



Round Rock Higher Education Center

**Texas State University**  
**New Student Orientation Handbook**

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## Important Telephone Numbers

RRHEC's Avery Building  
1555 University Blvd.  
Round Rock, TX 78665  
Office : (512) 716-4000  
FAX: (512) 716-4110      [www.rrhec.txstate.edu](http://www.rrhec.txstate.edu)

Student Concerns  
San Marcos: 512-245-2124      [www.vpsa.txstate.edu/dos](http://www.vpsa.txstate.edu/dos)  
RRHEC: 512-716-4036      [JG56@txstate.edu](mailto:JG56@txstate.edu)

Disability Services  
San Marcos: 512-245-3451 (Voice/TTY)      [www.ods.txstate.edu](http://www.ods.txstate.edu)  
RRHEC: 512-716-4023      [js213@txstate.edu](mailto:js213@txstate.edu)

Financial Aid and Scholarships  
San Marcos: 512-245-2315      [www.finaid.txstate.edu](http://www.finaid.txstate.edu)  
RRHEC: 512-716-4023      [js213@txstate.edu](mailto:js213@txstate.edu)

Vice President for Student Affairs  
San Marcos: 512-245-2152      [www.vpsa.txstate.edu](http://www.vpsa.txstate.edu)

Vice President for Academic Affairs  
San Marcos: 512-245-2205      [www.txstate.edu/academicaffairs/](http://www.txstate.edu/academicaffairs/)

University Campus Police  
San Marcos: 512-245-2805      [www.txstate.edu/police/](http://www.txstate.edu/police/)  
RRHEC: 512-716-4920 or 512-716-4911

Career Services  
San Marcos: 512-245-2645      [www.careerservices.txstate.edu](http://www.careerservices.txstate.edu)  
RRHEC: 512-716-4023      [js213@txstate.edu](mailto:js213@txstate.edu)

Academic Advising  
San Marcos and RRHEC:      [www.rrhec.txstate.edu/resources/osc/acadadvising.html](http://www.rrhec.txstate.edu/resources/osc/acadadvising.html)  
RRHEC: 512-716-4040

## Our History

The Round Rock Higher Education Center (RRHEC) is the beginning of a vision created by the City of Round Rock, the Round Rock Chamber of Commerce, Round Rock ISD, other employers, Austin Community College and Texas State University-San Marcos, formerly Southwest Texas State University, of making quality higher education and workforce training locally accessible to the residents of Round Rock and the surrounding areas. In 1996, under the direction of Texas State President, Dr. Jerome Supple and Vice President for Academic Affairs, Dr. Robert Gratz, the University began offering full degree-granting graduate programs in Education and Business Administration at Westwood High School, one of RRISD's campuses. The program was designated as a Multi-Institution Teaching Center (MITC) by the Texas Higher Education Coordinating Board because it authorized the area community colleges to offer the first two years of a college education and the senior colleges and universities to offer baccalaureate and graduate degree programs. Several institutions were involved in the partnership in the early days, but by 2000, only Texas State University-San Marcos, Austin Community College, and Temple College at Taylor remained and to this date form this MITC partnership.

Initially, all classes were held at Westwood High School. Enrollment grew rapidly and by 2005, the RRHEC was offering classes in 15 temporary buildings in a lot adjacent to the high school and had reached capacity at that location. Through the generosity of the Avery family of Round Rock, Texas State received 101 acres and began planning the future of a new full service university at its permanent and current location on University Boulevard, formerly Chandler Road.

On July 18, 2003, Governor Perry signed legislation for the financing and construction of the RRHEC. The Avery Building, opened on August 26, 2005 with Texas State University offering baccalaureate and graduate programs and ACC offering the general core and several other lower-level courses.

The Avery Building is the first building of the RRHEC and sits on 25 acres of the 101 acre campus. As academic buildings are constructed on this property The Avery Building has been designated to remain the main administration building for this campus.

The Texas Legislature has approved funding for a second building at Texas State's Round Rock Center. It will be house the St. David's School of Nursing and will open for enrollment for the Fall 2010 semester. The last two years of a BS in Nursing will be offered for students who already have the core courses.

## Registration Process

### Schedule of Classes

View the *Texas State Schedule of Classes* on the web at <http://catsweb2.txstate.edu:2080/catsweb/rg/soc.htm> for the most current information and availability of space in classes.

A list of the available courses at RRHEC's Avery building can also be found at [www.rrhec.txstate.edu/current/schedules.html](http://www.rrhec.txstate.edu/current/schedules.html)

### Academic Advising

Academic Advisors are available throughout the semester at the Round Rock Center to provide guidance on the undergraduate academic programs and class scheduling. Be sure to meet with your advisors early so you will be ready for Advance Registration.

The General Academic Advisor (**Tracy Muccini**) provides information for new students and academic advising for current undergraduate programs on a daily basis. For advising assistance please contact the OSC to schedule an appointment with any of the advisors by calling **512-716-4040**. The main advisors contact information for your specific degree program in San Marcos is available on this website: [www.rrhec.txstate.edu/resources/osc/acadadvising/advising-contacts.html](http://www.rrhec.txstate.edu/resources/osc/acadadvising/advising-contacts.html)

The Education Advisor (Sheresa Edgington) for Early Childhood through Fourth grade teacher certification majors (EC-4) is also housed here at the RRHEC, and you can make appointments by calling the number above or by contacting her directly at 512-716-4034 or [SE14@txstate.edu](mailto:SE14@txstate.edu).

The McCoy College of Business Advisor (Sheryl Gage) for Management and Computer Information System majors is also housed here at the RRHEC, and you can make appointments by calling the number above or by contacting her directly at 512-716-4547 or [SG35@txstate.edu](mailto:SG35@txstate.edu).

ACC advisors are available on a walk-in basis. Call 512-716-4026 for advisors schedule or visit: <http://www.austincc.edu/centers/roundrock.php>.

Texas State faculty serve as advisors for graduate programs. The list of program advisors can be found at [www.rrhec.txstate.edu/resources/osc/acadadvising/advising-contacts.html](http://www.rrhec.txstate.edu/resources/osc/acadadvising/advising-contacts.html). Contact the graduate admissions specialist for assistance in reaching your advisor: 512-716-4022 or [k\\_rickman@txstate.edu](mailto:k_rickman@txstate.edu).

### Advance Registration

Currently enrolled students are eligible to register early for an upcoming semester. The advance registration access periods can be found via the academic calendar online at <http://www.registrar.txstate.edu/persistent-links/academic-calendar.html>.

Please visit the Student Services page in Catsweb in order to determine your specific registration times each semester. Click on "[Check Holds and Registration Eligibility](#)" link and log in with your NetID and Password.

## Financial Information

### **How to Apply for Financial Aid (grants, loans, etc.)**

Complete a **Free Application for Federal Student Aid (FAFSA)** or Renewal FAFSA online via [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In order to maximize your financial aid, you should submit your FAFSA **prior to April 1** for the upcoming academic year. You will need to complete a FAFSA for each academic year. (Texas State school code: **003615**)

For summer financial aid, you will also need to complete a separate **summer aid application ONLINE**. The application should be submitted **by March 1** prior to the upcoming summer semesters.

### **After you apply for financial aid via [www.fafsa.ed.gov](http://www.fafsa.ed.gov)**

Approximately 2-3 weeks after you submit your FAFSA, the financial aid office will receive your FAFSA information.

The financial aid office will review your FAFSA information. This review process will take 3-4 weeks, and the financial aid office may ask you for additional documents to verify your FAFSA data.

### **Documents needed complete your Texas State financial aid file?**

You may view your financial aid information online by selecting “My Financial Aid” via the Student Services page in Catsweb. **Be sure NOT to submit any additional documents, such as tax forms, unless the financial aid office requests them of you. Providing them with documents that the financial aid office has not requested will delay the processing of your financial aid.** You are welcome to drop off documents at the OSC, and we will ship them to the financial aid office in San Marcos through campus mail.

### **How long does the financial aid process take?**

From the time you submit your FAFSA, it may take 3-4 months before your aid is made available. This processing period includes the time it takes the financial aid office to receive, review and verify your FAFSA data, as well as the time it takes you to submit documents (only if requested by the financial aid office) and complete required actions (for example, accepting or rejecting your awards, completing entrance counseling and signing a promissory note).

### **How will you receive your financial aid?**

The first point at which your aid can be disbursed is during the registration payment period. Once you have applied your aid and completed the registration payment process, the disbursement of any additional aid will occur in the post-registration period. Below is more information about how to apply your aid to your registration bill and receive your balance checks.

## Registration

Your aid is not automatically applied to your registration bill. You must take the necessary steps to apply your aid. If you do not apply your aid and complete the registration payment process, **your classes will be dropped**. Be sure to check the Schedule of Classes for registration payment dates, deadlines and other important information. **To apply your aid online, visit the Student Services page and select “View/Pay Registration & Installment Payments” to “apply aid” online.**

Only the aid that has been processed will be available for you to apply to your registration bill. Also, if you have aid in excess of your registration bill, only the aid sufficient to cover your registration charges will be reflected on the Registration and Installment Payment page or the hardcopy registration bill that Student Business Services sends to you.

If your aid is not sufficient to cover the minimum due on your registration bill, you will be required to pay the difference prior to completing the payment process. Any aid you apply to your registration bill will be reflected within twenty-four hours as a registration credit under *My Disbursements* at My Financial Aid.

## Post-Registration

Once you apply your aid and complete the registration payment process, you may still have a balance (for example, you paid only the minimum due on your registration bill or added a class). Any additional aid you have, when it becomes available, will be credited to that remaining amount. Any aid applied in this manner will be reflected as an installment credit within twenty-four hours under *My Disbursements* at My Financial Aid.

Any aid in excess of your registration bill will be sent to you in the form of a balance check or direct deposited (new option via Student Services page in Catsweb) into your checking account. Remember, it takes approximately five to seven working days to process and mail your balance funds to your local address or direct deposit (if you signed up for direct deposit) them into your bank account after you apply your aid and complete the registration payment process. Also, no balance funds will be sent to you prior to five days before the first day of classes.

## What if you are not eligible for “need-based” financial aid?

Options to cover the cost of attendance:

### Scholarships

Texas State has a number of academically competitive scholarships for transfer, continuing, and graduate students. A new application is required each academic year by March 1 (this date could vary dependent on specific scholarship).  
[www.finaid.txstate.edu/scholarships](http://www.finaid.txstate.edu/scholarships)

### Regular Student Employment

Students who do not qualify for employment under the Federal or State Work-Study Program can apply for regular part-time jobs available on-and off-campus.

Available jobs are posted on the web at [www.careerservices.txstate.edu/](http://www.careerservices.txstate.edu/) or contact the Career Specialist in the OSC at 512-716-4023.

#### Short-Term Loans for Textbooks

Students seeking short-term or emergency assistance may borrow for school-related expenses and repay within 30 days during summer sessions or by the end of the semester during the fall and spring semesters. Maximum amounts do not exceed \$400.00. Interest rates vary but rarely exceed 10%.

#### Emergency Tuitions Loan Program (ETLP)

The ETLP provides minimum due for tuition and **most** required course-related fees only if you are unable to obtain funds from other sources outside of the University. Loan and interest of 5% APR must be repaid within 90 days (30 days in summer). If not paid by due date, interest plus delinquency fee of 10% will be charged. The **Emergency Tuition Loan Application** can be accessed **online** via Catsweb through the Student Services page under the “Billing, Payment and Financial Aid” heading.

#### Unsubsidized Loans

If you are awarded an unsubsidized loan, you will be responsible for the interest while in school. You will receive quarterly interest statements on your unsubsidized loan from your lender. It is recommended that you pay this interest every quarter. If you do not, the interest will be added to your loan amount, which will result in your paying interest upon interest.  
[www.finaid.txstate.edu/undergraduate/types/loans.html](http://www.finaid.txstate.edu/undergraduate/types/loans.html)

A **Financial Aid Specialist** is available in the OSC to assist you with the application process and completing your file with the Financial Aid Office in San Marcos. Contact info: **js213@txstate.edu** or **512-716-4023**.

**Texas State E-mail Account:** Every new student enrolling at Texas State is provided with an e-mail account. Your Texas State e-mail account is the University’s primary method of communicating with you regarding your financial aid, classes, and any other pertinent information. The University does not communicate with students through their private accounts such as hotmail, yahoo, etc. Therefore, it is important that you check your Texas State e-mail account daily for important information.

#### Procedures for payment of Student Accounts

You have the following options available to complete your registration:

- **Pay in person** at the OSC with cash, check, or money order. You may pay either the minimum due (approximately one half of tuition and fees) or the total due. Payments at the OSC must be received 24 hours prior to the deadline to ensure delivery to the Student Business Services Office in San Marcos by the courier. If you are receiving financial aid or have tuition adjustments such as the Texas Tomorrow Fund and the minimum or total due is zero, you must still obtain a receipt by submitting payment online.

**If you are unable to pay at the OSC 24 hours in advance, the following options are available:**

- **For credit card payment via web** go to <https://catsweb.txstate.edu/app/auth?/app/pay-your-accounts>. You will need your user name and password. (You may go to [www.txstate.edu/computing/apps/newuser.html](http://www.txstate.edu/computing/apps/newuser.html) to set up your user name).
- **Pay in person at the Student Business Services Window**, J.C. Kellam building room 150 in San Marcos, during regular office hours, M-F, 8:00-5:00. You will receive a receipt at the time of payment.
- **Mail in your payment.** Please make allowances for any unanticipated mailing delays. Payment must be received in time for processing before the due date.
- **If your minimum or total due is zero**, you can be receipted via the web at <http://www.sbs.txstate.edu/>, or in person at the Student Business Services windows.

For more detailed information about your billing statement or payment options, please contact Student Business Services at 512-245-2544 or <http://www.txstate.edu/sbs/>.

## Transfer Credit Policies

Transfer of credit from another institution to Texas State involves consideration of accreditation, comparability of course work and applicability of that course work to a Texas State degree program.

### **Accreditation**

Regional Accreditation – Texas State will consider for transfer credit (subject to other provisions outlined below) course work completed at institutions which have been granted membership or candidacy status in a regional association of the Association of Colleges and Schools, excluding accrediting commissions for vocational or occupational training.

### **Evaluation of Transfer Credit**

Role of Admission Office in Determining Transfer Credit - The Office of Admission reviews each course taken at another college or university and makes the initial determination of whether or not a course is transferable. Each course is evaluated for transfer credit by comparing the nature, content, and level of transfer credit and the appropriateness and applicability of the credit earned to the course at Texas State. The Office of Admission creates the evaluated transcript that is sent to you with your notification letter. The evaluated transcript lists each course you have taken, shows the Texas State evaluation and calculates the transferable hours and transfer grade point average. For an Explanation of Evaluation Symbols please visit the page 18 in the 2008-2010 Undergraduate Catalog: <http://www.txstate.edu/academicaffairs/CATALOG/UGCAT08-10/Admissions.pdf>

Grades - Grades earned at the previous institution is the grade transferred to Texas State. A grade of D or F does transfer for admission purposes but may not be accepted by your major department. The grade point average is computed on a four-point system for all hours attempted. (A=4 points, B=3 points, C=2 points, D=1 point, F=0; NC= no credit) Grades of W, P, Q, and X are disregarded and grades of WF and I are averaged as F. Courses evaluated as NT (non-transferable) and T & V (technical and vocational) are not computed. All other grades (A,B,C,D,F,I, and WF) are computed. An “I” means that a course was incomplete and is transferred and computed as an “F”.

Repeated Status - When a course is repeated, all grades except the first are computed in the student's grade point average. Courses completed prior to fall 1991: Only the last grade earned in a repeated course is computed in the grade point average. Courses taken at Texas State must be repeated at Texas State for the repeat to count! Courses taken for transfer credit must be repeated as transfer credit to count as a repeat. As a result of recent legislation, effective Summer 2004, you will be charged additional tuition for courses that you attempted more than twice at Texas State since fall 2002 (including drops with an earned “W”).

Maximum Hours Accepted – Texas State will apply to a specific degree no more than 66 semester hours from an accredited junior college/community college. (At the approval of the individual dean, 6-8 hours may be added.) At the time of transfer, all transferable work attempted will be recorded on the official transcript. If the number of hours transferred from a junior college exceeds 66, it will be the responsibility of the department chair to recommend to the academic dean which courses will be used to satisfy degree requirements.

There is no limit on the number of hours a student may transfer from a 4-year institution. However, the department chair will determine which courses satisfy degree requirements. Students must complete at least 30 hours in residence at Texas State to receive a degree from Texas State. A student must also complete at least 25 percent of the semester hours required for the degree at Texas State.

Transcripts – Texas State transcripts separate transfer course work from Texas State course work. All transfer work will be listed first by college in chronological order. Texas State course work will appear below. The transfer grade point average and the Texas State grade point average will remain separate. The transfer GPA is used for admission purposes only. The transfer GPA will appear on the evaluated transcript received at the time of acceptance to the university.

### **Non-Traditional Credit**

Credit by Examination - Credit earned by examination may be awarded as Texas State transfer credit when listed on an official college or university transcript. Such credits are evaluated by transfer credit criteria and awarded grades of credit (CR) only. For further information on credit by examination offered at Texas State (i.e., CLEP, AP, or departmental), contact the Testing, Research-Support, and Evaluation Center (TREC) at 512-245-2276.

Military Credit - The Office of Admission will review course work from educational experience obtained in the Armed Forces. Four hours of physical fitness and wellness activity credit will be awarded by the Office of Admission upon receipt of Form DD214 that verifies one year of active military duty. Other military course work may be considered for transfer credit. The Office of Admission will use the “Guide to the Evaluation of Educational Experience in the Armed Services” for evaluating the course work. Evaluations will be completed after enrollment, and transfer credit is subject to approval by the student’s major department. Credit from the Community College of the Air Force will be recorded as technical and vocational with the exception of four hours of physical fitness and wellness activity credit.

Validating Experiential Learning - The Occupational Education Program is the only academic area at Texas State that awards academic credit for experiential learning. The services of the American Council on Education, whose function it is to determine credit equivalencies for various modes of extra-institutional learning, are used by the Occupational Education Program to assist in the determination of applicable credit.

## Academic Success as a Transfer Student

Your academic standing is based on what you achieve at Texas State. Repeating a course at Texas State will not erase a grade from a previous university. Should you have an unfortunate semester at Texas State, retaking courses elsewhere will not erase the grades. It does make sense, however, to repeat courses at Texas State in which you received poor grades. Doing so not only puts a new, and hopefully higher, grade on your record, it also removes the bad grade from the calculations. Be warned, however, that if it takes more than one repeat to succeed, the university's grade averaging policy means that all grades from "take #2" onward will count.

It is also possible to drop a class through most of the semester. This is a step that should only be taken when you have gotten in over your head because of the workload or difficulty in a class or because of the combination of classes you're taking. Most students are probably familiar with the option of getting an "incomplete" in a course. At Texas State, contrary to popular belief, it is entirely the instructor's option, not the student's. Incompletes are only granted when a student doesn't complete a final assignment due to circumstances beyond his/her control.

Many of our major programs have grade requirements or other admission standards. If you don't meet those requirements it would be wise to have another option. Think of other areas that might also match your interests and goals. Teacher education requires a 2.5 Texas State GPA for admission. Mass Communication requires that majors pass a grammar, spelling and punctuation test in order to get into required courses, and business majors require a 3.0 GPA for automatic admission.

### **Catalog Designation for Transfer Students**

If you are a undergraduate transfer student, your catalog designation will be identified on your advising transcript. If you are transferring from a four-year school in Texas or any out-of-state institution, you'll have the 2005 catalog designation. If your transcript for the last six years is only from Texas public institutions, you'll be in the catalog in effect when you started school.

If Texas State was your previous institution and you've been gone more than six years, you will be placed on the current catalog. If you've been gone fewer than six years, it depends on whether you've taken 30 or more credit hours elsewhere. More than 30 hours places you on the current catalog. Fewer than 30 hours allows you to remain in the catalog in effect when you first enrolled here.

### **Computer Literacy and Foreign Language**

Students entering Texas State who do not have high school credit for one year of computer/information technology and at least two years of the same foreign language will have deficiencies in those areas identified on their advising transcripts. These deficiencies may be satisfied by taking or testing out of one year of language and one semester of computer fundamentals. For more information, visit the Testing Center on –line at [www.txstate.edu/trec/](http://www.txstate.edu/trec/). A student who has either of these deficiencies should discuss methods for satisfying them with an advisor.

## Resources for Academic Success

### Academic Advising

Academic advising is one of the most important services that college campuses offer. It is concerned with the basic reason you are in college—not only to earn a degree but to become an educated person, a lifelong learner, and a contributing member of the workforce. Academic advisors are unique in that they are some of the few resource persons on campus with whom you will be in contact from your first day of classes through graduation.

Academic advisors provide a much-needed personal relationship that is essential and on-going throughout the student's college career. Advisors not only possess the knowledge and skills to guide you through the curricular maze, they may also refer you to other resources on campus such as tutoring, computer labs, etc. The advising relationship, however, is two-sided. Both you and your advisor take responsibility for tasks that need to be completed. You are expected to be responsible for making your own decisions based on the information and advice your advisor offers. (Smith & Gordon, 2003).

It is a good idea to see an advisor each semester, but you may want to visit at a time other than advance registration because it can be quite busy at that time. Call 512-716-4001 to schedule an appointment with your advisor at the RRHEC. Your advisor can help you answer the following questions:

- Do these courses fulfill the requirements of my major? Do they fulfill the general education courses approved by my major?
- Am I eligible to take these courses (e.g. do I have the math prerequisite)?
- Are these courses part of a sequence, and am I following the progression?
- Do I have the ability to succeed in these courses based on past experience?
- Do these courses follow my academic plan?
- Will these courses help fulfill my academic goal?

### Faculty

The best source for advice is often right in front of you every time you go to class - the professor. Obviously, faculty members are the best source for analysis of your progress in a particular class, but they've also had a lot of experience observing the patterns students follow in adjusting to college. So they may be a good place for you to start seeking answers to study problems or weaknesses in time management and organization. Of course, most of them will be reluctant to deal with specialized problems that might require a trained professional, but the odds are they can point you in the right direction.

### Texas State Bookstore

You may purchase your books over the web at [www.bookstore.txstate.edu](http://www.bookstore.txstate.edu). Credit card sales for books are available via the telephone at 877-884-3338. Shipping charges vary. To sell used books please call the Texas State Bookstore using the toll free number listed earlier.

## **Courier Service**

A courier service is available to assist Texas State students in getting information from Round Rock to the San Marcos campus. The courier departs from the RRHEC at approximately 12 pm Monday through Thursday and at 9 am on Fridays. There is no courier service Saturday or Sunday. If you have assignments to be delivered to San Marcos, they can be taken to the Mailroom (461). If you need to leave an assignment for a professor who teaches at the RRHEC, you can insert it directly into the mail box in room 459. Students requesting a book from the Alkek Library in San Marcos it will be available for pick up at the RRHEC Library (255).

## **Disability Services**

The Service Specialist for Disability Services assists students with disabilities to achieve their educational goals and enhance their leadership development by ensuring equal access to university programs and activities. The ODS Specialist facilitates access to university programs, services and activities in the most integrated setting appropriate.

Appropriate academic accommodations and support services are provided free of charge for qualified enrolled Texas State students with documented disabilities.

Students with disabilities should contact the Texas Department of Assistive and Rehabilitative Services for information on financial assistance. For more information about the Office of Disability Services, call 512-245-3451 (Voice TTY) or log onto [www.ods.txstate.edu](http://www.ods.txstate.edu). Accessible maps can be found at Texas State's website. An ODS Specialist is available in the OSC to assist you with support and accessing accommodations. Please call 512-716-4023 for more information.

## **Student Learning Assistance Center (SLAC) Online**

Round Rock Higher Education students can reach SLAC at [www.txstate.edu/slac/](http://www.txstate.edu/slac/) for SLAC Lab and Supplemental Instructors schedules, as well as general information about SLAC's services. Through the Online Writing Lab (OWL), students can also receive answers by e-mail to questions concerning writing, note taking, or study skills. Whole papers may be sent to tutors for quick feedback. SLAC's Math Online Lab (MOL) allows students to ask about and receive answers to their math questions. Handouts on writing, study skills, research documentation, and math are currently available. Students preparing for the Grammar, Spelling, and Punctuation (GSP) test and Graduate Record Exam (GRE) will find study aids and practice tests online with links to other appropriate sites. SLAC can help campus organizations with presentations on topics such as test taking, time management, study skills and learning strategies. A private tutor referral service is maintained for those desiring a qualified private tutor.

## **Writing Center**

Trained tutors provide individual counseling in writing for Texas State students at any level of study. This includes help with all types of writing – such as essays, research papers, cover letters, essay exams, resumes, and tutoring for the GSP. Please visit <http://www.writingcenter.txstate.edu/rrhec.html> for information about the dates and times tutors will be at the RRHEC.

## **Supplemental Instruction (SI)**

Supplemental Instruction (SI) is a nationally validated, non-remedial student assistance program offered by SLAC. Student SI leaders facilitate the integration of course content with study skills in specific subjects. Regular out-of-class study sessions are held in various campus locations, including residence halls, and at various times throughout the week. Any student enrolled in a class for which SI is offered may choose to attend the sessions. Students should ask their professor if there is an SI component for their class. See the SLAC website for a schedule of SI sessions.

## **Transcripts**

Instructions for ordering Official Texas State transcripts are at [www.registrar.txstate.edu/persistent-links/transcript-request-form.html](http://www.registrar.txstate.edu/persistent-links/transcript-request-form.html).

You may also access your unofficial Texas State transcripts via the Student Services page in Catsweb: <http://catsweb.txstate.edu/catsweb/catsstud.htm> (Just click on “Transcript” under the “Academic Records” heading on the left.)

## **Veterans Affairs**

A Veteran’s Affairs Benefits Specialist is available at the OSC in Round Rock. Please call 512-716-4023 or go to the Veterans Affairs web pages at <http://www.va.txstate.edu/> for more information.

## **The Offices of Correspondence, Extension & Study Abroad Programs**

Since 1954, Texas State has offered correspondence courses to students. Currently, the Office of Correspondence Studies offers sixty accredited graduate and undergraduate university courses in a variety of subjects. Both in-state and out-of-state correspondence students may take courses developed and taught by Texas State-approved faculty, which are comparable in content and quality to on-campus Texas State courses, for a cost that is consistently among the lowest in the nation. Correspondence study can be liberating. Whether you move to a new location, work irregular hours, have family obligations, or find that you need to put your studies aside for awhile, you can take a correspondence course wherever you are and whenever is convenient. Course offerings: [http://www.studyanywhere.txstate.edu/corr\\_course\\_offerings](http://www.studyanywhere.txstate.edu/corr_course_offerings)

This freedom is ideal for the student who needs an alternative to the traditional classroom. It’s important, however, to be aware that a correspondence course not only requires the same amount of work as courses offered on campus, but also presents unique challenges to students who are accustomed to classroom instruction. Before enrolling in one of our courses, seriously consider whether correspondence study is right for you. The following quiz may come in handy in helping you to make your decision. It may not be an absolute predictor of your success, but it does bring up important factors for you to consider when assessing your readiness for correspondence study. Are you ready for correspondence study? Take the Self-Readiness Quiz: [http://www.studyanywhere.txstate.edu/self-readiness\\_quiz](http://www.studyanywhere.txstate.edu/self-readiness_quiz)

## Student Services at Round Rock Higher Education Center

### **One Stop Center (OSC)**

The OSC utilizes technological and personal resources to provide quality and convenient services that support and enhance the pursuit of your educational objectives. At the OSC, staff are waiting to provide information and assistance for a variety of services. Many of the services are available online, such as updating your student information. Staff will be available to answer questions, if needed. Other services, such as advising, will be delivered in person. The OSC staff are here to provide the assistance you need to make your educational experience successful and enjoyable. Take advantage of this opportunity.

Services available at the OSC include: advising, career counseling, disability accommodation, ID cards, testing, and several more. Come visit us in room 201; we are here to assist you!

### **Campus Technology Center**

Open labs and computer lounges are accessible to all Texas State and ACC students at the RRHEC. Open labs are located in room 303 and 305. Computer lounges are spread out across the building in room 212, 302, 317, and 361. There are three classrooms equipped with computers for students to use during class period. A Software Lab (301) and a Hardware Lab are designated for Computer Science students taking advanced classes.

Printing and copying will be electronically controlled. Students will enter a code prior to printing or copying a document. If a student exceeds the allocated number of pages, the system will prevent additional printing or copying. Students must purchase a duplicating card to continue printing or copying.

The building is equipped with wireless technology. Students can bring in their laptops and work in the lounges or other areas. Documents can be sent to printers in the building through the wireless network. For more information please visit <http://www.ctc.rrhec.txstate.edu/>

### **Library**

The library staff is available to help with any information gathering needs. Remote access to online resources is also available to all students. Materials can be delivered to the RRHEC by courier from the Alkek Library in San Marcos. The library holds reserve items provided by professors.

A group study room can be reserved for groups. Students are allowed to view DVD and VHS materials in the library. Besides having access to each institution's library, Round Rock students are issued a Tex-Share card. This card gives the student access to many college libraries in the area, as well as across the State of Texas. The librarians will provide library instruction for classes and individual students.

Located in room 255 the Library is primarily an online environment with access to library resources and services. A detailed list of services was explained earlier in the handbook. Please check the website [www.library.txstate.edu/rrhec](http://www.library.txstate.edu/rrhec) for more information.

## **Counseling Practicum Clinic**

Affordable, confidential counseling is available at the RRHEC by advanced Master's level students under the supervision of licensed professional counselors. Assistance is available for coping with relationship struggles, life transitions, stress, depression, adjustments, grief and loss, etc. The clinic's services are available to students, as well as the community. The fees for services are based on ability to pay. The clinic is located on the first floor of the RRHEC. Please contact Dr. John Garcia at 512-716-4553 to schedule the initial intake session.  
[www.txstate.edu/eaps/professional-counseling-program/RRHEC-Counseling-Practicum-Clinic.html](http://www.txstate.edu/eaps/professional-counseling-program/RRHEC-Counseling-Practicum-Clinic.html)

## **Student Lounge**

The Lounge is located in room 202. Vending machines are available. Please check with the Chartwells staff for the hours of operation. Tables are available for students to study, eat, and relax.

## Glossary of Key Terms

Universities are specialized organizations, and like most institutions of this type (the military and politics), a specialized language has developed. In many cases, the words closely resemble English, but the meaning has changed. “Short” may mean one thing to you, but in the Air Force it means a person who is close to returning to civilian life. “Spin” to a politician means a positive interpretation of something for the press. To you, it might mean a ride in a car. So beware. Here are a few commonly used terms in college:

### **Bachelor’s Degree**

Students who complete a four-year program receive a bachelor’s degree. (Please note that some degree programs may take longer than four years to complete.)

### **Credit hour**

As a rule, the number of credit hours assigned to a course indicates the number of hours the class meets each week. At the RRHEC a three-hour course normally meets once a week for three hours 6:30 –9:15pm.

### **Drop/Add (Schedule Change)**

Students who want to drop or add a course must complete the required action online before the drop/add (schedule change) deadlines.

### **Electives**

While students are required to take certain courses, they can choose, or “elect” to take others. These courses, which also apply toward graduation, are called electives.

### **GPA**

No matter what you do, your life always seems to be measured by numbers, so why should your academic life be any different? Your classroom success (or lack thereof) at Texas State is indicated by your Grade Point Average (GPA). This number is derived by dividing the total number of grade points earned by the number of credit hours attempted.

Grade points are based on a system in which an A is 4, a B is 3, a C is 2, a D is 1, and an F is 0. If you took a 3-credit-hour course and earned a C, the grade points for the course would be 3 credit hours times 2 (for the C) or 6 grade points. To find out your GPA for the semester, calculate the total grade points for all your courses and divide by the total number of semester hours taken. Roughly speaking, a 2.5 GPA would be equivalent to a B- if you're an optimist and a C+ if you're a pessimist.

There are lots of rules here regarding this GPA. If your semester GPA is 3.5 or higher, congratulations – you made the Dean's List, the good one. If your cumulative GPA falls below 2.0, you made another list, a not-so-good list. This one is called probation and it's discussed elsewhere.

**Non-traditional Student**

Though the term is used most often at Texas State to refer to an undergraduate student who is older than 23, it refers to many others who don't come from the "straight out of high school supported by parents" model. A single parent who is 21 years old is non-traditional. Nearly one out of every three students at Texas State is non-traditional and that number is even higher at the RRHEC. The average age of RRHEC students is 29. At the RRHEC, the non-traditional student is our traditional student!

You may often hear of their organization, Non-traditional Students Organization (NTSO), simply because it is so active. For more information on this organization try their website [www.studentorgs.txstate.edu/ntso/](http://www.studentorgs.txstate.edu/ntso/). If you are traditional, you will find non-traditional students to be serious and hard-working students who occasionally dominate the class simply because their desire to learn is so great. You can learn a lot from them. The traditional and non-traditional students have more in common than you may think. Non-traditional students may find traditional students to be idealistic and perhaps too accepting of information, but traditional students know the game of learning and studying. Non-traditional students can learn from traditional students also.

**Prerequisite**

When students must take one course before they are allowed to take another, the first course is considered a prerequisite. For example, Math 1315 (College Algebra) may be a prerequisite for Math 1329 (Business Calculus).

**Scantrons and Bluebooks**

The most common variety of answer sheet used here is called a Scantron. Your course fees cover the cost of these, and professors will distribute them in class when they are needed. They will also provide Bluebooks, which simply refers to notebook paper in a blue cover used for writing essay answers.

## Round Rock Higher Education Center Policies

### **Attendance Policy**

There is a high correlation between good attendance and good grades. Students are expected to attend classes in order to progress satisfactorily toward completion of course objectives. Because policies vary from department to department and course to course, professors will inform students of specific course requirements at the first class meeting or in the Syllabus.

### **Cancellation of Classes**

**Due to Weather or Other Emergency Conditions:** Occasionally it is necessary to close the campus due to weather conditions or other emergency. This notice will be posted immediately to the RRHEC site: [www.rrhec.txstate.edu](http://www.rrhec.txstate.edu).

**By the Professor:** If for some reason a professor should need to cancel a class at the last minute, attempts will be made to notify students via email. A notice will be posted on the classroom door.

### **Classroom Etiquette**

Your classmates are entitled to hear the lecture or discussion and not have it disturbed by personal conversations. Cell phones should be placed on "silent." Appropriate dress will not detract from the learning experience. Do not place feet and shoes on the furniture or do other things to cause destruction of furniture and equipment.

### **Children in the Classroom**

Children should only be present in the classroom if they are part of a class project for the day. Minor children should not be left unattended.

### **Food and Drinks**

No food or drinks are permitted in carpeted classrooms or other carpeted areas. Students may have drinks in spill-proof containers in vinyl areas. Food and drinks are restricted to the Lounge on the second floor.

### **ID Cards**

Students will be issued the official Texas State picture ID. This card will be used for identity when picking up documents, and many other things. Pictures will be taken in the OSC, and information will be sent electronically to campus. The card will be produced and returned to the RRHEC via courier. Students may pick up their cards three working days after having the picture taken.

## **Lost and Found**

Articles which have been lost should be reported to the OSC Counter. Articles which have been found should be brought to the OSC Counter. Lost and Found articles will be logged.

## **Parking**

A parking permit is required for students, faculty and staff to park in the RRHEC lot and must be displayed as instructed. Specific locations will be identified for faculty, staff, visitors and handicapped. A permit is required for students, faculty and staff to park in the RRHEC lot and must be displayed as instructed. The permit should be displayed at all times. Parking permit fees are prorated, and permits expire on August 15<sup>th</sup> each academic year. The same permit can be used to park on the San Marcos campus. Students should purchase a Perimeter Permit and can do so online or obtain from Parking Services in San Marcos. Vehicle year, make, type and license plate number must be supplied. The RRHEC campus police will issue parking tickets to anyone parked illegally. A hold will be placed on the student's record until the fee is collected. Fees may be paid online to Texas State using a credit card or by mail with a check or money order.

## **Printing and Copying**

Student printing will be controlled electronically. Your account will be credited with the appropriate number of pages per class per semester. If you exceed the limit, you may reactivate it by paying a small fee in the OSC.

Copiers are available, you may purchase a copy card from the vending machines in the student lounge to make copies.

Please contact the Campus Technology Center with any questions about printing and copying in room 304 or visit them online: <http://www.ctc.rrhec.txstate.edu/>

## **Signs and Postings**

No signs or posters should be taped or otherwise affixed to the walls or doors. Instead postings should be placed on public bulletin boards. All postings must be approved at the OSC Counter. Postings will be removed after 30 days.

## **Skateboards, Bicycles**

Use of skateboards, roller blades, shoes with concealed wheels and other items which may damage property or cause bodily injury are prohibited. Bicycles are not permitted in the building.

## **Smoking**

The RRHEC is a smoke-free campus. Smoking can only be done off the property. This policy will be enforced.

## **Solicitation**

There will be no unauthorized solicitations on the campus.

## **Students Rights and Responsibilities**

Students have the rights to freedom of speech, peaceful assembly, petition and association accorded by the U.S. Constitution. These rights carry with them the responsibility to accord the same rights to others on campus and not to interfere with or disrupt the educational process.

Institutional Provisions: Students are bound by the policies and provisions of Texas State University-San Marcos.

Due Process and Student Discipline: Due process, through an investigation and appeal process, is assured to any student involved in disciplinary action. For issues centered around academic dishonesty, this begins with the appropriate institutional academic officer. For other issues it begins with the RRHEC Associate Director. The Associate Director will coordinate the process, including any discipline, with appropriate institutional officials.

## **Students with Disabilities**

The RRHEC is committed to providing quality services for students with disabilities. You will turn in required documentation to a Service Specialist in the OSC. The institution will evaluate the documentation and determine the appropriate accommodation. The Service Specialist will work with you and professors to ensure your needs are met in a timely manner.

## **Testing**

The following tests will be administered at the OSC in Round Rock:  
Academic Tests (make-up exams)  
Distance Education courses  
Correspondence Courses  
GSP (for pre-Mass Communication students)

Students with approved accommodations due to a disability may also use the testing room in the OSC. The accommodations must be verified by an official at the institution providing the test. All tests will be proctored, in addition to camera surveillance in the testing room. A fee will be charged to cover use of the facility, the cost of providing a proctor and general overhead of administering the Testing Center. Students with disabilities will not be charged an additional cost to cover the accommodations. To schedule a test at the RRHEC please contact: [TR22@txstate.edu](mailto:TR22@txstate.edu) or 716-4020.

## Texas State University Policies

### **Absence Due to Illness**

Students who are confined for an extended period of time should report this absence to the Dean of Students office. Upon written verification from a doctor, hospital or clinic, the Dean of Students will contact the student's professors to advise them of the confinement. These absences may be excused by the professor.

### **Academic Honesty Statement**

Learning and teaching take place best in an atmosphere of intellectual freedom and openness. All members of the academic community are responsible for supporting freedom and openness through rigorous personal standards of honesty and fairness. Plagiarism and other forms of academic dishonesty undermine the very purpose of the university and diminish the value of an education.

Students found guilty of academic dishonesty, which includes, but is not limited to, cheating on an examination or other academic work to be submitted, plagiarism, collusion, or abuse of resource materials, are subject to disciplinary action.

### **Academic Probation**

Academic probation is an emphatic warning that the quality of the student's work has not met the university's minimum academic standards and that the quality must improve during the probationary semester in order for the student to continue at Texas State. A student will be placed on academic probation at the end of the fall or spring semester in which the Texas State GPA is less than 2.00. A student will be removed from academic probation at the end of any long term or summer term if the Texas State GPA is 2.0 or higher.

### **Academic Suspension**

Students placed on academic probation must raise their Texas State GPA during the first long semester of the probation semester. For example, if a student is placed on academic probation because the Texas State GPA has fallen to 1.85, at the end of the first probationary semester the Texas State GPA must be 1.86 or higher or the student will be placed on first academic suspension. If the student raises the Texas State GPA at the end of the first probationary semester, but it is still less than 2.00, the student may continue for a second probationary semester. If the Texas State GPA is still less than 2.0 at the end of the second probationary semester, the student will be placed on first academic suspension.

The first academic suspension will be for the first long semester following placement on academic suspension. A student suspended from one college of the university may not be reinstated by the dean of another undergraduate college.

Students who fail to meet the minimum academic standards defined above will be placed on academic suspension for a second time, for a period of two calendar years. At the end of the two-year period for a second academic suspension, students may apply for re-admission to Texas State.

While on suspension, students may complete a correspondence course in which they enrolled prior to suspension. Students may not enroll in an extension or correspondence course from the University while on suspension. Students who have been placed on academic suspension are not prohibited from registering at another institution; however, such academic work will not change the GPA used for calculating probation and suspension, since only those grades earned at Texas State are calculated.

## **Career Services**

Beginning with New Student Orientation and continuing beyond graduation, Career Exploration Services provides assistance to students in all aspects of job and career development.

If you need a part-time job, either on or off campus, student employment services are available. You can view a current list of job openings through the Jobs4Cats website. .

In addition to part-time jobs, internships are an excellent way for you to get some great experience, and, at the same time, test out a career choice. You are encouraged to meet with a career counselor to learn more about internship opportunities in your area of study.

Graduation may seem like a long way off, but before you know it, you will be ready to swap that backpack for a briefcase! Career Exploration Services offers assistance in implementing the job search. You can take advantage of the resume critiquing service or participate in a practice interview process.

You should visit Career Exploration Services for assistance with job and career related needs. For more information call 716-4023.

## **Code of Conduct**

The Code of Student Conduct is applicable to every student enrolled at the University, whether part-time or full-time and whether in residence or by correspondence. Each student is expected to be fully acquainted with all published university policies. (Copies are available to each student for review in the Alkek Library at the Reserve Desk.) The University will hold each student responsible for compliance with these published policies. Students are expected to comply with all federal, state and local laws; any student who violates any provision of those laws is subject to disciplinary action notwithstanding any action taken by civil authorities because of the violation. This principle extends to conduct off campus which is likely to have an adverse effect on the University or the educational process. For more information, log on to <http://www.dos.txstate.edu/TxState-Handbook.html>.

## **Counseling Center**

The Counseling Practicum Clinic offers a wide variety of counseling services to help students deal with personal and adjustment issues which may interfere with their ability to progress academically to their fullest potential.

Services include short-term individual, group and family counseling, play therapy, workshops, psychiatric referral and consultation and referral for additional professional services and self-help resources. For more information, call 716-4250 or visit

[www.txstate.edu/eaps/professional-counseling-program/RRHEC-Counseling-Practicum-Clinic.html](http://www.txstate.edu/eaps/professional-counseling-program/RRHEC-Counseling-Practicum-Clinic.html)

## **Dropping a Class**

The deadlines for dropping classes will change each semester, so you should consult the Academic Calendar for specific information. Drop fees are charged to your account. Notifying instructors does not constitute an official drop or withdrawal. All drops are made online.

## **Drug Policy**

Texas State University enforces a strict drug policy. Illegal drugs, narcotics and controlled substances are strictly prohibited by the Texas State University Code of Student Conduct. Texas State is committed to a healthy, safe and drug-free community. Students found guilty of possession, use or distribution of illegal substances will be suspended for a minimum of the remainder of the semester in which the infraction occurred plus the following long semester.

## **Drug and Alcohol Policy-Parent Notification**

The University reserves the right to disclose to a parent or legal guardian of a student information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's records, if: 1) the student is under the age of 21; and 2) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

## **Tuition for Excessive Undergraduate Hours**

Texas Education Code §54.014 specifies that resident undergraduate students may be subject to a higher tuition rate for attempting excessive hours at any public institution of higher education while classified as a resident student for tuition purposes. Texas State students attempting hours in excess of their degree program requirements will be charged at the non-resident tuition rate for those hours, and those students are categorized as follows:

1. Students initially enrolled during or after the fall 2006 semester will be charged at the non-resident rate if, prior to the start of the semester or session, the student has previously attempted 30 or more hours over the minimum number of semester credit hours required for completion of the degree program in which the student is enrolled.
2. Students initially enrolled during the fall 1999 through summer 2006 semesters will be charged at the non-resident rate if, prior to the start of the semester or session, the student has previously attempted 45 or more hours over the minimum number of semester credit hours required for completion of the degree program in which the student is enrolled.

## **Racial Harassment, Sexual Harassment, Denial of Civil Rights**

Texas State believes that freedom of thought; innovation and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment, the University has a special responsibility to seek cultural diversity, to instill a global perspective in its students, and to nurture sensitivity, tolerance and mutual respect. Discrimination against or harassment of individuals on the basis of ethnicity, sex, religion, disability or race is inconsistent with the purposes of the University.

## **Hazing**

The University reserves the right to take disciplinary action against individual students and/or groups who are involved in hazing activities. Hazing on the part of students, faculty, or staff is strictly forbidden, whether on or off campus.

## **Religious Holy Days**

In accordance with Texas Education Code 51.911, students who are absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for the day within a reasonable time after the absence.

## **Repeated Course Attempts**

Due to recent legislation you will be charged out-of-state tuition for courses that you attempted more than twice at Texas State since Fall 2002 (including courses dropped with an earned grade of “W”). This does not include courses attempted at another college or university.

## **Tuition Rebate Program**

Senate Bill 1907 states that qualified students may receive a tuition rebate up to a maximum of \$1,000. To be eligible, you must meet all of the following conditions:

1. You must be enrolled for the first time in an institution of higher education in the Fall of 1997 semester or later;
2. You must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university;
3. You must have been a resident of Texas, must have attempted all course work at a Texas public institution of higher education, and have been entitled to pay resident tuition at all times while pursuing the degree; and
4. You must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which you were graduated. Hours attempted includes transfer credits, credit by examinations, developmental courses, etc.

## **University Police**

The University Police Department is a public service oriented law enforcement agency responsible for the safety and protection of all students, staff and faculty. To reach an officer at the RRHEC please call: 716-4911. [www.txstate.edu/police/](http://www.txstate.edu/police/).

## **Withdrawal from the University**

Students wishing to withdraw (drop all classes) are encouraged to go to the Registrar’s Office website for specific instructions: [www.registrar.txstate.edu](http://www.registrar.txstate.edu). Check the deadlines to make sure you are not too late. A Service Specialist is available in the OSC to help. Call 716-4023 for more information.