
TEXAS WOMAN'S UNIVERSITY



Student Handbook

1992~1994

LETTER FROM THE PRESIDENT

A hearty welcome to you as you participate as a member of the student body of the Texas Woman's University, the largest university for women in the United States. The faculty and staff are eager to provide an environment that enhances your ability to reach the academic goals which you have set for yourself. We are committed to facilitating your progress and your utilization of all the resources of the University as you journey toward your degree.

As you direct your energies to the challenges presented by courses, internships, practica, student teaching, clinical affiliations, theses, and dissertations, and as you juggle the responsibilities of these endeavors with those of jobs, families, and significant others,

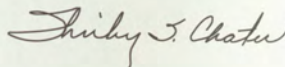
please remember that education takes place outside the classroom, as well as inside. The University provides many opportunities for the development of leadership skills and human interaction skills, assets that will be particularly valuable as you embark on the life that you are building for yourself. The challenges are numerous and worthy of your involvement. Become the person that you are capable of becoming, expand your self-confidence and your sense of accomplishment as you experience the true meaning of education.

This Handbook has been prepared to provide assistance, direction, and order as you participate in the life of the University. It is your guide to services, procedures, and policies; it should be

kept for reference throughout your University career.

We share your positive expectations as you engage in obtaining the unique education that is yours at the Texas Woman's University and as you join the ranks of those who, for 90 years, have claimed TWU as their alma mater.

Cordially



Shirley S. Chater
President

LETTER FROM THE VICE PRESIDENT FOR STUDENT LIFE

Dear Students:

Welcome to Texas Woman's University! If you are a new student, I hope you will quickly find new friends and new opportunities for personal and professional growth. If you are returning to TWU, I wish for you the renewal of friendships and the establishment of new relationships that will broaden and enrich your academic experience.

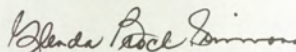
The Student Handbook is your guide to information and services on campus. You should become acquainted with your rights and responsibilities as a student and with the many opportuni-

ties for participation in organizations, committees, and cocurricular activities that will enhance your university experience. If you have questions along the way, please bring them to our attention in the Division of Student Life, or direct them to a member of the faculty or staff. We are here to help you.

On behalf of the staff in the Division of Student Life, please accept our good wishes as you meet the new challenges before you. We are proud of the rich heritage of the Texas Woman's University, and we encourage you to explore

all the possibilities for personal and realistic self-appraisal and intellectual development in an environment that celebrates diversity and encourages excellence.

Sincerely



Glenda Brock Simmons
Vice-President for Student Life

THE STUDENT IS...

... the most important person on the campus. Without students there would be no need for the institution.

... not a cold enrollment statistic but a flesh and blood human being with feelings and emotions like our own.

... not someone to be tolerated so that we can do our thing. They are our thing.

... not dependent on us. Rather, we are dependent on them.

... not an interruption of our work, but the purpose of it. We are not doing them a favor by serving them. They are doing us a favor by giving us the opportunity to do so.

TABLE OF CONTENTS

SECTION I

ACADEMIC AFFAIRS AND RECORDS

Academic Affairs	5
Admission	5
Academic Classification of Students	5
Academic Requirements	5
Class Attendance	5
Grades and Gradepoints	5
Testing Requirements (TASP)	6
Study Assistance Programs	6
Appeals Procedure for Academic Matters	7
Academic Probation and Suspension	7
Withdrawal from the University	8
Academic Records	8

SECTION II

STUDENT RIGHTS AND RESPONSIBILITIES AND UNIVERSITY POLICIES

University Policy Governing Student Conduct	10
University Policies and Standards	11
Absence Memos	12
Aids Policy	12
Alcoholic Beverage Policy and Guidelines	13
Drug Policy and Appeals Procedures	16
Drug Free Schools and Communities Act	17
Campus Visitors	19

Distribution and Posting of Literature	20
Hazing	21
Immunizations	21
Nondiscrimination Policy Statement	22
Open Speech Platform Policy	22
Political Campaigns and Voter Registration	22
Racism	22
Reservation of University Space	22
Serious Illness or Injury Procedure	23
Sexual Harassment	23
Smoking	23
Student Accounts	24
Student Name and Address Change	24

SECTION III

STUDENT SERVICES AND FACILITIES

Philosophy and Services of the Division of Student Life	25
Academic Advising Center	25
Career and Employment Services	25
Child Care Services	26
Counseling Center Services	26
Department of Public Safety	26
Disabled Student Services	26
Financial Aid	27
Food Services	27
Health Services	28
Housing	28
Intercollegiate Athletics	31
Intercultural Services	31

International Student

Information	31
Employment Health Insurance	32
Immigration	31
Library	33
Student Activities	33
Student Center	34
Student Development	35
Commuter Services	35
Campus Organizations	35
Student Government	36
Wellness Center	37
University Committees with Student Components	37
Other Services, Facilities and Special Events	
National Alumnae Association	39
Art Exhibits	39
State Historical Collections	39
Conference Services	39
Laundry and Dry Cleaning Services	39
Little Chapel-in-the-Woods	40
Student Publications	40
Personal Student Identification Card	40
Transportation Services	40
Community Services	40

SECTION IV

CAMPUS DIRECTORY

SECTION V

CAMPUS MAP

SECTION VI

INDEX

SECTION I

ACADEMIC AFFAIRS AND RECORDS

A university education includes a variety of valuable experiences. Those of highest worth are often gained outside the classroom. However, the great central value of a university experience is to be found in superior instruction in the regular courses and classes of the curricula.

For information concerning individual courses and academic departments, the student should consult the University General Catalog or the Graduate Catalog, which may be obtained from the Office of Admissions and Registration. The academic deans, directors, and instructors of the prospective courses may also be consulted for information or assistance.

The Vice President for Academic Affairs serves as the supervising counselor and director of student academic programs. The Office of Admissions and Registration issues all information concerning the records of attendance, grades, and credits.

ADMISSION

Texas Woman's University is a comprehensive public university, primarily for women, offering baccalaureate, masters' and doctoral degree programs. A teaching and research institution, the University emphasizes the liberal arts and specialized or professional studies. Established in 1901 by the 27th Legislature as the Girls' Industrial College, the institution began classes in 1903.

In 1905 the Legislature changed the name to the College of Industrial Arts. The College grew in academic excellence, in size and scope, and in reputation. The rising academic qualifications of the faculty, the building of a substantial library and research and instructional facilities, and the increasing demand for graduate education for women led to the establishment of graduate studies at the college in 1930.

In 1934 the name of the institution was changed to the Texas State College for Women to more accurately describe the scope of the school, and in 1957 the name was again changed to the Texas Woman's University to reflect its status as a major institution of higher education.

Since the beginning of the 1972-73 academic year, qualified males have been eli-

gible for admission to the Institute of Health Sciences, and male students are also eligible for admission to the Graduate School.

ACADEMIC CLASSIFICATION OF STUDENTS

Students classifications are freshman, sophomore, junior, senior, post-baccalaureate, master's, and doctoral.

Classification	A student who has completed...
Freshman.....	0-29 semester hours
Sophomore.....	30-59 semester hours
Junior.....	60-89 semester hours
Senior.....	90 or more semester hours but who is yet to graduate

Classification	A student who has earned...
Post-Baccalaureate.....	the bachelor's degree and is taking only undergraduate courses
Master's student.....	the bachelor's degree and has been accepted in a master's level program
Doctoral student.....	the master's degree (or its equivalent) and has been accepted into a doctoral program.

When a student transfers from another college or university, classification is determined by the number of hours accepted for transfer.

ACADEMIC REQUIREMENTS

The current University General Catalog and Graduate Catalog contain additional information on requirements for degrees, course loads, the honors program, and academic majors.

CLASS ATTENDANCE

The University expects students to attend all classes regularly and punctually. It is a policy of the University not to allow a fixed number of "cuts" in any class. The only excused absences are for:

1. Illness certified by a personal physician
2. Serious illness or death in student's immediate family
3. Being away from the campus with the sanction of the University, or for a religious holiday

Instructors may report students to the Office of the Vice President for Academic Affairs when, by excessive absences or tardiness, they endanger their standing in a course. Instructors will list each absence. The Vice President will notify such students

that their academic records are in jeopardy. If, thereafter, the students continue to be absent, the instructor may request that they be barred from class and assigned a failing mark.

Instructors must keep a record of class attendance and include it in the semester report to the Registrar. The total number of absences is to be entered on the grade report at the end of the semester.

Religious Holidays

A state law allows students in Texas colleges and universities to make up missed work if they are absent because of a religious holy day.

The law requires an institution of higher education to allow a student who is absent from classes for the observance of a "religious holy day" to take an examination or complete an assignment scheduled for that day. The student must notify the instructor prior to the day of the planned absence.

The law defines a "religious holy day" as a day observed by a religion whose place of worship is exempt from property taxation under state law.

If a student plans to be absent for an observance, written notice must be given to each instructor by the 15th day of the semester.

The law, which became effective August, 1985, further states that a student who is excused under these conditions may not be penalized for the absence; but the instructor may appropriately respond if the student fails to complete satisfactorily the assignment or examination.

GRADES AND GRADEPOINTS

The number of gradepoints given for each grade made by a student is determined as follows:

Grade	Number of Gradepoints
A	4 times as many gradepoints as credit hours
B	3 times as many gradepoints as credit hours
C	2 times as many gradepoints as credit hours
D	1 time as many gradepoints as credit hours
F	None
WP	None
WF	None
Cr/Pr	Courses in which this grade is given are not considered in the computation of gradepoint average.

Grades are interpreted as listed below:

A	Excellent
B	Good
C	Average
D	Inferior but passing
F	Failure
Cr	Credit
Pr	In Progress
I	Incomplete
WP	Withdrawn from course while passing
WF	Withdrawn from course while failing
X	Tuition default (partial payment)

The letter "G" immediately preceding the semester hour credit on both the grade sheet and permanent record indicates graduate credit. The letter "N" preceding the semester credit hour indicates that no credit hours were earned.

How to figure your G.P.A.

- Total the number of hours credit you have attempted. For example,
English 1013 3 hours
History 1013 3 hours
Sociology 1013 3 hours
Math 1013 3 hours
Biology 1013 3 hours
15 hours attempted
- Multiply the number of hours, in which you have received A's, by 4, those hours in which you received B's by 3, those hours in which you received C's by 2, and those hours in which you received D's by 1. Add the results to determine your total number of grade points.

English 1013	3 hours-A	3 hours of A's = 12 grade points
History 1013	3 hours-B	3 hours of B's = 09 grade points
Sociology 1013	3 hours-A	3 hours of A's = 12 grade points
Math 1013	3 hours-A	3 hours of A's = 12 grade points
Biology 1013	3 hours-D	3 hours of D's = 03 grade points

15 hours

48 total grade points

- Divide the total of 48 grade points by the total of 15 semester hours to get your grade point average.

48 divided by 15 = 3.0625 (your G.P.A.)

University Honor Roll

The Office of the Vice President for Academic Affairs denotes distinction in scholarship for academic work during a single semester. Students receive awards of honors when they have made no failing grades and have secured credit for not less than

TESTING REQUIREMENT

The Texas State Education Code requires that "all students who enter public institutions of higher education in the fall of 1989 and thereafter must be tested for reading, writing, and mathematics skills." This includes all "...full-time and part-time

nine hours with grade points amounting to 3.3 times the number of hours of credit earned.

Unsatisfactory Progress Reports

No midsemester grades are issued; instructors submit an unsatisfactory progress report to the Office of the Dean of Enrollment Management on each student whose course work is unsatisfactory. It will then be forwarded to the student. The issuance of these reports must be based upon at least one written exercise. Unsatisfactory progress reports are not issued during the summer.

freshmen enrolled in a certificate or degree program...." any nondegree students prior to the "accumulation of nine or more (college) credit hours or the equivalent," and "...any transfer students with fewer than 60 semester credit hours or the equivalent who have not previously taken the tests."

Performance on the test will not be used as a condition of admission.

A student may not "...enroll in any upper division course (the) completion of which would give the student 60 or more semester credit hours or the equivalent until the student's test results meet or exceed the minimum standards in all test scores." Other assessment procedures may be used in exceptional cases to allow a student to enroll in upper division courses "...in cases where student test results do not meet minimum standards" (Texas Education Code, Sec. 51.306).

The test fee will be paid by the student.

Assignments and Exams During the Last Week of Classes

The faculty of Texas Woman's University agree that the major mission of the University is to provide sound educational experiences for students. Recognizing that planning is an integral part of facilitating a more successful educational experience, the faculty realize that students and faculty need to complete their preparations for final examinations during the last week of classes. Therefore, during the week before final examinations begin (i.e., Monday through Friday before the first day of final exams on Saturday) only those examinations and other assignments which have been specifically indicated on the course syllabus at the beginning of the semester will be given. Faculty are encouraged to spend some of the last class sessions reviewing course material to help students prepare for the final examination.

STUDY ASSISTANCE PROGRAMS

Counseling Center Services: The Counseling Center, located in West Jones Hall, offers individual and group programs along with self-help opportunities related to academic development such as career exploration, study skills, and test anxiety. Services are free. The Center is open Monday-Friday, with extended evening hours which are set each semester and are based on student demand.

Tutoring Services for Mathematics and Computer Science: Student assistants, who serve as tutors, are available throughout the week to help those students having problems with materials related to class-

work. Whenever possible, open problem-solving sessions are held on Friday mornings or in the evenings. A student wishing to use this service should check with departmental faculty in the departmental office (CFO 812), or call 817/898-2166 for the semester schedule.

Writing Lab Services: Free tutorial assistance is available through the Writing Lab, ASB 301, when classes are in session. Students are encouraged to call and make appointments.

Language Laboratory: The Department of English, Speech, and Foreign Languages, in cooperation with the media center located in the Blagg-Huey Library, provides an opportunity for foreign language students to practice listening and oral skills in several languages. The Center is equipped with several listening stations for the benefit of students who wish to listen to tapes on location. For those students who wish to check out tapes, a nominal fee is assessed at the beginning of each semester.

Science Learning Resource Center (SLRC): The SLRC serves as a central location for undergraduates who need intensive assistance in chemistry, biology, and physics. The SLRC offers computer-assisted instruction, audio-visual materials, examination files, printed references, and molecular model components. Graduate and undergraduate assistants rotate shifts at the Center and serve as tutors.

APPEALS PROCEDURE FOR ACADEMIC MATTERS

Undergraduate Appeals

In the event the student wishes to appeal a decision relating to an academic matter, the appropriate procedure is:

- Contact the faculty member responsible for the decision and ask for further consideration of the issue.
- If the student is not satisfied with the action of the faculty member, she/he should ask the chair of the academic department to review the matter and intervene on behalf of the student.
- If the issue is not resolved satisfactorily at this level, the student may seek redress by appealing in writing to the dean of the school or college, then to the Associate Vice President for Academic Affairs, and finally to the Vice President for Academic Affairs. The written appeal to the Dean should describe the nature of the petition, reasons for the request, and prior steps taken to resolve the matter.

The appeals procedure in the event of academic dishonesty is described on page 11.

Graduate Appeals

The policy on academic review and appeal procedures in the Graduate School is outlined in the current Graduate Catalog for the Texas Woman's University.

ACADEMIC PROBATION AND SUSPENSION:

Undergraduates

Undergraduate students who meet the minimum academic standards specified below for their classification are considered to be in good academic standing at the University. Students who fail to meet the minimum cumulative grade point average for their classification as outlined below are subject to academic probation and/or suspension. Official designation of academic probation or academic suspension will be made only by the Office of Admissions and Registration. Good academic standing, academic probation, and academic suspension will be based solely on the computation of the grade point average. Because the academic status of the student is based on established standards and mathematical calculations, there is no appeal of the designation of academic probation or academic suspension. The only review of this status will be to verify calculations. The status of students will be determined at the close of each semester by the Office of Enrollment Management.

The minimum cumulative grade point average which is required for a student to remain in good academic standing is outlined below. The total number of hours attempted at the Texas Woman's University and all hours transferred from other institutions of higher education will be included in determining the cumulative grade point average.

Classification (based on total number of hours attempted at TWU and in transfer)	Minimum Cumulative Grade Point Average
0-30	1.4
31-60	1.7
61 and above	2.0

A student who fails for the first time to achieve the minimum cumulative grade point average for her or his classification as outlined in the table above, will be placed on academic probation for the next long semester for which she or he is enrolled.

A student who is placed on academic probation at the close of the spring semester will have the option to enroll in the summer session at the Texas Woman's University during the summer immediately following placement on probation. Should the student then achieve the minimum cu-

mulative grade point average for her or his classification and also make an average of "C" in nine or more semester hours, she or he will be returned to good academic standing at the close of the summer session.

A student who is placed on academic suspension for the first time may return to the University after a period of one semester. The status of the returning student will be academic probation. Should the student fail to achieve the minimum cumulative grade point average for her or his classification a second time, she or he will be placed on academic suspension for a period of one academic year. A student placed on academic suspension for the second time may return to the University with the status of academic probation. Should the student then fail to achieve the minimum cumulative grade point average for her or his classification as outlined in the table above, the student will be placed on academic suspension for a period of two academic years.

It is not possible for students to remove themselves from probation or suspension at the Texas Woman's University by attendance at another university.

Restrictions Due to Probation

A student who is on scholastic probation or disciplinary probation because of excessive absences from classes is subject to the following restrictions:

- Although the student may continue as a member of any University organization that involves scholastic credit, the student may not accompany such an organization for an out-of-town performance.
- The student may not take part in a campus activity that requires many hours of rehearsal.
- The student is not eligible to hold office in the Student Government Association or any other registered student organization.
- The student may not represent the University in official programs.
- The student is not eligible to receive any form of financial assistance including scholarships, grants, loans, and employment on campus.

ACADEMIC PROBATION AND SUSPENSION:

GRADUATE STUDENTS Master's Degree Students

Graduate students are expected to maintain a "B" average, and consistent failure to do so will make them subject to dismissal from the University by the Dean for Graduate Studies and Research. When a student's

grade average falls below "B" or when a student receives a grade of "D" or "F" during any one semester or full summer session, the student will be placed on academic probation and notified of this status. During the next semester or full summer session of enrollment, the student will then be allowed to attempt to restore the total average to "B" or above. Failure to accomplish this status will result in dismissal from the Graduate School. It is not possible to improve the grade record at the Texas Woman's University by attendance at another university.

Doctoral Degree Students

No grade below "B" is accepted toward a doctoral degree at the University. Doctoral students are expected to maintain grades of at least "B," and consistent failure to do so will result in their removal from the Graduate School. When a student's cumulative grade is "D" or "F," the student will be placed on academic probation and notified of the status. Enrollment the next semester or full summer session to restore the total average to "B" or above will be allowed. Failure to accomplish this status will result in dismissal from the Graduate School. It is not possible to improve the grade record at the Texas Woman's University by attendance at another university.

If a doctoral student makes grades below "B" in program courses, continuance in the degree program will be examined by the student's advisory committee. A student will not be allowed to continue in the doctoral program if there are two failing grades in the doctoral program.

WITHDRAWAL FROM THE UNIVERSITY

Any student wishing to withdraw from the University must do so through the Office of Admissions and Registration. The effective date of withdrawal is the day upon which the student submits the completed University Withdrawal card to the Office. Withdrawals are not permitted during the week preceding the first day of final examinations for either the long session or the summer terms.

A student who withdraws up to the 12th class day will have no record of coursework on the transcript. A student who withdraws after the 12th class day and before the last day to drop without penalty will receive a grade of WP, regardless of the reason for withdrawal. After the last date to withdraw without penalty, grade of WF is assigned, unless the student withdraws for medical reasons or a WP is recommended by the instructor.

REFUNDS UPON WITHDRAWAL FROM THE UNIVERSITY

The following schedule has been adopted for refunds for tuition and fees upon withdrawal from the University during the fall or spring semester:

Prior to the first class day (see University Calendar)	100%
During the first five class days of the semester	80%
During the second five class days of the semester	70%
During the third five class days of the semester	50%
During the fourth five class days of the semester	25%
After the fourth five class days of the semester	None

No part of tuition or fees is returned after the fourth week of the fall or spring semester.

The following schedule has been adopted for refunds for tuition and fees upon withdrawal from the University during any summer term:

Prior to the first class day of each summer term	100%
During the first, second, or third class day of each summer term	80%
During the fourth, fifth, or sixth class days of each summer term	70%
Seventh class day of each summer term and thereafter	None

ACADEMIC RECORDS

Adding/Dropping a Course

Students should refer to the University calendar and current schedule of classes for specific deadlines and details for making changes in their schedules.

Copy of Records

Copies of education records to which students have access will be available at the student's request, in writing, on payment of the appropriate fee. The copies will be ready for the student within a reasonable period of time following the submission of the written request. Copies of the records may be obtained in the Office of Enrollment Management.

Student Directory Information

It is the policy of the Texas Woman's University to obtain the written consent of a student before disclosing personally identifiable information from that student's education records other than directory information and information requested for official use. Those who may obtain other than directory information may be:

1. Other Texas Woman's University officials

2. Officials of other schools where the student seeks enrollment
3. Certain representatives of the federal government
4. State educational authorities
5. Governmental representatives in connection with financial aid for which a student has applied
6. Organizations conducting studies for or on behalf of educational institutions or agencies for testing purposes, student aid programs, and instructional improvement
7. Accrediting organizations
8. Those responsible for ensuring compliance with a judicial order
9. Appropriate parties in a health and/or safety emergency
10. Parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954

"Education records" are those records, files, documents, and other materials which:

1. Contain information directly related to a student and
2. Are maintained by an educational agency or institution.

"Directory Information" includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received, schedule of classes, classification, the most recent previous educational agency or institution attended by the student, and other similar information. Directory information will not be disclosed if the student notifies the Office of Enrollment Management at the address indicated below in writing prior to the final day of registration that such information should not be disclosed.

Texas Woman's University
P.O. Box 22909
Denton, TX 76204-2909

Limitations on Right to Review Education Records

Educational records to which students may have access do not include the following:

- ◆ Financial records and statements of their parents or any information contained therein, without parents' authorization.
- ◆ Records which are "created or maintained by a physician, psychiatrist, psychologist, or other recognized profes-

sional or paraprofessional" acting in a professional capacity which are created or used only in connection with the provision of treatment for the student and which are held in strict confidence, provided they may be personally reviewed by a physician or other appropriate professional of the student's choice.

- ◆ Working records which are the sole possessions of instructional, supervisory, administrative, and educational personnel provided they are "not accessible or revealed to any other person except a substitute."

- ◆ Confidential letters and/or statements written prior to January 1, 1975, and those written with a documented understanding of confidentiality.

Request to Amend Education Records

A student who believes that information contained in education records is inaccurate or misleading may request that the record(s) be amended. The student should first meet with the administrative or faculty official responsible for the record.

If such a meeting is not sufficient to resolve the difference, the matter should be reviewed by the appropriate dean. If the differences remain unresolved, the student should submit a written request for a hearing to the appropriate Vice President. The

student will be informed well in advance of the date, place, and time of the hearing. Opportunity will be afforded the student to present evidence related to the issue in question. The student may be represented by individuals of her/his choice. A decision in writing will be provided to the student within a reasonable period of time after the conclusion of the hearing.

A request to amend a grade, or a hearing to contest the assignment of a grade, is not allowed under this procedure. However, one may contest whether or not the grade was recorded accurately.

The procedure indicated above does not apply to placement credentials. For additional information, see page 23 or contact the Career and Employment Services office.

Student Access

Students may inspect and review their education records upon request and upon completion of a form supplied by the component maintaining the records in question. Access is given to a student within a reasonable period of time, but in no case more than 45 days after the request has been made. An appropriate administrative official or member of the faculty will obtain the record for the student and will be present while the student reviews the record.

Education Records

Education records of the University are contained in the offices of the:

1. Dean of Enrollment Management
2. Director of Career and Employment Services
3. Director of Computing Services
4. Director of Student Financial Aid
5. Director of University Health Services
6. Dean for Graduate Studies and Research
7. Vice President for Academic Affairs
8. Vice President for Student Life

"Writing Across the Disciplines"

The Texas Woman's University Faculty Senate supports the concept of "Writing Across the Disciplines." Therefore, the Senate encourages each member of the faculty who has organized class teaching responsibilities to require a minimum of one in-class written product for the purpose of identifying students with writing deficiencies, and to refer students lacking sufficient skills for assistance. Students on the Denton campus may be referred to the Writing Laboratory for assistance. Academic components at the Dallas and Houston centers may develop alternative means for assisting these students until appropriate programs are extended to them.

SECTION II STUDENT RIGHTS AND RESPONSIBILITIES

Standards of Student Conduct

Undergraduate and graduate students are subject to the general rules and regulations of the University. All students of the Texas Woman's University are expected to know and adhere to high standards of conduct and of academic integrity and scholarship.

Student Rights and Responsibilities

Upon enrollment at TWU, a student neither loses the rights nor escapes the obligations of a citizen. Enjoying the benefits of a state-supported university, the student-citizen has a responsibility to all members of the University community, to the laws of the land, and to the chosen institution.

The act of registering is considered an explicit acceptance of University regulations as outlined in the most recent issue of the Student Handbook, the University General Catalog, the Graduate Catalog, and other official University publications.

Rights and Responsibilities

Students enjoy the following rights:

1. The right to an environment in the residence halls, academic buildings, and other areas on the campus which will be as conducive as possible to study and serious inquiry.
2. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students. Students may exercise this right through appropriate channels such as student government, administrative offices, and various committees.
3. The right to a fair hearing and opportunity to appeal when charged with violation of the University regulations.

Students must assume the following responsibilities:

1. The responsibility for being fully acquainted with published regulations and for complying with them in the interest of an orderly and productive community.
2. The responsibility for respecting the rights and property of other persons in the University community.

3. The responsibility for knowing that a student's conduct reflects not only upon the student but also upon the institution and its citizenry and that the conduct must be judged accordingly.

This Student Handbook supersedes all previous Student Handbooks in its setting out of policies and procedures governing student life at the Texas Woman's University. The information, policies, and procedures contained in this Student Handbook are subject to change without notice.

UNIVERSITY POLICY GOVERNING STUDENT CONDUCT Definition of Misconduct (other than Academic Dishonesty)

Authority to administer a fair and just disciplinary program has been delegated to the Office of the Vice President for Student Life. Misconduct for which students are subject to disciplinary action falls into the following categories:

1. Falsification, forgery, alteration, unauthorized possession, or misuse of University documents, records, or identification, or knowingly furnishing false information to the University.
2. Malicious destruction, damage, unauthorized possession of or misuse of private or University property, including library and laboratory materials, or being in unauthorized places such as offices and buildings after hours, or being in a faculty office without proper authority.
3. Obstruction or disruption of teaching or any other lawful function or mission of the University or willfully refusing or failing to leave any property owned, operated, or controlled by the University upon being requested to do so by an authorized University official if the person or persons are committing or threatening to commit or inciting others to commit any act which would obstruct or disrupt teaching or any other lawful institutional function or mission.
4. Verbal, physical, or psychological abuse, including detention or threat of bodily harm to self or another person or

- persons in the University community.
5. Possession, use, sale, or delivery of narcotics or drugs wherein the possession, use, or delivery thereof is a violation of local, state, or federal laws.
6. Manufacture, sale, or delivery of alcoholic beverages on University properties or violation of the University alcohol policy information which appears on pages 12-14.
7. Theft of property or damage other than accidental to property of the University community or campus visitor.
8. Violation of University policies or regulations which have been published and are available to students; violation of rules relating to the use of campus buildings and other University facilities or services.
9. Malfeasance or misuse of elective or appointive office in a student organization which is injurious to the organization, its members, or the welfare of the University community.
10. Hazing of any kind and acts directed against a TWU student by another student, or by a group of students if the intent or the effects of such acts would intimidate the student or submit the student to indignity or humiliation. Any acts of personal servitude will be considered hazing.
11. Failure to answer an official summons or to comply with lawful directions of University officials acting in the performance of their duties.
12. Denial of or interference with any person's lawful right of access to use of or exit from any University facility or with any other lawful right of any person on the campus.
13. Possession or use of firearms, explosives, dangerous chemicals outside of the classrooms, or other dangerous weapons.
14. Violations of the laws of the state of Texas, of any other state, or of the federal government.
15. Smoking in "No smoking" areas.
16. Such other violations as University authorities may decide warrant disciplinary action.

Sanctions Against Misconduct

Under the direction of the President, the Vice President for Student Life may impose disciplinary sanctions directly or may delegate the authority to administer discipline to the staff of the Student Life Office. The Vice President for Student Life may take any immediate interim disciplinary action when, in the opinion of the Vice President, such action is necessary to protect life or property. This policy applies to student misconduct of graduate and undergraduate students (other than academic dishonesty). These penalties may be imposed singly or in combination upon individuals, groups, or organizations. The following disciplinary actions may be imposed by the University:

1. Expulsion from the University for a definite or indefinite period of time.
2. Suspension from the University for a definite or indefinite period of time.
3. Interim suspension when the President, or another administrative officer authorized to act for her/him, is satisfied that the continued presence of the student on the campus constitutes an immediate threat to the security or emotional safety and well-being of members of the University community, to guests of the University, or to University property. The individual who has been suspended on an interim basis shall be entitled to a prompt hearing by the Student Appeals Committee when the threat has passed.
4. Disciplinary probation with or without loss of designated privileges for a specific period of time.
5. Loss of privileges to include removal from an elective or appointive office of a registered campus organization, and ineligibility to represent the University.
6. Official reprimand by the University.
7. Admonition and warning.
8. Performance of works of service on the University campus or in the community as deemed appropriate.
9. Such other actions as may be approved by the University.

PROCEDURES IN THE EVENT OF MISCONDUCT

When there is an allegation of student misconduct, the staff of the Division for Student Life will:

1. Summon the student to advise her/him of a possible violation of University rules and regulations and explain the disciplinary procedures.
2. Afford the student an opportunity to offer mitigating circumstances or to present written information of witnesses with factual knowledge in support of the

student's case.

3. Refer the situation as appropriate to the Vice President for Student Life for decision if action was initiated by staff other than the Vice President. The Vice President for Student Life may elect to appoint an ad hoc committee to review the incident and make recommendation for considerations in reaching the final decision. Only the student and a representative of the University may be present during the hearing before the ad hoc committee. A witness at a hearing may only appear before the committee during the time when that person is testifying. No persons other than the committee members will be present during the actual deliberations of the ad hoc committee. The committee will report its recommendation to the Vice President for Student Life, who will make a final decision regarding the matter.
4. Notify the student of the decision of the Vice President for Student Life after such decision has been reached and of the right to appeal the decision to the Student Appeals Committee.

APPEALS PROCEDURES

There are separate Student Appeals Committees for Denton, Dallas, and Houston. A Student Appeals Committee is composed of six faculty members appointed by the President of the University; six junior or senior students appointed by the Presidents of the Student Government Associations in Denton, Dallas, and Houston (of which three faculty members and three students will constitute a quorum); and a nonvoting recorder. In the event the appeal is filed by a graduate student, the President of the respective Student Government Association will appoint six graduate students to serve in the place of the six undergraduate students on the committee. The committee serves according to the following rules:

1. If the student is not satisfied with the Vice President's decision relating to student misconduct other than academic dishonesty (undergraduate or graduate), the student may appeal to the appropriate Student Appeals Committee. To be considered, a written appeal must be filed within 72 hours after the student is informed of the decision of the Vice President. The appeal must indicate the names of any witnesses who will appear before the Committee on her/his behalf. If there is not an appeal, then the decision of the Vice President is final.
2. The Student Appeals Committee will

meet within a reasonable time following the filing of the appeal, the date, time, place, and names of witnesses appearing on behalf of the University having been provided the student who is appealing.

3. Only the student and a representative of the University may be present during the hearings. Witnesses may also appear before the committee to testify. Only the committee members may be present during the actual deliberations of the Student Appeals Committee.
4. The Student Appeals Committee may:
 - a. Recommend that the decision of the Vice President be affirmed;
 - b. Recommend that the decision of the Vice President be reversed; or
 - c. Recommend that the disciplinary sanction be modified.
5. The appellate decision will constitute a recommendation to the President of the University who will make the final decision.
6. The student will be notified of the decision in writing. Appeals not relating to student misconduct or academic dishonesty and those which are not appropriately addressed in the academic components may be addressed through the Office of the Vice President for Student Life. This committee provides a forum for the resolution of issues and concerns related to campus life that have not been addressed through other channels.

UNIVERSITY POLICIES AND STANDARDS Academic Dishonesty

The faculty of the Texas Woman's University is committed to providing an environment conducive to programs of quality. The faculty member encourages the free pursuit of learning, respects the student as an individual, and can be for each student an intellectual guide and counselor. Each faculty member is dedicated to and demands the maintenance of academic integrity on the part of the student.

The student has the primary responsibility for being academically honest. In this regard, it is recommended that students read all of the sections relating to student conduct and academic life in this Student Handbook.

Definition of Academic Dishonesty

Academic dishonesty includes cheating and plagiarism. Cheating refers to giving or receiving unauthorized aid or notes on examinations, papers, theses, dissertations, or class assignments. Cheating also in-

cludes the unauthorized copying of tests or any other deceit or fraud relating to the student's academic conduct. The definition of plagiarism, for purposes of student misconduct, is to pass off as one's own the ideas or words of another or to present as one's own an idea or product derived from an existing source.

SANCTIONS IN THE EVENT OF ACADEMIC DISHONESTY

In the event of academic dishonesty, the following courses of action are available to the University, based upon the severity of the violation:

1. Verbal reprimand.
2. Assignment of a lower grade with explanation from instructor.
3. Expulsion from the course with the assignment of a passing grade (WP).
4. Expulsion from the course with the assignment of a failing grade (WF).
5. Expulsion from the University for a definite or indefinite period of time with the assignment of passing grades (WP).
6. Expulsion from the University for a definite or indefinite period of time with the assignment of failing grades (WF).

PROCEDURES AND APPEALS IN THE EVENT OF ACADEMIC DISHONESTY

When there is an allegation of student misconduct, the following procedures may be followed, depending on the severity of the violation:

Undergraduate Students:

1. In minor infractions a private conference between the instructor and student may be sufficient, with verbal reprimand as warranted.
2. The instructor may lower the student's grade for the assignment involved and explain the action in a conference with the student.
3. Some infractions may call for expulsion from the course for the semester of the violation with the assignment of a failing grade or expulsion from the University. If there is no appeal within 10 days after notification to the student of this action, the decision becomes final.
4. The student may appeal to the Vice President for Academic Affairs. This appeal must be in writing and filed in the Office of the Vice President within 72 hours after the student is informed of the decision of the Dean. Upon receipt of the appeal, the Vice President for Academic Affairs will appoint an ad hoc committee

to review the incident and to make recommendations for consideration by the Vice President for Academic Affairs. In reaching the final decision, the Vice President for Academic Affairs is further authorized to select a lesser sanction.

5. Only the student and the teacher(s) (or a representative of the University) may be present during the hearing before the ad hoc committee. Witnesses on behalf of the student may present testimony on the case. No persons other than the committee members will be present during the actual deliberations of the ad hoc committee.
6. After a decision has been reached regarding an undergraduate student, the Vice President for Academic Affairs will notify the student of the decision. This decision concludes the appeals process.

Graduate Students

1. In minor infractions a private conference between the instructor and student may be sufficient, with verbal reprimand as warranted.
2. The instructor may lower the student's grade for the assignment involved and explain the action in a conference with the student.
3. Some infractions may call for expulsion from the course for the semester of the violation with the assignment of a failing grade or expulsion from the University. This action shall be taken based upon the recommendation of the appropriate chair, director, or dean after consultation with the Dean for Graduate Studies and Research. If there is no appeal within 10 days after notification to the student of this action, the decision becomes final.
4. The student may appeal the decision within 10 days by submitting a written request to the Dean for Graduate Studies and Research asking that the matter be reviewed by an ad hoc committee of the Graduate Council. The Dean appoints an ad hoc committee of five members of the graduate faculty to hear the appeal of the student and submit a report. The student receives timely written notice of the appeal hearing. The student and the faculty member or other University representative have the opportunity to appear before the committee where each may make a statement and present witnesses.
5. If additional review is desired following the appeal before the ad hoc committee the student may request in writing within three days a review by the Dean for

Graduate Studies and Research. Additional academic review is possible through a written appeal within three days to the Vice President for Academic Affairs. The appeal to the Vice President for Academic Affairs is the final appeal. It is noted that the appeal times for Academic Dishonesty prevail over and are shorter than those provided in the Graduate Catalog for other academic appeals.

ENFORCEMENT OF REGULATIONS

The University reserves the right to establish or modify any existing regulations when unusual circumstances dictate. A student who is under suspension from another institution shall not be permitted to enter the Texas Woman's University until the student's eligibility to reenter the institution which imposed the suspension can be established. A student under suspension or administrative withdrawal from the Texas Woman's University may not be permitted to visit on campus during the suspension or withdrawal period except for a brief period in the office of a University administrator to transact essential official business.

ABSENCE MEMOS

Absence memos will be sent to professors if a student or a student's spouse or child is ill or hospitalized for an extended period of time or in the event of a death in the family, or attendance at a funeral.

The student will be responsible for providing the proper verification for the absence to the professors. For situations that do not meet these guidelines, the student is responsible for contacting the professors directly.

AIDS POLICY

A TWU student who has been clinically diagnosed as infected with the human immunodeficiency virus (HIV), or as having acquired immune deficiency syndrome (AIDS), will be treated by the University in a manner that is consistent with federal and state laws, the latest policies and guidelines set forth by the Centers for Disease Control and approved University policies.

The University will refrain from discriminating against, and will make reasonable accommodation for, anyone who is HIV-infected and will recognize that those who are diagnosed with AIDS are considered qualified handicapped individuals by virtue of the 1988 Supreme Court ruling that persons with AIDS qualify as handicapped in accordance with Section 504 of

the Rehabilitation Act of 1973:

No qualified handicapped individual... shall, solely by reason of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by Texas Woman's University.

Therefore, initial student admission to and continued attendance at TWU will not be denied to an HIV-infected individual because of that infection, nor denied to a person with AIDS based solely upon that handicap.

The University will comply with federal and state laws, regulations, and policies that protect the confidentiality of medical and educational records. Information regarding HIV/AIDS which may be contained in student records may not be released without the permission of the individual affected unless otherwise specifically provided by law.

Policy Review:

This policy will be reviewed by the Director of Personnel Services by May 1 of each odd-numbered year. The Director of Personnel Services will forward a copy of the policy to members of the AIDS Task Force and/or other knowledgeable employees as may be deemed necessary for review and recommendation for revisions. Recommendation for revisions will be forwarded to the Vice President for Fiscal Affairs.

ALCOHOL BEVERAGE POLICY AND GUIDELINES

In 1985, the Texas legislature passed Senate Bill 21 which changed the legal drinking age from 19 to 21 effective September 1, 1986. Specifically, the Texas law prohibits the purchase, consumption, and/or possession of alcoholic beverages by anyone under the age of 21. In addition to Texas law, Texas Woman's University must comply with the Federal Drug-free Schools and Communities Act Amendments of 1989.

Since irresponsible use of alcoholic beverages is detrimental to the maintenance of an educational environment, it is the intent of the University to establish practices and procedures which discourage irresponsible use of alcoholic beverages and ensure compliance with local, state, and federal laws. While the decision to use or not to use alcoholic beverages is a matter of individual choice among persons of lawful age under State statutes, the University will attempt to

encourage an environment where individual choice is coupled with responsible behavior and respect for the rights of others. This will be accomplished by supporting the responsible and legal use of alcoholic beverages and by educating the students about the effects of misuse and abuse of alcohol. In regard to the use of alcoholic beverages, the University community should be aware that:

1. Residence hall staff members must, if they discover under-age drinking, take immediate steps to stop the activity, including presiding over the cessation of drinking and the disposal of the alcoholic beverages.
2. Student organizations, their officers, and advisors are liable if under-age students manage to obtain alcoholic beverages at an organization-sponsored event where the organization serves the alcoholic beverages, regardless of where the event is held.
3. Provision and/or distribution of or failure to control access to alcoholic beverages to under-age students by those of legal drinking age is a violation of university regulations and may be a violation of local and state laws.

Data generally support the fact that the consumption of alcohol is a major contributor to many traffic accidents and fatalities and to many crimes of violence.

Statement of Policy

- A. General University policy and procedures to be followed by all individuals and groups:
 1. Use or possession of alcoholic beverages at Texas Woman's University by an individual under the age of 21 is prohibited. Failure to comply with this regulation violates state law and the policy governing student conduct and will subject the individual to disciplinary action.
 2. Texas Woman's University reserves the right to designate locations, times, and conditions under which alcoholic beverages may be served and under which persons of legal drinking age may consume or possess beer, wine, or distilled spirits in or on any property under the control or jurisdiction of the University.
 3. Persons of lawful age under Texas statutes may be permitted to possess and/or consume alcoholic beverages in the privacy of their rooms/apartments in residence halls of the University.
 4. Alcoholic beverages may only be

sold on the Denton campus by the Department of Food Services in Hubbard Hall and the Golf Course Clubhouse in accordance with their licensure following the restrictions and regulations of the Alcoholic Beverage Commission. Under a temporary "beer and wine" license, the Department of Food Services may sell alcoholic beverages in other preapproved areas on a per-event basis. The sale of alcoholic beverages at Houston and Dallas campuses will be permitted with administrative approval when the appropriate licensure is obtained.

5. Groups, individuals, departments, or organizations desiring to serve or consume any type of alcoholic beverage on campus must obtain permission in advance by means of the Alcoholic Beverage Use Request (ABUR) Form. Forms may be obtained from the Office of the Vice President for Student Life, Student Center 206 (Denton Campus); the Student Development Coordinator, front desk of Faye Pannell Hall (Dallas Center); and the Student Development Coordinator, front desk of the North Residence Hall (Houston Center); and must be completed and filed with the respective office (listed previously) at least ten (10) working days in advance of the proposed function where alcoholic beverages would be used in order to provide time for processing. Only the following exceptions will be made to the required filing of an Alcoholic Beverage Use Request Form:
 - (a) Private residence hall rooms and apartments as indicated under Section A.3.
 - (b) The Golf Course Clubhouse - beer and wine may be sold for consumption by persons of lawful age (under Texas statutes) on the premises in the sales area as designated in the appropriate license during hours in accordance with Denton ordinances and State laws.
 - (c) Private homes owned by the University or on University property - this includes the President's home and other private residences rented to individuals by the University.
6. Alcoholic Beverage Use Request (ABUR) Forms will not be approved for areas of the campus which are

designated as nonpublic or as instructional areas. For purposes of this policy these areas include, but are not restricted to: offices; public child care facilities; libraries; research areas; laboratories; music practice rooms; laundries; warehouses; stockrooms; shops; general service areas; mechanical rooms; the power plant; restrooms; studios; computer rooms; study rooms; hallways; elevators; balconies; and classrooms. Approval will also be contingent upon evidence of appropriate methods of complying with State statutes regarding the serving of alcoholic beverages to persons not of lawful drinking age and evidence of appropriate security measures. Request forms must have the approval of the appropriate Vice President or Executive Director. The Department of Public Safety, the Vice President for Student Life (or the appropriate Student Development Coordinator), the Director of Student Development (recognized student organizations only), and the faculty coordinator for the area requested (academic areas, Food Services, Housing, etc.), will be notified each time a request for use of alcoholic beverages on campus is approved.

7. On-campus possession of open containers and consumption of beer, wine, and/or distilled spirits by individuals is prohibited in all public areas of University-owned or controlled facilities and grounds (excluding the golf course) except for those specifically designated by this policy or those specifically approved on a per-event basis via the Alcoholic Beverage Use Request Form.

8. With the exception of the Golf Course Clubhouse, all sales of alcoholic beverages on campus will be coordinated through the Department of Food Services.

9. General Guidelines:

- (a) Public University funds, including Student Services fees, Student Center fees, and residence hall fees, may not be used to purchase alcoholic beverages on or off campuses.
- (b) A copy of the approved Alcoholic Beverage Use Request (ABUR) Form must be available at any event where alcoholic beverages will be present as proof that per-

mission was obtained.

- (c) Hosting individuals and/or organizations, as well as individuals in attendance, are responsible for the conduct of those attending the event, ensuring that any consumption of alcoholic beverages occurs in a lawful and responsible manner and that people under the legal drinking age do not consume alcoholic beverages.
- (d) All individuals attending an activity where alcoholic beverages are served, consumed, or are present must maintain on their persons appropriate proof of age. Students must present either a Texas driver's license or a photo I.D. card issued by the Department of Public Safety.
- (e) Possession or use of a false identification will result in appropriate disciplinary and/or civil action.
- (f) Appropriate disciplinary and/or civil action will be taken in cases where persons of legal age are found providing alcoholic beverages to persons under the age of 21.

B. Specific Guidelines for Events Involving Alcoholic Beverages that are sponsored by Recognized Student Organizations:

1. All activities that are sponsored, authorized, sanctioned, and/or financed by a recognized student organization must have completed an ABUR form and obtained approval from all appropriate parties as indicated on the form. The group's faculty/staff advisor must indicate approval in writing and be in attendance at the event. Recognized student organizations may hold events involving alcoholic beverages under the following guidelines:
 - (a) Activities involving alcoholic beverages must be limited to the established membership of a recognized organization and its designated guests. Because of Alcoholic Beverage Commission restrictions, tickets for a party may not be sold either in advance or at the door if alcoholic beverages will be available unless the alcoholic beverages are not included in the price of the admittance fee and are being sold separately by a licensed party, i.e., the Depart-

ment of Food Services.

- (b) The organization or organizations sponsoring the event must establish precautionary measures to ensure that alcoholic beverages are not served to persons under the legal drinking age or to persons who appear intoxicated, i.e., restricting the serving and consumption area for alcoholic beverages, etc.
 - (c) At functions where alcoholic beverages are served, a person or persons must be designated as the server(s), and the alcoholic beverages must be placed in such a manner and location that access to it is restricted except through the designated server(s).
 - (d) The only alcoholic beverages that may be possessed or consumed at campus events are those alcoholic beverages served at the event, and the served alcoholic beverages must be consumed within the facility designated for the event.
 - (e) Nonalcoholic beverages and adequate food must be available at the same place as the alcoholic beverages if the alcoholic beverages are provided by the organization. Food and nonalcoholic beverages must be featured as prominently as the alcoholic beverages.
 - (f) No event shall include any form of "drinking contest" or encourage any form of rapid consumption of alcoholic beverages in their activity or promotion.
 - (g) Clean-up after an event is the responsibility of the host or host organization and must be completed immediately following the event.
2. Advertising of University events where alcoholic beverages will be consumed must be consistent with the educational philosophy of Texas Woman's University and with the following general guidelines:
 - (a) Advertisement for any university event where alcoholic beverages are being served must note the availability of nonalcoholic beverages and food as prominently as the alcoholic beverages.
 - (b) The messages conveyed in the promotion of any event must

not encourage any form of misuse of alcoholic beverage.

- (c) Publicity must not convey that consumption of alcoholic beverages is the purpose or reason for the event.
- (d) Promotion must not refer to the amount/quantity of alcohol (i.e., Two-Keq Party, etc.).
- (e) Advertisements for events must not portray drinking as a solution to personal or academic problems of students nor as necessary to social, sexual, or academic success.
- (f) Alcoholic beverages must not be provided as awards, door prizes, or give-aways to individual students or campus organizations.

C. Specific Guidelines of University Residence Halls:

Residence hall occupants and their guests are required to comply with state and local statutes concerning possession, sale, and consumption of alcoholic beverages. It is expected that alcoholic beverages will be used in moderation to ensure residents rights to privacy, sleep, and study within their rooms/apartments. Loud or disruptive behavior, interference with cleanliness of the residence halls, or drinking habits which are injurious to health or education of an individual or those around her/him are reasons for appropriate disciplinary action by the University. Residence hall occupants of lawful age may consume and possess alcoholic beverages in the privacy of their rooms and/or apartments under the following guidelines:

1. Alcoholic beverages may be possessed or consumed, but not sold, in the privacy of student rooms/apartments by those residents and their invited guests who are of legal drinking age.
2. All alcoholic beverages which are transported through public areas must be unopened and concealed. See Section A.7 under Texas Woman's University Statement of Policy for further information.
3. All private gatherings held in student rooms/apartments must be confined to the specific room/apartment and, the door must be closed. A maximum of six (6) occupants (residents and guests) is allowed per room/apartment.

4. Students may not possess an excessive amount of alcoholic beverages. The definition of "excessive" is at the discretion of the Department of University Housing. Kegs or other large receptacles that contain alcoholic beverages are prohibited in the residence halls.
5. Advertisement of private gatherings (parties) in a resident's room/apartment is prohibited.
6. Residents are responsible for the action(s) of their guests at all times. The use/misuse of alcoholic beverages does not excuse disruptive, noisy, or indecent behavior.
7. Progressive drinking parties are not allowed.
8. Alcoholic beverages cannot be served or consumed at functions sponsored by residence halls.

D. Referral Procedures for Noncompliance:

Individuals or organizations violating the University Alcoholic Beverage Policy will be referred to the appropriate Vice President, Executive Director or their designees for disciplinary and/or civil action.

E. Penalties for Noncompliance:

All students, faculty, staff, and visitors using University facilities have a responsibility to abide by all conditions of the University Alcoholic Beverage Policy. Persons found guilty of noncompliance with this policy or the laws of the State of Texas have committed a violation of University rules and regulations and are subject to sanctions commensurate with the offense as outlined in the Student Handbook, Faculty/Staff Handbooks, and Sections A-H under "Legal Requirements Concerning the Use of Alcohol" in this policy.

1. Violations of the alcohol policy will result in confiscation and disposal of the alcoholic beverages and referral to the University disciplinary system for appropriate sanctions.
2. Actions of all recognized student organizations are subject to review by the Director of Student Development. Failure to comply with the policy and University rules and regulations may lead to the revocation of recognition privileges.
3. Nonaffiliated groups or organizations found to be in violation of this policy will have their function or event closed down immediately, losing the remainder of their rental as well as their

deposit, and they will lose the privilege of future use of Texas Woman's University facilities.

Legal Requirements Concerning the Use of Alcohol

The use of alcoholic beverages by members of the Texas Woman's University community is at all times subject to the alcoholic beverage laws of the State of Texas as they may be amended. Such laws presently include, in part:

A. Purchase, Consumption, or Possession of Alcoholic Beverages by a Minor - A minor commits an offense if she/he purchases an alcoholic beverage; or she/he consumes an alcoholic beverage in the visible presence of an adult parent, guardian, or spouse; or she/he possesses an alcoholic beverage except during employment by a licensee or in the visible presence of an adult parent, guardian, spouse, or other adult to whom the minor was committed by a court. A violation is a misdemeanor punishable by a fine of not less than \$25 nor more than \$200 on a first conviction. If a person has been previously convicted of a violation of this section, a violation is a misdemeanor punishable by a fine of not less than \$100 nor more than \$500. (Alcoholic Beverage Code Sec. 106.02, 106.04, and 106.05)

B. Purchase of Alcoholic Beverages for a Minor/Furnishing Alcoholic Beverages to a Minor - A person commits an offense if she/he purchases an alcoholic beverage for, gives to, or knowingly makes an alcoholic beverage available to a minor, unless the person is visibly present when the minor possesses or consumes the beverage and is the minor's adult parent, guardian, spouse, or an adult to whom the minor was committed by a court. A violation of this section is a misdemeanor punishable by a fine of not less than \$100 nor more than \$500. (ABC Sec. 106.06)

C. Misrepresentation of Age by a Minor - A minor commits an offense on falsely stating that she/he is 21 years of age or older or upon presenting any documents that indicate that she/he is 21 years of age or older to a person engaged in selling or serving alcoholic beverages. A violation of this section is a misdemeanor punishable by a fine of not less than \$25 nor more than \$200 on a first conviction. If a person has been previously convicted of a violation of this section, a violation is a misdemeanor punishable by a fine of not less than

\$100 nor more than \$500. (ABC Sec. 106.07)

D. Public Intoxication - An individual commits an offense if the individual appears in a public place under the influence of alcohol or any other substance to the degree that the individual may endanger self or another. Public intoxication is a Class C misdemeanor which is punishable by a fine of up to \$200. (Sec. 42.08, Penal Code)

E. Sale of Alcoholic Beverages - The sale or possession for the purpose of sale of any type of alcoholic beverage is prohibited by state law unless the seller possesses a valid license or permit (ABC Sec. 61.01). The term "sale" is broadly interpreted by law enforcement authorities to include such practices as charging admission to events where alcoholic beverages are served. Tickets, activity fees, membership dues, or other exchanges which are in any way restrictive are viewed as indirect payment for alcoholic beverages and are illegal unless the alcohol is obtained through a valid liquor license.

F. Consumption After Hours - Consumption of alcoholic beverages in a public place is not permitted between the hours of 12:15 a.m. and 7:00 a.m., Monday - Friday; 1:15 a.m. and 7:00 a.m. on Saturday; and 1:15 a.m. and 12 noon on Sunday. Section 105.06 of the Alcoholic Beverage Code makes consumption after hours a misdemeanor offense with a fine of up to \$50. Therefore, an individual should not possess any cup, glass, can, bottle, or any other receptacle containing alcoholic beverages in a public place between the hours listed above. This includes streets, parking lots, restaurants, bars, or any establishment open to the public as well as outside fraternity and sorority houses.

G. Driving While Intoxicated - "Intoxication" is defined as:

- (a) not having the normal use of mental or physical faculties by reason of the introduction of alcohol, a controlled substance, a drug, or a combination of two or more of those substances into the body; or,
- (b) having an alcohol concentration of 0.10 percent or more.

H. A person commits an offense if the person is intoxicated while driving or operating a motor vehicle in a public place. A first offense is punishable by a fine of not less than \$100 or more than

\$2,000; and confinement in jail for a term of not less than 72 hours or more than two years. Enhanced penalties are provided for subsequent offenses. More severe punishment may be assessed if DWI results in serious bodily injury and there is an open container of an alcoholic beverage present in the passenger portion of the defendant's vehicle. (Vernon's Ann. Civ. St. Art. 6701L-1)

This policy is subject to annual review by the University Alcohol and Drug Education Committee.

DRUG POLICY AND APPEALS PROCEDURE

A. Definitions

1. The term "illegal drug" shall mean any drug or substance defined and regulated under Article 4476-14 or Article 4476-15 or Vernon's Texas Civil Statutes (except as may be allowed by said provisions) or any drug or substance the possession or delivery of which is made illegal by any other law or regulation of the state of Texas.
2. "Use" of a drug shall include use, possession, manufacture, sale, distribution, or delivery on Texas Woman's University property of any one or more illegal drugs.
3. "On Texas Woman's University property" shall mean on or in any building, facility, grounds, streets, or other property owned, leased, or controlled by the Texas Woman's University.
4. "Penalty" shall mean the sanction imposed for violating the policy. The sanction to be imposed for violating the policy shall be as designated by the Texas Woman's University.
5. The "Student Appeals Committee" is a standing committee of the University, the faculty component being appointed by the Committee on Committees and the student component being appointed by the Student Government Association.
6. "Policy" means the published policy of the Texas Woman's University which prohibits the use of illegal drugs by students on University property.

B. Policy Statement

It is the policy of the Texas Woman's University that the use of illegal drugs is prohibited on Texas Woman's property. Such use of drugs by Texas Woman's University students is subject to penalties set out in the Student Handbook which includes suspension from atten-

dance or enrollment at Texas Woman's University.

C. Complaint Filed

Any person having knowledge of use of illegal drugs on campus should report said event to the Vice President for Student Life.

D. Investigations, Summons, and Inter-view

When there is an allegation of violation of this policy, the Vice President for Student Life or her/his designee will:

1. Make whatever investigation is appropriate
2. Summon the student to advise her/him of the allegations of a possible violation of University rules and regulations and discuss the charges and evidence with student.
3. Afford the student an opportunity to respond and to offer mitigating circumstances.
4. Notify the student of the decision of the Vice President for Student Life after such decision has been reached and of the right to appeal the decision to the Student Appeals Committee.

E. Interim Action

Where it is determined by the Vice President for Student Life or her/his designee that the student's continuing presence poses a danger to persons or property or an ongoing threat of disrupting the academic process, the Vice President for Student Life or her/his designee may take immediate interim disciplinary action including suspension. No such action may be taken until the Vice President for Student Life or her/his designee discusses or attempts to discuss the case with the student. If interim action is taken, a hearing or other process shall be scheduled as soon as possible thereafter.

F. Procedure Before the Hearing Committee/Hearing Official

There are separate Student Appeals Committees for Denton, Dallas, and Houston. A Student Appeals Committee is composed of six faculty members appointed by the President of the University; six junior or senior students appointed by the Presidents of the Student Government Associations (or in their absence, their designees) in Denton, Dallas, and Houston (of which three faculty members and three students will constitute a quorum); and a nonvoting recorder. In the event the appeal is filed

by a graduate student, the President of the respective Student Government Association will appoint six graduate students to serve in the place of six undergraduate students on the committee. The committee serves according to the following rules:

1. If the student is not satisfied with the Vice President's decision relating to drug charges (undergraduates or graduates), the student may appeal to the appropriate Student Appeals Committee. To be considered, a written appeal must be filed within 72 hours after the student is informed of the decision of the Vice President. The written appeal must indicate the names of any witnesses who will appear before the committee on the student's behalf. If there is not a timely appeal, then the decision of the Vice President is final.
2. Within a reasonable period of time before the hearing, the University will provide to the student the date, time and place of hearing; approximate date of and nature of the misconduct; and the names and nature of the testimony of proposed witnesses for the University on the hearing. Each party will have an opportunity to present, orally and in writing, its own version of the facts; to introduce other evidence in support of its case; to present witnesses; and to ask questions of witnesses.
3. The University has the burden of proving its case by the preponderance of evidence. The preponderance of evidence means proof that leads a reasonable person to find that the facts in issue are more likely to have occurred than not. A taped recording of the hearing will be made available to the student (at cost) upon request.
4. Only the student, University personnel, and the Committee may be present during the hearings. Witnesses also may appear before the Committee to testify but only during the time when the witness is giving testimony. Counsel for the student will be allowed only in the event criminal charges arising out of the alleged misconduct are pending against the student. Such counsel shall not be allowed to participate in the hearing process other than to address the student unless the University uses counsel to present its case. Hearings are closed to the public. Only the Committee members will be present

during the actual deliberations of the Student Appeals Committee.

5. The Student Appeals Committee may:

- a. Recommend that the decision of the Vice President be affirmed;
 - b. Recommend that the decision of the Vice President be reversed; or
 - c. Recommend that the disciplinary sanction be modified.
6. The appellate decision will constitute a recommendation to the President of the University who will make the final decision.
7. The student will be notified of the decision in writing.

DRUG - FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989

In compliance with the Drug - Free Schools and Communities Act Amendments of 1989, Public Law 101-226, students are provided the following information regarding alcohol and drugs:

Standards of Conduct-Drugs

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or other illegal drug on the University premises or while conducting University business off University premises is absolutely prohibited.

Standards of Conduct-Alcohol

Use or possession of alcoholic beverages at Texas Woman's University by any individual under the age of 21 is prohibited. Texas Woman's University reserves the right to designate locations, times, and conditions under which alcoholic beverages may be served and under which persons of legal drinking age may consume or possess beer, wine, or distilled spirits in or on any property under the control or jurisdiction of the University. Persons of lawful age under Texas statutes may be permitted to possess and/or consume alcoholic beverages in the privacy of their rooms/apartments in residence halls of the University. Groups, individuals, departments, or organizations desiring to serve or consume any type of alcoholic beverage on campus must obtain permission in advance by means of the Alcoholic Beverage Use Request (ABUR) Form available from the Office of Student Life. Carrying, possessing, selling, or being under the influence of intoxicants by employees during work hours is prohibited.

Legal Sanctions

The University will uphold all local, state, and federal regulations regarding the use and abuse of alcohol and drugs. Penalties for violation of Texas alcohol and drug laws range from a fine and/or jail sentence to confinement in the Texas Department of Corrections for life or a term of not more than 99 years and a fine not to exceed \$250,000. See below.

Health Risks-Drugs

Some of the health risks associated with the use of illicit drugs and the abuse of alcohol include, but are not limited to, those listed below.

The University recognizes drug dependency as an illness and a major health problem. The misuse of any drug is capable of producing an altered state of consciousness and awareness. The long-term effects of drug use include frequent upper respiratory infections, slow-healing lesions, recurrent vaginal infections, hepatitis, impotence, amenorrhea, change in sleep/wake cycle, panic or anxiety states, paranoia, rapid or drastic mood changes, flashbacks, depression, diarrhea, frequent urination, hallucinations, coma, and/or death.

Health Risks-Alcohol

Alcoholism is a disease that progresses to uncontrolled drinking of alcoholic beverages. The long-term effects of alcoholism include liver damage, heart disease, ulcers and gastritis, malnutrition, delirium tremens, cancer, brain damage, and damage to a developing fetus.

Counseling, Treatment, or Rehabilitation Programs

The Counseling Center and the Personnel Office provide consultation relating to drug and alcohol issues with referral to treatment programs in the community for students and employees.

Disciplinary Sanctions-Drugs

Any employee or student who unlawfully manufactures, sells, distributes, possesses, or uses a controlled substance or other illegal drug in or on premises or property owned or controlled by the University or as any part of its activities, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action including termination of employment, dismissal from school, and/or required participation in an approved drug abuse assistance or rehabilitation program.

Disciplinary Sanctions—Alcohol

All students, faculty, staff, and visitors using University facilities have a responsibility to abide by all conditions of the University Alcoholic Beverage Policy. Persons found guilty of noncompliance with this policy or laws of the State of Texas have committed a violation of University rules and regulations and are subject to sanctions commensurate with the offense as outlined in the Student Handbook, and Sections A-H under "Legal Requirements Concerning the Use of Alcohol" in full-length version of the Alcoholic Beverage Policy and Guidelines printed above.

STATE OF TEXAS PENALTIES Offense, Maximum Penalties

Public Intoxication, 1st Offense, \$200 fine
Driving While Intoxicated, 1st Offense, 2 years, \$2,000 fine
Driving While Intoxicated, Felony Offense, 5 years, \$2,000 fine
Selling Alcohol to a Minor, 1st Offense, 1 year, \$500 fine
Involuntary Manslaughter, 1st Offense, 20 years, \$10,000 fine
Methamphetamine Delivery, Under 28 grams, 99 years, \$20,000 fine
Heroin Possession, Under 28 grams, 20 years, \$20,000 fine
Heroin Delivery, Under 28 grams, 99 years, \$20,000 fine
Cocaine Possession, Under 28 grams, 20 years, \$20,000 fine
Cocaine Delivery, Under 28 grams, 99 years, \$20,000 fine
LSD Possession, Under 28 grams, 20 years, \$20,000 fine
LSD Delivery, Under 28 grams, 99 years, \$20,000 fine
PCP Possession, Under 28 grams, 20 years, \$20,000 fine
PCP Delivery, Under 28 grams, 99 years, \$20,000 fine
Rx Drug-Unlawful Possession, Any Quantity, 180 days, \$1,000 fine
Marijuana Possession, Under 2 oz, 180 days, \$1,000 fine
Marijuana Delivery, 1/4 oz to 4 oz, 10 years, \$10,000 fine
Marijuana Delivery-Adult to Minor, 99 years, \$20,000 fine

FEDERAL PENALTIES Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15

days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more

than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both if: (a) 1st conviction and the amount of crack

Federal Trafficking Penalties

CSA	PENALTY			DRUG	PENALTY		
	2nd Offense	1st Offense	Quantity		Quantity	1st Offense	2nd Offense
I and	Not less than 10 years. Not more than life.	Not less than 5 years. Not more than 40 years.	$\left\{ \begin{array}{l} 10.99 \text{ gm or} \\ 100.999 \text{ gm} \\ \text{mixture} \end{array} \right.$	METHAMPHETAMINE	$\left\{ \begin{array}{l} 100 \text{ gm or more of} \\ 1 \text{ kg or more} \\ \text{mixture} \end{array} \right.$	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
			$\left\{ \begin{array}{l} 100.999 \text{ gm} \\ \text{mixture} \\ 500\text{-}4.999 \text{ gm} \\ \text{mixture} \end{array} \right.$	HEROIN	$\left\{ \begin{array}{l} 1 \text{ kg or more} \\ \text{mixture} \end{array} \right.$		
			$\left\{ \begin{array}{l} 5.49 \text{ gm} \\ \text{mixture} \\ 10.99 \text{ gm or} \\ 100.999 \text{ gm} \\ \text{mixture} \end{array} \right.$	COCAINE	$\left\{ \begin{array}{l} 5 \text{ kg or more} \\ \text{mixture} \end{array} \right.$		
				COCAINE BASE	$\left\{ \begin{array}{l} 50 \text{ gm or more} \\ \text{mixture} \end{array} \right.$		
				PCP	$\left\{ \begin{array}{l} 100 \text{ gm or more} \\ \text{or} \\ 1 \text{ kg or more} \\ \text{mixture} \end{array} \right.$		
II	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$2 million individual, \$5 million other than individual.	$\left\{ \begin{array}{l} 1\text{-}10 \text{ gm} \\ \text{mixture} \\ 40\text{-}399 \text{ gm} \\ \text{mixture} \end{array} \right.$	LSD	$\left\{ \begin{array}{l} 10 \text{ gm or more} \\ \text{mixture} \end{array} \right.$	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.
			$\left\{ \begin{array}{l} 10.99 \text{ gm} \\ \text{mixture} \end{array} \right.$	FENTANYL	$\left\{ \begin{array}{l} 400 \text{ gm or more} \\ \text{mixture} \end{array} \right.$		
			FENTANYL ANALOGUE	$\left\{ \begin{array}{l} 100 \text{ gm or more} \\ \text{mixture} \end{array} \right.$			
	Drug	Quantity	First Offense		Second Offense		
	Others'	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual			Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual	
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual			Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual	
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual			Not more than 6 years. Fine not more than \$500,000 individual or \$2 million not individual	
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual			Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 not individual	
Use as originally enacted unless 100 gm. Concores, measured to make ??? correction to 1 kg. *Does not include marijuana, hashish, or hash oil. (See separate table)							

Congress requested to make ??? correction to 1 kg. *Does not include marijuana, hashish, or hash oil. (See separate chart)

Federal Trafficking Penalties—Marijuana

As of November 18, 1988

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	Marijuana Mixture containing detectable quantity*	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than 30 years, not more than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	Marijuana Mixture containing detectable quantity*	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than 30 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, not less than 30 years, not more than life. Fine not more than \$2 million individual, \$10 million other than individual.
10 to 100 kg	Hashish		
1 to 100 kg	Hashish Oil		
50-99 plants	Marijuana		
Less than 50 kg	Marijuana	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

*Includes Hashish and Hashish Oil

(Marijuana is a Schedule 1 Controlled Substance)

Controlled Substances—Uses & Effects

DRUGS CSA SCHEDULE	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical Psychological	Tolerance	Duration (Hours)	Usual Methods of Administration	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
NARCOTICS									
Opium	II III V Dover's Powder, Papaverine, Papaverine	Anesthetic, antitussive	High High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, pain, cramps, nausea, chills & sweating.
Morphine	II III Morphine, MS Contin, Roxane, Roxane-GR	Anesthetic, antitussive	High High	Yes	3-6	Oral, smoked, injected			
Codine	II III V Tylenol w/Codine, Loperim w/Codine, Robitussin A-C, Fennel w/Codine	Anesthetic, antitussive	Moderate Moderate	Yes	3-6	Oral, injected, smoked, sniffed			
Heroin	I Diacetylmorphine, Heroin, Snack	None	High High	Yes	3-6	Oral, injected			
Hydromorphone	II Dilaudid	Anesthetic	High High	Yes	3-6	Oral, injected			
Meperidine (Pethidine)	II Demerol, Mepergan	Anesthetic	High High	Yes	3-6	Oral, injected			
Methadone	II Dolophin, Methadone, Methadone	Anesthetic	High High-Low	Yes	12-24	Oral, injected			
Other Narcotics	I II III IV V Narcophan, Percodan, Percocet, Tylenol, Tylox, Tyloxone, Fentanyl, Demerol, Lorazepam, Talwin	Anesthetic, antitussive, antitussive	High-Low High-Low	Yes	Variable	Oral, injected			
DEPRESSANTS									
Chloral Hydrate	IV Noctec	Hypnotic	Moderate Moderate	Yes	5-8	Oral	Slurred speech, drowsiness, disorientation, drunken behavior, without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	II III IV Amytal, Butal, Fenital, Letaset, Nembutal, Secobarbital, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, voluntary euthanasia agent	High-Mod. High-Mod.	Yes	1-16	Oral			
Barbiturates	IV Alver, Alverin, Clonazepam, Librium, Xanax, Serax, Valium, Tranexon, Versar, Versar, Valium, Versar, Versar	Anticonvulsant, sedative, hypnotic	Low Low	Yes	4-8	Oral			
Methaqualone	I Quaalude	Sedative, hypnotic	High High	Yes	4-8	Oral			
Glutethimide	III Doriden	Sedative, hypnotic	High Moderate	Yes	4-8	Oral			
Other Depressants	III IV Equanil, Miltivan, Reludol, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate Moderate	Yes	4-8	Oral			
STIMULANTS									
Cocaine	II Coke, Flak, Snow, Crack	Local anesthetic	Possible High	Yes	1-2	Smoked, sniffed, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, loss of appetite	Agitation, increase in body temperature, hallucinations, possible death	Apathy, long periods of sleep, depression, disorientation
Amphetamines	II III IV Dextroamphetamine, Dextroamphetamine, Dexedrine, Dextroamphetamine, Dextroamphetamine	Attention deficit disorder, narcolepsy, weight control	Possible High	Yes	2-4	Oral, injected			
Phenethylamine	II Prolester	Weight control	Possible High	Yes	2-4	Oral, injected			
Methylphenidate	II Ritalin	Attention deficit disorder, narcolepsy	Possible Moderate	Yes	2-4	Oral, injected			
Other Stimulants	III IV Adipen, Cylert, Dextro, Isoproterenol, Mefed, Plegine, Serenex, Tenuate, Tenuate, Tenuate 2	Weight control	Possible High	Yes	2-4	Oral, injected			
HALLUCINOGENS									
LSD	I Acid, Microdot	None	None Unknown	Yes	8-12	Oral	Illusions and more intense perception of time and space	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote	I Mesc, Buttons, Gactus	None	None Unknown	Yes	8-12	Oral			
Amphetamine Variants	I 2,5-DMA, FMA, STP, MEA, MDA, MDA, MDA, MDA	None	Unknown Unknown	Yes	Variable	Oral, injected			
Phencyclidine	II PCP, Angel Dust, Hogg	None	Unknown High	Yes	Days	Smoked, oral, injected, sniffed			
Phencyclidine Analogs	I PCP, PCP, TCP	None	Unknown High	Yes	Days	Smoked, oral, injected, sniffed			
Other Hallucinogens	I Butyrophenone, Bupropion, DMF, DMF, Polysyllable, Polysyllable	None	None Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
CANNABIS									
Marijuana	I Pot, Acapulco Gold, Grass, Rasta, Grassmilk, The Stick	None	Unknown Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, possible behavior	Fatigue, paranoia, increased appetite, disoriented behavior	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	I II THC, Marinol	Cancer chemotherapy, anticonvulsant	Unknown Moderate	Yes	2-4	Smoked, oral			
Hashish	I Hash	None	Unknown Moderate	Yes	2-4	Smoked, oral			
Hashish Oil	I Hash Oil	None	Unknown Moderate	Yes	2-4	Smoked, oral			

possessed exceeds 5 grams.

(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853 (a) (2) and 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 831 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up

to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922g

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

CAMPUS VISITORS

The University reserves the right to take necessary precautions to ensure the safety of its faculty, staff, students, buildings, and grounds and to protect other University property. Under the Texas Education Code, Sec. 51.209, the University may "... refuse to allow persons having no legitimate business to enter on property under the Board's control and may eject any undesirable person from the property on her/his refusal to leave peaceably on request. Identification may be required of any person on the property."

In addition, the University may determine whether persons coming on campus from outside the University community misuse visitation privileges through harassment of students in any form, including proselytizing, selling, or pressuring students to join organizations. Persons who have not been properly authorized to transact business on campus or to use University facilities will not be permitted to loiter in the facilities of the University or on the campus if they interfere in any way with the normal activities or procedures of the University.

Disruption of University Activities

In accordance with state statutes, the University has a firm policy against action by individuals or groups which in any way disrupt, interfere with, or instigate disruption or interference with teaching, public service, or any other authorized University function or activity.

Under the provisions of Article 4.30 of the Texas Education Code, no person or persons on the campus or property of the Texas Woman's University may willfully engage in any disruptive activity or disrupt a lawful assembly, such as obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without official authorization of the University; seize control of any building or any portion thereof for the purpose of interfering with any administrative, educational, research, or other authorized activity; prevent or disrupt or attempt to prevent and disrupt by force or violence or the threat of force or violence any authorized assembly; and/or obstruct or restrain the passage of any person at an exit or entrance to the campus or University property, or prevent or attempt to prevent by force or violence or by threats thereof ingress or egress of any person to or from the campus or University property without official authorization.

Under Article 51.233 of the Texas Education Code, the University may withdraw

consent for a person to remain on campus in the event of disruptive activities as defined in the statute. No person may refuse or fail to leave a building under the control and management of the University when that building is regularly closed to the public upon being requested to do so by a guard, watchman, or other employee of the University, if such individuals have no apparent lawful business to pursue in the building in question.

DISTRIBUTION AND POSTING OF LITERATURE

The University has provided adequate facilities for distribution of interoffice mail, official campus publications, and similar materials. The use of the aforementioned facilities is restricted to those persons comprising the University community. Material distributed through such facilities must be related to University-sponsored business or must be otherwise specifically authorized to be distributed through such facilities after approval has been obtained from the Department of Student Activities or the Student Center Office.

All persons and organizations, both those officially and those not officially connected with the University, may come upon University property for effecting the distribution of announcements, notices, pictures, advertisements, or publications only after giving notice to the Department of Student Activities or the Office of the Student Center Director at least one (1) day prior to the time of distribution. Distribution of such matter may occur in public areas at reasonable times. Nonpublic areas are libraries, dining halls, residence halls, and classroom buildings, and other areas in which the residential and educational or instructional activities of the University are regularly conducted. Such distribution shall be conducted in a manner consistent with State law and those conducting such distribution shall not block or substantially impede pedestrian or vehicular traffic or create disturbances which will disrupt the educational activities and purposes of the University. All such material to be distributed shall be subject to the laws governing obscenity and libel, and any person distributing the same will be responsible for compliance with the standards provided by such laws.

Posting of Literature

The University provides bulletin boards and other facilities for posting or publicizing official messages and announcements by students, faculty members, staff members, and registered campus organizations. Bulletin board locations for posting nonuniversity-sponsored announcements have been designated throughout the campus. A copy of all posters and announcements to be posted and publicized on bulletin boards and other University facilities must be furnished to the Department of Student Activities or the Director of the Student Center. Obscene and libelous material may not be posted or publicized on bulletin boards and other University facilities. Posters should be no larger than 8 1/2" x 11" in size unless special permission for posting is secured. Posters relating to all-campus events and activities of major student organizations may be displayed in the Student Center, on residence hall bulletin boards, and at other specifically designated locations. When announcements apply only to students in a particular department, notice must be given to the chair of the appropriate department by filing a copy of the material to be posted with the chair at least one (1) day prior to the posting on departmental bulletin boards. Classroom bulletin boards, in particular, may not be used for any form of advertising. Posters and signs should not be attached in any way to the interior or exterior of University buildings, except on authorized bulletin boards. University personnel have been instructed to remove posters, notices, and other items not in compliance with this policy.

Persons and organizations not officially connected with the University may come upon University property and may use the University facilities for effecting the posting of announcements, notices, pictures, placards, advertisements or publications only after obtaining authorization from the Department of Student Activities or the Office of the Student Center Director. The request should designate the time, place, and manner of such posting. A copy of the material to be posted must be filed with Student Activities or the Student Center. Posting may occur only in those places provided by the University for posting or publicizing official messages. Posted notices shall not exceed 8 1/2" x 11" in size unless special approval is obtained.

If space for posting of notices, announcements, pictures, placards, advertisements or publications is limited because of the demands for such space, first priority will be given to administrative and faculty notices

dealing with the educational activities and purposes of the University. Second priority will be given to students and regular campus organizations for the posting of notices. Last in priority will be all other persons and organizations not officially connected with the University. All such material posted shall be removed by the person or organization responsible for posting the same within three days of its loss of currency. The University reserves the right to remove any noncurrent material or any materials posted contrary to the above-stated policy.

Posting of Literature—Student Center

I. General publicity and posting guidelines

A. Bulletin Boards

1. A maximum of one (1) flyer of a particular announcement per bulletin board.
2. All publicity must contain complete information
 - a. Who
 - b. What
 - c. When
 - d. Where
 - e. How much
 - f. Expiration date
3. All posted material must be approved and stamped by Student Activities or the Student Center Office.
4. Materials should not overlap or conceal other announcements.
5. Materials must not be attached to glass surfaces, indoor or outdoor walls, doors, vending machines, trash cans, light posts, or any other unauthorized locations.
6. All advertising located on bulletin boards must be no longer than 11x17 inches.
7. Materials printed in a foreign language must have the same information presented in English.
8. All advertising not adhering to these or other applicable Texas Woman's University guidelines and regulations will be removed and any sponsoring campus organization may be subject to loss of advertising privileges.

B. Banners

1. Banner Dimension
 - a. Banners cannot exceed 4 feet in length without approval of the Student Center Office or the Department of Student Activities.
 - b. Banners cannot exceed 6 feet

in width without approval of the Student Center Office or the Department of Student Activities.

2. Hanging of banners or signs
 - a. Banners must be hung below bannister on wall, but not to exceed perimeter of the wall.
 - b. Banners must be hung with string, ribbon, or tacky gum (reusable adhesive).
 - c. One banner per event will be allowed in banner space.

II. General Signage

A. Table Tents

1. Limit one table tent per event on tables.
2. Maximum of two (2) table tents per table.
3. Advertisements on tables must be in table tent form, no flyers.

B. General

1. Obscene, libelous, and culturally insensitive material will not be approved for posting.
2. Material must be in good taste and support the mission of the University.
3. Hand written signage for Student Center as a whole will not be allowed.
4. Approved fliers, notices, and banners should not be removed.

HAZING

The Texas Woman's University complies with the provisions of Title 1, chapter 4, section 4.19 of the Texas Education Code.

(A) No student of any state-supported institution of higher education shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other person thus offending.

(B) "Hazing" is defined as follows:

- (1) any willful act by one student alone or acting with others, directed against any other student of such educational institution, done for the purpose of submitting the student made the subject of the attack committed, to indignity or humiliation, without her/his consent.
- (2) any willful act of any one student alone, or acting with others, directed against any other student of such educational institution, done for the purpose of intimidating the student attacked by threatening such student with social or other ostracism, or of submitting such student to ignominy, shame, or disgrace among her/

his fellow students, and acts calculated to produce such results.

- (3) any willful act of any one student alone, or acting with others, directed against any other student of such educational institution, done for the purpose of humiliating, or that is reasonably calculated to humble the pride, stifle the ambition, or blight the courage of the student attacked, or to discourage any such student from longer remaining in such educational institution or reasonably to cause her/him to leave the institution rather than submit to such acts;
- (4) any willful act by any one student alone, or acting with others, in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise or maim; or seriously offer, threaten or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section.

(C) No teacher, instructor, member of any faculty, or any officer or director, or a member of any governing board of any state-supported educational institution shall knowingly permit, encourage, aid, or assist any student in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly any reasonable information within her/his knowledge of the presence and practice of hazing in the institution in which she/he may be serving to the executive head or governing board of such institution. Any act of omission or commission shall be deemed "hazing" under the provisions of this section.

IMMUNIZATIONS

While students are not required to provide documentation of immunization for diphtheria, rubella, rubella, mumps, tetanus, and poliomyelitis (except for students enrolled in programs in allied health), they are advised to consider obtaining immunizations to protect themselves in the event of an outbreak which can disrupt the learning, not only of the ill students, but of their classmates as well. Information on the consequences of not being adequately immunized and the age groups most vulnerable to the vaccine-preventable diseases is available at the Office of the Vice President for Student Life and the Health Service on the

Denton campus and from the Executive Directors at the Dallas and Houston Centers.

Please contact your Health Service or see the telephone directory for local physicians who can provide immunizations.

This information is provided pursuant to SB 1517 amending Sections 2.09 and 2.09a of the Texas Education Code, Spring, 1991.

NONDISCRIMINATION POLICY STATEMENT

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

The Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, veteran's status, or against qualified handicapped persons, except as provided by law and permitted by federal statute governing admission to traditionally single-sex institutions (Title IX of the Education Amendments of 1972).

The University complies with nondiscrimination regulations under Title IV and Title VII, Civil Rights Acts of 1964; Title IX, Education Amendments of 1972; Vietnam Era Veterans' Readjustment Assistance Act of 1972; Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; the Age Discrimination Act of 1973; and other applicable statutes.

Inquiries concerning University grievance procedures may be directed to the designated officials named below:

Affirmative Action and Equal Employment Officer:

Director of Personnel Services
Texas Woman's University
P.O. Box 223099
Denton, Texas 76204-0999

Title IX Officer:

Vice President for Student Life
Texas Woman's University
P.O. Box 22305
Denton, Texas 76204-0305

Disability/Handicap Officer:

Dr. Ron French
Department of Kinesiology
P.O. Box 23717
Denton, Texas 76204-1717

Coordinator of Disabled Student Services
P.O. Box 22305
Texas Woman's University
Denton, Texas 76204-0305

OPEN SPEECH PLATFORM POLICY

The purpose of the open speech area on the TWU Denton campus is to provide the opportunity for individuals to express personal viewpoints. The area between the Student Center and the Administrative Conference Tower on the sidewalk next to the marquee is open to TWU faculty, staff, and students and to members of the community for the expression of personal politics, philosophy, religious viewpoints, surveys, or announcements. All persons wishing to reserve the space should complete a Request for Reservation form in the Office of the Conference Services Coordinator. Reservations should be submitted two weeks in advance.

POLITICAL CAMPAIGNS AND VOTER REGISTRATION

It is the policy of the Texas Woman's University to encourage full participation of its entire student body, staff and faculty as voters in primary and general elections. Candidates for public office or their representatives may campaign on the Texas Woman's University campus in public areas at reasonable times. Likewise, deputy voter registrars may register students, staff and faculty of the University on the campus in public areas at reasonable times pursuant to authority conferred by State law. Nonpublic areas are the libraries, dining halls, residence halls, classroom buildings, and other areas where residential and educational or instructional activities of the University are regularly conducted.

Political candidates and voter registrars shall conduct their activities on the campus in a manner consistent with State law and must not block or substantially impede pedestrian or vehicular traffic or create disturbances which disrupt the educational activities and purposes of the University. Political candidates wishing to campaign in public areas of the University campus may contact the Office of the Vice President for Student Life in order to obtain assistance in locating their activities in proper public areas.

RACISM

Texas Woman's University is committed to providing equal educational opportuni-

ties to all students and to fostering an educational environment that is free from bigotry and racism. Racism is defined as any policy, practice, or pattern of conduct that humiliates, harms, or places students at a disadvantage on the grounds of their race, color, ethnicity, or national origin. Racist conduct includes racist language, discriminatory practices, behavior based on stereotypical thinking, and acts of omission.

The University condemns any form of intimidation and harassment of students and upholds the principles of free intellectual inquiry and freedom of expression. These principles are the heart of the University's commitment to the pursuit, extension, and transmission of knowledge. The pursuit of these goals requires students to be tolerant of intellectual positions that are different from, and contrary to, their own beliefs and values. These governing principles should be expressed in ways that are consistent with norms of civility toward all people and that demonstrate respect for the cultural traditions of the diverse racial, ethnic, and national groups that are part of the University community.

Redressing Complaints of Racism Against Students

Students who believe themselves to be the victim of racism on the part of an administrator, faculty member, staff member, or campus employer may attempt to resolve the complaint informally by contacting the alleged wrongdoer and/or by consulting any of the following: 1) the Coordinator of Intercultural Services; 2) the Chairperson of the Academic Department or the Director of the office where the alleged violation has taken place; or 3) the Chairperson of the Multicultural and Minority Affairs Committee. It is the responsibility of these persons to 1) hear the complaint, 2) attempt to reach a solution, 3) maintain confidentiality of persons involved in the complaint, and 4) if the student decides to proceed further, immediately inform the Vice President for Student Life of the student's desire to make use of formal grievance procedures.

A complaint becomes a grievance when the student has exhausted all informal avenues available to obtain a remedy to the complaint.

RESERVATION OF UNIVERSITY SPACE

Instructional Buildings and Auditoriums

Arrangements for the use of instructional building areas or auditoriums by students must be made through the Office of

the Vice President for Academic Affairs after a review of the request by the chair of the appropriate department. The conditions for use of the building area, including appropriate faculty supervision, must be stated at the time approval is requested.

When approval is granted for the use of instructional areas after 10 p.m., or for the use of auditoriums, the Department of Public Safety will be notified by the Office of the Vice President for Academic Affairs.

Recreational Spaces

The request for the reservation of space in the Student Center is made through the Office of the Student Center Director. Reservation Request Forms are available in the Student Center Office. For all activities other than regularly scheduled classes, the requests of students or organizations for the reservation of classrooms or auditoriums can be made through the Office of the Vice President for Academic Affairs or through the Conference Services Coordinator.

A detailed description of requirements for equipment such as microphones, podiums, tables, chairs, and other needs must be supplied along with the reservation request for referral to the respective departmental areas.

Students may contact the offices which are listed elsewhere on this page for assistance with room reservations, academic space, and recreational facilities.

University Grounds

Student groups that wish to have open-air rallies or other outdoor activities, exclusive of academically related programs, on the grounds of the University must obtain permission from the Conference Services Coordinator prior to scheduling such activities.

Unauthorized demonstrations or mass meetings which interfere with the orderly process of the University will not be permitted on the campus.

SERIOUS ILLNESS OR INJURY PROCEDURE

If you are confronted by a person who has been seriously injured or is ill, do not attempt to move the victim unless a life-threatening situation arises (e.g., a fire in the building, etc.).

If you have been trained in first aid or cardiopulmonary resuscitation, you should begin to help the victim. It is important, though, to remember not to become a victim yourself. As soon as you can, call Public Safety and provide the following informa-

Contacts-Space Reservations

Denton FACILITY	OFFICE	PHONE NUMBER
Stoddard Hall 402	Library Science	898-2602
Library Lecture Hall	Library	898-3708
Free Speech & Hubbard Oval	Conference Services	898-3642
Guinn Commons, Stark Commons	Housing	898-3682
Guinn 101		
Wellness Center-Indoor & Outdoor Pool	Wellness Center	898-2901
Academic Buildings & Auditoriums	Academic Affairs	898-3305
Gym, Soccer Field, Track	Kinesiology	898-2575
Student Center, Garden Room, "The Underground"	Student Center	898-3641
Little Chapel & Chapel Gardens	Student Life	898-3615
Hubbard Hall & Rotunda	Food Service	898-3665
Space for conferences	Conference Services	898-3642
Reagan Houston and Guinn Hall recreation areas	Student Center	898-3611
Continuing Education Programs	Continuing Education	898-3408
Recreational Areas and equipment	Student Activities	898-3612
Dallas Center		
Residence Halls	214-689-6697	
Academic Space	214-689-6520	
Houston Center		
Residence Halls	713-794-2157	
Academic Space	713-794-2315	

tion:

Your name, the telephone number and the location from which you are calling and the location and condition (e.g., conscious, serious bleeding, heart attack, etc.) of the victim. Also relay if an ambulance will be required or if the person is ambulatory, whether or not anyone has started first aid or CPR on the victim, and whether or not any hazardous situation exists in regard to reaching the victim (e.g., fire, downed electrical power lines, etc.).

Do not attempt to notify the emergency squad yourself; calling Public Safety first will expedite the appropriate action to the victim.

SEXUAL HARASSMENT

It is the policy of Texas Woman's University that no member of the University community may sexually harass another. Any faculty, staff or student will be subject to disciplinary action for violation of this policy. Other persons over whom the university has substantial control will also be subject to this policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual

favours, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, educational, or campus living environment. A student having a complaint of sexual harassment should notify the Vice President for Student Life.

SMOKING

The following guidelines for smoking are in effect through December, 1992.

1. Smoking is prohibited at all times in classrooms, laboratories, libraries, general offices, stockrooms, lobbies, hallways, restrooms and elevators.
2. Smoking is permitted in private offices

and residence hall rooms occupied by one person, exterior balconies and other areas specifically designated by signs as "Smoking Areas." Smoking may also be permitted in multi person offices and residence hall rooms by unanimous consent of occupants. The University Safety Committee may designate a specific room or rooms in each building as "Smoking Areas" and erect appropriate signs as outlined above.

3. Each building will have necessary signs indicating that general smoking is prohibited and where public smoking areas are located, if applicable.
4. Appropriate environmentally blended receptacles will be maintained at the entrances to all buildings for the extinguishing of smoking materials.

5. Always use an ashtray when smoking. Keep paper and other combustible materials out of ashtrays. Make sure all cigarettes are extinguished when dumping ashtrays into trash cans.
6. Enforcement of these regulations is the responsibility of the administrator or professor in charge. Voluntary compliance is expected.

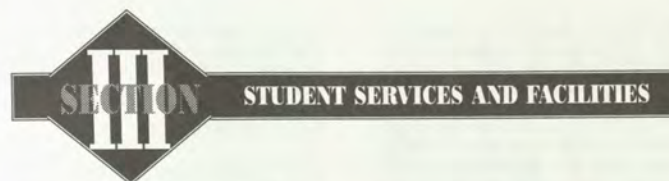
Effective January 1, 1993, the buildings and parking facilities located at Texas Woman's University at Denton, Dallas, and Houston shall be designated "smoke-free" except for private residence hall rooms and designated outdoor smoking areas.

STUDENT ACCOUNTS

Students must pay all accounts such as fees, rents, library fines, and loans when they are due. Before the end of each academic session, each student is expected to ensure that all outstanding accounts are paid. Grades, reports, diplomas, and other University benefits will be withheld until these obligations are met.

STUDENT NAME AND ADDRESS CHANGE

All students who change their names or addresses during their academic careers at the University should notify the Office of the Office of Enrollment Management so that University records may be kept current. After graduation students should notify the Alumnae Association and Career and Employment Services office of any name or address changes.



PHILOSOPHY AND SERVICES OF THE DIVISION OF STUDENT LIFE

The mission of TWU's Division of Student Life is to be a major force in accomplishing the full purpose of a university education. A university education, at its broadest and most profound level, integrates the academic and the cocurricular. It expands and deepens the individual's capacity to fully experience the intellectual, emotional, physical, spiritual, and social aspects of human existence. The means for fulfilling the Student Life mission rest upon the foundation of a Student Development philosophy, the implementation of which promotes an institutional environment conducive to the development of the whole person.

A Student Development philosophy provides the basis for enhancing the development of:

1. Personal identity (self-concept).
2. Purpose and commitment (meaning of life).
3. Integrity and social responsibility (ethics).
4. Self-directedness (self-control and autonomy).
5. A commitment to life-long learning (discovery, change, and continued growth).
6. A desire to preserve cultural and natural resources (aesthetics).

The Division of Student Life is composed of the Office of the Vice President for Student Life, Conference Services, Counseling Center, Disabled Student Services, Food Services, Health Services, Intercultural Services, Student Activities, Student Center, Student Development, and University Housing. Many other services are provided through other University divisions.

The student services which are described in the following pages are available to all students regularly enrolled at the University. For some services or events, a fee may be charged and/or proper TWU identification may be required.

VICE PRESIDENT FOR STUDENT LIFE

The Vice President for Student Life is the chief student personnel administrator who supervises at the Denton Campus and the

Dallas and Houston Centers those services provided through the Division of Student Life. The Vice President is available to respond to all issues related to campus life.

Located in the Student Center on the Denton campus, the Vice President for Student Life seeks interaction with students that will assist the University in providing a positive educational experience at Texas Woman's University.

Information regarding commuter bus service and reservations for the Little Chapel are available in the Vice President's office.

ACADEMIC ADVISING CENTER

Located on the second floor of Jones Hall, the Academic Advising Center (AAC) provides guidance for students experiencing difficulty with academic planning. The primary intent of the AAC is threefold: (1) to assist in the development of reasonable academic goals; (2) to facilitate the execution of academic plans; to promote the effective utilization of University resources.

The Academic Advising Center is available to all TWU students; however, the Center concentrates its energies toward the following students: undecided majors; nondegree seeking students; nontraditional students; preprofessional students; students who need remediation for purposes of TASP testing.

Students needing academic assistance are invited to visit the Center during office hours or to call for an appointment at 898-3850. The Academic Advising Center is ready to encourage all students to develop those skills that will advance their potential for academic success.

CAREER AND EMPLOYMENT SERVICES

The Office of Career and Employment Services, located on the second floor of Jones Hall, assists students by functioning as a liaison between the University and the world of work. Many services directly related to student jobs, career decision making, and career work experiences are available through this office. These include ca-

reer planning and career exploration; student employment both on campus and off campus; cooperative education; seminars on job search techniques, resume writing, and job interview techniques; campus career days; and assistance with placement in permanent work positions.

Student Employment

Career and Employment Services is a centralized student employment information center for on-campus positions as well as part-time temporary off-campus opportunities. Individual attention is given to each student, and referrals are made based upon the employers' requests and the candidates' abilities.

On-campus employment permits are available in the Career and Employment Services Office. The student reviews the job listings board and requests job referrals. The Denton campus vacancies are listed on the job boards located at the Student Center on the second floor and the Career and Employment Services office. When a Denton student has been offered a job on campus, the department chair or director will sign the permit and the student will return it to the Career and Employment Services office. Students employed on campus may work up to 20 hours per week and may not hold concurrent jobs on campus.

Students at the Dallas-Parkland Campus and the Dallas-Presbyterian Campus should submit their employment permits to the Administrative Coordinator (DED 024) at that center. Students at the Houston Center should submit their employment permits to the Financial Aid/Payroll/Personnel Office (MGJ 924).

Job notices change continuously with many different opportunities available to students.

Cooperative Education

The Cooperative Education program places students in career-related work experiences while they are pursuing bachelors' or graduate degrees. The positions offered to participating students are salaried and preprofessional and generate academic credit.

All Cooperative Education students are at an advantage in seeking post-graduation employment since they graduate with career-related work experience.

After eligibility for the Cooperative Education program has been determined, the student obtains the approval of her/his major or minor department. Upon receiving departmental approval, students work individually with a coordinator from the Office of Career and Employment Services who assists the students with a suitable job placement.

In addition to meeting the eligibility requirements of the Texas Woman's University, students must have the necessary qualifications to meet the more specific criteria established by each participating employer. Cooperative Education positions are competitive. Salaries and work objectives are established in a three-way contract between student, University, and employer.

Placement Assistance

Placement assistance services are available to students and alumni who are seeking full-time permanent employment. It is recommended that undergraduate students register for placement assistance services as they achieve senior status or when graduate students near the completion of their degrees. Registrants set up a credential file, which contains references and a resume, and have access to on-campus recruiters and the job Hotline.

Career Information Days are held at the Dallas and Houston centers. Separate information days are held in Denton for the school district recruiters. All students are encouraged to attend the Career Information Days regardless of status.

CHILD CARE SERVICES

On the Denton campus, Texas Woman's University Child Development Center (CDC) provides two programs for young children—The Child Care Center and the Nursery School. It is located at 1900 Cherrywood which is across University Drive (Hwy. 380), adjacent to the campus.

The CDC provides a safe and nurturing environment that promotes the physical, social, emotional, and cognitive development of young children while responding to the needs of the families. The program creates a learning environment that is designed to meet the unique needs of each age group. Special consideration is given to each child's individual growth patterns, strengths, interests, and experiences.

Staff members are qualified by training

and experience to provide a valuable program and helpful guidance to the children. All teachers hold college degrees in child development, early childhood education, or a closely related field. Foster Grandparents and TWU students assist teachers through the day in a variety of activities. Students in classes such as child development, elementary education, physical education, recreation, or nursing observe and participate at the CDC.

Information and application forms may be requested from the Child Development Center, Texas Woman's University, P.O. Box 23029, Denton, TX 76204. There is a waiting list for both programs so it is important that interested parents contact the CDC at their earliest convenience.

Child Development Center

The Child Development Center is designed to encourage and support the education of TWU students. Because of the University's interest in assisting the parent, the center seeks to provide care of the highest quality for children. Child care is available Monday through Thursday from 7 a.m. until 6:15 p.m. and Friday from 7 a.m. until 6 p.m. The Child Development Center is closed when TWU offices are closed, approximately four weeks per year. Nine groupings are established for children aged 18 months to 6 years. A well-balanced lunch and nutritious snacks are provided daily.

Nursery School

Daily participation in the Nursery School program supports continuous growth for the child and enrichment of the school experience. The Nursery school is open to anyone, regardless of University affiliation, however, students have first priority. Children who are ages 3 and 4 are eligible. Enrollment in the program is limited. Ten children are enrolled in the 3-year old classes and 12 are enrolled in the 4-year old classes. The School operates two separate three-hour sections, from 9 a.m. to 12 noon and from 12:30 p.m. to 3:30 p.m., Monday through Friday. The Nursery school follows the University class schedule, beginning on the first day of class each semester and ending on the last day of class. Both sections receive a mid-session snack.

THE CLUBHOUSE

The Clubhouse is a children's recreation program designed for the children living in family housing. The Clubhouse is open from 3 p.m. to 6 p.m. during the fall and spring semesters and from 7:30 a.m. to

5:30 p.m. in the summer, Monday through Friday for ages 5 (as of September 1) through 12 years of age. Children of off-campus students may enroll on a space-available basis. For more information call 817-898-3653 or 898-3676.

COUNSELING CENTER

The Counseling Center offers a wide range of services designed to help students obtain personal, educational, and career goals. Students typically come to the Counseling Center with a variety of academic and career concerns (career indecision, test anxiety, inability to study effectively) as well as personal concerns such as relationship difficulties, depression, anxiety, and family issues. Both individual and group counseling are available to help students resolve their concerns and learn new ways to be more effective. Counseling services are free and confidential and are available to currently enrolled students.

The Center provides emergency assistance to students in crisis on a 24-hour-a-day basis. During Center hours, students may phone or stop in at the Counseling Center for immediate emergency assistance. After hours, students may call the TWU Department of Public Safety at their campus/center. The TWU Department of Public Safety will notify the on-call counselor. In times of crisis, the following community agencies, not connected to TWU, may also be of assistance:

- * In Denton
Mental Health Center Crisis Line—
817-387-5555
The Crisis Intervention Hotline—
817-898-1427
- * In Dallas—Crisis Hotline—214-828-1000
- * In Fort Worth—Crisis Hotline—
817-927-5544
- * In Houston—Crisis Hotline—713-228-1505

In addition to counseling services, the Counseling Center offers groups, workshops, and presentations. Group offerings usually include Adult Children of Dysfunctional Families, Sexual Abuse Recovery, Black Women's Support Group, and others. Topics for workshops and presentations have included assertiveness training, anxiety reduction, career exploration, time and stress management, and building healthy relationships. The Center staff will provide presentations and workshops in classrooms and to student groups with appropriate advance notice. Students are urged to request presentations, workshops, and groups which are related to their interests and needs.

The Counseling Center does not provide academic advising for course work. Students should contact the appropriate academic department or the Academic Advising Center for academic advisement. Evaluation of transcripts from other institutions for transfer to TWU should be discussed with either the appropriate academic department or with the staff in the Office of Admissions and Registration.

The Counseling Center administers and interprets standardized psychological inventories which may help a student with personal, educational, or career goals when appropriate. There is a small fee for the cost of purchasing and scoring these inventories. In addition, the Denton Center is an official testing site for the Standardized Achievement Test (SAT), and the Graduate Record Examination (GRE). The SAT is given on the October and April national testing dates and residual testing (scores can only be used at TWU) occurs on the morning of the day fee payment settlement begins each semester. The GRE is given on the February national testing date. Registration bulletins for these and other national examinations are available at each center.

The Counseling Center is staffed by full-time psychologists and professional counselors. The Denton Center also serves as a training site for TWU graduate students in several counseling-related disciplines and is the site of a doctoral psychology internship training program accredited by the American Psychological Association. All staff counselors are either certified or licensed by the state of Texas or are in the process of obtaining licensure in their professional disciplines.

During the fall and spring semesters, both day and evening hours are available at all four campuses/centers. Since hours vary by location and semester, please check the schedule at each campus/center.

The Counseling Center office locations and phone numbers are:

- * Denton - West Jones Hall—817-898-3801
- * Dallas Parkland - DED 116-214-689-6655
- * Dallas Presbyterian - DPH 215-214-689-6655
- * Houston - 103 North Residence Hall—713-794-2059

Additional information is available to students at each location.

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety is responsible for all law enforcement and safety

services on all TWU campuses. Crime prevention services, severe weather procedures, parking, vehicle and personal property identification are a few of the available services.

Locations:

Denton Campus
Office: 1215 Oakland
Phone: (817) 898-2911

Houston Center
Office: 1130 M. D. Anderson Blvd.
Phone: (713) 794-2222

Dallas-Parkland Campus
Office: 1810 Inwood
Phone: (214) 689-6666

Dallas-Presbyterian Campus
Office: 8194 Walnut Hill Lane
Phone: (214) 689-6666

Registration of Valuable Property

Registration of valuable personal articles is encouraged. Cameras, stereo equipment, typewriters, tape recorders, and other valuables will be engraved with an identification number and recorded in the Department of Public Safety free of charge. An engraver is available to both commuter and residence hall students for short-term use.

Severe Weather Procedure

A severe weather watch may be defined as an atmospheric condition which is likely to produce severe weather. A severe weather warning may be defined as severe weather occurring in the area which necessitates precautions being taken. Severe weather may be defined as tornadoes, cyclones, and high winds.

The Department of Public Safety office will notify administrative offices and each Residence Hall Director of a severe weather watch or warning when issued by the National Weather Service. Students will go to preassigned areas when necessary. The radio stations listed below will provide weather information.

Civil Defense Emergency
KDNT (1440 in Denton)
Radio AM stations
KLIF (1190 in Dallas)
KPHC (790 in Houston)
KRDL (1080 in Dallas)

Traffic and Parking

The pamphlet, "Traffic Rules and Regulation," is published annually with the rules and regulations which apply to visitors as well as members of the University community. Copies are available at payment settle-

ment, the Department of Public Safety Office, the Cashier's Office, and the Student Life Office.

Parking facilities are provided for both resident and commuting students in clearly designated areas. Parking for handicapped students is available at various locations throughout the campus and is identified on the campus map which is a part of the pamphlet of regulations.

A vehicle is properly registered when a parking decal has been permanently affixed as indicated in the traffic brochure. Parking decals may be obtained at the Department of Public Safety.

Visitors on campus may obtain a temporary one-day parking permit from the University Information Booth.

Bicycle registration is required of all resident and commuting students. Unregistered bicycles will be impounded. Registration is free and is a protection for the owner.

Parking for Disabled Students

Handicapped parking is provided on the TWU campuses. After purchasing the appropriate parking decal, permanently and temporarily disabled students, who have a state-wide license plate or placard, may park in any handicapped parking space. Location of these spaces is indicated on the campus map which is a part of the pamphlet of regulations.

Lost and Found

All articles found anywhere on campus should be turned in immediately at the Department of Public Safety Office. Students are advised to report lost or missing articles to this office promptly.

Injury Accident Reporting Procedure

If a member of the faculty, staff, student body, or a visitor is hurt on campus property, he or she is required to report the accident to the Department of Public Safety. If the injured person is unable or unwilling to report the accident, any member of the University community having knowledge is required to report it. The Department will coordinate medical treatment, initiate investigations, and refer individuals to proper offices for preparation of worker's compensation forms, if required. Student accidents will be reported to the Office of the Vice President for Student Life. The Department of Public Safety will have overall responsibility for the investigation and reporting of injury accidents.

DISABLED STUDENT SERVICES

The Disabled Student Services Office is designated to respond to the special needs of the disabled student at TWU. The professional staff in this office acts as the centralized clearing house for provision of those accommodations/services that will most appropriately meet each student's needs. The Office provides or locates appropriate services that allow disabled students to have the same access to programs and activities as nondisabled students. Disabled Student Services endeavors to provide the assistance and encouragement that the disabled student needs in meeting the challenges of university life.

To obtain services a student must meet the following criteria:

1. Be accepted to TWU
2. Complete an application form available through the Disabled Student Services Office
3. Provide documentation indicating the presence of a physical or mental impairment which substantially limits one or more major life activities
4. Apply well in advance of the semester for which assistance is needed to obtain services in a timely manner

Additional information may be obtained by contacting Disabled Student Services, Student Center Room 206, P.O. Box 22305, Denton, TX 76204-0305, (817) 898-3628.

FINANCIAL AID

To help students meet school expenses, TWU administers a number of programs for financial assistance such as scholarships, grants, and loans. Financial need, academic and citizenship records, and promise of achievement are considered when applications for assistance are processed.

The Director of Student Financial Aid is responsible for administering all student aid programs. Requests for information and application forms should be directed to:

Office of Student Financial Aid
Texas Woman's University
P. O. Box 22628
Denton, Texas 76204-2628

Since renewal of financial assistance from year to year is not automatic, students must submit new applications each year. To be eligible for grants, scholarships, loans, and campus employment, students must maintain satisfactory progress in their courses of study. In order to maintain financial aid eligibility, full-time undergraduate students must successfully complete nine or more credit hours each long semester and meet or exceed the appropriate mini-

mum cumulative grade point average for their classification.

Students enrolled for at least six credit hours, but less than twelve credit hours, must successfully complete six credit hours each long semester and meet or exceed the minimum cumulative grade point average for their classifications. Grades of F, I, WX, WP, and WF will not satisfy the academic progress requirement. Graduate students are limited to a maximum of eight long semesters of financial aid eligibility for a master's degree and twelve long semesters for a doctoral degree, excluding courses taken for completion of the master's degree.

Failure to meet the minimum satisfactory academic progress standards will result in financial aid probation. A student on financial aid probation will be permitted to receive aid for one semester. If the student meets the minimum requirements during the probationary semester, she or he will return to good standing. Failure to meet the standards will result in the loss of financial aid eligibility until the minimum standards are met. Students with mitigating circumstances such as divorce of a parent or spouse, death of an immediate family member, or severe medical problems may appeal their status to the Director of Financial Aid.

In applying for and receiving financial assistance from the University, a student is obligated to respect the policies and regulations of the University and to furnish complete and accurate information on the application. Any financial aid recipient who withdraws from the University prior to the completion of a semester may have to refund part or all of the financial aid received for that semester. The amount of refund will be determined at the time of the student's withdrawal.

A part-time student is not eligible to receive financial assistance from certain aid programs. These are discussed in the financial aid bulletin issued by the Office of Student Financial Aid. The University General Catalog also lists special sources of financial aid.

Students at the Houston Center who need financial assistance should contact the financial aid counselor on that campus at (713) 794-2315. Students at the Dallas campuses should contact the Administrative Coordinator on the Dallas Parkland campus at (214) 689-6520 and on the Presbyterian campus at (214) 361-8608. Students on the Denton campus should call (817) 898-3050.

Project Pioneer

"Project Pioneer" is designed to assist students with financial need by providing a "no frills-no bills" plan which enables students to work on campus to pay for their housing and meals. Students participating in the program live in double occupancy rooms in the residence halls. Information is available from the Financial Aid Office.

FOOD SERVICES

Food service on the Denton campus is provided by a food service contractor and management team. During fall, spring, and summer semester, a choice of meal plans provide food service seven days a week or five days a week. A unique combination of plans combines contract meals with cash credit that may be used at any food facility on campus. Meal plans are facilitated with the use of computerized ID meal cards.

Students are urged to choose the meal plan which will most adequately meet their needs. Meals are served beginning with dinner on the first day of payment settlement and ending with lunch the last day of finals. Food is served in Hubbard Hall and in the Student Center. Special arrangements can be made for students who are ill and for those on special diets by contacting the office of the Director of Food Services.

The computerized ID meal card may not be transferred to another individual nor can meal card credit be carried over to another semester. There is a \$5 replacement fee for lost meal cards. The cost of meal plans and hours of service are published in separate bulletins for fall, spring, and summer; and they are available in the Offices of University Housing, Admissions and Registration, or the Food Services Office.

All students living in traditional rooms in the residence halls must select a contract meal plan. Students residing in apartments are not required to purchase the meal plan; however, they may do so. Meal plans are also available to commuter students.

Additional cash value or crossover credit, may be added to the card at any time during the semester. Any changes in the meal plan must be made between the fifth and twelfth day of classes during each long semester or during late registration. Additional information may be obtained by writing the Director of Food Services at P.O. Box 22939, Denton, Texas 76204-2939 or by calling (817) 898-3663.

Food is available on a cash basis at Hubbard Hall, in the north dining rooms and in the Student Center Garden Room, the Underground, and the Baker's Dozen.

Pioneer Room, located in Hubbard Hall, provides meal service Monday through Thursday at the noon hour only.

Catering Services

Catering Services are available to individuals or to student organizations who wish to arrange for special meets or events. Bakery items, including birthday cakes, may also be ordered by calling the Catering Manager at (817) 898-3669.

The Garden Room, the Baker's Dozen, and The Underground

The Garden Room, the Underground and the Baker's Dozen are located in the Student Center, provide a change of pace for students, faculty, and staff to enjoy breakfast, lunch, dinner, or snacks. A variety of foods is available, such as hot and cold sandwiches, a salad bar, pizza, snack foods, and breakfast entrees. These locations are also popular venues for entertainment and special events. The Underground is an ideal spot to relax between classes, meet friends, enjoy a game of pool or pin ball or grab a snack.

HEALTH SERVICES

The Student Health Service assists students in maintaining good health and good health habits and encourages students to integrate these good health habits in their daily lives. Students are encouraged to use the Student Health Service; however, private medical care in the community is also available at the student's expense. The University assumes no responsibility for transportation or any cost related to private medical care. Certain immunizations are required for students majoring in allied health programs.

Immunization and Medical History

The student is responsible for health records, and all students are required to complete Medical History Forms and provide the dates of the latest immunization for polio, measles, diphtheria, and tetanus during their first visit to the Health Service. Vaccinations must be current upon admission to the University. Certain immunizations are required for students majoring in allied health programs.

Outpatient Clinic

The Student Health Service offers weekday clinics for the diagnosis and treatment of routine illness and injury which occur while classes are in session. On the Denton Campus the Health Service is a nurse-managed facility, and the Family Nurse

Practitioner and registered nurses are on duty to assist in evaluating problems. The nurses are available Monday through Friday from 7 a.m. to 7 p.m. and in the summer from 8 a.m. to 5 p.m. Students requiring care which cannot be provided by the Health Service will be referred to one of the local hospitals. Charges are assessed for office visits, lab services, women's health care services, and medications. All X-rays are referred to off-campus facilities, and students are responsible for all charges. The University maintains its own pharmacy with a part-time pharmacist on duty to fill prescriptions from the Health Service or from private physicians.

Sick Calls and Hospital

Officers from the Department of Public Safety will, on occasion, escort sick or injured students to the Student Health Service or to a local hospital. Individuals who are sick or who have minor injuries and can walk with some assistance should be escorted to a vehicle and transported to the University Health Service. An ambulance is not available to transport students to the Health Service. Individuals who have serious injuries, i.e., broken bones, severe bleeding, prolonged unconsciousness, spinal injury, etc., which require more advanced medical expertise should be transported to a city hospital by ambulance. In the event a resident student is taken to a city hospital, the Residence Director and a Student Life representative will be notified. If a student is a nonresident, Student Life staff will be notified. If the Student Health Service is closed, an ill student will be taken to a city hospital for treatment. Officers may be required to transport emotionally disturbed persons to various mental health units. When a request for transportation is denied, the Department of Public Safety should provide an explanation of the reason the request is being denied. If a student is transported by ambulance to a city hospital, an incident report will be filed with the Department of Public Safety on campus. Officers will not leave campus on nonemergency matters, except in cases where University administrators, managers, or faculty deem necessary. Nonemergency matters shall be defined as transportation of students to hospitals, doctor's offices, or pharmacies for routine appointments, lab work, physical examination, or to pick up a prescription or medicine.

Student Health Insurance

An optional student health insurance plan is available to TWU students. Although the

University Health Service is equipped to handle routine medical problems when a student is on campus, major illnesses or accidents on or off campus will require special medical attention or hospitalization not provided by the University. The insurance covers a twelve-month period on or off campus at a moderate fee which supplements the treatment provided by the University Health Services on all three campuses. Students and/or their parents are urged to consider the program. Further information is available at payment settlement, and information may also be obtained from the Health Service.

International students and students majoring in Physical Therapy are required to have health insurance coverage. Coverage for hospitalization, Student Health Center benefits, and options for students who want to insure health care for spouses and children are available.

Health Care-Houston Center

The University offers services similar to those outlined above to students at Houston through the University of Texas Health Science Center Family Practice Clinic.

Health Care-Dallas Center

Health care services are provided by contractual agreement with UT Health Science Center Family Practice Clinic in Dallas. Students at the Dallas campus are encouraged to seek routine well-woman and/or health maintenance services at the Denton campus health service.

HOUSING

Residence hall life at the Texas Woman's University plays an important part in the educational program of the University. Students in residence have a special opportunity to become active in the University community and to follow social and academic pursuits which will enhance their personal development. Through hall governments, members of each residence hall can draw upon the resources of the University community to develop programs suitable for the population in that hall. The close proximity of the residential units to the academic and social centers of the University provides the best opportunity for students to participate in campus, departmental, and special interest activities.

The Department of University Housing seeks to provide a comfortable facility while demonstrating a working team approach in understanding the needs of the residence hall students. All matters related to residence halls such as assignments, charges,

maintenance, staffing, and programs are coordinated within the Department of University Housing. University regulations which apply to residence hall living and individual building procedures are designed to provide for the health, security, and reasonable privacy of all residents. Each student is responsible for knowing and complying with these regulations in the interest of the comfort and convenience of all.

Residence hall staff members play a vital role in many important aspects of residence hall life. The Student Life Coordinator (Dallas/Houston) and Residence Director (Denton) are full-time professional staff members who assume major responsibility for the overall operation of the larger residence hall communities. The Assistant Residence Director is a graduate student who has major responsibility for the operation of the smaller residence hall communities or who may assist the Residence Director in a large residence hall. These staff members help students utilize the facilities to their fullest, aid students in adjusting to University life, and act as advisors and counselors to students and organizations within the residence hall.

To aid the University in establishing more personal contact and communication with individual students and residence hall organizations, Resident Assistants live on the floors with the residents. The RA is a carefully selected student who promotes and provides leadership, support, friendship, programs, and acts as a general resource person for her/his residents. She/he assists the student to become more integrated into the campus and residence hall environment and provides assistance in establishing effective residence hall government.

Residence Hall Association

The Residence Hall Association is a campus organization which represents all students living in University residence halls. Through elected representatives RHA speaks for the students on issues pertaining to residence hall living. Programs and policies are developed in the social, academic, and judicial areas.

Residence Hall Council

The Hall Council is the student organization in each residence hall which is composed of a President, Vice President, Secretary, Treasurer, representative, and the floor representatives.

The Hall Council's primary responsibilities include allocation and expenditure of hall activity funds; planning of social, educational, and cultural events; development

of and participation in intramural events; and involvement with other programs or activities which may occur in the residence halls. The Residence Directors or Assistant Residence Directors serve as the advisors to the groups.

House System

A House is a community of residents in Stark Hall who live in the same named community with the same policies and regulations. Each House has its own set of officers as well as an RA who coordinates the business and programs. Stark Hall has ten individual houses named by the residents after famous women. Residents have an opportunity to develop a small community within the larger residential community in Stark Hall.

Residence Hall Meetings

Resident students should attend all general residence hall meetings in order to be fully informed of residence hall policies and activities.

Students should read the bulletin boards for special announcements and activities. Residents are responsible for knowing the residence hall policies, activities, and all information disseminated at general hall and floor meetings.

Special Features

The four residence halls on the Denton Campus and the residence halls at the Houston and Dallas Centers provide numerous features that enhance the living environment. Each residence hall offers a variety of facilities for residents, including living rooms, computer facilities, vending machines, and laundry rooms.

To meet the various needs of the TWU students, the Department of University Housing offers special interest areas in the residence halls upon demand. Students wanting to live with other students in their same academic major, classification, or a campus organization (sororities, clubs) may indicate so on their housing applications. Academic departments are invited to contact University Housing if they would like to establish a special interest floor or wing for their students. All residence halls have specific areas designated as 24-hour quiet areas in which students may elect to reside.

Housing for Students with Disabilities

The Department of University Housing provides housing for mobility-impaired students in Denton, Dallas and Houston. They will alter other rooms, as necessary, to

meet the needs of students with hearing impairments, visual impairments or other disabilities that require housing modification. Additional information may be obtained by contacting University Housing (817) 898-3676.

Refrigerators

Each student room is equipped with a 1.6 cubic foot refrigerator. Small personally owned refrigerators are also allowed in the rooms. Required specifications on personally owned refrigerators can be found in the Residence Life Handbook.

Telephone Service

Each student room and apartment is equipped with local telephone service. Please consult the Residence Life Handbook or contact the Housing office for information about long-distance calling service, which is also available to students.

On-Campus Apartment Housing

On-Campus apartment housing is offered for graduate students, upperclassmen, non-traditional students, and families. Furnished and unfurnished two-bedroom apartments and furnished one-bedroom and efficiency apartments are located in three residence halls on the Denton campus (Guinn, Mary Hufford, and Reagan Houston). Apartment applications are available at the University Housing Office.

Family Housing

Family Housing at Texas Woman's University provides living options for married students with a maximum of two children and single parents with a maximum of three children. Married students and single parents with children 12 years and older may reside in an apartment in either Guinn Hall or Mary Hufford Hall. Married students without children may reside in a traditional room in Faye Pannell Hall (Dallas-Parkland Center), Houston Center Residence Hall, Guinn Hall, or Mary Hufford Hall. Single parents with children or married students with or without children may reside in an apartment in Mary Hufford Hall.

Commuter and Guest Housing

Accommodations are available on a limited basis for University guests and commuter students. Faye Pannell in Dallas and the Houston Center Hall also provide commuter and guest housing on a space-available basis for students. Commuter students and guests not participating in conferences or workshops are limited to a maximum of three consecutive nights per stay. Students,

parents, faculty, and staff are invited to take advantage of these excellent facilities and services. Contact the Department of University Housing for rates and information.

Residence Life Handbook

Each student receives a copy of the Residence Life Handbook when she/he checks into the residence hall. This handbook provides additional details concerning hall facilities, activities, and policies. The following are a few of these policies.

Housing Policies and Procedures

The University does not assume parental responsibility for students under 18 years of age; however, the University is concerned with the well-being of every member of the University community. Housing regulations and policies allow the maximum amount of freedom and responsibility for each student which is consistent with an orderly campus and residential environment.

Residency Requirement

The Board of Regents requires that all full-time single undergraduates who have not completed 60 credit hours, who are not veterans of military service, or who do not live with parents or legal guardians within commuting distance live in University residence halls.

Students commuting from the home of parents or legal guardians must submit a notarized Commuter Authorization Form prior to registration so that they can be cleared for registration.

Residency Requirement Releases

If a student wishes to be released from the residency requirement, she/he must present her/his request in writing to the University Housing Business Services Director, Texas Woman's University, P.O. Box 22305, Denton, Texas 76204-2305. The student should include name, social security number, date of birth, major, year in school, current address, desired residence (with whom and where), and the primary reasons for the request. For financial hardships, the documentation should include sources of funding for college expenses and financial aid requested and received. Medical exemption requests must be accompanied by comprehensive records of the medical problem from the attending physician. A letter from the parent(s) indicating knowledge and support of the desired exception is also requested in residency requirement release requests. If the request is denied, a student may then appeal to the Director of University Housing.

Contract Breakage

After the student has taken occupancy (i.e., checked out keys), she/he may cancel the contract providing she/he will not be in violation of the University Residency Requirement. NOTE: The effective date of any refund will be the actual date the student officially checks out of the residence hall. The \$50 deposit will be forfeited and the student will be charged a \$300 contract breakage fee (fall and spring semesters) or a \$100 contract breakage fee (summer I or II) and in Denton a \$20 meal plan service handling fee. The remaining balance, if any, will be refunded. Refunds will be issued beginning the fourteenth (14th) day prior to the end of a semester (fall and spring) and the seventh (7th) day prior to the end of each summer term (I or II).

Room Changes

A student may submit a room change request to the Department of University Housing. Room change requests are available at each residence hall desk and in the Housing Office. All changes must be approved by the Student Life Coordinator, Residence Director, and/or the Assistant Director of University Housing prior to moving. Room changes typically begin the day following the sixth (6th) class day of the fall and spring semesters and the day following the fourth (4th) class day for summer I and II.

Private Rooms

Requests for private rooms will be honored provided space is available. The student's stated preference will be used as a guideline in making room assignments; however, the University cannot guarantee a private room, nor can the assignment of a roommate be guaranteed. A student occupying a room on a private basis for any reason will be charged the private occupancy rate.

Late Arrival

A student for whom a room has been reserved should notify the Department of University Housing if late arrival at the beginning of a semester is anticipated. Failure to notify Housing may result in a reassignment of the accommodation requested.

Liability and Personal Loss/Insurance Coverage

The University assumes no financial responsibility or other liability for the loss, destruction, or damage of personal property. Students are urged to have insurance to protect against personal losses and hazards. Residents should take normal pre-

cautions to protect their property by locking their rooms at all times. The Department of Public Safety, on the Denton campus will register valuable items such as typewriters, stereos, cameras, and bicycles free of charge.

Resident Absence for Extended Periods

Residents who expect to be absent from the residence hall for an extended period of time are urged to contact their Student Development Coordinator or Residence Director/Assistant Residence Director so they may be located in the event of an emergency. Situations of a personal nature are handled in a confidential manner by the staff.

Visitation Policy

The visitation policy and guidelines for the residence halls have been designed for the convenience of the residents when entertaining visitors of the opposite sex. The guidelines for visitation in student rooms and in designated public areas shall be agreed upon by the individual hall councils and approved by the Department of University Housing.

The maximum hour parameters for visitation within Stark Hall are: Sunday through Thursday 10 a.m. - 1 a.m. and Friday and Saturday 10 a.m. - 2:30 a.m.

Halls in which 24-hour visitation may be established are:

Reagan Houston Hall
Guinn Hall
Hufford Hall
Pannell Hall
Houston Center Hall

Residents in a hall or residential living unit may vote to have the maximum hours or fewer hours within the specified time frames noted above.

The residence hall or house council is responsible for posting visitation hours and the accompanying hall regulations. The residents of each hall are responsible for knowing and complying with the approved hours and publicized regulations. Each resident host(ess) is responsible for the actions and behavior of her/his visitor(s) or guests(s). The complete policy can be found in the Residence Life Handbook.

Residence Hall Guests

Male guests visiting women's residences and female guests visiting men's residences must abide by the Visitation Policies as outlined. Resident students may have

guests of the same sex in the residence hall for a maximum of two consecutive nights. All guests must be registered at the residence hall desk. If a resident wishes to have a guest of the same sex visit longer than two consecutive nights, she/he must notify the Student Development Coordinator, Residence Director, or Assistant Director.

Residence Hall Closing Hours

In order to provide a secure atmosphere for all residents, the residence hall entry doors will be locked during the evening and early morning hours as designated in each Hall.

Residents will be admitted to the residence halls after closing hours upon presentation of their student identification or room key.

Pets

Pets are not permitted in the residence halls for reasons of health, sanitation, and safety. Residents harboring pets are subjected to University disciplinary action.

Student Damage to Residence Hall

Students are expected to abide by safety and fire regulations for the safety of all residents. When it is established that fire or damage in a residence hall is the result of carelessness, neglect, or willful action, the student will be held financially liable for the damage and also be subjected to disciplinary action.

Cooking Policy

The only cooking appliances allowed in residence hall rooms are UL-approved thermostatically controlled coffee makers, single unit popcorn makers, blenders, and closed coiled hot pots (where the producing element is enclosed in the appliance). No other cooking appliance are permitted, including microwave ovens.

Keys

Residents are issued keys to their assigned residence hall rooms when they check into the residence halls. The key is for the exclusive use of the assigned resident and should remain in her/his possession to ensure the safety and security of the room and personal property. In the event a key is lost, a student should immediately notify the Student Life Coordinator, Residence Director/Assistant Residence Director. There is a charge to change the lock and replace the keys. A charge also will be assessed if a resident has to check out a key more than twice in a given semester.

Quiet Hours

Though consideration of other residents and reasonable freedom from excessive noise is expected at all times, specific hours beyond the minimum hours determined by University Housing are established within each hall as "Quiet Hours." During these time periods residents are expected to refrain from making loud noises. Sound equipment, such as stereos, radios, TVs and sound amplifiers may be played only if they do not infringe upon the rights of others. The use of headphones is advisable.

The Quiet Hours, established by University Housing for all halls, are from 11 p.m. to 7 a.m. on Sunday through Thursday night and from 1 a.m. to 7 a.m. Friday and Saturday nights. These are minimum hours, and any hall, house, or floor within a residence hall may expand these hours if desired. Residents should remember that courtesy and good judgement must be observed at all times.

Campus-wide 24-hour Quiet Hours have been established to allow students a quiet place to study during final exams. The 24-hour Quiet Hours will be posted in each residence hall.

Possession of Firearms, Dangerous Materials, and Other Weapons

Possession and/or use of firearms, ammunition, firecrackers, knives/switch blades, martial arts weapons, or similar items are prohibited on campus. Flammable materials, including gasoline or gasoline engines, are not allowed in any part of the residence halls. Open flames and candles are also prohibited for safety reasons.

INTERCOLLEGIATE ATHLETICS

Texas Woman's University continues to be a leader in founding and developing programs for women athletes in the United States. Texas Woman's University teams have won state, regional, and national championships, and individual athletics have set national records, achieved All-American honors, won medals in the Olympics, and participated on Pan American and National teams representing the United States. As members of the NCAA and the Lone Star Conference, students are provided with the opportunity to compete in an extensive schedule of home and away events as well as invitational, state, regional, and national tournaments. Athletics programs are available in basketball, gymnastics, tennis, and volleyball.

For additional information concerning TWU athletic programs, contact the Athletic Director at 817-898-2378, or write P.O. Box

22133, Denton, Texas 76204.

INTERCULTURAL SERVICES

The Office of Intercultural Services is designed to meet the academic, cultural, and personal needs of students of color. The Office operates as a liaison on behalf of students within the University community. The Special Assistant for Intercultural Services counsels students and refers them to existing programs and services and aids the University in its efforts to promote cultural diversity in academic and cocurricular activities. Services are available in Room 206 of the Student Center, or students may call (817) 898-3679.

INTERNATIONAL STUDENT INFORMATION Immigration and Naturalization Service

A part of the Department of Justice, the Immigration and Naturalization Service is the U.S. government agency primarily responsible for enforcing U.S. immigration laws and regulations. The INS district office with jurisdiction over international students and scholars at the Texas Woman's University is:

Immigration and Naturalization Service
Room 6A21, Federal Building, 8101
Sternmons, Dallas, TX 75247
(214) 655-5384

Expect long waits in this office and even more difficulty in trying to reach them by telephone. Questions may be answered more quickly by the International Student Advisor who also has direct contact with INS and is located in the Office of Admissions and Registration.

Some Essential Rules

1. Passports must be renewed at least six months before they expire.
2. All students on F-1 visas receive a notation of D/S on their Forms I-94. D/S stands for Duration of Status and covers the original degree for which the student is accepted. Students who complete a degree and wish to pursue another educational goal must request another Form I-20 to notify the INS of the new degree program.
3. The INS expects students on F-1 visas to finish their education within the time period stipulated on the Form I-20. Individual degree time allotments established as follows:

Associate	2 years, plus 6 months grace period
Bachelor's	4 years, plus 1 year grace
Master's	3 years plus 1 year grace

Doctor's 5 years, plus 18 months grace

If the time spent on a particular degree has exceeded the time limit indicated above, an extension of stay must be requested.

4. Every fall and spring semester, students on F-1 visas are to complete a full-time course of studies. Normally this is 12 hours for undergraduate students and 9 hours for graduate students. However, there are some exceptions, especially for graduate students. Summer enrollment is not required.
5. Any time the student is considering dropping below full status, the International Student Advisor should be contacted as soon as possible.
6. An F-1 immigrant classification does not permit off-campus employment without authorization of the INS. Even with INS permission, the student may not work more than 20 hours a week, except during vacation periods, and must remain a full-time student.
7. Any time the student leaves the United States and intends to return, even for a very brief trip, a valid passport visa and a current I-20 or IAP-66, are needed when reentering the United States.
8. Except for short visits to Canada, Mexico, and the Caribbean, the I-94 need not be retained by the student when leaving the United States. A new one will be issued upon reentering.
9. The passport visa can be renewed only at a U.S. consulate outside the United States.
10. Any change of address must be reported to the International Student Office which is charged by INS with keeping such information up to date. Such a change should be reported within ten days.

Visa

A stamp is put into the passport by the U.S. consul overseas which permits the student to enter (or reenter) the United States. The visa may indicate "one" or "multiple entries," the date the visa expires, and the type of visa, such as B-2, F-1, F-2, J-1, or J-2. Students do not need to renew their passport visas, even if they have expired, so long as they remain within the United States. However, if students leave and intend to return after they have expired, even if for a very short trip, the passport visas must be renewed at a U.S. consulate outside the United States. Renewal cannot be effected within the United States.

If students intend to visit countries other

than their own, they may or may not need visas to enter those countries. It depends upon the country, the length of stay, and the native country of the visitors. The International Student Office can provide the address and phone number of the nearest consulate of the country being visited.

Form I-94: Arrival/Departure Record

Commonly called "visa," the I-94 is actually a "permit to stay." (The visa is the stamp put on the passport by the American consul). The I-94 is a white three-by-five inch paper form initially stapled to the visa page of one's passport.

Normally the I-94 is to be surrendered each time one leaves the United States; a new one will be issued for each reentry. It is advisable however, to keep the I-94 if going to Mexico, Canada, or the Caribbean Islands for a short visit. Students holding F-1 visas are required to keep page 3-4 of the Form I-20 AB issued to them by the school which they are attending. The page marked I-20-ID (Student) Copy bears the admission number assigned to the student by INS at the time of her/his first entry into the U.S.

The admission number is a permanent record and is entered into the INS Computer. Form I-20-ID (Student) Copy is to be used for temporary absences from the U.S.: the student must have page four signed by the International Student Advisor before each trip outside the U.S. Page four will accumulate a record of all transactions about the student's status, such as an extension of stay, off-campus work permission, and authorization for practical training. If the student transfers to another school, pages 3-4 of the new Form I-20-AB will become the student's I-20-ID and will bear the same admission number as the previous I-20-ID. Both the old and the new I-20-ID copies should be kept by the student to reflect her/his complete record of transactions. The admission number will be recorded and maintained by the schools as part of the record-keeping requirements. The admission number will be used for all communications and transactions with INS.

F-1 Student Visa

The F-1 visa is obtained from an American consul outside the United States. To qualify one must present a form I-20 (Certificate of Eligibility) from an approved U.S. institution of learning and provide proof of adequate financial support.

Full-Time Status

To be considered full time, the F-1 student must complete 12 hours each semester,

if the student is an undergraduate, or nine hours if the student is a graduate student. It is not sufficient simply to register for a full-time load. One must complete the semester to satisfy immigration requirements. Summer school is optional.

There are also a number of exceptions to the above, especially for graduate students. The International Student Advisor will provide information about these exceptions if it is necessary to drop below full-time status.

Employment Regulations Applying to F-1 Visa

A student does not need permission to work if the employment is connected to a scholarship, fellowship, or assistantship, since such work is considered to be a part of the student's academic program.

The International Student Office may authorize part-time employment on campus (not to exceed 15 hours a week except during vacations) if the job does not interfere with the student's ability to maintain a full-time student load and provided that employment does not displace a United States citizen or Permanent Resident.

Practical Training

An F-1 student may apply for practical training after completing a degree. The application period is from 3 months preceding completion of studies to 1 month following that date. Application is made through the International Student Office on Form I-765. The International Student Advisor must recommend the practical training on Form I-20 ID. The student pays a \$60 fee to INS for this application.

A student involved with practical training has to pay income taxes; however, Social Security tax will not be withheld.

Health Insurance for International Students

The policy of TWU is that it is mandatory for every international student to have at least minimal health insurance coverage. The University sponsors such health insurance through a policy which covers students who require hospital treatment, provides limited supplemental Student Health Center benefits, and offers options for students who want to ensure health care for spouses and children.

All international students at TWU who do not present evidence of current health insurance coverage under an alternate program are required to purchase at payment settlement (or at early registration) the University-sponsored student health insurance

policy. This policy provides coverage for the entire academic year. For students who find it necessary to withdraw from the University, they will be eligible to convert their coverage to a private policy or to receive a partial refund of premiums.

Students who do not present evidence but who possess alternate insurance coverage that is equal to or superior to that provided by the University-sponsored policy, as evaluated by the Student Health Service or the Student Development Coordinators, at the Dallas and Houston Centers may apply for a refund of the entire premium by presenting proof of such coverage to the Student Health Service or the Student Development Coordinators within ten days of registration for each semester and each summer term.

Policies presented for evaluation as current alternate coverage must contain a group or policy number, an effective date, an identification number, and, for verification purposes, a telephone number in the United States. Policies must be printed in English if they are to be evaluated by the Health Service or the Student Development Coordinator.

Evidence of current alternate coverage (which, in addition to the policy itself, may include a currently dated insurance identification card, verification on insurance company letterhead, and/or last pay stub on which insurance coverage is indicated) should be presented in advance of the registration process. Evidence of insurance coverage will be accepted at payment settlement, but the registration process will be considerably delayed.

The Student Health Service on the Denton Campus handles all matters relating to health insurance. Students at the Dallas and Houston Centers should present evidence of coverage and obtain information in the Student Development Coordinator's office in the residence halls.

LIBRARY

Students are encouraged to make full use of library services and facilities at TWU including:

- * A collection of more than a half million volumes.
- * A magazine and newspaper subscription list of 3,269 titles.
- * Reciprocal borrowing privileges with the libraries of the University of North Texas and East Texas State University.
- * A courtesy card for graduate students to use libraries of members of the Association for Higher Education of North Texas

(with certain restrictions).

- * Interlibrary Loan Service for students to borrow materials from other libraries.
- * Access to literature searches from PsychLit, ERIC, CINH, and MEDLINE on CD-ROM (free)
- * Access to literature searches from over 200 data bases (on a cost-per-item basis).
- * Private or group orientation tours of the library by the reference staff.
- * Exhibits and displays.
- * Listening booths for study or relaxation.

Guidelines have been established for the use of the library. Students must present an ID card each time a book is checked out.

Students are responsible for material charged to their names and social security numbers and for all fines accrued to those names and numbers. If library books are lost, students should report the loss at once and make arrangements to pay for them before the end of the semester.

Materials may be checked out for three weeks and are renewable unless requested by another patron. Fines for overdue materials are \$.25 a day except for reserve and recalls which are \$2 a day. All fines must be cleared for students to be eligible to receive transcripts, register for another semester, or graduate.

Denton Campus

Students have access to the library seven days a week. Services are provided on a modified schedule during holidays and between semesters.

Dallas Sites:

Parkland and Presbyterian Libraries

These libraries, containing the most comprehensive collection in Nursing, Occupational Therapy, and Physical Therapy in the Metroplex, include books and journals in other fields supporting both allied health and non health science courses taught at the Dallas sites.

At the Parkland site, the library is on the first floor of the residence hall. The Presbyterian site library is on the ground floor of the Education Building.

Library hours are available seven days a week and are subject to change depending on demand. Holiday hours are also available. Hours are posted each semester.

Houston Center

Library services are provided under contract with the Texas Medical Center Library, one of the best medical libraries in the

nation. It serves as Regional Medical Library for Region 5 of the National Network of Libraries of Medicine.

STUDENT ACTIVITIES

The Department of Student Activities provides educational, social, cultural, and recreational activities designed to attract the interests of a diverse student body. Questions regarding the various University activities, committees, and organizations described below can be answered at the Student Activities Office located on the second floor of the Student Center.

The Student Development Coordinators in Houston and Dallas work with interested students to develop activities at the Centers.

Annual Activities

During the academic year there are many traditional activities in which students are encouraged to participate. These activities include:

South of the Border Fiesta—A celebration of the traditional Fiestas Patrias or the "Diez y Seis de Septiembre" recognizing Mexican Independence Day. The event features authentic Mexican food, dances, and songs in an outdoor setting.

Founder's Day—Sponsored by the Alumnae Association, this special event was established to celebrate the founding of Texas Woman's University in 1901. Students, alumni, faculty, and staff are invited to attend a festive pancake dinner commemorating this important occasion. The traditional red rose is worn during the day to symbolize the friendship, growth and strength of TWU students and alumni.

Black History Month—This special event features entertainers, speakers, and displays throughout the month of February.

The Redbud Awards Festival—Redbud is the annual University awards ceremony held in April. Each year five all-University awards are presented to the Outstanding Organization, Student Leader, and Outstanding Advisor for their dedicated and outstanding service to the University and the TWU community. Redbud Award recipients are reviewed and selected by a Review Committee, which consists of students, faculty, and staff.

Homecoming—Homecoming, which occurs each April, features many outstanding events and gives alumni an opportu-

nity to view changes at the Texas Woman's University. It is a time to share, renew, and make new contacts with classmates, faculty, and current students. Each year alumni in the Honor classes (those graduating 25 and 50 years earlier, and in the present year) and in the Reunion classes (those graduates of five-year intervals up through the present senior class) are recognized. All classes celebrate with a variety of social activities as they share memories and events of years past.

Other Homecoming events include the Honors Convocation when Distinguished Alumnae Awards are presented and current outstanding seniors are honored, a business meeting of the National Alumnae Association, and a variety of fine arts presentations.

Bionic Week - Believe It Or Not I Can (BIONIC) activities are held once a year to highlight the personal and professional accomplishments of people with special needs.

Student Organization for Activities Programming (S.O.A.P.)

The Student Organization for Activities Programming (S.O.A.P.) is a student-run organization responsible for providing activities and programs for the student body and the university community through educational, social, recreational, and cultural experiences. Chair positions are open to all students. Additional information is available in the Student Activities Office in Room 202 of the Student Center, or you may call 817-898-3611.

Recreational Sports and Intramurals

Intramural sports and other recreational activities are an integral part of student life at TWU. A wide range of activities is offered to appeal to student interest. Aerobics, volleyball, tennis, golf, swimming, jogging, and softball are just a few of the many varied activities. Outdoor recreation equipment rental is available through the Student Activities Office.

Through participation in recreational sports and intramurals it is hoped that the students will develop an appreciation of worthy use of leisure time and a wholesome attitude toward physical activity for recreational purposes now and later in life. Recreational sports and intramurals are offered during the fall, spring, and summer sessions.

Sports Clubs

Sports clubs provide instruction, competition, and recreational activity for students. Assistance in forming a sports club is available through the Recreational Sports and Intramurals Office. For more information about existing clubs, or information to start new clubs contact the Student Activities Office at 898-3611. The primary function of these clubs is to provide an opportunity for students to participate in a sports activity and to promote instruction for interested students.

STUDENT CENTER

The Student Center is the living room of the Denton campus. The building provides facilities for social, cultural, vocational, recreational, and educational programs that promote dialogue, debate, discussion, and opportunities for leadership and growth in individual social competence and group effectiveness. Programming is a collegial effort, and professional staff members and students in the Offices of Student Development, Intercultural Services, and Student Activities plan a variety of programs to meet the needs of a diverse campus community. Programs promote positive and realistic self-appraisal, intellectual development, social responsibility, an appreciation of cultural differences, and an enhanced capacity to work independently and interdependently.

Bookstore

The TWU Bookstore provides services on the Denton, Dallas-Parkland, and Houston campuses. Textbooks, school supplies, gifts, and other items are available on all three campuses. A check-cashing service is also provided at each bookstore. With proper identification, students, faculty, and staff may cash checks for a nominal fee.

Food Services—Student Center

The Garden Room and the Underground, located in the Student Center, provide a change of pace and a perfect location for students, faculty, and staff to meet between classes and to enjoy a meal or a snack. A variety of foods is available, including hot and cold sandwiches, a salad bar, pizza, snack foods, ice cream, and grill items. These locations are also popular venues for entertainment and special events. The Underground is equipped with pool tables, a pin ball machine, and video games for your enjoyment.

The Baker's Dozen, also located in the Student Center, features cocoa, gourmet

coffee, and tea, muffins, cookies, doughnuts, sweet rolls, and bagels. It is a great place to pick up a quick snack before or after class.

Students who are living in residence halls are able to use a portion of their meal plan credit in the food facilities located in the Student Center.

Photo Center

A photo processing service is available in the Lower Level of the Student Center. The service offers film processing and delivery for 110, Disc, 126, and 35 mm film. Reprints, color enlargements, and slides are also available. Processing for regular prints is generally available within one working day. Reprints are available in three to five working days, and color enlargements are processed within five to ten working days depending on the size of the enlargement and the film. Slides and movies are generally processed within four working days, and special services are available within 3 to 21 days depending on the type of service. Processing for black and white film is available within five to seven working days. The delivery schedule is the same each week with the exception of federal and state holidays.

Drop boxes for film are available on the first and second floors in the Student Center, or film may be dropped off in Room 003 in the Lower Level of the building. Prices for film processing are subject to change without prior notice.

Post Office

A branch of the U. S. Post Office is located in the Student Center. Post Office box rental is available for all students.

Room Reservations

Meeting facilities are available in the Student Center, and reservations for space may be requested two weeks prior to the beginning of the fall, spring, and summer semesters. Space is available to campus organizations, academic components, individual students, and conference groups on a first-come first-serve basis. Room Reservation Requests must be submitted in writing to the Student Center Office in Room 003 in the Lower Level of the Student Center.

Student Center Advisory Board

The Student Center Advisory Board works with the Director of the Student Center as a governing board to recommend policy decisions, set goals and objectives, and moni-

for efficiency. Experience on the Board provides opportunities for leadership and preprofessional experience in public relations, marketing, supervision, and management.

Student Services Offices

On the Denton campus, the Student Center is the location for such offices as the Vice President for Student Life, Student Center Director, Student Development, Intercultural Services, Student Activities, Disabled Student Services, The Alumnae Association, the Student Government Association, and the Student Organization for Activities Programming are also located in the Center. Other services and facilities include a TV lounge, a Post Office, the Bookstore, study lounges, food services, a travel agency and lockers.

STUDENT DEVELOPMENT

The goal of the Office of Student Development is to encourage students to develop professionally and personally through participation in organizations, programs, and leadership development activities. Information regarding leadership workshops, student organizations, commuter services, and nontraditional student support services is available in the office of student development.

Commuter Services

The Office of Student Development maintains a resource center to provide students with information of particular interest to commuter students. A resource board is provided by the office to assist students in locating individuals who are interested in carpooling, living arrangements, and child care. In addition, the Office publishes a newsletter titled *The Commuter-Cator* which is mailed directly to the commuter student's home.

Student Organization Policies and Guidelines

Student organizations must register in the fall of each year in order to use the University name, facilities, and services. A current listing of the registered organizations can be obtained from the Student Development Office. This guide outlines the purpose, membership requirements, selection process, fees, and contact person for each organization.

Qualifications for Registered Student Organizations

In order to become a registered organization at Texas Woman's University, an organization

must meet the following qualifications:

- * Shall be open to all students regardless of race, sex, creed, handicap, sexual orientation, or age.
- * Shall be led by Texas Woman's University student officers elected or appointed by the organization.
- * Shall have two Texas Woman's University faculty and/or staff advisors.
- * Shall meet a genuine, demonstrated student interest.
- * Shall be composed of a majority of Texas Woman's University students.
- * Shall uphold all University rules and regulations in addition to all state and federal laws.
- * Shall follow the procedure for registering as a student organization.

Maintaining a Registered Organization

All student organizations must continually meet the qualifications stated above to remain in good standing with the University. Registered organizations which do not comply with the qualifications/guidelines governing student organizations will be subject to review.

All student organizations must register with the Office of Student Development in the fall semester. Any revision or amendments made to the constitution, changes in advisors, or officers should be noted at this time or at the time of change. If an organization is not active or does not register with the Office of Student Development, the name of that organization will not appear in the Student Organization guide issued by the Office of Student Development each fall semester. Failure to register will also result in the suspension of university privileges including the use of meeting facilities.

All organizations should select a representative to serve on The Leaders Council. The representative's name and mailing address should be turned in to the Office of Student Development when registering in the fall semester.

Developing New Organizations

The following procedure should be used by student groups or individuals wishing to organize as a registered student organization. The procedure is administered by the Office of Student Development with assistance from the Leaders Council, a student organization comprised of presidents and vice-presidents of a wide variety of student organizations.

1. Complete an interest form in the Office of

Student Development, Student Center 206. This form asks for general information regarding the purpose and the level of development of the organization.

2. A member of the Leaders Council will then, upon receiving this form, contact the organization leaders and schedule a planning meeting to assist the organization in developing an application packet. The application packet must include: application sheet, signed advisor release forms, a list of at least 10 interested members' names, social security numbers, campus mailing addresses and phone numbers, constitution/bylaws, and any history or printed materials about the organization.

3. Five copies of the application packet must be submitted to the Office of Student Development. Applications are reviewed mid-September and mid-February. The deadlines for application are determined by the Leaders Council and are announced on the first day of class each semester.

4. The committee reviews the application packet and notifies the organization of its decision within two weeks of the review meeting.

5. The committee meets with the president and advisors of the organization to finalize the registration process.

Requirements for Elected and Appointed Officers of Student Organizations

Academic and social standards for membership and service as officers of student organizations are stipulated in the respective constitutions and bylaws of the organizations. In some cases such requirements may be above the general University requirements. In order to qualify for elected or appointed posts, a student must be in good standing with the University and must have a cumulative grade point average of 2.0.

Responsibilities of Faculty/Staff Advisors

Faculty/Staff advisors assume the responsibility for keeping informed about the activities of the campus organizations, for attending meetings, and for advising the officers and members on University policies and procedures as well as budgetary matters. An advisor's signature is required on all forms for scheduling meetings, activities, and off-campus speakers. Among the advisors there must be at least one full-time

faculty or staff member.

Student Organizations

Student organizations, such as the Student Government Association, University honor societies, departmental honor societies and professional groups, national and local sororities, class organizations, and various student interest groups are vital parts of the educational experience at the Texas Woman's University. Opportunities to participate and assume leadership in a wide variety of group activities are important in each student's intellectual and professional development. For more information concerning the following student organizations, contact the Office of Student Development at (817) 898-3626.

Student Government Association

Denton Campus: The Student Government Association has a long history of student participation and service to the University. All students are welcome to attend the SGA meetings and to be active participants through membership on SGA committees.

All students enrolled at the Denton Campus are members of SGA and are entitled to participate in the election of senators and officers of the SGA and its components as stipulated in the Constitution and Bylaws. Senators, who are elected in the fall semester, are drawn from the academic components on the Denton Campus. Candidates must qualify according to standards stated in the Constitution and Bylaws.

Dallas Center: The Student Government Association at Dallas operates under its own approved Constitution and Bylaws, conducts elections, and is responsible for the budgeting of allotted funds for its own programs and for the activities of the constituent groups. In addition to the officers who are elected at large in the fall semester, the Executive Council consists of representatives from all academic components present at the Dallas centers.

Houston Center: The Student Government Association at the Houston Center operates under its own approved Constitution and Bylaws, conducts elections, and is responsible for the budgeting of allotted funds for its own programs and activities of its constituent groups. In addition to the officers who are elected at large, representatives are elected from each of the academic components represented at the Houston Center.

Leaders Council

The Leaders Council was organized in the spring of 1991. It is composed of leaders

from student organizations. The Council serves as an advisory board to the Office of Student Development. A committee within the Council is responsible for reviewing new student organization requests to be registered with the Office of Student Development.

Listed below are additional departmental and university-wide organizations.

Departmental Organizations

Art (Performing)
Sigma Alpha Iota

Art (Visual)
AAF Women in Graphics
Delta Phi Delta
Fine Arts Guild

Biology
Beta Beta Beta
TWU Pre-Medical/Pre-Dental Club

Business & Economics
Association of Marketing Professionals
National Association of Black Accountants
Omicron Delta Epsilon
Professional Business Women's Club
Sigma Pi Beta
Society for Human Resource Management
TWU Accountant's Society

Chemistry and Physics
Kappa Epsilon Mu (The Kem)

Communication Sciences & Disorders
Student Organization of Communication Sciences
Rainbow Connection

Dental Hygiene
Sigma Phi Alpha
Student American Dental Hygiene Association

Early Childhood & Special Education
Student Council for Exceptional Children
Texas Student Education Association

English, Speech & Foreign Languages
National Council of English Teachers
Omega Rho Alpha
Sigma Tau Delta

Fashion & Textiles
Fashion & Textiles Association

Health Care Administration
Student Assoc. of Medical Records Administration
Student Health Care Administrators Assoc.

(Houston)

Family Sciences
TWU Student Association for Marriage & Family Therapy

Health Studies
Eta Sigma Gamma
TWU Task Force on Aids

History & Government
Phi Alpha Theta
Alpha Phi Sigma
Criminal Justice Club
Phi Alpha Delta/Barristers
TWU Democrats
Pi Sigma Alpha

Library Science and Information Studies
Alpha Beta Alpha
Graduate Library Science & Info. Studies
Special Libraries Association

Mass Communications
National Association of Black Journalists
Society of Professional Journalists
Women in Communication, Inc.

Mathematics & Computer Sci.
Kappa Mu Epsilon

Nursing
Texas Nursing Student Association

Nutrition & Food Sciences
Nutrition & Food Science Graduate Club
Student Dietetic Association

Occupational Therapy
Pi Theta Epsilon
Student Occupational Therapy Association

Psychology & Philosophy
Psi Chi

Physical Therapy
Student Physical Therapy Association

Sociology & Social Work
Alpha Kappa Delta
National Assoc. of Black Social Workers
Social Science Society
Phi Alpha

ALL UNIVERSITY ORGANIZATIONS
Campus Wide Government
Student Government Association
(Denton, Dallas, & Houston)

Honor Societies
Alpha Chi

Alpha Lambda Delta
Gamma Beta Phi
Phi Kappa Phi
Mortar Board
Golden Key National Honor Society

International
Chinese Student Association
International Students Association

Local Sororities
Alpha Theta Omega

National Sororities
Alpha Gamma Delta
Alpha Kappa Alpha
Alpha Omicron Pi
Delta Sigma Theta
Sigma Gamma Rho
Zeta Phi Beta

Religious
Catholic Campus Community
Campus Crusade for Christ
Christian Campus Center
Lutheran Student Fellowship of TWU
T.G.I.F. Ministries
United Methodist Campus Ministry

Residence Hall
Guinn Hall Council
Family Living Council
Faye Pannell Hall Council—Dallas
Residence Hall Association
Stark Hall Communities

Special Interest Groups
African-American Student Alliance
Art Lives!
Boost Alcohol Consciousness
Concerning the Health of University Students (BACCHUS)
College Republicans
Denton Alliance for Animal Rights
Hispanic Organization for Leadership & Advancement (HOLA)
Kappa Sweetheart Organization
Human Rights Coalition
NAACP
Panhellenic Association
Phi Upsilon Omicron
Student Organization for Activities Programming (SOAP)
TWU Anointed Voices for Christ Gospel Choir
TWU Association for Fitness In Business
Baptist Student Union
Women in Transition
Amnesty International
TWU Dance Team
TWU Psi-Phi (Science Fiction) Club
TWU NOW

WELLNESS CENTER Fitness Room-Denton

The Wellness Center Fitness Room located on the first floor of Jones Hall is open 72 hours per week. It is a state-of-the-art center featuring the Universal Aerobic Super Circuit. The Circuit combines strength and aerobic conditioning for a good overall workout. Also in the Fitness Room there are treadmills, Lifecycles, Nordic Ski Machines, Nautilus equipment, and a large free weight area fully equipped with hex weights and a variety of benches. Students may use the Fitness Room with their Student ID. For a nominal fee TWU employees and Denton community members are eligible to join the Wellness Center and may then use the Fitness Room, pools, and Wellness Center scheduled activities.

FITNESS CENTER— DALLAS CENTER

The Fitness Center for Dallas students is located on the first floor of Pannell Hall at the Parkland Center. The Center is open to TWU students, faculty, and staff. The equipment is also available for use by all residents living in Pannell Hall. The Fitness Center is equipped with universal weight machines, stationary bikes, mini-trampoline, some small free weights, as well as a few other pieces. Hours of availability are listed at the residence hall desk.

FITNESS CENTER— HOUSTON CENTER

The Fitness Center for Houston students is located on the second floor of the residence hall. The Fitness Center is open to TWU students, faculty, and staff. The equipment is also available for all residents living in the residence hall. The Fitness Center is equipped with Universal weight machines, stationary bikes, and rowing machines. Hours of availability are listed at the residence hall desk.

GOLF COURSE

The University's fine 18-hole golf course and Club House located on the Denton Campus are available to students and the public. No green fees are charged for students with the presentation of a TWU ID card. There are nominal fees for public use of the golf course, with rates depending upon weekday or weekend usage.

SWIMMING POOLS

The University has both an outdoor and an indoor swimming pool at the Denton Campus. The outdoor pool is the University

swimming and sunbathing center in the summer. It is open to the public. Admission is free with a TWU student ID or membership in the Wellness Program. A fee is charged for all others.

The aquatic center in the HPERD Building contains a well-equipped indoor pool and a gallery with a seating capacity of 500. This pool is available for general recreational use by students and members of the Wellness Program at hours scheduled by the Wellness Center. TWU identification is required.

TENNIS COURTS

The University has eight lighted tennis courts which are available for students, faculty, and staff. Tennis shoes and TWU ID's are required.

UNIVERSITY COMMITTEES WITH STUDENT MEMBERSHIPS

There are approximately 30 University committees that provide and assist with policy and program determination and implementation. Students, as well as faculty, staff, and administrators, are appointed each year to serve as committee members. The committees identified below have student representatives who are appointed each fall. In order to qualify for a committee appointment, a student must be in good standing with the University and have a cumulative grade point average of 2.0.

1. Campus Environment Advisory Committee
2. Campus Safety and Traffic Matters Committee
3. Faculty Student Board for Campus Publications
4. Handicapped Regulation 504 Committee
5. Honors Program Committee
6. Human Relations Committee
7. International Students Advisory Committee
8. Library-Media Services Committee
9. Multicultural Affairs Committee
10. Orientation Committee
11. Redbud Committee
12. Returning Students Committee
13. Student Appeals Committee**
14. Student Service Fees Allocations Committee**
15. Student Travel Committee
16. Teacher Education Council*
17. TWU Conservation and Recycling Committee
18. Advisory Committee to the Vice President for Student Life

19. Alcohol and Drug Education Committee
 20. B.I.O.N.I.C. (Believe It Or Not I Can)
 21. Counseling Center Advisory Committee
 22. Food Advisory Board (Commuters Only)***
 23. Health Fair Committee
 24. Housing Advisory Board (Commuters Only)***
 25. Student Activities Advisory Board
 26. Student Center Advisory Board
 27. Student Health Advisory Committee
 28. Task Force on AIDS
 29. Parent/Family Days Committee
 - * Volunteers to these committees are subject to appointment by Committee Chairs.
 - ** Volunteers to these committees are subject to appointment by the Student Government Association.
 - *** Residence hall students are elected in hall elections to these committees.
- Students who are interested in serving on any of these committees should contact the Office for Student Life.

New Student Orientation

The University recognizes that new students deserve special attention as they join the University community so that they may become aware of the many academic and social opportunities which are available and so they may have support and encouragement in making decisions about their education. Several times during the summer, and at the beginning of each semester, orientation programs are held for all students with special sessions for minority students, transfer students, returning/reen-

try students, and international students. These programs include meetings with faculty representatives of the academic departments, guided tours of campus facilities, meetings with the residence hall staff, an introduction to the services and social activities and traditions of campus life at TWU, academic advising, and preregistration.

Reentry/Returning Student Orientation

During the summer and prior to the beginning of each semester, special orientation sessions are held for students who are over the age of 25 and entering the University for the first time or who have been out of school for some period of time. These sessions are designed to assist students who have special concerns and needs, such as those related to the multiple roles of student-mother-employee-spouse. The sessions include a description of special services designed for these particular students, meetings with faculty and staff, and a discussion of their particular concerns as reentry/returning students.

SCHOOL SONGS

Alma Mater

Hail Alma Mater! Hail!
Joyous we sing;
Voices atune with love shall
loudly ring.
Thy daughters sing today
praises to thee,
Hail!
Texas Woman's University!

Strong ties of friendship
true bind us to thee,
Hours spent with thee are
dear to memory
With loyal love aglow sing
we our song,
Hail! Let our voices glad the
notes prolong!

On broad and rolling plains,
'neath Texas skies,
There, crowned with majesty,
thy buildings rise.
Thou hast with purpose new
lighted our way.
Hail! Alma Mater!
Hear our songs today.

To the Texas Woman's University

To the Texas Woman's University
Forever to be true.
For everything you stand for,
Maroon and white to you.
The friends we've made
While learning here
Will last our whole lives through.
To the students and our school
We pledge ourselves anew.

School Colors Maroon and White

Motto in the University Seal:
Scientia Lumen Vitae-
Knowledge is the Light of Life

OTHER SERVICES, FACILITIES AND SPECIAL EVENTS

TWU NATIONAL ALUMNAE ASSOCIATION

The National Alumnae Association was organized in 1905 to support the educational aims of Texas Woman's University, its students and alumni, to help update alumni records, and to involve alumni and students in the continuing life of the University through activities and programs.

Current TWU students are invited and encouraged to participate in campus alumni activities. Each February, the University community celebrates Founders' Day to commemorate the establishment of the University. Homecoming, an annual April event, welcomes alumni from the College of Industrial Arts (CIA), Texas State College for Women (TSCW), and TWU back to the campus to relive memories and to experience the University as it is today. During Homecoming the Distinguished Alumna, Outstanding Senior, and Outstanding Graduate Student Awards are presented.

Students receive in their graduation packets the \$5 breakage fee transfer card. By completing and returning the card, graduating seniors may join the Association in lieu of their first year's membership. Recent graduates of the University (those alumni out of school three years or less) may join the Association for a reduced membership of \$15 per year. Regular annual membership is \$25 per year, and the Association year runs from January 1 to December 31.

Members of the Association receive PIONEER, the official Alumnae Association magazine; academic newsletters; career planning and placement services; library privileges; use of the Wellness Center (initiation fee omitted for Life members); a ten percent discount on Bookstore and Boutique gift items during Homecoming, and limited athletic and recreational privileges.

For more information, students are invited to come by the Association office located in the Student Center.

ART EXHIBITS

The Department of Art has three gallery areas, the East and West Galleries located in the Fine Arts Building and the Promenade Gallery located in the ACT Building. The East and West Galleries exhibit inter-

national, national, and regional art work by recognized artists as well as art work by TWU students and faculty members. The Promenade Gallery features work by TWU students and regional artists. In addition to the exhibits, various nationally recognized guest speakers visit the campus and present lectures relevant to the exhibits.

The exhibits are funded by the Department of Visual Arts and the Artist and Lecture Series. Announcements of scheduled events are published throughout the year.

STATE HISTORICAL COLLECTIONS Texas Women— A Celebration of History

The University Library is the permanent home of the "Texas Women—A Celebration of History" exhibit. The exhibit is the result of a three-year research and fund-raising effort by the Texas Women's History Project, sponsored by the Texas Foundation for Women's Resources. Governor Ann Richards took her children to a historical exhibit in San Antonio and heard them ask, "But where are the women?" This exhibit, initiated by Ms. Richards, marks the first statewide effort to tell the story of the significant contributions of Texas women.

Texas Woman's University Historical Collection

The Texas Woman's University maintains in the Blagg-Huey Library's Woman's Collection the State Historical Collection on the History of Texas Women. In addition to books, films, and oral histories, manuscript collections include the University Archives, the papers of organizations such as the American Association of University Women, Delta Kappa Gamma, and the Texas Federation of Women's Clubs. The Collection also includes papers of many Texas Woman such as those who served as Women Airforce Service Pilots in World War II (trained in Sweetwater at Avenger Field), and individuals such as Hermine Tobolowsky (mother of the Texas Equal Legal Rights Amendment).

Museum of the Daughters of the American Revolution (DAR)

The Texas Society of the Daughters of the American Revolution donated the objects on display in the museum to the University. Located in the Human Development Building, it contains many historic Texas costumes and items of silver and china which indicate the culture and social graces of Texas women. A major feature of the collection is the inaugural gowns of the wives of Presidents of the Republic of Texas and of the Governors of the State of Texas.

LAUNDRY AND DRY CLEANING SERVICE

A laundry and dry cleaning service is available to all members of the University community. It is located in the basement of Hubbard Hall and is conveniently accessible from Oakland Avenue. Alterations and minor repairs are also available through this service.

CAMPUS PERFORMANCES

In addition to the professional artists brought to the campus each year, recitals and performances by students in the Department of Performing Arts are presented regularly. Most of these programs are free or have a very low admission charge. A TWU student ID is usually required. Any TWU student may audition for a part in dance concerts, plays, or musicals. Additional information may be obtained from the appropriate departmental offices at the beginning of each semester.

CONFERENCE SERVICES

The Office of Conference Services provides an integrated approach to the coordination of conferences, retreats, and meetings. This service is available to faculty, staff, and students as well as to members of the community who wish to use campus facilities. The Conference Coordinator assists in coordinating the details of conferences or meetings to ensure the success of each event. Services include accommodations for meeting space, housing, food service, media equipment, recreation and in specific instances, transportation for con-

ference events on the Denton Campus.

The Texas Woman's University offers a variety of facilities for group conferences and meetings in the Fall and Spring semesters and is capable of accommodating a larger number of groups in the summer. Located midway between Dallas and Fort Worth, the TWU campus in Denton offers a superb location for visitors, convenient accessibility to two major airports, and excellent facilities to meet a variety of conference requirements. Arrangements for meetings on all three campuses are available in the Conference Services Office located in the Student Center on the Denton campus.

Requests for additional information may be directed to the Conference Services Coordinator by calling 817-898-3642 or by writing to P.O. Box 22305, TWU Station, Denton, TX 76204-0305.

LITTLE CHAPEL-IN-THE-WOODS

The Little Chapel-in-the-Woods is an interdenominational site of worship, meditation, and spiritual renewal for students at the Texas Woman's University. Constructed in 1939 and dedicated by First Lady Eleanor Roosevelt, the Chapel is the legacy of former TWU President Dr. L. H. Hubbard and more than 300 students of the University who designed, planned, or executed the ten stained glass windows, the brass lighting fixtures, the wood carvings, and the beams.

Designed by architects O'Neal Ford, and A.B. Swank and Associate, Preston M. Geren, the Chapel is a popular site for weddings. It is available to TWU students, faculty, staff, alumnae, and their immediate families including mothers, fathers, children, brothers, sisters, and grandparents. Affiliations with the University are confirmed. Community members are also eligible to use the Little Chapel.

Guidelines for use of the Little Chapel are:

1. The Chapel may be used for traditional weddings, nondenominational services, recitals, and special events sponsored by a recognized student organization at the Texas Woman's University.
2. The Chapel may not be used for meetings, religious services, or memorials of a denominational or sectarian nature unless sponsored by a University organization.
3. Reservations must be made at least 24 hours in advance.

Reservations may be made in the Office of the Vice President for Student Life. A \$50 maintenance fee is required for TWU students, faculty, staff, and a \$200 fee is required for use by the general public. Additional information is available through the

Office of the Vice President for Student Life in Room 206 of the Student Center.

STUDENT PUBLICATIONS

The Daily Lasso, a newspaper produced by students in the Department of Mass Communications, provides valuable experience in writing, editing, typography, advertising, and photography. The paper is distributed Tuesday, Wednesday, and Thursday in Denton, Dallas, and Houston with monthly Monday special editions.

Editorial guidance is provided through faculty advisors from the Department of Mass Communications. The advisors report to the Board of Publications, which also serves as a steering committee for the selection of editors.

During the spring semester, mass communication and broadcasting students produce a live television news program aired over the local cable television station.

PERSONAL STUDENT IDENTIFICATION CARD

A personal student identification card will be provided for all students at the ID stations on the Denton, Dallas Parkland and Presbyterian, and Houston campuses. The personalized identification card may be used for the entire academic career and will be validated each semester of enrollment. These are permanent ID cards, and they are replaced only if lost or stolen.

A fee of \$2 will be charged each semester as a part of student fees at the time of registration. Data processing will code the registration permit to identify new students. Those classified as new students will receive a picture ID. Replacement cards will be made at registration or at any time during the semester for a fee of \$5. Cards will be validated each semester in the upper right hand corner on the back of the ID by a decal showing the semester and year of enrollment.

The personalized student identification card will be used for services in the Library on the Denton and Parkland campuses, or at the Learning Resource Center on the Houston campus. The card will also be used on the Denton campus by the Department of Food Services for meal plans.

TRANSPORTATION SERVICES

To accommodate students, the Department of Student Activities arranges for transportation to and from the Dallas/Fort Worth Airport and Love Field Airport, both before and after the University holidays as well as to activities and events in the Dallas/Fort Worth area. Arrangements may be

made at the Student Activities office.

A private bus transportation system provides commuting students with services to and from the Dallas/Fort Worth area during the regular class schedule. Bus schedules, tickets, and information may be obtained through the Office of the Vice President for Student Life.

COMMUNITY INFORMATION

Driver's License:	383-1422
820 Loop 288	
Traffic Tickets or Citations:	566-8330
215 E. McKinney	
License Plate and	
Car Registration:	382-0799
300 E. McKinney	
Voter Registration:	565-8514
401 W. Hickory	
Phone Service (off campus):	383-2511
GTE Southwest	
Electricity and Water Service:	566-8210
City of Denton	
215 E. McKinney	
Residential Gas Service:	382-2571
Lone Star Gas	
319 W. Oak	
Span (Trolley Service)	382-2224

COMMUNITY SERVICES

Exhibits, Galleries, and Museums

Texas Women: A Celebration of History exhibit—permanent collection; Blagg-Huey Library; 898-3751.

East and West Galleries of Art Building—various exhibits; Monday-Friday, 9 a.m.-4 p.m.; 898-2530
D.A.R. Museum, Gowns of the First Ladies of Texas—open Monday-Friday, 8 a.m. to 4:30 p.m.; tours by appointment only; Human Development Building, ground floor; (817) 898-3201.

Clinics

TWU operates several clinics and centers on its Denton campus which offer important services to the university and community. Some require fees.

Center for the Study of Learning—CFO
106; 898-2046

Dental Hygiene Clinic—MCL 111, 898-2888

Health Information Resource Center—CFO, 10th floor

Marriage and Family Counseling Clinic—HDB 305; 898-2600

Mental and Physical Development Institute—MCL 908; 898-2285

Nutritional Assessments and Counseling Center—Jones Hall 310; 898-2636
Occupational Therapy Clinic—MCL 615, 898-2810
Speech and Hearing Clinic—MCL 806; 898-2031

Recreation and Fitness

Dance Center—classes for children and adults; fees; 898-2085
Golf Course—weekdays, 7 a.m.-8 p.m.; weekends, 6 a.m.-8 p.m.; fees; 898-3163

Wellness Center—Monday-Friday, 7 a.m.-8 p.m.; Saturday, 9 a.m.-noon; Sunday, 1-4 p.m.; fees; 898-2900
Swimming Pool (outdoor)—Sunday-Saturday, 1-7 p.m. in season; 898-2902; out of season; 898-2900
Tennis Courts—anytime until 10 p.m.; Bell Avenue; 898-2575



CAMPUS DIRECTORY

Office	Location	Telephone
Academic Affairs	Administration Conference Tower 12th Floor	(817) 898-3301
Reservations for Academic Rooms		(817) 898-3309
Academic Probation and Suspension		
Advising Center	Jones Hall, Rooms 208-213	(817) 898-3850
Alumnae Association & Records	Student Center, Room 112	(817) 898-2586
Athletics	Jones Hall, Room 98	(817) 898-2378
Bookstore	Denton Dallas/Parkland Houston Center-Residence Hall	(817) 898-3103 (214) 689-6701 (713) 794-2339
Check Cashing Service		
Student Supplies and Textbooks		
Copy Machine		
Campus Organizations	Student Center, Room 206	(817) 898-3626
Career and Employment Services	Jones Hall, Second Floor	(817) 898-2950
Career Counseling		
Cooperative Education		
Occupational Information		
Placement Service for Seniors and Graduates		
Student Employment Services		
Cashier's Office	Administration Building, Room 202	(817) 898-3570
Student Financial Statements		
Tuition and Fees Payment		
Child Development	Denton Campus 1900 Cherrywood St. Hufford Hall	(817) 898-2321 (817) 382-3791 (817) 898-3653
Nursery School		
Club House		
Commuter Services	Student Center, Room 206	(817) 898-3626
Conference Services	Student Center, Room 009-010	(817) 898-3642
Cooperative Education, Office of	Jones Hall, Second Floor	(817) 898-2950 (817) 898-6164 D-FW Metro 434-2967
Counseling Center	Denton Campus: West Jones Hall Dallas-Parkland: Education Building Rooms 246 and 249 Dallas-Presbyterian: Room 29 Houston Center: Mary Gibbs Jones, Room 615 and 616	(817) 898-3801 (214) 689-6655 (214) 361-8606 (713) 794-2059
Crisis Counseling		
Education-Vocational-Personal		
Counseling		
GRE and ACT Testing		

Office	Location	Telephone
Dental Hygiene Clinic	Multipurpose Classroom-Laboratory Building, First Floor	(817) 898-2888
Disabled Student Services	Student Center, Room 206	(817) 898-3628
Enrollment Management	Denton Campus: Administration Building, Room 122	(817) 898-3000
Academic Records		
Admissions (Undergraduate)		
Catalogs	Dallas Center: DED 113, DPH 218	(214) 689-6520
Campus Tours		
Class Schedules		
Courses: Add or Drop	Houston Center: Margo Jones Room 924	(713) 794-2315
Dean of Enrollment Management		
International Students		
Grade Reports		
I.D. Cards		
Name and Address Changes (Student)		
Payment Settlement		
Registration		
Residency Requirements		
Reinstatement-Scholastic		
Veterans Administration Information		
Withdrawal from the University		
Financial Aids	Denton Campus: Administration Building Room 212	(817) 898-3050
Financial Assistance		
Scholarships	Dallas Campus: DED 113, DPH 218	(214) 689-6520
Student Loans	Houston Campus: Margo Jones Room 924	(713) 794-2315
Work Study Grants		
Applications and Proposals		
Project Pioneer		
Fiscal Affairs	Administration Conference Tower 11th Floor	(817) 898-3505
Fitness Room	Denton Dallas Houston	(817) 898-2906 (214) 689-6697 (713) 794-2158
Food Services	Denton Campus: Hubbard Hall Denton Campus: Jones Hall Houston Campus: Cafeteria	(817) 898-3663 (817) 898-3662 (713) 794-2112
Contract Meal Services		
Contract Administration		
Catering-Weddings		
Meal Plan Information		
Receptions		
Special Orders for Student Organizations		
Garden Room, Student Center	Student Center, Second Floor	
Graduate Studies and Research	Administration Conference Tower 7th Floor	(817) 898-3621
Continuing Education		(817) 898-3400
Degree Programs		(817) 898-3393

Office	Location	Telephone
Health Services,	Denton Campus: University Health Service	(817) 898-3826
Allergy Injections		
Drug Prescriptions Ordered by University Doctors	Dallas Center: Saint Paul Family Service	(214) 689-2094
Gynecological Services	Houston Center: UT Health Science Family Practice Clinic	(713) 792-5862
Health Insurance		
Influenza Vaccine Injections-Scheduled, Laboratory Studies-Pregnancy Test, Blood, Urine, etc. when indicated (lab fee)		
Physician Referrals		
Tine Test (for Tuberculosis) Student Teachers		
Housing	Denton Campus: Jones Hall 336	(817) 898-3676
Conferences and Workshops	Dallas Center: Faye Pannell Hall	(214) 689-6701
Guest and Commuter Housing	Houston Center: Residence Hall	(713) 794-2157
Meal Plans and Housing		
Residence Hall Administration and Programming		
Residence Hall Applications		
Room Change Requests		
Physical Development	Multipurpose Classroom-Laboratory Building 908	(817) 898-2285
Intramurals and Recreation	Student Center, Room 202	(817) 898-3614
Laundry	Hubbard Hall	(817) 898-3177
Dry Cleaning Service		
Library	Blagg-Huey Library	(817) 898-3745 (817) 898-2665 (817) 898-3719 D-FW Metro 434-2863 (713) 794-2161 (214) 689-6580 (214) 361-8608
Information Desk	Learning Resource Center, Houston Health Science Library, Dallas	
Little Chapel-in-the-Woods	Student Center, Room 206	(817) 898-3615
Lost and Found (Police and Safety)	1215 Oakland	(817) 898-2911
Personnel Services	1219 Oakland	(817) 898-3555
Post Office	Student Center, First Floor	(817) 898-8511
President's Office	Administration Conference Tower 15th Floor	(817) 898-3201
Public Safety, Department of	1215 Oakland	(817) 898-2911
Automobile and Bicycle Registration		
Car Pool Information	Faye Pannell Hall, Dallas	(214) 689-6666
Emergencies and Emergency Escort		
Lost and Found	Residence Hall, Houston	(713) 794-2222
Parking and Traffic Regulations		
Parking Permit		

Office	Location	Telephone
Property Registration Safety Hazards/Concerns Reporting Student Advisory Council		
Executive Director	Dallas Center: Education Building Houston Center: Margo Jones Room 916	(214) 689-6600 (713) 794-2333
Public Information, Office of	Administration Conference Tower Second Floor	(817) 898-3456
Residence Hall Association	Guinn Hall, Room 103	(817) 898-3693
Student Activities Activities Calendar Intramurals/Recreation Poster Approval and Preparation Social Activities Student Orientation	Student Center, Room 202 Faye Pannell Hall, Dallas Houston Center Hall	(817) 898-3611 (214) 689-6701 (713) 794-2157
Student Center ATM Machine Student Lounge TV Lounge U.S. Post Office Post Office Boxes Bookstore Alumnae Association Administrative Offices "The Underground" Intercultural Services Lounge Student Lockers Game Room Lounges Room Reservations Photoprocessing Service Travel Agency	Student Center, Room 001-003	(817) 898-3641
Student Development	Denton Campus: Student Center 206	(817) 898-3626
Student Development Coordinator- Dallas	Dallas Center: Faye Pannell Hall	(214) 689-6701
Student Development Coordinator- Houston	Houston Center: Residence Hall	(713) 794-2157
Student Employment Services	Jones Hall, Second Floor	(817) 898-2959
Student Government Association	Student Center, Room 101	(817) 898-3652 (817) 898-3641
Student Life Inquires Regarding Student Concerns Title IX Officer Chapel Reservations-Weddings Commuter Bus Tickets Student Handbook Vice President for Student Life	Student Center, Room 206	(817) 898-3601 (817) 898-3602

Office	Location	Telephone
Student Publications Daily Lasso	Human Development Building, Room 302	(817) 898-2181 (817) 898-2191
Vice President's Offices Academic Affairs Fiscal Affairs	Administration Conference Tower- 12th Floor Administration Conference Tower- 11th Floor	(817) 898-3301 (817) 898-3505
Institutional Advancement	Administration Conference Tower- 13th Floor	(817) 898-3863
Student Life	Student Center, Room 206	(817) 898-3602

SECTION V

CAMPUS MAP

Denton

1. Administration Building
- 1A. Administrative Conference Tower
2. Arts and Sciences (Patio Building)
3. Arts and Sciences Building
4. Graduate Science Research Building
5. Music Building/Margo Jones Auditorium
6. Art Building
7. Bralley Annex
8. Bralley Hall
9. Science Building
10. Undergraduate Science Laboratory Building
11. Nutrition, Textiles, and Human Development Building
12. Old Main Building
13. Classroom and Faculty Office Building (CFO)
15. Multipurpose Classroom Laboratory Building (MCL)

Dallas Parkland

1. Faye Pannell Hall
2. Educational Building

Kinesiology

17. Kinesiology
18. Redbud Theatre
19. Child Development Center
30. Hubbard Hall (Central Food Facility)
35. Mary Evelyn Blagg Huey Library
37. Stoddard Hall
38. Smith-Carroll Hall
39. Mary Gibbs Jones Hall
40. Reagan Houston Hall
41. Mary Hufford Hall
42. Nelda C. Stark Hall
43. John A. Guinn Conference Center
44. The Commons
45. University Health Services
50. Recreation Area
51. Archery Range
52. Lowry Woods
53. Little Chapel-in-the-Woods
54. University House
55. Athletic Field
56. Tennis Courts
57. Outdoor Swimming Pool

Dallas Presbyterian

1. Educational Building

Track and Athletic House

58. Track and Athletic House
59. Track and Athletic Field
60. University Golf Course
61. Golf Club House
62. Dance, Gymnastics and Human Performance Lab
63. Pedestrian Bridge
64. Student Center (Bookstore, Post Office, and Alumnae Association)
65. Pioneer Woman Statue
66. Department of Public Safety
67. Personnel Services
68. Information Booth
70. Power Plant
73. Vehicle Storage
74. Greenhouse
75. Gardens
76. Electrical Substation
77. Physical Plant
78. Golf Storage

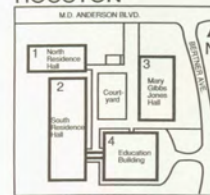
Houston Center

1. North Residence Hall
2. South Residence Hall
3. Mary Gibbs Jones Hall
4. Educational Building

Handicapped Accessible Symbols

- Curb cut or accessible (sloped).
- X Building ramp (accessible doorway).
- Sidewalk leads to steps.
- ▲ Accessible to door but not always unlocked.
- H Handicapped parking.

HOUSTON



(In the heart of the Texas Medical Center)
1130 M.D. Anderson Blvd.

DALLAS-PARKLAND



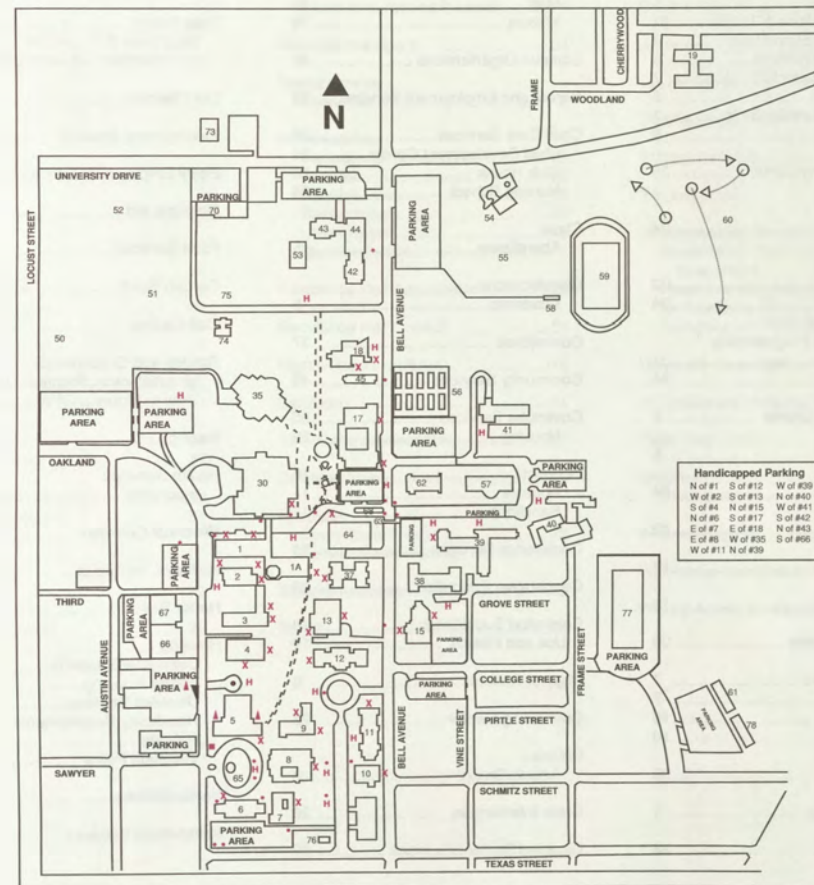
(adjacent to Parkland Hospital)
1810 Inwood Road

DALLAS PRESBYTERIAN



(adjacent to Presbyterian Hospital)
8194 Walnut Hill Lane

DENTON



VI SECTION

INDEX

AIDS Policy	12	Bookstore	34	Discrimination	22
Absence Notification	12	Building Use	22	Disruption of Activities	20
Academic		Campaigning	22	Distribution of Literature	20
Affairs	5	Campus		Doctoral Degree Students	8
Appeals Procedure	7	Map	48	Drug Policy	16
Classification	5	Visitors	19	Drug Free Schools and	17
Honesty, Violations of Policy	11	Campus Organizations	35	Communities Act Amendments	
Probation and Suspension	7	Career and Employment Services	25	Dry Cleaning	39
Grade Requirements	5	Child Care Services	26	Employment, Student	25
Graduate Students	7	Child Development Center	26	Equal Employment Officer	22
Refunds	8	Club House	26	Financial Aid	27
Undergraduate Students	7	Nursing School	26	Food Services	27
Records	8	Class		Garden Room	28
Academic Advising Center	25	Attendance	5	Golf Course	37
Accounts		Classifications		Grades and Gradepoints	5
Student	24	Academic	5	Unsatisfactory Progress Reports ..	6
Activities		Committees	37	How to Figure a GPA	6
Annual	33	Community Services	40	Hazing	21
Recreational	34	Commuter Services	35	Health Services	
Student Organization		Housing	29	Insurance	28
for Activities Programming		Conduct	10	Historical Collection	39
(SOAP)	34	Appeals	11	Holidays, Religious	5
Sports Clubs	34	Sanctions	12	Honor Roll	6
Adding/Dropping Course	8	Conference Services	39	Housing	28
Admission	5	Cooperative Education	25	Commuter Students	29
Address Change	24	Controlled Substances	19	Family Housing	29
Affirmative Action	22	Use and Effects	19	Disabled Students	29
Aids Policy	12	Copy of Records	8	Residency Requirements	30
Alcohol Policy	13	Counseling Center	26	Policies	30
Alumnae Association	39	Course,		Visitation Policy	30
Appeals Procedure	7	Adding/Dropping	8	Immunizations	28
Academic	7	Crisis Intervention	26	Intercultural Services	31
Drug Policy	16	Disabled Student Services	26		
Misconduct	10				
Art Exhibits	39				
Attendance, Class	5				
Bakers Dozen	28				

International Students	31	Political Campaigning	22	Student Center	34
Employment	32	Pool	37	Student Conduct	10
Health Insurance	32	Posting, Literature	20	Student Development	35
Immigration Laws	31	Post Office	35	Student Directory Information	8
Intramurals	34	Public Safety	26	Student Employment	25
Laundry Service	39	Accident Reporting Procedure	26	Student Government Association	
Leaders Council	36	Traffic and Parking	26	Dallas	36
Library	33	Lost and Found	26	Denton	36
Literature		Records		Houston	36
Distribution	20	Access	9	Student ID's	40
Posting	20	Copies	8	Student Life, Office of	25
Student Center	20	Directory Information	8	Study Assistance Programs	6
Little Chapel-In-The-Woods	40	Request to Amend Records	9	Tennis Courts	37
Lost and Found	26	Recreational Sports	34	Testing Requirements (TASP)	6
Museum, DAR	39	Requirements		Transportation Services	40
Name Change	24	Academic	5	"Underground"	34
Nondiscrimination Policy	22	Reservations		Undergraduate Students	
Nursery School	26	Instructional Buildings	22	Academic Probation &	
Organizations		Grounds	23	Suspension	7
Advisors	35	Meeting Rooms	22	Procedure and Appeals	7
Departmental	36	Recreational	23	for Academic Dishonesty	7
Honor Societies	36	Little Chapel	40	Disruption of University Activities ..	14
International	37	Student Center		University Committees	37
Leaders Council	37	Residence Hall Association	29	Unsatisfactory Progress Reports	6
Officers	35	Residence Hall Council	29	Voter Registration	22
Policies and Guidelines	35	Rights/Responsibilities	10	Weather	26
Qualifications	35	Sanctions	11	Procedures	26
Religious	37	Sexual Harassment Policy	23	Wellness Center	37
Sororities	37	Smoking Policy	23	Withdrawal from University	8
Special Interest Groups	37	Speakers		Writing Across the Disciplines	9
Orientation, New Student	38	Open Speech Area	22		
Returning/Reentry	38	Political Campaigning	22		
Parking	26	Student Activities	33		
Performances	39	SOAP	34		
Placement Services	26				

