COVID-19 Operations Updates

Undergraduate Admissions Updates

Prospective Student Virtual Information Sessions

In accordance with Coronavirus (COVID-19) recommendations from public health officials, The University of Texas at Austin is limiting on-campus experiences until further notice. Walking tours of the campus are currently offered on a limited basis and are limited to 9 participants plus 1 tour guide. To see upcoming dates and register for an on-campus walking tour, please click here.

As we adapt to this evolving situation, please consider joining us for a College of Fine Arts Virtual Information Session. Please register online to attend a session. If you are interested in attending a Virtual University of Texas at Austin Information Session, you can register online.

If you are unable to attend any of these Virtual Information Sessions, please contact Natasha Small at nlsmall@austin.utexas.edu, or request a virtual appointment (to be held over the phone or video chat).

Tip: Conversations with fine arts admissions staff are not interviews and do not impact admissions decisions.

Be a Longhorn: Texas Admissions is another great way to see some of the University campus! The short video series, Lights, Camera, Longhorns, follows UT students through various parts of campus and experiences in Austin. Check it out!

Department of Theatre and Dance Scholarship Inquiries

If you have questions regarding undergraduate departmental scholarship opportunities or procedures, please contact Natasha Small at nlsmall@austin.utexas.edu.

The internal scholarship application for undergraduate students will be emailed to students in April. Applicants should complete the form electronically and email their completed application to Natasha Small at nlsmall@austin.utexas.edu.

Access and Use of Theatre and Dance Facilities

Building operations for the Department of Theatre and Dance continue to be impacted by the pandemic. The following is the current, yet temporary, guidelines for accessing the department’s facilities. For questions, please contact the department at theatreanddance@utexas.edu.

Email remains the primary form of communicating updates and information related to access to Department of Theatre and Dance facilities as well as updates from the University regarding the response to the pandemic. Please continue to check your email frequently for updates.

Building Access Control Systems (BACS)

All students, faculty and staff are encouraged to carry their UT ID card at all times. The F. Loren Winship Drama Building and Laboratory Theatre Building are supported by building access control systems (BACS). After regular operating hours, the Winship Building and Lab Theatre may be locked down and/or allow entry with a UT ID that has an embedded proximity access chip (applies to most UT IDs issued to students, faculty and staff). If you need to access a classroom or lab after hours, your UT ID is your key for entry.
Please read the Building Access and Hours information below carefully for details.

Celebrated/Main Entrance

The university define celebrated entrances as one or more obvious, inviting, entrances to buildings, one of which must be ADA compliant. The Winship Drama Building's celebrated entrance is the south entryway, located on East 23rd Street. For the Fall 2020 and Spring 2021 semesters, all students, faculty, staff, guests, and vendors, will enter and exit the Winship Building through this entrance.

For those seeking access via BACS, the door reader is adjacent to the ADA door on the celebrated entrance.

The Winship Building's remaining entrances will be secured and prohibit entrance. These doors may continue to be used for emergency exits. The loading dock door will be accessible via BACS to select staff and faculty. For use of the dock and door, please email Nathan Harper, Assistant Operations Manager, at Nathan.Harper@austin.utexas.edu at least two business days in advance.

Summer 2021 Building Access

Effective 5:00pm on Friday, May 7, the F. Loren Winship Building will be accessible through BACS access only through August of 2021. The Laboratory Theatre Building will remain on BACS access through the summer. There will not be a regular staff presence in Winship through the summer. Access will be limited this summer to select faculty, staff, and graduate students needing access to the graduate design studio. This information has also been updated on the department wiki page for COVID-19 operations (https://wikis.utexas.edu/display/tad/COVID-19+Operations+Updates).

While the building is closed, mail and packages sent to the university will be picked up from Mail Services on Tuesday afternoons and distributed to mailboxes. Faculty and staff ordering packages that are time sensitive are encouraged to have them mailed to their personal residence. For shipping to campus, it is recommended that the address for Mail Services in the School of Social Work Building be used with a note that the package is for Theatre and Dance. An example is provided below:

YOUR NAME
Department of Theatre and Dance (D3900)
1925 San Jacinto, F4700
Austin, TX 78712

There will be many construction and facilities related projects in the building the summer that will impact most of the building including the active construction in the first floor restrooms, rekeying of both Winship and the Lab, and the installation of additional card readers on doors in Winship.

Both the F. Loren Winship Building and the Laboratory Theatre Building will be rekeyed this summer. In order to prepare for that, we are asking all graduate and undergraduate students (even those of your returning in the fall) to return your keys to Lock & Key services by May 31, 2021. When you return your keys, please request that they notify me that the keys have been returned. If you are hired to work in one of the shops over the summer, please notify me as soon as possible so we can note that you'll be retaining your keys and so we can ensure that you're on the list to get new keys issued to you as soon as they're available. Faculty and staff can retain their keys until the rekeying process is complete. If you foresee the need to access a specific space other than your office this summer, please contact me.

Please address any questions or concerns about building access to me at nathan.harper@austin.utexas.edu and, if you would like to request access to a specific space, please address those requests to Cassie Gholston and me at gholston@austin.utexas.edu and nathan.harper@austin.utexas.edu.

Event and Facility Reservations

Reservations for facility use in the Winship Drama Building and Lab Theatre are suspended.

Staff Support and Resources

Department of Theatre and Dance staff, with a very few exceptions, are working remotely at this time. Please refer to Staff Responsibility Chart below for specific needs. On-site resources follow.

Safety Protocols and Additional Information

For an overview of university safety protocols and procedures, please visit Protect Texas Together.

Emergencies

For an urgent building maintenance need, please contact the staff member at the Winship Building Box Office Reception Desk or at WIN 1.142. Please also notify Nathan Harper, Assistant Operations Manager, at Nathan.Harper@austin.utexas.edu or by phone at 512-232-5313.

If you feel unsafe or in the event of an emergency, contact UTPD by calling 911. If the situation lends itself you may also may contact UTPD by texting 911.

You may report a crime tip anonymously via this UTPD portal.

Once you've connected with UTPD, please also notify Nathan Harper at Nathan.Harper@austin.utexas.edu or by phone at 512-232-5313 or Cassie Gholston, Operations and Communications Manager, at gholston@austin.utexas.edu or by phone at 512-422-2567.
Please note there are Emergency Guides posted in classrooms in the Winship Building.

Renovation and Construction Projects

There is an active construction project in the Winship Building that is renovating a restroom adjacent to the main administrative office (WIN 1.142). This project may, at times, require that the water be turned off in the building. Notice will be provided via email to department listservs in advance of the outages.

Theatre and Dance Financial Procedures and Operations

For more information regarding T&D Financial Procedures and Operations, please refer to the Financial and Operational Information page updated by T&D Finance staff: https://wikis.utexas.edu/display/tad/Coronavirus+Financial+and+Operational+Information.

ITS Assistance and Technology Needs

Please submit a ticket through the main IT website (https://ut.service-now.com/sp) or by emailing help@utexas.edu.

If you find you need additional equipment needs for online instruction, please complete this survey. Selections are not guaranteed but COFA ITS is making every effort to get the equipment needed.

The COFA ITS Help Wiki has additional information and resources, available here.

If you are interested in purchasing equipment that is not covered by COFA ITS, we encourage you to contact the Theatre and Dance Finance Office in advance. Information about the office's current procedures is available on the department wiki here.

Transportation to and from Campus

For information on parking while visiting campus, please visit the UT Parking and Transportation website.

If you or your employee have any questions or concerns about traveling to or from Austin, please contact Cassie Gholston at gholston@austin.utexas.edu or email our HR team at jtufano@austin.utexas.edu; kcrook@austin.utexas.edu.

Staff Responsibility Chart

Have a question not answered here? See where you should direct it using the chart below.

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<td>Ad Placement, Faculty Searches</td>
<td>Cassie Gholston</td>
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<td>Ad Placement, Non-HR related</td>
<td>Megan Bommarito</td>
<td>Cassie Gholston</td>
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<td>Admissions/Recruitment</td>
<td>Natasha Small</td>
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<td>Advising, Undergraduate</td>
<td>Mark-Anthony Zuniga</td>
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<td>Alumni Relations</td>
<td>Sondra Lomax (COFA)</td>
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<td>American Ballet Theatre Summer Intensive</td>
<td>Cassie Gholston</td>
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<td>Archives (Department History and Production)</td>
<td>Megan Bommarito</td>
<td>Sydney Pattillo</td>
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<td>Budget</td>
<td>Lizeth Roque Salinas</td>
<td>Robert Ramirez</td>
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<td>Building Security/Access</td>
<td>Nathan Harper</td>
<td>Cassie Gholston</td>
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<td>Nathan Harper</td>
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<td>Tori Marshall</td>
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<td>Chair’s Calendar</td>
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<td>Megan Bommarito</td>
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<td>Megan Bommarito</td>
<td>Cassie Gholston</td>
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<td>Kevin Newcomb</td>
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