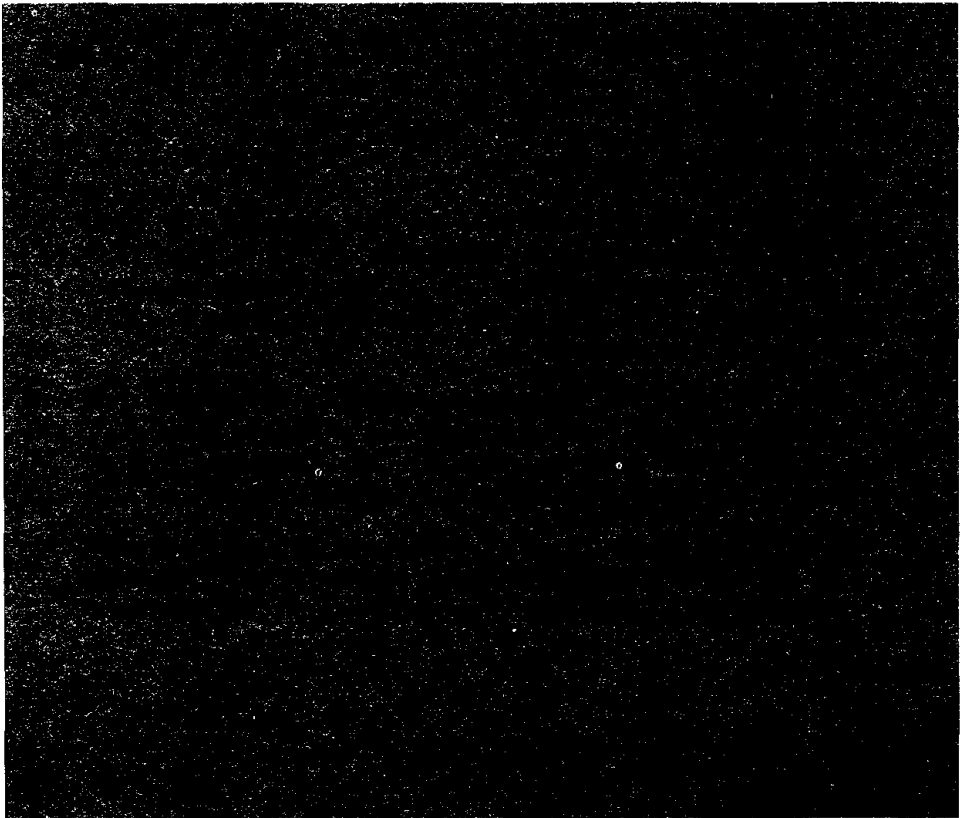


IV. Institutional Policies Concerning Students



Rules and Regulations of The Board of Regents

All students of The University of Texas at San Antonio are subject to the rules and regulations governing student conduct and discipline as set out in the *Rules and Regulations* of the Board of Regents of The University of Texas System and in the *UT San Antonio Student Handbook*.

The Regents' *Rules* and the *Student Handbook* have full force and effect as they concern all UT San Antonio students. The Regents' *Rules* may be consulted in the offices of the President, the Vice Presidents, and the Deans and in the John Peace Library.

A student at The University neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to comply with both the penal and civil statutes of the State and the federal government, the *Rules and Regulations* of the Board of Regents, and the policies and procedures of The University of Texas at San Antonio.

The *Student Handbook* may be obtained in the Office of the Dean of Students.

Student Health Services

The Application for Admission to The University of Texas at San Antonio includes an Immunization Record Form. This form must be completed by the student's family physician and returned to The University Student Health Center before the student can register.

When The University is in session, a registered nurse is on duty during class hours, and, when needed, a referral is made to a physician for medical treatment. The University Student Health Center has only limited medical capabilities.

Students are advised to carry health and accident insurance. Out-of-town students should have documents to verify insurance coverage to avoid possible delays in obtaining medical treatment.

Counseling Center

The Counseling Center provides professional services which are designed to help meet the personal and developmental needs of UT San Antonio students. Individual or group sessions are available for students seeking personal, educational, or vocational counseling. Counseling and educational psychologists in the Center deal with a variety of student concerns and utilize counseling techniques, psychological assessment, and other aids to assist students in need of specialized service. All counseling is free, confidential, and on a voluntary basis.

Testing Center

The Testing Center provides a university-wide testing service. National tests are given on national testing dates. For the student seeking a better self-understanding, interest and personality inventories and achievement and intelligence tests may be scheduled by appointment in the Testing Center.

Students are encouraged to satisfy degree requirements through credit by examination (covered in Section VII). A brochure on Credit by Examination at UT San Antonio is available on the various tests which are accepted for credit by The University. For additional information students should consult the Credit by Examination section of the present catalog and the Credit by Examination brochure available from the Testing Center, as well as in the Admissions' Office.

Advisement

Advisement for *undeclared* majors is a function of the Office of the Dean of Students. This program is designed to provide basic information to students who are undecided about their educational goals. Academic advising for *declared* majors is carried on in the several Colleges, and information should be sought in the academic Deans' offices.

Advisement for all freshmen enrolled in the Provisional Admission Program is coordinated by the Office of the Dean of Students. A student who is admitted under the Provisional

Admission Program and who declares an intention of majoring in a given area is advised by an academic advisor in the student's projected major area. If the student has no projected major, he/she is advised through the Dean of Students' Office by a faculty member designated to advise provisional admission students with undeclared majors.

Financial Aid

Loans, scholarships and grants-in-aid are administered through the Office of Student Financial Aid. Financial aid counseling for students and/or parents is an integral part of the total financial aid function. Applicants are urged to contact the UT San Antonio financial aid office about advice concerning opportunities for self-help and sources of financial aid and guidance that will assist them in making decisions about financing their education. An appointment with the Director of financial aid is encouraged for this purpose.

Application forms and information on how to apply are available at the Student Financial Aid Office. Eligible students are notified of the amount and sources of financial aid only *after* they have been admitted officially to The University. Applicants should apply for admission therefore, before or at the same time they apply for financial aid.

In addition to providing scholarships and loan funds, UT San Antonio participates in state and federal financial aid programs, such as the College Work-Study Program, the Hinson-Hazlewood Loan Program, the Federally Insured Student Loan Program, the Veterans' Administration Educational Loan Program, the Basic Educational Opportunity Grant Program, the Supplementary Educational Opportunity Grant Program, the Texas Public Educational Grant Program, and the Law Enforcement Education Program. A limited number of scholarships is also available to students with high academic credentials. Non-interest, short-term emergency loans of up to \$125 are available to students. These are repayable during the semester in which they are made.

Scholastic aptitude and financial need are important factors in determining eligibility for most programs.

All undergraduate students needing financial aid are strongly

encouraged to apply for a Basic Educational Opportunity Grant. A separate application is required for this purpose. BEOG applications are available from the UT San Antonio Student Financial Aid Office or from high school counseling offices.

High school seniors are encouraged to contact their counselors about available scholarships.

Each financial aid applicant must:

1. File a Parent's or Student's Financial Statement with the College Scholarship Service or American College Testing Program. Married or independent students should request forms designed for them.
2. File a UT San Antonio Application for Financial Aid with the Financial Aid Office.
3. Meet deadlines set by the Office of Student Financial Aid.

The Texas Rehabilitation Commission offers assistance for tuition and nonrefundable fees to students who have certain disabling conditions provided their vocational objectives have been approved by a Texas Rehabilitation Commission Counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist the handicapped student to become employable. Application for such service should be made at the Texas Rehabilitation Commission, 102 Rilla Vista, San Antonio, Texas.

Career Planning and Placement Center

The Career Planning and Placement Center offers a variety of services and educational programs in response to the career planning and employment placement needs of UT San Antonio students and alumni.¹

To assist students in making career choices, the Center provides information relative to employment opportunities for which students may expect to qualify upon completion of a given degree.

¹Fees for services of the Career Planning and Placement Center are set forth in Section III of this catalog.

Such information includes, when available, a record of the employment of previously enrolled students, their average starting salaries, and the percentages of UT San Antonio graduates obtaining employment in those fields for which their previous courses of study were intended as preparation.

The Center provides the following employment placement services: part-time, summer and vacation employment opportunities; career placement for students and alumni after graduation; and assistance in the selection of graduate school or further training. Students and alumni may develop a placement file and may meet with representatives from business, industry, and government who conduct on-campus interviews for purposes of career employment.

Educational placement programs are also available at the Center and are designed to assist individuals in the development of effective employment — search skills, techniques and methods, e.g., correspondence methods, mailing campaigns, resume development, and interviewing skills training. Individuals are seen on a “drop-in” or appointment basis.

Students and alumni are encouraged to use the career, vocational, and educational counseling services and the career reference library. It is recommended that students take the aptitude and interest assessment tests and that they participate in the life planning workshops, value clarification labs, decision-making labs, and career exploration seminars.

Teacher Placement Service

The Teacher Placement Service, located in the Office of Teacher Certification and Placement, assists students from all Colleges and Divisions within The University of Texas at San Antonio who seek employment in the field of education by facilitating contact and communication between students and employers.²

The services of the teacher Placement Service are available to all presently enrolled students, as well as to alumni of The University of Texas at San Antonio.

²Fees for the Teacher Placement Service are set forth in Section III of this catalog.

Athletics

Initially, the athletic program at UT San Antonio consists of general recreational activities and intramural programs. These recreational and intramural programs depend upon the availability of facilities and staff. Eventually, students will be able to participate in handball, track, tennis, basketball and volleyball. Playing fields are planned for soccer, touch football, softball and baseball. As interest among students develops, competitive programs will be offered.

Living Accommodations

The University provides no on-campus housing. Students are responsible for providing their own housing facilities. A housing directory is available in the Office of Community and Student Affairs to assist students in finding living accommodations in the San Antonio community.

Identification Cards

Student identification cards are mandatory. The card is non-transferable. A replacement cost of \$2.00 is charged for lost or mutilated cards.

Directory Information

All educational records of students at The University of Texas at San Antonio are maintained in accordance with State and Federal laws.

Pursuant to the Family Educational Rights and Privacy Act, Directory Information at UT San Antonio includes the following:

- Student's Name
- Current and Permanent Address
- Telephone Listing
- Date and Place of Birth
- Major Field of Study, including concentration
- Classification
- Schedule of Classes and Number of Hours Enrolled

Participation in Officially Recognized Activities and Sports
Weight and Height of Members of Athletic Teams
Dates of Attendance
Degrees and Awards Received
Most Recent Previous Educational Agency or Institution
Attended

A student's consent is presumed to have been given that all Directory Information as it pertains to him or her is deemed public unless a written request to restrict the information as confidential is made by the student in the Registrar's Office on a prescribed form no earlier than the first day of registration and no later than the 12th class day in a semester or the 4th class day in a summer term. This consent or restriction remains in effect for the duration of the semester or summer term and must be refiled each subsequent semester or term that the student wishes to restrict the information. In those cases where a student files a request for restriction of information, such information is treated as confidential, and, in response to public inquiries, The University will verify only whether an individual is currently enrolled at The University.

For more specific information concerning confidentiality of student records or release of information consult the *Student Handbook* available in the Office of the Dean of Students.

Orientation

An orientation program is available to acquaint new students with the purposes and programs of The University, to advise them of registration procedures, and to allow for interviews among students, parents, counselors, and faculty members.

Lost and Found

All personal articles found at The University are placed in the Office of the Dean of Students. Items can be claimed upon proper identification of ownership.