STUDENT SERVICES

Sul Ross State University recognizes the importance of providing opportunities for the academic, career, and personal development of the students.

The Student Services program supports and enhances the educational mission of the University. Each student is a unique individual. Growth and learning should be geared toward the development of the whole individual, including traditional and non-traditional students in transition. Student involvement enhances both growth and learning. Co-curricular activities, programs, and services which enhance the student's total development are an integral aspect of the student's college experience.

Mission Statement for Student Services Department:
1. Building community/developing a sense of belonging;
2. Advocating for students; and
3. Providing services to facilitate student success.

Some functions of the Student Services Department are:
- To plan and provide programs, services, and activities to broaden students' opportunities for personal, educational, social and cultural development;
- To develop leadership through participation in campus and community activities;
- To design programs and services that complement classroom learning;
- To assist students toward realization of their personal, academic, and career goals;
- To help students achieve their potential as human beings and become self-directed individuals; and
- To provide a safe and healthy environment, in and out of the classroom, in which students can grow and learn.

STUDENT SERVICE FEE SCHOLARSHIPS

Scholarships are awarded to selected students. Currently, there are 80 scholarships (60 undergraduate and 20 graduate) available through the Student Service Fee funding source at $700 per year per student. Students must meet scholarship criteria in order to be eligible for these funds. These funds are available for national and internationally classified students. Contact the Office of Financial Aid to apply for these funds. The Office of Financial Aid also provides information to students about other scholarships.

ACADEMIC HONORS

The Dean's List – The Dean’s List is open to each undergraduate student who has completed a minimum of twelve semester credit hours during the semester at the University and earned a grade point average of at least 3.3. No graduate hours may be included in determining the grade point average.

Academic Honors at Graduation – Special recognition at graduation is provided to those undergraduate students who compile outstanding academic records. Academic honors will be based on the student's grade point average for all work attempted at Sul Ross State University. That average is set for the commencement ceremony as the grade point average of the semester prior to commencement, but students whose final grade point average merits honors have that honor posted on their transcript. The transcript is the only place where graduation with honors is noted. Nothing is placed on the diploma to indicate honors. Each student receiving a degree conferred Cum Laude, Magna Cum Laude, or Summa Cum Laude will receive a medallion, which symbolizes academic excellence. The distinction and corresponding grade point averages are Cum Laude-3.50 to 3.69; Magna Cum Laude-3.70 to 3.89; Summa Cum Laude-3.90 to 4.00.
**Who's Who Among Students in American Colleges and Universities** - Each year, Sul Ross State University Rio Grande College is invited to submit nominees for inclusion in Who's Who Among Students in American Colleges and Universities, a comprehensive directory of outstanding American college students and their accomplishments, personality, ability for leadership, and participation in activities. Students are selected by the faculty and must have a cumulative grade point average of 3.2 for consideration. Nominees are honored at the Annual Spring Awards Banquet.

**NATIONAL HONOR SOCIETIES**

Honor societies recognize and encourage high academic scholarship. Selection to an honor society is a prestigious distinction of outstanding accomplishment. Students must qualify and be accepted in honor societies. Membership is usually based on academic achievement, character, and leadership qualities.

**Alpha Chi** - The purpose of this honor society is the stimulation, development, and recognition of scholarship. The members are chosen each year from the top ranking 10 percent of the junior and senior classes. A 3.5 GPA or above is required.

**Alpha Phi Sigma** – This nationally recognized honor society acknowledges academic excellence shown by undergraduate and graduate students in the criminal justice sciences in order to make the Criminal Justice System and its practitioners more effective and ethical. Undergraduate student members must have completed three full semesters or equivalent with a minimum GPA of 3.0 overall and 3.2 GPA in criminal justice fields. Graduate student members must be enrolled at Master or Doctorate level in Criminal Justice and carry a minimum GPA of 3.4 in criminal justice courses.

**TUTORING SERVICES**

Some students may find it necessary to seek academic assistance. Tutors are provided at each campus site for the purpose of academic support and tutoring. Those students, hired by the university as tutors, have excelled in areas of writing and mathematics, and have shown competency in doing research and relating to other students. The tutors are prepared to help students in all areas and welcome the opportunity to be of assistance. Tutoring sessions are made by appointment through the Student Services Office or by contacting the tutor. Days and hours they are available are posted each semester. Students may contact the Student Services Specialists for more information. Del Rio, 830-703-4812, Eagle Pass, 830-758-5037, Uvalde, 830-279-3027

The Sul Ross State University Rio Grande College/Southwest Texas Junior College Writing Center offers students face-to-face tutoring on any aspect of writing. The Writing Center is located at the following sites:

Del Rio: Rio Grande College Technology Building, Room 301, 830-703-4817
Eagle Pass: Rio Grande College Building, Room D129, 830-758-5035
Uvalde: Southwest Texas Junior College, Fly Building, 830-591-2908

**SMARTHINKING**

Smarthinking is an online tutoring service offered to any currently enrolled RGC student. Smarthinking is available 24 hours a day, seven days a week at the touch of your computer keys. Tutoring is available for writing, career writing, math, and many other subjects. Smarthinking employs e-structors who hold masters or doctoral level degrees in the subjects they tutor. You can post a question on the white board and get real time help or send your paper to an e-structor who will proofread the paper, make suggestions, and send it back to you within 24 hours. Visit [www.smarthinking.com](http://www.smarthinking.com) to log in.
STUDENT ADVISING

Student advisors, located at each of the Rio Grande College campuses, provide help with transitioning from other institutions, schedule planning, and deciding on a major. The student advisors are able to provide unofficial degree checklists that aid students in planning schedules which meet graduation requirements. Advisors accept student inquiries by appointment, over the phone, or as walk-ins. Students must see their respective faculty advisors for final approval of schedules and official degree plans.

STUDENT ORGANIZATIONS

The reason one decides to attend Sul Ross State University Rio Grande College is, of course, to receive an education leading to a college degree. The primary focus of that education is academic and classroom experiences. A secondary area of focus is the education one receives outside the classroom through involvement in campus activities.

Students are encouraged to become involved with one or more of the registered student organizations on campus. Involvement in organizations and activities is a great way to meet people and help balance one’s life. The important skills learned, such as time management, budgeting, organization, and leadership, can help to “pull together” all of the things that are learned in the classroom. Activities also help students learn about themselves, other people, and responsibilities required of them. Involvement in campus life can be of benefit after graduation from Sul Ross State University Rio Grande College. Employers’ assessment of potential employees includes evaluation of interest in community improvement and motivation beyond the academic arena.

Student Government Association: The Student Government Association consists of all full-time and part-time students who have paid the appropriate student service fees for that semester and are not full-time employees of the university. The purpose of this association is to assume the rights and responsibilities of self-government, represent student concerns, and promote participation in overall policy and decision-making processes at Rio Grande College.

Student Organizations, Events and Activities: Rio Grande College Student Government Association currently authorizes nine campus organizations in which students may choose to participate. These are the Arts Appreciation Club, Business Club, Folklore Club, Future Educators Club, Lambda Alpha Epsilon, Criminal Justice Association, Psychology Club, the Shakespeare Club, Pi Sigma Math Club, Society of Biologists, Graduate Counseling Students Club, and the Writers’ Club. Each club has a Faculty Advisor who assists the club to reach its fullest potential. Students may find information on each organization and who to contact by surfing the SRSU-Rio Grande College Web Site at the Student Services link. Organizations are approved by the Student Government Association to provide activities for the members through the use of Student Service Fee funding.

STUDENT GROWTH ACTIVITIES

Distinguished Lecturers Series: Leading authors, political candidates, and others of interest to the student body and community are invited to participate in a forum from which to present their body of work. These are interactive sessions in which participation from the audience is encouraged.

Leadership Retreat: During the fall or spring semesters students are invited to participate in a weekend experience where the focus is on “the who and how of leadership.” The retreat is typically held at a setting where students from the Alpine campus and Rio Grande College gather to interact with speakers and get acquainted with each other. Each retreat has a unique theme and the planning committee invites presenters with experience related to that theme. Plan to attend and/or become a part of the planning process.
**Spring Awards Banquet:** This event is a time to celebrate the academic year in the company of friends, family, and members of the campus community. Each year outstanding faculty and staff members are honored. The outstanding man and woman student, at each site, is honored. Academic honors for Alpha Chi, Alpha Phi Sigma, Dean’s List, Who’s Who in American Colleges and Universities, and scholarship recipients are awarded. Out-going Student Government Association (SGA) Officers are honored and the newly elected SGA Officers are installed at the close of the festivities.

**Study Breaks:** These events are offered at the beginning of each semester and they offer a chance for students to mingle with each other and snack on a variety of foods offered by the Student Services Department.

**Book Exchange**
Students wishing to buy or sell books directly to other students can list books needed or for sale on a bulletin board in any of the three sites or advertise the book for sale through Blackboard or campus email. Students can then contact the seller/buyer directly to arrange a sale. This exchange usually results in a better return price for students.

**Testing Services** - Testing packets will be available at each site for persons who are interested. All exams are computer based testing, by appointment, at the Sylvan Learning Center nearest you:

- 903 Bitters Road
  - San Antonio, Texas 78216
  - (210) 494-4357
- 8407 Bandera Road
  - San Antonio, Texas 78250
  - (210) 509-7323

**STUDENT IDENTIFICATION CARDS**
Student ID cards are issued to students at the first registration of each academic year. The card is nontransferable and must be validated at the beginning of each semester of every academic year in which you are enrolled. The card is required for library services through Southwest Texas Junior College.

**PARKING FEES/STICKERS**
Students must display a parking sticker from Southwest Texas Junior College. A $20.00 fee covers the Fall term; $15.00 covers the Spring term, and $10.00 covers either Summer term. All decals expire at end of Summer II Session each year. Parking stickers are purchased from the Business Office at Southwest Texas Junior College.

**CAMPUS REGULATIONS AND CONDUCT**
All students are expected to conduct themselves in a manner consistent with the University’s functions as an educational institution. It is also expected that all students who enroll at Sul Ross State University agree to assume the responsibilities of citizenship in the college community. Association in the community is purely voluntary, and any student may resign at any time that the student considers the obligation of membership disproportionate to the benefits. All students are subject to university authority, and those students whose conduct is not within the policies of the university rules and regulations are subject to dismissal. Failure to read publications will not excuse the student from the requirements and regulations described therein. The Student Handbook and other official University publications outline specific regulations and requirements.

**COUNSELING SERVICES**
Students who experience personal problems that impact their academic performance are encouraged to seek professional assistance. Student Services personnel can recommend professionals who may
be available. Students are encouraged to select a mental health professional with whom they feel most comfortable and any recommendation by RGC faculty or staff is informational only.

THREATENING OR SELF INJURIOUS BEHAVIOR
Students exhibiting severe problems that are disruptive or threatening may be required to provide an assessment and evaluation by a licensed mental health professional that the student is not a threat to themselves or others before continuing their enrollment.

STUDENT INFORMATION
Change of address: Students who change their home address or change their telephone numbers after registration must notify the Office of Admissions and Records. This can be accomplished via two routes, (1) completing the Change of Information Form available in the Admissions and Records Office or (2) logging into Web for Students and updating personal information. Students are held responsible for any communication from any University official sent to them at the address last given the Office of Admissions and Records.

Official email address: All students are required to maintain an @sulross.edu computer account. This account provides both an on-line identification key and a University Official Email Address. The University sends much of its correspondence solely through email. This includes policy announcements, emergency notices, events notifications, financial assistance information, course syllabi and requirements, and correspondence between faculty and students. Such correspondence is mailed only to the University Official Email Address.

STUDENT RESPONSIBILITY STATEMENT
All students are responsible for knowing the academic regulations stated in this catalog; unfamiliarity does not constitute a valid reason for failure to fulfill them. Each student is responsible for determining eligibility to register each semester. Academically ineligible students who register without approval of the Dean of Rio Grande College will be dismissed from the University immediately.

ACADEMIC REGULATIONS INFORMATION

The Academic Year
The academic year of the University consists of two long sessions and a summer session. Each long session is a fifteen-week semester with one week of final examinations. The summer session is divided into two terms, each five to six weeks in length. Eight-week compressed courses are offered for selected courses.

The Semester Hour
The semester hour is the basis of credit. One semester hour of credit is equivalent to one contact hour per class per week for a semester. Two to three contact hours of laboratory work are considered to be the equivalent of one hour of lecture.

Classification of Students
A student is classified according to the number of semester hours completed:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>Freshman</td>
</tr>
<tr>
<td>30-59</td>
<td>Sophomore</td>
</tr>
<tr>
<td>60-89</td>
<td>Junior</td>
</tr>
<tr>
<td>90 or more</td>
<td>Senior</td>
</tr>
</tbody>
</table>

Course Numbering System
The four-digit numbering system is based on the following criteria: The level of the courses is identified by the first digit as follows: freshman, 1; sophomore, 2; junior, 3; senior, 4; and graduate,