

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 governments, 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.

Various programs, activities, and services are coordinated through the Student Activities Office. They include University Center Programs, UTSA Alumni Association functions, Cheerleaders, a Student Activity Calendar, Student Photo ID's, and liaison with VIA Metropolitan Transit. The *Student Organizations Guide*, *Parliamentary Procedures Simplified*, and *Factbook for Student Organizations* are publications made available through this office. An inner-campus message center for registered student organizations is located in the Student Activities Complex in the University Center.

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 VI). A brochure on Credit by Examination at UT San Antonio is available concerning 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 from 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 Aid Form with the College Scholarship Service;
3. file a UT San Antonio application for Financial Aid with the Office of Student Financial Aid;
4. meet deadlines set by the Office of Student Financial Aid;
5. not be in default on any Title IV, HEA loan made for attendance at any institution nor owe a refund on any Title IV, HEA grant received for attendance at any institution;
6. provide proof of eligibility if not a citizen of the United States;
7. provide documents which support the information reported on the application for aid, if requested;
8. if a transfer student, submit a Financial Aid Transcript from each post-secondary school attended whether financial aid was received or not (contact the Financial Aid Office for forms), and
9. make satisfactory academic progress as required for financial aid eligibility to fulfill federal requirements.

Financial aid programs available to undergraduate students include College Work Study, Pell Grant, Supplemental Educational Opportunity Grant, Texas Public Education-State Student Incentive Grant; the National Direct Student Loan, Teacher Education Loan, Future Teacher 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 31st 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.¹

Placement programs available at the Center are designed to assist students in the development of effective job hunting skills and methods, e.g., effective letter writing, effective 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.

The Center also provides the following services: part-time and summer employment opportunities; career placement for students and alumni after graduation. 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.

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 types of positions accepted, and when available, the relationship between fields of study and accepted positions.

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

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.

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.

INTERCOLLEGIATE ATHLETICS

UT San Antonio fields men's and women's teams for intercollegiate competition in Division I of the NCAA. Men's sports include: basketball, cross country, indoor track, outdoor track, tennis, golf, and soccer. Women's sports include: basketball, cross country, volleyball, tennis, and indoor track.

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 shuffleboard courts, and a jogging path. Also available is a 400-meter synthetic track with a grass playing infield, two intramural fields for soccer, touch football and softball, and a tennis center. Students are able to participate in tennis, track, volleyball, badminton, shuffleboard, table tennis, softball, soccer and touch football.

LIVING ACCOMMODATIONS

Resident student facilities consist of a 520-student resident hall and an activity center. Rooms in Chisholm Hall are furnished with desks, chairs, and twin beds. All rooms are double occupancy and include a private bath. The activity center includes a snack bar, lounge, and indoor swimming pool. For more information concerning on-campus housing, contact: Housing Office, The University of Texas at San Antonio, San Antonio, Texas 78285 or call 512/694-6700.

An off-campus housing directory is available in the Office of Student Services to assist students in finding living accommodations in the San Antonio community.

IDENTIFICATION CARDS

Student identification cards are mandatory. A \$5.00 non-refundable charge for the Student Photo ID card is assessed at the time of registration. The \$5.00 charge is a one-time charge and the card is valid as long as the student is currently enrolled. A \$10.00 charge is assessed to replace a lost card.

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.

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.

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.

THE UNIVERSITY CENTER BUILDING

The University Center Building, located on the West Paseo between the Humanities Business Building and the Physical Education Building, opened in summer 1986. The two-story, 42,000 square foot facility houses a lounge, cafeteria, recreation room, television rooms, and cafe. Additionally, a large multi-purpose room, meeting rooms, and print shop are available in the Center. A student activity complex on the second floor provides work space for registered student organizations, student government offices, the University Center Program Council Office, and the Student Activities Office.