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*The Unofficial UTSI Student Survival Guide for New Students*
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 Forms: In Processing Form on page 18.

Directions to UTSI from Nashville International Airport

Note: If an incoming student 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).

Class Registration and Meals

To view classes available to students at UTSI, go to 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.

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

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
   a. State of TN Driver’s License
   b. Passport/Visa
   c. Military ID

2. Two forms of ID if Out of State Driver’s License
   a. Social Security Card
   b. Insurance Card
   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

- City Fire Department (Non-Emergency Number) 931-455-0936
- City Police Department (Non-Emergency Number) 931-455-0530
- City Hall 931-455-2648

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  
  301 N Jackson St, Tullahoma, TN 37388  
  (931) 455-3417

➢ Guess Insurance  
  101 S Woodland St, Manchester, TN 37355  
  (931) 728-8845

➢ Jerry Stephens - State Farm  
  540 Hillsboro Hwy, Manchester, TN 37355  
  (931) 728-4741

➢ Kyle Gray – Shelter Insurance  
  1302 McArthur St, Manchester, TN 37355  
  (931) 728-1230

➢ Lee Sullivan – State Farm  
  601 E Carroll St, Tullahoma, TN 37388  
  (931) 455-6555

➢ Ben Walker – State Farm  
  116 W Fort St, Manchester, TN 37355  
  (931) 954-1202

➢ Bill Nickels Insurance LLC  
  107 E McLean St, Manchester, TN 37355  
  (931) 728-9623

Car Dealerships

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](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](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/](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/](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
- Continental Apartments
- Forest Park Apartments
- Veranda House Apartments
  [https://www.apartmentveranda.com/](https://www.apartmentveranda.com/)
- Winchester Court Apartments

**Manchester**
- Carden Estates
- Hills Chapel Apartments
  (931) 728-1808
- Royal Gardens Apartments
  (931) 728-9125

**Murfreesboro**
- Ashwood Cove
- Chelsea Pike
- Vie at Murfreesboro
  [http://www.vieatmurfreesboro.com/?gclid=CJvih7ieudUCFYQkhgodSRADgA](http://www.vieatmurfreesboro.com/?gclid=CJvih7ieudUCFYQkhgodSRADgA)
- Village at Elam Farms
  [http://www.thevillageatelamfarms.com/](http://www.thevillageatelamfarms.com/)
- Vintage at the Parke
  [http://www.vintageattheparkeapartments.com](http://www.vintageattheparkeapartments.com)
**On Campus Housing**

Rent is due by the 5th day of the month to Lower A wing. This is currently handled by Tonya Travis.
- 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 stand
- shelved desk area
- full size fridges
- small oven
- small round 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 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.
4. AROUND TOWN

Area Parks

For more information visit: [http://www.tullahomatn.gov/parks/](http://www.tullahomatn.gov/parks/)

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

Coffee Shops

<table>
<thead>
<tr>
<th>Coffee Shop Name</th>
<th>Address</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starbucks</td>
<td>84 Campground Rd, Manchester TN</td>
<td>As one expects.</td>
</tr>
<tr>
<td>Starbucks</td>
<td>1605 N Jackson St, Tullahoma TN</td>
<td></td>
</tr>
<tr>
<td>Celtic Cup</td>
<td>106 N Anderson, Tullahoma TN</td>
<td>Irish themed with food and gelato</td>
</tr>
<tr>
<td>Southern Sundaes</td>
<td>401 Wilson Ave, Tullahoma, TN</td>
<td>Sandwiches and homemade gelato</td>
</tr>
<tr>
<td>San Miguel’s</td>
<td>18 S Jefferson St, Winchester, TN</td>
<td>Good coffee, food, and plenty seating</td>
</tr>
</tbody>
</table>

Grocery Stores & Needs

Grocery stores in the Tullahoma area. Note, the Tullahoma area will be getting a Publix.

<table>
<thead>
<tr>
<th>Store Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kroger</td>
<td>1905 N Jackson St, Tullahoma, TN</td>
</tr>
<tr>
<td>Piggly Wiggly</td>
<td>811 E Lincoln St, Tullahoma, TN</td>
</tr>
<tr>
<td>Food Lion</td>
<td>411 W Lincoln St, Tullahoma, TN</td>
</tr>
<tr>
<td>Aldi</td>
<td>2014 N Jackson St, Tullahoma, TN</td>
</tr>
<tr>
<td>Walmart Supercenter</td>
<td>2111 N Jackson St, Tullahoma, TN</td>
</tr>
<tr>
<td>Dollar General</td>
<td>1905 N Jackson St, Tullahoma, TN</td>
</tr>
</tbody>
</table>

Attractions

<table>
<thead>
<tr>
<th>Attraction Name</th>
<th>Address</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montane Drive-In Theater</td>
<td>10251 Tullahoma Hwy, Estill Springs, TN</td>
<td>montanadrivein.com</td>
</tr>
<tr>
<td>Regal Tullahoma Cinema 8</td>
<td>2221 N Jackson St, Tullahoma, TN</td>
<td></td>
</tr>
<tr>
<td>Jack Daniels Distillery</td>
<td>280 Lynchburg Hwy, Lynchburg TN</td>
<td><a href="http://www.jackdaniels.com/visit">www.jackdaniels.com/visit</a></td>
</tr>
<tr>
<td>George Dickel Distillery</td>
<td>1950 Cascade Hollow Rd, Tullahoma, TN</td>
<td><a href="http://www.georgedickel.com/">www.georgedickel.com/</a></td>
</tr>
<tr>
<td>Splash Island</td>
<td>501 N Collins St, Tullahoma TN</td>
<td></td>
</tr>
</tbody>
</table>
## Restaurants

### A few restaurants in Tullahoma

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

### Partial list of Fast FOOD restaurants in Tullahoma. Note that Starbucks is coming soon.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chick-fil-A</td>
<td>1708 N Jackson St, Tullahoma TN</td>
</tr>
<tr>
<td>Arby’s</td>
<td>932 N Jackson St, Tullahoma TN</td>
</tr>
<tr>
<td>Zaxby’s</td>
<td>1900 N Jackson St, Tullahoma TN</td>
</tr>
<tr>
<td>Hardee’s</td>
<td>1907 N Jackson St, Tullahoma TN</td>
</tr>
<tr>
<td>Sonic</td>
<td>1937 N Jackson St, Tullahoma TN</td>
</tr>
<tr>
<td>Subway</td>
<td>1905 N Jackson St, Tullahoma TN</td>
</tr>
<tr>
<td>Dairy Queen</td>
<td>300 E Carroll St, Tullahoma TN</td>
</tr>
<tr>
<td>Wendy’s</td>
<td>411 Wilson Ave, Tullahoma TN</td>
</tr>
<tr>
<td>Fazoli’s</td>
<td>1969 N Jackson St, Tullahoma TN</td>
</tr>
<tr>
<td>Taco Bell</td>
<td>1804 N Jackson St, Tullahoma TN</td>
</tr>
</tbody>
</table>
5. CLUBS & ORGANIZATIONS

Existing UTSI Clubs and corresponding contact information

<table>
<thead>
<tr>
<th>Club Name</th>
<th>President</th>
<th>Contact Info</th>
<th>SGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIAA</td>
<td>Katherine Stamper</td>
<td><a href="mailto:kstamper@utsi.edu">kstamper@utsi.edu</a></td>
<td>Not affiliated</td>
</tr>
<tr>
<td>Boat</td>
<td>Katrina Sweetland</td>
<td><a href="mailto:ksweetland@utsi.edu">ksweetland@utsi.edu</a></td>
<td>Affiliated</td>
</tr>
<tr>
<td>Game</td>
<td>Stefan Lindorfer</td>
<td><a href="mailto:slindorfer@utsi.edu">slindorfer@utsi.edu</a></td>
<td>Affiliated</td>
</tr>
<tr>
<td>Running</td>
<td>Adam Croft</td>
<td><a href="mailto:acroft@utsi.edu">acroft@utsi.edu</a></td>
<td>Affiliated</td>
</tr>
<tr>
<td>Students for Prof. Development</td>
<td>Stefan Lindorfer</td>
<td><a href="mailto:slindorfer@utsi.edu">slindorfer@utsi.edu</a></td>
<td>Affiliated</td>
</tr>
</tbody>
</table>

6. IMPORTANT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGA President</td>
<td>Katrina Sweetland</td>
<td><a href="mailto:ksweetland@utsi.edu">ksweetland@utsi.edu</a></td>
<td>931.393.7553</td>
</tr>
<tr>
<td>SGA VP</td>
<td>Alicia Ratcliffe</td>
<td><a href="mailto:aratcliffe@utsi.edu">aratcliffe@utsi.edu</a></td>
<td>931.393.7400</td>
</tr>
<tr>
<td>SGA Treasurer</td>
<td>Katherine Stamper</td>
<td><a href="mailto:kstamper@utsi.edu">kstamper@utsi.edu</a></td>
<td>931.393.7544</td>
</tr>
<tr>
<td>Dorm RA</td>
<td>Lara Lash</td>
<td><a href="mailto:elash@utsi.edu">elash@utsi.edu</a></td>
<td>703.973.4838</td>
</tr>
<tr>
<td></td>
<td>Adam Evans</td>
<td><a href="mailto:aevans@utsi.edu">aevans@utsi.edu</a></td>
<td>865.228.2775</td>
</tr>
<tr>
<td>Security Guard</td>
<td>Multiple</td>
<td>N/A</td>
<td>931.588.6060</td>
</tr>
</tbody>
</table>

Senators:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam Croft</td>
<td>Mechanical</td>
<td><a href="mailto:kcroft@utsi.edu">kcroft@utsi.edu</a></td>
</tr>
<tr>
<td>Autumn Douthitt</td>
<td>Incoming Student</td>
<td><a href="mailto:adouthit@utsi.edu">adouthit@utsi.edu</a></td>
</tr>
<tr>
<td>Chad Bond</td>
<td>Biomedical</td>
<td><a href="mailto:cbond@utsi.edu">cbond@utsi.edu</a></td>
</tr>
<tr>
<td>Hang Wang</td>
<td>Industrial</td>
<td><a href="mailto:hwang@utsi.edu">hwang@utsi.edu</a></td>
</tr>
<tr>
<td>Julie King</td>
<td>Physics</td>
<td><a href="mailto:jking@utsi.edu">jking@utsi.edu</a></td>
</tr>
<tr>
<td>Matthew Schwartz</td>
<td>Aerospace</td>
<td><a href="mailto:mschwart@utsi.edu">mschwart@utsi.edu</a></td>
</tr>
<tr>
<td>Vinod Gehlot</td>
<td>At-Large</td>
<td><a href="mailto:vgeholt@utsi.edu">vgeholt@utsi.edu</a></td>
</tr>
</tbody>
</table>
7. Campus Map

1. Main Academic Building
2. Industry Student Center
3. Physical Plant / Shipping & Receiving
4. Chemistry Laboratory
5. Material Processing Laboratory
6. Laser Laboratories
7. Large Vacuum Chamber
8. Water Tunnel
9. Low-Speed Wind Tunnel
10. Vibration Laboratory
11. 5 Bay Propulsion Test Facility
12. Machine Shop
13. Propulsion Research Facility
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:

➢ Child Protection Training for Covered Adults
➢ Fire Safety & Prevention 2017
➢ Hazard Communication: An Employee's Right to Know 2017
➢ Hearing Conservation 2017
➢ Laboratory Safety
➢ PPE: Personal Protective Equipment 2017
➢ Workplace Safety Orientation

To access your courses:
1. Using your Net ID and Password, follow this link to register/login: https://hr.tennessee.edu/training/
2. From this page, click on the button labeled Register For Training & Access eLearning
3. Once logged in, you should see Learning on the upper left page. This is a drop down menu. From here, click Browse for Training. On the next page, click Browse All.
4. Courses are listed in alphabetical order. Scroll down to find your required course. Click on course to begin. You will need to allow pop-ups on your browser.
5. Some courses allow for a pre-test. If you choose to take the pre-test and pass, the course is considered complete as it demonstrates competency in the knowledge base. If you fail, you will need to complete the course.
6. You may take the courses in any order and they do not need to be completed in one sitting.
7. Once a course is complete, a copy of the certificate must to be mailed, emailed or brought by my office to have on file. Your training is not considered complete until this information is on file.
8. To access certificate: From the home page, look for LEARNING near the upper left. It’s a drop down menu. Then click View Your Transcripts. From here you’ll see another drop down labeled ACTIVE. Click on this and change to COMPLETED. You should see the class and certificate info.

Emergency Management for All via Canvas:

Follow this link: https://cas.tennessee.edu/cas/login?service=https%3A%2F%2Futk.instructure.com%2Flogin%2Fcas
➢ Enter your NetID and password.
➢ Under “Courses” click on “Emergency Preparedness”
➢ On the left side of the page click on “Emergency Preparedness Training”
➢ Follow instructions on screen to complete the course.
➢ Once course is complete, a copy of the certificate must to be mailed, emailed or brought by my office to have on file. Your training is not considered complete until this information is on file.

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
If you haven’t already applied for a parking permit, see Chris Armstrong in lower C wing. He will assign you a number and issue your mirror tag. 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, they are provided by a local security company through contract. During normal business hours, Leo Bonner and I 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 or Leo Bonner 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 need 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.

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 9pm.

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, FabLab, 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.

Miscellaneous Forms
On the following pages are various forms that may be helpful.
UTSI Office of Human Resources and Services, Lower “C” Wing, Extension 37226

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
  Employment In-Processing, Benefits In-Processing, Timesheets - Vicki Carr
  __________________________________________ Date: __________________________

☐ BUDGET & PLANNING Lower “A” Wing
  Tonya Travis
  __________________________________________ Date: __________________________

☐ WORK SUPERVISOR
  __________________________________________ Date: __________________________

☐ CONTRACT ADMIN SVCS, Lower “B” Wing
  __________________________________________ Date: __________________________

☐ INDUSTRIAL SECURITY OFFICER, Lower “B” Wing
  __________________________________________ Date: __________________________

☐ SAFETY OFFICE Lower “C” Wing
  Parking Permit – Vicki Carr
  __________________________________________ Date: __________________________

☐ BUSINESS OFFICE, Lower “C” Wing
  Kaycee Edwards
  Travel - Robin Nee
  __________________________________________ Date: __________________________

☐ COORDINATOR FOR STUDENT SERVICES,
  Room D100 – Charlene Hane
  __________________________________________ Date: __________________________

☐ ADMISSIONS AND RECRUITING
  C-102 – Clara Ferguson
  __________________________________________ Date: __________________________

☐ EMPLOYEE ID Card, Lower “E” Wing
  __________________________________________ Date: __________________________

☐ DISTANCE EDUCATION, Lower “E” Wing
  __________________________________________ Date: __________________________

☐ INFORMATION TECHNOLOGY, Lower “F” Wing
  __________________________________________ Date: __________________________

☐ LIBRARIAN, Library
  __________________________________________ Date: __________________________

☐ PHYSICAL PLANT
  Office Assignment, Keys and Telephone
  __________________________________________ Date: __________________________

☐ MAIL CLERK, Physical Plant
  __________________________________________ Date: __________________________

☐ ASSOCIATE EXECUTIVE DIRECTOR, Upper A Wing
  Academies
  __________________________________________ Date: __________________________

☐ ASSOCIATE EXECUTIVE DIRECTOR, Upper A Wing
  Research
  __________________________________________ Date: __________________________

☐ UTSI EXECUTIVE DIRECTOR
  Upper “A” Wing
  __________________________________________ Date: __________________________
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