

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 *Institutional Rules on Student Services and Activities*.

The Regents' *Rules* and the *Institutional Rules on Student Services and Activities* 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 *Institutional Rules on Student Services and Activities* 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 psychologists in the Center deal with a variety of student concerns and utilize counseling techniques, psychological assessment, and other aids to assist students. 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, achievement tests 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, Division of Community and Student Affairs. 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, Division of Community and Student Affairs.

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 Office of Student Financial Aid 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 Student Financial Aid is encouraged for this purpose.

Application forms and information on how to apply are available at the Office of Student Financial Aid. Eligible students are notified of the amount and sources of financial aid only *after* they have been admitted officially to The University. Therefore, applicants should apply for admission 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 \$120 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.

Financial need is determined by completing and submitting a Financial Aid Statement form to the College Scholarship Service or American College Testing Program.

These forms are available at the UT San Antonio Student Financial Aid Office. All undergraduate students are encouraged to apply for a Basic Educational Opportunity Grant. Consideration for eligibility for a Basic Grant will be given automatically to all undergraduate applicants who file a Financial Aid Statement form. Need analysis that is determined from the Financial Aid Statement form will be sent directly to UT San Antonio; the Basic Grant Report will be sent directly to the applicant to bring to the UT San Antonio Office of Student Financial Aid.

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

Each financial aid applicant must:

1. File a 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 Office of Student Financial Aid.
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, 1222 N. Main Avenue, San Antonio, Texas.

CAREER PLANNING AND PLACEMENT CENTER

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

To assist students in career development activities, the Center provides information on employment opportunities related to their college majors.

This information includes an annual report on the placement activities of our graduating students, average starting salary, the type of positions accepted, and, when available, the relationship between fields of study and accepted positions.

The Center provides the following services: part-time and summer employment opportunities; career placement for students and alumni after graduation; and assistance in the selection of graduate or professional schools. Students and alumni may establish a placement file and use the on-campus interview schedule to meet with representatives from business, industry, and government to explore professional employment opportunities.

Placement programs available at the Center are designed to assist all students in the development of effective job hunting skills and methods, e.g., effective letter writing, launching broadcast mail campaigns, resume development, and interview-skills training. Students are seen on a "drop-in" or appointment basis at the Career Planning and Placement Center.

Students and alumni are encouraged to use the career, vocational, and educational counseling services of the Center and its Career Resource Library. Students who have not decided which college major they wish to pursue can participate in the life planning workshops, value clarification labs, decision-making seminars (labs), and career exploration symposia offered by the Center. Vocational testing, including aptitude and interest inventories, is also available.

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

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

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

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.

ATHLETICS

The athletic program at UT San Antonio consists of general recreational activities and intramural programs. The facilities available in either the Convocation Center or the Physical Education Building include gymnasiums for basketball and volleyball, weight machines, badminton and shuffleboard courts, and a jogging path. There is also a 400-meter synthetic track with a grass playing infield and a tennis center available. Students are able to participate in tennis, basketball, track, volleyball, badminton, shuffleboard, table tennis, softball, soccer, and touch football.

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 nontransferable. 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
- 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, 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.

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For more specific information concerning confidentiality of student records or release of information consult the *Institutional Rules on Student Services and Activities* 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, and with the academic advisement and registration procedures.

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. After a two-week period, all unclaimed articles are transferred to the Campus Security Office.

HANDICAPPED STUDENTS

Handicapped students requiring special assistance should contact the Office of the Dean of Students, Division of Community and Student Affairs.

INTERNATIONAL STUDENTS

Foreign students who are enrolled at UT San Antonio should contact the Office of the Dean of Students, Division of Community and Student Affairs, for assistance. If possible, contact should be made prior to arrival in the San Antonio area.