

New Student Guide to Texas State University



Texas State University
Department of Geography
San Marcos, Texas

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Guide to Texas State University

Textbooks

Textbooks can be ordered on-line, reserved for your pick-up or shipped directly to you. For more information, visit the University Bookstore on-line at www.bookstore.txstate.edu. The University Bookstore is located on campus in the LBJ Student Center.

Colloquium, an off-campus bookstore, also sells graduate textbooks. Visit their site on-line at www.bobcatbooks.com or visit the store at 300 University Drive.

Parking

If you are commuting to campus and need a parking permit, you may register your vehicle online and have the permit mailed directly to you. Parking permits can be issued after tuition and fees are paid. In order to have your permit on the first class day, please allow 5 working days (if applying online) for processing and mailing. If you are not commuting but still plan on parking your car on campus, you must register your vehicle. Visit the Parking Services website at www.parking.txstate.edu. Parking Services and University Police are located in the Nueces Building, which is located behind Evans Liberal Arts.

Student ID

After you have paid your tuition and fees, you are eligible to obtain your Texas State ID card. Students attending on the main campus should go to ID Services located in the LBJ Student Center room 2-9.1 during regular office hours. Extended office hours are maintained during the late registration periods and correspond with the days and times listed in the class schedule under the heading "Last Day to Pay". For times and contact information, access their website at <http://www.aux-srvcs.txstate.edu/idservices/>.

Updating Initial Entry Into Graduate College

Your acceptance letter specifies the first semester that you are eligible to register. If you plan to deviate from this date, please notify the Office of the Graduate College in writing or by calling (512) 245-2581 prior to registration for the semester you wish to begin your graduate studies.

Course Load

Taking nine semester hours is classified as full-time enrollment in the fall and spring semesters. The maximum graduate course load during any fall or spring semester is fifteen semester hours. Program offerings vary during the summer. The maximum summer session

course load is six semester hours. Overloads require written approval from your graduate advisor and the dean of the Graduate College before registering.

Degree Audit

The degree audit identifies the courses you will be required to complete to obtain your graduate degree at Texas State. If your chosen program requires a minor, specialization, concentration, or career support area, you must choose one of the options required by your particular program before your degree audit can be prepared. Some programs require a student to meet with the graduate advisor prior to the preparation of the degree audit. You should receive your degree audit approximately two months after you receive your official acceptance letter from the Office of the Graduate College. If you have not received your degree audit before registration, contact your graduate advisor to determine which courses you are required to take.

All course substitutions require prior written approval from your graduate advisor and the Dean of the Graduate College.

Guide to the Preparation of Theses and Dissertations

A guide to the preparation of a master's thesis or doctoral dissertation is available online at http://www.gradcollege.txstate.edu/docs/Thesis_Diss_Guide.pdf

This guide provides information on procedures, deadlines, required approvals, style, and formatting.

Degree Completion

If you are enrolled in a master's degree program, completion of your degree is required within six years from the date of your initial enrollment in graduate courses applied toward your degree. Completion dates for doctoral programs vary, and include time limits for both course work and dissertation. Please refer to your degree outline for specific information.

Change of Name

In order to change your name with the University, the following documents are required:

- A copy of the current driver's license **AND** a copy of the social security card.
- **Or** a copy of the legal document(s) with the correct name. Example: marriage license, divorce decree, notarized affidavit of identity.
- **Or** a passport **AND** a notarized affidavit of identity.

Change of Address

Your address information may be changed through Cats Web:

<http://www.catsweb.txstate.edu/students.html>

You may also submit your address change in person or by mail:

The Graduate College • 601 University Drive • JCK 280
San Marcos, TX 78666-4605

Enrollment Verification

The Registrar's Office provides enrollment verification for graduate students. Enrollment verification may be requested by contacting the Registrar's Office.

The Registrar's Office • 601 University Drive • JCK Room 111
San Marcos, TX 78666-4615

Phone (512)245-2367 • Fax (512)245-8126 • Email Registrar@txstate.edu

Net ID and E-mail

Email accounts are established by Texas State University Computing Support Services. Your username and a temporary password will be provided to you through Computing Support Services, MCS 262 at 245.2595. You must go to room MCS 262 in person, during normal business hours, with a valid Texas State ID or receipt for classes of the current semester to receive a password to activate your username and password. Another available option is to go to <http://www.catsweb.txstate.edu/students.html> to create your account on the web. For problems, contact the Ready Room, MCS 262, during normal business hours with your Texas State ID.

Cats Web (Registering for Classes)

Cats Web is Texas State's electronic administration system. You can register for classes, view class schedules, obtain enrollment verification, print grade reports and transcripts, apply for graduation, manage your web space, change your password, pay your tuition, view your financial aid information, pay parking tickets, and more. To access these services you must have your Net ID set up.

Graduation

All **Master's** and **Doctoral** students must apply for graduation in order to be considered a candidate for graduation. You must apply for graduation within the first month of the semester you will graduate. Check the Graduate College's website for exact deadlines. You can purchase graduation gowns from the University Bookstore.

The Albert B. Alkek Library

The Albert B. Alkek Library contains over 1.3 million volumes of books, documents, and journals. In addition, the collection includes thousands of microform and audio-visual materials. Through the library's subscription to over 200 databases, students, faculty, and staff have access to more than 94,000 electronic journals and 29,000 electronic books. The Library is open 104.5 hours per week during the fall and spring semesters and 24 hours during final exams.

A wireless network provides Internet access through the library building. Laptop computers, which connect to the wireless network, may be checked out for building use at the Circulation Desk.

Located on the 7th floor of the library is the Special Collections Department which includes the Southwestern Writers Collection, a literary archive reflecting the culture of the Southwestern United States, and the Wittliff Gallery of Southwestern & Mexican Photography.

A networked computer lab with PC and Macintosh workstations is located on the 4th floor. The computer lab also provides scanning and video editing equipment. Adaptive equipment for individuals with disabilities is available.

Books and More

The library's online catalog, which provides information on the library's holdings, is accessible through the Internet from on or off campus via the library's website. Texas State faculty, students and staff also have remote access to the library's e-journals and databases.

Services

Library services include instruction one-on-one or for entire classes. The library also offers multiple contact points to get assistance with research, including instant messaging, chat, email, and telephone through Ask a Librarian.

Through TexShare, a statewide library resources sharing program, Texas State faculty, students and staff can obtain a TexShare library card which grants borrowing privileges at most of the college and university libraries in Texas. Learn more from the TexShare webpage at <https://www.tsl.texas.gov/texshare/index.html>

Interlibrary Loan (ILL) helps current Texas State students obtain research materials not owned by the Alkek Library.

Computer Resources

Texas State offers a number of computer labs across campus. Many are unrestricted, but there are also labs that are restricted for specific departmental use. For a complete directory, go to Technology Resources' directory of computing labs at

http://www.its.txstate.edu/departments/computer_labs.html.

Career Services

Texas State's Career Services seeks to provide resources for every step of the graduate school application process. The Thompson-Peterson Guides outline practically every graduate program in the United States and many abroad. Counselors can assist with graduate statements, recommendation letters, resumes, interviewing, and even some information on how to prepare for entrance exams. Their website also provides job listings for registered Texas State students. Please visit their website at

www.careerservices.txstate.edu for more information.

Financial Assistance

For students receiving financial aid, knowing how to get your money is critical. Please visit the Financial Aid website at www.finaid.txstate.edu for important instructions on obtaining your loan and payment information. Personalized financial aid info is available for registered students on the "My Financial Aid" option on Cats Web. Financial Aid is located in the JC Kellam Administration Building in room 240.

The Graduate College is proud to offer several graduate student scholarships. For a complete list of Texas State graduate scholarships in addition to outside scholarships, visit the Graduate College Scholarship webpage at

www.gradcollege.txstate.edu/Prospect_Students/Fin_Grad_Ed/Scholarships.html.

Direct Deposit

Your paychecks, financial aid checks, and any other reimbursement checks may be directly deposited into your account. For more information about how to sign up for direct deposit, please visit Payroll's website at www.txstate.edu/payroll.

Healthcare Services and Insurance

All registered students with a valid Texas State Student ID who have paid the Medical Service Fee are eligible to use the Student Health Center. The Medical Service Fee is included in your tuition and fees. (Students enrolled only in off-campus courses will have these fees waived.) For information regarding hours and services, call the Student Health Center at 512.245.2161 or visit their website at www.healthcenter.txstate.edu.

Health Insurance

Student Health Insurance information is available at <http://www.healthcenter.txstate.edu/insurance/insurance.asp>. Graduate and Ph.D. assistance may enroll in employee health insurance. For more information about benefits visit Human Resource's benefit page at <http://www.hr.txstate.edu/benefits>

International students are required to have health insurance. For additional information, please see <http://www.healthcenter.txstate.edu/internationalstudents/internationalstudents.asp>.

Student Center

Centrally located between Alkek Library and the McCoy College of Business, the LBJ Student Center is a destination for every Texas State student. Often referred to as LBJ, the center is a main stop in the campus bus system and a central meeting point for students. Many services are centrally located here to help ease your hectic schedule. Shopping, dining, computer labs, study areas and student services such as Career Services can all be found here. Throughout the semester there is live music, films, and other events in the amphitheater just outside of LBJ. Boko's Living Room also provides an area for you to relax with couches, headphones, televisions, and magazines. For more information about what is located in LBJ visit <http://www.lbjsc.txstate.edu/>.

TRACS

TRACS is an Internet resource website that instructors can use to post information about classes for the students. Notices, syllabi, assignments, course documents, and external links are some of the sections available on the site.

Introductory courses are offered at the beginning of the semester on how to use or TRACS. For more information, access <https://tracs.txstate.edu/portal>

Web Pages-Personal

Students and faculty/staff can create and develop their own personal home pages on the Texas State computer system. See the link below for more information.

<http://www.txstate.edu/webmaster/resources/forminstruct7.html>

Quick Web Site Reference Guide

Computer questions	http://www.css.txstate.edu/ (Currently under Construction)
Disability services	http://www.ods.txstate.edu/
E-mail setup	www.txstate.edu/computing/apps/newuser.html
Benefits	http://www.humanresources.txstate.edu/benefits.htm
Human Resources	http://www.humanresources.txstate.edu/
Health Insurance	http://www.humanresources.txstate.edu/benefits.htm
Payroll	http://www.vpfss.txstate.edu/acct/payroll.html
Financial Aid Office	http://www.finaid.txstate.edu/
Graduate College Office	http://www.gradcollege.txstate.edu/
Identification cards	http://www.aux-srvcs.txstate.edu/idservices/
Parking Services	http://www.parking.txstate.edu/
Registrar	http://www.txstate.edu/registrar/
Registering for classes	http://www.txstate.edu/registrar/registration_instructions.htm
Student Health Center	http://www.healthcenter.txstate.edu/