



Dear Student:

Welcome to Texas A&M University-Texarkana! We are extremely pleased to have you as a student. We are eager to assist you in achieving your goals as you work toward completing your college degree. This handbook serves as a guide to help you navigate through policy and procedures. I encourage you to familiarize yourself with the information and contact us if we can be of assistance.

There are so many positive things happening at A&M-Texarkana. We welcome our historic first freshman class as we expand our scope in serving the citizens in the region. We have built a beautiful new campus near Bringle Lake to better serve students by offering more amenities and expanding learning opportunities.

I wish you the best of luck with your studies. You have become a part of the Eagle Family at one of the most exciting times in the history of the university. By working together, we can help you establish and meet your goals by preparing you for tomorrow.

C.B. "Bix" Rathburn III
President

THE STUDENT IS...

...the most important person on the campus.
Without the student there would be no need for
the institution.

... not a cold enrollment statistic, but a flesh and
blood human being with feelings and emotions
like our own.

... not dependent on us. Rather, we are dependent
on them.

...not an interruption of our work, but the purpose
of it. We are not doing them a favor by serving
them. They are doing us a favor by giving us the
opportunity to do so.

The Noel/Levitz Centers for Institutional Effectiveness and Innovation, Inc.-

It is the policy of Texas A&M University-Texarkana not to discriminate on the basis of gender, race, creed, religion, marital status, color, national origin, disability, age or veteran status in its educational programs, activities or employment policies. Inquiries regarding compliance may be directed to Jerry Henry at P.O. Box 5518, Texarkana, TX 75505, Phone 903-223-3012 or to the Director of the Office for Civil Rights, Department of Health, Education & Welfare, (Educational Issues) Washington, D.C. or Texas Commission on Human Rights (Employment Issues) Austin, TX.

A&M-Texarkana is accredited by the Southern Association of College and
Schools, 1866 Southern Lane, Decatur, Georgia 30033,
Telephone (404)679-4501

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Texas

A&Me

OFFICE OF ADMISSIONS, REGISTRATION AND RECORDS

Pat Black	University Registrar & Director of Admissions	(903)223-3068
Donna Shipp	Assistant to the Dir of Admissions	(903)223-3069
Kathy Jackson	Records Maintenance/Transcript Evaluations Specialist	(903)223-3170
Cori Larey	Transcript Evaluation Specialist	(903)223-3071
Ava Simpson	Admissions Clerk	(903)223-4213
Jennifer Willis	Admissions Coordinator	(903)223-3070

TRANSCRIPTS

Prior to registration, official transcripts must be mailed to A&M-Texarkana from all previous colleges or universities. Students cannot disregard any part of their college record except under provisions of the Academic Fresh Start policy. Transcripts must be mailed directly from the college or university. Transcripts mailed by the student, stamped “issued to student”, or hand carried into the Admissions office will not be accepted. Failure to comply will prevent re-enrollment and release of an official A&M-Texarkana transcript until all transcripts are received.

NAME AND ADDRESS CHANGES

It is the student's responsibility to report name and address changes in writing to the Admissions Office to ensure receipt of necessary communication from the University (special notices, registration information, etc.) Any communication mailed to the name and address of record is assumed to have been properly delivered.

PRE-REGISTRATION

Students who have been enrolled during the past calendar year are eligible for pre-registration. Please check the Schedule of Classes for pre-registration dates. The Schedule of Classes can be accessed at: www.tamut.edu .

ENROLLMENT CHANGES

Students should make changes or adjustments in enrollment schedules during the designated registration period. Any subsequent changes must be finalized by the deadlines posted in the Schedule of Classes for that semester. Students receiving Financial Aid and/or Scholarships are required to receive clearance from these offices before changes will be processed. Additionally students are required to obtain the course instructor's signature.

RIGHT TO ACADEMIC FRESH START

Senate Bill 1321 entitles undergraduate residents of Texas to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment. Applicants who elect

to apply for admission under this law and who are admitted as students may not receive course credit for courses undertaken ten or more years prior to enrollment. The student must declare this option at the time of application for admission to the University. Contact the Registrar for further information.

Note: Students who enroll under Right to Academic Fresh Start are not eligible for Honors Graduate recognition.

TUITION REBATE PROGRAM FOR UNDERGRADUATES

The State of Texas has authorized tuition rebates for certain undergraduates in the amount of \$1,000. To be eligible for a rebate under this program, a student must:

1. have enrolled for the first time in an institution of higher education in the fall 1997 semester or later;
2. request a rebate for coursework related to a first baccalaureate degree received from a general academic teaching institution;
3. have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree;
4. have attempted no more than 3 hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which the student graduated. Hours attempted include transfer credits, course credit earned exclusively by examination in excess of 9 credits, courses dropped after the official census date, developmental courses, and repeated courses.

***If enrolled for the first time in Fall 2005 or later, must have graduated within four calendar years.**

LIMITATION ON IN-STATE TUITION RATES FOR SOME UNDERGRADUATES

Effective with students initially enrolling in the fall 1999 semester and subsequent terms, hours, including dual credit hours, attempted by a resident undergraduate student that exceed more than 45 hours of the number of hours required for completion of the degree plan in which the student is enrolled may be charged tuition at a higher rate not to exceed the rate charged to non-resident undergraduate students. Effective with students initially enrolling in the fall 2006 semester and subsequent terms, hours, including dual credit hours, attempted by a resident undergraduate student that exceed more than 30 hours of the number of hours required for completion of the degree program in which the student is enrolled. For purposes of excess hours, resident undergraduate student includes a nonresident student who is permitted to pay resident tuition.

REPEATED COURSES

Students who attempt a course for a third or more times at A&M-Texarkana since Fall 2002 will be charged out-of-state tuition for the repeated course. The bill you receive at registration may not accurately reflect the additional tuition and fees for the courses attempted three or more times. A&M-Texarkana reserves the right to adjust the student's tuition as a result of

registering for the third or more times.

The following courses are exempt from this rule:

- *Thesis or Dissertation courses
- *Courses that may be repeated for credit because they involve different or more advanced content each time they are taken
- *Independent Study courses
- *Special Topics and Seminar courses
- *Continuing education courses that must be repeated to retain professional certification

Under section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.” Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause.

Contact the Office of Admissions for more information before you drop a course!

Policies and procedures for implementation of this statute are being developed and will be published as soon as they are available.

An A&M -Texarkana student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution’s policies on dropping courses.

WEB FOR STUDENTS

Web for Students provides convenient, web-based access to various types of information. Access Web for Students to view Admission Status or Account Summary; to register for classes; to inquire about financial aid, grades, and account holds; and to update addresses and to obtain transcripts.

How to use web for students:

1. Access A&M-Texarkana's web site at <http://www.tamut.edu>
2. Select Current Students and click on [Web for Students](#)
3. Click on Enter Secure Area
4. Enter your User ID. The User ID has been provided to you in previous correspondence.
5. Enter PIN - The first time you access [Web for Students](#), it will be your date of birth (example - April 15, 1975 = 041575). You will be asked to change your PIN. Select another six-digit number that is not your date of birth.

6. If this is your first time to access Web For Students, you must set up a Pin Question and Answer.
7. Follow instructions on the screen to select your desired information.
8. To register for classes select "Registration" and Add or Drop Classes
9. To check grades, select "Student Records" and "Final Grades". "Select Term" under Term.

NOTE: To register for classes using [Web for Students](#) you will be required to enter the 5 digit call number(CRN) for the course. The CRN number is located before the section number in the course listing. Students may access Web for Students on any computer with internet connectivity. Students who do not have access to the web from home may use computers available in the library or access the web via a computer terminal available in the Admissions Office. Please be aware that once classes begin, students will not be allowed to withdraw from the university on Web for Students. Contact the Admissions Office if you wish to drop or withdraw.

TRANSFER OF CREDIT AND GRADES

All credit transferred to the university will be evaluated by the Admissions Office in terms of equivalency in content, credit hours, and level. All transferred regular academic credit attempted will be calculated in the overall grade point average. Questions about transfer work should be directed to the Admissions Office.

Grades earned at the university are reported to the Admissions Office and are available for students to access via Web for Students. Semester grades will not be mailed at the end of the term.

OFFICE OF ACADEMIC SERVICES

Kristi Johnson-Cobb	Coordinator of Degree Audit and Admission Counselors	(903)223-3047
Vacant	Degree Planning Specialist	(903)223-3046
Karen Dukes	Degree Planning Specialist	(903)223-3074
Christie Pinnell	Secretary	(903)223-3051

This area is sometimes called the "Degree Planning Office" because they work in cooperation with the academic divisions to prepare official degree plans.

Education is not the filling of a pail, but the lighting of a fire.

William Butler Yeats

FINANCIAL AID AND VETERAN SERVICES ROOM 223

Debra LaGrone	Director of Financial Aid & Veteran Services	(903)223-3060
Becky Hejduk	Senior Financial Aid Counselor & Technical Specialist	(903)223-3059
Joni Henry	Financial Aid Counselor II & VA Specialist	(903)223-3180
Rhonda Hoover	Financial Aid Counselor II & Loan Specialist	(903)223-3167
Amanda Davis & Donna Bascue	Part-Time Financial Aid Assistants	(903)223-3066

VETERANS' SERVICES

Individuals applying for Veterans' benefits for the first time may be required to bring their DD-214, a copy of Form 22-1990E (VONAPP), and, where applicable, a marriage certificate and/or children's birth certificate. (Refer to the University Catalog for detailed information.)

FINANCIAL ASSISTANCE

To determine eligibility for need-based financial aid through the University, a student must complete a Free Application for Federal Student Aid (FAFSA). Qualification depends upon personal income, assets, dependency status, etc. An Undergraduate student must be degree-seeking with a minimum 2.00 cumulative grade point average. A Graduate student must be enrolled in a graduate degree or pursuing initial teaching certification. A student in a graduate level program must maintain a minimum 3.0 cumulative grade point average, and a student in the undergraduate level teacher certification program must maintain a minimum 2.00 cumulative grade point average. (Refer to Financial Aid in the University Catalog for detailed information.)

FINANCIAL AID PROGRAMS

The following Scholarships and Grant programs are "NEED-BASED." The FAFSA and other financial aid documents are required to be considered for any of these programs. All funds (aside from Pell, ACG, SMART, TEACH, and Direct Loans) are limited and awards vary annually. Additional criteria are required for each type and additional information is available upon request.

GRANTS

Federal Pell: Available to needy undergraduates; eligibility is limited. Need is based on the Free Application for Federal Student Aid (FAFSA).

Federal Supplemental Educational Opportunity Grant: Available to needy undergraduate students based on the FAFSA.

Academic Competitive Grant (ACG): Available to certain Freshman and Sophomore students who have completed a rigorous secondary school program of study and file a FAFSA.

National SMART (Science and Mathematics Access to Retain Talent) Grant: Available to certain Pell-eligible undergraduate students majoring in Math, Science or Computer Science.

TEACH Grant: Available to certain education majors pursuing a degree in programs of high need (Math, Science, Bilingual Studies, and Special Ed). Students must sign an Agreement to Serve for a period of time in certain low-income school districts; failure to do so will convert the grant into an unsubsidized loan.

EMPLOYMENT

Federal Work-Study: Employment is available for students demonstrating financial need. Students must be enrolled in a minimum of 6 semester hours.

STATE/INSTITUTIONAL SCHOLARSHIPS/GRANT PROGRAMS

Tuition Scholarship - available to Undergraduate and Graduate students.

Texas Public Ed Grant - available to Undergraduate and Graduate students.

TEXAS Grant – available to undergraduate Texas residents who meet certain criteria.

Top 10% Scholarship – available to graduates of Texas high schools who ranked in the top 10% of their class, file a FAFSA by April 1, and meet certain other criteria.

Leveraging Educational Assistance Partnership programs - available to Undergraduate and Graduate students.

Fifth-Year Accounting Scholarship - available to Accounting students who have completed 120 semester hours (including 15 semester hours of accounting) and plan to take the Texas CPA exam.

Student Deposit Scholarship - available to Undergraduate and Graduate Texas resident students.

Presidential Need-Based Scholarship- available to Junior or Senior Texas residents, new Transfer Student or first generation students.

Eagle Tuition Assistance Grant – while funding lasts, this may be awarded to new full-time Texas residents who meet certain criteria; intended to “close the gap” when no other grants or scholarships can be awarded.

Note: Detailed criteria for all need-based programs are specified on our website at: www.tamut.edu; click on Current Students; then Financial Aid and Veteran Services; then on Financial Aid Programs.

LOANS

Federal Direct Loans - Federal loans offer both Subsidized (government pays interest while in school) and Unsubsidized (borrower pays interest) types. Both require completion of the FAFSA. Undergraduate or Graduate enrollment of at least 6 semester hours (half-time) is required. Fixed interest rate capped at 8.25% and a 6-month grace period.

Federal Parent Loans - College determines eligibility for Undergraduate dependent students enrolled in at least 6 semester hours. Loan has fixed interest rate and is capped at 9%.

Graduate Plus Loans- Available to graduate and professional students enrolled in at least 6 semester hours. Student's loan amount is limited to the university's cost of attendance, less other financial aid and/or resources.

Students should check with the Financial Aid Office for complete requirements on need-based Scholarships, Loans, and Grants.

SCHOLARSHIPS

A&M-Texarkana currently awards over 40 merit and need based scholarships. Contact the Enrollment Management Office for scholarship criteria and application procedures.

MERIT BASED SCHOLARSHIPS

All scholarships offered through the Enrollment Management Office are merit-based scholarships.

There are two types of merit based scholarships: Academic Year and semester. The Academic Year Scholarship Application and scholarship criteria are available online at www.tamut.edu/recruitment. The application is posted online in the fall semester, with a priority deadline of March 1st of each year for the next fall and spring terms. The semester scholarships are available the semester before. Please contact the Coordinator of Scholarships at 903-223-1353 for more details on semester scholarships and deadlines.

Requirements for All Scholarships

- *Complete an Admissions Application.
- *All official transcripts from previous colleges and/or high schools must be on file in the Admissions Office by scholarship deadline.
- *Must not be in default on Title IV funds.
- *Must Satisfy Texas Success Initiative (TSI) requirement prior to enrollment.
- *Complete scholarship application online by the posted deadline.
- *Access all scholarship requirements and applications via the web at www.tamut.edu/recruitment.

TUITION AND FEES

Tuition is assessed according to student residence, classification, and number of semester credit hours for which the student is registered. Tuition and fee rates are set by the State Legislature and the Texas A&M University System Board of Regents. Current Tuition and Fee Schedules are available via web at <http://www.tamut.edu>, the Office of Admissions, and the Fiscal Office.

CREDIT CARD PAYMENT

Tuition and fees may be charged to MasterCard, Visa and/or Discover via the web. Please follow these instructions to pay on the web:

Access A&M-Texarkana's website at:

<http://www.tamut.edu>

Select Web for Students

Select enter Student Services

Enter campus wide ID and Pin

After log in:

Select Account Summary and pay by Credit Card.

Please contact the Fiscal Office at 903-223-3115 if assistance is required for making payment of tuition and fees with a credit card.

REFUNDS

Refunds for drops or withdrawals are based on the total tuition being paid. Students who drop or withdraw are responsible for any remaining tuition payments. All refund checks will be mailed to the current address on file in the Admissions Office.

REFUND SCHEDULE FOR WITHDRAWALS

Financial Aid Students Who Withdraw from All Classes

Students who have received financial aid who have withdrawn from A&M-Texarkana on or before the 60% point in the semester must repay a portion of their financial aid award as specified by the federal formula. The student is only eligible to maintain the amount of financial aid he has earned at the time attendance ceases. The student will be required to repay both the federal programs and A&M-Texarkana for institutional charges. A&M-Texarkana will use the federal formula in determining the amount to be repaid. All financial aid students must contact the Financial Aid Office before withdrawing from classes to be informed of the adverse effects of withdrawal.

Financial Aid students and Non-attendance

A student awarded financial aid who fails to attend any of his/her classes must repay **all** financial aid received.

Financial Aid Students Who Drop Classes

For students awarded financial aid before the University's official census date, the award is based on actual enrollment status as of the University's official census date. Awards made after the census date are based

on the student's enrollment as of the award date. If the student drops below the number of hours for which he/she was paid on or before the official census date, repayment for some or all of the financial aid may be required. If the student drops after the census date, makeup hours may be required.

BOOK VOUCHERS

If financial aid is awarded by A&M-Texarkana and the conditions listed below are met, a book voucher will be available in the A&M-Texarkana Business Office on the dates published in the award letter. The voucher may be used to purchase books and supplies only at the A&M-Texarkana Bookstore. To qualify for the Book Voucher you must have:

- ✓ Received a financial aid award letter and returned the award letter to the Financial Aid Office "accepting" financial aid. (*This should be completed 1-2 days prior to applying for the voucher*).
- ✓ Enrolled in the Admissions Office in the same number of hours as specified on the award letter.
- ✓ Must be cleared of "holds" with A&M-Texarkana.
- ✓ Financial Aid award/s must be greater than tuition and fee charges in the Business Office.
- ✓ Once satisfying the above requirements, apply for the book voucher in the A&M-Texarkana Business Office.
- ✓ If awarded financial aid but do not meet all of the above requirements, contact the Financial Aid Office.

REFUND SCHEDULE FOR DROPPED COURSES

1. A student withdrawing officially in a fall or spring term will receive a refund of fees according to the following scale:
 - a. Prior to the first class day 100 percent
 - b. During the first 5 class day.....80 percent
 - c. During the second 5 class day.....70 percent
 - d. During the third 5 class day.50 percent
 - e. During the fourth 5 class day.....25 percent
 - f. After the fourth 5 class day.....None

2. A student withdrawing officially in a summer term will receive a refund of fees according to the following scale:
 - a. During the first, second, or third class day..... 80 percent
 - b. During the fourth, fifth, or sixth class day..... 50 percent
 - c. Seventh day of class and thereafter None

3. A student dropping a course within the first 12 class days of a fall or spring term or within the first 4 days of a summer term will receive a full refund for those courses dropped, provided the student remains enrolled for that semester. Refunds for courses dropped by a student who later withdraws are calculated according to the schedules above.

4. Refunds will be made for mini-terms according to the schedule for summer terms.

5. If a scheduled course fails to materialize, by reason of lack of required students, all fees for it will be refunded.
6. No refunds will be made on auditor's fees.

Students receiving financial aid should consult the Financial Aid section of the catalog regarding withdrawal refunds.

Courses abandoned without processing an official drop or withdrawal in the Admissions Office will result in a grade of "F", regardless of the time the student ceases to attend class.

UNIVERSITY COLLEGE

Dr. Renee Borns	Director of University College	(903)223-3131
Ashlee Spearman	Coordinator for First Year Experience	(903)223-1350

The purpose of University College (UC) is to provide a first academic home for entering students and providing opportunities for engagement and connection to the University. UC staff members are available to assist students adjust to their academic life at A&M-Texarkana.

UC collaborates with the campus community in offering programming and services to meet the above goals including developmental advising, leadership and service development, a first-year experience courses, early alert/early intervention, Texas Success Initiative (TSI) counseling, Student Orientation, Advising and Registration (SOAR), the common reader, Testing Center, Learning Resource Center, learning communities, and other programming as needed related to student success, engagement, and retention.

All UC students are advised by a UC staff member. UC staff members assist students with adjustment to college life, engagement in the life of the University, monitor student's academic progress as needed, and assist students with course selection and scheduling. Students who have less than 42 SCH are advised in UC. When a student has completed 42 SCH, is TSI complete, and has at least a 2.0 overall GPA, the student can transition to the college of their major for academic advising and continued mentorship in their chosen major and career field. In addition, all first-time-in-college students with 42 SCH or more are also advised in UC for at least one semester. Students in this category may transition to the college of their major after their first semester if they have at least a 2.0 overall GPA and satisfied TSI. Students who have more than 42 SCH and are not TSI complete are advised in UC until they have satisfied TSI.

Good is not good where better is expected.

Thomas Fuller

TESTING CENTER

Glenda Walker Testing/Evaluation Specialist (903)223-3072
Patricia White Testing/Evaluation Assistant (903)223- 3072

Located on the third floor of the University Center Building, the Testing Center is one of the University's most convenient facilities for both students and faculty. In order to preserve the integrity of the testing environment, specific procedures must be followed. Refer to the University Catalog for a complete listing of the Testing Center Procedures.

Hours of Operation are:

Fall & Spring Semesters	
Monday - Thursday	8:30 AM - 9:20 PM
Fridays & Mini-terms	8:30 AM - 4:50 PM

USE OF UNIVERSITY FACILITIES and EQUIPMENT

The University is a state-owned facility and the equipment housed in the buildings is designated for specific academic use or related purposes. The University is a state agency and the employees are employees of the State of Texas. Just as the employees are restricted to using equipment for "state business only", students are expected to use the equipment for its intended purposes. Students determined to be misusing equipment are subject to the disciplinary actions identified in the Student Code of Conduct.

STUDENT RIGHTS AND OBLIGATIONS

Students have rights that are to be respected. These rights include respect for personal feelings, freedom from indignity of any type, freedom from control by any person except as may be in accord with published rules and regulations of A&M -Texarkana or The Texas A&M University System, and conditions that allow the best use of time and talents toward educational objectives. No officer or student, regardless of position or rank, shall violate those rights; no custom, tradition or regulation in conflict will be allowed to prevail. At all times students are expected to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of time toward the completion of an education.

The difference between school and life? In school, you're taught a lesson and then given a test. In life, you're given a test that teaches you a lesson.

Tom Bodett

STUDENT CODE OF CONDUCT

Students at A&M -Texarkana are expected to obey all federal, state, and local laws, in addition to the regulations of the University. The University regards the following as illustrations of misconduct or violations of acceptable University conduct by individuals or groups which may result in review by the appropriate University agencies:

1. Academic dishonesty, cheating and/or plagiarism.
2. Furnishing false information to the University.
3. Forgery, alteration, unauthorized possession, or misuse of University documents records, identification cards, or existing copyright laws. This would include faculty publications and laboratory materials related to the educational process.
4. Malicious destruction, damage, unauthorized possession, or misuse of University property, including library and laboratory materials or of private property on the campus.
5. Participating in hazing, acts which are degrading or injurious, or acts in which another is held against his or her will.
6. Abuse, whether physical, mental or otherwise, of another person in the University community, including members of the administration, faculty, staff, the student body and citizens of Texarkana.
7. Possession, consumption, sale, manufacture, or furnishing of alcoholic beverages on University property.
8. Possession, consumption, sale, manufacture of illicit drugs and narcotics, including marijuana, and drug paraphernalia.
9. Disorderly conduct that occurs at any University sponsored activity whether the activity occurs on or off campus.
10. Malfeasance or misuse of elective or appointive office in a student organization
11. Possession of weapons on University property. Examples: knives, firearms, explosives, incendiary bombs, etc. Exceptions to this rule are licensed peace officers.
12. Violations of local, state, and federal laws which occur on campus.
13. Recurring incidents, which are in violation of University policies and/or other such persistently irresponsible behavior that questions the student's serious intent to pursue an education.
14. Failure to respond to a summons by letter, telephone call or message delivered by a A&M-Texarkana employee from the Vice President for Student Engagement and Success concerning a matter of conduct.
15. Failure to meet financial obligations incurred by the student to the University.
16. Theft or unauthorized possession of student property, including textbooks.
17. Such other violations or policies included in official publications of the University.

GRIEVANCE PROCEDURES

GRADE GRIEVANCE AND APPEAL PROCESS

A student with a grievance regarding a course grade should attempt to resolve the issue by conferring with the course instructor. A student challenging a final grade must show that the instructor's judgment was unfair based upon: some basis other than performance, standards different from those applied to other students in the same course section, or a substantial, unreasonable, and unannounced departure from previously articulated standards or the syllabus. The burden of proof lies with the student. An instructor should make every effort to accommodate the student's schedule if a grade grievance conference is requested.

For additional information regarding the formal Grade Grievance and Appeal Process, refer to 13.02.99.H1.01.*Discussion and Resolution of Grade Disputes, Grievances and Appeal Processes* at www.tamut.edu .

NON-ACADEMIC GRIEVANCE PROCEDURE

Students or faculty who have a grievance regarding student conduct exclusive of academic performance should bring his/her grievance to the attention of the Director of Student Services.

1. Director of Student Services will confer with the student involved in the reported behavior to ascertain the circumstances of the infraction.
2. After speaking with both parties involved in the disturbance, the Director of Student Services will try to resolve the situation informally. If the informal resolution of the situation is unsuccessful, the Director of Student Services will report the situation to the Vice President for Student Engagement and Success (VP-SES). The VP-SES may place the student on immediate disciplinary probation if it is determined that the student's behavior violates acceptable university conduct. Acceptable university conduct is defined as behavior compatible with university campus standards. If disclosure of a criminal nature is suspected, a representative of the university police and/or Texarkana Police Department will be contacted immediately for possible intervention.
3. When placed on disciplinary probation, the student will be notified, in writing, by the VP-SES. If unacceptable behavior continues or recurs at a later time, a student on disciplinary probation will be considered subject to suspension immediately following a hearing. The decision to render a suspension will always follow a hearing to insure that the student's right of due process is protected. In extreme cases, a student may be placed on suspension as the result of a first infraction if the severity of the infraction warrants suspension.
4. A student who is on disciplinary probation and who continues to engage in unacceptable behavior will be summoned to a hearing prior to suspension. The Hearing Committee will be comprised of a faculty member not involved in the disturbance, a representative staff or

faculty member selected by the Student Government Association and the Director of Student Services. Persons witnessing the breach of university campus standards will be asked to present a description. The student who is on probation must be present and may choose to bring another student enrolled in A&M-Texarkana to the hearing with him or her. The accompanying student may attend but not participate in the hearing.

5. As a result of information brought forth in the hearing, the VP-SES, on recommendation of the Committee, may suspend the student from the university. This suspension will be for a designated period of time.

6. Subsequent problems after readmission from suspension will be reviewed in the same manner; however, the recommendation may then be expulsion rather than a subsequent suspension.

7. The decision of the VP-SES and the Hearing Committee may be appealed to the President.

8. All records concerning the actions taken in grievance procedures will be kept on file by the VP-SES.

9. A suspended or expelled student who has been officially withdrawn from the university will receive no refund of tuition and fees.

SEXUAL HARASSMENT

The employment and educational environment throughout A&M - Texarkana shall be free from all forms of sexual discrimination and sexual harassment. Conduct constituting sexual harassment is specifically prohibited and will result in appropriate sanctions. Sexual harassment, as defined in Section 39-03 of the Texas Penal Code, is a Class A misdemeanor and a violation of State and Federal statutes.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, submission to which is made a condition of a person's exercise of enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly.

Further definition and clarification is found in System Policy 08.01 *Civil Rights Protections and Compliance*. This policy may be viewed on the following website (<http://sago.tamu.edu/policy/intro.htm>) or may be obtained through the Human Resource/Civil Rights Protection Officer or the Vice President for Student Engagement and Success.

A student having a complaint of sexual harassment may be directed to the Director of Student Services. An informal complaint is intended to result in the resolution of the complaint and an immediate halt of the unwelcome behavior. If the offending behavior does not cease, a formal complaint may be filed in writing with the Human Resource/Civil Rights Protection Officer or the Vice President for Student Engagement and Success.

INTELLECTUAL PROPERTY

A&M -Texarkana follows the policies of the Texas A&M University System concerning intellectual property created by faculty, staff or students. A&M-Texarkana claims a financial interest in such matters when an individual

makes significant use of University funds, space, equipment, or facilities administered by the University or if significant amounts of University time have been devoted to development of intellectual property in original works of authorship. The A&M System policy regarding Intellectual Property can be accessed online by going to <http://sago.tamu.edu/policy/tocmain.htm>.

CAMPUS REGULATIONS

VEHICLE PARKING

A&M-Texarkana uses parking decals that stick on the outside of the rear window for FY2010-11. These are available for purchase in the Business Office on August 1st. Parking decals should be purchased prior to September 1st to avoid receiving a parking citation. FY2010-11 motorcycle parking stickers should be placed on the back side of the license plate holder where it can be seen, but does not have to be on the motorcycle itself. Motorcycle sticker fees are the same as vehicle prices.

Fees for the parking stickers are as follows:

Fall through Summer	\$25.00
Spring through Summer	\$20.00
Summer only	\$12.00
Second vehicle permit	\$ 5.00
Replacement permit	\$ 5.00

All students are required to park in designated parking spaces only. These spaces are divided by white lines and are spaces not reserved for handicapped, University vehicles, or other reserved spaces. The A&M-Texarkana Police Department will enforce all parking rules and regulations. Any citations or appeals are handled through the University Police Department. Any outstanding violations will result in the flagging of the student's admissions records. A student whose records are flagged will not be allowed to graduate, receive official transcripts, or re-enroll. For further information or clarification, contact:

John Gann
Chief of Police
Texas A&M University-Texarkana
Texarkana, TX 75505
(903)223-3049

EMERGENCY NOTIFICATION

When a true emergency occurs which necessitates locating a student who is in class, the Reception Desk or Admissions Office should be contacted. A staff member or security personnel will determine where the student is and will take the necessary steps to contact the student. Classes in progress will not be interrupted unless actual emergency circumstances exist.

EMERGENCY CLOSING OF THE UNIVERSITY

The President will make the decision on the closing of the university based upon the emergency such as inclement weather, power failure, or other reasons that would make it unreasonable to hold classes. If the President is unavailable, other designated administrators will make the decision. In the case of a weather emergency, the President will issue directives, evacuation orders, and authorization to vary routine campus work schedules.

The A&M-Texarkana University Police Department is responsible for implementing sheltering or evacuation orders, which are coordinated with the Bowie County Office of Emergency Management. The UPD is also responsible for summoning support resources necessary to accomplish those tasks. Whenever a decision is made to curtail operations, notification will be made to the following local news media for broadcast, to include, at a minimum:

Radio: KCMC, KMJI, KTFS, KTOY, KKYR, KPWW, KYGL

Television: KTAL, KSLA, KTBS.

UNAUTHORIZED PERSONS

Refusal of Entry, Ejection, Identification -- Vernon's Statutes §51.209 states: "The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board's control, and may eject any undesirable person from the property on his refusal to leave peaceable on request. Identification may be required of any person on the property." This regulation is intended to protect and ensure the safety of those who do have legitimate purpose while on campus and to provide security for university property.

* Refer to the University Catalog for other regulations about University facilities.

CAMPUS SECURITY AND SAFETY

A&M-Texarkana is committed to the safety and health of students, employees, and visitors. Nothing is more important than a human life.

The University Police Department has licensed commissioned police officers on duty during normal business hours. As the University grows and dorms are added, police officers will be on duty 24 hours a day. A security officer is on duty at night and on weekends. This office also handles all safety-related matters.

In the event of an emergency, or to report any criminal activity on the A&M-Texarkana South campus, notify the Reception Desk operator either in person or by dialing "0" from any university phone. A security officer may be contacted directly by dialing 903-293-3784. At the Main campus at Bringle Lake you can dial 6611 from any university phone or call the police/security officer at 903-280-4149. There are several Emergency Phones ("Blue Boys") in the parking lots at the Main Campus. In case of an emergency, go to one of these phones and pick up the receiver. The phone will automatically ring the police department.

A request for assistance will be handled immediately. Information on what to do in the event of any emergency situation is located on the A&M-Texarkana web site under the administrative section by clicking on Risk Management/Security. The University has a mutual assistance agreement with the Texarkana College Police Department and can call for assistance from the Texarkana, Texas Police Department if necessary.

Students are encouraged to become familiar with the Student Code of Conduct explained in the University Catalog and Student Handbook. Violations of the criminal portion of the Code of Conduct as well as all other criminal activities occurring on campus will be prosecuted through the Criminal Justice System.

The A&M-Texarkana University Police Department encourages students and employees to be responsible for their own security and safety as well as others while on the campus. Working together will minimize risk to the safety and security of all.

No arrests have been made within the past three years in regards to violations of liquor laws, drug abuse or weapons possession, nor have there been any student referrals for campus disciplinary action for drug or alcohol violations. The A&M-Texarkana campus crime report can be located on the A&M-Texarkana web site (<http://www.tamut.edu>) under the administrative section by clicking on campus safety.

SMOKE-FREE BUILDINGS

University buildings have been designated "smoke free" since 1988. The university adopted the City of Texarkana, Texas Ordinance of no smoking within 10 feet of an entrance. All persons are expected to observe this restriction. Students who violate this rule are subject to disciplinary action.

EMERGENCY ALERTS

A&M-Texarkana uses an emergency notification system which sends notifications instantly and simultaneously to all registered cell phones, Blackberry's, wireless PDAs, pagers, Smart or Satellite phones, and all e-mail addresses registered in the Admissions Office. These alerts can also "pop up" to anyone using Google, Yahoo, or AOL as a home page.

PLEASE REGISTER – it only takes a minute and it's FREE!

**Additional information can be found at the A&M-Texarkana website:
www.tamut.edu.**

BUILDINGS AND FACILITIES

THE LIBRARY

The John F. Moss Library is located on the South Side of the 3rd and 4th floors of the University Center on the Bringle Lake (Main) Campus. It may be accessed via the lobby elevator. It houses an open computer lab, provides

wireless internet access capability, comfortable lounge areas, study desks and carrels, printers, copiers, and both group and graduate student study rooms containing personal computers. Courier service between the Main and South campuses offers convenient delivery of resources. Special events and community projects are scheduled throughout the year. The John F. Moss Library, named in honor of the University's founding president.

The library has a cooperative agreement with Texarkana College's Palmer Memorial Library. Together these libraries contain approximately 155,218 print volumes in the monograph collection, 816 print serial subscriptions, 6,950 electronic journals, thirteen printed newspapers, and older periodicals in microform including 1,940,861 microfilm and microfiche items. Microform readers and reader-printers, some of which offer the ability to digitize and e-mail documents, are readily available. Computer workstations provide networked access to 100+ databases, including access to 52,779 e-books. To view a list and description of Electronic Resources currently available, visit the library Web page (<http://library.tamut.edu>). The EAGLIT, the online catalog, is easily accessible from any computer with Internet connectivity.

As a partial government document depository, the Palmer Library contains more than 23,000 documents as well as selected legal titles, all of which are catalogued. They are shelved separately in the Government Documents area on the second floor of the library on the Texarkana College campus. Documents are available in paper, CD-ROM and on-line formats. Selective Texas and Arkansas State Documents are also catalogued and located in the Reference collection.

Reference assistance is available at all times to assist students in the use of the extensive reference and index collections in print or online resources. On-line database searching is available via Internet. Remote access to databases requires a username and password. Library tours, bibliographic instruction, special study groups and library orientation are available through the Reference Department.

The John F. Moss Library is a member of the AMIGOS Bibliographic Council, agent for the OCLC Online Computer Library Center, Inc., a database which provides more than 81 million bibliographic records for on-line searching and cataloging as well as interlibrary loan usage. Interlibrary loan services are also available through the Northeast Texas State Library system, and Tex-Share, a statewide college, university and public libraries resource-sharing program.

Currently, hours of operation are:

Monday through Thursday	7:30 AM - 10:00 PM
Friday	7:30 AM - 5:00 PM
Saturday	10:00 AM – 2:00 PM
Sunday	2:00 PM - 6:00 PM
Spring Break (M,T,W)	11:00 AM - 7:00 PM

REQUIRED SEMINARS

TEACHER PREP ORIENTATION

All students seeking teacher certification at the baccalaureate level must complete the Teacher Preparation Orientation. The purpose of this orientation is to provide teacher candidates with information to complete the education program successfully. The Teacher Preparation Orientation is offered in an online format through Blackboard. Completion of this orientation is required for admission to the Teacher Preparation Program. Contact the Teacher Certification Office at (903) 223-3048 for more information.

OFFICE OF TEACHER CERTIFICATION

Bonnie Johnson

Teacher Certification Officer

(903)223-3048

RESPONSIBLE COMPUTING

USE OF UNIVERSITY COMPUTER RESOURCES

All students must act responsibly and comply with local, state, and federal laws relating to copyright, security, and electronic media.

All students must make certain that their computer is secured against viruses, worms, hacker attacks, and other intrusions. Further, students are responsible for all uses of their computer and will be held accountable for network traffic originating at their computer or traced back to their computer's IP number (Internet address).

All students must be available on the Texas A&M University-Texarkana e-mail service and read e-mail in a timely manner. Faculty will send e-mail with important information about classes, and the administration, including the Office of Student Engagement and Success, will send messages with timely, sometimes critical, announcements. These messages are sent to the "tamut.edu" e-mail address assigned to each student.

Prohibited Activities A student shall not damage, destroy, misuse, or otherwise endanger the University's computing and information resources. Specific violations of this standard include, but are not limited to:

Using any University computer, facility, equipment, software, network, or other resource, including e-mail, for any activity other than that for which access or use was assigned or authorized;

Using any University computer, facility, equipment, software, network, or other resource, including e-mail, for commercial use;

Accessing any University computer, facility, equipment, software, network, or other resource, including e-mail, without authorization;

Using any University computer, facility, equipment, software, network, or other resource, including e-mail, to commit or attempt to commit any other violation of this Code of Conduct;

Disrupting, hindering, or damaging the service, use, or ability of others to access or use any University computer, facility, equipment, software, network, or other resource, including e-mail;

Damaging, destroying, misusing, or otherwise harming any University computer, facility, equipment, software, network, or other resource, including e-mail; or

Using any University computer, facility, equipment, software, network, or other resource, including e-mail, to commit or attempt to commit acts prohibited under applicable federal, state, or local laws.

OFFICE OF STUDENT ENGAGEMENT AND SUCCESS

Dr. Michael Turner	Vice Pres. for Student Engagement & Success	(903)223-3063
Stacey Epps	Scholarship Specialist	(903)223-1353
Toney Favors	Director of Enrollment Management	(903)223-3061
Carl Greig	Director of Student Services	(903)223-3062
Vacant	Enrollment Management Secretary	(903)223-3064
Celeste McNeil	Student Engagement and Activities Specialist	(903)223-1351
Justina Johnson	Recruitment Specialist	(903)223-1352
Barbara Sears	Administrative Secretary	(903)223-3065
Andi Smith	Student Services Secretary	(903)223-3116

The staff of Student Engagement and Success is committed to providing every student with opportunities for academic, personal, and professional growth as well as financial assistance and social/cultural enrichment, through a variety of student activities and support programs. A&M-Texarkana's student body becomes more traditional every year; however non-traditional students are still a significant presence in our student population. This mix of students creates unique and challenging opportunities in providing a wide range of student services. The student services program is based on six objectives designed to provide students with necessary aids to develop personally and professionally:

1. To provide personal and professional development programs and services for students seeking to enrich their lives.
2. To provide opportunities for students with verifiable financial need to obtain the financial resources required to sustain continuous enrollment.

3. To create a degree plan for every admitted, degree-seeking student tailored to meet institutional requirements as well as each student's academic goals and objectives.
4. To provide non-degree-seeking students the opportunity of enrolling in upper level course work for personal and/or professional enrichment.
5. To provide students with the skills and information necessary to identify, seek and attain career goals.
6. To provide extracurricular activities and experiences for students to enhance their cultural and social growth as global citizens.

The objectives are implemented in all student development programs and activities which are designed to fit the A&M-Texarkana student's profile as a commuter who works, has extended family responsibilities, is in various stages of age transitions and has diverse experiential backgrounds.

STUDENT SUPPORT SERVICES

A student is encouraged to contact the Office of Student Services if (1) experienced difficulty with a particular segment of the university experience, (2) concerned about an issue or procedure or (3) have a complaint about some aspect of the university. If the matter is a responsibility of Student Services, every effort will be made to facilitate resolution. If the matter is outside the Student Services responsibility, the VP for Student Engagement and Success will provide assistance in bringing the matter to the attention of the appropriate personnel.

Student appeals and disciplinary matters are handled through this office as well. (Refer to Student Code of Conduct and Grievance Procedures in the University Catalog and Student Handbook)

RECRUITMENT & RETENTION

The Enrollment Management Office is primarily responsible for the public awareness of educational opportunities that exist at the A&M-Texarkana University. Information about the University and its programs are provided to a large number of individuals, organizations, businesses and other educational institutions. Another significant responsibility of this office is the retention of students who enroll at the University. We welcome the opportunity to hear from you about your impression of the institution as well as any concerns or questions you have. Please feel free to contact Justina Johnson, Stacey Epps, or Toney Favors about your needs and concerns. Additional information can be found on the website at www.tamut.edu/recruitment.

STUDENT SERVICES

The focus of the Student Services Office is the development of students throughout the various stages of the university experience. These stages include initial entry to the University, selection of academic courses, identifying career goals and objectives, and the transition from academics to the world of work or

to graduate or professional programs. Specific programs to benefit students are explained below.

Career Counseling

Attending college involves career decision-making. The assistance of the Career Counselor may be helpful for students who are undecided about what career or academic major to select or to find out what employment opportunities exist for certain degrees. Whether selecting or modifying career goals, career counseling can be very beneficial. Additional information and assistance is provided for resume preparation, developing interview skills, job search techniques, as well as other related issues. Contact Carl Greig at 223-3062 for more information or help with career decision-making.

Computer based career exploration

A computerized career guidance system, *Focus*, is available to all students and to the community. This system is useful in identifying, confirming, or exploring career choices. It is designed to assist in the determination of interests, values, and skills, and provides extensive information about careers. A Career Counselor may recommend this tool as part of the process for making academic and career choices. A Career Counselor is available for assistance and to provide an interpretation of the information *Focus* generates.

Employment Credential Service

Students and alumni of the University are eligible to use the employment credential and referral service. Because it is an optional service, an application must be completed. The application is available in the Career Services Office. The service provides a central location for employment credentials, notification of employment opportunities and mailing and distribution of a credential packet to prospective employers. This is a free service. A Career Counselor can provide information and assistance for the development of a credential file.

Employment Referral Service

Students who register for the credential service may receive notification of employment opportunities in a field of interest and can direct the Career Services to forward the credential packet to the prospective employer. Additionally, job opportunities are posted in notebooks in the Student Services hallway for student use and review. Part-time and temporary employment opportunities are also posted.

Health Services

Although no medical services are provided on campus, emergency assistance is available by contacting the University Reception Desk by dialing "0" from any university phone or by notifying any University employee. Programs on a variety of health issues are offered throughout the year and students are encouraged to take advantage of these opportunities to gain valuable information.

Personal Counseling

From time to time a student may experience personal difficulties that impact academic performance. Personal counseling is available through the Career Counselor. There is no charge for this service. All conversations of this

nature are strictly confidential. When necessary, referrals to outside agencies may be arranged.

Student Insurance

Health and accident insurance is available to enrolled students through the Texas A&M University System. This is an optional program that offers students who may not have insurance, an opportunity for coverage at a reasonable cost.

Disability Accommodation

Students who have a need for assistance with disability accommodation are encouraged to contact Carl Greig at 223-3062 or go by the Student Services Office in room 272-C. Accommodation needs are addressed on a case-by-case basis. The physical facilities of the University have been designed to allow full access to physically challenged students.

Drug Abuse Prevention Program

Drug and/or substance abuse prevention information and referral counseling services are available to any student, employee, or officer of the University. Contact Student Services for additional information.

STUDENT ACTIVITIES

A&M-Texarkana's student activity program is created through the combined efforts of the Student Government Association, A&M-Texarkana clubs, office of Student Engagement and Success, and faculty. The content is both educational and entertaining and occasionally involves the Texarkana area residents as well.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association functions as the official student governing body at the University and exists:

- (1) to provide a forum wherein any matter associated with the University can be openly discussed by any student;
- (2) to provide students with the opportunity to collectively and formally advise the University administration and faculty about matters which directly or indirectly affect students;
- (3) to make recommendations to the University administration about the expenditure of funds (collected from student service fees) for the support of programs, activities and services for students;
- (4) to assist the Vice President for Student Engagement and Success in planning, coordination and implementation of programs and activities for student development.

Copies of the SGA by-laws are available in Student Services. The association meets monthly and meeting times and locations are posted in the Student Lounge areas and in all student activities bulletins.

STUDENT SERVICES FEES

All student activities are funded by the services activity fees collected with tuition at registration are returned to students through various activities and services. Please take advantage of these opportunities.

STUDENT CLUBS AND ORGANIZATIONS

Membership and participation in student clubs and organizations can enhance the university experience. Club activities include travel to professional conferences, field trips, monthly meeting/activities with refreshments, guest speakers, scholarships, special social events, etc.

CURRENT CLUBS AND ORGANIZATION INCLUDE:

Accounting Club	BAAS Club
Business Club	Criminal Justice Club
Education Club-NTCC	English Club
Future Teachers Association	Investment Club
Mass Comm. Club	Math Club
Multicultural Association	Psychology Club
Sociology Society	University Historians
Science Club for Educators	Student Council for Exceptional Children
Veteran's Club	Political Science Club
Campus Activities Board	IEEE
Hispanics of Today	Baptist Student Ministry

HONOR SOCIETIES INCLUDE:

Delta Mu Delta	Phi Alpha Theta
Sigma Tau Delta	Kappa Delta Pi
Psi Chi	

STUDENT TRAVEL RULE

A&M -Texarkana is supportive of student participation in academic, co-curricular or extra-curricular activities both on and off campus, but recognizes that the safety of its students is of utmost importance. The requirements outlined in this rule apply to student travel that is more than 25 miles from campus to an activity or event that is organized, sponsored, or funded by an A&M-Texarkana or officially recognized A&M-Texarkana student organization, using a vehicle owned or operated by A&M-Texarkana. (Examples of vehicles include cars, vans or buses that are either owned or operated by A&M-Texarkana or are rented through commercial agencies.)

TRAVEL SAFETY GUIDELINES:

During travel situations specified above, students must abide by the following safety guidelines:

*In accordance with State law, drivers must use seat belts or other available safety restraints and require all passengers to do likewise.

*Drivers, occupants and their luggage should not exceed the official maximum capacity of the vehicle used.

*Drivers must be at least 21 years old and possess a valid driver's license that is appropriate for the classification of vehicle being driven.

*Operator fatigue should be considered when selecting drivers. On lengthy trips, alternate drivers should be used to avoid fatigue.

*Only A&M-Texarkana employees (including student-employees) shall be authorized to drive a university-owned or leased vehicle, except in an emergency situation where the staff/faculty driver is incapacitated, due to injury or illness, preventing him/her from safely continuing to operate the vehicle. In the event a student operates an A&M-Texarkana vehicle in such emergency, the student must possess a valid driver's license.

PROCEDURES:

Academic and administrative units of A&M-Texarkana may have specific procedures for student travel in addition to the above requirements. These procedures should be provided to all students requesting Authorization for Student Travel and should be coordinated through the Office of Risk Management & Security and/or the Office of Student Engagement and Success.

SPECIAL EVENTS

The Student Government Association, Campus Activities Board and the Department of Student Services sponsor a number of special events and activities throughout the year. Events are publicized and posted regularly.

Perot Theatre Tickets - tickets are purchased for variety of special performances and are available at minimum cost to currently enrolled university students.

Student Discount Cards - local merchants give discounts or specials on food items when you present your Student Discount Card. A new discount card is available each spring and can be picked up in Student Services.

Welcome Week- a weeklong series of events hosted during the first week of classes to welcome and engage the student body.

ACE's Birthday Bash- An annual event held in January to celebrate the birthday of our mascot, Ace the eagle.

Convocation- A formal assembly including students, faculty, staff, and alumni. They gather to participate in an assembly that includes a keynote speaker.

Student Success Series- Monthly activities designed to assist students develop the skills to succeed and thrive in college and beyond.

APPENDIX

Alcohol and Drug Abuse Education

Campus Alcohol and Drug Abuse Texas A&M University-Texarkana

For the purpose of complying with the legal certification requirements of the U.S. Department of Education for Drug Free Schools, all students, faculty, staff and employees are required to be familiar with the contents of this pamphlet.

STANDARDS OF CONDUCT

Alcohol: University policy prohibits the possession and consumption of alcoholic beverages by students and employees on University property.

Drugs: The Student Code of Conduct requires that all students comply with local, state and federal laws regarding the manufacture, sale, use, possession or distribution of controlled substances. The manufacture, possession, use or distribution of controlled substances on University property, or while conducting University business off campus, is prohibited. Employees must report any convictions under a criminal drug statute for violations occurring on or off University property while conducting University business. The report must be made within five days after the conviction.

HEALTH RISKS OF ALCOHOL AND DRUGS

Alcohol: Alcohol acts as a depressant, affects mood, dulls the senses and impairs coordination, reflexes, memory and judgment. It can cause damage to the liver, pancreas, kidney and brain. On the average, heavy drinking shortens the life span by approximately ten years.

Drugs:

1. *Marijuana:* Immediate effects are a substantial increase in the heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. Its use may impair or reduce short-term memory and comprehension, alter sense of time and impair the ability to concentrate. Prolonged use can lead to severe psychological dependency and paranoia.

2. *Cocaine:* Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils, elevated blood pressure, heart rate, respiratory rate and body temperature. Chronic use can ulcerate the mucous membrane of the nose. It can produce psychological and physical dependency; a feeling that the user cannot function without the drug.

3. *Hallucinogens:* PCP and LSD are the most popular. PCP interrupts the function of the neocortex, which is the section of the brain that controls the intellect and keeps instincts in check. Violent PCP episodes may result in self-inflicted injuries. Chronic users report persistent memory problems and speech

difficulties. The effects of LSD are generally well known: it causes illusions and hallucinations (flashbacks can occur even after use has ceased.)

4. *Narcotics*, such as heroin, produce an initial feeling of euphoria that is often followed by drowsiness, nausea and vomiting. Tolerance develops rapidly and dependence is likely.

5. *Designer Drugs*: Illegal drugs are defined in terms of their chemical formula. To circumvent their legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analog, known as designer drugs. These drugs can be several hundred times stronger than the drugs they were designed to imitate. With some, as little as one dose can cause brain damage.

UNIVERSITY SANCTIONS

When the standards concerning drug and alcohol use are violated the University will impose the following sanctions:

1. Depending on the nature and circumstances of the violation, students may face sanctions such as but not limited to warning, referral to counseling, and/or expulsion from the University.
2. University imposed sanctions are in addition to any legal action taken by local, state, or federal authorities.

LEGAL SANCTIONS *Alcohol*: Minors convicted for possession or consumption of alcoholic beverages may be subject to fines ranging from \$500, depending on the number of previous occurrences. Convictions for selling to minors can subject fines ranging from \$100 to \$1,000 and to a minimum of one year in jail. Convictions for driving while intoxicated subject individuals to fines ranging from \$100 to \$2,000 and a jail term ranging from three days to two years. Fines escalate with subsequent offenses.

Controlled Substances: Sanctions upon conviction for possession, sale, and manufacture of controlled substances range from imprisonment in the state penitentiary for two years to life. Amounts of fines or years of imprisonment are determined by the types of drugs and circumstances of each case. Additional information may be obtained from legal services.

SERVICES AVAILABLE TO THE CAMPUS COMMUNITY

Alcohol and Drug Abuse Task Force:

1. Help identify alcohol and drug abuse problems.
2. Promote activities and programs that focus of attention on problems of substance abuse and possible solutions.
3. Develop a viable Employee Assistance Referral Service.
4. Provide the campus community with a contact to help when dealing with alcohol or drug abuse.
5. Conduct activities and programs that address abuse problems and provide for effective help.
6. Assist the campus community in assuming responsibility for promoting and reinforcing positive changes.

The University refers the campus community to service professionals that provide comprehensive programs and services that address a range of problems, many of which may be related to alcohol and drug abuse. These programs afford the campus community the skills; treatment and support needed to resolve issues and problems effectively. The primary functions performed are:

Prevention: Promotes educational activities designed to help individuals develop and sustain positive healthy lifestyle choices as well as challenge any negative or destructive behaviors which might lead to chemical abuse or dependency.

Identification: Conducts training for the campus community in identifying and assisting individuals with substance abuse problems and those at risk for problems.

Intervention: Works with family, friends, and members of the campus community to reach out to individuals with or at risk for problems and motivate them to seek the appropriate help.

Assessment: Meets with individual clients to assess the nature and severity of their problems with alcohol or drugs.

Treatment: Provides counseling to those who can benefit from therapy.

Referral/Aftercare: Assists clients in finding appropriate therapy, which might include outpatient or inpatient treatment.

Early Warning Signs of Alcohol and Drug Abuse

You may have a problem if alcohol and drug use has affected you in the following ways:

- You are difficult to get along with when you drink or use drugs.
- You drink or use drugs when you are depressed.
- You drink or use drugs to relax or fall asleep.
- You drink until you are "dead drunk".
- You hide, sneak, or feel guilty about alcohol or drugs.
- You lie about drinking or using drugs.
- You neglect to eat when drinking or using drugs.
- You want a drink "the morning after" to start the day.
- You are absent from work or class because of a hangover.
- You drink alone or use drugs to escape reality, boredom or loneliness.
- You deny to others that you have a problem.
- You experience financial difficulties.
- You do things that you would not do otherwise.
- You quit drinking or using drugs for a while, but are unable to stop for long.
- You find that your job or class performance has been adversely affected.
- You or family members experience embarrassment or shame.
- You find yourself blaming others for your drinking or drug use.
- You find drinking or using drugs is causing many problems in your life.

If you are concerned that you or someone you care about has a problem related to alcohol or drug abuse, please seek assistance. There is help and there is hope.

For additional information or assistance please contact: Carl Greig, Director of Student Services at 223-3062.



Achieving Excellence
Fulfilling Dreams

OFFICE DIRECTORY

OFFICE	ROOM	PHONE
Academic advising (Freshmen)	318	223-1350
Admissions	263	223-3069
Bookstore	102	838-4541
Business Office	273	223-3054
Career Counseling	272	223-3062
Club Information	131	223-3064
Degree Planning(Transfer Students)	263	223-3047
Disability Accommodations	272	223-3062
Drop/Add courses	263	223-3069
Enrollment information	263	223-3069
Financial Aid	263	223-3066
Graduate Office	272	223-3046
Library	3 rd & 4 th floors	223-3100
New Student Orientation	272	223-1350
Parking Stickers	273	223-3054
Perot Tickets	131	223-3064
Register for classes	263	223-3069
Schedule changes	263	223-3069
Scholarships	263	223-1353
Security		334-6611
Student Activities	131	223-1351
Student Government Association	131	223-3000
Student Appeals	272	223-3062
Student Insurance	272	223-3116
Student Loans	263	223-3066
Student Services	272	223-3116
TSI Requirements	263	223-3068
Teacher Certification	254	223-3048
Testing center	330	223-3072
Transcripts	263	223-3069
Transcript evaluations	263	223-3071
University College	318	223-1350
Veteran's Services	263	223-3066

UNIVERSITY CALANDAR

FALL 2010 (AUGUST 26-DECEMBER 13)

August 23, 24, 25	Advisement & Registration
August 23 (8-Noon)	General Faculty & Staff Meeting
August 26 (8:30AM)	First Class Day
August 26,27,30,31	Late Registration (w/\$25.00 Late Fee)
November 25,26	Thanksgiving Holidays (University Closed)
December 11,14,15	Final Exam Dates
December 13	Last Class Day
December 16 (9:00AM)	Final Grades for Graduating Students Due
December 18 (10:00AM)	Commencement
December 20 (9:00AM)	Final Grades Due (For All Students)
December 24-January 2	Christmas Holidays & New Year's Holiday (University Closed)

SPRING 2011 (JANUARY 18 - MAY9)

January 12, 13,14	Advisement & Registration
January TBD	General Faculty & Staff Meeting
January 17	Martin Luther King, Jr. Holiday
January 18	First Day of Class
January 18,19,20,21	Late Registration (w/\$25.00 Late Fee)
March 17-18	Spring Break (University Closed)
May 7,10,11	Final Exam Dates
May 9	Last Day of Class
May 9 (9:00AM)	Final Grades for Graduating Students Due
May 14 (10:00AM)	Commencement
May 16 (9:00AM)	Final Grades Due (For All Students)
May 30	Memorial Day Holiday (University Closed)

SUMMER 2011 (JUNE 6 - AUGUST 16)

May 31, June 1,2,3	Advisement & Registration
June 6,7	Summer I Late Registration (w/\$25.00 Late Fee)
June 6 - July 1	First Summer Session (4 weeks)
June 6 - July 11	First Summer Session (5 weeks)
July 4	Independence Day (University Closed)
July 15 (9:00AM)	Final Grades Due (Summer I - 4 & 5 week)



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