

EXTENDED AND DISTANCE LEARNING

Phone: (512) 245-2322 Office: 302 Academic Services Building North
 Fax: (512) 245-8934 Web: <http://www.txstate.edu/distanced/>

The Office of Extended and Distance Learning is the university's focal point for courses and programs offered at a distance from the San Marcos campus and for those offered on evenings and weekends on campus. A variety of support services are available to students who, for whatever reason, are not able to commute and participate in campus-based educational programs.

All undergraduate and graduate courses and programs offered to distance learners carry the same course number, title, and description as those offered at the San Marcos campus. Courses offered at a distance are identified each semester in the Texas State Schedule of Classes and on CatsWeb.

Correspondence Studies

Phone: (512) 245-2322 Office: 302 Academic Services Building North
 Fax: (512) 245-8934 Web: <http://www.studyanywhere.txstate.edu/>
 Toll-free Phone: (800) 511-8656

Correspondence study is another option for students to earn college credit. When circumstances such as family, jobs, business travel, etc. compete for time, and students find that it is difficult to schedule their on-campus classes, correspondence study offers a solution. Courses are offered through various disciplines such as art, humanities, science, health-related fields, mathematics, psychology, modern languages, and sociology to name a few. Courses are frequently revised, so students are encouraged to contact the Office of Correspondence Studies for the most current list of course offerings or visit the office's website.

Students may enroll in courses at any time of the year and take up to nine months to complete them. A three-month enrollment extension is available for a nominal fee. Instruction is provided by means of a study guide and textbooks, and when appropriate, may include CD-ROMs, videos, audiocassettes, and additional reference and instructional material. Many courses accommodate e-mail submission of assignments, and some courses are now available online.

How Correspondence Study Works. The study guide used in each course gives students step-by-step instructions for completing the lessons required for the course and includes study tips, topic discussions, assignments, and other pertinent course information. Students must complete each lesson and submit the accompanying assignment to the instructor through the Office of Correspondence Studies for grading. The instructor provides written feedback on assignments when necessary and answers questions that students may have. Assignments are then returned to the student. Almost all courses have examinations, and many may have two or three. All examinations must either be administered in the Office of Correspondence Studies or, for those students who live outside the area, administered by an approved exam proctor.

General Regulations. The following regulations govern correspondence study at Texas State:

1. Students do not have to be currently enrolled or admitted to a college or university to take a correspondence course.
2. Enrollment in a correspondence course does not constitute official admission to Texas State.
3. Texas residents or persons attending public colleges or universities in Texas are subject to compliance with Texas Success Initiative Program regulations.
4. Texas State juniors and seniors must obtain approval from an academic advisor in their college before they may enroll in a correspondence course. Students from other

- colleges and universities are advised to obtain approval from the appropriate university official of their home institution before enrolling.
5. Texas State correspondence courses are applicable toward Texas State degrees. A maximum of 18 hours of correspondence credit may be applied toward a bachelor's degree.
 6. All assignments and exams must be completed to receive credit. The grading criteria for each course are stated in the course study guide.
 7. Correspondence course grades are calculated into students' Texas State GPA.
 8. Students may enroll in a correspondence course at any time during the year and take up to nine months to complete it. A one-time extension of three months is allowed for a nominal fee. No enrollment may go beyond twelve months from the original enrollment date, and no course may be completed in fewer than forty-five days.
 9. A minimum of four weeks must be allowed after a course has been completed for a grade to be reported to the Texas State Registrar.
 10. Students on active suspension from Texas State are not eligible to enroll in correspondence courses.
 11. If enrollment in correspondence courses creates an academic overload, students must have prior, written approval of their college dean or department chair.
 12. Correspondence courses completed through Texas State are applicable toward residency requirements.

Extension Studies

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 Toll-free Phone: (800) 511-8656

Texas State's Office of Extension Studies serves those persons who are unable to come to campus and who wish to earn degree credit, to pursue in-service training, or to enroll in college courses not normally offered through the academic departments. Extension courses are offered at various off-campus locations. The times and locations for such courses depend on student need, faculty availability, and demand. In the past, courses have been offered in San Antonio at USAA, in Seguin at Motorola, and at a number of school districts in Travis and Williamson Counties, as well as in several foreign countries.

General Regulations. The following regulations govern Texas State extension study:

1. Enrollment in an extension course does not constitute official admission to the university.
2. Students from other institutions who wish to transfer extension credit should obtain prior approval of their home institution.
3. If enrollment in extension courses will create an academic overload, students must have prior, written approval of their college dean and department chair.
4. Transcript records are maintained for all credit earned by extension.
5. A maximum of thirty semester hours for Texas State credit may be completed through a combination of correspondence and extension courses.
6. Students on active suspension from Texas State are not eligible to enroll in courses for extension credit.
7. Texas residents or persons attending public colleges or universities in Texas are subject to compliance with Texas Success Initiative Program regulations.
8. Full-time students at Texas State may not enroll in extension courses without written permission from the dean of the appropriate college.
9. Students are responsible for ascertaining whether or not credit for an extension course will apply to a particular program and whether or not it will transfer to another institution.

10. Extension courses completed through Texas State are applicable toward residency requirements.

Study Abroad

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 Toll-free Phone: (800) 511-8656

The study-abroad experience expands students' intellectual and personal development as they become immersed in other cultures. Students gain a critical self-awareness, an appreciation for a multicultural world, and a clearer understanding of their own culture. Study abroad prepares students to assume their role as responsible world citizens and to succeed professionally in today's global economy.

The Office of Study Abroad Programs offers students the opportunity to participate in a variety of study abroad programs at locations around the world. The credit students earn may be applied toward a degree at Texas State. Some of these programs involve direct enrollment in an overseas institution, while other programs are led by Texas State faculty.

Through Texas State Study Abroad Programs, students can spend from three weeks to a full academic year in another country by either learning another language, by concentrating their studies related to a specific topic in their field of study, or by participating in an internship. Texas State Study Abroad Programs include a variety of activities that allow students to learn and experience the culture of the host country. In some of these programs students have the opportunity to live with a host family to become totally immersed in the culture of the host country for a more comprehensive learning experience.

Program locations vary each year, but typically include such countries as Belize, Chile, China, England, France, Germany, Holland, Ireland, Italy, Japan, Mexico, Nicaragua, Spain, Sweden, and Switzerland. Students may learn more about these programs from current information located in the Study Abroad Library. In addition to information about Texas State's Study Abroad Programs, the Study Abroad Library houses a wealth of information about programs available from other universities as well as study-abroad companies.

Financial Assistance for Study Abroad Programs. Most of the financial aid that students would normally receive for studying at Texas State may be applied toward Texas State Study Abroad Programs. Additionally, there are many schools and study-abroad companies that offer financial aid for attending their programs. If a student is on federal or state financial aid, it is recommended that the student speak with a representative of the Texas State Office of Financial Aid to determine the application of such aid to any study-abroad program and the possible adjustment to meet the student's needs.

The Office of Study Abroad Programs also has information on scholarships that are available to students who want to study abroad. At Texas State, students are also eligible for the International Education Fee Scholarship (IEFS). This scholarship program is funded through the student service fee account. The scholarships are distributed in a competition open to all undergraduate and graduate Texas State students, including international students, who meet the established eligibility requirements.

Continuing Education

Phone: (512) 245-2507 Office: Aquarena Center
 Fax: (512) 245-7543 Web: <http://www.continuing-ed.txstate.edu/>

The Office of Continuing Education works in cooperation with the academic colleges, schools, departments and programs to extend the resources of Texas State beyond the traditional campus classroom. Professional staff in Continuing Education work with other faculty and staff and assists them in offering seminars, workshops, conferences, and short courses that help meet the needs of the many communities Texas State serves. Continuing

Education coordinates planning, budgeting, marketing, fee collection, registration, meals, housing, evaluation, and other duties that may be required.

These programs are generally non-credit in nature. Some programs receive Continuing Education credits, and those who successfully complete these designated programs are awarded Continuing Education Units. One CEU is awarded to a person who completes a ten contact hour program.

Texas Certified Public Manager Program

Phone: (512) 245-3453 Office: Aquarena Center
 Fax: (512) 331-7293 Web: <http://www.txstate.edu/cpm/>

Texas State has been officially designated by the National Consortium of Certified Public Managers (CPM) to offer this program in Texas. The CPM Program offers a systematic training program to enhance quality, efficiency of management in government and improve professionalism and effectiveness of government managers. Individuals may enroll at any time during the year; programs are held approximately every two months. Admission to Texas State is not required.

International Office

Phone: (512) 245-7966 Office: Hill House
 Fax: (512) 245-8264 Web: <http://www.txstate.edu/international/>

The International Office supports international students, J-1 scholars and international faculty by providing information, advising, assistance, and referrals related to immigration regulations and cultural issues. Services for international students include the following: providing orientation upon initial attendance at Texas State, information about maintaining lawful status, travel and work permission, assistance with immigration related applications, and letters certifying enrollment. The Office serves as an advocate for international students and scholars and as a liaison with the Department of Homeland Security and the Department of State in various immigration matters.

Texas State departments may request DS-2019 documentation through the International Office for prospective J-1 visiting professors and researchers. The International Office provides J-1 scholars with orientation and advising related to J-1 federal regulations, including travel, work permission, and other issues. In addition, Texas State departments can request assistance and advising related to the H-1 temporary worker classification and Permanent Residency status for prospective and current international faculty. The International Office assists the University in maintaining compliance with federal regulations as they relate to non-immigrant students in the F-1 category.

The International Office assists Human Resources and academic departments when hiring international faculty, students, and scholars. It also promotes internationalization at Texas State by globally marketing the University's educational programs, facilitating international agreements, and facilitating International Education Week each November. Finally, it provides temporary housing for new international students and for others who are visiting Texas State on official University business.

Intensive English Language Program (TSIE)

Phone: (512) 245-7810 Office: Academic Services Building North 400
 Fax: (512) 245-3752 Web: <http://txstate.edu/ie>

TSIE is a non-credit university intensive English as a second language (ESL) program for international students who want to improve their command of English before entering an educational institution in the United States. Beginning, intermediate, and advanced classes in intensive ESL reading, writing, grammar, and oral skills are offered during the fall, spring, and summer sessions.