

TEXAS  STATE[®]

VETERANS AFFAIRS

Student Guide to Success

2015

Office of Veterans Affairs

Texas State University

6/1/2015

Welcome to Texas State University. In the following pages you will find information about the admission process, how to apply for financial aid, completing orientation, registering for classes, paying tuition and fees, parking and shuttle services, starting up your Hazlewood and Federal VA Education benefits, and how to be successful in college. We hope that this guide, coupled with your instincts, will make your initial years as a Texas State Bobcat some of the most memorable.

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PART ONE: INCOMING AND TRANSFER STUDENTS

Admissions at Texas State University

The admission process at Texas State University is best approached by reviewing the following questions and answers from our Admission Office. If you still have questions or concerns please contact the Admission Office directly.

Freshman [\[TOP\]](#)

Where do I send my admission materials?

Undergraduate Admissions is [located](#) at 429 N. Guadalupe, San Marcos, TX 78666 (Please send all admission materials to this address). Ph: 512.245.2364, Fax: 512.245.9020, e-Mail: admissions@txstate.edu, Web: www.admissions.txstate.edu.

What majors does Texas State offer? [Click here](#) for an alphabetical listing of our majors.

How do I tour the campus or make an appointment with an admission counselor?

Visit the [campus tours page](#) then click “Tour Registration” under “Student and Family Tours” to schedule a campus tour or go to the [Bobcat Days](#) page to learn about Bobcat Days, our Saturday open house for prospective students and their families. To schedule an appointment with an [admission counselor](#), call 512.245.2340.

What are the freshman requirements for admission?

Admission is granted to those who meet [assured admission criteria](#). Those who do not meet assured admission criteria will be reviewed individually to determine admissibility.

When is the application deadline? Find deadlines for admission applications [here](#).

Do I need to submit a Letter of Recommendation?

Texas State does not require a Letter of Recommendation. However, if you choose to submit one, please make sure it includes the applicant's full legal name, his/her date of birth, and his/her home address.

Does Texas State prefer the ACT or SAT for admission?

Texas State does not prefer one test over another and will accept either for admission purposes. Test sub-scores are not combined. The score which is the best from one sitting will be used to determine admission eligibility. Please note the SAT score taken into consideration in our initial review is the sum of the Critical Reasoning and Math sections only. The ACT/SAT Writing section is also required for admissions consideration.

Which essays do I need to complete for admission?

Only one essay is required. You may choose from Topics A, B, or C of the [ApplyTexas](#) application. Essay topics can be viewed on the admission essay Web page, as well as on page nine of the [ApplyTexas](#) application.

How do I qualify for an application fee waiver?

You must demonstrate financial need. Complete an [application fee waiver form](#) and send it and any required documentation to the [Office of Undergraduate Admissions](#).

I don't meet the assured admission standards. Can I still get in?

It may be possible. A select group of students who do not meet the [assured admission standards](#) will be evaluated through an individual review process called [PAS](#).

How do I apply for scholarships?

Our [national](#) and [assured](#) (e.g. National Merit, President's Honors and Achievement) scholarships are automatically awarded during the admission process for those with certain awards, test scores or other criteria. To apply for [competitive scholarships](#), please fill out the Texas State Scholarship Application as well as essay topics B and C found in

the [ApplyTexas](#) application. The deadline for scholarship applications is December 15th of your senior year. More information is available on the [freshman scholarship Web site](#).

What is the status of my application? Visit the [Applicant Status Check](#).

Do I have to attend orientation?

Yes, all new students must attend [New Student Orientation \(NSO\)](#). Find out more information by visiting the [NSO Web page](#) or calling 512.245.3655.

How do I set up my required on-campus housing?

Once you have been admitted, contact [Residence Life](#) online or by calling 512.245.2382 to reserve your on-campus housing and view the [University's Housing Policy](#).

If denied, is there anything more I can do to get admitted?

If you have been denied, we recommend taking immediate action to raise your academic profile. While it can be extremely difficult to improve your class rank in the senior year (especially if it's the spring semester), it is possible to raise your test scores in the hopes of improving your chances. The other option is to re-apply as a transfer student after you have completed 30 hours of college-level credit and earned a cumulative GPA of 2.25.

If I disagree with your decision to deny, can I appeal?

Yes. If you'd like to appeal our decision, you (the student) must submit a formal letter of appeal to the Office of Undergraduate Admissions. In addition to the letter of appeal, you must also submit any appropriate documentation intended to support your appeal (e.g. new test score report or new school transcript). For an appeal to be effective, it must bring to light new academic information as well as information regarding extenuating circumstances that were not included in the application. The Admission Appeal Committee will notify you of their decision by mail three to six weeks after they have received your appeal letter.

Where do I send my appeal request?

Send all appeal documents to: Texas State University, The Office of Undergraduate Admissions, 429 N Guadalupe St., San Marcos, TX 78666 or e-mail us at processing@txstate.edu, subject line Appeal Request.

What immunizations are required?

Texas State University's policies on immunizations for new students can be found on the [Student Health Center](#) website at www.healthcenter.txstate.edu/meningitis.html. Services are provided by appointment on weekdays. For more information contact:

Student Health Center

Tel: 512-245-2161

Email: healthcenter@txstate.edu

Transfers [\[TOP\]](#)

What majors does Texas State offer? [Click here](#) for an alphabetical listing of our majors.

How do I schedule a campus tour or appointment with an admission counselor?

Visit the [campus tours page](#) then click “Tour Registration” under “Student and Family Tours” to schedule a campus tour or go to our [Bobcat Days page](#) to learn about Bobcat Days, our Saturday open house for prospective students and their families. To schedule an appointment with an [admission counselor](#), call 512.245.2340.

What are the requirements for general transfer admission?

You must have at least 30 transferable credit hours and a cumulative 2.25 GPA.

How do I qualify for an application fee waiver?

You must be able to demonstrate financial need. Complete the [application fee waiver](#) form and send it and any required documentation to the [Office of Undergraduate Admissions](#).

When is my application deadline? To find out admission application deadlines, [click here](#).

What is an official transcript? Will Texas State accept unofficial transcripts?

An official transcript can be obtained from a college/university Registrar’s office and must have the Registrar’s signature and seal. Official transcripts may be sent electronically, mailed, or hand-delivered to our office located at 429 N. Guadalupe St., San Marcos, TX, 78666. Faxed transcripts and grade reports are not official and will not be accepted.

How do I find out what will transfer to Texas State from my previous college(s)?

[Click here](#) for a full list of Texas transfer course equivalencies. After your application to Texas State has processed, you will receive a copy of your evaluated transfer work.

Do Ds, Fs, WFs, or Incompletes transfer to Texas State?

If the course transfers to Texas State, then the grade also transfers. Be aware that WF's and Incompletes factor into your transfer GPA as F's.

Does my GPA from my current school transfer to Texas State?

A Texas State student will have three GPA's: a transfer GPA, a Texas State GPA, and a cumulative GPA. A transfer GPA is used to determine your admission, a Texas State GPA represents the course work completed at Texas State, and a cumulative GPA reflects all the course work.

How does Texas State handle repeated courses?

When a course is repeated more than once, the second grade (first repeat) and all subsequent grades (repeats) are included in computing the hours attempted, grade points earned and GPA. A course taken at Texas State must be repeated at Texas State to be counted as a repeat. A course taken for transfer credit must be repeated as transfer credit to count as a repeat.

Do I have to attend orientation?

Yes, all new students must attend [New Student Orientation \(NSO\)](#). There is an online NSO option for transfer students that are admitted with more than 30 transferable credit hours. Find out more information by visiting the [NSO Web page](#) or calling 512.245.3655.

Do I have to live on campus?

The [University's Housing Policy](#) requires students under the age of 20 (by September 1, 2014, for fall admission or January 1, 2015 for spring admission) with fewer than 30 credit hours to live in on-campus university housing. All students who graduated from high school within the preceding 12 months of the semester of their admission are also required to live on campus. [Bobcat Village Apartments](#) are open only to students who have been out of high school for at least one year and are at least 19 years old. Students must submit a housing contract which is binding for the academic year. Exceptions may be granted if a

student lives at a parent's or legal guardian's permanent home within a sixty mile radius of Texas State. Students requesting an exception must complete a residence hall exemption request and submit it to the department.

What is the status of my application? Visit the [Applicant Status Check](#).

I applied to Texas State, but now I can't come for that semester. Do I need to reapply?

Yes. Students who have previously applied must reapply for a future semester. If you would like assistance with planning your transfer and selecting courses for transfer, please call 512.245.2340 and ask to speak with a transfer counselor.

What is Texas State's Academic Bankruptcy Policy?

Students who have not enrolled in any accredited college or university for five or more consecutive calendar years immediately prior to admission to Texas State may, at the time they apply for admission, may request permission to declare academic bankruptcy. Under this policy, all college-level work done at an earlier date is eliminated from computation of the GPA and none of it is applied toward a degree at Texas State. Such work, however, will not be removed from the student's records. An applicant must meet with an Admission Counselor during their application process in order to request academic bankruptcy. If academic bankruptcy is granted, an applicant must meet Texas State's admission requirements for their new status in order to be admitted. Academic bankruptcy may also impact a student's catalog (degree plan) and academic rules. Those granted academic bankruptcy are admitted on academic probation.

What is Academic Fresh Start?

Under the provisions of the Texas Education Code, the Academic Fresh Start program was established to allow a Texas resident to apply for admission and elect to have all academic course work earned 10 or more years prior to the requested enrollment date ignored for admission purposes. Individuals who choose Academic Fresh Start, including former Texas State students, must meet current published admission criteria for Texas State and must submit official records from all colleges attended. Students admitted under this provision will not receive any course credit for courses taken 10 or more years prior to enrollment. An applicant must meet with an Admissions Counselor, during their application process, in order to request Academic Fresh Start. Academic Fresh Start may impact a student's catalog (degree plan) and academic rules. For further information, contact the Office of Undergraduate Admissions.

What immunizations are required?

Texas State University's policies on immunizations for new students can be found on the Student Health Center website at www.healthcenter.txstate.edu/meningitis.html.

If denied, is there anything more I can do to get admitted?

If you have been denied, we recommend taking immediate action to raise your academic profile by increasing your cumulative GPA to at least a 2.25.

If I disagree with your decision to deny, can I appeal?

Yes. If you'd like to appeal our decision, you (the student) must submit a formal letter of appeal to the Office of Undergraduate Admissions. For an appeal to be effective, it must bring to light new academic information as well as information regarding extenuating circumstances that were not included in the application.

How do I submit my appeal request? Email processing@txstate.edu, subject: Appeal Request.

[\[TOP\]](#)

Applying for Financial Aid

Applying for federal, state, and university financial aid

- Complete a [Free Application for Federal Student Aid](#) (FAFSA) or renewal [FAFSA](#). In order to maximize your financial aid, you should submit your FAFSA prior to March 15 for the upcoming academic year. If you are a non-citizen who is a Texas resident, complete a [Texas Application for State Financial Aid](#) (TASFA).
- You will need to complete a FAFSA for each academic year.
- For summer financial aid, you will also need to complete a Texas State summer aid application. The application should be submitted by March 1 prior to the upcoming summer semester.

After you apply for financial aid

- The Financial Aid (FA) office will receive your FAFSA information approximately 5 days after you have submitted the FAFSA.
- They then review your FAFSA information, which may take 3-4 days, and they may ask you for additional documents to verify your FAFSA data. Check your [Texas State Self-Service](#) to see if they have requested documentation.
- Be sure not to submit any additional documents, such as tax transcripts, unless their office requests them of you. Providing them with documents that they have not requested will delay the processing of your financial aid.
- Once the requested documents are received by the FA office, or if no additional documents were originally requested, their office will award you financial aid.

Being notified about your financial aid awards

You will be notified via email, which will direct you to your [Texas State Self-Service Login](#). You can view, as well as accept, your awards under Financial Aid, by clicking Awards and then Accept Award Offer. Only after you accept each individual award will they begin processing your aid.

Financial Aid Disbursement

To receive your financial aid, you must complete all the requirements specified on the Financial Aid tab of [Texas State Self-Service](#). If these requirements are met and your aid is ready for disbursement, it will be moved to your student account with [Student Business Services](#) no earlier than ten calendar days prior to the start of classes. Any aid available after that point will be moved to your student account within 24 hours of it being ready for disbursement.

Helpful hints

- Be sure to check each individual award message (by clicking the fund name) prior to accepting your awards and determine what steps you must take in order for your aid to be made available to you. Do not wait until you've been accepted to Texas State to apply for financial aid.
- File your FAFSA as soon after January 1 as possible—keeping in mind our March 15 priority deadline. If necessary, you may estimate your income on the FAFSA if you have not yet filed your tax return.
- If your parents are divorced or separated, answer the parent questions using the information about the parent you lived with the most. If you did not live with one parent more than the other, give answers about the parent who provided you the most financial support. If this parent is remarried as of today, answer the parent questions using the information about that parent and the person your parent married (your stepparent).
- Be sure you *leave no question unanswered*. [\[TOP\]](#)

Registering for Classes and Paying Tuition

What administrative activities can you do online?

Students at Texas State can conduct a considerable portion of their university business online using [CatsWeb](#). With CatsWeb, registering for classes, making schedule changes, paying bills, printing unofficial transcripts, learning course grades, and checking progress toward your degree is a breeze. You can also order your textbooks online and request a parking permit. CatsWeb also provides links to additional services available from the Registrar, Financial Aid and other student service offices.

Is the school catalog available online?

[CatsWeb](#) provides you with major links to degree requirements, academic policies, and the schedules of classes for upcoming semesters in numerous convenient formats. Both our [undergraduate catalog](#) and [graduate catalog](#) are online in their entirety.

Registration & Schedule Changes

- [Access Periods](#)
- [How to Register for Classes](#)
- For further questions about registration, visit the Registrar's [website](#).

Can I pay my tuition online?

[CatsWeb](#) places all the links you will need for Enrollment and Registration, Billing and Payment, Academic Records, Computing Services and other student services at your fingertips. The easiest and fastest way to pay your tuition online is through the Student Business Services [website](#). If you prefer to stop by their office, they're in J.C. Kellum, room 188, directly across from the Office of Veterans Affairs (room 105).

[\[TOP\]](#)

Parking and Shuttle Services

Parking

Any time a vehicle is parked on campus, it must display a valid Texas State permit. All students are required to register with Parking Services any vehicle they drive and park on campus and purchase the appropriate color parking permit. **Disabled Veterans with a service-related disability are exempt from paying parking permit fees, but must always register their vehicle with Parking Services and obtain and properly display a Texas State permit.** Parking rules are enforced every day of the year.

Vehicles with outstanding tickets or those identified as having a parking suspension are still subject to booting or towing. Order your parking permit or pay your citation [online](#) now. If you have questions, visit the Parking Services [FAQ](#) page, call Parking Services at 512.245.2887, or e-mail parking@txstate.edu.

Shuttle Service

[Bobcat Shuttle](#) is a free public transit service for students, faculty, staff, and visitors at Texas State University. The system is in operation during all class days. Monday - Thursday service runs approximately between 7 a.m. and 10:20 p.m. Friday service runs between 7 a.m. and 5 p.m. **Shuttles only run while classes are in session.**

Texas State's GPS transit system allows [real-time location data for Bobcat Shuttles](#). Students, faculty, and visitors can use a computer or mobile device to track Bobcat Shuttles at any of the bus stops on and around campus. Service is provided by [DoubleMap](#). [Click here to view the buses in real time at txstate.doublemap.com](#) [\[TOP\]](#)

PART TWO: GET YOUR GI BILL® STARTED

You have now completed the admission process, applied for financial aid, worked through orientation, and registered for classes. Now, it is time to get your GI Bill® benefits started.

Incoming and Transfer Students

Step 1: Review Required Documentation

- You should have already applied for Federal GI Bill® benefits through the [VA](#) via their online application system, [VONAPP](#), and received your Certificate of Eligibility (CoE) in the mail. This is the single most important document you will need in order for us to get your benefits started.
- Find a list of [required documentation](#) on our [website](#).
- You may substitute your CoE for a screen-shot/snip-it/print-screen of your enrollment status on your [eBenefits](#) account.

Step 2: Submit an Online Certification Request

- This is required **EVERY SEMESTER** immediately after you register for classes.
- You will be able to upload all of your [documentation](#) directly into Texas State's secure document management system at the end of your [certification request](#).

Step 3: Monitor Your Bill

- Keep up to date on [tuition bill and payment deadlines](#).
- For benefits that pay tuition amounts to the school (Chapter 33, 31), ensure that the tuition adjustment has been applied to your account. Students using all other benefits need to make arrangements with [Student Business Services](#) to pay their tuition by payment deadlines.
- Make arrangements for any outstanding balance (penalty fees, add/drop fees, food/housing fees, parking fees, overload fees).
- You can avoid being dropped from your classes by setting up a payment plan, emergency tuition loan, or ensuring bill is paid in full before the [payment deadline](#).
- Contact [Financial Aid](#) if you need further assistance with tuition amounts. [\[TOP\]](#)

Returning Students

Step 1: Review Required Documentation

- Proof of remaining entitlement is required **EVERY SEMESTER**.
- This proof can be in the form of an updated Award Letter/CoE, or as a screen-shot/snip-it/print-screen of your enrollment status on your [eBenefits](#) account.

Step 2: Submit an Online Certification Request

- Required **EVERY SEMESTER** immediately after you register for classes.
- Ensure that you submit your certification request by the [Priority Submission Deadlines](#) to guarantee processing before tuition is due.

Step 3: Monitor Your Bill

- Keep up to date on [tuition bill and payment deadlines](#).
- Benefits that pay tuition amounts to the school (Chapter 33, 31): ensure the tuition adjustment applies to your account. Students using all other benefits need to make arrangements with [Student Business Services](#) to pay their tuition by payment deadlines.
- You are responsible for penalty, add/drop, food/housing, parking, and overload fees.
- You can avoid being dropped from your classes by setting up a payment plan, emergency tuition loan, or ensuring bill is paid in full before the [payment deadline](#). [\[TOP\]](#)

PART THREE: GET YOUR HAZLEWOOD STARTED

You have now completed the admission process, applied for financial aid, worked through orientation, and registered for classes. Now, it is time to get your Hazlewood benefits started.

Incoming and Transfer Students

Step 1: Review Required Documentation

- Most Hazlewood recipients simply need their DD214 and the Hazlewood Application in order for us to process their benefits; however, circumstances vary for each student. Find a list of required documentation on our [website](#).
- If you require an exhaustion/ineligibility letter for CH 33/31 and you do not have your most recent award letter on file, a screen-shot/snip-it/print-screen of your enrollment status on your [eBenefits](#) account will work fine.

Step 2: Submit an Online Certification Request

- After you have gathered all supporting documentation, you *must* complete an online [Certification Request](#).
- You will be able to upload all of your documentation directly into Texas State's secure document management system at the end of your certification request.
- A certification request is required **EVERY FALL SEMESTER**, as well as if there has been a break in enrollment at Texas State University any time before then.

Step 3: Monitor Your Bill

- Keep up to date on [tuition bill and payment deadlines](#).
- Ensure that the tuition adjustment has been applied to your account.
- Make arrangements for any outstanding balance (penalty fees, add/drop fees, food/housing fees, parking fees, overload fees, ~\$90 student service fee).
- You can avoid being dropped from your classes by setting up a payment plan, emergency tuition loan, or ensuring bill is paid in full before the [payment deadline](#).
- Contact [Financial Aid](#) if you need further assistance with tuition amounts. [\[TOP\]](#)

Returning Students

Step 1: Review Required Documentation

- Hazlewood Application/Continued Enrollment is due **EVERY FALL SEMESTER**.

Step 2: Submit an Online Certification Request

- A [Certification Request](#) is required **EVERY FALL SEMESTER**, as well as if there has been a break in enrollment at Texas State University any time before then.
- Ensure that you submit your certification request by the Priority Submission Deadlines to guarantee processing before tuition is due.

Step 3: Monitor Your Bill

- Keep up to date on [tuition bill and payment deadlines](#).
- Ensure that the tuition adjustment has been applied to your account.
- Make arrangements for any outstanding balance (penalty fees, add/drop fees, food/housing fees, parking fees, overload fees, ~\$90 student service fee).
- You can avoid being dropped from your classes by setting up a payment plan, emergency tuition loan, or ensuring bill is paid in full before the [payment deadline](#). [\[TOP\]](#)

PART FOUR: VETERAN SPECIFIC ISSUES

Adds & Drops [\[TOP\]](#)

If you are a GI Bill® recipient and you change your schedule at any time during the semester, you must notify our office. If you drop a course during the semester and there is a reduction in benefits, VA can go back to the beginning of the semester to calculate the reduction in benefits and you will not be paid for the dropped course. If you must drop a course or withdraw and submit mitigating circumstances, VA may approve payment up to the last day of attendance. If you do not let us know the circumstances, we cannot accurately report them to VA and you may be placed in overpayment status.

Attendance [\[TOP\]](#)

GI Bill® users must attend class and submit assigned work in order to receive benefits. It is important to understand that the VA pays you for being in class, not just registering for the course(s). If you register for a class but never attend or stop attending at any point during the semester, you may receive an N or a U grade, which is considered an unofficial withdraw and **a debt will be created against you by the VA**. Even if you are failing the course, it is best to either withdraw or continue attending the class and fail if you do not want to pay money back to VA. The VA will allow you to fail a course without having to pay money back, as long as you attended the entire semester. Hazlewood recipients simply lose Hazlewood hours for whichever courses they are enrolled. If you are facing challenges in your classes, please refer to our [Resources](#) page to learn about academic and tutoring resources.

Certification Request / Enrollment Certification [\[TOP\]](#)

GI Bill® recipients must complete on online [Certification Request](#) EVERY SEMESTER immediately after they have registered for classes. Hazlewood recipients must complete an online [Certification Request](#) EVERY FALL SEMESTER, or whenever there is a break in enrollment here at Texas State. Chapter 30, 1607, and 1606 recipients must verify their enrollment via [WAVE](#) at the end of each month.

Changing Majors [\[TOP\]](#)

GI Bill® recipients that change their major will need to complete a [22-1995](#) (veteran) or a [22-5495](#) (dependent). Completing one degree and pursuing another, or proceeding to a certification program is also considered a change of program.

Change of Address [\[TOP\]](#)

GI Bill® recipients award letters and benefit checks will be mailed to the address stated on the VA Certification Request. If you change your address or bank account, you should immediately notify our office and VA. For immediate change of address or account call 1-877-838-2778 to give them your new information. Don't forget to complete an address change with the [Office of the University Registrar](#).

Concurrent and Transient Enrollment [\[TOP\]](#)

When you enroll at Texas State University to pursue a degree or certification program, Texas State is considered your "parent institution". Hazlewood recipients may use their Hazlewood benefits at both schools, however, the other school will process your benefits for courses taken at that school. GI Bill® recipients that wish to take courses at another institution but complete your degree at TX State, must:

1. Complete a [Parent Institution Form](#) and bring it to your academic advisor here at Texas State University. Your advisor will determine whether or not your courses at the other school will count toward your degree here at Texas State University. If they do, your advisor will sign off on the transfer credits.
2. After your Texas State University academic advisor signs the form, bring it here, to the Office of Veterans Affairs, so that we may sign it.
3. AFTER your [Parent Institution Form](#) has been signed by both your Texas State academic advisor and the Texas State VA Office, bring it to your transient school's Veterans Affairs Office. The VA Office at your other school will certify and process your benefits for those courses.
4. If you are concurrently enrolled in classes at Texas State University AND another school, remember that you also need to submit a [certification request](#) with our office so that we can certify the courses you are taking here at Texas State.
5. Immediately transfer all coursework to Texas State University upon completion. If you plan to attend Texas State University while attending another school, you will be considered as being concurrently enrolled and the VA will receive certifications from both institutions.

Correspondence Courses [\[TOP\]](#)

Institutions are NOT required to offer Hazlewood Act benefits to veterans enrolled in classes for which the university receives no formula funding (tax support). However, Texas State University does pay for 50% of the course tuition for correspondence, continuing education, study abroad and extension studies.

For GI Bill® recipients, correspondence courses will be certified for payment AFTER completion of the course only if the course is required as part of your degree. Upon completion of the course, you must submit an [Online Certification Request](#) and upload a copy of your receipt (obtained when you registered for the class) at the end of the request. In addition, you must provide our office with a notification from the Correspondence Office stating the grade you made and the date it was posted to your transcript.

Our office will then recertify all previously certified coursework that fall within the beginning and ending dates of the correspondence course. VA will re-calculate the rate of payment for all coursework within those dates. (NOTE: A maximum of five credit hours can be added to your total hours). The important fact to know about correspondence course work is that it is reimbursed at 55% of the tuition cost for the course(s).

Course Loads (Rate of Pursuit) Table [\[TOP\]](#)

Refer to the tables below to determine your rate of pursuit. Be advised that your rate of pursuit must be *more than* ½ time in order to receive a monthly housing allowance. In

addition, pay special attention to classes that only go through part of the term because it will affect your rate of pursuit. For example, if you sign up for 12 credits for the 1st half of the semester, you will only receive benefits for the 1st half of the semester even though you are considered full time for the semester by the University. Once your classes end, the VA considers the semester over. This can be especially tricky if you are taking classes in the Summer semester when there are more 1st/2nd half classes available. The VA will calculate full-time status based on where dates overlap. So if you are registered for 1st/2nd half classes and want to know if you'll be considered full time, you can contact our office and ask us to look at your schedule to determine whether you will be full-time.

Undergraduate: Full time ½ time

Fall & Spring	12 hours	6 hours
5-week course	4 hours	2 hours
8-week course	6 hours	3 hours
10-week course	8 hours	4 hours

Graduate: Full time ½ time

Fall & Spring	9 hours	4 hours
5-week course	3 hours	1 hour
8-week course	6 hours	3 hours
10-week course	6 hours	3 hours

Courses Required for Admission to the Next Level of Training [\[TOP\]](#)

Courses required for admission to the next level of training may be approved for GI Bill® recipients in two situations. The first is when the University requires a student to pursue courses at an educational level for which he or she already holds a diploma. The second is when a University requires a student to pursue courses at an educational level for which he or she appears qualified by reason of previous training. For example, a college may require a student with a B.A. degree to take some undergraduate subjects for admission to a graduate degree program, or to gain teacher certification for specific subjects. If a graduate school requires a student with a bachelor's degree to pursue undergraduate courses to satisfy admission requirements for a graduate degree program, then the courses required for admission may be certified as part of that graduate degree program. In order to certify the courses, however, the following requirements must be met:

1. The student must be accepted into the Graduate Program
2. If undergraduate courses are required to matriculate, the graduate school must prepare a statement on the school's letterhead that outlines the required undergraduate courses (course number and name).

Direct Deposit [\[TOP\]](#)

Direct deposit is the safest and fastest way for GI Bill® recipients to receive VA education payment. Veterans can call 1-877-838-2778 to set up or change direct deposit.

Dual Majors [\[TOP\]](#)

The GI Bill® will pay for dual majors. However, it remains that the VA does not pay for courses that are not required for your degree. If you are declaring two majors, minors will not be required or covered. There are no such stipulations for Hazlewood recipients.

Dual Objectives [\[TOP\]](#)

There are no stipulations for Hazlewood recipients. GI Bill® recipients who want to pursue a dual objective, or concurrently pursue two different degrees or a degree and a certificate, may do so; however, there is a very specific protocol in order to get both degrees certified. The VA will pay for a program of education that leads to more than one educational, professional, or vocational objective if all objectives pursued are generally recognized as being reasonably related to **a single career field**. The objectives do not necessarily have to be on the same professional or technical level. The **ONLY** way our office can certify two separate degrees is if those degrees are recognized by **BOTH** of the departments to be related to a **SINGLE CAREER FIELD**. You must provide a deficiency plan/degree audit report, and complete a [Dual Objective Approval Form](#).

1. When applicable, elective courses in the initial objective should be used to satisfy the courses required to attain the dual objective
2. When applicable, the student may need to complete a VA form [22-1995](#) /[22-5495](#)

Educational-Vocational Counseling [\[TOP\]](#)

VA offers free [Educational-Vocational Counseling](#) services (also called Chapter 36 counseling) that are available to:

- Service Members within six months prior to discharge from active duty.
- Veterans within one year following discharge from active duty.
- Current beneficiaries under Chapters 30, 31, 32, 33, 35, 1606, 1607.
- Veterans and qualified dependents who are eligible for and have entitlement to education assistance under Chapters 30, 31, 32, 33, 35, 1606, 1607.

Emergency Tuition Loan [\[TOP\]](#)

If your VA benefits have not processed, or will likely not process before tuition payment is due, you have the option to set up an [Emergency Tuition Loan](#). If you meet the requirements, this loan will hold the first payment of your tuition and fees for 90 days after the semester begins. If you will not have received all of your education benefits by that time, you will be responsible for the balance by the due date. You will also be responsible for the second and third installments by each due date. Be aware that the VA will not pay for any fees associated with the setup of ETLP.

Enrollment Verification [\[TOP\]](#)

Students receiving Chapter 30, 1606, or 1607 benefits must verify your enrollment with the VA at the end of each month so that you will receive your payment. Be sure that you have verified exact start and end dates for any classes in which you are enrolled that are shorter or extend beyond the regular semester. You can verify enrollment via Web Automated Verification of Enrollment ([WAVE](#)) or 1-877-823-2378. If you notice either class dates or credit amounts are incorrect while verifying, please contact our office.

Texas State University Office of Veterans Affairs does not certify a student's enrollment status for purposes other than processing GI Bill® benefits. **[CHAMPVA](#) students and the like may verify their enrollment from the Office of the University**

Registrar's [Enrollment Verification webpage](#). This form is considered official as it bears the University Registrar's signature and the University seal. If you have further questions or concerns regarding your full-time/part-time enrollment status, contact the [University Registrar](#).

Excessive Hours [\[TOP\]](#)

Hazlewood recipients (except dependents of deceased veterans) cannot use their benefits if they are in excessive hours. A student is in excess hours if on the first day of term, the student has attempted more than 30 hours (45 if initially enrolled before Fall 2006) over what is required for their degree program. GI Bill® recipients can use their benefits; however, VA will NOT pay penalty (excessive hours) fees. Find more info on our [website](#).

Exploratory/Undeclared Students [\[TOP\]](#)

GI Bill® recipients pursuing a bachelor's degree may not have to declare a major their first year of school; however, only "General Education" courses can be certified prior to the declaration of a major. In addition, the student cannot be certified beyond his/her first sophomore semester unless a major has been declared. After 45 semester hours of being undeclared, the university will put a hold on your account until you have visited with an academic advisor.

Extension of Benefits [\[TOP\]](#)

If you are a Veteran using a GI Bill®, you are entitled to no more than 48 months of combined GI Bill® benefits (Chapters 33, 30, 31, 1606, 1607). What this means for you is that although your Certificate of Eligibility might state that you only have a couple of days or months of benefits remaining, the VA may still cover you for the entire semester at the basic rate. For example, if you have never used any benefit other than Post 9/11 and then you find that you only have a few days of benefits remaining, the Post 9/11 GI Bill® will cover you for the full semester. If, for example, you switched from the MGIB to Post 9/11 and find that you only have a few days of eligibility left, the VA will cover that semester in its entirety or up until you've reached an accumulated 48 months of GI Bill® benefits, whichever comes first. If you have any further questions regarding your remaining benefits and payment, call the VA at 1-888-442-4551 or check out your [eBenefits](#) account.

If you are eligible for the ARMY College Fund, other —kickers, or benefits with payment for dependents, the additional amount will stop on the delimiting date, but the basic rate will continue through to the end of the current enrollment period.

If you are the dependent using the Post 9/11 GI Bill®, the VA will cover your tuition up until you've exhausted your months and days, or until your delimiting date, whichever comes first. You can ask the Veteran to remove the delimiting date. They would need to contact the VA to do this.

Hazlewood will **NOT** exempt tuition for more than *150 hours per student*.

Extension Studies [\[TOP\]](#)

Institutions are NOT required to offer Hazlewood Act benefits to veterans enrolled in classes for which the university receives no formula funding (tax support). However, Texas State University does pay for 50% of the course tuition for correspondence, continuing education, study abroad and extension studies. Extension courses will be paid as usual for GI Bill® recipients.

Failing a Class [\[TOP\]](#)

You can fail a class and the VA will not create a debt against you and will pay for you to retake the class as long as you attended the course through the end of the semester. The VA considers a failing grade to be any grade in which you did not meet the minimum grade to “complete” the course. For example, some courses require a C+ or better to receive credit, if you receive a C, you did not pass and therefore the VA will pay for you to retake the course. If you are using the Hazlewood Act, the hours for that class will count toward your eligible Hazlewood hours, regardless of your failing grade. You may take the courses again if you so wish. In the case that you are charged a course repeat fee, be advised that neither Hazlewood nor the GI Bill® will cover penalty fees.

Grades [\[TOP\]](#)

GI Bill® Recipients cannot go more than two semesters on academic probation. Hazlewood and Legacy users (does not apply to dependents of deceased veterans) must maintain the following GPA every semester to remain eligible for Hazlewood benefits.

Undergraduate – 2.0; Second Baccalaureate – 2.5; Master’s/Doctorate – 3.0

Graduate School [\[TOP\]](#)

Hazlewood covers Graduate School. Your academic criteria will reset upon starting your new program. All GI Bill® graduate and post-graduate students must provide a copy of a deficiency plan or [degree audit report](#) before coursework will be certified. If both undergraduate and graduate course work is certified, we will report training time according to undergraduate or graduate measurement, whichever is greater.

Graduating Semester [\[TOP\]](#)

VA regulations allow a GI Bill® student to be certified for additional, non-required courses during their GRADUATING semester in order to receive full-time benefits. It must be your absolute last semester before obtaining your degree. This procedure can be done only once per program. In rounding out a full-time schedule, VA students may use any credit hour unit subject, including a subject that has previously received a passing grade.

Minors [\[TOP\]](#)

ONLY courses required to complete a degree, including the minor, can be certified for GI Bill® benefits. GI Bill® recipients who want to pursue more than one minor can get their classes certified under specific conditions. It remains that the major **must** require a minor, and the courses required to complete the degree, including the minor, must be part of your [degree plan](#). In addition, we cannot certify two minors in the same semester. There are no such stipulations for Hazlewood benefits.

Online Courses [\[TOP\]](#)

If you enroll in *only* online courses for a semester, the VA will only pay you \$754.50, even if you are full-time. If at least ONE of your classes is face-to-face class (meaning a class you go to), then you will receive the amount of [BAH](#) you'd normally get. There are no such stipulations for Hazlewood benefits.

Payment Plan [\[TOP\]](#)

If your education benefits have not processed, or will likely not process before tuition payment is due, you have the option to set up a Payment Plan with [Student Business Services](#). The Payment Plan will require that 30% of total charges be paid at sign-up. This is your first payment. Many people use the Payment Plan in combination with the [Emergency Tuition Loan](#), which will cover that first payment. If you will not have received all of your VA benefits by the time your second payment is due, you will be responsible for 50% of the remaining balance (or 35% of initial charges) by the due date. You will also be responsible for the third installment (remaining balance). Be aware that YOU will be responsible for payment of any and all fees associated with the setup of the Emergency Tuition Loan or the Payment Plan.

Payment of Tuition and Fees [\[TOP\]](#)

Any student enrolling under any of the provisions for U.S. Department of Veterans Affairs Educational Benefits should bring sufficient funds to defray the initial cost of tuition, fees, books, and living expenses for approximately three months. Initial benefit payments will not begin until approximately 45 days after registration; therefore, you are responsible for payment of all tuition and fees. You will receive a [monthly check](#) as long as you are enrolled at Texas State University, complete the necessary certification process before the priority deadlines each enrollment period, and remain eligible for VA educational benefits. Note: You will receive benefits after the first full month of school, and will always be paid after each full month of school completed. Please refer to our [BAH FAQ](#) webpage for more information.

Hazlewood recipients should expect to bring sufficient funds to defray the cost of fees, books, and living expenses. Your tuition exemption will be applied before tuition payment is due as long as you are enrolled at Texas State University, complete the necessary certification process before the priority deadline each enrollment period, and remain eligible for Hazlewood benefits.

PE Credit [\[TOP\]](#)

Veterans who have had one year of active duty service will receive 4 hours of PFW credit. To receive this credit, you must take your DD-214 to the Admissions Office.

Remedial Classes [\[TOP\]](#)

- Remedial courses are those courses that maybe taken by students whose placement exam qualifies them. These courses can be certified only if test scores meet the published school requirements if they will not be certified.
- Hazlewood, Chapters 30, 33, 1606, 1607, and VRAP: Entitlement is charged for remedial and deficiency training.

- Chapter 35: Entitlement is not charged up to 5 months of full-time remedial and deficiency training. 6 standard credits and 6 remedial credits means that the student is paid at the full-time rate, but entitlement is charged at the ½-time rate.
- Independent study (online) remedial and deficiency courses cannot be certified.

Repeating Courses [\[TOP\]](#)

The Texas Legislature eliminated funding to higher education for courses that are attempted three or more times. An attempted course is defined as any course in which a grade is earned on the transcript, including repeated courses and courses dropped with a grade of “W”. In order to compensate for this loss of state funding, students attempting a course for the third or more time will be charged a fee **in addition to the tuition** charged for the course. Both Hazlewood and the GI Bill® will take care of the tuition for [repeat courses](#); however, they will not pay the penalty (course repeat) fee. Also, GI Bill® recipients should keep in mind that the VA only covers courses required for their graduation. If repeating the course is not necessary for your degree, VA will not pay for it.

Residency Status [\[TOP\]](#)

The Post 911 GI Bill® will only pay for resident tuition; however, students eligible for GI Bill® benefits qualify to have the out-of-state portion of their tuition waived or exempted. If you are a non-resident using the GI Bill®, [request a residency evaluation](#).

R.O.T.C. [\[TOP\]](#)

Students in a ROTC program can be certified for courses required for their degree (including electives) and for courses required for the ROTC program. If you are enrolled in ROTC, indicate your intention to become a commissioned officer on your initial application for your VA benefits, and submit a request for change of program to add it to your original degree goal. Note: Military Science and Aerospace Science can be used as a minor at Texas State University. In addition, current law states that up to three semester hours of credit in an upper-level ROTC course may be applied to the history requirement and up to three hours to the government requirement (check with the department of your major).

Student Teaching/Internship Courses [\[TOP\]](#)

GI Bill® recipients may be certified for full-time benefits by completing a [Request for Full Time Status](#). You will not receive BAH if you are enrolled ½ time or less.

Study Abroad [\[TOP\]](#)

Institutions are NOT required to offer Hazlewood benefits to veterans enrolled in classes for which the university receives no formula funding (tax support). However, Texas State University chooses to pay for 50% of the *course tuition* for study abroad.

VA pays Texas State tuition and fees, books and supplies, BAH based on Texas State rate, and additional fees specific to the Study Abroad programs (IF the Study Abroad option is required for graduation) for CH 33 recipients. Neither Hazlewood nor CH 33 covers travel costs (airfare, lodging, and meals) or third party charges. Other GI Bill® benefit recipients are paid on a monthly basis directly to the veteran as usual.

Suspension [\[TOP\]](#)

Any students in a suspended status are not eligible for GI Bill® or Hazlewood benefits.

Tuition Assistance [\[TOP\]](#)

Tuition Assistance (TA) is a Department of Defense (DoD) program. VA does not administer TA. Some students may be prohibited from simultaneously receiving education benefits from VA and TA benefits from the military.

- Chapter 33: Students receiving TA will be certified as any other Chapter 33 student, with TA benefits deducted from the net tuition and fee charges submitted to VA.
- Chapter 30: We cannot certify classes for which an active duty service member will receive TA under Chapter 30 (with the exception of Top-up). If a student takes several courses, the student cannot receive Chapter 30 benefits for the courses for which TA is paid, but the student can receive Chapter 30 benefits for the courses for which TA isn't paid.
- Chapter 1606 and 1607: We cannot certify any class for VA benefits under chapter 1606 or 1607 if the member is receiving TA for the class. National Guard and Reserve M-day (Guardsmen or Reservists Federally mobilized and placed in a Title 10 Active duty status) service members can receive Federal TA for some classes, and receive Chapter 1606 or 1607 benefits for other classes (for which Federal TA isn't paid) during the same term. Also, students may receive Chapter 1606 or 1607 benefits and State TA simultaneously.
- When can I use my GI Bill® for the same classes for which Federal TA is being paid?

Benefit	Active Duty/AGR	Drilling Status
Chapter 33	Yes ¹	Yes ¹
Chapter 30	No ²	Yes
Chapter 1606/1607	No	No
Chapter 1606/1607 less than ½-time	No	No
All other Chapters	No	No

¹ The amount paid by Federal (as well as state) TA should be deducted in the net charges determination

² The service member may apply for Top-Up

Tutorial Assistance [\[TOP\]](#)

Tutorial assistance may be paid to students under Chapters 30, 33, 35 and 1606. Tutorial assistance is not authorized for Chapter 1607. Tutorial assistance helps the student pay for necessary tutoring and is a supplement to the student's regular VA benefit.

The monthly rate may not exceed the cost of tutoring or \$100. The maximum amount payable is \$1200 per student per benefit program. There is no entitlement charge for the first \$600 under Chapter 30 and 1606. There is no entitlement charge under Chapter 33 or 35. The student, tutor, and certifying official must complete an [Enrollment Certification for Individualized Tutorial Assistance](#) (VA Form 22-1990t).

All of the following criterion must be met for a student to be eligible for tutorial assistance.

- Must be in a post-secondary program ½-time or more.
- Must have a deficiency in a course that is part of their approved program.
- Must be enrolled in the course during the term in which the tutoring is received for the course. Tutoring may not occur between quarters or semesters.

Undeclared Majors [\[TOP\]](#)

See the [Exploratory](#) section above.

Unsatisfactory Progress [\[TOP\]](#)

- More information in the [Academic Criteria](#) section on our [website](#).
- According to the Department of Veterans Affairs rules and regulations, students with a semester GPA of less than 2.00 for two consecutive long semesters, or who are placed on academic suspension are considered as making less than satisfactory progress.
- In addition to the above requirements, Hazlewood recipients cannot exceed 30 hours over what is required by their degree. Be advised, although the GI Bill® will cover tuition for students in excess hours, it will not cover penalty (excess hours) fees.
- Eligibility can be regained for Hazlewood recipients (GPA ineligibility ONLY) upon successful appeal based on mitigating circumstances, or upon completion of a term that raises GPA without the exemption.
- GI Bill® benefits can be resumed if the student reenrolls in the same educational institution and in the same program, but it will result in a break in pay, possible overpayment, and a 6 to 8 week delay for benefits resume. In other cases, benefits cannot be resumed unless VA finds that the cause of the unsatisfactory attendance, conduct or progress has been removed and the program of education or training to be pursued by the student is suitable to his or her aptitudes, interests, and abilities
- The VA may request an explanation from GI Bill® recipients concerning your unsatisfactory progress.

PART FIVE: USEFUL PHONE NUMBERS AND WEBSITES

VA Phone Numbers [\[TOP\]](#)

- Muskogee Regional U. S. Veterans Administration (Education Benefits Information) 1-888-442-4551
- Automated Monthly Verification (Chapters 30, 1606, 1607) 1-877-823-2378
- Veterans Administration (Information on all other Veterans Benefits) 1-800-827-1000
- Direct Deposit and Address Change 1-877 -838-2778
- San Antonio Vocational Rehabilitation Center 210-699-5022
- Austin Vocational Rehabilitation Center 512-206-0857

Useful Phone Numbers [\[TOP\]](#)

- Texas State University Office of Veterans Affairs 1-512-245-2641
- Texas Workforce Commission, Texas State University 1-512-392-1291
- Texas Workforce Commission, Austin 1-512- 223-5400
- Texas Workforce Commission, San Antonio 1-210-438-0581
- Austin Vet Center 1-512-416-1314
1-800-826-1880
- San Antonio Vet Center 1-210-472-4025
- VA Clinic, New Braunfels 1-830-629-3614
- VA Clinic, Austin 1-512-389-6731
- VA Clinic, San Antonio 1-210-617-5300
- VFW 4443, Austin 1-512-394-9449
- VFW 3413, San Marcos 1-512-667-6216
- VFW 12058, Kyle/Buda 1-512-539-6968
- St. Paul (Collection Agency) 1-800-827-0648
- Life Insurance 1-800-669-8477

Useful Websites [\[TOP\]](#)

- AARTS <http://aarts.army.mil>
- Admission into Texas State www.applytexas.org
- Air Force www.au.af.mil/au/ccaf
- eBenefits <https://www.ebenefits.va.gov/ebenefits/homepage>
- General VA Information <http://www.va.gov>
- GoArmyEd <https://www.goarmyed.com/>
- Hazlewood Information www.collegeforalltexans.com
<http://www.tvc.texas.gov/Hazlewood-Act.aspx?CFID=22757513&CFTOKEN=58440861>
- SMART Transcripts <https://smart.navy.mil>
- Texas Workforce Commission www.twc.state.tx.us
- TX State VA www.va.txstate.edu
- Veterans Online Application (VONAPP) <http://vabenefits.vba.va.gov/vonapp/main.asp>
- VA Scholarship Info <http://aid.military.com/scholarship/search-for-scholarships.do>
- WAVE-(Online Verification) <http://www.gibill.va.gov/wave>

PART SIX: SUCCEEDING IN COLLEGE

1. Find and get to know one individual on campus who knows you are there and who cares about your survival. One person, that's all it takes. It might be one of your instructors or someone at the career or counseling center.
2. Learn what helping resources your campus offers and where they are located. Check out the University Web Pages for lots of information.
3. Understand why you are in college. Your college experience will be much more productive if you can identify specific goals you wish to accomplish.
4. Set up a daily schedule and stick to it. If you can't do it alone, find someone on campus or at home who can help – perhaps someone in your academic skills or personal counseling center.
5. If you're attending classes full-time, try not to work more than 20 hours a week. Most people begin a downhill slide in the quality of learning they receive when they work more than 20 hours per week. Don't be one of them. If you need more money, borrow it from a reliable source or talk to a financial aid officer. Try to work on campus. Students who work on campus tend to do better in classes and are more likely to stay enrolled than those working off campus.
6. Assess and improve your study habits. An integral part of your success in college involves assessing your own learning style, taking better notes in class, reading more efficiently, and doing better on tests.
7. Choose teachers who involve you in the learning process. Attend classes in which you can actively participate. You'll probably learn more, more easily and more enjoyable.
8. Know how to use your campus library. The library isn't as formidable as it might seem, and it offers a wealth of information and resources.
9. Improve your writing. Your writing skills will serve you well throughout life if you take some pains now to improve and secure them. Write something every day – the more you write, the better you write. Remember, writing is for life, not just for English 1310 and 1320.
10. Develop critical thinking skills. Challenge. Ask why. Look for unusual solutions to ordinary problems and ordinary solutions to unusual problems. There are few absolutely right and wrong answers in life, but some answers come closer to being —truthfull than others.
11. Find a great academic advisor or counselor and fight to keep him or her. The right advisor can be an invaluable source of support, guidance, and insight throughout your college years.
12. Visit the career center. Even if you think you have chosen your academic major, the career center may offer valuable information about careers and about yourself.

13. Make one or two close friends among your peers. College represents a chance to form new and lasting ties. It also offers great diversity in terms of the people on your campus. Choose your friends for their own self-worth, not for what they can do for you. Remember that in college, as in life, you become like those with whom you associate.
14. If you're not assertive enough, take assertiveness training. It's never too late to learn how to stand up for your rights in a way that respects the rights of others.
15. Get involved in campus activities. Work for the campus newspaper or radio station. Join a club or support group. Play intramural sports. Yes, most campus organizations do welcome newcomers – you're their lifeblood.
16. Take your health seriously. How much sleep you get, what you eat, whether you exercise, and the kinds of decisions you make about drugs, alcohol, and sex all contribute to how well or unwell you feel. Get into the habit of being good to yourself and you'll be both a happier person and a more successful student.
17. If you can't avoid stress, learn how to live with it. Although stress is an inevitable part of modern life, there are ways of dealing with it. Your counseling center can introduce you to techniques that will help you worry less and study more.
18. Show up at class. Better yet, participate. Instructors tend to test on what they discuss in class, as well as grade in part on the basis of class attendance and participation. Don't abuse your new freedom. Being there is your responsibility. Simply being in class every day (unless you are sick) will go a long way toward helping you graduate.
19. Remember that you are not alone. Thousands of other students are facing the same uncertainties you now face. Find strength in numbers.
20. Learn to appreciate yourself more. Hey, you got this far!
21. Try to have realistic expectations. At first you may not make the grades you should be making or made in high school. Even if you were a star athlete in high school, you might not be anything special in college.

Jewler, A. J. & Gardner, J. N. (1993). Your college experience. Belmont, California: Wadsworth Publishing Co.

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