

CATALOG NUMBER
GRADUATE COURSES
ANNOUNCEMENTS FOR SESSION 2007-2009

Accreditations, Certifications and Approved Programs

Southern Association of Colleges and Schools
Texas A&M University-Kingsville is accredited by the
Commission on Colleges of the
Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number
404-679-4501) to award bachelor's, master's and doctoral degrees

Department of Human Sciences' Didactic Program in Dietetics
by the Commission on Accreditation for Dietetics Education of the American Dietetic Association
(120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040, ext. 5400)

Chemistry Program by the American Chemical Society (certified program)

Graduate Program in Communication Sciences and Disorders accredited by the Council on
Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-
Language-Hearing Association

Department of Music by National Association of Schools of Music

Program in Social Work by the
Commission on Accreditation of the Council on Social Work Education

College of Business Administration by Association of Collegiate Business Schools and Programs

Teacher/Educator Certification Accredited by the Texas State Board of Educator Certification

Programs in Chemical, Civil, Electrical and Mechanical by the
Accreditation Board for Engineering and Technology

Program in Industrial Technology
by the National Association of Industrial Technology

Kingsville, Texas 78363-8202
361-593-2111
A Member of The Texas A&M University System

Memberships

American Association of Colleges for Teacher Education

American Association of Family and Consumer Sciences

American Association of Hispanics in Higher Education

American Association of State Colleges and Universities

American Association of University Women

American College Personnel Association

American Council on Education

American Educational Research Association

American Library Association

American Society of Engineering Education

Association for the Advancement of Collegiate Schools of Business

Association of Institutional Research

Association of Teacher Educators

Association of Texas Colleges and Universities

Association of Texas Graduate Schools

Conference of Southern Graduate Schools

Council of Public University Presidents

Hispanic Association of Colleges and Universities

International Association for the Advancement of Collegiate Schools of Business

National Association for Bilingual Education

National Collegiate Athletic Association

National Intramural Recreational Sport Association

Society for College and University Planning

Texas Association Chicanos in Higher Education

Texas Space Grant Consortium

The College Board

GENERAL INFORMATION

Purpose of the Catalog

This catalog is the official bulletin of Texas A&M University-Kingsville for the years 2007-2009, in which are published the record of the year closing, the announcements for the coming year and the official regulations which will be in effect during the coming year. Fees and policies (except standards and requirements for degrees) are, however, subject to change. This catalog may be viewed via the Internet at <http://www.tamuk.edu/academics/catalog/>.

The courses of instruction announced herein are those that are available for offering during the sessions of 2007-2009. Courses to be offered during any one semester or summer term are announced in the *Blue and Gold Connection (Web for Students/Faculty)* prior to registration for a particular semester or term. To meet evolving needs, the university does reserve the right to make changes in courses and to offer only those for which a sufficient number of students register.

The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student, faculty or staff member of Texas A&M University-Kingsville or The Texas A&M University System. This catalog is for informational purposes only. The university reserves the right to change or alter any statement herein without prior notice. This catalog should not be interpreted to allow a student that begins his or her education under the catalog to continue the program under the provisions in the catalog.

Student Responsibility

Each student is responsible for knowing the academic regulations in the **Catalog**. Unfamiliarity with these regulations does not constitute a valid reason for failure to fulfill them.

Equal Opportunity Policy

In compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Executive Order 11246, Texas A&M University-Kingsville is open to all persons regardless of race, color, religion, sex, national origin, age or disability who are otherwise eligible for admission as students. A&M-Kingsville does not discriminate on the basis of disability in admission or access to its programs.

A&M-Kingsville is an Equal Opportunity/Affirmative Action Employer, and no applicant or employee will be discriminated against because of race, color, age, religion, sex, national origin or disability in any personnel action. This university will not enter knowingly into contractual agreements for services or supplies with any firm failing to

follow fair employment practices.

Family Educational Rights and Privacy Act of 1974 and Amendments Thereto

This act is designated to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

Texas A&M University-Kingsville accords all rights under the law to all students. No one outside the institution shall have access to nor will the institution disclose any information, other than directory information, from a student's education records without the written consent of the student, except to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

In compliance with the Family Educational Rights and Privacy Act of 1974, information classified as "Directory Information" may be released to the general public without the consent of the student. The following is designated as directory information:

Student's name, a local and home address, telephone number, major or minor, current class schedule, status (full or part-time registration), classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and all previous educational agencies or institutions attended.

Students reserve the right to suppress any information from being released without his or her consent. Any student wishing to withhold any or all of this information should notify the Office of the Registrar. The university assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

Standards of Campus Conduct

Members of the university community assume full responsibility for compliance with Texas laws and for proper self-conduct. In addition to behaving according to the ordinary conventions of adult society, members of the university community are bound by university rules and regulations conducive to creating a positive campus atmosphere and general academic well-being.

The code for student conduct is set forth in the *Student Handbook*. Specific attention is given there to rules addressing academic misconduct, hazing, sexual harassment and substance abuse, including alcohol abuse and the illicit use of drugs. Grievance

procedures and guidelines for sanctions are outlined.

Standards of conduct for university employees are detailed in the Texas A&M University *System Policies*. The Texas A&M University-Kingsville *Faculty Handbook* sets forth rules and regulations governing academic freedom and responsibility, sexual harassment, substance abuse, conflict of interests, research policies and other professional issues. Grievance procedures are set forth there.

In order to create a healthy and pleasant atmosphere, a campus-wide smoking policy designates only certain areas for smoking.

Hazing

Hazing is a criminal violation under Texas law. A person may be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing, or having knowledge of the planning of hazing incidents and failing to report in writing his/her knowledge to the Dean of Students.

Both failing to report hazing and hazing that does not result in serious bodily injury are Class B misdemeanors. Hazing that results in serious bodily injury is a Class A misdemeanor. Hazing resulting in a death is a state jail felony. An organization found guilty of hazing may be fined \$5,000 to \$10,000 or, for incidents causing personal injury or property damage, an amount double the loss or expenses incurred due to the hazing incident.

It is not a defense to prosecution that the person hazed consented to the hazing activity.

Any person reporting a specific hazing incident to the Dean of Students or other appropriate institutional official is immune from civil and criminal liability unless the report is in bad faith or malicious.

This state law does not limit or affect the right of an educational institution's right to enforce its own penalties against hazing.

The Education Code defines hazing as "any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one person or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization." The statute contains a list of conduct which constitutes hazing.

Student Right-to-Know and Campus Security Act, Public Law 101-542 and Amendments Thereto

This act is designed to provide prospective or entering students with information concerning (a) campus security policies and procedures, security services available, campus crime statistics and alcohol and drug use policies; (b) completion or graduation rate of full time certification-seeking or degree-seeking undergraduate students; and (c) graduation rate of student athletes who receive athletic scholarships. This information is contained in an annual report available in the library.

University Assessment

Students enrolled at Texas A&M University-Kingsville are required to participate in university assessment activities for the evaluation and improvement of university programs and curricula.

Supplementary University Publications

Student Handbook (published by the Student Affairs Office)

Faculty Handbook (published by the Academic Affairs Office)

Faculty-Staff Directory (published by the Publications Office)

Academic Calendars for 2007-2008

The Texas A&M University-Kingsville Academic Calendars for 2007-2008 may be accessed at <http://www.tamuk.edu/schedule/>.

TEXAS A&M UNIVERSITY-KINGSVILLE
The Texas A&M University System

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Texas A&M University-Kingsville

University Administration

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College Hall 201. MSC 101. Extension 3207.

Kermeta “Kay” Clayton

Provost and Vice President for Academic Affairs

College Hall 250. MSC 102. Extension 3108.

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Interim Vice President for Administration

Support Services Building 103. MSC 111. Extension 3280.

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Associate Vice President for Enrollment Management

College Hall 221. MSC 227. Extension 4060.

Frank B. Ureno

Associate Vice President and Dean of Students

Memorial Student Union 306. MSC 122. Extension 3606.

LOCATION

Texas A&M University-Kingsville serves an area comprising the citrus region of the Rio Grande Valley, extensive ranch and farm land, productive oil and gas regions and the expanding industrial area along the Gulf Coast.

Kingsville, the county seat of Kleberg County, is a city of approximately 26,000. It is situated 160 miles southeast of San Antonio, 220 miles south of Austin, 40 miles southwest of Corpus Christi and 120 miles north of Brownsville. The altitude is about 75 feet.

Buildings and Grounds

Texas A&M University-Kingsville has more than 1,600 acres of land located at 11 different sites. The main campus consists of more than 85 buildings with approximately 1.9 million square feet of floor space and occupies approximately 250 acres of land located in the northwest quadrant of the City of Kingsville. The University Farm is on 545 acres of land located about one-half mile north of the main campus. The university also operates the Citrus Center near Weslaco, Texas; a marine sciences ecology research area on Baffin Bay; and the Texas A&M University System Center in San Antonio, Texas.

HISTORY

Texas A&M University-Kingsville had its origin as a public institution in the teacher college movement that swept Texas in the early 1900s. Shortly after the institution's inception as South Texas State Teachers College in 1925, its role was expanded to embrace a wider array of programs typically authorized for comprehensive universities, including the graduate program that began in 1935. The historical expansion of the university's role was reflected in the change of its name to Texas College of Arts and Industries in 1929 and to Texas A&I University in 1967. The university became the nucleus of the University System of South Texas in 1972. In 1989, the university, along with other USST institutions, became a member of The Texas A&M University System. The System Board of Regents in 1993 voted to change the name of the university to Texas A&M University-Kingsville, effective September 1, 1993.

Texas A&M University-Kingsville System Center-San Antonio

On January 27, 2000, the Texas Higher Education Coordinating Board approved a proposal for the creation of the Texas A&M University-Kingsville System Center-San Antonio. The State Legislature asked The Texas A&M University System (TAMUS) to create the center. The System Center-San Antonio is in response to a clear and documented need among South San Antonio residents. The center and its programs are the result of research, surveys and other studies conducted by the TAMUS, Palo Alto College and the Alamo Community College District. It is a partnership between The Texas A&M University System and Palo Alto College in San Antonio. The partnership brings junior- and senior-level course offerings to the two-year institution and to South San Antonio at a public university price. The center allows students at any community college to earn baccalaureate degrees while remaining on the Palo Alto campus. The first classes were offered in the fall 2000 semester. The Texas A&M-Kingsville System Center initially offered programs in business administration-management, computer

information systems, education-interdisciplinary studies, psychology and criminology. The center also offers the Bachelor of Applied Arts and Sciences (BAAS) program.

MISSION OF THE UNIVERSITY

The mission of Texas A&M University-Kingsville is to develop well-rounded leaders and critical thinkers who can solve problems in an increasingly complex, dynamic and global society. Located in South Texas, the university is a teaching, research and service institution that provides access to higher education in an ethnically and culturally diverse region of the nation. Texas A&M-Kingsville offers an extensive array of baccalaureate and master's degree programs, and selected doctoral and professional degrees in an academically challenging, learner-centered and caring environment where all employees contribute to student success.

RESIDENCE LIFE AND DINING SERVICES

Thomas D. Martin, *Director of Residence Life*
Lewis Hall. MSC 108. Extension 2300.

Applying for University Housing

In order to be assigned to a university residence hall, a student must (a) submit a Housing Reservation/Damage Deposit Application, (b) forward the application and a \$150 room reservation and damage deposit to the Residence Life Office and (c) complete a Housing Agreement. Students are encouraged to read the agreement carefully before signing and returning it to the university. When the agreement is signed and returned, it becomes a binding agreement between the student and the university.

Room Reservation and Damage Deposit

The \$150 room reservation and damage deposit is retained throughout the period of residence of the student as a guarantee against damage and unwarranted depreciation. The deposit will be returned to the student after termination of residence with the amount assessed for damages or any other university debt, if any, deducted from the \$150.

The deposit will be forfeited if the student (a) cancels the room reservation after the stated cancellation deadline for the semester or session for which it was made; (b) moves from the residence hall before the end of the semester; (c) does not check in by the last day of regular registration for the semester or session for which the reservation was made; or (d) does not officially check out of the residence hall upon termination of residency.

Cancellation Dates

A student whose plans change about attending A&M-Kingsville must notify the Residence Life Office in writing by the appropriate cancellation deadline. Failure to cancel a Housing reservation by the deadlines listed below will result in the automatic forfeiture of the \$150 deposit.

Fall Semester: August 1	Summer I: May 1
Spring Semester: December 1	Summer II: June 1

Written cancellation requests may be received in person, by mail or fax to the Residence Life Office. Notification submitted to other departments other than the Residence Life Office do not comply with this requirement. Cancellation requests will be reviewed under the terms and conditions of the housing contract and provided that the student has complied with the university's required residence policy.

Students who apply for housing **after** the cancellation deadlines stated above, and then wish to cancel their housing arrangements, will have their request reviewed based on the student's special request. If the request for cancellation is approved, the Housing charges may be removed; however, the Housing Reservation/Damage Deposit may be forfeited.

Residence Halls

Rooms in each residence hall accommodate two students. Each hall has a laundry room, vending area, small kitchen and common lobby available for student use. Cable television (including HBO) service is available in each student room. Students eat their meals in the residence dining cafeteria located in the Memorial Student Union. Housing rates are listed at the end of this section. Rules governing residence hall living and dining room conduct are set forth in the *Student Handbook* and *Residence Life Guidebook*. All residence halls are smoke-free.

James E. Turner-Carrie Lee Bishop Hall is a three-story, air-conditioned complex accommodating 368 women and 392 men. The complex is located on the west end of the campus. Men live in Turner Hall, and women live in Bishop Hall. Each side of the complex has its own study room, lounge, computer lab and television room. Central bathroom facilities are located on each floor. Turner Hall has a courtyard equipped with a barbecue pit, picnic table and basketball half court. Bishop Hall has two courtyards, one of which features a volleyball court. Room furnishings in both halls include pull-out beds, built-in desks and bookshelves. Also provided are two bulletin boards, two chairs, two chest-of-drawers and two closets.

John F. Lynch Hall is a two-story, air-conditioned hall for 200 women. It is located across the street from the Memorial Student Union. The hall has a large lounge/TV area, computer lab and a study room. Room furnishings include two height adjustable twin beds with lofting capabilities, desks and bookshelves, two chairs, a chest-of-drawers and two closets. Lynch Hall has a sundeck available for its residents. Its two-person, suite-style design provides students with the opportunity to share a bathroom with suite mates connected to the adjoining rooms.

J. C. Martin Jr. Hall (B Side) is a three-story, air-conditioned residence hall for 208 men. Martin Hall is located across the parking lot from Turner-Bishop Hall on the west side of campus. The hall has a large lounge/TV area, a computer lab and a study room. Room furnishings include two beds and a chest of drawers, a built-in desk and bookcase, two closets and two chairs. Central bathroom facilities are located on each wing. Martin Hall has an outdoor courtyard which includes a basketball half court.

Co-ed Residence Halls

Lewis Hall and Martin Hall (A Side) are co-ed residence halls with an optional meal plan. In order to reside in Martin Hall, a student must have 60 hours of acceptable credit with the university or be 21 years of age. In order to reside in Lewis Hall, a student must have 90 hours of acceptable credit with the university, be a graduate student or be 22 years of age.

Lorine Jones Lewis Hall is a three-story, air-conditioned hall for 90 students living in single rooms. Lewis Hall is designed on a suite plan with two rooms sharing a bathroom. Room furnishings include a desk area, a bed, a chest-of-drawers, a night stand, two chairs and two closets. A student must be 22 years of age or have 90 credit hours to be eligible to live in Lewis Hall. Lewis Hall is a 24 hour quiet hall. *Smoking is not*

permitted in Lewis Hall. The hall has a large lounge/TV area and a computer lab.

J.C. Martin Jr. Hall (A Side) is a three-story, air-conditioned hall for 200 students. Room furnishings include two beds and a chest-of-drawers, a built-in desk and bookcase, two closets and two chairs. Central bathroom facilities are located on each wing. The main lobby is shared with Martin Hall (B Side). A student must be 21 years of age or have 60 credit hours to be eligible to live in Martin Hall (A side). Martin Hall (A side) has a computer lab, workout room, study room and an outdoor courtyard which includes a sand volleyball court.

Meal Plans

With the exception of Lewis Hall and Martin Hall (A side), all residence halls require the purchase of a meal plan in addition to housing. Students must sign separate housing and food service contracts. During the fall and spring semesters, the student may select from a variety of meal plans. Any changes to the student's initial meal plan selection must be made within seven days after check-in. (This does not include the block plan which cannot be changed.) Requests for changes to the meal plan are handled at the Residence Life Office.

Payment must be made for both the room and the cost of food service. No credit will be allowed for nights not spent in the hall or meals missed. Meal plans are not transferrable from one person to another. Students who purchase a meal plan will be issued meal privileges on their student ID card. It is the student's responsibility to make arrangements to pay room and board fees promptly in order to obtain and maintain meal privileges. Failure to obtain an ID card/meal privileges does not exempt the student from the obligation to pay the full amount for room and board fees due. The student will be charged a replacement fee for the loss of the ID card. Replacements are obtained at the ID Center located in the Memorial Student Union.

Housing Payment Procedures

Upon being assigned to a residence hall, the housing fees will be added to the student's account (which includes tuition and other student fees). It shall be the student's responsibility to make prompt arrangements for payment.

The student may pay the full amount due or arrange to pay under the university's deferred payment plan. The first payment is equal to half of the charges due plus a \$30 administrative fee and is due on or before the designated payment deadline. The remaining amount is due in two quarter payments. Students selecting the deferred payment plan must arrange for and sign the payment plan at the Business Office. The following policies and procedures will apply:

- a. Students receiving university-sponsored financial aid are expected to pay all financial obligations owed the university at the time they receive the financial aid.
- b. The Business Office will send invoices to the student's billing address. Hall payments must be made on or before the due date, or a \$15 late fee will be assessed.
- c. If a scheduled payment becomes 10 days delinquent, notification will be forwarded to stop meals. **The student will still be responsible for paying for**

meals which have been stopped because of non-payment. Students who have their meals stopped for non-payment are encouraged to meet with the business services manager, whose office is located in the Business Office at College Hall, to discuss payment arrangements.

- d. A "hold" will be placed on the student's records for delinquent payments. A student will not receive his/her grades, transcript or be allowed to register for future semesters until such hold is cleared. Non-payment will also result in loss of future housing privileges.
- e. Failure to pay account in full by the end of each contracted semester or session will result in the student's account being referred to the University Collection Department to begin collection procedures. If satisfactory payment arrangements are not made with the University Collection Department, the account will be sent to an outside collection agency. The student will then be responsible for paying additional collection agency fees of up to 33% of the unpaid balance.
- f. Refund of unused room and board fees due to early check-out will be paid in the following order when applicable: a) Financial Aid refund; b) outstanding university debts; c) remaining portion to the student.

Refunds

Students withdrawing or terminating from the university during a semester or term will receive a refund of housing fees prorated on a calendar basis up to the semester midpoint (and in accordance with financial aid guidelines where applicable). Students withdrawing or terminating from the residence hall after mid semester point will not be eligible to receive a housing and board refund. (Refer to housing contract for further information.)

Miscellaneous Housing Information

- a. The university will make all residence hall and room assignments and reassignments as necessary. The university cannot guarantee assignment to a particular hall or a specific roommate. First preference is given to students who resided in the halls the previous long semester and contracted to return to the halls. New applicants are assigned on a space available basis, according to the date that the housing contract is received and provided that the student has been admitted to the university. Not placing a deposit or submitting incomplete application forms can also delay the assignment process.
- b. All students are initially assigned a roommate at the beginning of the semester. Should a student's roommate not check-in to the hall, that student will be requested to consolidate with another person.
- c. Specific roommate requests are accommodated as possible. Students with roommate preferences must mutually request each other on the housing agreement, request the same hall and include their prospective roommate's social security number. Both agreements must also be received by the June 1 priority deadline (for fall semester assignment). Not being admitted to the university, not placing a deposit or submitting incomplete forms can also delay assignment.
- d. Due to space limitations, private rooms cannot be reserved in advance. Private rooms are assigned from a waiting list after the 12th class day if space is

- available. There is an additional charge for a private room. The university does reserve the right to place two people in a room that has been assigned as a private room if space is needed. A refund will be made to the person who has paid for a private room (prorated from date the private room is relinquished).
- e. In signing a housing agreement, the student agrees to reside in that room for the time specified in the agreement. This agreement is personal and may not be transferred or assigned to another person. If the student fails to enroll at the university, advance notice of residence hall cancellation must be provided in writing. Under the terms of the housing agreement, moving from the residence hall without an authorized release from the contract will not terminate the student's fiscal obligations.
 - f. Residence halls and dining halls are closed between the fall and spring semesters and during university holidays. The residence hall calendar and the housing and food service contract show the specific times that the residence halls are open and when meals are served. During periods when classes are not in session, housing may be made available if the university determines there is sufficient demand. In such instances, additional rent may be required of each student desiring accommodations. The amount will be determined by the Residence Life Office, and students will be consolidated into one hall.

Residence Hall Association

Composed of student representatives from each residence hall, the association represents the entire residence hall population. Its purpose is to provide effective lines of communication among the house councils and with the Residence Life Office; to coordinate the programs, activities and government of the individual residence halls; to arbitrate any disputes pertaining to house council operating procedures; and to recommend policies affecting all residence halls. Each residence hall has its own house council.

STUDENT FAMILY APARTMENTS

There are 28 one-bedroom and 12 two-bedroom apartments available to eligible students. Eligible students include married students or single parents with dependent children. Application forms may be obtained from the Residence Life Office. Each apartment includes a living room, bedroom(s), tile bath, closets, kitchen equipped with a stove and a refrigerator, central air conditioning and a heating unit. Furniture, cooking utensils, dishes, bedding and other furnishings are the responsibility of the occupant. Monthly rental rates are listed at the end of this section. The university provides water, sewer service, telephone service (excluding long distance calls), Ethernet, cable and a mail box located in our on-campus Post Office. The occupant is responsible for arranging and paying for electrical service.

To be eligible for a student family apartment at A&M-Kingsville students must be:

- a. Married and/or the parent of minor children of whom they have legal custody. **The spouse and/or children must reside with the resident on a full-time basis.** In the event of a separation, both parties will be considered as single persons (if there are no children) and will be required to vacate the apartment at the end of the semester or term in which the separation occurs.
- b. Actively pursuing no fewer than **12 semester hours of undergraduate work** or

9 hours of graduate study for the regular sessions and no fewer than 3 semester hours of work during one of the two summer sessions.

Any student qualifying for family housing may request to be placed on the waiting list. A student's position on the list is determined by the date placed there. Once on the list, a student's application works forward as vacancies occur. All students on the list are assured that its integrity will be maintained at all times and that each person on the list will receive equal treatment. Only persons on the list will be offered apartments when apartments become available.

Married couples with no dependents will be offered a one-bedroom apartment only. Persons with dependents will be offered a two-bedroom apartment when available. All persons must either take the apartment offered to them or have their name placed at the bottom of the list again. A student who decides to accept an apartment must pay the required deposit and submit a student family apartment contract and other necessary housing forms.

DINING SERVICES

Steven D. Kauf, *Food Service Director*

Memorial Student Union 212. MSC 124. Extension 3119.

Sodexo Food Service is the sole provider of food services on campus. The Tejas Room in the Memorial Student Union is an all you can eat for one price buffet and the servicing location for the multiple board plans available, including continuous meal service. It is open daily when school is in session. Additionally, there are retail operations including a Pizza HutExpress, a Sub Sandwich shop, the Starbucks Coffee Shop and a Freshens Yogurt and Ice Cream in the MSU. Most meal plans include specific dollar allocations for retail purchases as well as regular meals. You can also purchase bonus bucks – money put on your ID that can be used at any Sodexo location. Sodexo also operates a full-service catering operation that can handle everything from coffee service to full service dinner banquets to large wedding receptions and even special events off campus. There are many opportunities for student employment in food services.

SUMMARY OF HOUSING AND BOARD RATES

The university reserves the right to change housing fees on 30 days' notice.

Residence Halls

Fall and Spring Semesters	<i>One Payment Plan</i>	<i>Deferred Payment Plan</i>
		1st payment due upon execution of note; one half of fees plus \$30
		2nd payment = one fourth of fees
		3rd payment = one fourth of fees

**Semi-Private Room and Board Rates (Fall or Spring)
with Carte Blanche meal plan and \$75 credit line**

<i>Men's Residence Halls</i>	One Payment Plan	Deferred Payment Plan		
Martin Hall – B	\$2,327	\$1,194	\$582	\$582
Turner Hall	\$2,327	\$1,194	\$582	\$582
<i>Women's Residence Halls</i>				
Bishop Hall	\$2,327	\$1,194	\$582	\$582
Lynch Hall	\$2,390	\$1,225	\$598	\$598
<i>Co-ed Halls</i>				
Martin Hall – A	\$2,327	\$1,194	\$582	\$582
Lewis Hall	\$2,740	\$1,400	\$685	\$685

**Semi-Private Room and Board Rates (Fall or Spring)
with 14 Meals per week plan and \$100 credit line**

<i>Men's Residence Halls</i>	One Payment Plan	Deferred Payment Plan*		
Martin Hall - B	\$2,270	\$1,165	\$568	\$568
Turner Hall	\$2,270	\$1,165	\$568	\$568
<i>Women's Residence Halls</i>				
Bishop Hall	\$2,270	\$1,165	\$568	\$568
Lynch Hall	\$2,333	\$1,197	\$583	\$583
<i>Co-ed Halls</i>				
Martin - A	\$2,270	\$1,165	\$568	\$568
Lewis Hall	\$2,683	\$1,372	\$671	\$671

**Semi-Private Room and Board Rates (Fall or Spring)
with 10 Meals per week plan and \$100 credit line**

<i>Men's Residence Halls</i>	<i>One Payment Plan</i>	<i>Deferred Payment Plan</i>		
Martin Hall - B	\$2,146	\$1,103	\$537	\$537
Turner Hall	\$2,146	\$1,103	\$537	\$537
<i>Women's Residence Halls</i>				
Bishop Hall	\$2,146	\$1,103	\$537	\$537
Lynch Hall	\$2,209	\$1,135	\$552	\$552
<i>Co-ed Halls</i>				
Martin Hall - A	\$2,146	\$1,103	\$537	\$537
Lewis Hall	\$2,559	\$1,310	\$640	\$640

**Semi-Private Room and Board Rates (Fall or Spring)
with 10 Meal per week plan**

<i>Men's Residence Halls</i>	<i>One Payment Plan</i>	<i>Deferred Payment Plan</i>		
Martin Hall - B	\$2,085	\$1,073	\$521	\$521
Turner Hall	\$2,085	\$1,073	\$521	\$521
<i>Women's Residence Halls</i>				
Bishop Hall	\$2,085	\$1,073	\$521	\$521
Lynch Hall	\$2,148	\$1,104	\$537	\$537

<i>Co-ed Halls</i>				
Martin Hall - A	\$2,085	\$1,073	\$521	\$521
Lewis Hall	\$2,498	\$1,279	\$625	\$625

**Room and Board Rates (Fall or Spring)
with 45 Meals Block Plan and \$50 Credit Line**
(Must be 21 years or have 60 credit hours)

<i>Men's Residence Halls</i>	<i>One Payment Plan</i>	<i>Deferred Payment Plan</i>		
Martin Hall - B	\$1,611	\$836	\$403	\$403
Turner Hall	\$1,611	\$836	\$403	\$403
<i>Women's Residence Halls</i>				
Bishop Hall	\$1,611	\$836	\$403	\$403
Lynch Hall	\$1,674	\$867	\$419	\$419
<i>Co-ed Halls</i>				
Martin Hall - A	\$1,611	\$836	\$403	\$403
Lewis Hall	\$2,024	\$1,042	\$506	\$506

Co-ed Residence Hall with Optional Meal Plan

	<i>One Payment Plan</i>	<i>Deferred Payment Plan</i>		
Martin Hall - A side only	\$1,343	\$702	\$336	\$336
Lewis Hall	\$1,756	\$908	\$439	\$439

Additional Cost for Private Room

	<i>One Payment Plan</i>	<i>Deferred Payment Plan</i>		
All Halls <i>except Lewis, \$350 is included</i>	\$350	\$205	\$87.50	\$87.50

Student Family Housing

One bedroom	\$362 per month
One bedroom (remodeled)	\$389 per month
Two bedroom	\$410 per month

Board Only Plan

	<i>One Payment Plan</i>	<i>Deferred Payment Plan</i>		
Carte Blanche w/\$75	\$984	\$522	\$246	\$246
14 meals per week w/\$100	\$927	\$494	\$232	\$232
10 meals per week w/\$100	\$803	\$432	\$201	\$201
10 meals per week w/\$100	\$742	\$401	\$186	\$186
45 meal block plan w/\$50	\$268	\$164	\$67	\$67

EDUCATIONAL EXPENSES

Armandina G. Lorenzi, *Bursar*

College Hall 102. MSC 104. Extension 3818.

Estimated Nine-Month Budget

The following nine month budgets are offered as estimates of reasonable expected expenses. These estimates are based on a 9 credit hour course load and are subject to change.

Texas A&M University-Kingsville Budget for 2006-2007 (Texas Resident)
Fall and Spring (award year/semester)

	On campus	Off Campus
Tuition & Fees	\$3,210/\$1,605	\$3,210/\$1,605
Books & Supplies	\$1,027/\$514	\$1,027/\$514
Room & Board	\$4,672/\$2,336	\$3,871/\$1,935
Transportation	\$1,650/\$825	\$1,650/\$825
Dependent Care (Per Child)	\$1,169/\$585	\$1,169/\$585
Personal Expenses	\$2,355/\$1,178	\$2,355/\$1,178
Loan Fees	\$380/\$190	\$380/\$190
Total	\$14,463/\$7,232	\$13,662/\$6,832

Texas A&M University-Kingsville Budget for 2006-2007 (Nonresident)
 Fall and Spring (award year/semester)

	On campus	Off Campus
Tuition & Fees	\$8,160/\$4,080	\$8,160/\$4,080
Books & Supplies	\$1,027/\$514	\$1,027/\$514
Room & Board	\$4,672/\$2,336	\$3,871/\$1,935
Transportation	\$1,650/\$825	\$1,650/\$825
Dependent Care (Per Child)	\$1,168/\$585	\$1,168/\$585
Personal Expenses	\$2,355/\$1,178	\$2,355/\$1,178
Loan Fees	\$380/\$190	\$380/\$190
Total	\$19,412/\$9,708	\$18,611/\$9,307

Married couples and single head of household may add an additional \$1,080 amount to their budgets for each dependent child. Child care allowance is added for each dependent child under age 12.

Financial Obligations

Students are expected to pay all financial obligations to the university when due. Failure to meet such obligations will result in a student's record being placed on a hold status and may result in the student not being able to take final examinations, receive official transcripts or enroll for another semester. Failure to make room and board payments on time may result in the loss of meal privileges and eviction from the university residence hall. Student family apartment residents may also be removed from their apartment if monthly apartment rentals are not paid on time. In all cases, the student will be duly notified and given a reasonable length of time to clear the obligation before the enforcement of disciplinary action.

Students receiving university sponsored financial aid are expected to pay all financial obligations owed the university at the time they receive the financial aid. Students who are working on campus will have the opportunity to cash paychecks to pay financial obligations.

NOTE: Census day of the semester is the day that all tuition and mandatory fees must be paid in full. If all tuition and mandatory fees are not paid in full, a class or classes will be dropped for non-payment. The census day of the long semesters (fall and spring) is the 12th class day. The census day for the summer terms is the 4th class day. Census day is a drop day, if all tuition and mandatory fees are not paid in full.

Mandatory Tuition and Fees

Students who do not pay mandatory tuition and fees in full by established deadlines will be dropped from one or more classes, according to the unpaid balance due. Students who establish and make the required initial payment of the deferred payment plan will not be dropped.

Deferred Payment of Tuition and Fees

Students selecting the deferred payment plan may pay tuition and fees in **three** payments. There is a \$30 administrative fee for choosing the deferred payment plan. Students who select a deferred payment plan are subject to the following provisions:

- a. Students receiving university sponsored financial aid equal to or greater than their tuition and fees **must** pay in one payment. All financial aid funds received after selection of deferred payment plan will be applied to account balance until paid in full.
- b. A late payment penalty of \$15 will be assessed for any deferred payment not made on or before the due date.
- c. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to pay in full prior to the end of the semester may be denied credit for the work done that semester.

Charge Card Privilege

Students may pay tuition and fees, including room and board, with a Mastercard or Visa. Credit card payments may be made via TouchNet over the web, or by calling the Business Office.

Concurrent Enrollment at Another Public Institution of Higher Education

Students must present to the Registrar on the day they register evidence of previous enrollment for the same semester, number of hours enrolled and receipt showing the total tuition and other registration fees paid at another public institution in order to be eligible for provisions of Senate Bill 250 "Tuition Limit in Cases of Concurrent Enrollment."

Returned Item Policy

When a bank returns an unpaid item (i.e., check, credit card, money order) that has been submitted to the university, the following procedure will apply:

1. The Business Office will mail a notification by certified mail within 3 business days to the individual who submitted the returned item to the university. This notice will indicate the amount of the item, the \$25 returned item charge, and the reason the item was returned. The individual is given 10 days from receipt of notification to clear the returned item using cash, cashier's check or money order. Only payment in full will be accepted. The university will not accept a personal check or a credit card in payment for a returned item. In the event the certified mail is unaccepted and returned to the university, the university will attempt to deliver the notification to the student through one of his/her classes. The university will also attempt to reach the individual by phone. The individual will be given 10 days from this contact to clear the item.
2. A registration and transcript hold will be placed on the individual's record. After an individual has two or more items returned to the university, checks will no longer

be cashed for that individual. If an individual stops payment on a check presented to the university, the university reserves the right to refuse acceptance of future checks for payment of university charges.

3. In those instances where a student fails to redeem a returned item and charge within the 10 day period, the university will initiate one or more of the following courses of action:
 - a. If the item was given in payment of tuition and fees or is in excess of \$100, the student may be withdrawn from all classes at the university. The Business Office will notify the Registrar's Office of the requested withdrawal. The Registrar's Office will withdraw the student as of that date and notify the student, all instructors and any other offices that may need to take action (i.e. International, Student Services, Dean of Students). The student will receive a refund only if the withdrawal occurs prior to or during the percentage refund dates for the semester. Any refund resulting from the withdrawal will be held to be applied toward the returned item. If the student is withdrawn after midpoint of the session, the grade entered on his/her transcript will be at the discretion of each instructor.
 - b. Returned items for less than \$100 may be referred to the Student Services Office for disciplinary action.
 - c. In those instances where the returned check and charge have not been redeemed after two notification attempts, the university may take the check to the district attorney (or county attorney) and file a complaint with that office. Any further action on the matter will follow the legal process as prescribed by the respective attorney's office.

Resident vs. Nonresident Student Status

All students attending A&M-Kingsville who are nonresidents of Texas will be charged additional tuition in accordance with state law. The responsibility of registering under the proper residence is placed upon the student. If there is any possible question of the right to legal residence in Texas under state law and university rules, the student must raise the question with the Office of Admissions and have such question settled prior to registration. There can be no change of residence unless authorized by the Registrar. Students must pay the correct fee at the beginning of each semester or term for which they register. An attempt on the part of a nonresident to evade the nonresident fee may lead to expulsion from the university. Legal resident information forms to assist students in determining their proper legal status are available in the Registrar's Office or the Office of Admissions.

Military Residence

Military persons stationed in Texas who wish to avail themselves or their dependents of military residence provisions of state law must submit during their first semester of enrollment in which they will be using the waiver program, a statement from an appropriately authorized officer in the service certifying that they (or a parent) will be assigned to duty in Texas on the census date of the term they plan to enroll, and that they are not in Texas only to attend training with Texas units. Such persons shall pay resident tuition so long as they reside continuously in Texas or remain continuously enrolled in the same degree or certificate program (enrollment in summer semester is not required to remain continuously enrolled).

RESIDENT FEES
2006-2007 Texas Resident Fees
Long Session (Fall or Spring)
Graduate

Hour	Tuition	Graduate Differential	Designated Tuition	Student Service	Athletic Fee	Computer Use Fee	Library Access Fee
1	120	18	60	12	12	10	5
2	124	36	120	24	24	20	10
3	150	54	180	36	36	30	15
4	200	72	240	48	48	40	20
5	250	90	300	60	60	50	25
6	300	108	360	72	72	60	30
7	350	126	420	84	84	70	35
8	400	144	480	96	96	80	40
9	450	162	540	108	108	90	45
10	500	180	600	120	120	100	50
11	550	198	660	132	132	110	55
12	600	216	720	144	144	120	60
13	650	234	780	156	156	130	65
14	700	252	840	168	156	140	70
15	750	270	900	180	156	150	75
16	800	288	960	192	156	160	80
17	850	306	1020	204	156	170	85
18	900	324	1080	216	156	180	90
19	950	342	1140	228	156	190	95
20	1000	360	1200	240	156	200	100

ADDITIONAL FEES:

\$3 will be charged for International Education Fee

\$10 will be charged for Transcript Fee

\$49 will be charged for Hospital Fee

\$30 will be charged for Student Center Fee

\$10 will be charged for ID Fee

Add \$50 tuition, \$18 graduate differential, \$60 designated tuition, \$10 computer use fee and \$5 library access fee for each hour over 20. In addition, if taking 21 hours (or more) add \$10 student service fee. All other fees remain the same. **MINIMUM TUITION:**

\$120

Non-refundable fees: late payment fee, drop fees and deferred payment plan processing fees.

3-Peat Fee: A \$100 per semester credit hour fee will be assessed after the 20th class day (15th for summer sessions) of the semester for attempting a class for the third and subsequent times.

The university reserves the right to change fees upon board approval.

NONRESIDENT FEES
2006-2007 Nonresident - U.S. and Foreign Fees
Long Session (Fall or Spring)
Graduate

Hour	Tuition	Graduate Differential	Designated Tuition	Student Service	Athletic Fee	Computer Use Fee	Library Access Fee
1	325	18	60	12	12	10	5
2	650	36	120	24	24	20	10
3	975	54	180	36	36	30	15
4	1300	72	240	48	48	40	20
5	1625	90	300	60	60	50	25
6	1950	108	360	72	72	60	30
7	2275	126	420	84	84	70	35
8	2600	144	480	96	96	80	40
9	2925	162	540	108	108	90	45
10	3250	180	600	120	120	100	50
11	3575	198	660	132	132	110	55
12	3900	216	720	144	144	120	60
13	4225	234	780	156	156	130	65
14	4550	252	840	168	156	140	70
15	4875	270	900	180	156	150	75
16	5200	288	960	192	156	160	80
17	5525	306	1020	204	156	170	85
18	5850	324	1080	216	156	180	90
19	6175	342	1140	228	156	190	95
20	6500	360	1200	240	156	200	100

ADDITIONAL FEES:

\$3 will be charged for International Education Fee

\$10 will be charged for Transcript Fee

\$49 will be charged for Hospital Fee

\$30 will be charged for Student Center Fee

\$10 will be charged for ID Fee

Add \$325 tuition, \$18 graduate differential, \$60 designated tuition, \$10 computer use fee and \$5 library access fee for each hour over 20. In addition, if taking 21 hours (or more) add \$10 student service fee. All other fees remain the same. **MINIMUM TUITION:**
\$325

Non-refundable fees: late payment fee, drop fees and deferred payment plan processing fees

3-Peat Fee: A \$100 per semester credit hour fee will be assessed after the 20th class day (15th for summer sessions) of the semester for attempting a class for the third and subsequent times.

The university reserves the right to change fees upon board approval.

MANDATORY FEES *(All fees are payable at registration.)*

Student Service Fee

A service fee of \$12 per semester credit hour is charged to all students attending the university. This fee is used to support student activities such as the Student Government Association, student musical organizations, *The South Texan*, the New Student Orientation and numerous other student activities

Athletic Fee

An athletic fee of \$12 per semester credit hour is charged to all students attending the university. Students paying \$156 (13 or more semester hours) are entitled to free admission to all varsity and recreational sports, athletic contests and other special activities.

Computer Use Fee

A fee charged at \$10 per semester credit hour used to purchase computers to maintain student labs on campus and to create new facilities for students.

Library Access Fee

This fee is charged at \$5 per semester credit hour used to fund the electronic network and the maintenance of the library.

International Education Fee

This fee is charged at a flat rate of \$3 per semester. Funds are used to support cultural diversity within the student body and to enhance student knowledge of other countries through international study and scholarships.

Transcript Fee

This fee is charged at a flat rate of \$10 per semester. Funds are used to pay the cost of printing transcripts upon request for current and former students as well as to enhance our ability to serve our students' needs through the electronic transcript process.

Hospital Fee

A flat fee charged at the rate of \$49 per semester. Funds are used to support the Student Health Center, supplies and all operational needs of that center.

Student Center Fee

A flat fee charged at the rate of \$30 per semester. Funds are used to support special activities for the students. In addition, a portion has been used for the renovation of the Memorial Student Union.

ID Card Fee

This is a flat fee that is charged at \$10 per semester. Funds will be used to support the new student IDs and the cost of operation.

MISCELLANEOUS FEES

General Property Deposit

Each student must pay a one time charge of \$10 to ensure the institution against losses, damages and breakage in libraries and laboratories. It is refundable upon request after the student graduates or withdraws, less any loss, damage or breakage caused by the student.

Laboratory Fee

For each laboratory course a fee of \$2 to \$36 is charged depending upon cost of materials used in the course.

Kinesiology Fee

For each kinesiology service course, EDKN 1102 through EDKN 1249, the student will be charged a special fee of \$4 for towel service. In specified courses, an additional fee may be charged.

Applied Music Fees

For personal lessons on keyboard, wind, string or percussion instrument or voice lessons, a fee of \$50 per semester credit hour is charged.

Music Fees

Instrument Rental Fee... \$3 per semester

Marching Band members for three uniform cleanings \$10 per semester

Visitor's Fee

The fee for visiting a course for a person other than a full-time student is the same as that required for registration for credit. A full-time student pays no additional fee for visiting a course.

Automobile Registration Fee

All persons who operate a vehicle on university property, regularly or occasionally, are required to register those vehicles with the University Police Department and to obtain a parking permit for a designated area or areas. All student vehicles operated on the university campus must be registered within one week after classes begin. No refunds will be issued after one week from the date classes begin. Detailed information on parking and traffic regulations, penalties for failing to register a vehicle and other traffic and parking violations, methods of obtaining refunds, procedures to follow when changing automobiles, location where vehicle may be parked and a specific breakdown of fees to be paid will be available at the time of registration.

Other Fees

Late Payment Fee	\$35
Bachelor's Graduation Fee	\$35
Undergraduate (domestic) Application Fee	\$15
Graduate (domestic) Application Fee	\$35
International Application Fee	\$50
Master's Graduation Fee, Plan One	\$111
Master's Graduation Fee, Plan Two and Plan Three	\$43
Doctor's Graduation Fee (pending Board approval)	\$184
R.O.T.C. Special Service Fee, Per Semester	\$5
Thesis-Binding Fee for extra copy	\$9

Fines and Breakage Loss

Students must pay all fines before they can receive a transcript of their credits or can register in the university.

Students registered for courses in chemistry will be notified at the end of a semester of breakage or loss of equipment and will be required to pay the amount due at the Business Office.

Students are expected to exercise reasonable care of university property; an assessment will be made for any deliberate misuse.

REFUND OF FEES

The Higher Education Amendments of 1998 (HEA98) represent a major shift in the return of Title IV Federal Financial Aid when a student withdraws from the university. The policy governs all federal grant and loan programs (Pell, SEOG, Stafford Loans, Perkins and PLUS loans), but does not include the Federal Work-Study program.

In general, the law assumes that a student “earns” **approved (verified)** federal financial aid awards in proportion to the number of days in the term prior to the student’s complete withdrawal. If a student completely withdraws from school during a term, the school must calculate, according to a specific formula, the portion of the total scheduled financial assistance that the student has earned and is therefore entitled to retain, until the time that the student withdrew. If a student receives (or the university receives on the student’s behalf) more assistance than he/she earns, the unearned funds must be returned to the Department of Education or to the Federal Stafford or parent’s Federal PLUS loan lenders. If a student’s charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds. **Students who have not completed the verification process are ineligible to receive any financial aid.**

The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew. The policy governs the earned and unearned portions of the student’s Federal Title IV Financial Aid only. It determines how

much, if any, the student and/or the school may need to return. This policy does not affect the student's charges. The university's withdrawal policy will be used to determine the reduction, if any, in the student's tuition and fee or room and board charges. **The student is responsible for paying any outstanding charges to the university.**

Withdrawal Policy

When a student withdraws from the university during the first twenty (20) days of classes during a long semester, six (6) days during a summer session and two (2) days during an intersession, the university will refund a portion of the tuition and fees charged to a student. The percentages refunded are as follows:

Fall/Spring

- a. prior to the first class day – 100%
- b. during the 1st, 2nd, 3rd, 4th and 5th class days – 80%
- c. during the 6th, 7th, 8th, 9th and 10th class days – 70%
- d. during the 11th, 12th, 13th, 14th and 15th class days – 50%
- e. during the 16th, 17th, 18th, 19th and 20th class days – 25%
- f. after the 20th class days – none

Intersession

- a. prior to the first class day – 100%
- b. during the 1st class day – 80%
- c. during the 2nd class day – 50%
- d. after the 2nd class day – none

Summer Session

- a. prior to the first class day – 100%
- b. during the 1st, 2nd and 3rd class day – 80%
- c. during the 4th, 5th and 6th class day – 50%
- d. after the 6th class day – none

The “first class day” is determined by the beginning of a semester, summer session or intersession. The “first class day” is not defined by individual courses. Please refer to the academic calendar for the first class day date.

The refund will be returned to the student only if the student **did not** receive financial aid assistance from either Title IV programs or state programs. In the cases where the student did receive assistance from these programs, the refund will be returned to the programs in the following order: Unsubsidized Loan, Subsidized Loan, Perkins Loan, PLUS Loan, Pell Grant, FSEOG Grant, TPEG Grant, RPEG Grant, NPEG Grant and Texas Grant.

The student's official withdrawal date will be determined by the university as:

- a. the date the student began the university's withdrawal process.
- b. the midpoint of the semester if the student withdraws without notifying the university.
- c. the student's last day of attendance at an academically-related activity as documented by the university.

If it is determined that the university must return to the Title IV programs monies in excess of any tuition and fees or room and board, the student will be responsible for those monies.

Any grant funds that the student is required to return to the federal programs are considered an overpayment. The student must either repay the amount in full to the university within 45 days of notification of the overpayment or make satisfactory payment arrangements with the Department of Education Collections that the student owes an overpayment. At that point, until the student pays the amount in full to the Department of Education or makes repayment arrangements with the Department of Education, **the student will lose his/her eligibility to receive future federal financial aid at any institution.**

Federal Policy Regarding “Unofficial Withdrawals”

The Federal Regulations GEN 0403 provides guidance on the application of Return to Title IV aid requirements. This new guidance requires institutions to closely monitor the attendance of students who receive Title IV aid.

At the end of every semester, grade evaluations are completed to determine compliance with this new regulation. The Federal government assumes that students who do not receive a passing grade in any class attempted and/or receive incomplete grades have unofficially withdrawn from the institution. This assumption requires Texas A&M University-Kingsville to formally document the attendance of students who receive all “F’s” or “I’s” in classes attempted in that period.

If a student earns a passing grade in at least one course, the Return to Title IV policy is not applicable.

Upon Dropping a Course or Courses

A 100% refund difference of applicable tuition and fees collected will be made for courses from which students drop within the first 12 days of a semester or within the first four days of a summer term. There will be no refunds for courses dropped after the first 12 days of a semester or after the first four days of a summer term.

Refund Policies

The following policies are used for refunds:

- a. Refunds are mailed according to published schedules from the Business Office. All refunds will be mailed to the billing address provided by the student.
- b. Financial aid residual balances may now be directly deposited into an appropriate bank account. Direct deposit arrangements must be made in advance.
- c. Any financial obligations owed the university will be deducted from the refund before the balance is mailed to the student.
- d. A student who is required to withdraw because of failure in the work of a previous semester will receive a refund in accordance with the above schedule.
- e. Fees paid for correspondence and/or extension courses will not be refunded after the student receives the lesson outline in correspondence courses or after the first meeting of the extension center course.
- f. No refunds will be made on visitors' fees.

STUDENT FINANCIAL AID PROGRAMS

Roel Villarreal, *Director of Student Financial Aid Services*

Memorial Student Union 105. MSC 115. Extension 3911.

The Student Financial Aid Office assists students in obtaining financial assistance through a variety of federal, state and private sources in order to supplement their own contribution to a college education. The financial gap between the cost of an education and monies available from the family can be complemented by grants, loans, scholarships and/or student employment. The office updates the types of aid available annually. Federal regulations require that a student must make satisfactory academic progress to continue receiving Title IV funds.

FINANCIAL AID AND SCHOLARSHIP APPLICATION DEADLINES

Time is a very critical part when applying for financial aid. The following deadlines have been established:

Fall/Spring - April 15

Spring only - October 1

Summer Sessions - March 2

SCHOLARSHIPS

Scholarships are categorized as either need or non-need (honorary) awards. The Office of Student Financial Aid awards scholarships after evaluating academic records, scholastic promise and financial need. The Office of Student Financial Aid awards non-need-based scholarships based on merit and promise without regard to financial need; it carries a nominal stipend. Most departmental scholarships are not automatically renewed, and students must apply each year for continued consideration. Please apply at <https://scholarships.tamuk.edu/>.

NEED-BASED SCHOLARSHIPS

Applying for Need-Based Scholarships and Financial Aid Steps in Applying for Need-Based Scholarships

Applicants must complete the academic scholarship application form available on the university website or call the Office of Student Financial Aid at 361-593-3911.

Steps in Applying for Financial Aid

Application Process

1. Complete the Free Application for Federal Student Aid (FAFSA). This form may be picked up at any local high school guidance office, community college or university financial aid office. Students must list Texas A&M-Kingsville as one of the college/university choices in the FAFSA to be considered for financial aid at this university. Our School Code is 003639.

2. Completion of the FAFSA requires the student's and/or spouse's income tax return. Those who do not file a tax return must use proper income or benefit sources to complete it. These include child support, social security benefits, veterans' benefits, etc.
3. The FAFSA can be mailed to the address stated on the FAFSA or it can be done on the web at www.fafsa.ed.gov.
4. The Processing Center will return an acknowledgment to the student in about four weeks. This acknowledgment should be kept for personal records.
5. The Office of Student Financial Aid will retrieve an electronic version of the SAR.
6. Minimally, 30 percent of all students applying for federal assistance are selected for verification of their FAFSA. This selection is a random selection. If a student is selected, he/she will need to submit a copy of his/her or his/her spouse's U.S. Income Tax Return, a verification worksheet and any other documents used to complete the FAFSA. For those students who did not or are not required to file a U.S. Income Tax Return, a notarized statement needs to be submitted in place of the tax return.
7. If a student will be attending the summer sessions, he/she must complete the Texas A&M-Kingsville's Summer On-line Application to complete the application process. This application is completed and submitted electronically at www.tamuk.edu/finaid/. This application is **NOT** required if a student will be attending the fall/spring semesters.

Financial Aid Process

- a. Once the application process is completed, the Office of Student Financial Aid Services will prepare a financial aid package to help meet the student's financial need. The amount of the financial aid award depends on whether the student is enrolled for 9-11 hours, 6-8 hours or 1-5 hours (only Pell Grant is given for less than 6 hours). The aid award will be disbursed each semester.
- b. The school will first use the aid to pay tuition and fee charges and room and board. The remainder will be disbursed to the student either through direct deposit to the student's bank account, if the student has signed up for direct deposit or, if not, a residual check will be mailed to the student.
- c. Grants and scholarships will be ready, but loans require an additional application.
- d. Work-study assistance is awarded but the individual student must find a position in order to receive the funds. Work-study funds are disbursed as they are earned.
- e. It is the responsibility of the student to have other resources available should the financial assistance not cover the total educational expenses.

Documents

1. **General University Application** (only required for summer sessions). This application is completed and submitted electronically at www.tamuk.edu/finaid/.
2. **Stafford Master Promissory Note**: This is required the first time a student accepts a Stafford Student Loan and is valid for 10 years. Once the student has had a loan certified by the institution and the student chooses the same lender, no new

promissory note is required. The student will only need to submit a Loan Acceptance via the Stafford Loan Processing On-line Form at www.tamuk.edu/finaid/.

3. **Transfer Students:** Texas A&M University-Kingsville is required to download and print Financial Aid Transcripts from the NSLDS for each student who has attended other colleges/universities. It is the student's responsibility to notify the Office of Student Financial Aid Services of any other colleges/universities attended.

Please contact the Office of Student Financial Aid Services at 361-593-3911 or 361-593-3031 for questions about the financial assistance process. You may write the Office of Student Financial Aid Services at MSC 115, Kingsville, Texas 78363.

General Information

Applicants must be accepted for admission, pre-registered for classes and have all financial aid documents completed and on file before financial aid funds will be disbursed.

Students must reapply each year for financial aid and scholarships. Applicants must maintain satisfactory academic progress and be in good standing to be eligible for financial aid.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR FINANCIAL AID

Federal regulations require a student to be making satisfactory progress toward the completion of a degree or certification in order to be eligible to receive Title IV funds. The Office of Student Financial Aid Office at Texas A&M-Kingsville applies this rule to **ALL** students applying for any financial aid.

Satisfactory academic progress is determined after a student has been enrolled for one full academic year. An academic year is considered to be two long semesters, like fall and spring. Summers are not included as part of an academic year. They are considered probationary periods to be used for making up deficiencies resulting from the academic year. The periods run from fall to spring for students enrolling in the fall semester, from January to May for students enrolling in the spring semester but who were not enrolled in the fall semester. Review Student Financial Aid Handbook.

A student who fails to achieve satisfactory academic progress **IS NOT ELIGIBLE** for additional financial aid while making up a grade point average (GPA) deficiency and/or deficient credit hours.

A student placed on enforced withdrawal (**EW**) **IS NOT ELIGIBLE** for additional financial aid.

Graduate Students

1. A minimum overall grade point average requirement for a graduate student is at least a 3.0.

2. At least nine hours must be passed by graduate students enrolled for at least a full-time course load of nine hours in a long semester, for a total of 18 hours for two consecutive long terms. Students enrolled half-time must pass at least six hours each term, for a total of 12 hours in two long terms.
3. The time frame for financial aid eligibility is **48** earned academic hours.

Satisfactory Academic Progress Requirements for Student Enrolled in 5305, 5306, 6305, 6397, 6399, 6998 and 6999 Classes

To be considered for financial aid on a full-time basis, students must be enrolled in the following courses as outlined below:

1. Students enrolled in the 5305 classes are required to be enrolled every long semester in the class until they receive a grade in the class. For each semester they are enrolled but do not complete the requirements, the student is given an IP (In Progress). Students will be allowed four IPs (long semester enrollments). If at the end of the fifth enrollment in the class, the student still has not completed the requirements, the student will be placed on FAS (Financial Aid Suspension).
2. Students enrolled in the 5306 proposal stage of the Thesis are required to be enrolled every long semester in the class until they receive a grade in the class. For each semester they are enrolled but do not complete the requirements, the student is given an IP (In Progress). Students will be allowed four IPs (long semester enrollments). If at the end of the fifth enrollment in the class, the student still has not completed the requirements, the student will be placed on FAS (Financial Aid Suspension).
3. Students enrolled in the 5306 and 6305 Thesis stage of the Thesis are required to be enrolled every long semester in the class until they receive a grade in the class. For each semester they are enrolled but do not complete the requirements, the student is given an IP (In Progress). Students will be allowed four IPs (long semester enrollments). If at the end of the fifth enrollment in the class, the student still has not completed the requirements, the student will be placed on FAS (Financial Aid Suspension).
4. Students enrolled in 6305/6397/6398 Dissertation Research Stage are required to be enrolled every long semester in the class until they receive a grade in the class. For each semester they are enrolled but do not complete the requirements, the student is given an IP (In Progress). Students will be allowed eight IPs (long semester enrollments). If at the end of the ninth enrollment in the class, the student still has not completed the requirements, the student will be placed on FAS (Financial Aid Suspension).
5. Students enrolled in the 6305/6399/6999 Dissertation Stage are required to be enrolled every long semester in the class until they receive a grade in the class. For each semester they are enrolled but do not complete the requirements, the student is given an IP (In Progress). Students will be allowed eight IPs (long semester enrollments). If at the end of the ninth enrollment in the class, the student still has not completed the requirements, the student will be placed on FAS (Financial Aid Suspension).

Since summer sessions are considered by the Financial Aid Office to be used for clearing any deficiencies, IPs received during summer sessions will not be counted against the allowable number of IPs for satisfactory academic progress requirements.

Students who are placed on FAS because of the IPs will have to submit a waiver request which will be evaluated by the Satisfactory Academic Progress Committee. If the waiver is denied, the student can submit a Waiver Appeal Request which will be evaluated by a committee comprised of university faculty and staff.

Both Undergraduate and Graduate Student Guidelines

1. Those students that have not made satisfactory progress by the end of the academic year are placed on Financial Aid Suspension (FAS) and cannot receive financial aid until the unsatisfactory condition is corrected.
2. Deficient hours and an unsatisfactory grade point average can be corrected by a student enrolling the following semester(s), at his/her own expense until all deficiencies are made up. No financial aid can be awarded while a student is on financial aid suspension.
3. The Satisfactory Academic Progress Waiver Committee may waive the satisfactory academic progress requirements, but only for extenuating circumstances which may have caused the unsatisfactory progress condition. When properly documented, the committee will consider circumstances such as illnesses, death of an immediate family member, etc.
4. Enrollment in the summer terms can be used to satisfy deficient hours and GPA for those students who enrolled in two long terms, but did not pass the required number of hours, or their GPA was too low.
5. Satisfactory academic progress rules apply for all semesters of enrollment, even when financial aid is not received.
6. When a student withdraws during a long-term semester, the semester is counted.

NON-NEED BASED SCHOLARSHIPS

The Office of Student Financial Aid acts as the clearinghouse for all new student, non-need based scholarships. The office collects the necessary information and duplicates completed files for scholarship committee review and selection. Annually the office creates and updates a generic scholarship application which can be printed from a link on the university website or by contacting the Office of Student Financial Aid.

A scholarship application and its required documents will be copied for distribution to the departments in which students might qualify for scholarships.

Deadlines. The various scholarship committees have deadline dates at different times throughout the spring and summer. Incomplete applications or those received after the deadline dates will not be eligible for consideration.

In-State Privileges for Out-of-State Scholarship Recipients. A nonresident student holding a competitive scholarship from the university scholarship selection pool of at least \$1,000 for the year for which he or she is enrolled is entitled to pay resident tuition.

High School Students must submit an official high school transcript with their class rank posted, ACT or SAT test score results and two letters of recommendation along with the completed scholarship application before February 15. All unconditionally admitted high school students (ACT=21, SAT=970) can be considered for scholarships.

Transfer Students must submit official transcripts from all colleges attended, two letters of recommendation and the completed scholarship application. (12 college-level credit hours required) before June 1.

GRANTS

Various grant programs are funded by the federal and state governments, the university or a combination of these agencies. Grants DO NOT have to be repaid. *General requirements for grant programs stipulate that the student must be in good standing (a 2.0 overall grade point average), must be maintaining academic satisfactory progress, must not be in default on any loan made from a student loan fund at any institution and must not owe a refund on any grant previously received.*

Because they are generally matched with some other type of aid administered by the university, the Federal Supplemental Educational Opportunity Grant (FSEOG), the Texas Public Educational Grant (TPEG) and the Texas Public Educational-State Student Incentive Grant (TPE-SSIG) are not listed on the application. If an applicant for any of the need-based aid programs is eligible for one of these grants and if funds are available, the grant will be approved.

Federal Pell Grant: The Pell Grant is a federal program designed to provide financial assistance to undergraduate students who demonstrate financial need. The amount of the grant is based on the computed expected family contribution, the level of funding and the cost of education. Students enrolled for less than full-time will receive a reduced grant award. Pell Grant eligibility is limited to six full years of undergraduate study. Eligibility must be re-established each year by completing the FAFSA. Applications for this program may be obtained from any high school counselor or from the Office of Student Financial Aid. The application is self-explanatory.

Federal Supplemental Educational Opportunity Grant (FSEOG): FSEOG provides grants to students who demonstrate the greatest financial need. Students must be eligible for the Pell Grant and have an expected family contribution of less than \$100. Eligible students must be citizens or permanent residents of the U.S. who are accepted for admission or are enrolled at least half-time as undergraduate students.

Texas Public Educational Grant (TPEG): The Texas Legislature enacted TPEG as a program for undergraduate and graduate students with demonstrated need.

Texas Public Educational-State Student Incentive Grant (SSIG): This grant furnishes financial assistance to needy students attending public institutions of higher learning in Texas. Students must be citizens or permanent residents of the U.S. and must be enrolled at least half-time.

Aid for Dependent Children (AFDC-TANF) Grant: Exemption program provides an exemption from the payment of tuition and fees for up to one year for eligible college students.

Early High School Graduation Scholarship Program: This program is to increase the efficiency of the foundation and provide tuition assistance to eligible students. A total of \$1000 to cover tuition only is awarded to eligible students. This program does not cover remedial classes.

Certified Educational Aide Exemption Program: This program is to encourage certain educational aides to complete full teacher certification by providing need-based tuition and mandatory fee exemptions at Texas public institutions of higher education. This program does not cover remedial classes.

Texas Excellence Access and Success (TEXAS) Grant Program: This program is to provide need-based grants to eligible persons to enable them to attend an institution of higher education. Students who have completed the recommended or distinguished high school curriculum may be eligible for this program.

LOANS

The Office of Student Financial Aid administers a number of loan programs for students whose needs cannot be fulfilled in any other manner. The loans are administered in adherence with accepted business practices in an effort to provide borrowers with an educational experience in personal finances as well as to ensure the continuance of existing loan funds through prompt repayment. Loan funds administered by the university vary somewhat in qualifications required, amounts that may be borrowed and terms of repayment. Specific details concerning each loan fund, including the rights and responsibilities of a borrower and the repayment schedule, may be obtained from the Office of Student Financial Aid.

The personnel in the Office of Student Financial Aid are available as financial advisors to **all** students whether or not they are qualified to borrow from one of the university's student loan funds. Through interviews and realistic examination of expenses and income, students often discover that borrowing is only one of the possible solutions to financial problems.

*General requirements stipulate that the student must be accepted for enrollment or, if a continuing student, must be maintaining satisfactory academic progress, must not be in default on any loan made from a student loan fund at any institution, must not owe a refund on any grant previously received and **must** attend a Loan Entrance Counseling session before receiving the first disbursement and **must** attend a Loan Exit Counseling session whenever the student's enrollment status falls below half-time, the student withdraws or graduates from the university. Loan funds will not be disbursed until a*

student is registered for at least half-time status; late registration will result in delayed financial aid disbursement.

Long-Term Loans

The university participates in several low-interest, long-term loans sponsored by the federal and state governments. Applicants for all loans must complete the Free Application for Federal Student Aid (FAFSA) as part of the application process. The application may be obtained from high school counselors or the Office of Student Financial Aid. Instructions for completing and submitting the FAFSA are included with the form.

Federal Stafford Student Loan Program (Subsidized/Unsubsidized): The Stafford Loan is designed to assist students who are enrolled at least half-time and are maintaining Satisfactory Academic Progress toward a degree. The student must choose a lender who participates in the Stafford Loan program (The Office of Financial Aid can provide a listing of the major lenders used by the majority of students attending Texas A&M-Kingsville.)

Freshman students (29 or less earned hours) are eligible to borrow \$2,625 per year, sophomore students (59 or less earned hours) are eligible to borrow \$3,500 per year, junior/senior students (60+ earned hours) are eligible to borrow \$5,500 per year and master's/doctoral students are eligible to borrow \$8,500 per year.

These amounts can be subsidized only, unsubsidized only or a combination of subsidized/unsubsidized. The total outstanding loan debt for a dependent undergraduate is \$23,000. Independent students may borrow an additional \$23,000 (unsubsidized only) for a total of \$46,000. The annual limits independent students can borrow in the additional unsubsidized loan program are freshmen/sophomores \$4,000 per year, junior/seniors \$5,000 per year and master's/doctoral \$10,000 per year. Master's/doctoral students may borrow up to \$138,500 of which only \$65,000 can be subsidized (this includes any loans made at the undergraduate level). The amount borrowed cannot exceed financial need. The interest rate on the Stafford loans is a variable and changes each July 1. However, it can never exceed 8.25%. For subsidized loans only, the federal government pays the interest to the lender during the student's enrollment grace period, immediately following separation from school and any authorized period of deferment. For unsubsidized loans, the student is responsible for any interest at all times. The federal government will not pay the interest on unsubsidized loans.

Federal PLUS Program for Parent Borrowers: A Federal PLUS (Parent loan for undergraduate dependent students) is a very low interest rate installment loan for parent borrowers to assist them in paying for a dependent student's education. The amount a parent may borrow will be determined by the Office of Student Financial Aid. The loan may not exceed the student's cost of education minus other financial aid awarded. The parent may choose to have the funds disbursed to the university either through Electronic Funds Transfer (EFT) or via a hard check. Monies disbursed via EFT will be credited to the student's account and a residual check will be made payable to the student. Monies disbursed via hard check will be made co-payable to the university and the parent

borrower. Both the parent borrower and the university must endorse the check. The interest rate on a Federal PLUS loan varies annually changing each July 1 but cannot exceed 9%. As with the Unsubsidized Stafford loan, there are no interest benefits paid by the federal government. The parent borrower must begin paying the interest accrued immediately upon the first disbursement of the PLUS loan. Repayment of the principal begins immediately after the loan has been fully disbursed. The minimum monthly loan payment will be at least \$50 and may be higher, depending on the total amount borrowed. A parent borrower may have up to ten years to repay the loan.

Federal Perkins Loan (formerly National Direct Student Loan): To be eligible for the Federal Perkins Loan, a student must be a citizen or permanent resident of the United States, must be enrolled and in good standing (a 2.0 overall grade point average) on at least half-time basis and must have demonstrated exceptional financial need as determined by the Student Aid Report. In addition, the student must not owe a refund on any federal grant and must not be in default on a Stafford, SLS, H&H or a National Direct Student Loan at any institution. Students with the greatest financial need are given priority. Undergraduate students are eligible to borrow \$3000 for each year of undergraduate study; the total debt they can have outstanding is \$15,000. Graduate students are eligible to borrow \$5000 for each year of graduate study; the total debt they can have outstanding is \$30,000, including any Perkins Loans borrowed as an undergraduate. In no case may a student receive a loan in an amount which exceeds the demonstrated financial need. The program provides for cancellation of interest and indebtedness for full-time teachers in designated public or nonprofit elementary or secondary schools, full-time teachers of handicapped children, full-time staff members employed in Head Start programs and members of the armed services in an area qualifying for special pay, as well as death and/or total and permanent disability. The Perkins Loan carries a simple interest rate of 5% that begins to accrue at the time of repayment. Borrowers are entitled to a six month grace period after ceasing to be at least half-time student before the repayment period begins. A new borrower's grace period is nine months (as of 1987-88). Monthly payments of not less than \$30 begin in the seventh month and the entire indebtedness must be repaid within 10 years. For further information contact the Perkins Loan Clerk: 361- 593-3716.

Short-term Loans

The Financial Aid Office also administers short-term loans. There is an administrative fee of \$5. Most of these loans must be repaid in the semester in which they are made. Except in very unusual circumstances, a student will not be approved for an additional loan until all previous short-term loans have been repaid.

Short term loans include Emergency Tuition/Fees Loan for residents and nonresidents, Presciliano M. Rangel Loan, Robert Bartow Cousins Loan and Sembradores de Amistad Club de Kingsville Loan.

STUDENT EMPLOYMENT

For students who want to supplement their educational resources through part-time employment, two types of services are offered. The Federal/State College Work-Study Program is for those students who qualify for financial aid. The parttime program is for

students who do not qualify or who do not apply for financial aid. Both these programs are administered through the Office of Student Financial Aid.

Federal/State College Work-Study Program

The federal government and the State of Texas will provide funds to the university to enable students who qualify for these programs to secure on-campus employment. Texas A&M-Kingsville recommends that students secure a job which complements and reinforces their educational program and vocational goals. Students who are enrolled for at least half-time status, are citizens or permanent residents of the United States, have demonstrated financial need, are maintaining satisfactory progress, are not in default on any student loan made through or approved by an institution and who do not owe a refund on any grant previously received are eligible. Students must have been awarded and accepted the Work-Study award before being referred for an interview. Acceptance of the Work-Study award is not a promise of a job; it establishes eligibility. When the terms begin and during the school year, jobs are posted on the bulletin board across from the Office of Student Financial Aid. Students who have established eligibility and meet the job requirements (if any) can request to be referred for an interview. Continuation in the job depends on funds available and the student's job performance. Previous employment does not guarantee continued employment.

Part-time Student Employment

The university offers part-time employment to a number of students in various offices and departments. Student employment on a part-time basis by the university is limited to 19 hours per week.

OTHER UNIVERSITY SUPPORT SYSTEMS

A university consists of more than classrooms. In addition to teaching, faculty are engaged in research, publication, professional growth and development activities, university service and advisement. Students grow through participation in the extracurricular activities the university sponsors. The following sections offer some indication of campus life at Texas A&M University-Kingsville. More detail can be found in the *Student Handbook* and the *Faculty Handbook*.

This survey omits a number of very important components of the university whose work, nevertheless, contributes to campus comfort and the smooth functioning of university operations including such divisions as accounting, bursar, development, facility management, human resources, payroll, physical plant, procurement and general services, among others.

CAMPUS GOVERNING BODIES

The Student Government Association is the highest governing body for students at Texas A&M University-Kingsville. It makes recommendations to the university administration for improving student life. The student government is composed of the executive, legislative and judicial branches. The student body elects the President, Vice-President and the Senators during a general student election held each spring. The Dean of Students advises the SGA.

The Faculty Senate, established by the Constitution of the General Faculty, is a body of 30 faculty members elected for three-year terms from the six undergraduate colleges and the library. The Faculty Senate is responsible for the overall educational policies of the university as well as noncurriculum matters that it feels the need to address. It is instrumental in creating the *Faculty Handbook*.

In 1990, the Staff Council was created to address the various specific concerns of five groups of personnel: secretarial-clerical, nonfaculty professional, technical, crafts and services. Consisting of 24 members elected for two-year terms, the council provides a means for this important group of campus employees to voice those concerns to the administration.

CO-CURRICULAR ACTIVITIES

Although the focus of the university is intellectual, it also fosters the broad mental, physical and spiritual well-being of the campus community. To this end, a variety of non-academic programs are offered to enhance student learning and personal development.

Associate Vice President and Dean of Students

Frank B. Ureno, *Associate Vice President and Dean of Students*
Memorial Student Union 306. MSC 122. Extension 3606.

The Associate Vice President and Dean of Students (AVP/DOS) exercises broad responsibility for the student services of the university. The office is responsible for improving the quality of life for students and assisting them in attaining their educational goals; for promoting an environment which aids

in the students' emotional, social, cultural and ethical development; and working with all academic colleges and departments as an advocate for students' rights. The Associate Vice President and Dean of Students assists the Vice President for Student Affairs in creating and implementing programs, services and activities which are consistent with the university's mission. The Associate Vice President and Dean of Students oversees the Memorial Student Union, Student Development, Student Activities, New Student Orientation, the Student Government Association, the ID Center, the Post Office, student discipline, Residence Life, shuttle and specific retention programs. In addition, the office has a liaison relationship with Sodexo Food Services and Barnes and Noble Javelina Bookstore. The Associate Vice President and Dean of Students also has oversight of certain councils and committees that are charged with providing cultural and enrichment programs to the University community.

Memorial Student Union

Seferino Mendieta, *Director, Memorial Student Union and Student Activities*
Memorial Student Union 301. MSC 133. Extension 2769.

The Memorial Student Union (MSU) is the center of social life on the campus. It includes multiple dining areas, student lounges, the CueShack Game Room, two large ballrooms, meeting areas, ID Center and student related offices. The Memorial Student Union sponsors dances, games and tournaments, welcome and hospitality programs and campus food service. Recognized student organizations may schedule use of the facilities; there is no charge for normal use. Outside organizations must pay a fee. The Office of the Associate Vice President and Dean of Students is located in the Memorial Student Union, along with the Office of Student Activities, the Women's Center, Student Financial Aid Office, Barnes and Noble Javelina Bookstore, the Post Office, Student Government Association, Sodexo Food Service and *The South Texan* student newspaper.

Student Activities

Seferino Mendieta, *Director, Memorial Student Union and Student Activities*
Memorial Student Union 301. MSC 133. Extension 2769.

The Department of Student Activities serves as the resource hub for all student organizations. Student Activities provides many services to the Texas A&M University-Kingsville student organizations, such as registering organizations, producing directories, providing advising services and helping student groups with operational assistance. The department provides many cultural, educational, recreational and social programs for the campus community. Some examples are Homecoming, Family Day, Fall Carnival,

Spring Fling and the Mr. and Miss Texas A&M University-Kingsville Scholarship Pageants. In addition to serving over 125 student organizations, Student Activities also provides a variety of specialized leadership programs such as the Women's Leadership Institute, Freshman Leadership Academy and the South Texas Leadership Institute. The department provides full-time support to Greek Life, Orientation Programs, the Javelina Mentor Program and the Campus Activities Board. The department also includes activities related to Recreational Sports and Community Services. Believing campus involvement is essential to student success, the Texas A&M-Kingsville Department of Student Activities completes a student's education.

Orientation Programs

Chaye Smithwick, *Assistant Director of Student Activities*
SUB 301. MSC 133. Extension 4064.

Hoggie Days pre-orientation and registration programs are offered throughout the summer and provide the first step for all newly admitted students on their way to becoming Texas A&M University-Kingsville community members. Participation in a Hoggie Days session is a requirement for all new students.

Javelina Welcome, the University's official orientation program, begins four days prior to each fall semester's first day of class. During this program, students will move into their residence halls, attend study skill seminars and information sessions, as well as participate in the University's Matriculation Ceremony. Families are encouraged to attend; participation by new students is required.

The South Texan

The South Texan, a weekly newspaper, offers a means to bring student concerns to the academic community, to ascertain and express student opinion, to train future professional journalists, to publish official announcements and policies and to provide the campus with a general interest newspaper from the student perspective. The editor is selected by the Student Publications/Media Committee, and must have taken basic journalism classes and have an overall grade point average of 2.5 or better. A paid staff, chosen by the editor with the advice and consent of the faculty adviser, is chiefly responsible for newspaper production. Volunteer help from throughout the student body is always welcome.

Recreational Sports

Charles Espinoza, *Associate Director for Recreational Sports*
Steinke Physical Education Center, Room 8. MSC 198. Extension 3057.

Intramural Sports

A wide variety of individual, dual and team sports are offered each semester. Individuals are provided the opportunity to socialize, learn leadership skills, exercise and obtain the ever-elusive title of INTRAMURAL CHAMPION. Championship T-shirts are awarded in every sport. At the end of the year one team is awarded the Javelina Cup which signifies the ALL-CAMPUS INTRAMURAL CHAMPION. In a select number of sports, opportunities are available to compete at regional and national levels.

The Fitness Center

The Fitness Center is housed in the Steinke Physical Education Center (SPEC) and is available to all Texas A&M-Kingsville students, faculty and staff with a proper I.D. The fitness center has a wide range of exercise equipment (treadmills, stair climbers, elliptical trainers, stationary bikes, weight machines and a free weight area). A full cardio theater is also available to make workout routines more enjoyable. The Fitness Center provides programs in the areas of wellness, fitness, training, aerobics and nutrition.

Cheerleading

Team spirit is a vital part of any college atmosphere. The Texas A&M-Kingsville cheerleading program offers students the opportunity to get involved, learn leadership, develop athletic skills and promote team work. In support of the athletic department, the cheerleaders perform at all basketball and football games and attempt to cheer at other athletic events when possible. Tryouts for the cheer team are held in the spring semester in late March.

Informal Recreation

The Steinke Physical Education Center (SPEC) is home to Javelina basketball and volleyball. When not being utilized by classes and athletics, the center is available to all students, faculty and staff for recreational use. The SPEC offers the following recreational facilities: a multi-purpose gym (basketball, volleyball, etc.), racquetball courts, a swimming pool, bowling alley and the Fitness Center. Equipment is available for check out from the "cage."

Intercollegiate Athletics

Jill Willson, *Athletic Director*

Javelina Stadium. MSC 202. Extension 2411.

Nationally ranked athletic teams for men and women are a tradition at the university. Athletic teams for women include volleyball, basketball, cross country, track and field and softball. Athletic teams for men include football, basketball, baseball, cross country and track and field. Each enrolled student may attend all scheduled home athletic events free of charge with a validated Student I.D.

UNIVERSITY SERVICES

The university provides a number of services for the university community. These are free or have minimal charges.

Life Services and Wellness (LSW)

Dianne Brown, PhD, LPC/LSW, *Director*
1210 Retama Drive. MSC 112. Extension 3991.
<http://www.tamuk.edu/sass/lifeservices>

Life Services and Wellness (LSW) serves the physical, emotional and distinct academic needs of Texas A&M-Kingsville students. Our mission is to raise students' awareness on physical, emotional, social, spiritual, intellectual and occupational dimensions to produce life changing results, and to provide a teaching and learning environment which helps students acquire life long learning skills and obtain educational success. LSW includes Counseling, Health Care Services, Disability Services for Students, Testing Services and a Wellness Program. All services and information provided to/from students is confidential and will not be released without written permission from the student. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., except on major holidays or during semester breaks.

Counseling

Challenge, frustration, growth and change are all a part of the college experience. Professionally trained staff are readily available to students to provide counseling for personal, educational and life-decision concerns. All services, with the exception of selected specialized tests, are free. All testing and counseling sessions are confidential to the limits provided by the law, and no information can be released within or outside the university without the individual's consent. Services provided include individual counseling, career counseling, crisis intervention and consultation and outreach. Scheduled appointments are preferred; walk-ins are welcome.

Health Care Services

Health Care Services provides quality medical care to students enrolled at Texas A&M-Kingsville while classes are in session. All registered students pay a health service fee that includes unlimited visits to see medical providers and to obtain medications at low costs. Additional lab services, minor surgical procedures and immunizations have a minimal fee. Students are responsible for any financial obligations stemming from referral to a private physician's office, lab tests, x-ray or hospital. The health service fee is not to be misconstrued as health insurance. A student health insurance applications or information about purchasing student health insurance is available at Life Services and Wellness.

Any students in need of health care are encouraged to visit LSW. Health Care office hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. Students needing health care services are recommended to schedule appointments, however, walk-ins are welcome. Prior to visit, students are required to present a valid ID before health care services can be provided. The clinic does not provide class absence excuses. It is the student's responsibility to convey information regarding illness to the professor. If the

student's illness requires extensive absences, the student may request assistance from the Associate Vice President and Dean of Students to convey information to their professors.

All services provided are confidential. No information is released without the written permission of the student. After hours emergency care is available at Christus Spohn-Hospital Kleberg, 1300 General Cavazos Boulevard. Call 361-595-1661 or call emergency services at 361-595-9745. Fees, as well as transportation to these facilities, are the student's responsibility. In case of an extreme emergency students should call 911.

Disability Services for Students (DSS)

Disability Services for Students assists in academic accommodations and provides auxiliary aids to registered students with disabling conditions, as defined by Section 504 and the Americans Disabilities Act of 1990, who are otherwise qualified to meet the institution's academic requirements.

Section 504 of the Rehabilitation Act of 1973 refers to individuals who:

- have a physical or mental impairment which substantially limits one or more of a person's major life activities (visit website for more information on major life activities)
- have a record of such an impairment
- are regarded as having such an impairment

This also includes those disabilities, which are less obvious, such as psychological problems, learning disabilities and chronic health problems such as cancer, diabetes, cardiac problems, epilepsy and HIV/AIDS. Broken bones, recent surgeries and other s can be regarded as temporary disabilities. Students who meet these criteria could benefit from our services. Students who wish to request accommodations should register with the DSS office early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide appropriate documentation of their disability to the DSS coordinator.

In addition, DSS has a volunteer program. Students interested in volunteering as a note taker, reader or accessibility assistant to students with disabilities should contact the DSS office at 361-593-3024.

Testing Services

The Texas A&M-Kingsville testing office provides comprehensive testing services for university students and prospective students. The Testing Office serves as a national testing center for such tests as the American College Test (ACT), College Level Examination Program (CLEP) Computer based exam, Law School Admissions Test (LSAT), Miller Analogies Test (MAT), Medical College Admission Test (MCAT), Secondary Level English Proficiency (SLEP), Pharmacy College Admission Test (PCAT), Professional Assessment for Beginning Teachers (PRAXIS Series), Nelson Denny and Texas Higher Education Assessment (THEA). General Education Development (GED) testing is also administered through this office. The Quick THEA and ACT Residual exam are administered to accommodate only the students who cannot register for the national test dates. For information on examination dates and other exams

such as GRE, GMAT, TOEFL, SAT visit our website or call the Testing Services office at 361-593-3303.

Wellness Program

The Wellness Program strives to provide increased awareness on education, prevention and intervention services involving alcohol, tobacco and other drug use and abuse while promoting positive decision-making and healthy lifestyles. The two components in the Wellness Program are *Don't Cancel Class* and the *Peer Educator Program* (PEP Talk). The *Don't Cancel Class* program is available to faculty requesting educational presentations on academic enhancement, alcohol and other drug abuse and prevention, health issues, relationships, wellness and sexual health. The *Peer Educator Program* (PEP Talk) goal is to share, teach and empower peers to review their lifestyles and make responsible, healthier decisions. PEP Talk coordinates activities to increase awareness on health and safety issues. For more information on the Wellness Program contact Jo Elda Castillo-Alaniz (Coordinator) at 361-593-2382.

The Marc Cisneros Center for Young Children

Lisa A. Turcotte, *Director*

Marc Cisneros Center for Young Children. MSC 138. Extension 2219.

The center is the laboratory in which students observe and gain practical experience in working with young children and their parents. Several of the programs in the Department of Human Sciences require observation and/or participation at the center. Students from other disciplines, such as early childhood education, psychology, speech communications and kinesiology, are also provided opportunities to observe and interact with young children.

The Marc Cisneros Center for Young Children was established in 1941 and is located on the corner of University Boulevard and Santa Gertrudis Avenue. Occupying a new state-of-the-art building since June 2002, the Center is seeking reaccreditation from the National Association for the Education of Young Children. It meets the needs of 60 children aged three months through five years. Fenced playgrounds provide a large assortment of play structures and equipment, shade and sun areas and open play space. Developmentally appropriate learning centers are provided in each classroom to stimulate and encourage exploration and discovery. The philosophy that young children learn through creative play is evident in planned activities that enhance the children's emotional, social, physical and cognitive development.

A highly qualified, degreed staff works with the children. The school's close proximity to campus and its high quality program make it especially attractive to university students with children. Parents are encouraged to register their children early since a waiting list quickly forms as the fall semester nears. Parents are welcome to visit at any time.

Veterans Services

Norberto C. Trejo, *Veteran Affairs Coordinator*
College Hall 150. MSC 105. Extension 2812.

Courses at Texas A&M University-Kingsville are approved for veterans training and benefits. The Veteran Affairs Office, located in the Office of the Registrar, assists veterans with matters relating to their training programs.

Education and Training

The following programs are approved for students who wish to further their education: Chapter 30, Montgomery G.I. Bill-Active Duty, Chapter 1606, Montgomery G.I. Bill-Selected Reserve, Chapter 1607, Reserve Educational Assistance Program (REAP), Chapter 35, Dependents Educational Assistance (DEA), and Chapter 31, Vocational Rehabilitation. General and detailed descriptions of each program are on-line at www.gibill.va.gov/GI_Bill_Info/benefits.htm.

Any student who feels he/she may be eligible for education benefits should submit an application. Even if someone appears ineligible, VA needs to review his/her application and officially deny or grant benefits.

New students entering the university (who intend to request benefits) must stop by the Veteran Affairs Office to obtain needed information relative to their enrollment and certification. Students must provide all necessary documents (copy of their DD Form 214 (Member 4 copy) or Certificate of Eligibility, and a copy of their certified Degree Plan from the College he/she is seeking a degree) in order to process their benefits. Incomplete applications will not be processed and will result in a delay of benefits.

Transfer students must provide the Veteran Affairs Office with copies of transcripts from all colleges attended and a copy of their certified Degree Plan.

Veterans should have military credit evaluated at the close of the first semester or upon the successful completion of 12 semester hours and furnish Veterans Affairs with a copy of their updated degree plan. Also, any transfer credit from prior education needs to be evaluated before the close of the first semester and a copy of an updated degree plan must be furnished to Veterans Affairs. All active duty personnel receiving tuition assistance must process their paperwork through the Business Office.

Standards of Progress for Veterans

A student receiving full or part-time veteran's education benefits must maintain a cumulative 3.0 grade point average on work taken. Students who wish to receive veteran's benefits and who transfer from another institution without the required 2.6 GPA must visit the VA coordinator in the Office of the Registrar before registering for classes to determine whether or not they are eligible for certification. The scholastic status of a student receiving veteran's benefits can be changed by attending summer school and meeting the same standards that apply in the long semester.

Veterans Semester Hour Classification

The Veteran Affairs Regional Office (VARO), located at Muskogee OK, uses the semester hour classification scale below to determine a veteran's payment. The number

or semester hours enrolled at this university, will be reported to the VARO. In the Fall and Spring semester, training time is measured as follows:

- I. 9 credit hours is full-time
- II. 6-8 credit hours is $\frac{3}{4}$ time
- III. 4-5 credit hours is less than $\frac{1}{2}$ time
- IV. 1-3 credit hours is less than $\frac{1}{2}$ time, more than $\frac{1}{4}$ time

Three credit hours is full time during the Summer I and Summer II session.

Hazlewood Program

In order to qualify for tuition and partial fee exemption through the Texas Education Code 54.203 (known as the Hazlewood Act), a person must meet all program requirements. Students must submit a copy of their DD 214 (Member 4 copy) along with a letter from the VARO which states they have exhausted all GI Bill entitlements. For a complete list of eligibility requirements, students may contact the Veteran Affairs Office.

Career Services Center

Karen N. Engebrecht, *Director*
Eckhardt Hall 102. MSC 106. Extension 2217.

The mission of the Career Services Center is to provide assistance to students and alumni in career planning and securing employment, including developing, evaluating and effectively initiating and implementing career education and employment decisions and plans. The Career Services Center is designed to provide a diverse student population with a variety of information and assistance to achieve their professional goals. It is the aim of Career Services to provide a quality center that meets the needs of the students, alumni, employers, faculty and staff and to provide a superior level of service.

Students should register with Career Services in order to obtain assistance with their employment search. There are no charges for services. On-campus interviews, job-skills workshops, career fairs and "how-to" information are available through the center. The Cooperative Education/Internship Program provides students with an opportunity to gain work experience in their major field of study by alternating paid work periods with semesters of school. Summer internships are also available. The Off-Campus Part-time Employment Program provides students with job opportunities in the local community while attending school. Students who have not yet chosen a major may contact the center for career guidance and counseling about various occupations. An interactive computer guidance program is available to help students with self-assessment and career exploration.

A resource room complete with current employment trends, job search guides and interactive videos is available for student use. For more information, visit the Career Services Center home page at www.tamuk.edu/csc.

University Engineering, Facilities Planning and Construction Office

Micheal Foor, *University Engineer and Director of Campus Planning*
Support Services Building 107. MSC 111. Extension 2645.

Engineering design, analysis and project planning for construction-related changes or additions to the university's facilities are the responsibility of the University Engineering, Facilities Planning and Construction Office. This office also houses the blueprint master file, campus maps, construction documents and other records of university facilities. The principal objective goal of the office staff is to manage the renewal, upgrade and modernization of university facilities through construction project work.

Environmental, Health and Safety Office (EHS)

J. Chris Tweddle, *Director, Environmental, Health and Safety*
Support Services Building 105. MSC 111. Extension 2346.

The university strives to provide a safe and healthful working environment for all employees, students and visitors. The EHS Office works with university personnel and student organizations in striving to minimize work place incidences. This office is responsible for ensuring the university's compliance with state and federal safety and environmental regulations.

Priorities of this office are to establish and promote proper attitudes and procedures within all areas of the university community concerning reduction in work place incidences, fire safety, occupational safety, environmental management and emergency action procedures.

University Police

Sandra Jefferson, *Chief*
Seale Hall. MSC 126. Extension 2611.

The University Police Department's primary purpose is to protect the security of the campus. This department controls traffic and parking, maintains a quiet and orderly atmosphere in which students can pursue an education without disturbances and interference, provides information to visitors on the campus and assists in emergencies. The department consists of 15 state certified police officers, including the director, four state certified dispatchers, administrative assistant and a clerk.

All faculty, staff and students, full or part-time, who operate or expect to operate a vehicle on university property, regularly or occasionally, are required to register those vehicles with the University Police Department and obtain a parking permit assigning a designated area or areas for parking. Information regarding vehicle registration, parking zones, permit display, parking penalties or other information with respect to parking and traffic regulations may be found in the separate brochure available at the University Police Department.

Javelina Express Card

Memorial Student Union 110. MSC 122. Extension 2243.

<http://osa.tamuk.edu/javelinaexpress>

Texas A&M University-Kingsville requires an identification card (ID) for students, employees and dependents of students and employees. The Javelina Express card must be presented upon request. All ID cards are issued from the Javelina Express Card Office. The Javelina Express Card is your access to Texas A&M-Kingsville gaining cardholders access to various locations on campus. Students use the card to access their meal plans, residence halls, receive services from the Health Center, the Jernigan Library, Business Office, fitness center, swimming pool and to gain access to activities and athletic events on campus free of charge. Faculty/staff and guest/dependents can use their Javelina Express Card to gain access to the university swimming pool, fitness center and other approved secured locations on-campus.

Initial employee and student ID cards are free, with a replacement fee of \$10. Dependent IDs carry an initial charge of \$5 with a replacement cost of \$10.

Questions concerning the Javelina Express Card should be referred to the Javelina Express Card Center.

Check Cashing

The Business Office in College Hall will cash checks for students (up to \$50), faculty and staff with a valid I.D. card.

Mail Service

Mari Garcia, *Postal Supervisor*
MSC 100. Extension 2400.

The federal post office located in the Memorial Student Union provides complete postal service to all faculty, staff, students and general public. Services include selling stamps, money orders, self-stamped envelopes, aerogrammes, renting post office boxes and mailing packages. Other services include express mail, priority, registered, certified, insured and delivery confirmation. Next to the federal post office is the campus post office, which is responsible for delivering and processing all departmental mail. Mail service is also provided to the residence halls and the student family apartments. Service window hours are 8:30 a.m. to 4 p.m. Monday through Friday. Lobby hours are from 7 a.m. to 7 p.m., seven days a week.

Barnes and Noble Javelina Bookstore

Mary Garza, *Manager*
Memorial Student Union. MSC 127. Extension 2601.

The Barnes and Noble Javelina Bookstore provides the campus community with new and used textbooks, other required course material, trade and reference books, office supplies, academically priced software, imprinted gift items and academic regalia. "We're more than just books, simple, easy, convenient."

Public Relations

Jill Scoggins, *Director*

College Hall 130. MSC 114. Extension 3901.

The Office of Public Relations realizes the vision, advances the mission, practices the core values and achieves the goals of Texas A&M University-Kingsville by strengthening the university's image through proactive communications with internal and external audiences. To accomplish this mission, this office disseminates news of the university's programs and people to print and broadcast media, coordinates internal communications, assists in special event planning and develops and implements strategic marketing communications programs for the university.

Publications

Cheryl Cain, *Director*

College Hall 130. MSC 114. Extension 2138.

The Publications office is responsible for the university's recruiting materials and other publications, including viewbooks, class schedules, commencement programs and the campus directory. The office also creates specialty publications for other areas such as development, the President's Office and produces the Javelina Alumni Association newsletter, the *Tusk*. The office also handles the university's web site and oversees graphic standards for the campus.

Special Programs

Mary L. Gonzalez, *Assistant Vice President for Special Programs*

Eckhardt Hall 219. MSC 181. Extension 2129.

The purpose of the Department of Special Programs is to promote the completion of high school, the pursuit of college and the acquisition of higher education degrees for first generation and low income students. The Department of Special Programs is located in Eckhardt Hall, second floor. The following programs are housed within the area of special programs.

Student Support Services

The Student Support Services Program is an undergraduate program that provides academic support services, retention and financial aid assistance. The program fosters an institutional climate supportive of the success of low income, first generation or students with disabilities. Student Support Services helps to increase graduation rates, and as appropriate, facilitate participants' entrance into graduate and professional programs.

Ronald E. McNair Scholars Program

The mission of the Texas A&M University-Kingsville Ronald E. McNair Post-baccalaureate Scholars Program is to prepare and increase the number of juniors

and seniors in the fields of math, sciences and engineering to pursue doctoral studies. The program is named after the late Dr. Ronald E. McNair and is one of 176 McNair programs sponsored by the U.S. Department of Education under a TRIO grant. McNair Scholars are a talented and unique group of students that, through their participation in the program, receive advising, academic skills enhancement opportunities, faculty mentorship, research experiences, counseling, tutoring and other scholarly activities in preparation for their enrollment in graduate school. Students who participate in the program come from disadvantaged backgrounds, show strong academic potential and are committed to pursuing a doctoral degree. The McNair Scholars Program works closely with the College of Graduate Studies in increasing the number, quality and diversity of Master's and Ph.D. graduates across all disciplines by: identifying opportunities for talented students to pursue graduate education; fostering opportunities for fellowships and assistantships; and producing new faculty to help close the gaps in higher education in Texas.

The GRE Review Resource Center

The GRE Review Resource Center has prepared and obtained resources, such as software and test manuals, on admission tests to various graduate programs. The Center resources are available to students all day, five days a week, and weekends upon request. Each fall and spring semester the Resource Center hosts a Saturday workshop with materials provided by Kaplan. The Center represents a big step in the implementation of graduate resources on campus.

AUXILIARY ACADEMIC RESOURCES

Much of the learning and the research in a university occur outside organized classes. The following units of Texas A&M University-Kingsville support faculty and student educational and research pursuits.

Computing and Information Services

Val Ramirez, *Associate Director*

College Hall 240. MSC 185. Extension 5500.

The Office of Computing and Information Services (CIS) operates several hundred digital microcomputers and their associated peripheral equipment in College Hall, McNeil Engineering Laboratory, Business Administration Computer Laboratory and in the Jernigan Library Computer Laboratory. The combined resources of these computer complexes and those located in the Howe Agriculture Laboratory Building, Rhode Hall, Sam Fore Hall, New Engineering Complex and Eckhardt Hall provide the major information resources for the administrative staff, faculty and student research communities at Texas A&M University-Kingsville. The university's Trans-Texas Videoconference Network (TTVN) classrooms are located in the Jernigan Library, Rhode Hall, Hill Hall, Cousins Hall, New Engineering Complex and the Human Sciences Building providing distance learning opportunities. College Hall has two TTVN conference rooms available for administrative use.

The campus is supported by a 10/100Mb switched network with a fiber optic Gigabit backbone utilizing Cisco Systems technology and a 45Mbps connection to the Internet. Our Student Information Systems consist of one Sun Sunfire v880 midrange computer

with 8 processors, 32 GB system memory and 250 GB of direct access storage, one Sun Sunfire v880 midrange computer with 8 processors, 32 GB system memory and 120 GB of direct access storage and Sun Sunfire v440 midrange computers with 4 processors, 8 GB system memory and 120 GB of direct access storage serving academic and administrative needs. Additionally, a SUN Enterprise 450 (E450) Server with 1GIG of primary memory and 54 GIG of direct access storage serves as the university's primary e-mail server. More than 3500 IBM compatible and Macintosh microcomputer systems are installed in various locations throughout the campus not including student dorms. Over 90% of these systems are linked to a local area network, giving the users access to microcomputer resources, as well as a variety of software, data sources, e-mail and the Internet.

Services provided by the computing complexes include administrative applications, some purchased from third parties, some developed in-house and all maintained in-house; language processors for academic instruction, statistical and simulation software for instruction and research and various packages accessed by all users as well as technical assistance to the university's computer users.

Office of Institutional Planning and Assessment

Executive Director

College Hall 233. MSC 215. Extension 2244.

The Office of Institutional Planning and Assessment (IPA) supports the work of the faculty, staff and administration in fulfilling the mission of the university. The mission of IPA is continuous improvement in student outcomes, in service and results for all stakeholders in the university and its work, and in institutional effectiveness and efficiency through planning, assessment, data support and leadership. The Executive Director of IPA oversees the work of the Office of Institutional Research (OIR), as well as the work of the Director of the Quality Enhancement Plan (QEP).

While the support and service roles of these workgroups are principally aligned with the planning, assessment, evaluation and reporting functions of the university, staff may collaborate with qualified graduate students – upon recommendation of the faculty member in whose course they are enrolled, their graduate adviser or the director of their thesis or dissertation committee – in student research or assessment/evaluation projects relevant to the work of IPA, OIR, or the QEP. Support of such collaborative projects may involve students being provided a place to work within the office of IPA, access to computing within the offices of IPA, access to institutional data not otherwise available to students and access to the technical and professional expertise of the staff of IPA, OIR and the QEP project.

Graduate students interested in the possibility of working in collaboration with the staff of IPA should contact the Executive Director.

Office of Institutional Research

Alan Tipton, *Director*

College Hall 233. MSC 215. Extension 2244.

The Office of Institutional Research supports institutional planning, policy formulation and decision making through the development and dissemination of accurate and timely data, reports and analysis. The office is committed to providing support and expertise for the evaluation and assessment activities throughout the university. The office is also responsible for ensuring the timely submission and accuracy of reports to external agencies including the Texas Higher Education Coordinating Board, Legislative Budget Board and The Texas A&M University System.

Office of International Studies and Programs

W. Frank Hull IV, *Director*

Cousins Hall 217/219. MSC 163. Extension 2906.

frank.hull@tamuk.edu

The Office of International Studies and Programs (OISP) works toward the internationalization of all aspects of Texas A&M University-Kingsville by involving students and faculty in international studies and research globally.

OISP consists of four interrelated areas: 1) International Studies Programs and Internships, 2) Student and Faculty Exchange Programs, 3) Collaborative International Research and 4) International Exchange Education Fund (IEEF) Scholarships.

International Studies Programs and Internships

In fulfillment of the University's Mission, Texas A&M-Kingsville encourages undergraduate and graduate students to spend a summer, a semester or, ideally, an academic year outside the United States. Students can earn credit toward their degrees through international studies. Faculty and community members may also participate. Options, with or without credit, are available for students and non-students in any degree or non-degree program.

Exchange Programs

Texas A&M-Kingsville has many exchange agreements with foreign institutions. Students may earn credit toward their degree programs while faculty can obtain experience that impacts their professional careers positively. International students and faculty also can come to A&M-Kingsville through an exchange program and study or teach here. Texas A&M-Kingsville currently has exchange agreements with foreign institutions in Mexico, Latin America, Europe and Asia.

Collaborative International Research

OISP will work with faculty, departments and colleges on identifying, developing and securing international research opportunities world-wide. This includes assisting faculty with Fulbright teaching and research awards and locations.

International Exchange Education Fund (IEEF) Scholarships

All Texas A&M University-Kingsville full-time students are welcome to apply for a scholarship to facilitate international studies. Scholarships can be used for tuition, fees and travel for an approved Texas A&M-Kingsville International Studies program outside the United States or for a degree-seeking international student here.

For additional information, contact the OISP at 361/593-2906 or 361/593-3994.

Office of Research and Sponsored Programs

Sandra Rexroat, *Director*

Javelina House. MSC 201. Extension 3344.

The office assists faculty in securing external funds for research. It coordinates campus research activities, acts as a liaison for interdisciplinary research and community outreach programs, provides information on funding sources and proposal and budget development, as well as data on submissions and awards. All proposals for external funds are submitted through the Office of Research and Sponsored Programs.

John E. Conner Museum

Hal Ham, *Director*

Conner Museum. MSC 134. Extension 2849.

The museum, a department of Texas A&M University-Kingsville, is focused on the regional history and prehistory of South Texas and the natural history of the Tamaulipan Biotic Province. Its primary function is educational, with a general exhibit program in regional and in natural history and a gallery for special exhibits and programs.

Major permanent exhibits include Native American artifacts; South Texas history in graphics; weapons; household, farm and ranch items; and natural history dioramas. The museum also provides a range of programs for both children and adults as public service outreach for the university. In addition, the museum maintains a collection of historical and scientific artifacts as consistent with its mission.

JAMES C. JERNIGAN LIBRARY

Gilda Baeza Ortego, *Library Director*
Library 101. MSC 197. Extension 3528.

Professors

Ayala-Schueneman, Baeza Ortego, Hunter, Schueneman

Assistant Professors

Allner, Beach, Boatright, Clasen, Packard

Visiting Assistant Professor

Gonzalez-Garza

Lecturer

Guzman

Professional Staff

Esteban Cantu, *Network Manager*

Augustin Carrera, Jr., *Public Services Evening Librarian*

Christine Freeman, *Serials Librarian*

Carol J. Tipton, *Head of Technology and Learning Center*

The James C. Jernigan Library consists of several departments that are dedicated to serving the study and research needs of faculty, students and staff. Several services are designed with the particular needs of graduate students and faculty.

The Jernigan Library website (<http://lib.tamuk.edu>) serves as the primary gateway to a wide selection of resources including OASIS, the on-line catalog of library holdings. The website also links users to database subscription services, on-line journals, E-books, Government information and other useful websites.

Located on the Jernigan Library's first floor, Reference and Instruction Services provides individual assistance in identifying and locating pertinent resources. Scheduled services for groups include library tours, basic library skills instruction, course-integrated instruction and special topics workshops. With a week's advance notice, graduate students may request a specific workshop or instruction session for a minimum group of five. Inquire for details at the Reference and Instruction Services Desk. Library users may contact the librarian on duty in person, by telephone (593-3319), or by linking directly from the website to e-mail or Jave-a-Question services.

Circulation and Reserves are located on the first floor in the main lobby. Graduate students may borrow most circulating library materials for four weeks. Theses and dissertations may be loaned for seven days. See the Jernigan Library website for information on renewing, recalling and placing library items on hold. Details for requesting a TexShare Library card are also found on the website.

Interlibrary Loan and Document Delivery Services provides access to materials not owned by the library. Most loans are free from other libraries. Requests for books, journals and other items can be made on-line through OASIS. Allow at least two weeks for materials to arrive.

Located on the third floor, the Technology and Learning Center provides students with

access to and training on multimedia equipment housed in the lab. Additionally the center offers limited production services and audio-visual equipment loan to departments.

The Jernigan Library houses several subject-specific and special collections to library users. The Education Materials Center (EMC) houses the Bilingual Collection and the Curriculum Collection. The Bilingual Collection is a specifically designed collection of linguistic, bicultural and bilingual materials. The Curriculum Collection includes state-adopted textbooks and juvenile materials.

The South Texas Archives and Special Collections were established to preserve and to make available to the public documentary materials about the history and natural history of South Texas. The Archives are housed in Baugh Hall with the entrance facing Richard Street.

Another important body of information is found in Government Information. The Jernigan Library is a Texas State Document Depository and a Selective Federal Depository Library. This means that the Library provides access to users to many items published by the United States and Texas governments. These items are available in a variety of formats.

The Library is a participant in a number of resource-sharing programs including the Texas A&M University System Libraries Council, TexShare Resource-sharing Program, the Texas Council of Academic Libraries, AMIGOS, the Coastal Bend Health Information Network and the National Network of Libraries of Medicine.

CENTER FOR DISTANCE LEARNING AND CONTINUING EDUCATION

Tadeo Reyna, *Director*

Cousins Hall 113. MSC 147. Extension 2861.

www.tamuk.edu/distancelearning

The Center for Distance Learning and Continuing Education extends the services (academic credit) of the university to those who are unable to avail themselves of university instruction through regular residence study and to business, industry, educational institutions, professional organizations, governmental units and other groups of adults who need noncredit courses, conferences, institutes, workshops, seminars, short courses and special training programs. The center offerings fall into two categories: college credit courses and noncredit enrichment activities.

COLLEGE CREDIT COURSES

The college credit category covers four forms of delivery: (1) residence off-campus credit courses, (2) distance learning telecommunication (Internet and videoconferencing) credit courses, (3) extension credit courses and (4) correspondence credit courses.

All courses are the equivalent of the same courses taught on campus and are awarded equal credit. All credit course work, including correspondence courses, is calculated as a part of the overall grade point average. A student should expect the same supplemental reading, written reports and other work necessary to make the course equivalent in scope and type of instruction to a campus course. Residence off-campus, distance learning telecommunication and extension classes require the same number of clock hours of instruction as an on-campus class.

Textbooks for all distance learning and continuing education courses will be available from the university bookstore or the electronic bookstore. Students are responsible for obtaining the textbooks and any needed supplies.

General Restrictions on All Courses

A student who desires university credit for a course must meet the university entrance requirements and the specific prerequisite requirements for the individual course. Students on suspension from any university cannot register for any courses.

Residence Off-Campus Credit Courses

Most courses listed in this catalog may be offered for off-campus credit upon sufficient demand and by prior approval of the Texas Higher Education Coordinating Board. Courses for undergraduate credit must have a minimum enrollment of 15 registered students and courses for graduate credit must have a minimum enrollment of 10 registered students.

Off-campus sites include Alice, Beeville, Corpus Christi, Edinburg, Falfurrias, Pleasanton, Robstown and Weslaco. Other off-campus sites may be added as needed.

Distance Learning Telecommunication Credit Courses

Some courses listed in this catalog may be offered, upon sufficient demand and by prior approval of the Texas Higher Education Coordinating Board, through a variety of telecommunication modes, for example: interactive videoconferencing, cable television and the Internet.

Distance learning interactive videoconferencing credit courses are coordinated statewide by the Trans Texas Videoconference Network (TTVN) with central offices located at Texas A&M University in College Station. All Texas A&M System campuses have the ability to collaboratively broadcast and receive hundreds of videoconference courses. Five TTVN studios at Texas A&M University-Kingsville are located on campus and two TTVN studios are located at the A&M-Kingsville System Center in San Antonio. The center also has the capability to broadcast instructional television courses via the local cable companies in the Kingsville, Falfurrias and Corpus Christi areas.

Students may register at off-campus sites, at the Center for Distance Learning and Continuing Education or the university's on-line registration process (Blue and Gold Connection). Registration dates and sites for distance learning telecommunication credit courses are announced prior to on-campus registration dates and are also listed under the Blue and Gold Connection web site: <http://www.tamuk.edu/bluegold/>.

Distance Learning Degree Programs

Texas A&M University-Kingsville offers three distance learning programs at the graduate level: the Master of Science in Communications Sciences and Disorders, the Master of Science in Counseling and Guidance and the Master of Science in Educational Administration. All three degree programs are offered through a combination of three delivery modes, off-campus face-to-face instruction, videoconferencing and on-line via the Internet. For more information about these distance learning programs, contact the Center for Distance Learning and Continuing Education at www.tamuk.edu/distancelearning or call (361) 593-2861.

Extension Credit Courses

Most courses listed in this catalog may be offered, upon sufficient demand and by approval of the Texas Higher Education Coordinating Board, as extension courses. Extension classes can be organized for out-of-state and out-of-country special purposes. However, the entire expense of the class including salary and travel for the instructor plus administrative cost must be met by the tuition and workshop fees collected. Specific fees will be determined for each course offering. Fees will not be refunded after the first class meeting or the deadline for the first required deposit.

Correspondence Credit Courses

The following courses are offered by the Correspondence Division of the Center for Distance Learning and Continuing Education:

Accounting 2301	English 2314	History 2322
Accounting 2302	French 1311	Mathematics 1314
Economics 2301	French 1312	Mathematics 1324
Economics 2302	French 2311	Mathematics 1325
English 1301	French 2312	Mathematics 1316
English 1302	History 1301	Mathematics 1348
English 2342	History 1302	Sociology 1301
English 2362	History 2321	

Students may register at the Center for Distance Learning and Continuing Education or request a registration form by mail. To enroll a student should return the form immediately to the director of the center, accompanied by a current transcript and the registration fee.

Tuition cost for each three hour correspondence credit course shall equal the tuition for an equivalent three hour credit course offered during the fall semester on campus. Fees will not be refunded after a student has received the lesson outline. Students must pay the postage on all papers mailed to the correspondence division. The university bookstore can mail books to a student C.O.D., if notified that the text is needed for a correspondence course.

Special Restrictions

Students may register and begin work anytime on a correspondence course. In order to register for two correspondence courses concurrently special permission from the director of distance learning and continuing education must be secured. Students may not enroll in correspondence courses that they have previously failed in residence.

A student may complete no more than 18 semester hours of work required for a bachelor's degree by correspondence credit. A candidate for a degree should also observe the residence requirements listed under the "General Requirements for a Degree" section of this catalog. Students in residence need to secure written approval from their degree major adviser, chair and college dean before registering for a correspondence course. Permission also has to be obtained from the chair and dean of the department and college offering the course.

Time Limits

No course may be completed in fewer than 60 days. A student normally has a maximum of one year to complete a course. In a hardship case the director of distance learning and continuing education may grant a one time extension of four months; the student must request such an extension before the course's expiration date and must pay an additional fee of \$25.

Students who need the credit for graduation or certification at the end of a semester must complete all course work at least four weeks prior to the end of that semester.

Completion of Course

In order to secure credit for the course, the student must satisfactorily complete all the lessons outlined for study, do all the required supplementary reading and pass the final written examination given under the supervision of an examiner approved by the center. Students need not wait for the return of lessons before submitting additional lessons. It is the center's policy, however, to accept no more than three lessons per week. Instructors will not be held responsible for grading papers during the period starting one week prior to the end of a semester or term and two weeks after the beginning of another semester.

Final Examination

Students should mail the Request for Final Examination form to the center upon receiving all of the graded lessons. The final examination must be taken within one month after all lessons have been returned to the student.

A student may make arrangements to take the final examination with officials of another institution and notify the center of such arrangements. In this case the student must pay an appropriate fee to the institution that administers the final. No test fee is charged for tests taken on the Kingsville or Weslaco campuses.

ENRICHMENT ACTIVITIES (NONCREDIT)

Enrichment activities are noncredit offerings including meetings, classes, short courses, workshops and on-line or Internet non-credit courses. A few of the enrichment courses offered periodically through the Center for Distance Learning and Continuing Education include aerobic dance, social dance, conversational Spanish, photography, defensive driving, youth camps and short courses in technical writing, GRE preparation, computers, communications, management and other areas as needed. Over ninety (90) on-line non-credit training courses are available through our **Continue to Learn** program <http://tamuk.continuetolearn.com/>.

No admission requirements are necessary for noncredit course participants. A detailed description of course content and level will be available before enrollment periods. Registration dates and sites for noncredit courses are announced in advance or students may request course information from the center.

The Continuing Education Unit (CEU) will be given for certain noncredit instructional activities. One Continuing Education Unit is defined as ten contact hours of participation in an organized continuing education experience under qualified instruction. (A fraction of a unit may be awarded.) Texas A&M-Kingsville maintains a permanent record of all CEUs awarded to individual participants and an official transcript is available from the center for \$2.

Out-of-State Programs

The center sponsors out-of-state training seminars and short courses in various topics, including language training, culture, arts and crafts, history and other areas as needed. These courses are offered for Continuing Education Units (CEUs) and in some cases for

extension credit. More detailed information about these and other programs is available at the Center for Distance Learning and Continuing Education.

Elderhostel Programs

Elderhostel is an independent, nonprofit organization offering short-term academic experiences for people over 55. During an Elderhostel program, seniors study liberal arts courses designed especially for senior citizens. They are challenging and thought-provoking, but do not require any prior knowledge or formal training, homework, exams or grades. Besides daily classes, programs often include course-related field trips.

Most Elderhostel programs last five or six nights and start on Sunday. Seniors stay in comfortable commercial facilities and eat at campus cafeterias and dining halls. For additional information call (361) 593-2861.

Intensive English Program

The Intensive English Program (IEP) curriculum is focused on the needs and goals of each student. The IEP provides intensive English training for non-degree and degree-seeking non-native English speaking students who have not reached the university's minimum TOEFL score requirement. The curriculum features high interest topics and focuses on both accuracy and fluency. The multi-skills course syllabi integrate themes, structures, functions, vocabulary and pronunciation. A computerized language lab with access to the World Wide Web provides an unlimited number of resources in English-as-a-Second-Language. Students who successfully complete the IEP Exit Portfolio are exempted from the university's TOEFL requirement. Four, eight and sixteen week sessions are available every semester or term. Visit www.tamuk.edu/iep for more information.

