA)	
Recipient Name Street Address P.O. Box Number (If applicable) Town, State Abbreviation, Zip Code Country (if outside USA)	

## 11. TIPS FOR CURRENT STUDENTS

### *Reserving a Room on Campus*

To view when a room is reserved, you can access the room's calendar. Go to your Outlook () and click on the Calendar icon, . From here you can see your own calendar. Right click the words "Other Calendars" and click on "Add Calendar> From Address Book...". From here you can choose the room you want to see the calendar of.

Email Rebecca Layman (rlayman@utsi.edu) to reserve a room or ask who to contact to do so.

### *Policies*

To view system wide and Knoxville policies on financial, safety, information technology, and operations, visit the site:

<https://universitytennessee.policytech.com/?public=true&siteid=1>

### *Vending Machines*

There are 2 locations with vending machines on campus. The library break room has drinks and snacks (mostly candy) and the cafeteria has a drink vending machine.

## 12. GRADUATING

There are a few steps to graduating. In chronological order, you will need to

1. Apply to graduate and submit requisite forms
2. Submit a draft of your thesis or dissertation
3. Schedule your defense
4. Defend
5. Submit your final thesis or dissertation.

### *Application to Graduate*

At UTSI, we use UTK's graduation system. The semester before you plan to graduate, apply to graduate online through MyUTK's system.

You must also submit an Admission to Candidacy form if this is the first semester to apply. This includes a summary of what classes you are applying to your degree in order to meet the class requirements.

Prior to this deadline, please ensure that you have met the minimum course requirements as outlined in the graduate student handbook. I screenshot of the requirements for a Master's degree in the MABE department is below. Please note that the Seminar hours do not count towards your degree.

Category	Hours of Credit		
	Thesis Option	Non-thesis Option I	Non-thesis Option II
Thesis hours (ME/AE/BME 500)	≥ 6	0	0
Coursework			
Courses in major (500 or above)	≥ 12	≥ 18	≥ 15
Independent research (ME/AE/BME 590)	0	0	3 or 6
Mathematics (400 or above excluding Math 400)	≥ 6	≥ 6	≥ 6
Engineering courses below 500 (only those courses that are listed in the Graduate Catalog are allowed)	≤ 3	≤ 3	≤ 3
Total credits	≥ 30	≥ 30	≥ 30

If you are a PhD student, you must submit the PhD Committee Form to the Graduate School.

All of the forms mentioned have deadlines in the semester before you intend to graduate.

They all require original signatures. If you need to revise the admission to candidacy form, there is a revision form available.

### *Thesis or Dissertation Draft*

On the graduate school website, there are Word and LaTeX templates to use. There is also a *Guide to the Preparation of Theses and Dissertations*.

The thesis consultant must review your thesis. The deadline to submit a draft of your thesis through the Trace user system (<http://trace.utk.edu>) is usually a third to half of the way through the semester but the list of deadlines specific to your semester of graduation should be on the graduate school webpage.

**It is recommended that you submit your thesis prior to the deadline.** The draft does not have to be a complete draft but it should contain all the elements you intend to use in your thesis or dissertation such as figures, tables, appendices, and so on.

After you have uploaded your document onto Trace, you must email the thesis consultant ([thesis@utk.edu](mailto:thesis@utk.edu)) to let them know you have done so. They will review it and get back to you with corrections.

As you complete your document and reach milestones, please continue uploading the document then emailing the consultant, considering the corrections. **Do not email what you think is the final document on the last day- there will most likely need to be changes.**

## *Scheduling Your Defense*

Remember to try and give your committee two weeks to review your document before the thesis defense. If this is not possible or the timeline is tight, discuss this with your committee.

Reserve a room. ([Reserving a Room on Campus](#))

If you have a committee member or you, yourself are participating remotely, you will need to

- i. submit a remote participation notification form to the graduate school
- ii. submit a ticket to IT to set up the remote communication camera and desktop

If you are using Lower A conference room, or a smaller room, make sure facilities (submit a work order if need be) knows that the room needs to be set up with tables and chairs. [Don't be like me, some people were sitting on the floor.]

## *Defend*

You got this. Remember to take care of yourself.

Bring a notepad to take notes on for after the presentation- your committee will likely have comments and verbal suggestions.

## *Submit the Final Paperwork*

Now that you have defended, you must implement any corrections and obtain original signatures of all committee members and chair on the Thesis/Dissertation Approval Form to the graduate school before the deadline.

If you are nervous about the deadline, or a committee member will be travelling, it is possible that Student Services may be able to hold a signed approval form until the professor emails them that they approve the document and the form will be sent from there.

You must also ensure that your thesis or dissertation is compliant with the thesis consultant's corrections.