

## **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 ACTIVITIES**

Student activities revolve around a variety of student organizations reflecting the social, service, cultural, political and academic interests of the diverse student community. Student activities are designed to enhance classroom education, to assist students in developing leadership qualities, to develop interpersonal skills and to create a stimulating campus environment.

Programs coordinated from the Student Activities Office include the UTSA Alumni Association and University Center Programs and Student Activity Calendar. The *Student Handbook*, *Student Organizations Guide*, and *Parliamentary Procedure Simplified* are publications made available through this office. An inner-campus message center for registered student organizations is located by the Student Activities office.

## **STUDENT HEALTH SERVICES**

The application for admission to The University of Texas at San Antonio includes a Health Information Form. This form must be completed by the student 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 students.

Services offered include individual sessions for personal, educational, and vocational concerns as well as services to couples with relationship difficulties. Group sessions are offered on a regular basis on topics such as assertion training, personal growth, and weight control.

In addition, self-help cassette tapes are available for listening in person or by phone on a variety of topics ranging from friendship-building to suicidal crisis.

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 Division of Student Services. 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 four 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 Division of Student Services.

## FINANCIAL AID

Programs to assist students and parents in financing an education at UT San Antonio are administered by the Office of Student Financial Aid. Students may apply for financial assistance through scholarship, grant, work study and loan programs.

Eligibility for the majority of financial aid programs is determined through an analysis of a family's financial need. This analysis is made after the student completes and submits a financial statement to an agency approved by the federal government. Before a student can be considered for most forms of financial aid, he or she must:

1. Be officially admitted to The University.
2. File a financial statement with an approved agency.
3. File a UT San Antonio Application for Financial Aid with the Office of Student Financial Aid; and
4. Meet deadlines set by the Office of Student Financial Aid.

Financial aid programs available to undergraduate students include College Work Study, Pell Grant (formerly the Basic Educational Opportunity Grant), Supplemental Educational Opportunity Grant, Texas Public Education-State Student Incentive Grant; the National Direct Student Loan, several Guaranteed Student Loan programs, and various scholarships. The same programs are available to graduate students except the Pell and Supplemental Grants.

Consideration for the Pell Grant and the Guaranteed Student Loan programs is automatically given to any undergraduate student who completes the application process. However, all other major financial aid programs have a limited amount of funds which must be granted on a first-come, first-served basis. Therefore, students are strongly encouraged to complete their application by March 1st of each year.

Application forms and detailed instructions on applying are available through the Office of Student Financial Aid.

## **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.<sup>1</sup>

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 UT San Antonio 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 the 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.<sup>2</sup>

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

## **INTERCOLLEGIATE ATHLETICS**

UT San Antonio fields mens' and womens' teams for intercollegiate competition in Division I of the NCAA. Mens' sports include: cross country, basketball, indoor track, volleyball, outdoor track, tennis, golf and rifle. Womens' sports include: cross country, volleyball, basketball, outdoor track and tennis.

## **INTRAMURAL AND RECREATIONAL ACTIVITIES**

UT San Antonio offers a wide range of intramural programs and recreational activities. The facilities available in the Convocation Center and the Physical Education Building include gymnasiums for basketball and volleyball, weight machines, badminton and shuffle-board courts, and a jogging path. Also available is the 400-meter synthetic track with a grass playing infield and a tennis center. Students are able to participate in tennis, track, volleyball, badminton, shuffleboard, table tennis, softball, soccer and touch football.

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

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

## **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 Division of Student Services 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.

For more specific information concerning the disclosure, review, release, and confidentiality of student records under the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Section 1232g, 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. This program is planned and implemented through the Division of Student Services.

## **LOST AND FOUND**

All abandoned articles found on The University campus are turned in to the University Police office. Items can be claimed upon proper identification of ownership. Any article not claimed within sixty (60) days will be turned over to the Business Manager for final disposition.

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### **HANDICAPPED STUDENTS**

Handicapped students requiring special assistance should contact the Division of Student Services.

### **INTERNATIONAL STUDENTS**

Foreign students who are enrolled at UT San Antonio should contact the Division of Student Services for assistance.