BASICS Sanctions Process Outline While Working Remotely

- Upon receiving a BASICS sanction, you will need to follow the directions in your correspondence letter. We will then add you to BASICS via Maxient. Email basics@uta.edu to request your 2 sessions. If you have questions, you can contact us at:
  - Phone: 817-272-2716
  - Email: basics@uta.edu
- If you are a self-referral, please email us directly at basics@uta.edu to request your 2 sessions.

- When you request your session, we will email you options for a TEAMS group session for Session One. Session One group sessions have a maximum of 4 participants.

- At the end of Session One, each participant will receive an email from BASICS with a survey to complete the same day in order to gain access to schedule Session Two. Session Two will be scheduled two weeks from the Session One date.

- Session Two will be an individual virtual session on Teams to review individual feedback reports.

- At the end of Session Two, you will receive your feedback report and the completion page will be sent to conduct@uta.edu for final completion of the BASICS sanction.

- If you are a self-referral, all content will be emailed directly to you.