**Frequently Asked Questions:**

Where is the Main Office for Nutritional Sciences?  T.S. Painter Hall (PAI) Room 5.20.

Regular hours: 7:30 a.m. - 5:00 p.m.

Contacts:

Kathy McWilliams

Graduate Coordinator

[Kathymcw@austin.utexas.edu](mailto:Kathymcw@austin.utexas.edu)

471-0337

PAI 5.20A

Miriam Pashby

Academic Coordinator

[Mlpashby@austin.utexas.edu](mailto:Mlpashby@austin.utexas.edu)

471-5190

PAI 5.20B

I need a key- who do I talk to? Ask your professor to email Kathy McWilliams permission to issue a key. Kathy will print a key request form, which you will take to the Key Services Offices in the SER building.

Where are the copiers?

GEA 321-  If the door is locked, you can get a key in GEA 113.

The other copy room is in PAI 4.36D, please contact Kathy or Miriam for the door code.

Where can I pick up ScanTron forms?   PAI 5.20B

Where can TA's hold office hours?  Talk with the Instructor of your class to see if they have a specific place in mind for your office hours .  If you don't have an office, or there is no other arrangement for your course, you can use PAI 2.44 for weekly meetings with your undergraduates.

Please email <[mlpashby@austin.utexas.edu](mailto:mlpashby@austin.utexas.edu)> to add your office hours to the PAI 2.44 room schedule.

PAI 2.44 is a shared office space with two computers and a printer available for TA's.   PLEASE do not schedule a large group of students in PAI 2.44.

If you need space for large-group office hours, or to reserve a classroom room for an **Exam Review session**, please contact Miriam Pashby <[mlpashby@austin.utexas.edu](mailto:mlpashby@austin.utexas.edu)>

Also please exercise courtesy toward the TA's who have long-term offices in PAI 2.44A.

Please do not allow undergraduates into 2.44A or the Copy Rooms as they may see or overhear confidential information about exams, grades, etc.

How many pages can the TA print in PAI 2.44 ?   200 per semester.  Your instructor can email Kathy to allow you permission to print more pages.

How do I log in to the computers in PAI 2.44?  Your regular EID and password

Who do we contact if there is no paper or toner in 2.44?  Miriam or Kathy

Who do I contact if the printer or computer is not working?  <https://cns.utexas.edu/information-technology/help-desk>

CNS Help Desk at 512-232-1077

Microwaves and refrigerators for your lunch etc. are located in PAI 2.44 and GEA 321.

How can I see which Email Lists I am part of?

<https://utlists.utexas.edu/sympa>/

I am not receiving emails on the group email lists and/or I recently changed my email address.  Who do I contact?

Miriam Pashby <[mlpashby@austin.utexas.edu](mailto:mlpashby@austin.utexas.edu)>

I am locked out of my office during regular business hours, who do I contact?

In Gearing Hall, contact Kimberly Christian, GEA 113

In Painter Hall, contact Miriam Pashby, PAI 5.20B

Scott Fleenor in PAI 4.46 or Kathy can also help in a pinch.

After business hours you can call campus police at 471-4441.  They will ask to see your UT ID.

I suspect some of the undergraduates in my class are cheating, who do I talk to about this?  Always speak to the Instructor of the class about any unusual or difficult situations.

If I work 20 hours as a TA, shouldn't I have access to purchase an "A" Parking Permit?  Yes, check here for the option to purchase the permit:

<https://utdirect.utexas.edu/apps/pts/parking/>

I found a leaking ceiling/ broken drinking fountain/ graffiti/ my office is too cold/ too hot--  I have a maintenance problem, who should I contact?

Miriam Pashby [mlpashby@austin.utexas.edu](mailto:mlpashby@austin.utexas.edu)

471-5190

My Tuition Bill seems too high, who should I ask about this?

[Kathymcw@austin.utexas.edu](mailto:Kathymcw@austin.utexas.edu)

Once your tuition bill is paid, we can process your TA appointment.  When the appointment is FINAL-approved, you can confirm your appointment at

<https://utdirect.utexas.edu/pnbiog/pnbiap.WBX>

To update your Directory Information go to [**Address Update**](https://utdirect.utexas.edu/apps/utd/all_my_addresses/) (requires EID) Web form. These updates usually appear within 24 hours.

<https://utdirect.utexas.edu/apps/utd/all_my_addresses>/

To check your Paycheck Profile, go to

<https://utdirect.utexas.edu/payroll/po8/payroll_info.WBX>

Where is the Academic calendar?

[http://registrar.utexas.edu/calendars/14-15](http://registrar.utexas.edu/calendars/13-14)

Where is the monthly Payroll calendar?

<http://www.utexas.edu/payroll/deadlines/monthly.html>

Where can I get training on CANVAS?  [http://canvas.utexas.edu](http://canvas.utexas.edu/)/