
College of Fine Arts

ADVISING MANUAL

2019-2020

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STUDENT SERVICES CONTACT INFORMATION

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SFA Academic Policies and Procedures

Academic Standing

(Policy 6.4): A student must maintain a minimum cumulative grade point average of 2.0 to remain in good academic standing. A student is placed on **academic probation** after the first regular semester in which the cumulative GPA falls below 2.0. Students on academic probation whose semester GPA is 2.0 or higher will be allowed to continue on academic probation until the cumulative GPA is 2.0 or higher. Academic probation will continue until the student achieves good standing or is placed on academic suspension. **A student on academic probation shall be placed on academic suspension if the student's semester GPA falls below 2.0.**

Repeat Policy

Students who make an "F" in a course can get credit only by repeating the course. **Undergraduate students who want to repeat courses to improve their GPA at SFA must repeat those courses at SFA.** For any course that is repeated at SFA, the grade earned in the most recent enrollment will be used to calculate the GPA. Credit hours for courses taken at other institutions to replace credit hours earned at SFA may be used to meet graduation credit-hour requirements, but not for GPA calculation. For any repeated grade, the grade and course remains on the transcript but is no longer calculated in the GPA.

Three-Peat Rule

Students attempting a course for the third or more time will be required to pay an additional \$100 per semester credit hour for the repeated course. Courses attempted at any other Texas public college or university will also be considered. The most recent grade will be calculated in the GPA, even if the most recent grade is not the highest earned grade.

Drop Rule

A withdrawal or course dropped by the official reporting date (12th class day for fall and spring, 4th class day for summer) will not be recorded on the student's transcript. After the official reporting date, a drop or withdrawal will be noted as a "W" on the student's official transcript. Undergraduate students may not drop more than six courses with a "W" grade. **This number includes any courses dropped at another Texas public institution.** Full semester withdrawals are excluded from this policy. After six withdrawals, the student will no longer be allowed to withdraw and will be awarded a grade.

Excessive Hours

Students will begin getting charged non-resident tuition the first semester after they reach the maximum number of attempted credit hours in excess of their degree requirements.

Effective with students initially enrolling in the fall 2006 semester and subsequent terms, excess credit hours are those hours attempted by a resident undergraduate student that exceed by more than 30 hours the number of hours required for completion of the degree program in which the student is enrolled.

This rule is different for students enrolling earlier than Fall 2006. Please contact Student Services with questions.

Credit hours counted toward this rule include all credit hours except:

1. Credit hours towards a first baccalaureate degree (for students working on a second baccalaureate degree)
2. Credit by examination (AP credit, etc.)
3. Credit for remedial courses, technical courses, workforce education courses, etc.
4. Credit earned by a private or out-of-state institution
5. Credit earned before a student graduated from high school (dual-credit)

!!!!!!!

Holds

Holds prevent students from registering for courses or adjusting their course schedule. Holds may also prevent SFA from releasing an official transcript for the student. Holds can be placed for a number of reasons including unpaid bills, advising, probation or suspension, etc. **To have a hold removed, the student must contact the originating office or department.**

Advanced Hours

As of Fall 2017 A student must complete 30 or more semester hours of advanced coursework (300-400 level courses) to graduate.

Residence Requirement

(Policy 6.15) As of Fall 2017 a minimum of 30 semester hours must be completed in-residence at SFA. Additionally, students are required to have at least 30 hours of advanced coursework taken at SFA to graduate from the university. Online courses taken through SFA will also fulfill this requirement. Study abroad hours are considered "transfer hours" and do NOT count towards the 42 hours in residence.

Transfer Hours

A student can transfer no more than 66 credit hours (plus 4 additional Kinesiology activity hours) from a two-year institution. Majors and/or minor may have additional residential requirements.

Students can transfer an unlimited amount of hours from a four-year institution, but all students must meet the advanced hours requirement and the residence requirement to graduate.

Graduation GPA Requirement

Students must earn a 2.0 GPA in their major, minor, and overall to be eligible for graduation.

Degree Plan

Officially, the state mandated degree plan requirement is met by the online degree evaluation program, CAPP. However, to assure that all transfer courses are appropriately substituted, all students are required to file a "Request for Degree Review" when they have 30 earned credit hours (as of the 2020-2021 AY). Students file a degree plan in the Dean's Office, GFNA 205. Please feel free to contact Student Services with any additional questions.

Major Hours Requirements

All majors consist of at least 30 semester hours in the discipline and must include at least 18 hours of advanced work, of which at least 12 hours must be advanced work completed in-residence.

Major Changes

All major/minor changes must occur in the Dean's Office, GFNA 205. The academic advisor will evaluate prior coursework for any available substitutions at that time.

Core Curriculum

The College of Fine Arts follows the state of Texas core curriculum. Any course coded as "core" on a student's transcript must be accepted by SFA to satisfy that particular core area. Core area E. 050 Visual/Performing Arts is the only exception. The College of Fine Arts requires that students take a performing art outside their discipline. However, this can be overridden with approval from each respective school's Director.

A. Communication (6 Hours)

1. Three hours from English Rhetoric/Composition:

ENG 131 or 133H

*A grade of C or better is required in ENG 131

2. Three hours from:

COM 111, COM 170 or COM 215

B. Mathematics (3 Hours)

Three hours from:

MTH 110, MTH 127, MTH 138, MTH 143, MTH 220 or MTH 233

C. Life and Physical Science (6 Hours)

Six hours from:

AGN 110; AST 105; BIO 121, 123,131,133,225,238; CHE 101, 111, 133, 134; ENV 110; GOL 101, 131, 132; PHY 101, 102, 110, 131, 132, 241, 242

*Lab credit beyond 6 required hours is counted in the electives.

*Enbloc science courses (i.e. BIO 1---) will be evaluated by Student Services

D. Language, Philosophy, & Culture (3 Hours)

Three hours from:

ENG 200,209,211,212,221,222,229,230, 233H; HIS 151, 152; HIS 161, 162; PHI 153,223

E. Creative Arts (3 Hours)

Three hours from:

ART 280, 281, 282; DAN 140; MHL 245; MUS 140; THR 161, 163

*Course acceptance varies on student's area of study

F. American History (3 Hours)

Six hours from:

HIS 133,134

G. Government/Political Science (6 Hours)

Six hours from:

PSC 141,142

*Transfer work from Texas public two-year institutions (GOVT 2305 and GOVT 2306 may satisfy one or both of these requirements.)

*Enbloc political science courses (i.e. PSC 2---) will ALWAYS count for PSC 142. Enbloc PSC can be GOVT 2305 or 2306.

Student should take PSC 141 at SFA.

*Note: *If student took PSC 142 instead, contact Student Services*

H. Social and Behavioral Science (3 Hours)

Three hours from:

ANT 231, ECO 231, ECO 232, GEO 131, PSY 133, or SOC 137

I. Component Area Option (6 Hours)

1. Three hours from:

ENG 132

**A grade of C or better is required in ENG 132*

2. Three hours from:

BCM 247, ENG 273, FRE 131, 132; GER 131, 132; POR 131, 132, SPA 131, 132, SPH 172, or 272

Common Course Substitutions

Substitution	SFA Course	Notes
HUM 1-- Intro to Humanities	Language/ Philosophy/Culture	Only for transfer students
PSC 2---(GOVT 2305/2306) American Government	PSC 142	Student should take PSC 141 at SFA <i>If student has PSC 2-- and PSC 142 at SFA - contact Student Services</i>
HIS 1---/ 2---- Texas History	HIS 133/134	Evaluated by Student Services
Enbloc Science Courses (i.e. BIO 1---)	Science	Evaluated by Student Services

*300-400 level courses may only be substituted if they come from a four-year institution. All 300-400 level course substitutions are evaluated by Student Services and approved by the appropriate School Director and Associate Dean of the College.

How do I get a course substituted?

Please reach out to Courtney Flynn, flynncd@sfasu.edu with your request for a course substitution.

If it is a course that requires approval, please provide your Director's approval. All transfer coursework is initially evaluated by Admissions. Once they have "SFA numbers" assigned to them they can be substituted in Banner/CAPP. Core classes will be evaluated when the student comes in, by the Academic Advisor, with the help of faculty advisors sending them to the Dean's office. **In order to assure that all applicable transfer coursework is being utilized, please send transfer students to the Dean's office ASAP.**

If you would like to make a substitution with a different SFA class (ex, using GBU 147 for ART 492 or using ART 491 for an ART History) please let me know via email so I get the course substituted. When classes are substituted as they are approved there are less deficiencies at graduation time and less people with financial aid difficulties.

Advising Checklists

These following checklists are intended to serve as a resource and guide for advising, not a set of directions. They are a model about information (academic policies, degree requirements, graduation procedures, etc.) that should be conveyed to students during each semester of their academic career. It can also be used to document that a student has been informed of relevant/valuable information. This ensures students cannot claim ignorance for specific policies and procedures that may affect them later in their academic career.

Quick Advising Reminders

- Be mindful of course rotations
- Foundation, major, minor and overall GPA must all be at or above 2.0
- Spread out more difficult core courses (some students find it difficult to take courses like math and science in the same semester)
- ENG 131 and 132 **MUST** be completed with a C or higher (even if they are transferred from a junior college or have an Associates Degree)
- Do NOT forget about electives – all students need 120 hours to graduate from SFA.

Freshman Advising Checklist

Name:	Campus ID:
Major/Minor(s):	Advisor:
First Semester (0-15 credit hours)	Date:
Provide information on SFA Policies and Procedures:	
Academic Standing/Probation/Suspension Policy	
Repeat Policy	
Three-Peat Rule	
Drop Rule	
Excessive Hours	
Holds	
Provide information on student organizations and value of involvement	
Provide information on support resources (such as AARC)	
Explain degree program (core curriculum, major core/foundation, major)	
Describe second concentrations (art), minor(s), audition processes, etc.	
Suggest courses for upcoming semester and/or summer	
Second Semester (16-30 credit hours)	Date:
Check midterm grades in SSB	
Refer to AARC or other academic resources as needed	
Inquire about adjustment problems and refer students as needed	
Inquire about declaring minor(s), etc.	
Check completion rates (attempted versus earned hours)	
Suggest courses for upcoming semester and/or summer	
Send to Academic Advisor to request degree review	

Sophomore Advising Checklist

Name:	Campus ID:
Major/Minor(s):	Advisor:
Third Semester (31-45 credit hours)	Date:
Inquire about problems and refer student to help as needed	
Provide information on the following policies:	
Advanced Hours	
Residency Requirement	
Transfer Hours	
Graduation GPA Requirements	
Degree Review	
Discuss external opportunities	
Study Abroad	
School organizations or honor societies	
Internships (if applicable)	
Suggest courses for upcoming semester and/or summer	
Fourth Semester (46-60 credit hours)	Date:
Inquire about problems and refer student to help as needed	
Degree Review – make sure student has requested	
Confirm progress on core and major courses	
Suggest relevant career development opportunities	
Career services, Jobs4Jacks	
Professional Resume	
Internship Opportunities and Class Credit for Internships	
Suggest courses for upcoming semester and/or summer	

Junior Advising Checklist

Name:	Campus ID:
Major/Minor(s):	Advisor:
Fifth Semester (61-75 credit hours)	Date:
Inquire about problems and refer student to help as needed	
Evaluate degree evaluation in Banner (progress towards)	
Check excessive hours	
Continue career and educational development opportunities	
Internship opportunities and course credit for internships	
Career services (mock interviews, resume critiques, career fair)	
Study abroad	
Organization and involvement	
Leadership opportunities	
Confirm core is nearing completion	
Check status of elective courses (if applicable)	
Suggest courses for upcoming semester and/or summer	
Sixth Semester (76-90 credit hours)	Date:
Inquire about problems and refer student to help as needed	
Evaluate degree evaluation (progress towards degree)	
Check excessive hours	
Discuss graduate/professional school opportunities	
Entrance exams, application process, audition processes etc.	
Continue career and educational development opportunities	
Discuss graduation timeline	
Suggest courses for upcoming semester and/or summer	
Check course rotation for remaining courses	

Senior Advising Checklist

Name:	Campus ID:
Major/Minor(s):	Advisor:
Seventh Semester (91-105 credit hours)	Date:
Inquire about problems and refer student to help as needed	
Evaluate degree plan (progress towards degree)	
Check excessive hours	
Review graduate school/career options	
Check status of elective courses	
Begin graduation process by filing for Intent to Graduate Form (see pg. 13)	
Check GPA's (at least 2.0)	
Overall	
Foundation	
Major	
Minor (if applicable)	
Suggest courses for upcoming semester and/or summer	
Eighth Semester (105-120 credit hours)	Date:
Check Intent to Graduate and/or Final Graduation Audit	
Discuss employment/professional school opportunities	
Inform student that proof of enrollment is required for any transfer credit 25 days prior to graduation. This proof must be presented to Student Services in GFNA 205 or student will automatically be dropped from graduation list.	
Diploma mailed 4-6 weeks after graduation ceremony	

Request for Degree Review Information (Formerly “Degree Plan”)

All students are required to declare a major and have an official degree plan on file. Per state requirements the Degree Evaluation software (CAPP) fulfills this requirement. However, when they reach 30 earned credit hours, please send the student's to the Dean's office for a review. This will ensure that all transfer work is appropriately substituted in a timely manner.

To request a degree review:

- Student requests their official degree plan in the Dean's office, GFNA 205.
- Advisor reviews application and transfer/SFA coursework to determine if there are any applicable substitutions to be made
- Student will only be notified if there is a problem, otherwise they have fulfilled their duty
- Advisor will substitute all obvious courses but will reach out to Degree Plan Coordinators in each School if necessary for guidance.

Graduation Information

All students are required to apply for graduation in the Graduation Office, Rusk 203, the semester before they intend to graduate (see calendar below). The graduation process is a multi-step procedure so it is important students follow the correct instructions.

Graduation Application Dates

Graduation Date	Begin Application	Deadline Application
August	January 2	March 2
December	April 1	June 1
May	September 15	November 15

*Students can still apply after the deadline, but they will be charged a late fee. Deadlines are approximate. See Graduation website for exact dates and deadlines.

Student Graduation Process

1. Student request's **Intent to Graduate** following the deadlines listed above by visiting the Dean's office GFNA 205.
2. Student and faculty advisor complete the **Intent to Graduate** together.
3. Once the **Intent to Graduate** form is completed, it should be returned to the Dean's office.
4. The student should then go to the **Graduation Office** (Rusk 203) and apply for graduation.
5. Once the Graduation office has finalized the student's graduation record, they will send the Dean's office a **Final Graduation Audit**.
6. The Academic Advisor will do a final check for GPA, final semester course registration, substitutions, etc. and will sign the **Final Graduation Audit**.
7. If there is an issue with the **Final Graduation Audit**, the student will be notified via email and phone and will be required to come to the Dean's office to sign their audit. If there is no issue, the student will receive a PDF copy of their audit via email.
8. The Academic Advisor will do a final check when grades post at the end of the semester. Students also have four weeks after the end of the semester to turn in any transfer credit needed to satisfy course requirements.

COLLEGE OF FINE ARTS INTENT TO GRADUATE

NAME _____ STUDENT ID _____
PHONE NUMBER _____ E-MAIL _____
MAJOR _____ CONCENTRATION _____
MINOR (IF ANY) _____

TO BE COMPLETED BY STUDENT'S FACULTY ADVISOR:

INTENDED DATE OF GRADUATION MONTH _____ YEAR _____
TOTAL HOURS NEEDED IN PROGRAM (120, 122, 133, etc.): _____
TOTAL EARNED HOURS AS OF THIS DATE _____
(can be found on student information page or transcript)
COMPLETED BY _____ DATE _____

TO BE COMPLETED BY CFA ACADEMIC ADVISOR:

TOTAL HOURS TO GRADUATE (MINIMUM 120) _____
HOURS AT SFA (MINIMUM 30) _____
ADVANCED HOURS AT SFA (MINIMUM 30) _____
TRANSFER HOURS FROM A COMMUNITY COLLEGE (MAXIMUM 66 + 4 ACTIVITY) YES NO
SFA OVERALL GPA 2.0 OR ABOVE YES NO
MAJOR GPA 2.0 OR ABOVE YES NO
MINOR/PROF EDUCATION 2.0 OR ABOVE YES NO
COMPLETED BY ACADEMIC ADVISOR _____ DATE _____

***PLEASE NOTE: THIS IS NOT AN OFFICIAL VERIFICATION OF FULFILLMENT OF DEGREE REQUIREMENTS.
STUDENT MUST APPLY FOR GRADUATION IN THE REGISTRAR'S OFFICE – RUSK 202 IN ORDER TO GRADUATE**

GRADUATION DEADLINES:

**DECEMBER GRADUATE: APPLY APRIL 1ST – JUNE 1ST
MAY GRADUATE: APPLY SEPTEMBER 15TH –
NOVEMBER 15TH AUGUST GRADUATE: APPLY
JANUARY 2ND – MARCH 2ND**

Family Education Rights And Privacy Act (FERPA)

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. A formal policy is listed below for your reference. Just remember that a student must give us permission to discuss academic records (grades, attendance, financial information, advising, course schedules, etc.) with anybody who is NOT the student. Students can provide permissions to certain people by filling out an "Authorization to Release Information" form in the Registrar's Office.

To determine if a student has filed an Authorization to Release Information Form

1. Log into SSB and locate student's record
2. On the Student Information Tab click on *Student Authorization to Release Information* right above *View Mid-Term Grades*
3. If a student has given permission to release information, there will be a comment on this screen, including the names and relations of individuals we can release information to.
 - If there is no comment, you may NOT release any information about the student's academic record.
 - Refer a student to the Registrar's Office if they need to fill out the form in Rusk 201.
 - If a student DOES have a release form on file, you may only release information to the individuals listed.

Educational Records

FERPA gives students the following rights regarding educational records.

- The right to access educational records kept by the school.
- The right to demand educational records be disclosed only with student consent;
- The right to amend educational records;
- The right to file complaints against the school for disclosing educational records in violation of FERPA.

Students have a right to know about the purpose, content, and location of information kept as a part of their educational records. They also have a right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information. Therefore, it is important to understand how educational records are defined under FERPA. Educational records are defined by FERPA as:

Records that directly relate to a student and that are maintained by an educational agency or institution or by a party acting for the agency or institution.

Educational records are directly related to the student and are either maintained by the school or by a party or organization acting on behalf of the school. Such records may include:

- Written documents; (including student advising folders)
- Computer media;
- Microfilm and microfiche;
- Video or audio tapes or CDs;
- Film;
- Photographs

Any record that contains personally identifiable information that is directly related to the student is an educational record under FERPA. This information can also include records kept by the school in the form of student files, student system databases kept in storage devices such as servers, or recordings or broadcasts which may include student projects.

Records Not Considered As Educational Records

The following items are not considered educational records under FERPA:

- Private notes of individual staff or faculty; (NOT kept in student advising folders)
- Campus police records;
- Medical records;
- Statistical data compilations that contain no mention of personally identifiable information about any specific student

Faculty notes, data compilation, and administrative records kept *exclusively* by the maker of the records that are **not accessible or revealed to anyone else** are not considered educational records and, therefore, fall outside of the FERPA disclosure guidelines. However, these records may be protected under other state or federal laws such as the doctor/patient privilege. I recommend that you check to make sure that you fully comply with these disclosure guidelines before disseminating any of this information.

Two Types of Educational Records

There are two types of educational records as defined under FERPA. Each type of educational record is afforded different disclosure protections. Therefore, it is important for faculty and staff to know the type of educational record that is being considered for disclosure.

Directory Information

Some information in a student's educational record is defined as directory information under

FERPA. Under a strict reading of FERPA, the school may disclose this type of information without the written consent of the student. However, the student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure. Directory information may include:

- Name;
- Address;
- Phone number and email address;
- Dates of attendance;
- Degree(s) awarded;
- Enrollment status;
- Major field of study.

Though it is not specifically required by FERPA, institutions should always disclose to the student that such information is considered by the school to be directory information and, as such, may be disclosed to a third party upon request. Institutions should err on the side of caution and request, in writing, that the student allow the school to disclose directory information to third parties.

Non-directory Information

Non-directory information is any educational record not considered directory information. Non-directory information must not be released to anyone, including parents of the student, without the prior written consent of the student. Further, faculty and staff can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include:

- Social security numbers;
- Student identification number;
- Race, ethnicity, and/or nationality;
- Gender
- Transcripts; grade reports

Transcripts are non-directory information and, therefore, are protected educational records under FERPA. Students have a right to privacy regarding transcripts held by the school where third parties seek transcript copies. Institutions should require the students first submit a written request to have a transcripts sent to any third party as the privilege of privacy of this information is held by the student under FERPA.

Prior Written Consent

In general, a student's prior written consent is always required before institutions can legitimately disclose non-directory information. Institutions may tailor a consent form to meet their unique academic needs. However, prior written consent must include the following elements:

- Specify the records to be disclosed;
- State the purpose of the disclosure;
- Identify the party or class of parties to whom the disclosure is to be made;
- The date;
- The signature of the student whose record is to be disclosed;
- The signature of the custodian of the educational record.

Prior written consent is not required when disclosure is made directly to the student or to other school officials within the same institution where there is a legitimate educational interest. A legitimate educational interest may include enrollment or transfer matters, financial aid issues, or information requested by regional accrediting organizations.

Institutions do **not** need prior written consent to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where, as a result of a crime of violence, a disciplinary hearing was conducted by the school, a final decision was recorded, and the alleged victim seeks disclosure. In order for institutions **to be able to disseminate non directory information in these instances FERPA requires that institutions annually publish the policies and procedures** that the institutions will follow in order to meet FERPA guidelines.

FERPA has strict guidelines regarding disclosing the educational records of dependent students. Though FERPA allows such disclosure, the act mandates that the institution first publish clearly delineated policies and procedure for the disclosure of these records. The institution must publish these guidelines annually in a format that is easily accessible to interested parties. I would recommend that both the dependent student and parents sign written disclosure agreements stating, at minimum, the following:

- The dependent student understands and allows parental access to these educational records;
- The dependent student and his/her parents have been given a copy of the institution's policies and procedures for the disclosure of students' records.

Most institutions charge their registrar's office with the responsibility to determine how their institutions will comply with FERPA disclosure requirements. Registrars commonly work with legal counsel in fashioning and publishing these guidelines. As advisors, it is advisable to check

with your registrar's office if you have any questions or concerns before disclosing any student information to third parties.

Conclusion

The Family Education and Privacy Act was enacted by Congress to protect the privacy of student educational records. This privacy is a right vested in the student. Generally:

- Institutions must have written permission from the student in order to release any information from a student's educational record.
- Institutions may disclose directory information in the student's educational record without consent.
- It is good policy for the institution to notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records including directory information.
- Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.
- Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
- Institutions should notify students about their rights under FERPA through annual publications.
- When in doubt, it is always advisable to err on the side of caution and to not release student educational records without first fully notifying the student about the disclosure.

Finally, the school should always seek a written consent from the student before disseminating educational records to third parties.

Student Resources on Campus

Admissions Office (<http://www.sfasu.edu/admissions/>)

The Office of Admissions will be the front office to receive all transfer credit before and during a student's academic career at SFA. Any credit-related questions should be directed at them at **936-468-2504**. The Office of Admissions may also place holds on students account for incomplete admissions applications.

Counseling Services (<http://www.sfasu.edu/counselingservices/>)

Counseling Services assists SFA students in overcoming obstacles to their personal and academic goals. This service is accomplished through individual and group counseling for students. Counseling is a free service for all students at SFA. The counselor is the only individual who will have direct access to client files, including information discussed in sessions.

Counseling records are not a part of a student's academic record. To schedule an appointment, the student may either visit Counseling Services on the 3rd floor of the Rusk building or call **936-468-2401**. Hours of operation are 8:00 a.m.-5:00 p.m. on Monday- Friday.

If a student requires assistance after hours or on a weekend, s/he should call University Police at 936-468-2608 or the MHMR Crisis Line at 800-392-8343. If the situation is life threatening, dial 911. An advisor should call Counseling Services *while the student is in the office* to arrange an emergency appointment when a situation is deemed critical. Counseling Services provides free QPR training (Question, Persuade, Refer) to help advisors in identifying signs of suicide and to learn strategies for encouraging students to seek care.

Disability Services (<http://www.sfasu.edu/disabilityservices/>)

Following admission to SFA, services and accommodations from Disability Services require documentation of a disability. An application must be obtained from Disability Services, room 325 of the Human Services building for academic accommodations (936-468-3004). Hours of operation are 8:00 a.m-5:00 p.m. on Monday-Friday. Housing accommodations must be requested from the Residence Life Department on the first floor of the Austin building. Documentation guidelines are available on the website of Disability Services and require, at a minimum, a statement from a licensed professional that explains the disability. An Assessment Committee, either academic or housing, will review the documentation and recommend/deny accommodations. If approved, the student must complete a Semester Application with Disability Services each semester after registering for classes.

Certain hearing impaired and visually impaired students who are Texas residents are eligible for exemption from payment of tuition and some fees. Application for this exemption should be made to the Department of Assistive and Rehabilitation Services. Students with State Certifications for Blindness or Deafness should file a copy of their certification with the Business Office to obtain tuition exemptions.

Health Services (<http://www.sfasu.edu/healthservices>)

The University Health Services clinic is an outpatient medical facility offering preventive and medical services to all currently enrolled students. The staff of the clinic is comprised several licensed primary care providers as well as licensed nurses and laboratory personnel. Most services are provided at no charge to the student with the exception of immunizations and any unusual lab work. No services are available on weekends, holidays or after hours. Students in need of medical services during these times are urged to contact one of the local medical facilities. Pharmacy, x-ray, eye exams, dental services, and physical therapy are not provided. By state law, Health Services cannot treat a student under age of 18 without parental consent.

The clinic is located on the S.E. corner of Raguet and East College Streets. Hours of operation are 8:00 a.m.-5:00 p.m. on Monday-Friday. Doctor appointments may be made from 8:30 a.m.-11:30 a.m. and from 1 p.m.-4:30 p.m. (936) 468-4008. Students with health insurance should bring a copy of their insurance card during their first visit.

Student Rights and Responsibilities Office (<http://www.sfasu.edu/judicial>)

The Office of Student Rights and Responsibilities (315 Rusk Building, 936-468-2703) offers students with temporary limiting conditions help in locating services vital to their academic success. The Director of Student Rights and Responsibilities works with a student to determine individual needs and then attempts to package assistance from available resources on campus.

Additionally, students missing classes for legitimate reasons other than University-sponsored trips may contact the Office of Student Rights and Responsibilities and request an absence notification to be sent to their instructors. These notifications are not excuses. Students requesting an absence notification must provide their name, ID number, date(s) of the absence, reason for the absence, and a contact phone number. As per university policy 6.7, an instructor may determine the nature of satisfactory documentation.

Veterans Resource Center (<http://www.sfasu.edu/vrc>)

The Veterans Resource Center (VRC) located on the 1st floor of the student center in the northeast corner. The VRC provides a space for space for veterans, dependents on military benefits and ROTC members to gather, socialize, and form relationships with other veterans. The VRC serves as a hub for veteran's needs and programming efforts including connections with veteran faculty members and access to veterans' resources provided by the university and outside agencies. There is also access to free printing for student veterans. The center is open M-F from 8a.m.-5p.m. Contact the VRC coordinator (936-468-6494) for more information.

Career Services (<http://www.sfasu.edu/careerservices>)

Advisors should encourage students to arrange a visit with Career Services as early as possible. The office is located on the 3rd floor of the Rusk Building or call 936-468-3305 to schedule an appointment. Services include internship, part-time and full-time postings specifically for SFA students and alumni. Career-related workshops and information sessions are held each semester for students to learn more about professional development, a particular industry, organization, or employment opportunities. SFA alums can also continue to use the services from this office free of charge.

Academic Assistance Resource Center (<http://library.sfasu.edu/aarc>)

The Academic Assistance and Resource Center (AARC), located on the first floor of Steen Library, provides peer-tutoring services for high-risk courses (Astronomy, Chemistry, Computer Science, English, German, Math, Music, Physics, Sign Language, and Writing). Walk-in tables for each subject area are available at specific hours (<http://library.sfasu.edu/aarc/walk-in-tables>) while weekly tutoring appointments can be arranged (<https://mytutor.sfasu.edu/TracWeb400>) An online writing lab (<http://mytutor.sfasu.edu/owl>) will work with students experiencing grammar and related difficulties. The AARC Welcome Desk can be reached at (936) 468-4108 Monday-Thursday, 8a.m.-8p.m., Fridays from 8a.m.-5p.m., and Sundays from 4-8p.m.

Testing Services (<http://www.sfasu.edu/ccs/testing/>)

Testing Services is located on the third floor of the Rusk Building and is where students can go to take placement exams such as the TSI Assessment test; admission exams for graduate school (i.e. GRE & LSAT), the nursing and elementary education programs as well as a large variety of certification test. Testing Services does not have access to individual student test TSI status and will need to contact Academic Advising Center for specific sections needed. The center is available M-F from 8am-5pm. Call (936) 468-3958 for more information.

Involvement Centers

The Involvement Centers are located in the lobby of Steen Residence Hall and the first floor of the Student Center. Students can call or email ahead of time to schedule an appointment or just walk-in between 9a.m.-6p.m. at our Steen Location. The Involvement Specialists on staff help find information for students concerning a wide variety of SFA and local topics. Students can also schedule a 30-minute advising appointment. During the advising session, students discuss time management and their personal goals and interests. The specialists design an involvement opportunity that is unique to each student based on the 200+ student organizations and the countless other engagement opportunities available at SFA and within the local community. Students are often directed to the support services on campus such as AARC, Career Services, etc. For more information or to contact a member of the involvement team please email getinvolved@sfasu.edu or call us at (936) 468-1175 or (936) 468-6721.

Financial Assistance

Students experiencing financial concerns should be directed to the Financial Aid Office (Rusk Building, 936-468-2403). A number of conditions must be satisfied to qualify for federal, state, or institutional funds. The student must:

- be enrolled in an eligible degree-seeking or certificate programs at least half-time (6 hours)
- be a U.S. citizen or eligible non-citizen
- have a valid Social Security Number
- be registered with Selective Service or be exempt if female
- be in good academic standing and maintain satisfactory academic progress toward completion of a degree or certificate
- not owe a refund on a federal grant or be in default on a federal educational loan
- demonstrate a financial need, except for some loan programs
- have a high school diploma or GED.

Four basic forms of financial assistance exist: grants, loans, work study, and scholarships. Each has specific eligibility requirements. Students can apply for scholarships online at *mySFA*.

International students who are neither a citizen nor an eligible non-citizen do not qualify for federal student aid. In these cases, contact the Office of International Programs (OIP). Financial aid may be available for students who are planning to participate in a study abroad program sponsored by SFA; an appointment should be arranged with the Financial Aid Office to establish eligibility.

Office of International Programs (<http://www.sfasu.edu/oip/index.asp>)

The Office of International Programs (OIP) is located in the Dugas Liberal Arts Building in room 402 (phone: 936-468-6631). It offers support services to international students in order to maintain the intercultural and international dimensions of the University. The OIP office and its staff offer assistance regarding the following services: health insurance, I-20 information, visas and immigration services, Curricular Practical Training and Optional Practical training. It also assists with student transportation, housing issues, and scholarship information and awards.

International students must maintain a full course load (12 credit hours for undergraduates and 6 for graduate students) and cannot drop below full-time status for any reason. No minimum course load applies to summer semesters. International students cannot accept off-campus employment without official authorization from either OIP or US Customs and Immigration Services. Any change of address or academic major must be reported to OIP within ten days of the change, including moving from one residence hall room to another. OIP must also be notified if an international student will be unable to complete a degree within the framework allotted on the I-20.

Such notification must be provided at least 30 days prior to the I-20 deadline. International students are required to maintain health insurance coverage at all times.

Office of Multicultural Affairs (<http://www.sfasu.edu/multicultural/index.asp>)

The Office of Multicultural Affairs (OMA) is located in the Baker Pattillo Student Center in room 3.101 (936-468-1073). Its mission is to create networks of support for students that provide opportunities for meaningful cross-cultural interactions and learning experiences that promote respect for diversity. The office works with student organizations to host cultural celebrations and activities that are fun, educational and that work to enhance our students' abilities to succeed in a global community.

OMA hosts student organizations such as the National Association for the Advancement of Colored People (NAACP), Organization of Latin Americans (OLA), and Lumberjack Cultural Association (LCA). Its services include a computer lab, mediation resolution, and mentorship for first-year and transfer students.