

# SUL ROSS STATE UNIVERSITY

*A Member of the Texas State University System*

**SRSU Policy Name: Graduate Student Center**

**SRSU Policy ID: FH 3.07**

**Policy Reviewed by: Executive Vice President and Provost**

**Approval Authority: President of the University**

**Approval Date: March 9, 2023**

**Next Review Date: March 9, 2028**

The mission of the Graduate Student Center at Sul Ross State University is to increase access to post-baccalaureate programs and to foster graduate-student success by developing and providing pro-active support services in a centralized location.

## I. Facilities and Equipment

The center is equipped with desktop and laptop PCs, wireless internet, a conference room for group study or meetings, satellite phone and personal locator beacon for check-out to graduate students doing field work in remote locations, and a projector and screen for student presentation rehearsals and workshops. The center is also equipped with a networked printer/copier/scanner for student use.

## II. Graduate Student Services and Resources

In addition to providing a location for graduate students to study and work, the center also provides graduate-student services, including mentoring, workshops, and direct assistance in writing and thesis preparation.

The Graduate Student Center offers information and assistance to graduate students both face-to-face and through email and the center website, which is particularly helpful for distance students.

### A. Online Services

Through the Graduate Center and College of Graduate Studies websites students can get access to the following services:

- a list of graduate programs and advisers' contact information,
- writing and thesis preparation guidance,
- information about graduate-student fellowships,
- applications for fellowships,
- a list of field- and lab-research resources, and
- workshops designed to help students succeed in graduate studies.

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The Graduate Student Center also maintains several social-media sites, including Facebook and Instagram, to provide announcements and information for graduate students.

## **B. In-house Services**

Students may get help in person by going to the Graduate Student Center in the Briscoe Administration Building, Room 300.

The dean of Graduate Studies is housed in the center and is available to provide students with information concerning graduate programs and to assist students in resolving problems encountered in graduate school.

The thesis-support coordinator is also located in the center and can work with students to edit and format their theses for submission to the thesis committee, the dean of Graduate Studies, and ProQuest, which is the online repository for SRSU theses.

Graduate Center staff offer workshops on topics such as financing graduate school, conducting library research, creating a résumé or e-Portfolio, and searching for a job.

Blackboard-support staff provide technical support for students enrolled in online courses and graduate faculty developing or delivering online content.

Center staff refer students to other resources and offices when appropriate and create new services and workshops as the need arises.