

# **Graduate Student Handbook**

## **St. Edward's University**

**2004–2005 Regulations, Policies, and Procedures**

This handbook was created to familiarize you with many of the more important aspects of graduate studies at St. Edward's University. It is designed to give you guidance and to assist you in solving problems. The handbook covers a wide variety of subjects from mutual expectations to academic policies to key events. It also contains a section providing helpful advice and directing you to important resources. A web version of the handbook can be found online at: <http://www.stedwards.edu/cap/pdf/GradHand04-054.pdf>

It is every student's responsibility to read the Graduate Student handbook and become familiar with its contents. It is also your responsibility to read and be familiar with the St. Edward's University Student Handbook <http://www.stedwards.edu/stubook/>. This is your contribution to the positive learning environment we strive to maintain. Please note that in cases where discrepancies may exist, the information provided in the Graduate Bulletin and the St. Edward's University Student Handbook will prevail.

As you read the handbook, you will notice that some subjects are discussed in more than one place. This planned redundancy recognizes that most students will use the handbook as a reference document to solve a particular problem or meet a particular need. We hope that if you have a problem, you will be able to find useful information with relative ease.

As you use this handbook, we welcome any of your input on ways to improve the handbook or additional materials that we should include. The handbook is maintained in the Center for Academic Progress, room 220 of the Main Building. Your comments and questions can be addressed to that office. Please call 512-428-1050.



# TABLE OF CONTENTS

<b>Academic Calendar .....</b>	<b>5</b>
<b>Communication .....</b>	<b>7</b>
Interaction with Faculty and Staff.....	7
Mutual Expectations .....	7
Communications and Problem Solving.....	11
<b>Graduate Academic Advising .....</b>	<b>14</b>
Center for Academic Progress.....	14
Registration .....	14
Frequently Asked Questions.....	14
<b>Academic Policies &amp; Procedures.....</b>	<b>18</b>
Probation and Dismissal.....	18
Standards of Scholarship and Professionalism .....	20
<b>Research Tools .....</b>	<b>21</b>
Library Services.....	21
<b>Instructional Technology.....</b>	<b>26</b>
Media Services .....	26
Student Computing Lab Information .....	27
Computer Help .....	28
Help Desk.....	29
<b>Hilltopper Card .....</b>	<b>30</b>
Frequently Asked Questions.....	30
<b>Purchasing Textbooks.....</b>	<b>32</b>
<b>Student Financial Services.....</b>	<b>33</b>
Tuition and Fees.....	33
Withdrawal and Adjustment of Fees .....	34
Annual Increases in Tuition and Fees .....	34

Financial Aid.....	34
Staff and Directory.....	35
<b>Office of the Registrar.....</b>	<b>36</b>
Student Computer Account .....	37
Transcript Requests .....	37
<b>Career Planning and Experiential Learning.....</b>	<b>39</b>
<b>Fitness Center .....</b>	<b>40</b>
<b>Medical Care and Insurance.....</b>	<b>41</b>
<b>Counseling &amp; Consultation Center .....</b>	<b>43</b>
CLEP Examinations.....	45
<b>International Students .....</b>	<b>46</b>
Immigration Regulations.....	46
Maintaining Your Status as an F-1 Student.....	46
Optional Practical Training .....	47
Immigration Overview.....	47
<b>Campus Safety &amp; Security.....</b>	<b>50</b>
Registration of Vehicles.....	50
Parking Map .....	50

# Academic Calendar 2004–2005

---

*(Schedule subject to change.)*

## **FALL 2004 TRIMESTER**

- August 28 ..... Classes begin
- September 2..... Last day to add classes or change sections
- September 5.....Last day to drop a class for a full refund (except MSLE & MLA)
- September 6..... Labor Day Holiday – no classes meet
- September 13..... Official headcount day; last day to drop unrecorded
- October 1 ..... Deadline to convert incomplete Summer 2004 grades or initiate grade appeals for Spring 2004 or Summer 2004 classes
- October 4 ..... Last day to apply to graduate in December
- October 8 ..... Founder's Day Holiday-no classes
- October 12 ..... Mid-term
- October 26 ..... Last day to withdraw from any class
- November 23..... Final exam period for Tuesday classes
- November 24-27 .... Thanksgiving Day Holiday-no classes
- November 29 ..... Final examination period for Monday classes
- December 1..... Final examination period for Wednesday classes
- December 2..... Final examination period for Thursday classes
- December 4..... Final examination period for Saturday classes
- December 11..... Graduation ceremony for December graduates
- December 14.....Final grades due by 11:59 p.m.

**SPRING 2005 TRIMESTER**

- January 17 ..... Martin Luther King Day--no classes
- January 18 ..... Classes begin
- January 24 ..... Last day to add classes or change sections. Last day to drop a  
..... class for a full refund.
- January 31 ..... Official headcount day; last day to drop unrecorded
- February 28..... Mid term. Last day to apply to graduate in May
- March 1 ..... Deadline to convert incomplete grades or initiate grade appeals for  
Fall 2004 classes
- March 14-20 ..... Spring break-no classes
- March 21 ..... Last day to withdraw from any class
- March 24-26.....Easter Break – no classes
- April 19-20..... Final examination period for Tuesday & Wednesday classes
- April 25..... Final examination period for Monday classes
- April 28..... Final examination period for Thursday classes
- April 30..... Final examination period for Saturday classes
- May 14 ..... Commencement
- May 17 ..... Grades due by 11:59 p.m.

**SUMMER 2005 TRIMESTER**

- May 16 ..... Classes begin
- May 21 ..... Last day to add classes or change sections
- May 22 ..... Last day to drop a class for a full refund
- May 27 ..... Official headcount day; last day to drop unrecorded
- May 30 ..... Memorial Day Holiday-no classes
- June 24 ..... Last day to apply to graduate in August
- July 1 ..... Last day to convert incomplete grades for Spring 2005 courses
- July 4..... Independence Day Holiday – no classes meet
- July 5..... Mid-term
- July 6-8..... Summer break – no classes meet except MSOLE
- July 15..... Last day to withdraw from any class
- August 19 ..... Last class day
- August 20 ..... Graduation ceremony for August graduates
- August 23 ..... Grades due by 11:59 p.m.

# Communication

---

## Interaction with Faculty and Staff

All communications with faculty and staff should be conducted in a professional manner and limited to academic and professional matters. Discussion in class, in study groups, and in meetings with program advisors should directly relate to the academic course or professional matters at hand. Academically, each student is responsible for:

1. Preparing thoroughly for each session in accordance with the instructor's requests.
2. Arriving promptly and remaining until the end of each class meeting, except in unusual circumstances.
3. Participating fully and constructively in all classroom activities and discussions.
4. Displaying appropriate courtesy to all involved in the class sessions. Courteous behavior specifically entails communicating in a manner that respects and is sensitive to the cultural, racial, sexual, and other individual differences in the SEU community.
5. Adhering to deadlines and timetables established by the instructor.
6. Providing constructive feedback to faculty members regarding their performance. Students should be as objective in their comments about instructors as they expect instructors to be in their evaluations of students.

## Mutual Expectations

### What Students Can Expect from the Program

#### Quality Education and a Useful Degree

In order to provide the theoretical and practical real-world education necessary to be a successful leader in any community, we offer a rigorous curriculum that includes both classroom and out-of-classroom activities. Faculty and students both proceed with the assumption that a graduate-level education is, and should be, even more demanding than an undergraduate education.

The curriculum in all graduate programs is under constant review and revision in order to maintain the relevance of our curriculum to the constantly changing needs of the community. Committees seek regular feedback from students, recent alumni, recruiters, and leaders in the community to ensure we are serving all groups by offering degrees that are relevant and useful.

### Prepared Faculty

Faculty will treat their obligations for classes as they would treat any serious professional responsibility. This includes preparing thoroughly for class, starting each class session on time, holding class for the established scheduled period, and providing timely feedback on assignments and exams. Faculty should provide reasonable notice of any changes to meeting times, test dates or assignment deadlines.

### Being Treated with Dignity and Respect

You can expect relations with faculty, staff and other students to be positive, supportive and courteous. Should you observe or experience anything otherwise, you are encouraged to contact the Dean or program director of the program in which you reside.

### Consistent and Timely Information

Through email, classes and information sessions, St. Edward's University Graduate programs makes every effort to coordinate services and to communicate policy and program changes so that consistent information is distributed to all students, faculty and staff. If a discrepancy is noted, you are encouraged to contact the appropriate office to clarify information.

### Access to Classes

Enrollment in graduate-level classes is restricted to students in graduate programs. In order to assure the highest quality educational experience, enrollment in some classes is limited to a fixed number of students.

We reserve the right to cancel classes (or sections of classes) with low student demand, or courses with low enrollments that do not justify the cost of teaching them.

### Ethics and Integrity

Faculty and staff are held to the highest standards of personal integrity. Should you observe or experience questionable ethics on the part of faculty or staff, you have several avenues available for the reporting and correction of the problem including the Dean or Program Director of the program in which you reside or the Dean of Graduate and Adult Services.

### Appropriate Learning Environment

Learning takes place in a non-threatening, supportive and cooperative environment. You can expect that faculty, staff, and other students will maintain and contribute to an appropriate learning environment free of harassment and derogatory comments about your ideas, analyses, background or perspectives.

### Resources and Service

St. Edward's University and St. Edward's University Graduate programs provide a broad spectrum of services and resources including academic, career, personal counseling, computer and recreational facilities, and student and professional organizations. Many of these services are available evenings and/or weekends. Students are encouraged to contact individual service providers to arrange for services not generally available during evening hours.

## **What We Expect From Students**

### Prepared Students

You should treat your classroom obligations as you would treat any serious professional responsibility. This includes preparing thoroughly for *each* class session according to the instructor's requests, arriving on time for class and remaining until the end of each class session, participating constructively in class discussions and activities, and observing and adhering to the deadlines for assignments and projects set by the instructor.

### Ethics and Integrity

You should maintain the highest standards of personal integrity in all interactions within and outside St. Edward's University. Unethical behavior robs one of the benefits to be obtained from the educational experience and damages the educational environment for others; it is not tolerated. Cases of such behavior will go before the Dean or the Program Director of the program in which the student resides for appropriate disciplinary action.

### Knowledge of SEU Policies and Requirements and SEU Student Code

Relevant information is available to you through publications (this handbook, University and Graduate Bulletins, the University's Student Handbook, and the University Web site), mailings, electronic mail, postings (on bulletin boards, outside classrooms) and announcements in class. You are expected to utilize these information sources and familiarize yourself with the policies and program requirements of the University and the program in which you reside. Program offices can answer questions and clarify information.

### Participation in Continuous Improvement of the School

Your feedback is vital to our efforts of continuous improvement in meeting students' educational needs and expectations. We continually seek student feedback through surveys, and course evaluations and appreciate your assistance and involvement.

### Personal Responsibility

The classroom is a place of learning rather than teaching. Learning is not a passive activity; it requires active participation on the part of you and your fellow students. You are expected to actively contribute to classroom discussions, study groups and co-curricular activities.

You are expected to register for classes in a timely manner through the Web Registration on the University's web site at <http://www.stedwards.edu/regist/stuinfo.htm>. You are expected to communicate course-related problems to faculty, follow the course of study for your program, and ask questions if program requirements or policies are unclear.

You are expected to follow your program of study as it is outlined in the Graduate Bulletin. If you face a personal situation that affects your ability to complete your program as outlined, you may speak to your graduate advisor to obtain written

permission to deviate from your program of study. Without this permission you will not be guaranteed a seat in future required courses and cannot expect to graduate on schedule. Additionally, students on scholarship or fellowship who do not follow program requirements (except with written approval from the graduate advisor) may be in jeopardy of losing their awards.

You are also expected to communicate with faculty about missing class prior to your absence. Professors may be willing to work with you on any missed homework, quizzes, or projects if you notify them in advance. Students participating in international field studies or exchange programs who may have to miss class while traveling are personally responsible to inform faculty well in advance.

### Professional Behavior

St. Edward's University is a professional environment, and all faculty, staff and students should be treated appropriately, *in and out of the classroom*. From your perspective this offers you an opportunity to learn and practice professional behavior in a safe environment. In that spirit, inappropriate behavior is equally unacceptable in the University setting as in the corporate domain.

### Realistic Work Expectations

A graduate program is intensely time-consuming and includes classroom time, individual study time, group work and other program requirements and activities. Full-time students can expect each week to spend at least 10 hours in class, 30 – 45 hours in individual and group study. This time commitment is incompatible with full-time work. Full-time students are encouraged not to work during the academic year, if possible, but certainly not more than 20 hours/week.

### Attendance/Participation

In addition to all class sessions for courses in which you are registered, you are expected to attend any group meetings that may be assigned by professors outside of regular class time. These are generally noted on class schedules and/or course syllabi. Also, professors may schedule a make-up session to replace class time that falls on a holiday. Individual professors establish the standards by which in-class participation affects grades.

You are expected to attend and participate in extracurricular events as well. Many programs, including information sessions, receptions, brown bag seminars and student group activities, are designed to enhance your educational experience, and while attendance is not required, you are encouraged and expected to be a part of the total program.

## **Communication and Problem Solving**

### **Means of Communicating to Students**

### Advising

The graduate advisors in the Center for Academic Progress are here to assist you throughout the program with registration, developing a program of study, timely completion of program requirements, and maintenance of academic standards. You are strongly encouraged to meet with your advisor regularly throughout your course of study to ask questions, clarify information, and review your progress toward your degree.

### Electronic Mail

Every St. Edward's University student will receive a free email account that gives students off-campus access to Library Indexes and Databases, on-campus laptop Ethernet access, disk space to create your own homepage, and unlimited Internet and campus network access. Student accounts also allow students to forward all email sent to this account to an off-campus email account. Please note that your SEU email address will be the email account on our email distribution lists. It is your responsibility to maintain your account up-to-date and to ensure that your corresponding email accounts are correct.

Your email address is: your login name @acad.stedwards.edu

For information on checking your St. Edward's email, see

[http://www.stedwards.edu/it\\_dept/computer/email/index.html](http://www.stedwards.edu/it_dept/computer/email/index.html). If you already have an email account that you check regularly, you should forward your St. Edward's email to that account. To forward your email, login to Student Information on the web site, <http://www.stedwards.edu/regist/stuinfo.htm>, and click on the "Forward Email" link in the frame to the left of the screen.

It is vital that you check your email on a daily basis. Important information is sent to you (i.e. schedules, scholarship information, career opportunities, graduation updates, etc.) on a regular basis.

### Class

Instructors occasionally make announcements relating to special class and program events in syllabi, during class, and/or through email.

## **Means of Communicating by Students**

### Electronic Mail

Students are encouraged to use email to contact faculty and University staff. Using email eliminates both the wait to see an advisor during peak times of the trimester and "phone tag" when leaving messages. Please include your SEU ID number on all email correspondence. Email addresses may be obtained from the SEU web site's directory.

### Phone Call

This is an easy way to reach faculty and staff. Nearly every person with a phone number also has voice mail and/or a receptionist to relay messages. When you must request a return call, it is recommended that you also leave a best time to call, to

eliminate “phone tag,” and specify the subject of the call. Please include your student ID# with the voice mail that you leave. Phone numbers may be obtained from the SEU web site’s directory.

#### Drop-In/Appointments

Many staff and faculty members are in their offices several hours a day and are able to see students whenever they drop in. However, to ensure that a particular staff or faculty member is available and can take the time necessary for numerous questions or longer discussions, you should make an appointment.

You are welcome to drop in to administrative offices at any time during regular hours. During trimesters, the Center for Academic Progress is open until 6:00 PM Monday through Thursday and until 5:00 PM on Friday.

If you need special consideration, please call for an appointment.

#### Letter

To communicate with an office or faculty member by mail, please send correspondence to their respective Campus Mail Box. Consult the St. Edward’s University directory for Campus Mail listings.

#### Course Evaluations

Please respond honestly *and specifically* to questions asked on course evaluations. The evaluations are used by faculty and the University for course improvement and scheduling. The evaluation process is explained in more detail at the time the evaluations are distributed, usually the last week of regular class sessions.

### **Expected Communications**

#### Changes to Policy/Requirements

Every effort is made to notify students directly of policy changes. You should retain such notices with this handbook for future reference.

#### Academic Standards

Students who have incomplete or unsatisfactory grades, are on academic probation, or are otherwise in danger of not advancing in the program are notified in writing. If you receive this notification, it is your responsibility to contact the graduate advisor to receive guidance and counseling.

#### Problem Solving

Certain protocols for problem solving have been established. Please use these established protocols. Ideally, if there is a problem in a particular course, you should first discuss the problem with the professor. If for some reason you are uncomfortable dealing directly with the professor, you may discuss the problem with the Dean or the Program Director.

### Counseling

Students with any program-related problem are encouraged to go first to the Center for Academic Progress (CAP). If CAP staff or Dean cannot solve the problem, they will refer you to the appropriate individual or office on campus. A phone call to let the CAP staff know the resolution of the problem is appreciated.

### Alternatives

If your problem is a result of a conflict within the program that you reside, the CAP staff can help you explore alternatives. It is important to note that, while the CAP office will work with you to resolve problems due to circumstances out of your control, neither faculty nor administration can be expected to make exceptions to standards or schedules based on situations for which you **do** have control (work, personal, previous exception to policy).

### **Process: Where To Go Next**

#### Academic Appeals

You have the right to protest an act of dismissal from class by a faculty member or a grade received for a class that you believe was determined in an arbitrary or capricious manner and not on the basis of previously announced criteria. Please use the following process to deal with academic appeals:

- You must first address your appeal in person to the instructor involved.
- If the problem cannot be resolved between the two of you, you may appeal to the Dean or the Director of the Program in which you reside.
- Finally, you may appeal to the Dean of Graduate and Adult Services.. This is the final step and should be taken as a last resort.

# Graduate Academic Advising

---

<http://www.stedwards.edu/cap/>

## Center for Academic Progress

The Center for Academic Progress (CAP) offers "one stop shopping" to students in St. Edward's University Graduate programs from the time they inquire about studies at St. Edward's University through graduation.

Admission coordinators provide information and admission services to prospective students regarding the available programs of study and the application process. Advising specialists orient students to the programs, counsel them with regard to academic goals and objectives, review options for learning and earning credit, and monitor academic progress through graduation. The student and his or her advising specialist develop a detailed plan for meeting all degree requirements. The advising specialist also provides referrals to campus-wide student services and resources.

## Registration

Each student is assigned an academic advisor in the Center for Academic Progress. Academic advisors are available on a walk-in basis or by appointment to discuss any concerns that students feel may affect their ability to succeed academically.

## Frequently Asked Questions:

Q: Can I **transfer credits** from another university?

*New Students:* Up to twelve hours of graduate level work (nine hours for the MLA program) from a regionally accredited university can be transferred into your degree with approval from the dean. The course work cannot be lower than a B, used towards another degree, or extend beyond the six year time frame required to complete your degree. Your advisor will require a description of the course(s) and will submit the paper work to the dean for approval. If you have questions, please contact your advisor.

*Current Students:* Degree-seeking students who wish to enroll in graduate coursework at another regionally accredited college or university for transfer to St. Edward's University must obtain prior approval from the dean. Once the course has been completed (with a grade of B or better) and St. Edward's University has received an official transcript, the credit will be transferred to meet the university's degree requirements.

Q: Can I **waive Phase I courses** based on previous academic experience?

Yes, you can be waived out of Phase I courses by having a C or higher in the following undergraduate work:

ACCT 5301	Six semester hours of Accounting**
BUSI 5304	Three semester hours of Statistics and three semester hours of Business Math, Discrete Math, or Calculus**
BUSI 5305	Six semester hours of Business Communications or waiver through the assessment process
ECON 5301	Two semester hours of Microeconomics and two semester hours of Macroeconomics**
FINC 5301	Six semester hours of Finance
MKTG 5301	Three semester hours of Marketing Principles**
ISMG 5301 & ISMG 5100	Three semester hours of an undergraduate MIS course plus a 3 credit hour course of modern structured and object programming language such as Java, C++, Smalltalk, or Visual Basic**

\*\* May be able to CLEP out of one or more undergraduate courses. See the Counseling & Consultation Center for more information. [www.stedwards.edu/counsel/clepequiv.htm](http://www.stedwards.edu/counsel/clepequiv.htm)

Q: What is the **waiver exam** for BUSI 5305 **Business Communications**?

An assessment test is given once each semester to give students who have a significant background in business communications the opportunity to be waived out of BUSI 5305. This test is free and there is no penalty if you do not pass it. However, it can only be taken once.

The three hour pass/fail session consists of a short reading assignment on an assigned topic, performing some on-line research, and making a brief presentation. A panel of professors will evaluate the student's performance and whether they pass or fail. Information on the date and time of the exam will be sent via email each semester.

Q: How do I know what **course(s) to take** this trimester?

For new students, it is strongly recommended that you make an appointment with your advisor to go over your degree plan before registering for the first time.

For current students, you can view the degree audit on EdWeb to see what courses are left for your degree. If you have questions about the order to take these courses or their prerequisites, please contact your advisor for further assistance. Prerequisites are listed in the Graduate Bulletin: <http://www.stedwards.edu/cap/gradbulletin.htm>

Q: Where can I get **directions** to the other campuses? What is the PEC & AMAT?

PEC stands for the Professional Education Center. This north campus houses many MBA courses. Admission counselors and advisors are also available once a week at this location. Please contact your admission counselor or advisor to set up an appointment.

AMAT stands for Applied Global University at the Applied Materials complex. This north campus houses a few MBA courses.

See <http://www.stedwards.edu/map/maps.htm> for the location of these campuses.

Q: How can I find a university **calendar**?

The Academic Calendar is at

<http://www.stedwards.edu/market/calendar/academics/graduate.htm>

The Registration/Drop & Add/Final Exam calendar is at

<http://www.stedwards.edu/regist/index.htm>-Click on Dates and Deadlines

The Refund calendar is at <http://www.stedwards.edu/stufinan/mainpage/refunds.htm>

Q: What is a **degree audit**? How do I read it?

Degree audit is a function accessed through the EdWeb system that lists your degree plan. The courses you have already taken, as well as the courses you have remaining are listed. You can view your GPA and hours completed. This is also where you can check your grades at the end of the term since grades are no longer sent by mail.

Q: I would like to **take a term off** and return next term. What do I do?

You are able to be out for two consecutive terms before you are required to reapply to your program. You are not required to do anything if you want to be out one trimester, but it is helpful if you notify your advisor of your plans.

Q: How do I **reapply to the program** or change degrees?

In order to reapply to the program, you must fill out a new application. This is especially important if any of your biographical information has changed since you were last in attendance (ex. Address or work info). We keep your transcripts on file, so you do not need to resend them. However, you are required to complete a new essay describing what you have done since you left and why you wish to return. If you have attended any educational institutions since your last attendance at St. Ed's, you will need to submit official transcripts from those institutions.

Students wishing to apply to a new degree (ex. MBA switching to MSOLE) need to follow the instructions listed above. However, the essay should explain why you wish to switch to the new program.

Q: What do I need to do to **change my concentration**?

Please notify your advisor so they can update your degree audit and discuss your new degree plan. If you are interested in attempting a different program, you must apply to that program (ex. MBA student wanting to switch to MSOLE).

Q: What do I need to do to **drop a course**? Will I get a refund?

Students wishing to terminate any course work at the university during a session must withdraw from courses during the posted schedule adjustment period

(<http://www.stedwards.edu/regist/index.htm>-Click on Dates & Deadlines). During this period, the refund schedule set forth by the Office of Student Financial Services is adhered to (<http://www.stedwards.edu/stufinan/refunds.htm>). Students who receive financial assistance and withdraw should refer to the "Consequences of Withdrawal" in

the Financial Aid section of the Bulletin, since withdrawing can have a significant impact on a student's eligibility for financial assistance as well as the educational expenses owed to the university.

Students assume financial and academic responsibility for each registered course. Withdrawing does not absolve a student's financial responsibility for his/her educational expenses. Discontinuing attendance or notifying an instructor of a status change does not constitute a drop or withdrawal. The student is responsible for initiating and completing the drop or withdrawal procedure utilizing EdWeb. If the student fails to complete the process, he/she will receive the grade(s) assigned by the instructor of record and billed accordingly.

Q: I have recently moved. Where do I **update my address**?

In the EdWeb system, click on Address change. It is important to update your information so that your billing information gets to you in a timely manner. Also, graduation material will be sent to the address on file.

Q: Is there a **timeframe** in which I must **finish my degree**?

Students must complete all coursework in their master's degree plan within six years from the time of enrollment in the program (exclusive of the foundation courses for the MBA degree and including credit granted by transfer to the graduate program). Extensions are given occasionally, under special circumstances, subject to approval by the appropriate graduate committee.

Q: I am close to finishing my degree. What do I need to do to **graduate**?

Please fill out the online graduation certification form during the semester prior to your graduation date. Access your EdWeb student account at <http://www.stedwards.edu/regist/stuinfo.htm> and click on Intent to Graduate.

You will receive a graduation packet from the Registrar's Office during the semester you graduate. Please make sure that your mailing information is correct. See update address above if it has changed.

For further info about graduation, please see the Registrar's Office web site @ <http://www.stedwards.edu/regist/graduation.htm>

Q: What is **Honors Night**, and what qualifies as "**honors**" in the graduate program?

The graduate program does not award cum laude, magna cum laude, or summa cum laude honors. Honors Night is an event held each spring for all graduates of the Graduate School of Management and New College programs of the past year. Those who will receive recognition for their academic efforts will be the students who have a 4.0 GPA, are named the outstanding student in his/her program (they do not have to have a 4.0 to achieve this award), and those who have joined honor societies such as Delta Mu Delta and Alpha Sigma Lambda. The recipient of the Presidential Award and the Outstanding College of Professional and Graduate Studies Award are announced, as well as the Teaching Excellence award recipients.

# Academic Policies and Procedures

---

This handbook complements the St. Edward's University *Student Handbook* and the *Graduate Bulletin*, which provides a statement of policies and academic issues relevant to graduate students in St. Edward's University Graduate programs. Knowledge of the policies outlined in all of the above-named publications is every student's responsibility.

## Probation and Dismissal

Graduate students who have failed to make normal progress toward their degrees can be placed on academic probation and ultimately dismissed. Only the Dean or Director of the graduate program in which the student resides has the authority to place a student on probation, to remove probationary status, and, if necessary, to dismiss a student from graduate school.

### Academic Standing

Graduate students may be classified as 1) in **good academic standing**, 2) on some form of **probation**, or **conditional admission** or 3) **subject to dismissal**.

Students are normally in good academic standing if they:

- 1) are making adequate progress toward the completion of degree requirements;
- 2) have a cumulative grade-point average of at least 3.0; and
- 3) do not have an excessive number of incomplete grades on their records.

### Academic Probation

Students who are not in good academic standing are considered to be on probation or subject to dismissal. Students may also be placed on probation for not meeting certain requirements or expectations. Probation is intended to provide a student whose performance is less than satisfactory with a period in which to correct the deficiencies and to raise his or her performance to a level consistent with the minimum standards set by St. Edward's University Graduate programs. Students on probationary status may register, but they may not hold academic appointments or be awarded advanced degrees.

### Graduate Review of Student Records

At the end of each trimester, each Graduate program reviews the records of all registered graduate students. Those whose records indicate scholastic deficiencies, i.e., a grade-point average below 3.0, are placed on probation and are subject to dismissal. These students will be informed in writing by a warning letter. Beginning in Fall 2004, all of the graduate programs will also have a requirement that students earn no more than two grades below a B. A student who earns two grades below a B will be placed on academic probation. A student who earns three grades below a B will be dismissed from the University.

### Warning letters

Each Graduate program will send a letter to each student who has a cumulative grade-point average of less than 3.0 or a grade, or grades, below a B. These letters will be sent automatically after grades are received for each trimester.

### What must be included in warning letters

The Dean or Director of the graduate program is required to inform the student of the following: 1) the nature of the problem or deficiency; 2) the steps to be taken to correct the deficiency; 3) a reasonable period in which to correct the problem or to show acceptable improvement; and 4) the approximate date on which the student's record will next be reviewed.

### Registration blocks

The Dean or Director of a graduate program will block the future registration of students who are on probation for a second consecutive trimester. The registration block will remain in effect until the student has remedied the scholastic deficiency or the Dean has approved an extension of the student's probationary period.

### Students on Probation

Students may not remain on probation indefinitely; they should try to remove deficiencies as soon as possible, usually within one trimester.

### Removing a student from probationary status

Students may be placed on, or removed from, probation only by the Dean of the graduate program that the student resides in. A student may be removed from probationary status when they raise their grade-point averages to at least 3.0 or when they demonstrate adequate progress as previously outlined by the program.

The graduate program reviews student records at the end of each trimester. Students who no longer show academic deficiencies are removed from probationary status, and registration blocks, if applicable, will be released.

If a student was placed on probation because the department determined that he or she was not making adequate progress, the department must inform the Dean in writing when the student's performance improves and recommend that the student be removed from probationary status.

### Academic Dismissal

Students are subject to dismissal if they do not correct their academic deficiencies after a reasonable period of probation.

The graduate program reviews the record of any student who becomes subject to dismissal. If there is justification for permitting the student to remain in graduate standing, the Dean may extend the probationary period. If the Dean determines that there is no such justification, he or she may impose formal dismissal and inform the student and the Office of the Registrar. Only the Dean has the authority to dismiss a student from graduate standing.

### Student Appeals Procedures

Graduate students have the right to appeal academic or administrative decisions that terminate or interfere with their progress toward a degree. These procedures do not apply to decisions regarding student employment or student discipline.; appeals on those matters are covered by separate policies.

Students should initiate an appeal of dismissal by sending a letter to the Dean of Graduate and Adult Services.

### **Standards of Scholarship and Professionalism**

This section includes, but is not limited to, the standards of scholarship and professionalism to which each graduate student must adhere. Violation of these standards may be cause for disciplinary review.

The College of Professional and Graduate Education depends on the good conduct of each member of the St. Edward's University (SEU) graduate community both within the school, and when representing the University externally.

Classroom, extracurricular and professional relationships must be founded on the values and principles of mutual respect and acceptance, and also on the affirmation of the legal rights of all members of our community. As members of the St. Edward's University graduate student community, students (along with administrators, staff and faculty) are expected to conduct themselves with academic, personal, and professional integrity. This includes, but is not limited to, professional conduct with faculty, other students, and staff, in pursuit of course requirements, classroom behavior, and extracurricular activities sponsored by the University or University affiliated groups.

The SEU graduate student community is committed to building and sustaining an environment in which its members can freely work together, both inside and outside the classroom, to promote and capitalize on our rich diversity as a source of intellectual and interpersonal openness, recognizing that differences between us will always be present. All members of our community must be treated with the same level of respect regardless of sex, race, cultural heritage, religious practice and/or sexual identity. Each member of our community is responsible for the protection of the dignity and the rights of other members.

To that end, the highest level of respect is expected of all who are part of the SEU graduate community. Disrespectful behavior in any form will not be tolerated. Members of the SEU graduate student community should consider carefully the consequences that his/her actions may have on him/herself and others. Behavior deemed inappropriate may be cause for disciplinary review.

# Research Tools

---

## LIBRARY SERVICES

The Scarborough-Phillips Library affirms the St. Edward's University mission to foster scholarship, teaching excellence, cultural diversity, religious freedom, and lifelong learning. The Library provides access to information in a variety of formats, encourages the pursuit of knowledge, and defends academic freedom. The acquisition of knowledge and the effective use of information are crucial to the mission of St. Edward's University; the Library serves to further this mission by respecting scholarly tradition while responding to technological change.

### Location

West side of campus on University Circle

### Library Hours

Regular Trimester:

Mon - Thurs: 8:30 am - 1:00 am

Friday: 8:30 am - 9:00 pm

Saturday: 9:00 am - 9:00 pm

Sunday: Noon - 1:00 am

Summer:

Mon - Thurs: 9:00 am - 10:00 pm

Friday: 9:00 am - 6:00 pm

Saturday: 10:00 am - 6:00 pm

Sunday: 2:00 pm - 10:00 pm

- Hours of operation may be adjusted on holidays and breaks.

### Contact Information

Phone: (512) 448-8469

Email: [web@libr.stedwards.edu](mailto:web@libr.stedwards.edu)

Online catalog/WebCat/Web Catalog - The Library's online version of a card catalog; it is a database that contains a record for every item the Library owns. You can search for books and videos in WebCat. WebCat will also tell you which periodicals the Library owns; to search for articles within the periodicals, you will need to search a periodicals online database or a print index. WebCat is accessible from the Library's homepage at <http://libr.stedwards.edu>.

Periodicals - Newspapers, magazines, and journals that are published in intervals (periodically). Periodicals contain articles, which are good sources to use when researching paper topics. Periodicals may be in print (paper) format or in full-text format through an online database. Full-text articles may be printed from the computer. Print periodicals may not be checked out.

Scholarly journals - Periodicals containing articles that are the result of research and/or that are critiqued and evaluated by experts in particular disciplines. In contrast, the articles in most popular magazines are written by journalists or staff writers. For more information on the differences between scholarly and popular periodicals, please read the handout

Online databases - Databases to which the Library subscribes that allow you to search for periodical articles on various topics; some online databases provide the full text of articles. You can access these databases from the Library's homepage. Please refer to the handout, "Finding Articles and Periodicals", for a complete description of each database.

Print indexes - The print version of online databases. The Library has some print indexes dating back to the early 1900s. Print indexes are especially helpful when performing historical research, since most online databases do not provide access to articles prior to the 1980s.

Interlibrary Loan/ILL - The process by which libraries borrow books and periodical articles from other libraries. The Scarborough-Phillips Library is one of the many academic libraries in Texas participating in a program called TexShare. This program speeds up the ILL process if the article or book you need can be borrowed from another TexShare library. Whereas traditional ILL can take 2-3 weeks, through TexShare, a special courier service can deliver articles and books to the Library in about 3 days. Forms for requesting books and articles through ILL are at the Reference desk and on the Web at <http://libr.stedwards.edu/ill.htm>.

Reference collection - Located behind the Reference desk on the first floor of the Library. It contains general and subject encyclopedias, dictionaries, statistical sources, and other types of reference sources. These materials stay in the library; they may not be checked out.

Book stacks - Book shelves in the Library. The books in the book stacks circulate; you may check out these items.

Citation - A book citation identifies the title of the book, its author, the book's publishing information, and its copyright date. An article citation provides the article title, the periodical title, the author, the date of the article, and the page number in the periodical where the article is found. The volume and issue numbers for the article may also be included in the citation.

### **Introduction to Research**

Researching is a process. You will save yourself considerable time and energy if you think of your research as a series of steps, and if you do some planning before actually starting your research.

Please ask for assistance. Often, we hear from students, "I've been searching the Internet for three hours, and I can't find anything on my topic."

First of all, please come to the Library, or call or email the Reference Desk if your searching is unsuccessful. Three hours is too long to search with few or no results, whether you are searching the Internet or the Library's catalog or online periodical databases. Reference librarians can help you refine your topic and select effective search terms and sources. Secondly, we do not recommend the Internet as a starting point for most research topics. The Internet does contain valuable information, but you may have to hunt for days to find information that is both relevant to your topic and authoritative.

Research takes time and requires patience. Even with all of the electronic resources available in libraries now, research still takes time. The universe of knowledge is not contained solely in library catalogs, online databases, or on the Internet. Libraries still purchase books, reference materials in print format, and print journals.

You may actually feel at times that research using computers actually takes longer and/or is more frustrating than more traditional methods of research, due to software and network problems, slowness in processing your search requests, etc. Searching online catalogs and databases definitely requires patience, as does all research.

Evaluation of information is important. Careful and critical evaluation of all sources of information (books, periodical articles, Web sites, television news programs, the newspaper, etc.) is vital to the research process. Information in print or on a computer is not necessarily true, authoritative, or objective.

### **Choosing a Topic**

Choosing a topic is the first step in the research process. If you are having trouble choosing a topic or refining it, please ask your instructor for assistance. He/she will probably be able to offer suggestions. Librarians can also help you determine if enough material is available for you to research your topic adequately.

When choosing a topic, keep in mind the following:

1. *the prescribed length of your paper.* Some topics are too complex for a 5-10 page paper.
2. *when your paper is due.* If you do not have much time to research your topic and write your paper, you may want to pick a topic about which an abundance of books and periodical articles have been written. Finding sufficient scholarly information on topics that are extremely recent or are of limited, local interest may be difficult. Likewise, finding information on an obscure topic may take a long time.

### **Basic Print Reference Sources:**

#### **Subject Encyclopedias**

You are probably familiar with encyclopedias, such as Encyclopedia Britannica and World Book Encyclopedia, that contain many volumes and cover topics ranging from agriculture to zoology and everything in between.

A subject encyclopedia covers one main subject, as well as the subject's relationship to other subjects.

These encyclopedias are helpful in several ways:

1. They outline and introduce a subject in layperson's language.
2. They show how one subject is related to other subjects.
3. They usually identify authorities in a particular field.
4. They usually define terms used widely in the discipline; you can use these terms as search terms in the Library's online catalog and periodical databases.
5. They usually include bibliographies of books and articles; you can refer to these for further research.
6. They are helpful in narrowing topics.

Some examples of subject encyclopedias:

Encyclopedia of American Education (REF LB 17 .U54 1996)

Encyclopedia of Applied Ethics (REF BJ 63 .E44 1998)

Encyclopedia of U.S. Foreign Relations (REF E 183.7 .E53 1997)

McGraw-Hill Encyclopedia of Science & Technology (REF Q 121 .M3 1997)

West's Encyclopedia of American Law (REF KF 154 .W47 1997)

## **Bibliographies**

A bibliography is a list of books, articles, and other sources, either on the same topic or by the same author. Bibliographies are often located at the end of books, book chapters, research papers, and scholarly journal articles. They are useful for research, because they suggest further sources for you to consult on your topic.

A bibliography may also be an entire book of sources that pertain to specific subject disciplines, such as history, law, and social work. If you want to know the important books and articles written on your topic, a subject bibliography is a wonderful resource.

## **Indexes**

Indexes are extremely helpful when performing research. One type of index is called a back-of-the-book index. An index located in the back of a nonfiction book lets you look up a specific subject, name, place, or other piece of information, and directs you to the page number where the information is located.

Using the indexes in the books in the Library's reference collection helps you quickly find statistics and other facts that might otherwise take days to find. Reference books are often quite dense and require helpful finding aids, such as indexes.

Another type of index you will find in the Library's reference collection is a periodical index. A periodical index points you to journal, magazine, and newspaper articles on specific topics.

### **Finding Supporting Details**

**Locate books** through WebCat, the library's online catalog. See the handout entitled "Searching WebCat" for instructions on how to use the catalog, or ask a reference librarian for help.

**Locate periodical articles** using the Library's online databases. Please see the handout called "Finding Articles and Periodicals", or ask a reference librarian for help if you are unsure which database would fit your topic.

When searching for periodical articles in an online database, you may be tempted to use only the full-text articles, because you can quickly print them off the computer. For very short papers, this method usually works fine, because you only need a few sources. However, with most research topics, we recommend considering both full-text articles and articles that are not full-text online. The Library's online databases that offer some full text only offer about 50% of their articles in full-text format, meaning that if you rely solely on full-text articles, you are missing half of the available information on your topic!

How do you acquire the full periodical article if it is not available online? First, search the Library's online catalog to see if we subscribe to the periodical or if the periodical is available in full-text format in another online database. If we do own the periodical, you can photocopy the article. If we do not own it, and it is not available in another database, you can request the article through Interlibrary Loan.

**Locate statistical sources.** The library's reference collection contains both general and subject-specific statistical sources. A reference librarian can suggest possible statistical sources for your topic.

You will also find that statistical data is used in many journal articles to support the contentions of the author.

**Track recent and pending legislation.** Congressional Quarterly Almanac and CQ Weekly Reports are good sources for this information.

Congressional Quarterly Almanac (REF JK 1 .C66)  
CQ Weekly Reports (1990 - present at REF JK 1 .C68; 1982-89 in the bound periodicals area)

# Instructional Technology

---

[http://www.stedwards.edu/it\\_dept/ithome.htm](http://www.stedwards.edu/it_dept/ithome.htm)

Instructional Technology serves the St. Edward's University community by providing technical leadership, education and support essential for a premier learning environment.

---

## Media Services

Media Services, located in Moody Hall 309, supports and enhances the academic programs and presentations at St. Edward's by providing media equipment and training for students, faculty and staff. Services include equipment reservations and checkout, maintenance, audio and video editing and duplication, teleconferencing, and special event consultation and set up. Projection equipment is only available for classroom use.

In addition, Media Services assists faculty and students in the production of basic instructional materials, such as transparencies, 35mm slides, and computer slide shows for class presentations. There is no charge for services, but there may be a charge for materials. Additional information may be obtained by calling 448-8663. **Equipment requests must be made at least 24 hours in advance.**

### Office Location

Media Services is located on the third floor of Moody Hall in room 309.

### Office Hours

Fall and Spring	
Monday - Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 4:30 p.m.
Saturday	8:00 a.m. - 4:30 p.m.
Sunday	Closed
Summer	
Monday - Thursday	8:00 a.m. - 9:30 p.m.
Friday	8:00 a.m. - 4:30 p.m.
Saturday	8:00 a.m. - 1:30 p.m.
Sunday	Closed
Interim	
Monday - Thursday	8:00 a.m. - 5:00 p.m.
Friday	8:00 a.m. - 4:30 p.m.
Saturday and Sunday	Closed

### Contact Information

Phone: (512) 448-8663

Email: [media@aux.stedwards.edu](mailto:media@aux.stedwards.edu)

Media Services: Equipment Available

- LCD Projector
- Camcorder
- Cassette Player/Recorder
- Transcribers
- Slide Projector
- Digital Camera
- Digital Video Camera
- Karaoke Machine
- Microphones
- Overhead Projectors

### **Video Production**

Media Services maintains both a digital and an analog video editing bay featuring S-VHS editing decks, voice-overs equipment, a CD player for sound support on the analog machines, a G4 Mac with a Panasonic VCR, and Adobe Premiere software for the Digital machine. This equipment is available for S.E.U. student and faculty use.

### **Uploading Presentations**

Send us your PowerPoint presentation as an attachment and let us load it onto your classroom computer before you have to present. We accept attachments up to 10MB. Please send the presentations at the least 24 hours before your class begins along with your class room number:

[media@aux.stedwards.edu](mailto:media@aux.stedwards.edu)

### **Scanning**

Media Services provides assistance for faculty and students with scanning images and material to be used for the electronic slide shows.

### **Audio & Video Duplication**

Media Services has two high speed dubbing decks for duplicating audio cassettes as well as VHS tapes.

### **Transparency Production**

Media Services provides assistance for faculty and students in the production of both color and black ink transparencies. There is a charge for materials.

### **Please Call in Advance.**

Although most of these services are a first-come-first-serve basis, it is to your best interest that you call ahead of time to make sure that there will be someone available to assist you with your needs. You may contact Media Services at 448-8663.

## **Student Computing Lab Information**

### Responsible Computing Policy for St. Edward's University

This policy is intended to define acceptable and unacceptable computing uses and practices on the St. Edward's University campus and among members of the university community. It covers all computing environments including multi-user, microcomputer, and network, and all users including students, faculty and staff.

[http://www.stedwards.edu/it\\_dept/stcomp/policy.htm](http://www.stedwards.edu/it_dept/stcomp/policy.htm)

### St. Edward's University Computer Labs Locations

- Moody Hall 212
- Ragsdale Center 212
- Trustee Hall

## **Computer Help**

For technical assistance with computer hardware, visit the IT web page:

[http://www.stedwards.edu/it\\_dept/ithome.htm](http://www.stedwards.edu/it_dept/ithome.htm)

## Computer Help Desk

**Phone Number:** 512-448-8443 (x8443 on campus)

**Email:** [helpline@acad.stedwards.edu](mailto:helpline@acad.stedwards.edu)

**Moody Hall 309**

For online computer help, check the Computer Help web page at:

[http://www.stedwards.edu/it\\_dept/computer](http://www.stedwards.edu/it_dept/computer)

### Services

- We provide assistance to computer users via telephone, email, walk-in, web, and computer workshops for supported hardware and software.
- We produce documentation for supported software.
- We route technical calls to appropriate professional staff.
- We log all orders for hardware and software for faculty and staff.
- We maintain inventory for all University owned computers.

### Hours

#### Monday

8:00 a.m. - 8:00 p.m.

#### Tuesday

8:00 a.m. - 8:00 p.m.

#### Wednesday

8:00 a.m. - 8:00 p.m.

#### Thursday

8:00 a.m. - 8:00 p.m.

#### Friday

8:00 a.m. - 5:00 p.m.

#### Saturday

9:00 a.m. - 6:00 p.m.

#### Sunday

Closed

# Hilltopper Card

---

<http://www.stedwards.edu/auxservices/card.htm>



The Hilltopper is the University's ID card and provides access to services including dining plans, library privileges, and RCC facilities and events. Debit plans are with funds valid for dining, bookstore, and convenience store purchases. Cards are issued through the Auxiliary Services Office.

## Office Location

Main Building, Room 212 (2nd Floor, west end of building)

## Office Hours

Mon-Thurs 9-6

Friday 9-5

## Contact Information

Phone: (512) 448-8601

---

## Hilltopper Card FAQs

### How does the Hilltopper Card work as a debit card?

The Hilltopper Card allows you access to your Residence Hall Dining Plan funds when it is swiped at the registers in the South Congress Market, Meadows Coffee House or the Koffee Kart in Moody Hall. You can also open a Topper Tender account with cash, check, or credit card. Topper Tender is valid for purchases at the locations listed here. After each transaction, your remaining balance will be displayed on your receipt or on the card reader display.

### Where can I use my Hilltopper Card?

- South Congress Market
- Meadows Coffee House
- Fondren Hall Bookstore
- Quick Dip Convenience Store
- Vending machines (Ragsdale, Moody, Main, RCC, Library, Residence Halls Premont, Doyle, Teresa and East), the University Apartments and coming very soon to other locations.
- Copy machines
- Print stations located in the library

### How do I open, add or check the status of an account?

Auxiliary Services makes it easy to open your account. There is no minimum deposit required. We gladly accept cash, checks or credit cards. You may also deposit funds by telephone with credit cards. You can check the status of your accounts by stopping by the Hilltopper Card Office in Main Building 212 or by checking our online card services at <https://web3.onlinecardoffice.com/stedwards/>

### What if my card is lost/stolen?

Immediately notify the Hilltopper Card Office at 448-8601 or in person during normal business hours to have your account frozen. After hours or on weekends contact the Ragsdale Center Information Desk at 448-8796. The University is not responsible for the use of the lost/stolen card prior to receiving a missing card report. There is a first time \$10 fee for replacement cards, and \$15 for subsequent replacements.

### Can I loan my card to someone else?

No. You are responsible for your card. It is assumed that the person using the card is the owner. Hilltopper Cards are not transferable and should not be given to someone else for any reason. Misuse and/or unauthorized use of the card are deemed fraud and could result in disciplinary action and/or forfeiture.

### What about refunds/carry-overs?

South Congress Dollars and Topper Tender are not refundable unless a student officially withdraws, or an employee resigns from the University.

With the Topper Tender Plan, there is a \$10 account closing fee deducted from your refund balance. Allow 2-4 weeks for a refund. All refund requests must be made in person at the Auxiliary Services Office, Main Building Room 212.

Refunds for the Residence Hall Dining Plan follow the University's refund policies for tuition, with the percentage of the refund applied to the unused portion of the dining plan.

# Purchasing Textbooks

---

<http://www.stedwardsbookstore.com>

St. Edward's University Bookstore proudly supplies the academic community with textbooks, supplies and tools for the mind. St. Edward's University Bookstore adheres closely to its mission of providing goods and services at the lowest possible prices consistent with sound business policy. Its diverse selection of books, collegiate clothing and supplies reflects the wide variety of backgrounds and interests that make St. Edward's University a world-class institution. The Bookstore is located in historic Fondren Hall, home of the first indoor swimming pool in Texas (the blue floor design commemorates the original pool area).

## Location

The building is located behind Old Main and next door to the Ragsdale Center.

## Hours

Monday - Friday: 10am - 5pm

Wednesday: 10am - 7pm

Saturday: 8am - 2pm

\*Hours are subject to change during holidays and breaks.

## Contact Information

Phone: (512) 448-8575



---

## How to Order Your Textbooks

S.E.U. Bookstore is the most convenient, simple way to order university apparel and souvenir items online. To order, click the "on-line store" link and browse our catalog sections for items that may be of interest to you.

If a requested item is out of stock, we'll notify you immediately.

### **Security**

For your peace of mind, our secure online ordering process features encrypted order forms. In addition, we have taken steps to protect you and your online purchasing power—see what we have done by clicking on "Security."

If you still are not comfortable ordering online, you may call the bookstore.

# Student Financial Services

---

<http://www.stedwards.edu/stufinan/>

The Office of Student Financial Services welcomes the opportunity to help develop a college financing plan for your individual needs. The Office of Student Financial Services (OSFS) is responsible for the billing and collection of St. Edward's tuition, fees, resident hall, and campus apartment charges. The OSFS also provides advice and counseling to students and parents on financing St. Edward's. Additionally, OSFS determines eligibility for financial assistance and awards grants, campus jobs, as well as, student parent loans.

## Office Location

Main Building, Room 204 (2nd Floor, west end of building)

## Office Hours

Monday, Tuesday, and Thursday: 8am - 6pm

Wednesday: 10am - 6pm

Friday: 8am - 5pm

## Contact Information

Phone: (800) 555-0164 or (512) 448-8523

Fax: (512) 416-5837

Email: [seu.finaid@admin.stedwards.edu](mailto:seu.finaid@admin.stedwards.edu)

---

## Tuition and Fees

The following fees, prescribed by statute and subject to change at the discretion of the University's board of trustees, are for the 2004–05 academic year. St. Edward's University charges—such as tuition, fees, residence and board—are billed on student account statements, the first of which is mailed in July and December of each year for the upcoming term. Statement charges are due and payable in full on or before the payment due date, which is typically at the beginning of August or in early January before the beginning of the billed term. Students also have the option to pay in installments or participate in EDPAY. For more information regarding installment payments, visit the Office of Student Financial Services' Web site, <http://www.stedwards.edu/stufinan/current/cgindex.htm>. Students who do not receive the first student account statement are expected to pay at registration.

### 2004-2005 Graduate Estimated Cost Per Trimester

Graduate Tuition (per credit hour):	\$551
Audit Fees (per course):	\$119
Annual Parking Fee	\$45
EDPAY Plan Fee (per course)	\$25
MAPP Plan Fee (per trimester)	\$35

Students with outstanding balances may be prohibited from registering, changing programs or obtaining diplomas or transcripts. The University may use an attorney and/or collection agent to collect any amount past due. If an account is referred for collection, students may be charged an additional amount equal to the collection, including reasonable attorney fees and expenses incurred by the University.

#### 2004-2005 International Student Fee Cost Per Trimester

1-6 hours:	\$0
7-11 hours:	\$10
12 or more hours:	\$40

### **Withdrawal and Adjustment of Fees**

Students in good academic standing who are not subject to discipline and who wish to withdraw will always be given an honorable discharge. To withdraw from all courses at the University, students must submit their request in writing to the Registrar's Office. Any tuition adjustment is calculated from the date on which the Registrar receives the student's written notification. Students who make a complete withdrawal from a term are subject to additional withdrawal fee(s). The Medical Insurance Plan fees, application fees, late fees and special fees are nonrefundable.

### **Yearly Increases in Tuition and Fees**

In accordance with University policy, tuition charges are adjusted in May of each year. However, revised tuition and fee schedules are implemented beginning with the fall term.

### **Financial Aid**

Graduate students can choose to apply for participation in either the Federal Stafford Loan Program or through alternative loan programs.

In order to begin the application process for the Federal Stafford Loan, a student must complete either a Free Application for Federal Student Aid (FAFSA) or a Renewal Application for Federal Student Aid. Stafford loans are limited to citizens and permanent residents of the United States. These low interest loans are deferrable while a student is attending a degree program at least halftime (six hours) a trimester.

Alternative loan programs require the completion of a loan application/promissory note. Generally, these loans require that the borrower pass a credit check or have a credit worthy cosigner. Like the Stafford Loans, most alternative loans are deferrable while the student is enrolled in a degree program at least halftime (six hours) a trimester.

Application deadline dates and complete application procedures are available from the Office of Student Financial Services. [www.stedwards.edu/stufinan/newinfo.htm](http://www.stedwards.edu/stufinan/newinfo.htm)

<b>Related Information:</b>	<b>Phone Number:</b>	<b>Title:</b>
Rick Alexander .....	448-8516 .....	Office Manager
Peter Beilharz .....	448-8521 .....	Bursar
Heidi Babcock .....	233-1616 .....	Financial Advisor/Alternative Loan Coord.
Gracie Coles .....	416-5887 .....	Cashier
Doris Constantine .....	448-8525 .....	Director
Jonathan Grabert .....	428-1326 .....	Student Accounts Manager
Brother Victor Monette .....	448-8527 .....	Associate Director
Steven Peterson .....	448-8526 .....	Associate Director
Valerie Quay .....	416-5817 .....	Financial Advisor/State Grant Coordinator
Willow Lucas .....	448-8784 .....	Financial Advisor/Study Abroad Coordinator
Daniel Salinas .....	448-8524 .....	Document Tracking Coordinator
Karen Shaughnessy .....	416-5807 .....	Bookkeeper/Collections Coordinator
Darrel Teaver .....	416-5816 .....	Loan Processing Coordinator
Nichole Tullous .....	416-5849 .....	FAFSA Processing Coordinator
Melissa Wilcher .....	428-1368 .....	Financial Advisor/Scholarship Coordinator
Kim Willis .....	448-8522 .....	Financial Advisor/Loan Program Coordinator

<b>Questions About:</b>	<b>Contact:</b>
Alternative Loans .....	Heidi Babcock
Americorps .....	Bro. Victor Monette
Application Packet Request .....	Daniel Salinas
Application Status .....	Daniel Salinas
Billing .....	Peter Beilharz
College Work-Study .....	Bro. Victor Monette
EDPAY .....	Jonathan Grabert
FAFSA or Renewal Application Processing .....	Nichole Tullous
Federal Pell Grants .....	Steven Peterson
Federal Perkins Loan .....	Bro. Victor Monette; Karen Shaughnessey
Federal Stafford Loan/Parent Plus Loans .....	Kim Willis/Nichole Tullous
Loan Application Status .....	Darrel Teaver
Loan Deferments .....	Heidi Babcock
Monthly Payment Plans .....	Gracie Coles
Satisfactory Academic Progress .....	Valerie Quay
Scholarship Information .....	Melissa Wicher
Student Aid Report (SAR) Corrections .....	Nichole Tullous
Student Accounts & Billing Correspondence .....	Jonathan Grabert
Study Abroad/Web Site Administrator .....	Willow Lucas
Texas Equalization Grants .....	Valerie Quay
Third Party Billing .....	Jonathan Grabert
Veteran's Benefits .....	Bro. Victor Monette
Web Credit Card Payments .....	Gracie Coles

# Office of the Registrar

---

<http://www.stedwards.edu/regist/>

The Office of the Registrar is responsible for the generation and maintenance of academic records, including transcripts, grade reports, enrollment certifications, and class rosters. Office functions include graduation certification, grade collection, and the evaluation and posting of transfer credit. Additionally, the office is responsible for compliance with numerous federal, state, and regional regulations and practices. The Office coordinates with academic departments in scheduling classes and final examinations, developing calendars, and establishing deadlines.

## Office Location

Main Building, Room 221 (2nd Floor, east end of building)

## Office Hours

Monday through Thursday: 8am – 6pm

Friday: 8am - 5pm

## Contact Information

Phone: (512) 448-8750 or (512) 448-8747

Fax: (512) 464-8851

## **Office of the Registrar Webpages**

The SEU Registrar Web pages, located at <http://www.stedwards.edu/regist> contain the most up-to-date and detailed policy, course, registration and graduation information. From this site, you can access a wide variety of personal academic information (grade report, student schedule, academic record, address review and update, web-based registration or EdWeb, etc.) as well as SEU course descriptions, schedules, dates and deadlines.

## **SEU Registration Process**

Students at St. Edward's University use EdWeb, a web-based registration system, to register and make schedule adjustments (adds & drops). As a New or Readmitted Student, you will select and register for courses with the assistance of an advisor and must obtain registration clearance. During subsequent terms, you will process your own registration. Advisors are available for assistance with course selection.

Each student is responsible for determining, prior to the end of the adjustment period, whether she/he has the appropriate class schedule. Course prerequisites, compatibility with work schedule, and class assignments should be considered carefully and all adjustments made by the published deadlines. Students are allowed to withdraw from courses during the posted schedule adjustment period. During this period, the refund schedule set forth by the Office of Student Financial Services is adhered to.

Students assume financial and academic responsibility for each registered course. ***It is the student's responsibility to drop/withdraw from courses. Discontinuing attendance or notifying an instructor of a status change does not constitute a drop or withdrawal.*** You will receive the grade(s) assigned by the instructor of record

and be billed accordingly. However, the University reserves the right to withdraw a student's registration due to non-attendance or non-payment.

The use of a student user ID and password to access the computer system is the equivalent of a legal signature and creates the same obligations for the student. All transactions on the computer system constitute official records recognized by the institution. All appeal decisions related to policy or procedure will be based on the computer system transaction records.

### **STUDENT COMPUTER ACCOUNT**

All St. Edward's University students are automatically assigned a computer account. To ACTIVATE your account, go to the following web address:

<http://www.stedwards.edu/regist/stuinfo.htm> and enter your assigned login name and initial (temporary) password. You should receive a letter in the mail with this information. If you do not receive this information, please contact the Help Desk at (512) 448-8443. After logging in the first time and setting a permanent password for your account, you will be able to access your Web Student Information and EdWeb immediately. In order to register for the first time, you must contact your advisor for clearance.

It is recommended that all students follow safe computing procedures. Protect your SEU login and password as you would your bankcard PIN number. Once you enter the EdWeb or Web Student Information site, the site is open to anyone using the machine until you EXIT/QUIT the browser. If you access this site from a public area, be sure to EXIT/QUIT the browser before leaving the machine.

If you need assistance with your academic computer account, forget your password, or have questions about connecting to the SEU system, contact the Help Desk at (512) 448-8443 or go to the computer lab in Moody Hall, Room 212. Do not contact the Office of the Registrar regarding academic computer accounts.

### **TRANSCRIPT REQUESTS**

Official transcript requests must be made in writing, either by mail, FAX, or **in person at the Office of the Registrar**. All requests require the student's signature. Transcripts may NOT be requested by phone or email. Requests made in person at our office are processed on demand (immediately) with **a limit of 2 transcripts** per day. Please be aware that transcripts cannot be returned or issued by FAX.

Transcripts are not issued to students who have not met their financial obligations to the University. If the transcript is to be picked up by someone else, we must have a written release (including your signature) giving the person named permission to receive the transcript. The person must present a photo ID to pick up the transcript. Mailed or faxed requests are processed for delivery the next working day. There is no fee for regular official transcript processing.

When requesting a transcript via fax or mail please include:

- your full name while attending St. Edward's
- dates of attendance

- date of birth
- social security number or SEU Id Number
- your current mailing address
- your daytime phone number
- your email address
- the complete mailing address to which the transcript should be sent
- number of copies needed
- your signature
- 

Requests by MAIL should be addressed to: St. Edward's University Office of the Registrar 3001 South Congress Ave. Austin, Texas 78704-6489. Requests by FAX should be addressed to Office of the Registrar at (512) 464-8851. Please be aware that transcripts cannot be returned or issued by FAX.

# Career Planning and Experiential Learning

---

<http://www.stedwards.edu/cpel/>

The Office of Career Planning and Experiential Learning provides past, present and future St. Edward's students the tools and strategies they need to ensure life-long career success. All resources of the Career Planning Department are available to St. Edward's students and alumni: appointments with Career Counselor or Internship Coordinator, access to career planning library; access to Career Planning website and job/internship postings, and access to eDiscover, a web-based career planning system you can use from the convenience of your home or from a computer on campus.

## Office Location

Moody Hall, Room 134

## Office Hours

Fall/Spring: 8am-6pm (M-Th); 8am-5pm (Fri)

Summer: 8 am-5pm (M-Fri)

## Contact Information

Phone: (512) 448-8530

Fax: (512) 448-8549

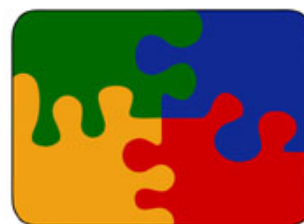
## Mailing Address:

Career Planning and Experiential Learning

3001 South Congress Ave.

Campus Mailbox 1024

Austin, Texas 78704-6489



**CAREER PLANNING**  
& EXPERIENTIAL LEARNING  
*St. Edward's University*

# Fitness Center

<http://www.stedwards.edu/athletic/fitness.htm>

The Recreation and Convocation Center (RCC) is a recreational facility located on the St. Edward's University campus. The RCC is a diverse sports and fitness center offering a wide range of leisure and competitive activities for SEU students, faculty, staff, and community members. The RCC provides access to lap swimming and other field activities. Your membership also includes use of gymnasiums, fitness machines, weight rooms, racquetball and handball, locker room and equipment loans. It is a hot spot for university students, faculty, staff, and community members.

## Hours of Operation

### Fitness Center

**M-Th** 8:00 a.m. - 12:00 midnight

**Friday** 8:00 a.m. - 8:00 p.m.

**Sat/Sun** 2:00 p.m. - 8:00 p.m.

### Pool Hours

**M-F** 11:00 a.m. - 1:00 p.m.  
4:00 p.m. - 6:00 p.m.

**Saturday** 2:00 p.m. - 6:00 p.m.

**Sunday** Closed

### Racquetball Courts

**M-Th** 12:00 p.m. – 12:00  
midnight.

**Friday** 12:00 p.m. - 8:00 p.m.

*Exception - on game nights closes 30 minutes  
prior to game*



# Medical Care and Insurance

---

<http://www.stedwards.edu/studev/healthwellness/index.htm>

Health & Wellness Center provides health care services and wellness information for St. Edward's University students. Health care services include preventative exams and screenings, laboratory testing, immunization, physical assessment, treatment of illness and injury, prescriptions and education. Referral to off-campus providers is arranged if necessary.

## Office Location

East Hall

## Office Hours

Regular trimester: 9:00am - 5:00pm M-F

Summer: 10: am - 4:00pm M-F

## Nurse Practitioner Hours

Hours vary. By appointment only.

## Contact Information

Phone: (512) 448-8686

## After-Hours Care

Medicenter Southwest, 6600 S. Mopac (801-0168)

Mon. - Sat. 8am - 4pm.

Texas Urgent Care, 2120 W. William Cannon (326-2243)

Daily, 9am - 9pm.

Both accept St. Edward's University Student Health Insurance. If emergency care is needed after hours, students should contact EMS at 911 or call University Police at 448-8444. 24 hour emergency care is available at South Austin Hospital, 901 W. Ben White (447-2211) or Brackenridge Hospital 601 E. 15th St. (324 - 7000)

---

The University's student health care and insurance plans include the following:

## 2004-2005 Student Health Insurance

The University offers a comprehensive range of medical care and self-care options, individual counseling and group work, health education, nutritional support and extensive outreach around issues pertinent to the well-being of students. All students are required to carry insurance at an estimated cost of \$397 for each long trimester. Students who are already covered by a policy may have this fee waived by presenting the Office of Student Financial Services the name of the company, the policy number, and its expiration date before the start of the trimester. For more information, please visit <http://www.stedwards.edu/stufinan/fallbilling.htm#insurance>.

### Counseling and Psychological Services

Located on the first floor of Moody Hall, the Counseling & Consultation Center offers one-on-one counseling in addition to a number of student-life support groups and workshops.

### Student Disability Services

Coordinates services, programs and policies with each program within the University to address and accommodate students' disability needs.

### Policies

Currently enrolled students may use the Health and Wellness Center. Students must complete a health history form before services are provided. All care is CONFIDENTIAL. No one on or off campus has access to information about individuals using the St. Edward's Health and Wellness Center except when a release form is signed and submitted by the student-patient.

# Counseling & Consultation Center

---

<http://www.stedwards.edu/counsel/index.htm>

Counseling provides an opportunity for individuals to learn to make better decisions, improve personal skills, develop increased confidence, overcome blocks to personal effectiveness, and acquire a keener awareness and appreciation of their needs and those of others. In the personal interaction with a counselor, a client is helped to explore and express feelings, examine beliefs and ways of thinking about the world, reflect on patterns of behavior, and work toward making healthy changes. All matters discussed with a counselor are confidential (unless exceptions are provided by law).

## Office Location

Moody Hall, Room 102

## Office Hours

	Fall and Spring	Summer
Monday, Tuesday, Thursday:	8 am - 6 pm	8 am - 5 pm
Wednesday	8 am - 7 pm	8 am - 5 pm
Friday	8 am - 5 pm	8 am - 5 pm

*Evening hours by appointment*

## Contact Information

Phone: (512) 448-8538

---

## Types of Services

### **Overview**

The Counseling & Consultation Center offers free and confidential personal counseling on a wide range of issues to currently enrolled SEU students. All services are provided by psychologists, licensed professional counselors, or advanced graduate students in training for counseling psychology or a related field. We provide short-term therapy, usually less than 12 sessions during an academic year, based on your needs and goals. Group therapy sessions are unlimited. When psychotherapy needs exceed our campus resources, we provide referral assistance to locate appropriate, affordable community resources.

**To See a Counselor**

You may want a single visit, or you may be interested in a series of visits with a counselor. Either way, your first step is to call us (448-8538) or come by Moody Hall #102 to make an appointment. Appointments are generally available within 1-3 days but may take a bit longer at peak times. If you have a specific request, such as you would like to work with a Hispanic counselor or with someone who is familiar with a particular issue, you may make that request at the time of scheduling.

Before you meet with the counselor for the first time you will be asked to complete a set of intake forms. This usually takes 10-20 minutes. You may also be asked to complete follow-up forms at later visits, in order to help us track your progress and to improve our services. These forms are voluntary and your decision whether to complete them will in no way affect your eligibility for counseling.

During your first session (intake), you will have an opportunity to discuss your concerns and you and the counselor will decide how the Counseling & Consultation Center can best help you. In most cases, at the end of this first session, you will be given the name of your therapist and the date of your next appointment. Depending on your needs and counselor availability, your future sessions may be with the same counselor, or with one of the other counselors at the center, or occasionally you might be referred to an off-campus provider who can better meet your needs

**Individual Counseling**

In the confidential atmosphere of the therapist's office, you may discuss any topic or feelings that are important to you. Areas of concern that can be dealt with include, but are not limited to: anxiety; depression; suicidal thoughts; grief/loss; difficulties with intimacy/relationships; stress; physical, emotional, or sexual abuse; sexual assault; and sexual orientation.

**Relationship Counseling**

The Counseling & Consultation Center can give you and your partner the opportunity to receive relationship, premarital, marital, or divorce counseling.

**Group Counseling**

General therapy groups are also available to St. Edward's University students. Issues such as assertiveness, self-esteem, stress management, and coping with depression are just a few issues that may be discussed in group therapy.

**Crisis Intervention**

In crisis situations, clients can be seen immediately. Concerned third parties (friends, faculty or staff) may refer students to the Counseling & Consultation Center or walk them directly to our office. For after-hours emergencies call University Police at 448 - 8444.

**Referral Services**

Your counselor can help to refer you to on- and off-campus resources as needed.

**Psych Services**

Prescription medication is available through our consulting psychiatrist to clients who are also receiving ongoing therapy with a counselor. The cost of medication prescribed is the responsibility of the client.

**Consultation**

Counselors are available for consultation with any faculty or staff. Unless written consent has been provided, confidential student information cannot be discussed during consultation.

**CLEP Testing**

The Counseling & Consultation Center is responsible for administration of CLEP examinations. For more information, call 464-8538, or visit the web site, <http://www.stedwards.edu/counsel/Clep.htm>.

If you have questions about how a CLEP examination can be used to waive certain MBA foundation courses, please contact your graduate advising specialist.

# International Students

---

<http://www.stedwards.edu/apss/international/index.htm>

The Office of International Education (OIE) advises both international students and students who wish to study abroad. International students represent 3% of the student population at St. Edward's University with representation from approximately 24 countries. The Office of International Educational provides assistance to international students regarding their education, financial, immigration, social and personal concerns.

## Office Location

Moody Hall, Room 155

## Office Hours

Monday - Friday 8am - 5pm.

## Contact Information

Phone: (512) 428-1051

Fax: (512) 464-8830

---

## Immigration Regulations

Keeping up-to-date and knowing Immigration Regulations will help you have a trouble-free time studying in the United States.

### Maintaining Your Status as an F-1 Student

Maintaining your F-1 status is important. The following are what you must do in order to stay "in-status" as an F-1 student.

- Maintain a valid passport - Ideally your passport must always be valid 6 months into the future
- Attend the school which is listed on your I-20
- Enroll in and complete a full-course of study - (9 hours for graduate) - If you are thinking about dropping a class which will put you below a full course of study for the trimester, contact the Office of International Education to talk about this because you must have approval to drop below 9 hours)
- Limit on-campus employment to 20 hours per week - you may work up to 40 hours a week on-campus during the holiday periods.
- Refrain from off-campus employment without authorization.

- Maintain a valid I-20 - The expiration date is shown on #5 of your I-20. If your I-20 will be expiring, you must apply for a program extension within 30 days of the expiration date.

### Optional Practical Training

If you are graduating and are thinking about applying for Optional Practical Training (OPT), it is a good idea to start thinking about it right now. Applications take up to three months to process and get approved. Therefore, if you want to begin a job immediately after graduation, you should apply for OPT as soon as possible. As an F-1 student, you have 60 days after graduation to apply for OPT as long as you do not leave the United States. Additionally, you CANNOT leave the United States while your application is in process.

**In order to apply for OPT, you must have been in status and enrolled on a full-time basis for the past nine months.**

Once you are ready to apply for OPT, stop into the OIE Resource Library to pick-up an application packet:

- I-765 Application form
- I-20 (Original)
- I-538
- I-94 card (the white card that is in your passport)
- Two color photographs (they must be made exactly to specification listed in the application)
- \$100 check or money order made out to "Immigration and Naturalization Services"

Once you have all these documents completely filled out, make an appointment with the Office of International Education in order to finish the process so that your application can be mailed to INS.

## **Immigration Overview**

This information provided will help you understand the elements of your legal status in the United States. You must maintain lawful standing to be eligible for the benefits of F-1 Student or J-1 Exchange Visitor immigration status.

## Your Legal Obligations

It is essential to remember that you must take full responsibility for maintaining your status with the Immigration and Naturalization Service. That is, you are responsible for finding out, knowing, and following pertinent regulations.

If you take time early on to familiarize yourself with your obligations to the INS, you should find it easy to maintain your legal status. If, however, you allow yourself to fall "out of status", it may be extraordinarily difficult to reinstate yourself with the INS.

As your visa sponsor, St. Edward's University has legal obligations that are met by the OIE. This office is required to notify INS when you terminate your studies at the University, enroll for less than a full-time program, or fail to make normal full-time progress toward your academic objective. The OIE staff also acts on student applications to work.

## How to Maintain Legal Status in the United States

If you follow the seven guidelines listed below, you should have few problems maintaining your immigration status. Also, please read the "Instructions to Students" on the back of page 1 of your I-20, if you will be in F-1 status, or page 3 of your IAP-66, if you will be in J-1 student status. If you follow those instructions plus the guidelines below, you will maintain legal student status in the United States and be able to re-enter in student status when you travel. If you have any questions, please do not hesitate to come to the OIE we'll be happy to discuss them with you.

1. Keep your passport valid. Refer again to Immigration Definitions above.
2. Maintain full-time enrollment and normal full-time progress toward your degree or certificate. The measure of normal progress is the rate at which the average full-time student in your school or department advances toward the degree or certificate objective. Working to complete courses or projects designated as incomplete from previous trimesters is not maintaining normal progress. If you find yourself in this situation, come to the OIE to discuss your options.

**Graduate:** 9 hours (credits) or more during each of the fall and spring terms of the academic year. All students are urged to confer with their academic advisers to determine the precise requirements of their degree candidacies. You should also consult your school bulletin for the requirements of full-time status.

3. Accept no employment of any kind, either on- or off-campus, without written permission from the OIE and, if necessary, the INS. The INS considers beginning to work without proper authorization to be the most serious violation of its regulations. If you refer to your form I-20 or I-94 you will see the statement "Warning-a nonimmigrant who accepts unauthorized employment is subject to deportation." It is most important, therefore, that you consult with the OIE before you accept an offer of employment or begin to work. The OIE will advise you whether it is possible for you to work and assist you with the appropriate

documents. Please bear in mind that it is illegal to begin to work in anticipation of being granted permission to do so; you must have permission first. Students in F-1 or J-1 status who are authorized to work are permitted to work a maximum of 20 hours per week during the academic term.

4. Have medical insurance at all times. Regulations require those in J status to have very comprehensive medical insurance covering the student and all dependents. If you are not sure whether a certain insurance plan covers all necessary items, visit the OIE for more information.
5. Obtain extensions, as needed, of your permission to stay in the United States. Passage of new immigration regulations on 9/30/96 introduced severe penalties for overstaying one's immigration status in the United States. Depending on the length of the overstay, one can be barred from entering the United States for up to 10 years.

# Campus Safety and Security

---

<http://www.stedwards.edu/police/index.html>

St. Edward's University Police provides a safe and secure environment for the university community 24 hours a day, 365 days a year.

## Office Location

The University Police Department is located in Holy Cross Hall, ground floor room G13.

## Office Hours

Monday - Friday, 8:00am - 5:00pm.

## Contact Information

The Department can be reached 24 hours a day at: 448-8444 (off campus) or if you are on campus, just dial 8444.

---

## Registration of Vehicles

- A. All vehicles operated or parked on the campus at any time by students, faculty, and staff must be registered and the permit properly displayed. The person in whose name a vehicle is registered will be held responsible for any violation of these regulations. It is a violation for a person to register a vehicle that belongs to another person.
- B. The "registration year" extends from September 1 through August 15.
- C. When a person has two motor vehicles registered in his/her name which are parked and/or operated on the campus at the same time, each vehicle must be separately registered.
- D. Temporary parking permits, may be issued at a charge of \$3.00 per month or any portion thereof.
- E. Faculty, staff and students will be issued a parking decal. The decal must be affixed to the lower left corner of the rear window. Parking guidelines will be enforced 24 hours a day, seven days a week.

- F. Students residing in the University Apartment Complex will be issued one parking permit free of charge. This exterior mounted permit is self-adhering and must be permanently affixed to the lower left corner of the rear window (driver's side). These permits will not be affixed in any other manner. Students that have vehicles with campers on the back, station wagons with roll down windows, convertibles with plastic rear windows, or rear windows with louvers or defrosters, may place the permit on the exterior of the left front windshield.
- G. A parking permit signifies that an individual has been granted the privilege of parking on University property. Ownership of the parking permit remains with the University. Individuals are not allowed to transfer ownership of the permit. Lost or stolen permits should be reported immediately to the University Police Department (448-8444). All permits reported lost or stolen shall be returned to the University Police Department immediately upon recovery. The penalty for illegal possession or use of a lost, stolen or forged permit shall be an amount equal to the original value of the permit plus any citations issued; and revocation of parking privileges for a specified period of time.

### Motor vehicle registration fees

Student rates:

If purchased in the FALL Trimester	\$45.00
If purchased in the SPRING Trimester	\$35.00
If purchased in the SUMMER Trimester	\$15.00

Additional or replacement parking permits may be obtained at the same rate as indicated above.

Students found to be operating and parking a vehicle on campus without the required permit will be automatically charged and issued a parking permit. The vehicle registration fee will be charged to the individual's student account. Fines vary, but may include towing or having your car "booted."

## **Parking Map**

For a map of campus and the student parking lots, go to <http://www.stedwards.edu/map/ParkingMap1003.pdf>