

**THE UNIVERSITY OF TEXAS AT EL PASO**  
Division of Student Affairs  
STUDENT DEVELOPMENT CENTER

**THIS GUIDE WAS DESIGNED WITH YOU IN MIND!**

In addition to serving as a convenient calendar and planner, we have provided a synopsis of student services, policies and procedures, and resources within the El Paso community to help you learn more about how to make your education truly a quality experience. Take a moment to familiarize yourself with the contents, refer to corresponding websites for more detailed information, and visit the various departments highlighted within this planner.

This planner belongs to

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Graphic 1

Remember to visit  
<http://studentaffairs.utep.edu/sdc>  
under **Miner Guide 2005-2006**  
for updates to this planner

For general information dial (915) 747-5000 or contact the Student Development Center at  
(915) 747-5670

***DISCLAIMER***

**This publication contains summary information only. It is not a compilation of the official rules, regulations, or policies of the University. All official rules, regulations and policies are published in the “Rules and Regulations of the Board of Regents of the University of Texas System,” the “Handbook of Operating Procedures” and the “Catalog” of The University of Texas at El Paso.**

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# GENERAL UNIVERSITY INFORMATION

*¡Bienvenidos a la Universidad de Texas en El Paso!*  
Welcome to the University of Texas at El Paso!

Two languages, two cultures, unlimited opportunities: that's the UTEP advantage. Today, El Paso and Ciudad Juárez form the world's largest binational metropolitan area, giving you – and all of UTEP's 18,500 students – a seat in the global classroom.

In this setting, you'll have extraordinary opportunities to grow and learn. UTEP's graduates are recruited by Fortune 500 companies and top graduate and professional schools. They are represented in the arts, education, engineering and other important fields. They're teaching children to read, building bridges, running their own companies...and still following their dreams. UTEP's staff and faculty are here to help *you* realize yours.

That's why we are continually expanding our student programs and academic services, why we are always looking for new ways to help you succeed, professionally and personally, and why, as we look forward to the challenges of a new century, there's a sense of energy in the air – and a renewed promise of excellence in everything we do.

*Hmm, Doctor, Lawyer, Industrial Executive...*

UTEP's six colleges – business administration, education, engineering, health sciences, liberal arts and sciences – offer 61 bachelor's and 58 master's degrees.

The university's steadily-growing doctoral program offers degrees in U.S.-Mexico borderlands history, geological sciences, computer engineering, psychology, materials science and engineering, environmental science and engineering, educational leadership and administration, biological sciences and – through a cooperative program with the UT Houston Health Sciences Center Houston – nursing. UTEP also participates in a cooperative doctoral program in pharmacy with the UT Austin School of Pharmacy.

You'll never lack for career choices.

*What's the Deal With the Buildings? I've Never Seen That Before*

The distinctive style of UTEP's buildings is based on the architecture of Bhutan, one of the three "forbidden kingdoms" deep in the Himalayas.

As for how this came about, well, it's a great story. To learn what UTEP has in common with the Land of the Thunder Dragon, visit <http://www.utep.edu>.

**Statistics for Fall 2004:**

Total student enrollment: 18,918

Average age: Undergraduate 24; Graduate; 34

55.1% female

44.9% male

71.7% Hispanic

12.3% White

2.4% African-American

1.2% Asian-American

0.3% Native American

48 states and 79 countries were represented

82.4% were from El Paso County

9.2% were Mexican nationals

39.7% plan to work part-time

38.9% were first-generation freshmen students

58.4% were first-generation graduates

**Students at the University of Texas at El Paso are studying in the following colleges (Fall 2004):**

- College of Liberal Arts (5,916 students)
- College of Health Sciences (1,979 students)
- College of Business Administration (2,557 students)
- College of Engineering (2,090 students)
- College of Education (1,752 students)
- College of Science (1,248 students)
- Graduate School (3,326 students)
- Non-degreed (348 students)
- Engineering/Science Interdisciplinary (76 students)
- UT Coop (11 students)

Dear Students:

Welcome to the start of a new academic year at UTEP with its many new challenges and exciting opportunities! In this *Miner Guide*, you'll find useful information about UTEP's

many student services and programs, as well as a calendar of special events.

I encourage you to take advantage of the numerous activities and events offered on the UTEP campus. I know that many of you hold down jobs while attending UTEP and work and family responsibilities often leave little spare time. Still, it's important to recognize that the kinds of extracurricular activities presented in the *Miner Guide* are an important part of your educational experience, too. As you read this publication, you'll see that among the broad range of events and organizations offered to you, there is something for everyone.

The Student Development Center staff is always available to assist you with any questions you may have about the information contained in the *Miner Guide*, or about student life in general.

We're pleased that you've chosen to pursue your education at UTEP. Best wishes for your continued success in all that you undertake.

Sincerely yours,



Diana Natalicio  
President



Dear Student,

Ever read a book that you just couldn't put down? The story is so intriguing that you

want to just keep reading. That is a lot like the history of UTEP. Last year, we celebrated the university's 90<sup>th</sup> anniversary. Well, 90 pages into UTEP history is a lot like reading a best seller. Each year seems like the best. But turn the page and something new and better springs to life. What story will this year's page in UTEP tell? More importantly, what role will you play in writing it?

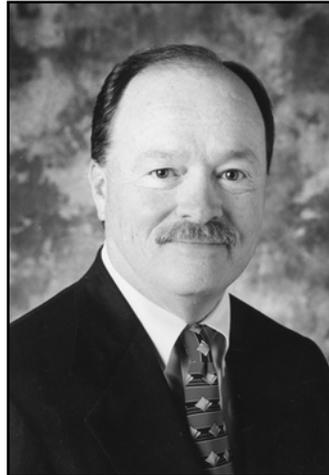
The UTEP story is a living tale. It is made up of a long line of students, faculty and staff that starts in 1914 and goes right up to the present moment. You are an integral part of UTEP history and tradition. "You Gotta Believe" has quickly become "We Believe." Is a Bowl Victory in store? The Miner Pick is now the symbol of UTEP spirit. UTEP's academic reputation continues to grow and the university is currently ranked 5<sup>th</sup> in the state in the area of research. Construction that was just getting started a year ago is now complete and the buildings are ready to serve you. A new Hilton Hotel will soon grace the Mesa entrance to the university. But the best is yet to come!

Keep the tradition going. Make this page in UTEP's history the best ever. Get involved in the many programs and activities the University offers. Students who have done so in the past have been helping shape the University. Get involved and help write the best page in UTEP history.

Sincerely,



Dr. Richard Padilla  
Vice President for Student Affairs



Dear Miners,

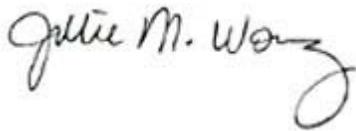
Welcome to the 2005-2006 academic year! The University of Texas at El Paso is an exciting place to be and we are glad you decided to become part of the UTEP family. I

recently moved to Texas from California and enjoy living in the Southwest. I have found UTEP and El Paso to be a welcoming environment and a great place to call home. I hope you have a positive experience at UTEP as well, and I look forward to meeting you.

College is not only a time to expand your mind, but to experience new things and develop your gifts and talents. I encourage you to get involved so you can meet people and become an integral part of the University community. There are clubs, organizations, programs, jobs, intramurals, cultural, and social events on campus that won't be the same without you. The first step of getting involved is hard, but once you take the risk, I'm positive you will have no regrets.

Please don't hesitate to contact me or anyone in the Office of the Dean of Students at (915) 747-5648 and we will be more than happy to help you make the most of your UTEP experience.

Sincerely,



Dr. Julie M. Wong  
Associate Vice President  
& Dean of Students  
[jmwong@utep.edu](mailto:jmwong@utep.edu)



Dear Students,

On behalf of the Student Government Association, I would like to welcome you to the University of Texas at El Paso. We are pleased that you will be joining us for the 2005-2006 academic year and I am confident that you will make a significant contribution to our campus community. We, the Student Government Association (SGA), are your official voice of the UTEP student body. The SGA sponsors an assortment of special

events including the Homecoming Pageant, Minerpalooza, and the annual SGA Awards Banquet to recognize student achievement.

In the next few years of taking classes with our outstanding faculty and the long hours of studying, I encourage you to find the time to get involved. The easiest way to enrich your college experience is by joining one of our many organizations, attending events such as Homecoming, or by simply going to our games. You will meet new people and will collect unforgettable moments that will later become memories of your college life.

One of the ways you can become an active Miner and find leadership opportunities is by getting involved in the Student Government Association. Our mission is to better the student environment and represent the student body by expressing its concerns and by working to have a better campus life.

Enjoy your time as a Miner and take an advantage of all the resources that our University have done to embellish your educational experience. And remember, the doors of the Student Government Association will always be open for you. I encourage you to stop by the office. We are located at 304 Union East or you can visit our website at <http://studentaffairs.utep.edu/sga> to learn about the many things that SGA has to offer for you!

Sincerely,



Arturo Gloria  
Student Body President  
Student Government Association





**ASK PETE**

<http://askpete.utep.edu/>

***Ask Pete a Question, Give Pete Your Feedback  
Update Departmental Information...***

**What you want to know about:**

Academics

Campus Life

Financial Matters

Activities

Health

Electronic Campus

Employment

Graphic 8

## STUDENT AFFAIRS ADMINISTRATION

### **VICE PRESIDENT FOR STUDENT AFFAIRS**

**Dr. Richard Padilla**

**Union East, Room 301**

**(915) 747-5076**

There is much more to being a student at UTEP than simply attending class and studying. Yes, by going to class and studying you will learn a lot...but you will not get a University education! The term university comes from the Latin, universus (universe), which refers to all of existence. It is by interacting with fellow students, faculty and staff in and outside the classroom that you are introduced to the full universe of learning.

At The University of Texas at El Paso you can acquire knowledge important to your major, but just as importantly, you can also develop and apply leadership, social and communication skills. How? The best way is to get involved in campus events and join a student club or organization. By investing your time in the broader life of the campus you will learn more about and from the people that make a university. You will learn about their academic and professional goals, personal interests, cultural backgrounds and worldviews. In the process you will also learn a lot about yourself. It is through interacting with the university community that UTEP and any university comes alive and becomes an exciting place to learn and live!

The Division of Student Affairs is under the direction of the Vice-President for Student Affairs, who supervises the majority of student-centered services. UTEP student affairs practitioners are dedicated to creating environments for students that contribute to the: (1) education of their intellects; (2) development of healthy, fully functioning personalities; (3) promotion of democratic ideals and fundamental justice; (4) development of wholesome life-styles; and (5) adoption of a set of considered moral, ethical, and/or religious values.

### **ASSOCIATE VICE PRESIDENT AND DEAN OF STUDENTS**

**Dr. Julie M. Wong**

**Union West, Room 102**

**(915) 747-5648**

The Office of the Dean of Students is a department within the Division of Student Affairs. We serve as a resource to programs and services within the university community and assist students with challenges and concerns they may experience on campus. In addition, we provide leadership and supervision for the Student Development

Center, Student Government Association, Recreational Sports, Student Housing, Student Conduct, Counseling, International Programs, Student Publications, Women's Resource Center, and the Child Care Center.

**ASSISTANT VICE PRESIDENT FOR OUTREACH PROGRAMS**

**Dr. Sandra Braham**

**211 Graham Hall**

**(915) 747-8763**

The UTEP Outreach Programs are comprised of federally funded initiatives designed to enhance and enrich the academic, social, and wellness/life skills of low-income, pre-college and first-generation students attending UTEP. These programs include Upward Bound, the High School Equivalency Program for migrants who want to receive their GED, the College Assistance Migrant Program (CAMP), Educational Talent Search, GEAR UP, and Student Support Services programs. In addition to these year-round programs, Outreach hosts several summer programs and academic year camps including the National Youth Sports Program (NYSP), the Summer Food Service Program, and the NYSP Girls Sports Clinics. The Outreach office provides opportunities for UTEP students to get involved with the community's youth by becoming mentors, tutors, and program volunteers.

**ASSISTANT VICE PRESIDENT FOR STUDENT AFFAIRS**

**Mr. Ricardo V. Aranda**

**Union East, Room 301**

**(915) 747-5077**

The office is administratively responsible for a wide array of services available to students. Its primary purpose is to assist students with Student Support Services in the areas of Career Services, Cooperative Education Services, Disabled Student Services, Union Services, Student Health Insurance Program, and serve as the liaison to the Student Health Center.

Graphic 10

## STUDENT SERVICES AND DEPARTMENTS

*There are a number of services available to UTEP students to assist them in getting the most from their educational experience. Many different departments provide a variety of services and opportunities for students from recreational activities to financial aid, from student organizations to career services. Students are encouraged to become familiar with the offices and take advantage of the services offered.*

### **ACADEMIC ADVISING CENTER**

**Formal Academic Services Building, Second Floor**

**<http://academics.utep.edu/advisingcenter>**

**(915) 747-5290**

The Academic Advising Center (AAC) is dedicated to student success. The AAC provides academic advising to several selected populations that include prospective, transfer, and returning students. Professional full-time advisors and student peer advisors help UTEP students clarify values, interests, and goals, enabling them to make well-informed decisions.

A major focus at the AAC is providing accurate information about various academic programs and student services available on campus, as well as connecting students to University departments. The Center provides academic advising to the following populations:

- General Studies (undecided) majors
- START (provisionally admitted) students
- PIE (Programa Interamericano Estudiantel) students
- Pre-Nursing students
- Pre-Physical Therapy majors
- UT Coordinated Admission Program
- Transfer students
- Texas Success Initiative
- Many of the lower-division Liberal Art majors

Let us ease your transition into college and help you identify your academic strengths and career goals! We look forward to meeting with you one-on-one!

### **ADMISSIONS**

**New Academic Services Building, Room 104**

**<http://academics.utep.edu/admit>**  
**(915)747-5576**

The University of Texas at El Paso is pleased to offer admission to any individual who meets the University's admission requirements. The University offers a comprehensive array of programs in both liberal arts and professional areas, from the baccalaureate to the doctoral level. For more information, visit our Web site at <http://www.utep.edu>.

The Office of Undergraduate Recruitment assists prospective students with enrollment to the University by informing them of admission procedures and financial resources, and by providing general university information. New students and their parents desiring pre-enrollment counseling, information, or a campus tour are invited to contact:

The University of Texas at El Paso  
Office of Undergraduate Recruitment  
El Paso, TX 79968-0504  
(915) 747-5890  
E-mail: [recruit@utep.edu](mailto:recruit@utep.edu)

The Admissions Office is responsible for determining an applicant's eligibility for admission and the evaluation of transfer credit according to standards set by Texas law, the Board of Regents of The University of Texas System, and the UTEP faculty. For further information about admission to the University or about the evaluation of transfer credit, contact:

The University of Texas at El Paso  
Admissions Office  
102 Academic Services Building  
El Paso, TX 79968-0510  
(915) 747-5576  
E-mail: [admission@utep.edu](mailto:admission@utep.edu)

Admission applications are available at either of the above offices, in the counseling offices of most El Paso area high schools, and on our website at <http://www.utep.edu>. Applicants may also use the Texas Common Application, available at <http://www.applytexas.org>.

**ALUMNI ASSOCIATION/ALUMNI RELATIONS OFFICE**  
**de Wetter Center, University Avenue**  
**<http://www.utep.edu/alumni>**  
**(915) 747-8600 [alumni@utep.edu](mailto:alumni@utep.edu)**

The UTEP Alumni Association and Alumni Relations Office strive to provide high quality service and stewardship to diverse populations that include alumni, students, the university, and the community, locally and globally, in support of the university's vision, mission, and traditions.

The Alumni Association sponsors various events on campus, such as Homecoming,

Season of Lights and Senior Experience. The Association also honors academic achievement and community involvement by sponsoring the Top Ten Senior awards. Membership in the Association is open to all graduates, former students and friends of the University of Texas at El Paso.

In addition to supporting Alumni Association activities, the Alumni Relations staff works closely with the colleges and departments to help maintain contact with former students.

The Alumni Relations Office is also instrumental in fostering spirit and pride among current students by assisting with programs such as Minerpalooza, Orientation and Gator Camp.

As the “Keepers of Tradition,” the Student Alumni Association bridges the gap between being a student and becoming an alum. SAA encourages student involvement in campus-wide activities while providing a connection to the Alumni Association. SAA membership is open to all UTEP students.

For more information on the Student Alumni Association, please contact the Alumni Relations Office at 747-8600 or [saa@utep.edu](mailto:saa@utep.edu).

#### **ATHLETICS (INTERCOLLEGIATE)**

##### **Brumbelow Building**

**[www.utepathletics.com](http://www.utepathletics.com)**

**(915) 747-5347**

The UTEP Intercollegiate Athletic Department enjoyed a banner year in 2004-05. The football team surged to an 8-4 record and earned a bid to the EVI.net Houston Bowl under the direction of Mike Price, a finalist for numerous national coach of the year awards. The men’s basketball team, led by new head coach Doc Sadler, captured its first Western Athletic Conference tournament title in 15 years and made its second consecutive NCAA Tournament appearance. UTEP’s 27 victories were one shy of the school record.

More excitement is in store for Miner fans in the coming years as UTEP officially becomes a member of the new-look Conference USA on July 1, 2005.

UTEP has a rich sports tradition that includes a historic men’s basketball national championship in 1966. The legendary Don Haskins became the first coach to start five African-American players in the NCAA title game that year. The 1966 team is the subject of a major motion picture, *Glory Road*, scheduled for release in 2006. The Miners have also claimed 20 national championships in track and field. Some of the distinguished athletic alumni of UTEP include Nate Archibald, Antonio Davis and Tim Hardaway (basketball); Seth Joyner, Don Maynard and Tony Tolbert (football); J.P. Hayes and Paul Stankowski (golf); Bob Beamon and Obadele Thompson (track and field).

UTEP is an NCAA Division I-A school. Sponsored sports include men’s and women’s

basketball, men's and women's cross country, football, men's and women's golf, men's and women's indoor and outdoor track and field, and women's rifle, soccer, softball, tennis and volleyball. Football is played in the picturesque 51,500-seat Sun Bowl Stadium, and basketball is played in the 12,000-seat Don Haskins Center. UTEP averaged 41,209 fans for football during the 2004-05 academic year, and 10,405 for men's basketball. **Students using their university I.D. card are admitted free to all UTEP home events.**

The UTEP Department of Intercollegiate Athletics is committed to providing a regionally and nationally competitive athletics program as an integral part of the educational mission of the university. Programs sponsored shall be in compliance with the highest recognized standards of the institution and its athletic governing bodies. Intercollegiate athletics operates in harmony with the university's stated mission and is committed to the intellectual, cultural, physical and social development of student-athletes. In particular, the intercollegiate athletics program shall serve as an educational opportunity for student-athletes and as a focal point to bring the student body, faculty and community together. Opportunities for participation are provided without discrimination.

#### **BOOKSTORE**

**Union East, 1st Floor**

**<http://www.utepbookstore.com>**

**(915) 747-5594**

The University Bookstore is owned and operated by the University of Texas at El Paso and is located on the first floor of the Union East building. The primary purpose of the University Bookstore is to serve students by providing required textbooks and supplies for courses offered at the university. The bookstore maintains a wide selection of general books, medical books and supplies, academically discounted software, UTEP apparel and souvenirs, school/office supplies, testing materials, snacks and gifts. Book Buy-Back is available everyday, with higher refunds given during finals week. On-line textbook reservations are available prior to the start of each semester at <http://www.utepbookstore.com>.

We invite you to visit the store and see what we are all about! For ongoing updates, please join The Bookstore Group at <http://www.thefacebook.com>.

Our store hours are as follows:

Monday – Thursday	8am – 7pm
Friday	8am – 5 pm
Saturday	10am – 5 pm
Sunday	12 pm – 5 pm

#### **CAMPUS POLICE**

**340 W. Baltimore Street**

**[www.utep.edu/police](http://www.utep.edu/police)**

**(915) 747-5611**

The University of Texas at El Paso's Police Department is engaged in a partnership with

all university faculty and staff to fulfill the University's mission to provide quality higher education for a diverse student population and to promote the ideals of excellence and access. The Police Department is committed to this partnership, these ideals, and the specific charges of ensuring a safe and welcoming campus environment for students, staff, faculty, and the public.

Through its Core values, the Police Department is dedicated to:

- Ensuring students, visitors, staff, and faculty, through the tenants of Community Policing, enjoy a safe and secure environment in which to study, teach, learn, work, and visit.
- The protection of life and property through the fair and impartial application of local, state and federal laws as well as the rules and regulations set forth by the University's Board of Regents.
- The prevention, detection and investigation of criminal activity and the apprehension of criminal offenders within our jurisdiction.
- The safe and orderly movement of vehicular and pedestrian traffic and the management of parking throughout the UTEP campus.
- The provision of leadership and professional consultation in the area of public safety and security in university-wide long-range planning, event and program management, infrastructure development, and human resource issues.
- The provision of assistance in many types of services, as requested by visitors, students, faculty and staff.

The department's law enforcement authority emanates from the State certification held by all UTEP police officers that are commissioned peace officers by, in and for the State of Texas. A cadre of non-commissioned, uniformed guards, telecommunications operators and parking controllers assists UTEP police officers in the performance of their duties.

#### **CAREER SERVICES**

**Room 103, West Union Building**

**<http://www.utep.edu/careers>**

**(915) 747-5640 [careers@utep.edu](mailto:careers@utep.edu)**

Career Services is committed to helping you discover and pursue your career interests. We help UTEP students like you with an array of services. These include:

- **Career Advising.** If you are unsure of what major to choose, we can provide you information to make informed decisions. You can start by visiting our career resources library called CIRCUS (114 West Union) and using PINPOINT, a career guidance software that lists career options to consider. We recommend that you sit down with one of our professional staff members or visit the Counseling Center to further discuss your options.
- **Online Job Listings.** Need money to pay for school expenses? We have job listings from El Paso and national employers who are looking to hire UTEP students for part and full-time positions. Visit our website to create your *Job*

*Mine* account and start applying to jobs today! Remember that some employers will ask for your résumé, but don't worry if you don't have one. We can help you create a résumé or provide a second set of eyes if you already have one.

- **Stand Out!** Get work experience before you graduate. The Co-op and Internship Programs are designed to give you an insight into what individuals in your profession are doing in the real world. Get hands-on work major-related experience and have the competitive edge over your fellow college grads. Apply to the Co-op Program your sophomore year at UTEP. All Co-op and internship opportunities offered through our office are **paid at a competitive level.**
- **Graduating in the next two semesters?** We provide graduating students the opportunity to connect with local and national employers looking to hire upcoming college graduates. Companies visit the UTEP campus during the fall and spring semesters and conduct interviews in our office. Make a lasting first impression at your interview by taking advantage of our Mock Interview Program. Take advantage of these valuable services and connect to your future career!

You can count on Career Services to guide you through your career options. Don't wait! Visit us at 103 West Union.

**CENTENNIAL MUSEUM AT UTEP**  
**University Road and Wiggins Avenue**  
**<http://www.utep.edu/museum>**  
**(915) 747-5565**

The Centennial Museum opened in 1936 with funds allocated by the Commission for the Texas Centennial Celebration. It is devoted to the preservation, documentation and exhibition of objects and ideas pertaining to the cultural and natural history of the Southwest and Mexico. Archaeological and ethnological objects, fossils and mineral specimens and animals from the El Paso Region are on exhibit. Native plants are the focus of the Chihuahuan Desert Gardens. Research collections include those of the Laboratory for Environmental Biology and the Southwest Biostratographic Institute. Special exhibits are presented several times a year in the main floor galleries. Adult and children classes, teacher workshops and lectures are offered. Introduction to Museums and Special Problems classes are available to UTEP students. The museum is open to the public Tuesday through Saturday, 10:00 a.m. – 4:30 p.m., with the exception of University holidays. The elevator entrance is located off the University Avenue entrance.

**CHILD CARE CENTER**  
**1825 Hawthorne**  
**<http://studentaffairs.utep.edu/childcare>**  
**(915) 747-5270**

The University Child Care Center offers programs tailored to meet the needs of children ages 3 months to 12 years old. The center provides a Developmentally Appropriate Program and concentrates on the whole child. Creative environments are provided to promote intellectual, social and emotional growth.

A summer program is offered from June to August with the same concepts in mind. Three nutritional snacks are provided daily; however, parents are required to provide “brown bag” lunches for their children.

The Center is state licensed and is a designated vendor for Child Care Services. Sara Care provides management and professional staff. The director is state certified and is a member of the National Association for the Education of Young Children (NAEYC) and the National Coalition for Campus Child Care. The Child Care Center is exclusively for UTEP students, staff, and faculty.

Pre-registration, current immunization records, and UTEP ID are required. Financial assistance is available to qualified parents through CCS. For hours of operation and fees information, call (915) 747-5270.

### **COPY CENTERS**

#### **University Library and Union East Building (915) 747-5671 and (915) 747-5707**

UTEP has two copy centers. One copy center is located on the first floor of the University Library. Services include bulk copies, microfilm copying and reductions. The Library Copy Center phone number is (915) 747-5671. A second copy center is located on the first floor of the Union East Building, next to the University Bookstore. The Union Hard Copy Station offers photocopying on white or color paper, as well as spiral binding, hot binding, laminating and fax service. There is also a self-service (coin-op) copier located outside of the Union Hard Copy Station. Professors can make arrangements to have their class projects picked up by their students at the Union Hard Copy Station. A copy machine is also located in the lobby of the Academic Services Building.

### **DEPARTMENT OF RESIDENCE LIFE**

#### **Miner Village**

**2401 North Oregon Street**

**<http://studentaffairs.utep.edu/minervillage>**

**(915)747-5352**

Experience the best in campus living!

UTEP’s Miner Village offers you the opportunity to have a residential college experience. Miner Village offers fully furnished apartments in a variety of floor-plans including: efficiencies for one or two students, two bedroom units and four bedroom units. For one low monthly fee you get a fully furnished apartment, high speed internet, a private phone line for local telephone service with voicemail, basic cable television, a private room and furnished kitchen. You will also be assigned a parking permit, mailbox, and have access to laundry facilities, study rooms, outside barbeque grills and a volleyball court. You will have many opportunities to get involved in the UTEP campus life through intramural sports, residence hall government, or just hanging out with friends.

Convenience is a great calling card for the Miner Village community. Miner Village is

one block away from Mesa Street with businesses and restaurants and is a five minute walk from most academic buildings on campus. Miner Village is your on-campus housing choice. For more information call (915) 747-5352, stop by for a tour, or contact us at [housing@utep.edu](mailto:housing@utep.edu).

### **DISABLED STUDENT SERVICES**

**Union East, Room 106**

**<http://studentaffairs.utep.edu/dsso>**

**(915) 747-5148**

The Disabled Student Services (DSSO) provides a program of support and advocacy services to students with disabilities. The Office also extends assistance to students who may become temporarily disabled due to injury or recent surgery, and to women with “at risk” pregnancies. A wide array of support services is available, free of charge, to provide access to university programs. These services include note takers, sign language interpreters, readers, and scribes, use of assistive technology, alternative testing accommodations and relocating inaccessible classroom to accessible locations.

Through DSSO, students are able to receive assistance unique to their disability to ensure equality and fairness as they attend UTEP. In addition to providing services and accommodations to students with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, DSSO works closely with faculty and staff in an advisory capacity and assists in the development of reasonable accommodations that allow students with disabilities to fully participate in all of the programs offered on campus. Students must be able to meet the technical and academic qualifications for entry into the school, program, or activity in order to be considered otherwise qualified. Accommodations are provided only to students with known disabilities who are registered with DSSO.

The Director of DSSO certifies that a student qualifies as a person with a disability and is eligible for services. Therefore, it is the responsibility of the student seeking services to provide DSSO documentation related to a disability from the appropriate licensed professional to verify the existence of a disability and need for an accommodation. This information is used to determine the extent of the disability and appropriate accommodations needed.

### **THE ENTERING STUDENT PROGRAM**

**<http://studentaffairs.utep.edu/esp>**

**University Studies**

**Burges Hall, Room 201**

**(915) 747-7618**

**CircLES**

**Engineering Building, Room E-229**

**(915) 747-6083**

The Entering Student Program (ESP) serves the majority of students at UTEP. The program offers two courses—UNIV 1301 and UNIV 2350—that make up Block IX of the University Core Curriculum, and it administers learning communities for general and special populations. Another key component of ESP is CircLES (Circles of Learning for Entering Students), which provides orientation and advising in addition to major-specific learning communities to pre-science and pre-engineering students. ESP also has a large peer (student) leader program.

#### **FINANCIAL AID**

**202 West Union Building**

**<http://academics.utep.edu/finaid/>**

**(915) 747-5204**

The University of Texas at El Paso Office of Student Financial Aid assists qualified students in meeting the costs of attending college. There are three primary types of financial assistance provided by this office: loans, grants, and college work-study.

Priority is given to undergraduate students with documented financial need, who meet academic eligibility criteria, who are enrolled on a full-time basis (12 hours or more) and whose applications are received by the March 15 priority date.

Financial aid awards are based on financial need and are operated within existing federal and state regulations and policy. The difference between the cost of attending the University (student budget) and the student's/family resources (expected family contribution) determines financial need.

All financial aid applicants are required to submit a Free Application for Federal Student Aid (FAFSA) to determine their financial need for the aid period. This financial aid form can be obtained from the Office of Student Financial Aid or you can go to the website at <http://www.fafsa.ed.gov>.

March 15 is the priority date for each school year. All processed forms and other requested documents must be on file with this office by this date. Be aware that processing of the FAFSA may be in excess of four weeks. Late applications will be considered on the basis of available funds.

In addition to grants, loans and college work-study, the Office of Student Financial Aid also provides short-term loans for tuition and books.

If you have any questions or comments, you may send an email to [financial@utep.edu](mailto:financial@utep.edu).

#### **GRADUATE SCHOOL**

**New Academic Service Building, Room 223**

**<http://www.utep.edu/graduate>**

**(915) 747-5491**

Since awarding the first Master's degree in History in 1942, the graduate program at UTEP has experienced significant growth. The professors and scholars who comprise the

Graduate School are designated as Members of the Graduate Faculty and work with the graduate student body in pursuit of their post-baccalaureate degrees and/or certificates. All graduate degrees awarded by the faculty and administration are conferred by the University under the authority delegated by the University of Texas System under the Board of Regents.

The research activities that occur in every college, department, and center at UTEP are all part of the focus to develop academic programs and research initiatives that reflect a strong commitment to academic and research excellence. The faculty at UTEP conduct nationally competitive research that capitalizes on the University's unique setting in the areas of biomedical and health sciences; border and regional issues; business, policy and social sciences; communication and information technology; education; environment and energy; materials and manufacturing; and transportation and infrastructure. Drawing on the university's research strengths and unique locale, students, faculty, and staff are given the opportunity to excel in their knowledge, skills, and critical and analytical thought to become the innovators of tomorrow.

UTEP is pleased to offer the opportunity for admission to qualified applicants. Programs admit students throughout the year or may have specific deadlines; applicants are advised to contact the Graduate School or the department directly for more information.

Applicants may apply for admission in the following areas:

- Master's degrees in over 60 academic fields,
- Doctoral degrees in thirteen areas, or,
- Post-baccalaureate admission. Post-baccalaureate students may be pursuing certification, endorsement, a degree in a cooperative program, post-master's work, or enrollment for personal or other professional reasons.

For more information contact the Graduate School at (915) 747-5491 or visit our web-site at <http://www.utep.edu/graduate>.

## **HONORS PROGRAM**

### **Honors House**

<http://www.utep.edu/honors/>

**(915) 747-5858**

The University Honors Program offers talented UTEP students an opportunity to enroll in courses that provide a richer, more intense and challenging academic experience.

Freshmen students may apply to be admitted to the Program if they have an SAT score of 1030, an ACT score of 22, or rank in the top 15% of their high school graduation class. A cumulative GPA of 3.3 is required for admission of current or transfer students.

There are several benefits from being a member of the Honors Program:

- Members are able to use the Honors House as a place to study or for interaction

with other Honors students.

- Priority registration is available for students who have been a Program member for one semester and who 1) are registering for an Honors course, or 2) have completed 12 Honors credit hours.
- Members can join the University Honors Council and help in the planning of Honors activities.
- Students can earn Honors recognition at the time of graduation by earning the University Honors Degree or Certificate.
- There is an opportunity to exchange Honors programs at other universities to study for up to one year.
- Honors credit can be earned by enrolling in Honors classes or through contracting. Honors classes are small, challenging, and taught by outstanding faculty. With class enrollment limited to 20 students, individualized attention and faculty-student interactions are assured.

For more information, visit the Honors web site at <http://www.utep.edu/honors/>

#### **OFFICE OF INTERNATIONAL PROGRAMS**

**Union East, Room 203**

**<http://studentaffairs.utep.edu/oip>**

**(915) 747-5664**

The Office of International Programs (OIP) seeks to create a vibrant and diverse international atmosphere on campus through innovative and high quality services and programs to international students and scholars. Furthermore, the Office strives to promote opportunities for UTEP's students, faculty and staff to obtain international expertise through experiences abroad and through interaction with individuals from foreign countries. In fulfilling its mission, OIP articulates UTEP's multicultural character and bi-national setting for internal and external constituencies and recognizes the distinctive opportunities for global learning that exist locally.

The Office's programs include immigration and personal advising for international students and scholars, management of the university's non-immigrant visa programs, development of cultural events and programming, coordination and promotion of study abroad and exchange programs, administration of the Programa de Asistencia Estudiantil (PASE), outreach to the community through the International Ambassadors Program and other activities. Through participation in these programs, participants acquire skills relevant to borderless careers and develop an enriched awareness of themselves and their global environment.

For more information about the programs available to both U.S. and International Students, contact the Office of International Programs at (915) 747-5664 or [oip@utep.edu](mailto:oip@utep.edu). More information is also available on-line at <http://studentaffairs.utep.edu/oip>.

#### **LIBRARY**

**Wiggins Road**

**<http://libraryweb.utep.edu>**

**(915) 747-5643**

The UTEP Library provides faculty, staff, students, and community users with library materials and services in support of their educational endeavors. *Nugget*, the Library catalog, allows users to locate books and other materials from a collection of over one million items. The Library also provides access to over two hundred online information databases, many with full text. Library services may be accessed through the library website at <http://libraryweb.utep.edu>.

Assistance with class assignments is available at the Reference Department on the main (second) floor. A staff of professional librarians is ready to answer your questions. Specialized subject consultation (by appointment) is available for graduate-level researchers as well as undergraduates. Reference Librarians will also provide instruction on the use of the Library to incoming and returning students. For research assistance, consultation, or instruction appointments call (915) 747-5643.

Books for circulation are located in the Main Stacks (third, fourth, and fifth floors of the library). Reference materials are shelved in the Reference Department on the second floor. Government Documents are located on the first and second floors. Current Periodicals are housed in the Current Periodicals and Microforms Unit (CPM) on the first floor.

The Special Collections Department on the sixth floor houses the Library's collection of rare books, manuscripts, and archives. These materials cover art, printing and book design, military history, western fiction, Chicano Studies, Border Studies and oral history. These materials are restricted to use in the library. Class reserve materials are located at the Circulation Desk. Electronic Reserve items are available in *Nugget*. If particular items are not available in the Library, they may be requested from other institutions by using the Interlibrary Loan service which is located behind the Circulation Desk.

Other services available in the library include the Library Technology Center (student ID required), which provides computers, a wide variety of software applications, Internet access for students, and the Copy Mine. The Copy Mine, located on the first floor, offers copying, selected office supplies, and faxing. Copies are seven cents, plus tax.

Self-service photocopiers are also conveniently located on all floors.

The Library has seating for 2,000 users. Group study rooms are also available on a first-come, first-served basis. Graduate students registered for thesis or dissertation courses may apply for a private study carrel on a semester-by-semester basis (refundable key deposit is required). Inquire in the Library Administration office (third floor) or by calling (915) 747-5683.

Regular Operating Hours:

Monday-Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 8:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.
Sunday	12:00 p.m. - 11:00 p.m.

During Intersession, the Library is open from 7:30 a.m. to 6:00 p.m., Monday through Friday. It is open on a twenty-four hour basis during Finals Week. For more information about any of the Library's collections or services, call (915) 747-5643.

**LOST AND FOUND**

**340 West Baltimore Street**

**(915) 747-5611**

Any items found can be turned over to a UTEP Police Officer or taken to the UTEP Police Department. For items that are lost or found in the Union Building, contact the Union Director's Office at 307 Union East, (915) 747-5711. Items will remain on-site for five days and if not picked-up will be sent to the University Police Department.

**Miner Gold Card**

**New Academic Services Building, Room 122**

**<http://admin.utep.edu/minergold>**

**(915) 747-7334**

The Miner Gold Card is the official identification card for the University of Texas at El Paso. All students must have a Miner Gold Card issued upon admission to the university. A current photo ID (e.g. driver's license, state issued ID, passport, visa) must be shown before the card is issued. The name imprinted on the Miner Gold Card is the individual's official name as recorded in the university database. Names on the card will not carry titles. No article of clothing, hats, or sunglasses that, in the judgment of the carding staff, will obscure physical features will be allowed when the photograph is taken for the card. The Miner Gold Card is the property of the University of Texas at El Paso and is nontransferable. It must be carried at all times and presented and/or surrendered to university officials upon request. Unauthorized use warrants confiscation and/or disciplinary action.

The Miner Gold Card activates and de-activates upon enrollment. Activation will occur automatically on the first day of each semester enrolled. The term "STUDENT" on the Miner Gold Card identifies both Undergraduate and graduate students.

**Charges:**

A one time nonrefundable fee of \$6.00 will be assessed per student at registration.

The miner Gold Card must be kept in working condition. If it becomes damaged, lost or stolen, the replacement fee is \$20.00. Replaced cards are deactivated and cannot be reactivated should it be found later.

A request for a name change, resulting in the issuance of a replacement card, will assess a \$6.00 replacement fee. If it is determined that a name is incorrect due to the university's error, no charge will be assessed to the cardholder for the replacement.

**Safeguards:**

Protect the Miner Gold Card from damage by keeping it in the protective sleeve provided when the card is not in use.

Do no punch holes, affix stickers, or in any other way make modifications to the card. Such practices may create problems when trying to use the card.

Report lost, stolen, or damaged cards immediately to the Miner Gold Card Office or through My.UTEP.edu to avoid unauthorized use.

Do not lend the card to others.

**Declining Balance:**

Money can be placed on the Miner Gold Card for use at the Bookstore, Food Service areas or Ticket Center at the Miner Gold Card Office. Balances can be checked by logging into My.UTEP.edu.

Bookstore Loans are automatically placed on the Miner Gold Card and can be used only for purchases at the Bookstore.

**NEW STUDENT ORIENTATION**

**Liberal Arts Room 220**

**<http://orientation.utep.edu>**

**(915) 747-6752**

New Student Orientation is a program for new, re-entry, or transfer students. The program assists students in becoming acquainted with different facets of University life. This includes learning more about the rigors of staying in college. There are study skills, learning styles, financial aid programs, and specific academic college information. There are also opportunities for currently enrolled students to assume leadership positions as Orientation Leaders. A number of orientation sessions are offered throughout the calendar year. Look for specific dates and information in the Orientation Office located in the Academic Services Building or check out our website at <http://orientation.utep.edu>.

**PARKING**

**New Academic Service Building, Room 116**

**<http://parking.utep.edu>**

**(915) 747-5724**

The operation of a motor vehicle or bicycle on The University of Texas at El Paso campus is a privilege granted by the University and is not an inherent right of any faculty/staff member or student. Motor vehicles must be registered with the Parking and Traffic Administration Office in the Academic Services Building. Registration of a

motor vehicle does not guarantee a parking place on campus.

The Student Traffic Court is a panel composed of three student justices appointed by the Student Government Association. Student Parking and Traffic Violation appeals may be directed to this panel through the Parking and Traffic Administration Office within 18 calendar days after receiving the citation. After 18 calendar days, any request for an appeal, must be granted by the Office of the Dean of Students. Appeals for moving traffic citations must be made in person. Decisions of the panel may be appealed further to the Student Government Association Supreme Court or to the Dean of Students.

For more information contact (915) 747-5724 or refer to the published parking and traffic rules available to you at the time you register your vehicle on campus.  
<http://parking.utep.edu>.

**POST OFFICE**

**Union East, Room 108**

**<http://admin.utep.edu/mailsvs>**

**(915) 747-5677**

The UTEP Post Office is a full service contractor that provides mailing services through the United States Postal Service (USPS). Mail Services is responsible for providing the University Community with prompt cost-effective, efficient internal mail delivery and processing of out-going mail, and to provide the general campus population with convenient U.S. Postal Services. The USPS makes three mail pick-ups at 6:00 a.m., 2:00 p.m., and 3:45 p.m., Monday - Friday. Window hours for the contract station are from 9:00 a.m. - 4:00 p.m., Monday - Friday. The USPS sets all prices on postage. Available services include Next day Express mail and International Express mail, Priority mail and Global Priority mail, Registered mail, Certified mail, Insured mail, Delivery Confirmation, Postal Money Orders, and package mailing. Post office Boxes are also available for students, faculty and staff of the university.

**RECREATIONAL SPORTS**

**Memorial Gym, Room 103**

**<http://www.utep.edu/rsd>**

**(915) 747-5103**

The Recreational Sports Department provides patrons the opportunity to participate in a variety of sports. The department offers approximately 30 intramural sporting games, open-recreational playing time, sport clubs, an Outdoor Adventure Program, a Challenge Course, Fitness Programs, and various equipped outdoor and indoor facilities. For more information regarding the following activities, please contact departmental staff at (915) 747-5103, visit our main office Room 103 in Memorial Gym, or visit us on the web at [www.utep.edu/rsd](http://www.utep.edu/rsd).

**Memorial Gym Office Hours**

Monday thru Friday.....	8:00 a.m. – 5:00 p.m.
Saturday and Sunday.....	<b><i>Closed</i></b>

**Memorial Gym Facility hours**

Monday thru Friday.....	6:00 a.m. – 10:00 p.m.
Saturday & Sunday.....	10:00 a.m. – 3:00 p.m.

**\*NOTE: Hours are subject to change.**

***Intramural Sports:*** Flag Football, Indoor Soccer, Racquetball, Tennis, Basketball, and more. Sports are set up in teams, individual, & double competition and are placed between open, recreational, and competitive levels. Activity schedules, orientation sessions, recruitment seminars, and other university events are printed each semester and are made available at Memorial Gym.

***Sport Clubs:*** All current UTEP students may join any sport club for instructional purpose, recreation, or competition with sport clubs in other institutions. Current sport clubs include: Fencing, Men’s Soccer, and Water Polo. Students interested in establishing a new club are welcomed to contact the Director of Recreational Sports for information and guidance.

***Outdoor Adventure Program:*** Our outdoor program maintains a large and growing inventory of gear. All equipment is available to UTEP students, faculty, and staff at nominal rates. We will be delighted to assist your organization or department in putting a trip together. Watch for notices of various trips offered through out the year.

***Challenge Course:*** The Challenge Course is comprised of both low and high elements used by UTEP students, staff, and faculty, to explore various dimensions of leadership and group development. Participants investigate different styles of communication, how decisions are made within a team, and how to recognize the different stages of group dynamics. The program is designed to accommodate anyone of normal physical ability. A “Challenge by Choice” philosophy, that puts individual participants in control of their own decisions regarding performance, will be utilized through out the experience.

***Fitness Programs:*** The Fitness classes are designed to aid all participants in adopting healthy lifestyles that will allow them to achieve lifetime health, fitness and wellness (mental, social, emotional, spiritual and physical)If you can’t find the right motivational partner, or just having a hard time getting a workout started, the Fitness Programs may be for you. Try any of our fitness classes offered at convenient times throughout the day/week. UTEP students, faculty, or staff may participate at a very low cost. Each class is the duration of a semester with hours and days subject to change the following semester. Individuals may choose from Aqua-Aerobics, Cardio-Aerobics, Yoga, Kickboxing, Weight Training, Pilates, Wrestling, and Body Sculpting.

***Swimming & Fitness Center:*** Come enjoy a great cardio, weight, and/or aquatic workout. The facility offers individuals the opportunity to have a variety of mild to intense workouts. The 7,600 square foot Exercise Room has an assortment of cardio machines, free weights, and weight machines. The two swimming pools are temperature controlled and provide lap lane swimming. The competitive pool has a 1 meter and 3 meter diving board with a depth of 13 feet and can be set up for competitive water polo. The recreational pool has a zero deck entry and also provides users the opportunity to enjoy volleyball, basketball, water aerobics and other water activities. For more information on the Swimming & Fitness Center, please call (915) 747-8100.

**Swimming Pools & Exercise Room Operating Hours**

Monday thru Thursday.....	6:00 am – 10:00 pm
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Friday.....	6:00 am – 8:00 pm
<b><i>Weekdays closed from 1:45 pm – 3:00 pm</i></b>	
Saturday.....	9:00 am – 5:00 pm
Sunday.....	12:00 pm – 5:00 pm

**\*NOTE: Hours are subject to change.**

***Open Recreation:*** It allows the use of facilities for leisure play of basketball, indoor or outdoor racquetball, volleyball, and tennis. Equipment is provided for players with a valid UTEP ID. Reservations of facilities by UTEP student organizations or departments must be made in advance through the Recreational Sports Department Office. Reservations for Indoor Racquetball are taken daily between 8:00 a.m. – 3:00 p.m., with playtime on the same day between 3:00 p.m. – 10:00 p.m., on Saturdays 10:00 a.m. – 3:00 p.m. and Sundays 10:00 a.m. – 3:00 p.m. the courts are opened and no reservations are taken. Players must carry a valid UTEP ID.

**REGISTRAR’S OFFICE**

**Academic Services Building, Room 123**

**<http://academics.utep.edu/registrar>**

**(915) 747-5544**

The Registrar’s Office is responsible for the maintenance of student records and all registration transactions. This office also processes enrollment certifications, transcript requests, graduation applications and diplomas.

**SCHOLARSHIPS**

**Academic Service Building, Room 202**

**<http://ia.utep.edu/scholarships>**

**(915) 747-5478**

The Office of Scholarships administers all UTEP scholarships for undergraduate students. This includes processing applications, awarding scholarships in conjunction with faculty committees, and disbursing and renewing undergraduate awards. In addition, this office provides oversight for awards received from external entities and maintains information about these scholarship opportunities in the office.

Students with at least a 90 average in their high school courses or a college GPA of 3.0 or better should apply for university scholarships. Once an undergraduate application has been certified as eligible, it is kept on file and automatically considered for scholarships as long as the student is enrolled full-time in the fall and spring semesters and maintains a 3.0 GPA at UTEP.

Students who need financial assistance should apply for the state federal financial aid program as well as scholarships as it is possible to receive both forms of aid and for some scholarships, financial need is additional criteria for selection.

All graduate scholarship recipients are selected through the Graduate School, located in the Administration Building, room 200. Graduate students who are officially accepted to the university are automatically considered for graduate scholarships. For additional

details you may contact Yvonne Lopez at (915) 747-5491.

It is important all students receiving any form of financial assistance keep their address, telephone number, and e-mail current with both the Office of Scholarships and the Graduate School. Your student information may be officially updated at the Records Office.

In addition, please visit the Office of Scholarships website at <http://ia.utep.edu/scholarships> for additional resources that may be available for you through corporate and organizational scholarships.

### **Special Events**

**Union East, Room 302**

<http://www.utep.edu/events/>

**(915) 747-5481 or (915) 747-7469**

There is no business like show business! The Office of Special Events has been dedicated to bringing quality entertainment to the UTEP and El Paso communities.

We operate as a full production house in the booking of the UTEP special events facilities: Sun Bowl Stadium, Don Haskins Center, and Magoffin Auditorium. We provide multiple production and marketing solutions as well as auxiliary services to artists and promoters. Our goal is to ensure the success of all the events that we proudly present such as Juanes, *Aerosmith*, *Linkin Park*, *Fleetwood Mac*, *Cher*, *Shakira*, *The Eagles*, *Ricky Martin*, *NSYNC*, *The Rolling Stones*, *HBO's Oscar de la Hoya Fight*, *WWE* and international soccer *Pumas vs. Tigres* among many, many others.

Our office is also responsible for the programming of the Wednesday Music Café Concert Series, the Union Exhibition Gallery, and the Art and Foreign Film Series, host of the Cinema Novo Film Society of El Paso; the only art film society in our city.

We are a young and vibrant department where students and staff come together to bring the stars to El Paso's sky. For information, visit us on the web at <http://www.utep.edu/events> or call us at (915) 747-5481.

### **STUDENT ASSESSMENT AND TESTING OFFICE**

**Education Building, Room 210**

<http://academics.utep.edu/testing>

**(915) 747-5009**

The Student Assessment and Testing Office serves as the administration center for numerous testing programs. In addition to serving as the campus testing center for institutional admissions tests and placement tests, the office also provides information and testing services for various state-wide and national testing programs as well as numerous professional certification exams. UTEP students can also save time and money by taking advantage of UTEP's credit by examination programs, which include Advanced Placement (AP), College-Level Examination Program (CLEP) and DANTES. The office also strives to serve the El Paso community by providing test administration

services such as correspondence tests.

**STUDENT DEVELOPMENT CENTER – “GET INVOLVED!”**

**Union West, Room 106**

<http://studentaffairs.utep.edu/sdc/>

**(915) 747-5670**

The Student Development Center (SDC) is a one-stop clearinghouse of information and resources for UTEP students involved, or wanting to become involved, in campus life. The SDC provides students with opportunities to get involved in leadership activities, campus activities, health awareness, diversity initiatives, student organizations or Greek Life.

**Campus Activities Board (CAB)**

The Campus Activities Board (CAB) is responsible for programming a wide variety of social and educational activities. CAB’s goal is to provide daily activities for the enjoyment of the UTEP community. Students can have an impact on what kind of activities are presented by either attending these events or participating in CAB committees. Events include Minerpalooza, Homecoming, Pep Rallies, Minerfest, Monday Melodies and Coffee House Programs.

**Health Awareness**

Health Awareness focuses on alcohol and substance abuse prevention, sexual responsibility and HIV/AIDS awareness and education and other health related issues. In addition, Health Awareness coordinates programs and workshops designed to help students make healthy and educated lifestyle choices throughout their college career. Programs include the annual Health Fair, National Collegiate Alcohol Awareness Week, World AIDS Day Candle Light Vigil, and the Healthy Miner Program.

**Greek Life**

Greek Life works with fraternities and sororities to develop campus events and community service programs. Throughout the year, Greek organizations will participate in many events including Homecoming, Greek Week, and Greek Formal. In addition, Greek Life brings speakers and programs to campus that enhances student life and helps students in becoming better citizens. Official recruitment for fraternities and sororities happens the first few weeks of the fall semester.

**Leadership Development**

With the assistance of student leaders, Leadership Development coordinates the Women’s Leadership Conference, the annual Leadership Retreat, and Leaders in Motion, a workshop available at the start of every fall and spring semester designed to update organization presidents and advisors about university policies and procedures. In addition, Leadership Development offers workshops and trainings throughout the year to develop potential and existing student leaders.

**Student Organizations**

The Student Development Center works with over 180 student organizations on campus. These organizations can be categorized as follows: academic, advocacy, honor societies, service, professional, religious (spiritual), governing, recreational, international, and special interest organizations. SDC works with these organizations in different capacities, from advising them on any matters with which they might need assistance to creating training programs with them when deemed necessary.

- **Academic:** Academic organizations provide an opportunity for their members to have a support group in an area of study. These organizations also afford their members networking opportunities in their specific major or field.
- **Advocacy:** Advocacy organizations are heavily involved with local, national and international issues that are important to modern society. They participate in and organize rallies to bring important issues to the forefront of public discussion.
- **Special Interest:** This type of organization is formed by students sharing an extra-curricular interest. Special interest organizations participate in community service, recreational activities, and/or leadership activities.
- **Professional:** Professional organizations and professional fraternities give students the opportunity to meet others with similar career goals. As with other types of organizations, there is room to learn and to develop leadership skills. Professional organizations are particularly important for networking, as students make contacts with people in their field of study in school and in the El Paso area.
- **Honor Societies:** Honor societies are for those students who excel in their academic and extra-curricular involvement. In departmental honorary societies, students meet with the very best students of a particular major or field of study.
- **Recreational:** Recreational organizations are designed to bring a group of students together that enjoy similar activities or interests whether they are outdoor or sport related. The groups are designed to enhance recreational knowledge and provide a social outlet for students.
- **Service:** Service organizations, as their name indicates, are dedicated to volunteerism and service within the El Paso and University community.
- **Religious (Spiritual):** Religious organizations are formed by students of similar religious beliefs. However, organizations do not exclude students of other religions from membership. This type of organization usually sponsors different events such as religious retreats, Bible readings, and community service projects.
- **Governing:** These organizations are formed as coordinating bodies for student organizations that have a common interest. They serve as a liaison between the organizations and the University administration.
- **International:** These organizations provide support groups for students who are studying from abroad. They give emotional and academic support to individuals who are from various countries. They also educate their fellow students on their unique cultures and rituals.

The Student Development Center challenges all incoming and currently enrolled students to “redefine education” by joining or creating at least one organization and actively participating in University activities. Becoming actively involved in campus events and activities is one of the most important steps a student can take towards a rewarding

college experience.

## **STUDENT GOVERNMENT ASSOCIATION**

**Union East, Room 304**

<http://studentaffairs.utep.edu/sga/>

**(915) 747-5584**

The mission of the Student Government Association is to represent and serve all students attending UTEP. SGA is the official voice through which students' opinions and concerns are expressed by acting as the students' representative before local, state, and national administrators. It ensures student participation in the University decision-making process, helps defend the rights of each student, and works toward the advancement of the University Community.

Since its inception, SGA has served to maintain and promote an exciting environment for student life by sponsoring an impressive assortment of special events and programs. The range of activities of SGA, both on and off campus, is continually expanding as students increase their interest in the political system that affects their lives directly.

The Student Government consists of three branches: Executive, Legislative, and Judicial. The Executive branch is lead by the president and consists of a Vice-President of Internal Affairs, Vice-President of External Affairs, and an Executive Assistant. This branch is devoted to administering the daily operations of the organization and formally overseeing the Legislative Branch.

The Legislative Branch includes one Senator for every 1,000 students enrolled; of those positions, seven Senators are representatives of each college, the other nine senators are elected at large representing the Student Body. The Senate passes bills and allocates funds to students and/or student organizations for University related projects, events, or travels. Legislative tasks are divided among a large number of committees, which represent the student on issues affecting student life.

The Judicial Branch is the portion of the Student Government that decides cases arising from the student community. This branch is composed of the Supreme Court, Traffic Court, Public Defenders, and the Chief Prosecutor/Attorney General.

Each year, the Student Government Association sponsors numerous programs and events in which UTEP students are strongly encouraged to participate. Below are just some of the existing programs students can assist in promoting and/or attend:

- Student Directory
- Student Leaders' Dinner
- Encounter Bi-National Forum
- Homecoming Pageant/ Party
- Excel Program
- University Council
- Annual SGA Awards Banquet

- Other Special Events (Minerpalooza, etc.)
- SGA On-line elections

### **STUDENT HEALTH CENTER**

**2001 Wiggins (across from the library)**

**<http://academics.utep.edu/health>**

**(915) 747-5624**

The Student Health Center offers confidential health services to all students providing a valid UTEP ID card. Highly qualified nurse practitioners, doctors, pharmacist, registered nurses and registered dietician staff the Center. Office and dietician visits are free of charge, as is HIV testing every Wednesday from 11 a.m. to 1 p.m. All other services (including laboratory and pharmacy) are offered at discounted rates. Referrals outside the Health Center, including X-ray referrals, are at the student's own expense. Services include health promotion, women's health care, men's health care, nutritional services, and first aid and HIV/AIDS testing and counseling. Emergencies are referred to adjacent hospitals. The Student Health Center is open Monday through Friday from 7:30 a.m. to 4 p.m. The Pharmacy's hours are 9:00 a.m. to 5:00 p.m. Monday through Friday. The entire Health Center is closed every Friday from 11:30 a.m. to 1:00 p.m. for training.

### **STUDENT INSURANCE**

**<http://studentsresources.com>**

**(915) 533-9891**

Student health insurance is available at a reasonable cost to all enrolled UTEP students. Insurance applications and brochure are available on line at <http://www.studentresources.com>. If you wish to contact the company, the representative is:

Corinne Chumsae  
 corinne@eca-solutions.com  
 250 Thunderbird Dr., Suite #2  
 El Paso, Texas 79912

### **STUDENT PUBLICATIONS**

**Union East, Room 105**

**<http://studentaffairs.utep.edu/prospector>**

**(915) 747-5161**

**(915) 747-8031 (fax)**

The Prospector, the voice of UTEP students, is published through the Department of Student Publications. The Prospector provides students with the latest news, opinions, entertainment and sports activities that are occurring both on campus and within the community. The Prospector is the place to find out everything you need to enrich your college experience. The Prospector is available every Wednesday during the fall, spring and summer semesters. El Minero, a Spanish-language student newspaper, is published on a monthly basis in the fall and spring.

Student Publications provides students with the hands-on experience and training needed

to become professionals in the publishing business, while earning a salary. Former students are now working as professional journalists, photographers, designers and advertising representatives. El Minero provides students with the training to become bilingual journalists who have the ability to work in Spanish-language media outlets. Students who wish to work at Student Publications as an editor, reporter, photographer, designer or advertising representative should come by the office and fill out an application. You must be enrolled at the university for at least nine hours (six hours graduate level) and maintain a GPA of at least a 2.0.

### **STUDENT SUPPORT SERVICES (SSS)**

**Library, Room 300**

**<http://studentaffairs.utep.edu/sssp>**

**(915) 747-5349**

This federally funded trio program assists low-income, first-generation college students with academic need. A variety of free services help students make the transition to college and succeed in their courses and graduate. These include, but are not limited to, early academic advising; priority registration; career counseling; leadership development; individual tutoring; standardized test preparation; financial aid workshops; counseling for graduate school; wellness, cultural, and social activities; and a registered student organization for participants.

Studies have shown that students can master the college culture and be successful in their courses by taking advantage of the personal support, academic and life management skills instruction, and tutoring assistance offered in the SSS. This support is available for the entire time students are in college. For more information, call (915) 747-5349, (915) 747-8602 or drop by Room 300 in the Library during our regular office hours of 8:00 a.m. to 5:00 p.m. or visit our website at <http://studentaffairs.utep.edu/sssp>.

### **TICKET CENTER**

**2801 North Mesa**

**<http://www.utep.edu/tickets/>**

**(915) 747-5234**

We've got your ticket to all the excitement of athletic events, concerts, dinner theatre, theater arts, and much more...

As a vital component of the University of Texas at El Paso, we serve the ticketing needs of the greater El Paso–Ciudad Juárez and southern New Mexico border. Years of experience make us a leader in event ticketing and the number one source of event information in our area.

Our friendly staff is always ready to assist you. We open Monday thru Friday from 10:00 a.m. to 6:00 p.m. and Saturdays from 10:00 a.m. to 2:00 p.m. We are conveniently located on the corner of Mesa and Baltimore right in front of the Don Haskins Center. Give us a call at (915) 747-5234. We'll be happy to serve!

## **TRANSCRIPTS**

**Academic Services Building, Room 123**

**<http://academics.utep.edu/registrar>**

**(915) 747-5630**

Students wishing to request a transcript will need to complete a transcript request form at the Records Counter located in the Academic Services Building, fax in request at (915) 747-8764, or mail the request in with the appropriate fee. Be sure to include your name, student identification number, date of birth, your date of attendance at UTEP, phone number, and signature.

To order an academic transcript, a student must complete a Transcript Request form in the Academic Services Building, and submit it with payment to the Cashiers Office. Transcript with the University seal (official) is printed on transcript paper. If mailed to a home residence or is picked up by the student, the transcript will be stamped "Issued to Student" is \$5 (each).

Information transcript (unofficial) is printed on white paper is \$2 (each).

Immediate processing of a transcript with the University's seal (official) is printed on transcript paper. There will be a 24 hour processing time for transcripts which contain a student record on both paper and computer system is \$7 (each).

Transcript for UTEP use is printed on white paper, the transcript is free provided the Records Office mails it directly to the department indicated on the request.

## **TUTORING AND LEARNING CENTER – THE SUCCESS PLACE**

**Library, Room 300**

**<http://academics.utep.edu/tlc>**

**(915) 747-5366**

Academic success for students attending The University of Texas at El Paso is the main goal of the Tutoring and Learning Center (TLC). The Center offers many forms of free assistance in order to help each student achieve that success.

Every year 70 or more tutors and staff work with UTEP students in most academic areas. Tutors must maintain a "B" average, complete a training program, become internationally certified, and exhibit a degree of dedication uncommon in most jobs.

**FREE DROP-IN TUTORING** – Students can drop-in during posted hours Monday through Friday for on-the-spot help in such subjects as math, writing, languages, and accounting. In addition, tutoring by appointment is offered for the sciences and for students with learning disabilities.

**STUDENTS WITH DISABILITIES** – Students who are registered with the Disabled Students Services Office on campus may use the technology in the Tutoring and Learning Center's Special Needs Room. Adaptive computers, CCTV magnifiers, and other

equipment is available to qualified students. For more information contact the TLC at (915) 747-5366 or visit us at the Library, Room 300.

**WORKSHOPS AND MINI-CLASSES** – A number of non-credit, short-term workshops and credit classes in study skills, language conversation, subject reviews, and standardized test preparation are scheduled and listed each semester in the Schedule of Classes. Students sign up for these in Room 300 at the Library.

**LEARNING ASSISTANCE LAB (LAL)** – Educational software is available in writing, reading, mathematics, other content areas, and standardized test preparation in the TLC's Learning Assistance Lab. Peer Mentors can offer one-on-one assistance.

**INDIVIDUALIZED LEARNING ASSISTANCE** – Students who are unable to enroll in courses or workshops may request individual assessment and assistance for learning and study problems in the Learning Assistance Lab during posted hours.

**ESOL ASSISTANCE** – Self-paced instructional and practice materials are available in addition to English conversation classes.

**DISTANCE TUTORING** – Quick, specific questions in content areas may be submitted by phone (915) 747-7414, Fax (915) 747-5486 or e-mail [tlc@utep.edu](mailto:tlc@utep.edu). Be sure to leave your name, contact information, and your student ID number.

**MENTORING** – Peer Mentors are available on request to provide personal support for UTEP students.

Studies have shown that students can master the college culture and be successful in their courses by taking advantage of the personal support, academic and life management skills instruction, and tutoring assistance offered in the Tutoring and Learning Center. LET US HELP YOU STUDY SMARTER INSTEAD OF HARDER. For more information, call (915) 747-5366, or check out our website <http://academics.utep.edu/tlc>, or drop by Room 300 in the Library during the regular office hours of 8:00 a.m. to 5:00 p.m.

### **Union Building**

**Union East, Room 307**

**<http://www.utep.edu/union>**

**(915) 747-5711**

The Union Building is the community center for the University of Texas at El Paso. Its primary goal is to provide services and facilities for the university community in support of the academic and student development mission of the University.

As the "epicenter" of the campus, the Union Building not only serves as a "gathering" place but also provides an atmosphere that fosters the exchange of ideas representing the diverse backgrounds of members of the university community.

The UTEP Union Building is home to a diverse group of programs and services:

- **Conquistador Lounge** offers comfortable chairs and a big screen TV. Sit back and enjoy. Located on the 2<sup>nd</sup> floor of the Union East.
- **Cyber Café** – Whether you need a computer to finish last night’s homework or log onto a chat room, you can do it here in the Union East 2<sup>nd</sup> floor. The Cyber Café was designed with you in mind just log on and enjoy it’s free!
- **FEDEX Drop Box** is located outside the North entrance at the Union East Building. Pick-up time is 5:30 p.m. Monday through Friday.
- **Food Court** offers a wide variety of options for breakfast, lunch and quick snacks for students on the run. Various food venues are open from Monday through Friday, 7:00 a.m. – 2:00 p.m. Sodexo also offers complete catering services, for further information call (915) 747-5628.
- **Lost & Found** – Don’t panic...we might have it! Items found in the Union Building are turned in at Union Services, Union East Room 307 or call (915) 747-5711.
- **Starbucks Coffee and Freshens Yogurt** can be found in the 1<sup>st</sup> floor Union East.
- **Union Cinema** – Want to catch a great movie? Located on the 1<sup>st</sup> floor Union East. For information (915) 747-5481 or visit online at [www.utep.edu/events](http://www.utep.edu/events).
- **Union Coffee House** – Ah...coffee, drinks and snacks at late hours while you watch satellite TV. Watch this location for upcoming live entertainment and student activities. Located on the 2<sup>nd</sup> floor Union East.
- **Union Gallery** – Expand your horizons! The Union Gallery offers a variety of art exhibits for your viewing pleasure.
- **Union Plaza** – A great outdoor shaded place to unwind while you sit under umbrella covered tables to listen to music, chat with friends or study.
- **Union Recreation Center** is a great place to play pool, foosball, table tennis, board games, chess, cards or video games. Located on the 2<sup>nd</sup> floor Union East. For further information call (915) 747-7372.
- **Union Services Office** will gladly assist in planning your meetings, events, and conference needs. Need something special? Ask our staff. Reservations should be made as soon as possible, since rooms are reserved on a first come, first serve basis. All reservations must be made at least 24 hours in advance. For Calendar of Events or room availability visit our web site at <http://www.utep.edu/union>. Call our office and see how we can host your event (915) 747-5177, Union East Room 307.
- **U.S. Post Office University Station** – Send your letters home, your applications off, and pick up your mail at the same convenient place. Service Counter hours are Monday through Friday, 9:00 a.m. – 4:00 p.m.
- **UTEP Dinner Theater** – Professional musical theatre continues year round in a lovely dinner theatre setting. Located on the 2<sup>nd</sup> floor Union West. For more information (915) 747-6060 or visit online at <http://www.utep.edu/udt>.
- **Wells Fargo Cyber Store** – Provides virtual banking capabilities along with customer service representatives. Located next to the University Bookstore 1<sup>st</sup> floor Union East.

- **Wireless Computing** – Link to the web via laptop computers anywhere in the Union Building or outdoor Plaza.

**Union Services**, located in the Union East Room 307 is responsible for the maintenance of the building, the scheduling of facilities, including technical services, in the Union Building and at the El Paso Natural Gas Conference Center. Union Services is also responsible for the Union Recreation Center, Union Cinema, Union Coffee House, Union Cyber Café and the Union Lost and Found. For further information (915) 747-5711 or visit online at <http://www.utep.edu/union>.

The following offices can be found in the **Union East**: Disabled Student Services, Hard Copy Station, Post Office, Student Publications, Wells Fargo Cyber Store, International Programs, Equal Opportunity/Affirmative Action, Institutional Compliance, Special Events, Student Government Association, Union Services, College Broadcasting Association and the Vice President for Student Affairs.

The following offices can be found in the **Union West**: Career Services, Counseling Center, Dean of Students, Information Technology, Student Development Center, Student Organizations, and Women's Resource Center.

#### **UNIVERSITY COLLEGE**

**Academic Services Building, Room 102**

<http://academics.utep.edu/univcoll>

**(915)747-5151**

**(915) 747-5012 (fax)**

UTEP's University College will help major academic support units at the university work together to enhance the scholastic experience of UTEP's students. Established June 1, 2001, the University College strives to strengthen undergraduate education and increase student retention.

The college addresses the economic needs of the students, and will be a place for students to prepare for classes, choose their majors, and get help with the transition to the college of their major. Most entering students will pass through the University College before entering the college of their declared major.

Students who enter the University have different needs. One of the goals of the University College is to help students become more successful by letting them have a place to fulfill their requirements and helping them to prepare to choose their major. The Office of the Dean of the University College is available to assist students in resolving various problems and concerns. The University College provides students with the resources of the Academic Advising Center, Admissions and Recruitment, Financial Aid, Student Success Programs, Registration, Student Assessment and Testing, Tutoring and Learning Center, and University Studies. These offices seek to provide a support system that enables students to pursue their academic endeavors as efficiently as possible.

#### **UNIVERSITY COUNSELING CENTER**

**Union West, Room 104**

**<http://www.utep.edu/counsel>**

**(915) 747-5302**

The University Counseling Center provides a variety of psychological services to the UTEP community. These services include personal, career and crisis counseling for registered UTEP students as well as psycho-educational programs for personal and professional growth. Using a brief, problem-focused approach, personal counseling helps students find solutions to emotional and situational problems that are interfering with their ability to succeed at UTEP. Psycho-educational programs on such topics as Time or Stress Management, Effective Interpersonal Communications, Relationship Skills, and Preparation for Test Taking support student development in a non-threatening and supportive atmosphere.

Career counseling assists students in choosing an academic major and/or career direction. Our professional staff also provides crisis counseling to students who feel they cannot wait for a regularly scheduled appointment. In addition, the Counseling Center offers free access to a computerized career decision-making program and to Alcohol 101, an interactive, computer-based program about alcohol education. For students who feel more comfortable expressing themselves in Spanish, a bilingual counselor is available upon request. All Counseling Center services are strictly confidential.

The Counseling Center Internet Home Page, accessible at <http://www.utep.edu/counsel> describes our services in more detail and provides links to mental health resources worldwide. The University Counseling Center is located in Union West, Room 104. Our telephone number is (915) 747-5302. You do not need an appointment for your first visit. Walk in during business hours Monday through Thursday.

**UTEP DINNER THEATRE**

**Union West, Room 209**

**<http://academics.utep.edu/udt>**

**(915) 747-6060**

This very successful theatre provides professional quality musical theater year-round in a dinner theatre setting. Over the past twenty-four years, the UTEP Dinner Theatre has grown to become one of the most successful arts organizations in El Paso. A brochure of the season is available in the UTEP Dinner Theatre, Union West, Room 209. Call (915) 747-6060 for information.

**VETERANS AFFAIRS OFFICE**

**Academic Services Building, Room 127**

**<http://academics.utep.edu/Default.aspx?tabid=10958>**

**(915) 747-5342**

Veterans Affairs is a part of the Office of the Registrar and serves the needs of students who are veterans or dependents of veterans. The office is responsible for creating and maintaining records which support certification of a student's status with the Veterans Administration.

## **WOMEN'S RESOURCE CENTER**

**Union West, Room 112**

**<http://www.utep.edu/wrc/>**

**(915) 747-5291 wrc@utep.edu**

The Women's Resource Center provides opportunity and a location where women's concerns can be voiced, dealt with directly, and/or be referred to other resources within the University and local community.

The mission of the Women's Resource Center is to support the advancement of the educational purpose and institutional values of the University of Texas at El Paso. The Center serves to foster the personal growth and development of women as competent, independent, and confident individuals as well as to increase understanding of social, personal, and political issues that are of concern and interest to women and men.

The Center strives to ensure a campus community in which women and men can live and work together in a mutually respectful and supportive environment, fostering and encouraging a sense of equality, responsibility, and personal empowerment. Through an extensive amount of deduction, we work toward recognizing and affirming the abilities as well as accomplishments of UTEP women. The center is continuously committed to being a resource through which women of varying race, ethnicity, sexual orientation, age, and ability are encouraged to utilize our services and participate in our many programs and events.

The Women's Resource Center programming includes Women's Leadership Conference, All Women's Leadership Program, Lunch Bag Seminars, Take Back the Night Rally, and the Table Etiquette Experience. In addition the Women's Resource Center actively participates in education opportunities and programs.

The Center conveniently provides space for studying, relaxing, socializing, networking, research, and computer usage. Just drop by... Everyone is welcome! Volunteers are invited and encouraged to stop or join the Student Advisory Group. The Center also provides small emergency loans during the fall and spring semesters with a \$5.00 flat interest fee, advocacy, award opportunities, computer/library space, and information with referrals. The Women's Resource Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

Graphic 7

ACADEMIC  
INFORMATION

*This section contains summary information only. It is not a compilation of the official rules, regulations or policies of the University. All official rules, regulations and policies are published in the “Rules and Regulations of the Board of Regents of the University of Texas System,” (www.utsystem.edu/bor/rules/homepage.htm) the “Handbook of Operating Procedures” ([http://hoop.utep.edu/Student\\_Affairs\\_Index\\_Page\\_HOP.htm](http://hoop.utep.edu/Student_Affairs_Index_Page_HOP.htm)) and the “Catalog” (www.utep.edu/catalogs ) of The University of Texas at El Paso.*

### **STUDENT RESPONSIBILITY**

**[http://www.utep.edu/graduate/course\\_catalog\\_undergraduate/indexug.htm](http://www.utep.edu/graduate/course_catalog_undergraduate/indexug.htm)**

Students are responsible for being aware of 1) the current academic regulations of the University; 2) the general and specific degree requirements in their specific field; 3) those policies which apply to registration; and 4) their academic status, including eligibility to re-enroll in the University. If an ineligible student enrolls, he or she will be dropped. For more information, see the Undergraduate Studies Catalogue.

### **TEXAS SUCCESS INITIATIVE**

Texas Success Initiative (TSI) is designed to ensure all students entering Texas public college and universities have the basic academic skills needed to become successful college students. The testing components of TSI are designed to measure the reading, writing, and math skills of entering students. Students must take THEA or an approved TSI-alternative test **prior** to enrolling in any course at a Texas public college or university. UTEP uses Accuplacer as the TSI-alternative test. If a student fails to demonstrate basic academic skills for a specific section of TSI, the university offers developmental courses to help the student development skills to help prepare for college courses.

The Texas Success Initiatives requirements took effect on September 1, 2003.

In accordance with Texas Education Code, §51.307, all students in the following categories who enter public institutions of higher education must take the TSI prior to enrollment at a university.

(1) all full-time and part-time freshmen enrolled in a certificate program or degree program; (2) all transfer students from private and out-of-state institutions;

NOTE: Students with disabilities may inquire about special testing accommodations.

All students planning to major in Teacher Education should consult an advisor in the College of Education regarding acceptance scores into the teacher certification program.

Failure to take the TSI test before the deadlines will preclude enrollment in college level work.

The following will exempt a student, except for those going into Teacher Education, from the TSI requirement:

- I. The following alternative test scores:  
ACT: composite score of 23, with a minimum score of 19 on English and 19 on mathematics test; SAT: combined score of 1070, with a minimum score of 500 on verbal and 500 on mathematics test; TAAS: a minimum score of 1770 on writing, a Texas Learning Index (TLI) of 86 on Math, and a TLI of 89 on reading. TAKS: a minimum scale score of 2200 in math section and/or a minimum scale score on the English Language Arts section with a writing subsection score of 3.
- II. An associate or baccalaureate degree from an accredited Texas institution of higher education.
- III. Enrollment in a certificate program of less than one year.
- IV. Transfer students from private or out-of-state institution with a minimum of 12 college hours with C's or better, and an overall 2.0 grade point average.
- V. A student who is serving in active duty as a member of armed forces of the United States, the Texas National Guards or as a member of a reserve component of the armed forces of the united States and has served for at least 3 years preceding enrollment.
- VI. A student who on, or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

All students whose performance on the TSI is below the standard set by the Coordinating Board for a tested skill area must participate in a specific program of academic advising and developmental courses.

TSI affected students are required to see an advisor in the Academic Advising Center each semester before they are able to register.

#### **COLLEGE CREDIT AND GRADE POINTS EXPLAINED**

[http://www.utep.edu/graduate/course\\_catalog\\_undergraduate/indexug.htm](http://www.utep.edu/graduate/course_catalog_undergraduate/indexug.htm)

College credit is computed on the basis of a unit called the semester hour. One semester hour is earned by completing a course meeting one lecture hour per week for one semester. Most courses meet for three lecture hours per week. Thus the student has earned three semester hours in this course at the end of the semester.

<i>Grade</i>	<i>Meaning</i>	<i>Grade Points per semester hour</i>
A	Excellent	4
B	Good	3
C	Fair	2
D	Below Average but Passing	1

F Failure 0

The above grades are included in the grade point average (GPA), which is calculated as follows: (1) multiply the semester hours of credit in each course by the number shown above for the grade received in that course; (2) divide the total grade points earned by the sum of the semester hours attempted in courses in which one of the above grades was earned.

The following grades are not included in grade point average calculations:

**GRADE MEANING**

I	Incomplete
S	Satisfactory, in a pass/fail course
U	Unsatisfactory, in a pass/fail course
P	In Progress
W	Withdrawal
CR	Transfer credit or credit by examination
N	A temporary administrative grading notation often meaning not reported by the faculty or some other administrative problem.

MATH 3011 and ENGL 3011 are graded developmental courses. Grades received in these classes are defined as follows:

**MATH 3011**

A - C	Satisfactory
D - F	Unsatisfactory
P	In Progress

**ENGL 3011**

A - D	Satisfactory
F	Unsatisfactory
P	In Progress

Grades received in MATH 3011 and ENGL 3011 do not calculate in the term GPA or in the cumulative GPA.

**UNDERGRADUATE COURSE LOAD**

**[http://www.utep.edu/graduate/course\\_catalog\\_undergraduate/indexug.htm](http://www.utep.edu/graduate/course_catalog_undergraduate/indexug.htm)**

Maximum credit load per long semester is 21 hours and an appropriately shorter load per summer session. Written permission of academic dean must be secured to take more than the maximum load; students must have a GPA above 2.0 to seek permission.

Full-time students are those who are registered for 12 or more semester hours in a long semester or for 9 or more semester hours in a summer session. All other undergraduate students are classified as part-time.

Students who are not Eligible to Enroll without conditions such as those who are on Academic Probation or Academic Suspension/Dismissal, or who have been readmitted or reinstated from such conditions, or who are in provisional admission status, will have course load conditions imposed by their advisor or dean. See the section entitled

Standards of Academic Performance.

### **CLASSIFICATION OF STUDENTS**

Class definitions are listed below. Total hours = UTEP hours earned plus transfer hours, whether or not hours apply toward degree. Refer to your most recent grade report to obtain the correct number of cumulative and transfer hours or call the Records Office, (915) 747-5544.

Freshman	Fewer than 30 semester hours of credit
Sophomore	30-59 semester hours of credit
Junior	60-89 semester hours of credit
Senior	90 or more semester hours of credit

Undergraduate transfer students whose first term at UTEP is the Fall Semester 2003 will register under the classification which includes their complete transfer work if the evaluation of transfer credit hours has been completed by the Admissions office. If you are unsure about your correct classification, call the Records Office before attempting to register.

### **STUDENT-INITIATED SCHEDULE CHANGES**

**[http://www.utep.edu/graduate/course\\_catalog\\_undergraduate/indexug.htm](http://www.utep.edu/graduate/course_catalog_undergraduate/indexug.htm)**

The student should refer to the academic calendar in the Class Schedule to identify the period during which adds, drops, withdrawals, and pass/fail registration may be accomplished. All student changes in registration must follow the procedures outlined in the Class Schedule.

#### *Withdrawal from courses*

If a student withdraws from a course prior to the official census date of any semester, the course will be deleted from the student's record. Withdrawal from a course initiated by a student after the census date but prior to the course drop deadline (end of the 8<sup>th</sup> week of a long semester or end of the 4<sup>th</sup> week during a summer session), will result in a grade of W. After the course drop deadline, withdrawal from a course initiated by a student will result in a grade of F.

A grade of W can be assigned after the course drop deadline only under exceptional circumstances and only with the approval of the instructor and the academic dean for the course. The student must petition for the W grade in writing and provide the necessary supporting documentation.

It is the student's responsibility to officially drop any course that he or she no longer wishes to attend. Failure to do so may result in a grade of F on the student's academic record. Students dropping all classes are withdrawing from the University and should consult the paragraphs on "Withdrawal from the University."

At the discretion of the instructor, a student may be dropped from a course because of excessive absences or lack of effort with a grade of W before the course drop deadline and with a grade of F after the course drop deadline. The Records Office will mail a copy of the Faculty Drop Form to the student.

A grade of F received due to the disciplinary sanction imposed by the University overrides a grade of W received through a student-initiated withdrawal.

#### **COLLEGE/MAJOR ACADEMIC STANDING**

**[http://www.utep.edu/graduate/course\\_catalog\\_undergraduate/indexug.htm](http://www.utep.edu/graduate/course_catalog_undergraduate/indexug.htm)**

Selected colleges or majors may also require students to maintain a 2.0 GPA for courses taken within the college or within the major. A student whose college/major GPA falls below a 2.0 after completing a specified minimum number of hours of the designated course work in the college/major will be placed on probation within the college/major. This minimum shall be nine hours unless specified differently on the degree requirements for the college/major.

If the student's college/major GPA remains below a 2.0 after completing nine additional hours of course work in the college/major [or the designated college/major probationary period (see individual degree requirements to determine the applicable probationary period)], the student will be placed on suspension from the college/major for a minimum of one semester. A student who is on suspension from a college/major may continue to enroll in the University if the student changes majors and meets the GPA requirements of the new college/major. A change to a new major in the same college will require permission from the dean. A student who wishes to re-enroll in the same major after a suspension must make a Petition for Reinstatement to the College/Major to the student's academic dean. If the petition is approved, the student will be permitted to re-enroll under academic probation, plus any special conditions which may be imposed by the academic dean. It is recommended that students who are suspended from the college/major receive career counseling through the University Counseling Service.

Students who have been suspended for a period of one semester and have been allowed to re-enroll in that college/major must attain a GPA of 2.0 in the college/major after the completion of nine additional hours of course work in the college/major [or the designated college/major probationary period (see individual degree requirements to determine the applicable probationary period)]; failure to do so will result in suspension from the college/major for a minimum of one year. A student who is allowed to re-enroll after this suspension and does not achieve a 2.0 GPA in the college/major [or the designated college/major probationary period (see individual degree requirements to determine the applicable probationary period)] will be dismissed from the college/major. A change of major will be required if the student wishes to continue to enroll in the University.

Any appeal from the regulations governing academic performance shall be directed to the

dean of the college in which the student is a major, who is empowered to grant relief in unusual cases if the circumstances warrant such action.

This policy is in addition to the policies concerning academic standing within the University. Any penalties concerning eligibility to re-enroll arising from the University's academic standing policy shall take precedence over any provisions within this policy.

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## GRADUATE SCHOOL INFORMATION

### **Admission to Graduate School**

All applicants must submit the following documentation directly to the Graduate School:

- Completed application for admission,
- Application/processing fee,

- Official transcripts with degrees posted,
- Satisfactory score on the TOEFL (Test of English as a Foreign Language) for international applicants when applicable,
- Applicants for degree programs are generally required to submit acceptable scores on the GRE (Graduate Record Examination), GMAT (Business), or MAT (Miller's Analogy Test, used in Nursing areas).

### **Admissions Decisions and Notification**

The Graduate Studies Committee of the proposed graduate major will make a recommendation to the Graduate School regarding admissions and the Graduate School will notify the applicant of the final decision.

### **Publications**

The Graduate School offers the following publications at no cost:

- *Graduate School Guide for the Preparation of Theses, Reports, and Dissertations Submitted to the Graduate School,*
- *Graduate Assistantships Guide,*
- *Graduate School Guide to Financial Aid, Scholarships, Stipends & Assistantships for Graduate Students.*

### **Undergraduate Enrollment in Graduate Courses**

Undergraduate students are allowed to enroll in graduate-level courses, reserving them for graduate credit, when they lack no more than 12 semester hours (six in the summer) of work to complete all requirements for the baccalaureate degree. They must have a grade point average of at least 3.0 in junior and senior level courses.

### **Academic Standing**

Graduate students must maintain a 3.0 or higher GPA in both their major field and in any and all upper-division and graduate-level work. Post-baccalaureate students (those not pursuing a graduate degree) must maintain a GPA of 2.5 or higher.

### **Degree Requirements**

- ***Course Requirements.*** At least 30 semester hours of upper-division and/or graduate instruction are required for any master's degree. Nine semester hours of upper division courses approved for graduate credit are the maximum allowable in any individual's program. Undergraduate courses taken for graduate credit will require additional work, the amount and nature of which to be determined by the instructor. Every proposed program of work needs the approval of the Director of Graduate Student Services.
- ***Thesis Requirements.*** The candidate must be accepted into a graduate program prior to pursuing the thesis. The researching and writing of the thesis involves six semester hours of credit. The student must register for course 3598 when work on the thesis is begun and for 3599 during each semester or term in which work on the thesis is being done. Students may not enroll in 3598 and 3599 simultaneously or in more than three hours of thesis at any one time.
- ***Final Examination.*** All graduate degree candidates are required to satisfactorily

complete an oral and/or written examination. The examining committee, consisting of at least three graduate faculty members, will normally be the student's supervising committee.

### **Graduation Requirements**

- Completion of all required course work as listed on the approved Final Program of Study,
- acceptance of thesis, dissertation, or reports by the Graduate School,
- satisfactory completion of an oral and/or written examination,
- filing of an approved and paid *Application for the Graduate Degree* with the Bursar's Office for processing by the Records Office.

### **Tuition and Fees**

Current tuition and fees are listed in each term's *Schedule of Classes* and in the *Graduate Studies* catalog. A differential tuition is charged for graduate courses in Business, Engineering, and Nursing.

### **Financial Assistance**

Financial aid may be one of the following types: merit-based, need-based, or employment. Merit-based awards are granted on the basis of the student's previous academic performance while need-based aid is based on the student's financial need with some consideration of the student's past academic performance. Employment includes both on- and off-campus jobs.

Students are encouraged to submit applications to both the Financial Aid Office and the Scholarships Office as early in the Spring as possible for the following Fall. Specific information on funding sources is available from these offices and from the publication *Graduate School Guide to Financial Aid, Scholarships, Stipends & Assistantships for Graduate Students* available in the Graduate School.

### **Assistantships**

Teaching Assistantships, Research Assistantships, Graduate Interns, Assistant Instructors, and Research Associates are employed in a variety of departments and offices on campus. Application forms are available in academic departments, colleges, Scholarship Office, and Graduate School. All on-campus student employment is limited to 20 hours per week or less.

### **Graduate Checklist**

- Get admitted. If conditionally admitted, meet the conditions as quickly as possible.
- Get to know your Graduate Advisor and other members of the faculty.
- Submit your Preliminary Program of Study to the Graduate School at the end of your first term.
- Avoid incomplete grades. If unavoidable, make them up quickly; they turn into "Fs."
- Begin the thesis, project, or professional report as early as possible.

- Submit the *Application for the Graduate Degree* form to the Graduate School by the deadline published in the *Schedule of Classes* as well as the graduation fee and the *Certification of Completion of Final Examination*.

The Office of Graduate Student Services, located in Room 200 of the Administration Building, is open from 8 a.m. to 7 p.m. Monday and Tuesday and 8 a.m. to 5 p.m. Wednesday through Friday. Summer and holiday hours may vary. Professionals in the office are pleased to assist students with admissions, plans of study, grade changes, assistantships, graduation, and all other areas relevant to graduate enrollment.

### **Helpful Tips When Applying to Graduate School**

1. *Where can I take the GRE exam, how often is it offered, and what is the cost?*

The Sylvan Learning Center is an independent agency that offers the computer-based examination. Appointments can be made at 5811 North Mesa, El Paso, TX 79912, (915) 587-7323. Fee for the GRE exam is \$99.00. You may request “unofficial scores” to submit to the Graduate School office, Administration Building Room 200.

2. *I live in New Mexico, can I qualify for in-state tuition?*

New Mexico residents who live in counties that border Texas (Curry, Dona Ana, Eddy, Lea, Otero, Quay, Roosevelt, Union) are eligible to pay the resident tuition rate at UTEP. You must provide certification of legal residency for at least the last 12 months of a New Mexico county bordering Texas.

3. *I am an International student and I would like to know what the application process is?*

Please contact The Graduate School at (915) 747-5491 and the Office of International Programs at (915) 747-5664 for more information.

4. *I am a citizen of Mexico can you please explain the PASE assistance program?*

The PASE (Programa de Asistencia Estudiantil para mexicanos) permits qualified Mexican citizens the opportunity to pay University tuition at the Texas resident rate. Students must demonstrate, with proper documentation, personal or family financial need. The PASE applies to both Graduate and Undergraduate students.

The staff of The Graduate School is dedicated to providing excellent service to all current and prospective students. Please call on us for assistance and advice. The office is located in Room 200 of the Administration Building. Office hours are from 8:00 a.m. to 7:00 p.m. Monday and Tuesday and 8:00 a.m. to 5:00 p.m. Wednesday through Friday. Summer and holiday hours may vary. For more information about The Graduate School, contact Yvonne Lopez at (915) 747-7898, email: [selopez@miners.utep.edu](mailto:selopez@miners.utep.edu) or visit our web site at <http://academics.utep.edu/graduate>.

**CALENDAR HERE**

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# GENERAL POLICIES AND PROCEDURES

*This section contains summary information only. It is not a compilation of the official rules, regulations or policies of the University. All official rules, regulations and policies are published in the “Rules and Regulations of the Board of Regents of the University of Texas System,” (<http://www.utsystem.edu/bor/rules>) the “Handbook of Operating Procedures”([http://hoop.utep.edu/Student\\_Affairs\\_Index\\_Page\\_HOP.htm](http://hoop.utep.edu/Student_Affairs_Index_Page_HOP.htm)) and the “Catalog” ([www.utep.edu/catalogs](http://www.utep.edu/catalogs)) of The University of Texas at El Paso.*

## **CHAPTER 1. STUDENT CONDUCT AND DISCIPLINE**

[http://hoop.utep.edu/Student\\_Affairs\\_Index\\_Page\\_HOP.htm](http://hoop.utep.edu/Student_Affairs_Index_Page_HOP.htm)

### **1.1 Purpose and Scope**

*The purpose of this chapter is to prescribe the standards of conduct expected of students enrolled at the university; outline actions which can be taken when conduct is not in conformity with the prescribed standards; and establish procedures for the imposition of such actions.*

### **1.2 Definitions**

*Throughout PART III, Student Affairs portion of this handbook, unless the context requires a different meaning:*

- A. “Chief administrative officer of the system” means the Chancellor of The University of Texas System;
- B. “Regents’ Rules and Regulations” means the current Rules and Regulations of the Board of Regents of The University of Texas System;
- C. “University President” means the President of The University of Texas at El Paso.
- D. “Chief Student Affairs Officer” means the Vice President for Student Affairs, his or her delegate, or his/her representative. Any authority held and exercised by the Vice President for Student Affairs is delegated by the President. Any action taken by the Vice President for Student Affairs is subject to review by the President.

*The Vice President for Student Affairs is responsible for the development and administration of policies relating to students; services to students and for initial preparation and implementation of policies contained herein.*

Any student, group of students or student organization may petition the Board of Regents relating to these policies (other than disciplinary action) through the Vice President for Student Affairs, the President, the appropriate Vice Chancellor and the Chancellor.

- E. "Dean" means the Dean of Students or delegate or representative;
- F. "Academic dean" means the Dean or Head of any one of the seven colleges of The University of Texas at El Paso;
- G. "Department chairman" means the Chair of the Department;
- H. "Student Advisory Group" means a group formed by the Board of Regents to facilitate the flow of ideas and information among the Board of Regents, the University of Texas System Administration and the University. Representatives of this group may from time-to-time attend Board of Regents Meetings and recommend action to the Board through the Chancellor. The Student Advisory Group shall provide an annual report of activities, recommendations, and actions to the Board;
- I. "Student" means a person currently enrolled, accepted for admission or re-admission, enrolled in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or an individual suspended or excluded from enrollment for prohibited conduct that occurred while the individual was a student at the university;
- J. "Hearing Officer" means a person appointed by the President of the University to conduct hearings of alleged violations of the prescribed student standards of conduct; make findings of fact and, upon a finding of guilt, impose an appropriate sanction(s);
- K. "Faculty advisors" means the faculty members holding the positions of Editorial Advisor, Operations Advisor, and Publication Advisor;
- L. "Staff member" means any student working on any student publication as defined in Chapter 5, subsection 5.2 Student Publications;
- M. "Campus" means all real property, building or facilities owned or controlled by The University of Texas at El Paso;
- N. "Weekday" means Monday through Friday, excluding any day that is an official holiday of the University;
- O. "Class day" means a day on which classes or semester or summer session final examinations are scheduled;
- P. "Day" means a calendar day of the month;
- Q. "Registered organization" means a student group holding a valid registration approved by the Office of the Dean of Students and the Student Organizations and Activities Committee or a faculty or staff group officially registered and approved by the Vice President for Finance and Administration;
- R. "Board" means the Student Publications Board;
- S. "Family Educational Rights and Privacy Act (FERPA)", 20 U.S.C. 1232g, and the "Texas Public Information Act, Texas Government Code, Sec. 552.001 et seq.," are respectively a federal and state law that serve to allow students access to their own educational records and restrict public access of student educational records.

- Individuals are informed of their rights under these laws through this policy which is included in the University Handbook of Operating Procedures and Catalog. (See Subchapter 8.0) The Catalog will be made available for inspection through the Dean of Students' office and HOP's are available in the University Library and most administrative offices;
- T. "Good standing" means students not on academic or disciplinary probation of any kind;
  - U. "Libel" means any defamation expressed in printing or writing, or by signs, pictures or drawings tending to blacken the memory of the dead, or tending to injure the reputation of one who is alive, and thereby expose him/her to public hatred, contempt or ridicule, or financial injury, or virtue, or reputation of anyone, or to publish the natural defects of anyone and thereby expose such a person to public hatred, ridicule, or financial injury (Article 5430, Texas Revised Civil Statutes Annotated [1958]);
  - V. "Obscene material" means material, the dominant theme of which, taken as a whole, appeals to prurient interest in sex. The material is patently offensive because it affronts contemporary community standards relating to the description or representation of sexual matters, and is utterly without redeeming social value (Ginzburg v. U.S. 383 U.S. 463 [1966]);
  - W. "Card" or "ID card" means the University identification card issued by the University to students for identification and administrative purposes; and
  - X. "Currently validated" means the attachment of a validation sticker to the ID card signifying that a student is presently enrolled at the University.

### **1.3 Student Standards of Conduct**

*Each student is responsible for notice of and compliance with the provisions of the Regents' Rules and Regulations and the rules of the University. Copies of the Regents' Rules and Regulations and all university rules are available for review in the office of: President, Vice President for Student Affairs, Dean of Students, Student Development Center and the University Library.*

*All students are expected and required to obey the law, to comply with the Regents' Rules and Regulations, with System and university rules, with directives issued by an administrative official in the course of his or her authorized duties, and to observe standards of conduct appropriate for the University. A student who enrolls at the university is charged with the obligation to conduct himself/herself in a manner compatible with the university's function as an educational institution.*

*Any student who engages in conduct that is prohibited by Regents' Rules and Regulations, U. T. System or University rules, specific instructions issued by an administrative official or by federal, state, or local laws is subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.*

### **1.4 Scholastic Dishonesty**

*It is the official policy of the university that all suspected cases or acts of alleged scholastic dishonesty must be referred to the Dean of Students for investigation and appropriate disposition. It is contrary to university policy for a faculty member to assign a disciplinary grade such as an "F" or zero to an assignment, test, examination, or other course work as a sanction for admitted or suspected scholastic dishonesty in lieu of formally charging the student through the Dean of Students. Similarly, students are prohibited from proposing and/or entering into an arrangement with a faculty member to receive a grade of "F" or any reduced grade in lieu of being charged with scholastic dishonesty.*

*Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Disciplinary proceedings may be initiated against any student for any of the following acts or omissions:*

- A. "cheating" includes:
  - 1. copying from the test paper of another student, engaging in written, oral, or any other means of communication with another student during a test, or giving aid to or seeking aid from another student during a test;
  - 2. possession and/or use during a test of materials which are not authorized by the person giving the test, such as class notes, books, or specifically designed "crib notes";
  - 3. using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters, but which will be used again either in whole or in part without permission of the instructor; or accessing a test bank without instructor permission;
  - 4. collaborating with or seeking aid from another student for an assignment without authority;
  - 5. substituting for another person, or permitting another person to substitute for one's self, to take a test; and
  - 6. falsifying research data, laboratory reports, and/or other records or academic work offered for credit;
- B. "plagiarism" means the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own academic work offered for credit, or using work in a paper or assignment for which the student had received credit in another course without direct permission of all involved instructors.
- C. "collusion" means the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on scholastic

dishonesty.

### **1.5 Illegal Drugs and Narcotics**

*In compliance with the Drug Free Schools and Communities Act of 1990, the Board of Regents of The University of Texas System provides the following: any student who is guilty of the illegal use, possession and/or sale of a drug or narcotic, including any amount of marijuana, on the campus is subject to discipline. If a student is found guilty of the illegal use, possession, and/or sale of a drug or narcotic on campus, the minimum penalty shall be suspension for a specified period of time and/or suspension of rights and privileges for a specified period of time.*

### **1.6 Certain Other Offenses**

*Other proscribed conduct includes but is not limited to the following:*

- A. engaging in conduct that endangers the health or safety of members of the university, or of visitors on the campus or any property, building, or facility owned or controlled by the system;
- B. engaging in conduct, either alone or in concert with others, which obstructs or disrupts or interferes with any teaching, educational, research, administrative, disciplinary, public service, or other activity or public performance authorized to be held or conducted on the campus. Obstruction or disruption may include but is not limited to any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, university computers, computer programs, computer records or computer networks accessible through the university's computer resources (see also Computer Usage Violations);
- C. advocacy, either oral or written, or engaging in behavior which is obscene, libelous, or that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action;
- D. engaging in the unauthorized use of property, equipment supplies, buildings, or facilities owned or controlled by the System or University;
- E. engaging in gambling or dishonesty;
- F. falsifying or altering or assisting with such, of any official System or university record including applications for admission, grade reports, test papers, answer sheets, registration materials, or other forms or records used for the conduct of official University business. Falsifying includes the omission of requested information and altering includes causing the alteration by means of electronic, telephonic or computer equipment;
- G. damaging, destroying, defacing, altering or taking unauthorized possession of property, equipment, supplies, buildings or facilities owned, leased, or controlled by the university;
- H. engaging in prohibited conduct while participating in off-campus activities sponsored by University, including field trips, internships, rotation or clinical assignments;
- I. possessing or using of any type of firearm, imitation firearm, ammunition, hazardous chemical, weapon or explosive on the campus or on any property owned or controlled by System or university except as may be authorized by federal, state, or local law or regulation;

- J. engaging in proscribed conduct during a disciplinary suspension;
- K. refusing to produce appropriate forms of identification to identify yourself to a university official in response to a request made by the university official acting in the course of his/her duties;
- L. forging or altering any parking permit, traffic ticket or parking ticket issued by the university; any ticket for admission to a program or event sponsored by the university; any means of identification issued by the university; any instrument obligating the university to pay any sum of money; any key which may be used for entering any building owned or controlled by the university; or participating in such actions with other persons;
- M. using or participating with others in the use of any university record, instrument, or document, or computer equipment which can affect changes in those records, instruments or documents, which does not specifically relate to the person or persons making use of same, except to the extent such use may be authorized by statute, a rule or regulation of the university or the written permission of either the person to whom such record, instrument, or document relates or the university official having custody of same;
- N. using or participating with others in the use of any permit, means of identification, or key issued by the university to a person other than the user;
- O. distributing, posting or carrying on campus any petition, handbill, sign, poster, or a piece of literature, or installing, occupying or using on campus any booth or table, if the booth or table is wholly or partly for the distribution or dissemination of words or materials that are obscene, libelous, or that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action;
- P. publishing or aiding in publishing, or circulating or aiding in circulating, any anonymous publication;
- Q. unauthorized appearance or prohibited conduct on the campus after having been expelled or suspended from the university or any other component institution of The University of Texas System for disciplinary reason without prior approval from the Vice President for Student Affairs of the University at which the student wishes to be present;
- R. harassment of any university community member;
- S. theft of any personal property of any community member on campus or at any university function;
- T. See the following Section 1.7 for Hazing policy.

*Neither the university president nor any officer in the Office of the Chancellor, nor any representative of either of them when dealing with disruptive activities, shall negotiate or attempt to negotiate with any person or persons engaged in any disruptive activity on the campus. When such a situation arises, the university president or any officer in the Office of the Chancellor, or any representative of either of them, shall take immediate action to utilize all lawful measures to halt and eliminate any and all such disruptive activities that come to their attention.*

## **1.7 Hazing**

*Hazing is prohibited by state law, The University of Texas Regents' Rules, and university regulation. Hazing with or without the consent of a student whether on or off campus is prohibited and a violation renders both the person inflicting the hazing, the organization with which the offenders are affiliated, and the person submitting to the hazing subject to discipline.*

*Under state law, individuals or organizations engaging in hazing could be subject to fines and imprisonment or charged with a criminal offense.*

*According to the law, a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly or recklessly allowing hazing to occur; or by failing to report first-hand knowledge that a hazing incident is planned or has occurred in writing to the Dean of Students. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under this law.*

*In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event to the Dean of Students; and immunizes that person from participation in any judicial proceeding resulting from that report. The penalty for failure to report is a fine of up to \$1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and range from \$500 to \$10,000 in fines and up to two years confinement in prison.*

*The university regards any form of hazing as a major violation, persons involved and any individual and/or registered student organization, or organized activity/program participating in such activities will be prosecuted.*

*The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. Hazing includes, but is not limited to:*

- A. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- B. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student, or sexual contact that is unwelcome or inappropriate;
- C. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health of the

student;

- D. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation; or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution; or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
- E. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

### **1.8 Computer Usage Violations**

Computer usage violations include, but are not limited to breach of computer security, harmful or unauthorized access, unauthorized copying of programs and/or data, unauthorized transfer of programs and/or data, and access denial, creation of a student home page on a University computer account which creates the impression that it is an official University publication or contains obscene or illegal materials, such as libel, pornographic text or pictures or copyrighted materials, or the attempt to commit such violations. Students, including those working as work-study or student employees, using university computing services, resources and facilities are responsible for being aware of and complying with computing rules and regulations.

*Unauthorized use of another person's computing account, password, program or data, or misuse of computing resources subjects a student to disciplinary and other legal actions.*

- A. "Breach of computer security" includes:
  - 1. using a computer without the effective consent of the owner of the computer or a person authorized to license access to the computer;
  - 2. gaining access to data stored or maintained by a computer without the effective consent of the owner or licensee of the data; and
  - 3. knowingly giving a password, or other confidential information about a computer security system to another person without the effective consent of the person employing the computer security system to restrict the use of a computer or to restrict access to data stored or maintained by a computer.
- B. "harmful or unauthorized access" includes:
  - 1. intentionally or knowingly causing a computer to malfunction or interrupting the operation of a computer without the effective consent of the owner of the computer; and
  - 2. intentionally or knowingly, personally or through any agent, altering, damaging, or destroying data or a computer program stored, maintained, or produced by a computer.
- C. "unauthorized copying of programs and/or data" means copying computer programs or data without the effective consent of the owner of the programs or data. The unauthorized use of another person's program or data is considered plagiarism;

- D. “unauthorized transfer of programs and/or data” means the electronic or mechanical transferring or usurping control of computer programs and/or data without the effective consent of the owner of the programs and/or data;
- E. “access denial” means intentionally or knowingly blocking or hindering the access of an authorized user to either the computer or the user’s computer programs and/or data.

## **1.9 Administration of Discipline**

### **1.9.1 Administration by The Dean of Students**

*The Dean of Students and/or his/her delegated representative shall have primary authority and responsibility for the administration of student discipline.*

### **1.9.2 Faculty Senate Committee on Student Conduct**

- A. The Faculty Senate Committee on Student Conduct is composed of faculty and student members as prescribed by Faculty Senate Bylaws.
- B. The committee shall:
  - 1. consult with the dean on student disciplinary policies, rules and practices;
  - 2. recommend to the dean and to the university changes in student disciplinary policies rules and practices;
  - 3. recommend to the university president a standing panel of available Hearing Officers; however, the president is permitted to select Hearing Officers without limitation to a recommended panel.

## **1.10 Initiation of Disciplinary Proceedings and Administrative Disposition**

### **1.10.1 Investigation**

- A. When the dean receives information that a student has allegedly engaged in conduct that is prohibited by federal, state, or local laws, the Regents’ Rules and Regulations, the rules and regulations of the university, or specific instructions issued by an administrative official of the university in the course of his/her authorized duties, he/she shall investigate the alleged violation. The dean may during the investigation:
  - 1. dismiss the allegation as lacking merit; or
  - 2. summon the student for a conference, and after conferring with the student, either:
    - a. dismiss the allegation; or
    - b. proceed administratively under Section 1.10.3; or
    - c. prepare and deliver or mail to the accused student, addressed to the address of the accused student as it appears in the records of the Registrar, a statement of charges, a summary statement of the evidence supporting such charges, including a list of witnesses and brief summary of their testimony and advise the accused student that he/she is proceeding under Subchapter 1.11; or proceed under Section 1.10.4.

- d. In administering cases of student scholastic dishonesty, the Dean of Students shall make reasonable effort to contact the instructor prior to finding the allegation to be unfounded or that there is insufficient evidence to pursue the matter. The instructor shall be allowed to provide additional direct or indirect evidence to establish the fact in question.

### **1.10.2 Summoning a Student**

- A. The dean may summon a student to appear for purposes of discussing the allegation(s) by mailing him/her a letter addressed to the student at his/her address appearing in the Registrar's records or hand delivering a summons.
- B. The letter shall require the student to appear at a specified time and place at least three (3) weekdays after the date of the letter.
- C. The dean may bar or cancel the student's enrollment until the student appears or responds to a summons sent under subsection (a).
- D. The refusal of a student to accept delivery of the notice or failure to maintain a current address with the Registrar will not be considered good cause for failure to respond.

### **1.10.3. Interim Disciplinary Action**

- A. Notwithstanding any other provision of this chapter and pending action on the charges, the dean may take immediate interim disciplinary action, including suspension, pending a hearing, when it reasonably appears to the Dean from the circumstances that the student or student's continuing presence poses a danger to persons or property or an ongoing threat of disrupting any authorized university activity. The dean may authorize interim withholding of the student's grades, degree, or official transcript when such withholding would be in the best interest of the university.
- B. Hearings held under subsection (a) will be held as provided for in the following Subchapter 1.11 as soon as practicable but no later than ten (10) days after the interim disciplinary action has been taken unless the student agrees, in writing, to a hearing at a later time or unless the student waives a hearing and accepts the decision of the Dean in an administrative disposition.

### **1.10.4 Administrative Disposition of Violations**

*When the accused student does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedures or pleads "no contest", the dean shall assess one or more penalties that is appropriate to the charge(s). The student shall be informed in writing of the action taken. The minimum penalty that the Dean may assess when a student admits illegal use, possession, and/or sale of drug or narcotics on campus is the penalty prescribed in 1.5 and the decision of the Dean on penalty only may be appealed to the President.*

### **1.11Hearing**

### **1.11.1 Duties of the Hearing Officer**

In those cases in which the accused student disputes the facts upon which the charges are based or refuses to execute a written waiver of a hearing, such charges shall be heard and determined by a fair and impartial Hearing Officer appointed by the President . The Hearing Officer will preside over the hearing and shall:

- A. ascertain that the dean has satisfactorily performed the requirements of the following Section 1.11.2;
- B. rule on the procedural matters including admissibility of evidence, motions, and objections to the procedures; question witnesses, render a written decision as to the accused student's guilt or innocence of the charges; set forth findings of fact and conclusions; assess the penalty, if any; provide the student and the dean with a copy of the decision; at his/her discretion obtain the assistance of legal counsel from the Office of General Counsel of the University of Texas System, and
- C. certify the hearing record if notice of appeal is given.

### **1.11.2 Duties of the Dean**

The dean shall:

- A. set the date, time, and place for the hearing and notify the accused student of the date, time and place;
- B. attempt to produce for the hearing any relevant documentary and other evidence in the possession and control of the University that is specifically requested by the accused student or the hearing officer;
- C. arrange for recording the hearing as provided in the following Section 1.11.9; and
- D. furnish a suitable room, necessary equipment and materials, and clerical assistance for a hearing.

### **1.11.3 Notice**

- A. The dean shall notify the accused student concerned by letter of the date, time, and place for the hearing at least ten (10) days prior to the hearing. The notice shall be delivered in person or mailed to the student at the address appearing in the registrar's records. If the accused student is an unmarried minor, a copy of the letter may be sent to his/her parents or guardian.
- B. A notice sent by mail will be considered to have been received on the third day after the date of mailing excluding any intervening Sunday. The Hearing Officer may postpone the hearing for good cause or by agreement of the student and Dean and shall direct the dean to notify all interested persons of the new hearing date, time and place.
- C. A letter mailed under subsection (a) shall:
  - 1. direct the accused student to appear on the date and at the time and place specified;
  - 2. advise the accused student of his/her rights:

- a. to a private hearing;
  - b. to appear, present testimony of witnesses and document any evidence, cross-examine witnesses and be assisted by an advisor of choice. The advisor may be an attorney. If the accused student's advisor is an attorney, the Dean's advisor may be an attorney from the Office of General Counsel of the University of Texas System. An advisor may confer with and advise the Dean or accused student, but shall not be permitted to question witnesses, introduce evidence, make objections, or present argument to the Hearing Officer;
  - c. to challenge the person designated to hear the charges;
  - d. to know the identity of each witness who will testify against him/her;
  - e. to have a copy of documents to be introduced;
  - f. to present witnesses, request the production of documentary and other evidence, and offer evidence and argue in his/her own behalf;
  - g. to cross-examine each witness who testifies against him/her;
  - h. to have the hearing recorded;
  - i. to appeal under Subchapter 1.13;
3. contain the name of the person appointed to act as Hearing Officer;
  4. notify the accused student that each party shall provide the other party a list of witnesses, a brief summary of the testimony to be given by each, and a copy of documents and other evidence to be introduced at the hearing at least five (5) days prior to the hearing;
  5. contain a copy of the statement of charges;
  6. notify the accused student that the dean may be assisted by an advisor of choice. If the accused student's advisor is an attorney, the Dean's advisor may be an attorney from the Office of General Counsel of the University of Texas System. An advisor may confer with and advise the Dean or accused student, but shall not be permitted to question witnesses, introduce evidence, make objections, or present argument to the Hearing Officer;
- D. If the student fails to appear without a valid reason, the dean may proceed with the hearing in the student's absence.

#### **1.11.4 Challenges to the Hearing Officer**

*Up to three (3) days prior to the hearing the accused student, in writing, may challenge the impartiality of the person designated to hear the charges, but he/she is not entitled to disqualify the person from serving. The challenge must be in writing, shall include a statement of the allegations upon which the challenge is based, and shall be submitted to the Hearing Officer through the Office of the Dean. It shall be up to the Hearing Officer to determine whether he/she can serve with fairness and objectivity, and if the challenged person disqualifies himself/herself, the university president shall appoint another Hearing Officer.*

#### **1.11.5 Evidence**

- A. Upon a hearing of the charges, the university has the burden of going forward

- with the evidence and the burden of proving the charges by the greater weight of the credible evidence.
- B. Legal rules of evidence do not apply to hearings under this subchapter and the Hearing Officer may admit and give probative effect to evidence that possesses probative value and is commonly accepted by reasonable persons in the conduct of their affairs. The Hearing Officer shall exclude irrelevant, immaterial, and unruly repetitious evidence.
  - C. A witness shall testify or produce documentary and other evidence unless the testimony, document, or other evidence is privileged.
  - D. All evidence shall be offered during the hearing and be made a part of the hearing record. Documentary evidence may be admitted in the form of copies, or by incorporation by reference. Real evidence may be photographed or described for the record. The Hearing Officer shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of admitted evidence. The Hearing Officer may consider an accused student's disciplinary record only in determining an appropriate penalty after finding him/her guilty of the alleged violation, except when such evidence will demonstrate a pattern of similar conduct and is germane to the present case.
  - E. Ordinarily, a recording shall be made of the hearing under supervision of the dean. An accused student or his/her representative may listen to the recording under supervision of the dean. An accused student may have a professional court reporter present at the hearing to make a transcript of the hearing at the student's expense, but the student is not permitted to record by separate electronic means. The university may also at its expense have a professional court reporter present when necessary and appropriate.

#### **1.11.6 Preliminary Matters**

*The hearing shall be conducted with these procedures ensuring each party the following minimal rights:*

- A. Charges arising out of a single transaction or occurrence against one or more students may, at the dean's discretion, be heard together, but the Hearing Officer for good cause shown may grant a separate hearing upon request of the accused.
- B. At least five (5) days before the hearing date, each party shall furnish the other party with a description, in writing, of any documents and other evidence he/she requests be produced.
- C. At least five (5) days before the hearing date, each party concerned shall furnish the other party with a list, in writing, of the witnesses to be presented, a brief summary of the testimony to be given by each, and a copy of documents and other evidence to be introduced. Witnesses, testimony, and documents not so disclosed will be excluded by the Hearing Officer upon objection by the other party unless it be shown that the existence of the testimony to be given by the witness or availability of documents was unknown on the fifth day preceding the date of the hearing and could not have been discovered by the use of reasonable diligence. The provision of this subsection shall not prohibit the offering of evidence at the

- hearing that is strictly in rebuttal to evidence offered by the other party;
- D. any objection that, if sustained, would prevent the hearing;
- E. the name of the designated representative or counsel, if any, who will appear with him/her;
- F. a request for a separate hearing, if any, and the grounds for such a hearing.

#### **1.11.7 Procedure**

- A. The hearing is informal and the Hearing Officer shall provide reasonable opportunities for witnesses to be heard. The hearing is closed, except that, at the request of the accused student, the Hearing Officer may allow other persons to attend, except anyone who will offer testimony in the case.
- B. The Hearing Officer shall have and exercise such power and authority as may be deemed appropriate or necessary to insure that a fair and impartial hearing of the charges is conducted in accordance with the provisions of this chapter. At the discretion of the Hearing Officer, one or more commissioned peace officers from the Police Department of the university shall be available throughout the hearing to enforce the orders and rulings of the Hearing Officer, control admission to the hearing room and perform such other duties as the Hearing Officer may require.
- C. The Hearing Officer shall proceed generally as follows during the hearing:
  - 1. the dean reads the statement of charges unless waived by the accused;
  - 2. the Hearing Officer informs the accused student of his/her rights listed in Section 1.11.3(c)(2);
  - 3. the dean presents the university's case;
  - 4. the accused student presents his/her defense;
  - 5. the dean and the accused student present rebuttal evidence;
  - 6. the Dean makes closing argument and makes recommendation regarding penalty;
  - 7. the student makes closing argument;
  - 8. the Dean makes final argument;
  - 9. the Hearing Officer deliberates and decides the issue of guilt or innocence;
  - 10. if the Hearing Officer finds the accused student guilty the Hearing Officer deliberates and determines an appropriate penalty; and
  - 11. the Hearing Officer informs the dean and the student in writing of the decision and penalty, if any, in accordance with Section 1.11.8.

#### **1.11.8 Record**

- A. The hearing record consists of:
  - 1. a copy of the notice required under Section 1.11.3 above;
  - 2. the recording together with all documentary and other materials offered and admitted in evidence;
  - 3. written motions, pleas, and any other materials considered by the Hearing Officer; and
  - 4. the decisions of the Hearing Officer.
- B. If notice of appeal is timely given as provided in the following Section 1.13.1, the

dean, at the Hearing Officer's direction, shall prepare the record; the Hearing Officer shall certify its completeness and accuracy; and the dean shall send it to the university president, with a copy to the student appellant on or before the fourteenth (14th) day after the notice of appeal is given. At the request of the President, the recording of the hearing will be transcribed and both parties will be furnished a copy of the transcript.

### **1.11.9 Decision**

The person hearing the charges shall render and send to the dean and the student a written decision within a reasonable time, usually two (2) days, which shall contain findings of fact and conclusions as to the guilt or innocence of the accused student and, if applicable, shall assess a penalty or penalties. If a Hearing Officer finds a student guilty of the illegal use, possession, and/or sale of a drug or narcotic on campus, the Hearing Officer must assess a minimum penalty as provided in Section 1.5 above of this chapter.

### **1.12 Penalties**

#### **1.12.1 Authorized Disciplinary Penalties and Nature of Penalties**

*The dean under Subchapter 1.10 above, or the Hearing Officer after a hearing under Subchapter 1.11 above in consultation with the instructor of record, may impose one or more of the following penalties for violation of a university regulation concerning scholastic dishonesty:*

*Written warning that further scholastic violation may result in a more severe penalty;*

*No credit, or reduced credit for the paper, assignment, or test in question;*

*Retaking of examination or re-submission of assignment;*

*Failing grade or reduced final grade for the course;*

*Any educational intervention that is deemed appropriate by the Dean of Students to include but not limited to assignment of a course in ethics in the following semester of enrollment;*

*With the concurrence of the Dean of Students, place the student on suspension for the remainder of the semester or longer as appropriate;*

*For undergraduate students who have completed 60 credit hours or more a year suspension for second or subsequent offenses;*

*For graduate students a one year suspension for the first offense and dismissal for any subsequent offense;*

*The above sanctions may be assigned singularly or in any combination as deemed appropriate by the Dean of Students.*

- A. **Disciplinary Probation:**  
Disciplinary probation indicates a specified period of time during which the student is required to comply with specific terms and conditions that include not engaging in further conduct in violation of the Student Standards of Conduct. The penalty or penalties that will be imposed for failure to comply with the terms and conditions will be stated. The dean or the Hearing Officer may impose conditions related to the offense such as counseling. Students who are assessed this penalty will be removed from probation automatically upon expiration of the probationary period.
- B. Withholding of grades, official transcript, and/or degree be imposed;
- C. Bar against re-admission. The bar will be for a specified period and will be removed at the expiration of that period.  
A bar against re-admission may be imposed on a student who fails to respond to a summons by the dean to discuss an alleged violation of Regents' Rules, institutional rules, or other provisions. The bar will be lifted when the student responds to the summons as requested.
- D. Restitution; or reimbursement for damage to or misappropriation of University property:  
Restitution requires a student to reimburse the University or System for loss from damage to, or unauthorized taking or use of, property owned or leased by the University or System when the conduct of the student has caused or contributed to cause such loss. The notice imposing the penalty will advise the student of the amount of the loss and that failure to make restitution by a specified date will result in suspension from the University until such time as restitution shall have been made. Restitution may also apply to the property of others in university related incidents.
- E. Suspension of rights and privileges, including participation in athletic or extra curricular activities:  
Suspension of rights and privileges means that a student shall not be eligible to participate in official events or activities of the university, whether athletic or non-athletic, shall not join a registered student organization or participate in any meetings or activities of a registered student organization of which he/she may already be a member, and shall not be appointed or elected to or continue to function in any office or position within student government or official student publications.  
Students may also be barred from entering specified buildings or restricted from using particular facilities. This penalty may be enforced in part or in full.
- F. A failing grade for an examination or assignment or for a course and/or cancellation of all or any portion of prior course credit. All or any portion of these penalties may be imposed when a student is found guilty of scholastic dishonesty.
- G. Denial of degree: A student found guilty of scholastic dishonesty may be denied a

- degree.
- H. Suspension from the university for a specified period. This action prohibits, during the period of suspension, the student on whom it is imposed from being on the campus of any component institution without prior written approval of the chief student affairs officer of the institution at which the student wishes to be present. Any special conditions outlined in the suspension notice must be met before re-admission can be granted.
  - I. Expulsion: Expulsion is permanent separation from the university and prohibits the student from being on the campus of any component institution without prior written approval of the chief student affairs officer of the institution at which the student wishes to be present.
  - J. Revocation of the degree and withdrawal of the diploma. This action may be imposed when the violation involves scholastic dishonesty or otherwise calls into question the integrity of the work required for the degree revocation of degree and withdrawal of diploma; or
  - K. Other penalties may be imposed when, in the opinion of the dean or the Hearing Officer, the best interests of the student or university would be served.

## **1.13 Appeal**

### **1.13.1 Right to Appeal**

Either the dean or the accused student may appeal the decision of the Hearing Officer after a hearing under Section 1.11 to the university president. An appeal shall be in accordance with the following procedures:

*A written notice of appeal must be delivered to the President within fourteen (14) calendar days after the parties have been notified of the decision. If the decision is sent by mail, the date the decision is mailed initiates the fourteen (14) day period. An appeal of penalty assessed by the Dean will be reviewed solely on the basis of the written argument of the student and the Dean. The appeal of the decision of the Hearing Officer will be reviewed solely on the basis of the record from the hearing.*

In order for the appeal to be considered, all necessary documentation to be filed by the appealing party, including written arguments in support of the appeal, shall be submitted to the university president within fourteen (14) days after the notice of appeal is given. At the discretion of the President, both parties may present oral argument in an appeal from the decision of the Hearing Officer.

Notice of appeal timely given by a student appellant suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken as authorized under Section 1.10.3 above. Further, grades or degrees may also be withheld pending conclusion of the appeal.

### **1.13.2 Consideration of Appeal**

The university president may approve, reject, or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. If the finding as to guilt is upheld in a case involving the illegal use, possession, and/or sale of a drug or narcotic on campus, the penalty may not be reduced below the minimum penalty prescribed in Section 1.5 above of this chapter. The action of the university president shall be communicated in writing to the student and the dean within thirty (30) days after the appeal and related documents have been received.

**THE DECISION OF THE UNIVERSITY PRESIDENT IS THE FINAL APPELLATE REVIEW.**

**1.14 Disciplinary Records**

**1.14.1 Disciplinary Records**

The dean shall maintain a permanent written disciplinary record for every student assessed a penalty of suspension, expulsion, denial or revocation of degree and/or withdrawal of diploma. A record of scholastic violations shall be maintained for at least five (5) years unless the record is permanent in conjunction with the above stated penalties.

The disciplinary record of other penalties shall be maintained for such period as determined by the Dean.

A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the penalty assessed, and any other pertinent information. This disciplinary record shall be separate from the student's academic record, shall be treated as confidential, and shall not be revealed except upon written request of the student or in accordance with applicable state or federal laws or court order or subpoena.

**1.14.2 Notation of Penalty**

**A. Notation of Penalty by the Registrar**

1. The dean shall notify the Registrar when one of the following penalties is assessed in a disciplinary case:
  - a. withholding of grades, official transcript, or degree;
  - b. bar against re-admission;
  - c. drop from enrollment and bar against re-admission;
  - d. failing grade for course;
  - e. denial of degree;
  - f. suspension from the university;
  - g. expulsion from the university;
  - h. revocation of degree and withdrawal of diploma;
  - i. other penalty that will require action by the Registrar.

**B. In a disciplinary case concerning student scholastic dishonesty, the Dean of Students shall notify the instructor and the academic dean of actions taken and**

- penalties imposed. In cases involving graduate students, the Head of the Graduate School and the Departmental Chair will also be notified.
- C. The Registrar shall make entries upon or corrections to the academic record as required to comply with the assessed penalty, but shall make no permanent notation upon the academic record to indicate that any disciplinary action has been taken, except for suspension or expulsion from the university as appropriate to the academic record.

### **1.15 Student Right-to-Know and Campus Security Act**

*In compliance with the Student Right-to-Know and Campus Security Act (the Act) of 1990, 20 U.S.C. Sections 1092(a), (e) and (f), as amended, The University of Texas at El Paso collects specified information on campus crime statistics, campus security policies, and institutional completion or graduation rates.*

Pursuant to the federal law, alleged victims of violent crime are entitled to know the results of campus student disciplinary proceedings concerning the alleged perpetrators.

The university will make timely reports to the campus community on crimes considered to be a threat to students and employees and reported to campus police or local police agencies.

The university will publish and distribute an annual report of campus security policies and crime statistics to all current students and employees and provide copies of the report to applicants for enrollment or employment upon request.

- A. Sale or use of illegal drugs:  
The university enforces all state and federal laws which prohibit the possession or sale of illegal drugs or drug paraphernalia. In addition, the Rules and Regulations of the Board of Regents' provide for suspension of students found guilty of possession of drugs on campus.
- B. Sale or use of alcoholic beverages:  
The university enforces all state and federal laws or regulations which regulate and control the sale or use of alcohol on campus including those pertaining to the possession of alcohol by minors. University regulations prohibit the possession and/or consumption of alcoholic beverages on university property without prior written authorization by appropriate administrative officials and is strictly enforced. Residents of University Housing are authorized to possess and consume beer and wine in the privacy of their living quarters, if they are of legal age under State law.
- C. Weapons:  
No person, student, staff, faculty or visitor is allowed to possess or transport any type of weapon or firearm on the campus at any time unless he or she is a commissioned police officer as defined in Chapter 2-12 of the Texas Code of Criminal Procedures. This includes a prohibition against the storing or

- transporting of weapons by residents of University Housing. The University Police provides locked temporary storage for anyone who has a firearm who needs to conduct business on the university campus.
- D. Information regarding graduation rates may be found in the Office of Admissions. Information on crime statistics may be found in the Campus Police Office and Office of the Dean of Students.

### **1.16 Sexual Harassment**

*The university is committed to an academic and employment environment free from unwelcome sexual advances, requests for sexual favors, and other forms of sexual harassment.*

### **1.17 Americans with Disabilities Act (ADA)**

*The University of Texas at El Paso does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.*

Information concerning the provisions of the Americans with Disabilities Act (ADA), and the rights provided thereunder, are available from the ADA Coordinator in the Equal Employment Opportunities/Affirmative Action Office on campus. See Part I, Chapter 2, Subchapter 11 of this Handbook for complete policy.

### **1.18 Smoking Policy**

The University of Texas Board of Regents has adopted a resolution declaring all University of Texas System facilities to be smoke free.

### **1.19 Health and Safety Policy**

- A. It is the policy of The University of Texas at El Paso to furnish a place of employment and learning which is as free as possible from recognized hazards that cause or are likely to cause harm or death to its faculty, staff, students, visitors, and/or the surrounding community.
- B. Students share in this responsibility and are expected to ensure that their actions as well as activities under their control are conducted in a manner that present the least possible hazard to themselves, other members of the university community, visitors, university property and/or the surrounding community.

### **1.20 Financial Transactions with the University**

- A. Students who owe debts to the university may be denied admission or re-admission to the university and have their official transcripts and degrees, for which they would otherwise be entitled, withheld until the debt is paid. Students who write insufficient funds checks may be referred to the County Attorney for criminal prosecution in addition to any internal disciplinary action taken by the University. If the bad check is written for registration fees the students' registration will be immediately canceled.
- B. No organization or group, whether registered or not, may use the facilities of the university as long as it owes a monetary debt to the university and the debt is

considered delinquent by the crediting agency.

Graphic 13

# INFORMATION COMPUTING AND WEB POLICY

## **INTRODUCTION**

The rules and regulations governing the use of information resources for The University of Texas at El Paso are intended to supplement existing policies published by the Texas Department of Information Resources (DIR), the University of Texas System, as well as reinforce the Texas Computer Crimes Law and laws governing the use or misuse of state property.

It is imperative that all users of the University's information resources realize that these resources require responsible behavior. It is the intent of these policies to provide general guidance in the proper use of these resources.

We acknowledge our commitment to promote the open exchange of ideas, however, an open, cooperative environment can be vulnerable to abuse or misuse. As more and more users and enterprises are attracted to the Internet, it is critical that we ensure that our students, faculty and staff are well aware of their individual and institutional responsibilities in the use of state resources.

## **PURPOSE**

The University of Texas at El Paso recognizes University information resources as valuable state assets and will manage these resources accordingly. Information resources include all computer and telecommunication hardware, software, and networks owned, leased, or operated by the University, and the data or information stored therein. The following policies establish the governing philosophy for the use of these resources by students, faculty, staff and other specifically authorized individuals or entities to ensure compliance with State laws and regulations regarding the use and security of University information resources and to provide the maximum benefit of these resources to the University community.

These policies augment and incorporate by reference the following:

- The University of Texas System Business Procedure Memorandum 53-02-96.
- The Texas Department of Information Resources (DIR), Information Security Standards. (Texas Administrative Code, 1 TAC 202).
- The Information Resources Management Act. (Texas Government Code, Section 2054.001 et seq).
- The Texas Computer Crime Statute (Texas Penal Code, Section 33.02).

All use of University information resources must comply with applicable Federal and State laws as well as UT System and University regulations as they relate to the proper

use of State property; the observance of intellectual property rights; the protection of information and computing resources from damage, disruption, or misuse; and requirements concerning content. All users, whether student, employee or other authorized individual, are required to be aware of, abide by, and enforce the provisions of these policies.

### **STATEMENT OF GENERAL POLICY**

To support its mission of teaching, research, and public service, the University provides access to information resources for students, faculty and staff, to the extent permitted by the financial resources of the University as reflected within established institutional priorities.

The access granted students, faculty and staff to the University's information resources is a privilege, not a right. The University may limit, restrict, deny or extend access to its information resources in any manner that may be required to protect information held confidential by law, to protect the integrity of the contents of data files and to provide for orderly and efficient use of information resources.

Authorized users of University information resources are:

- University students who are limited to the use of information resources specifically assigned to serve educational purposes.
- University employees who are provided access to information resources required for the performance of their duties in the conduct of official business. Access to any particular administrative data file must be based on an employee's "need to know" as established by his or her official duties and reflected in the advance provision of specific authorization codes, passwords or other access -enabling means to the employee.
- Non-University affiliated individuals or entities may not use University information resources except after written agreement for purposes related to the University's missions.

All users of University-owned, leased or controlled information resources must act responsibly, respect the rights of other users, protect the physical facilities and equipment, and observe all pertinent license and contractual agreements affecting the use of systems, hardware or software.

Information/computing facilities and accounts are to be used only for University-related activities by the person to whom they are assigned. The University's information resources may not be used for the conduct, advertisement, promotion, or any form of solicitation, on behalf of any non-University operated business, corporation, organization, enterprise or activity, whether profit or non-profit in nature, nor may University resources be used by individuals for personal benefit or private gain, including the conduct of consulting services by faculty or staff.

Because all files created or maintained using the University's information resources are

property of the University; it must be understood that the University can convey no expectation of privacy or confidentiality to a user. While general access to specific files can be limited or controlled where appropriate for legitimate business reasons, authorized University officials can enter and examine the contents of all files maintained on University-owned equipment. All user files are further subject to external review and possible public release resulting from a search warrant or subpoena issued and served pursuant to law, or a valid request under the Texas Public Information Act.

### **WEB AND INTERNET ACCESS AND USE**

The University of Texas at El Paso recognizes the potential value and use of information published on the Internet via the World Wide Web and encourages all faculty, staff and students to develop innovative ways to use web technologies in pursuit of the University's mission. To achieve this purpose, the University owns and operates web servers to facilitate the educational process and enhance research and publication by University faculty, staff and students.

Because UTEP recognizes the value of the Internet as a resource for information and communication, students and employees may make incidental use of University information resources to access the web for co-curricular or personal purposes provided they abide by the general policies and procedures governing use of information resources and there is no direct cost to the University attributable to such incidental use.

### **WEB SITES**

University Web sites are segregated into two distinct sets: official web pages, and individual web pages. Because these web sites support diverse purposes and diverse constituencies, Webmasters, Site Owners, and personal page creators are accorded wide discretion for the selection of content and for establishing reasonable and appropriate policies applicable to their sites. However, because anything placed on the Internet from UTEP is easily identified as originating from the UTEP network, some readers may assume that publications are somehow sponsored by the University. Even with disclaimers, the University is represented by its students, faculty and staff, and appropriate language, behavior and style is warranted.

### **OFFICIAL WEB PAGES**

Official web pages are provided exclusively for the dissemination of official policies and procedures; the description of budgeted University offices and departments, their services, programs and activities, including identification of associated faculty or staff members; and the provision of operational instructions or information necessary to assist students, employees, and entities with whom the University conducts business.

Official sites are authorized for administrative divisions and offices; academic departments; grant programs and research centers or activities authorized by the Office of Research and Sponsored Projects; and other activity or informational centers authorized by the President or a Vice President. The supervising administrative officer for each unit that publishes an official web site is responsible for the establishment, security and content of all pages within the site.

The primary UTEP web server (www.utep.edu) is administered by the staff of the Information Technology department. Administrative access to the web server is restricted to Information Technology departmental staff and their designees. All file owners on the server should be aware that the system administrators are co-owners of all files.

While respecting the users' confidentiality and privacy, the University reserves the right to examine all computer files. The University reserves this right to enforce its policies regarding acceptable use of University resources; to prevent the posting of proprietary or copyrighted material; to safeguard the integrity of computers, networks, and data either at the University or elsewhere; and to protect the University against seriously damaging consequences.

### **INDIVIDUAL WEB PAGES**

All faculty, staff and students are provided space for personal web pages on a server. Individual web pages are the responsibility of the page creator and do not reflect the opinions, positions, policies or procedures of the University. Anonymous web pages are prohibited and all individual web pages must prominently display the name(s) of the creators whom assume full legal and ethical responsibility for the content thereof.

### **WEB ACCOUNTS**

Web accounts on the primary UTEP web server, www.utep.edu are available to:

- Academic colleges.
- Academic departments.
- Administrative departments.
- Official student organizations (as determined by the Student Development Center).
- Official research centers or groups (as determined by the Office of Research and Sponsored Projects, an academic Dean, or an academic Department Chair).

The administrative authority responsible for the department or group is designated as the Site Owner and is responsible for securing access to the account and for all material posted to the account. Site Owners are expected to control access to the account and to modify the password at least once every six months.

### **ACCEPTABLE USE**

- To facilitate communication and dissemination of information to UTEP faculty, staff and students regarding University services and programs.
- To facilitate communication with current and prospective business partners for the daily operation of University business.
- To advertise and promote University programs and services to prospective students, professional colleagues and the general population.
- To support professional societies and government advisory or standard activities related to the users' professional/vocational discipline.
- To apply for or administer grants or contracts for work-related applications.

- To announce products or services for use within the scope of University business, but not for commercial advertising of any kind.
- For official sites, any other communications or activities in direct support of University-related research, instruction, learning, dissemination of scholarly information and administrative activities.
- For personal sites, any other communications or activities that are not in violation of this or any other University policy, or applicable federal, state or local law.

### **UNACCEPTABLE USE**

All Internet and web use is subject to the general policies governing use of the University's information resources. In addition, the following uses or content are expressly forbidden on any University web page, official or individual:

- Publishing or linking to any material prohibited by law or University regulations, material that violates the terms of any University license or contract, or uses copyrighted material without required permission.
- Publishing or linking to legally restricted or confidential material.
- Publishing or linking to material that is obscene, libelous, physically threatening or otherwise in violation of standards for University publications.
- Publishing or linking to material that intentionally or negligently may lead to damage to a University or other computer system.
- Using the University seal, logos or other registered University marks without the review and approval of University Communications. Such approval will not be granted for individual web pages.

### **E-MAIL USE**

The University recognizes the institutional benefit of the provision of electronic mail services and encourages all students and employees to obtain the necessary accounts and passwords to enable them to use this communication service.

All e-mail use is subject to the general policies governing use of University information resources. In addition, the following uses or activities are expressly prohibited:

- Transmission, display, printing or storage of any material prohibited by law or University regulations.
- Unauthorized transmission, display, printing or storage of legally restricted or confidential material.
- Transmission, display, printing or storage of material that is obscene, libelous, or physically threatening.
- Transmission, display, printing or storage of material which advertises, promotes or otherwise solicits on behalf of any non-University business, corporation, organization, enterprise or activity or which contributes to the conduct of business by such entities. This includes the conduct of private consulting services by faculty or staff employees of the University.
- Transmission, display, printing, or storage of any material through the fraudulent

- use of another person's password. Any use of another person's password is prohibited.
- Transmission, display, printing or storage of chain letters, and other forms of mass mailings or any use that may disrupt or delay the timely and orderly provision of e-mail services at the University. The System Administrator, only upon the approval of the President or a Vice President of the University, may place general broadcast messages on the e-mail system. This task is usually done by HelpDesk personnel.

The content, maintenance, disposition or retention of e-mail messages is the responsibility of the person to whom the e-mail account or address is assigned. E-mail that conducts official business must be maintained for future reference in accordance with the University's Records Retention policies, which reflect the requirements of state law. In order to obtain optimum efficiency and service, the System Administrator may delete e-mail messages older than two weeks that have been accessed from central file servers. E-mail messages requiring retention beyond this time limit should be downloaded to disks or printed for storage by each user.

### **POLICY ENFORCEMENT**

Violators of these policies may be subject to prosecution under applicable criminal or civil laws and/or to disciplinary action under applicable University regulations.

When a minor violation of this policy is detected, depending on the nature of the violation, the suspected violator may be notified by a computing system administrator or other appropriate University official and asked to remedy the situation, if such action is appropriate. If a reasonable resolution to the incident is not readily attainable, or in the case of more serious violations, further administrative action will be pursued by the appropriate authority. This procedure may result in:

- The temporary or permanent loss of access to information and computing resources for the offending individual.
- Any other penalty deemed appropriate by a University disciplinary authority upon a finding or admission of guilt following normally afforded due process procedures.
- Criminal prosecution.
- Any combination of the above.

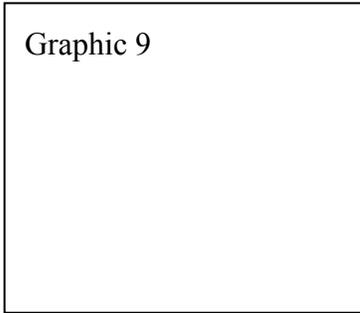
Policy violations by students are handled by the Dean of Students in accordance with University of Texas at El Paso student disciplinary policies. Policy violations by faculty or other employees with academic appointments will be referred to the Vice President of Academic Affairs for appropriate personnel action. Policy violations by all other University employees will be reported to the appropriate Vice President or other supervising administrative officer for appropriate personnel action.

It is a crime to make unauthorized use of protected computer systems or data files on computers, or to make intentionally harmful use of such computers or data files. The

seriousness of such a crime ranges from a Class B misdemeanor to a third-degree felony. The University will prosecute all cases of unauthorized access to, or intentional damage or misuse of, University information resources.

**POLICY REVIEW**

This policy shall be reviewed every odd-numbered calendar year by the Vice President for Finance and Administration. Revisions to these policies will be made as needed to comply with changes in law or regulation, or to enhance their effectiveness.



CUSTOMER  
SERVICE  
STATEMENT

CUSTOMER SERVICE AT  
THE UNIVERSITY OF TEXAS AT EL PASO (A COMPACT WITH TEXANS)

**The Mission of the University of Texas at El Paso:**

- Prepare students to meet lifelong challenges and become leaders as a result of
- effective teaching, learning activities, and student services;
- Support faculty in their generation and dissemination of knowledge through
- research, scholarship, and artistic production;
- Share University expertise through public service of faculty, students, and staff
- to improve the quality of life in our region and the world; and
- Provide efficient, effective administrative and staff support to achieve the
- University's goals.

**CUSTOMER SERVICE PRINCIPLE:**

*The UTEP Community -- Where Student Learning Comes First*

**Customer Service Goal:**

*Support excellent academic instruction and student learning through effective services to UTEP students*

**Customer Service Objectives:**

In the classroom, on campus, and in the community, as UTEP representatives, we will:

- Interact with others respectfully and courteously.
- Listen carefully in an effort to understand others' points of view.
- Be knowledgeable problem solvers.
- Take responsibility for UTEP's continuous improvement.

**Customer Service Standard:**

*We are committed to treating each other and all visitors as we would like to be treated ourselves.* Every part of the UTEP community plays a role in achieving the University's mission. Each individual and office contributes to the achievement of our common goals and the creation of a positive campus climate by being responsive, efficient, and effective.

**Customer Relations Representative:**

Richard Padilla, Ed.D.  
Vice President for Student Affairs  
The University of Texas at El Paso  
Union Building East, Suite 301  
(915) 747-5076  
Fax (915) 747-5476  
[padilla@utep.edu](mailto:padilla@utep.edu)

**Information for Students:**

UTEP Catalogs: Available at the Undergraduate Recruitment Office (Academic Service Building, Room 101), the Office of Graduate Student Services (Administration Building, Room 200), or the UTEP Bookstore

The University's Homepage: Academic Programs, Student Life, Catalog, Class Schedule, Directory and other important and useful information: <http://www.utep.edu/> or <http://www.goldmine.utep.edu:8050>

UTEP Miner Student Guide: A reference to campus offices, services, activities and student rights and responsibilities-- available at the Student Development Center (Union Building West, Room 106) <http://cab.utep.edu/word-docs/minerguide2004-2005.pdf>

Ask Pete: Answers to frequently asked questions from other students about a wide variety of topics -- <http://askpete.utep.edu/>

Office of the Dean of Students: Union Building West, Room 102 (747-5648) <http://studentaffairs.utep.edu/dos>

Financial Aid Office: Union Building West, Room 202 (747-5204) <http://academics.utep.edu/finaid/>

Undergraduate Academic Advising Center: Academic Services Building, Room 201 <http://academics.utep.edu/advisingcenter> General information (747-5290) TASP advising (747-6532) Transfer advising (747-6584)

Graduate Student Services: Administration Building, Room 200 (747-5491) <http://academics.utep.edu/graduate/>

Helpdesk: Provides assistance with campus telephone and information technology systems (747-4357) <http://admin.utep.edu/it/>

Library: Wiggins Road (747-5671 - recording; 747-5683) <http://libraryweb.utep.edu>

Parking & Traffic Regulations: Available at the Traffic Office, Academic Services Building lobby (747-5724) or at the University Police Department, 304 Baltimore St. (747-5611) <http://admin.utep.edu/Portals/38/Parking&Traffic%20Regs%2004.pdf>

Visitor and Information Center: (747-5548) Provides information about current events. <http://visitorcenter.utep.edu/>

### **Response to an Expressed Concern or Complaint**

- A person who expresses a concern or complaint to UTEP should expect to be treated within the framework of the University's Customer Service objectives and standards as stated in this document.
- The expressed concern or complaint will be acknowledged as soon as possible but no later than 10 (ten) working days of its receipt, except where legal requirements or institutional policies specify a different timeline.
- The response will provide information about the next steps to be taken based on: The Rules and Regulations of The University of Texas Board of Regents; the UTEP Handbook of Operating Procedures; and the version of the UTEP catalog which applies

to the individual student.

**How and Where to Express a Concern or File a Complaint:**

You should first attempt to resolve the concern or complaint in the office or department where the issue arises. If this does not succeed, ask for a supervisor or the person in charge of that office. If the concern or complaint is still not addressed, contact the individuals listed below or other staff in the following UTEP offices for assistance.

- General Problems (Office of the Dean of Students):  
Provides information about procedures on how to express a concern or file a complaint  
Union Building West, Room 102 (915) 747-5648  
Dr. Julie M. Wong, Dean of Students, [jmwong@utep.edu](mailto:jmwong@utep.edu)
- Enrollment Services (Recruitment, Admissions, Orientation, Registrar):  
Academic Service Building, Room 218 (915) 747-8980  
Gloria Estrada, Communication Coordinator, [gestrada@utep.edu](mailto:gestrada@utep.edu)
- Charges and Payments (Office of Student Business Services):  
Academic Services Building, Room 118 (915) 747-5116  
Juan Gonzalez, Director of Student Business Services, [juang@utep.edu](mailto:juang@utep.edu)
- Financial Aid: Academic Service Building, Room 204 (915) 747-5204  
Raul Lerma, Director of Financial Aid, [rlerma@utep.edu](mailto:rlerma@utep.edu)
- Unresolved Student Affairs Issues (Office of the Vice President for Student Affairs):  
Union Building East, Suite 301 (915)747-5076  
Dr. Richard Padilla, Vice President for Student Affairs, [padilla@utep.edu](mailto:padilla@utep.edu)  
Ricardo V. Aranda, Assistant Vice President, [raranda@utep.edu](mailto:raranda@utep.edu)
- Entering Student Issues (Advising, University Seminar, Tutoring & Learning Center):  
Academic Service Building, Room 218 (915) 747-5000  
Dr. Maggy Smith, Dean of University College, [msmith@utep.edu](mailto:msmith@utep.edu)
- Academic Issues: Begin first with the faculty member(s), teaching assistant(s), or staff member(s). If there is no resolution, contact the department chair or program director, then the college dean, and then the Office of the Provost (see below).
- Unresolved Academic Affairs Issues: Office of the Provost:  
Administration Building, Suite 310 (915) 747-5725  
Dr. Richard Jarvis, Provost, [rsjarvis@utep.edu](mailto:rsjarvis@utep.edu)  
Dr. Pablo Arenaz, Associate Vice President, [parenaz@utep.edu](mailto:parenaz@utep.edu)
- Financial or Administrative Issues: Office of the Vice President for Finance and Administration, Administration Building, Suite 303 (915) 747-5113

Ms. Cynthia Villa, Vice President, [cvilla@utep.edu](mailto:cvilla@utep.edu)  
Dr. Victor Pacheco, Assistant Vice President, [victorpa@utep.edu](mailto:victorpa@utep.edu)

- Library Services or Resources:

Library Administration, Room 316 (915) 747-5683  
Dr. Patricia Phillips, University Librarian, [pphillip@lib.utep.edu](mailto:pphillip@lib.utep.edu)

- Parking/Security (Police Department):

330 Baltimore (915) 747-6635  
Sgt. Pete Hensgen, University Police Department, [hensgen@utep.edu](mailto:hensgen@utep.edu)

- State and Federal Requirements: Topics such as employee concerns, Equal Opportunity/Affirmative Action information, safety and occupational health issues, ethics, suspected fraud, or business misconduct.  
Sandra Vasquez, Institutional Compliance Director (915) 747-6478 [svasquez@utep.edu](mailto:svasquez@utep.edu)

**Compliance Hotline** (an automated answering service to serve as an additional and/or alternative communication channel through which ethical and compliance regulation issues can be raised): (915) 747-8905

*If you wish to use a telephone on campus to call the Compliance Hotline and remain anonymous: dial 9, then (915) 747-8905.*

- Student Government Association:

Union Building East, Room 304 (915) 747-5584

- Tell Pete: Provide feedback via the UTEP website (<http://studentaffairs.utep.edu/default.aspx?tabid=24289>) or in the Tell Pete boxes which are located in offices around campus.

## **IMPORTANT INFORMATION ABOUT BACTERIAL MENINGITIS**

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast-so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities

### **WHAT ARE THE SYMPTOMS?**

High Fever  
Rash or purple patches on skin

Light Sensitivity  
Confusion and Sleepiness

Lethargy  
Severe Headache  
Vomiting

Stiff Neck  
Nausea  
Seizures

**There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.**

### **HOW IS BACTERIAL MENINGITIS DIAGNOSED?**

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.

Early diagnosis and treatment can greatly improve the likelihood of recovery.

### **HOW IS THE DISEASE TRANSMITTED?**

The disease is transmitted when people exchange saliva (such as kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

### **HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?**

Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc. Living in close conditions (such as sharing a room/suite in a dorm or group home).

### **WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?**

Death (in 8 to 24 hours from perfectly well to dead)	Limb damage (fingers, toes, arms, legs) that requires amputation
Permanent brain damage	Gangrene
Kidney failure	Coma
Learning disability	Convulsions
Hearing loss, blindness	

### **CAN THE DISEASE BE TREATED?**

Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.

Vaccinations are available and should be considered for:

- Those living in close quarters; and
- College students 25 years old or younger.

Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).

Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years or 78 years depending on the type of vaccine.

The cost of the vaccine varies, so check with your health care provider.

Vaccination is very safe-most common side effects are redness and minor pain at injection site for up to two days.

**VACCINATIONS ARE AVAILABLE AT:**

UTEP Student Health Center– (915) 747-5624

The City County Health Dept., Immunization Outreach – (915) 591-2050

Pro Action-Tillman Health Center – (915) 533-3414

**HOW CAN I FIND OUT MORE INFORMATION?**

Contact your own health care provider.

Contact your Student Health Center at (915) 747-5624.

Contact your local or regional Texas Department of Health office at (915) 834-7853.

Contact web sites:

[www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo)

[www.acha.org](http://www.acha.org)

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**UTEP  
ATHLETIC  
EVENTS**

Call (915) 747-5290 for Current Schedules

**FOOTBALL SCHEDULE**

<b>Date</b>	<b>Opponent</b>	<b>Site</b>	<b>Time</b>
September 3	at New Mexico State	Las Cruces, NM	6 p.m.
September 16	Houston*	El Paso, TX	6:05 p.m.
September 24	New Mexico	El Paso, TX	7:05 p.m.
October 1	at Memphis*	Memphis, TN	6 p.m.
October 14	at Tulane*	New Orleans, LA	6 p.m.
October 22	Marshall* (Homecoming)	El Paso, TX	7:05 p.m.
October 29	at Rice*	Houston, TX	1 p.m.
November 5	Tulsa*	El Paso, TX	7:05 p.m.
November 12	Texas Southern	El Paso, TX	7:05 p.m.
November 19	UAB*	El Paso, TX	7:05 p.m.

November 26 at SMU\* Dallas, TX 1 p.m.

All times Mountain

\* Indicates Conference USA game

All dates and times subject to change

### Soccer Schedule

<b>Date</b>	<b>Opponent</b>	<b>Site</b>	<b>Time</b>
August 20	Alumni Game	El Paso, TX	7:00 p.m.
August 26	Eastern Illinois vs. North Texas #	El Paso, TX	1:00 p.m.
August 27	North Texas #	El Paso, TX	1:00 p.m.
August 28	Eastern Illinois #	El Paso, TX	1:00 p.m.
August 30	West Texas A&M	El Paso, TX	7:00 p.m.
September 2	Texas State	San Marcos, TX	6:00 p.m.
September 4	Sam Houston State	Huntsville, TX	12:00 p.m.
September 9	Sacramento State^	El Paso, TX	12:00 p.m.
September 10	Mississippi State^	El Paso, TX	12:00 p.m.
September 11	Miss. State vs. Sac. State^	El Paso, TX	12:00 p.m.
September 16	Texas Tech	El Paso, TX	1:00 p.m.
September 18	Grambling State	Grambling, LA	10:00 a.m.
September 22	Utah Valley State%	El Paso, TX	7:00 p.m.
September 23	La.-Monroe vs. Utah Valley St.%	El Paso, TX	7:00 p.m.
September 25	Louisiana-Monroe%	El Paso, TX	1:00 p.m.
September 30	UAB	Birmingham, AL	6:00 p.m.
October 2	Memphis	Memphis, TN	12:00 p.m.
October 7	Southern Miss	El Paso, TX	7:00 p.m.
October 9	UCF*	El Paso, TX	1:00 p.m.
October 14	SMU*	El Paso, TX	7:00 p.m.
October 16	Tulsa*	El Paso, TX	12:00 p.m.
October 21	Houston*	Houston, TX	6:00 p.m.
October 23	Rice*	Houston, TX	12:00 p.m.
October 29	Tulane*	New Orleans, LA	11:00 a.m.
November 2	at CUSA Champs	Houston, TX	TBA
November 6	at CUSA Champs	Houston, TX	TBA

All Times Mountain

# Miner Classic (El Paso, TX)

^ Sun City Invitational (El Paso, TX)

% Border Shootout (El Paso, TX)

\* Conference USA game

### Volleyball Schedule

<b>Date</b>	<b>Opponent</b>	<b>Site</b>	<b>Time</b>
September 2	UMKC#	Fullerton, CA	3:30 p.m.
September 3	Marist#	Fullerton, CA	2:00 p.m.
September 3	Cal State-Fullerton#	Fullerton, CA	8:30 p.m.
September 9	Sun Bowl Invitational (Nicholls State)	El Paso, TX	1:00 p.m.
September 9	Sun Bowl Invitational (Troy)	El Paso, TX	7:00 p.m.
September 10	Sun Bowl Invitational (NMSU)	El Paso, TX	7:00 p.m.
September 16	Fiesta Bowl Tournament (N. Arizona)	Flagstaff, AZ	5:00 p.m.
September 17	Fiesta Bowl Tournament (Baylor)	Flagstaff, AZ	12:00 p.m.
September 17	Fiesta Bowl Tournament (Gonzaga)	Flagstaff, AZ	5:00 p.m.
September 23	Marshall*	Huntington, WV	5:00 p.m.
September 25	East Carolina*	El Paso, TX	1:00 p.m.
September 30	Houston*	El Paso, TX	7:00 p.m.
October 2	Rice*	El Paso, TX	1:00 p.m.
October 5	New Mexico State	Las Cruces, NM	7:00 p.m.
October 7	Tulane*	El Paso, TX	7:00 p.m.
Oct. 14	Tulsa*	Tulsa, OK	TBA
October 16	SMU*	Dallas, TX	TBA
October 21	UCF*	El Paso, TX	7:00 p.m.
October 23	Southern Miss*	El Paso, TX	2:00 p.m.
October 28	Rice*	Houston, TX	6:00 p.m.
October 30	Houston*	Houston, TX	TBA
November 4	Memphis*	Memphis, TN	TBA
November 6	UAB*	Birmingham, AL	TBA
November 11	SMU*	El Paso, TX	7:00 p.m.
November 13	Tulsa*	El Paso, TX	2:00 p.m.
November 17-20	CUSA Championships	Houston, TX	TBA

All Times Mountain

# Titan Classic

\* -- Denotes Conference USA Match

### Tennis Schedule

<b>Date</b>	<b>Opponent</b>	<b>Site</b>	<b>Time</b>
September 16-18	NMSU Fall Invite	Las Cruces, NM	All Day

September 30-			
October 2	Red Raider Invite	Lubbock, TX	All Day
October 21-25	ITA SW Regional	College Station, TX	All Day
October 28-30	Houston Fall Invite	Houston, TX	All Day
January 27	Texas A&M-Corpus Christi	San Antonio, TX	TBA
January 28	Texas- Pan American	San Antonio, TX	TBA
January 29	Texas- San Antonio	San Antonio, TX	9:00 a.m.
February 3	North Texas	El Paso, TX	TBA
February 4	Idaho	El Paso, TX	TBA
February 4	Utah State	El Paso, TX	TBA
February 10	New Mexico	Albuquerque, NM	4:00 p.m.
February 11	Texas Tech	Albuquerque, NM	12:00 p.m.
February 18	Colorado State	El Paso, TX	TBA
February 24	Arkansas State	El Paso, TX	TBA
February 25	Wyoming	El Paso, TX	TBA
March 10	Denver	Denver, CO	12:00 p.m.
March 11	Air Force	Colorado Springs, CO	TBA
March 17	Southern Miss*	Hattiesburg, MS	1:00 p.m.
March 18	Troy	Hattiesburg, MS	9:00 a.m.
March 24	Stetson	Deland, FL	12:30 p.m.
March 25	UCF*	Orlando, FL	11:00 a.m.
March 31	SMU*	El Paso, TX	2:00 p.m.
April 1	Houston*	El Paso, TX	TBA
April 7	New Mexico State	El Paso, TX	1:30 p.m.
April 14	Oral Roberts	Tulsa, OK	TBA
April 15	Tulsa*	Tulsa, OK	TBA
April 20-23	CUSA Championships	Dallas, TX	TBA

All Times Mountain

\* -- Denotes Conference USA Match

**For more Athletic schedules, please visit at [www.utepathletics.com](http://www.utepathletics.com).**



# UTEP Fight Song

Out in the west Texas town of El Paso  
Home of the river they call Rio Grande  
Down on the border, the town of El Paso  
Home of the Miners the best in the land.

Fighting to win the Miners of UTEP  
Long live the College of Mines!  
GO COLLEGE OF MINES!  
Loyal forever we're standing together  
Onward to victory, orange and blue!  
WE WILL BE TRUE!

Out in the west Texas town of El Paso

Home of the river they call Rio Grande  
Down on the border, the town of El Paso  
Home of the Miners the best in the land. Hey!!

X-X-X-X-X-X-X-X  
GO MINERS GO  
X-X-X-X  
FIGHT MINERS FIGHT  
X-X-X GO  
X-X-X FIGHT  
X-X-X-X WIN MINERS WIN

(X=CLAP)

### **UTEP HISTORY**

On September 23, 1914, 27 students attended classes on opening day at the Texas State School of Mines and Metallurgy. Located on Fort Bliss, the school consisted of a 25 room dormitory and a 34 room Main Building, which was destroyed by a fire in 1916. The inspiration for the distinctive architecture of the new buildings on the current campus came from an April 1914 National Geographic article titled “Castles in the Air.” After reading the article, the dean’s wife felt that the photos showed similarities between the Himalayan Mountains of Bhutan and the Franklin Mountains of El Paso, and the photos were recommended as a model for the new campus buildings.

The school became a branch of the University of Texas in 1919, and the name was changed to the Texas College of Mines and Metallurgy. Several years later, the El Paso Junior College merged with the College of Mines, and in 1949, the Texas Legislature approved changing the school name to Texas Western College to reflect the school’s increasing number of liberal arts programs and the shrinking proportion of engineers. The University of Texas at El Paso became the official name of the university on March 13, 1967, when the University of Texas System renamed all schools under its umbrella.

### **UTEP SPIRIT**

The nickname MINERS came from the fact that the school was founded as the State School of mines and Metallurgy. Other names were considered such as “Ore Diggers” and “Muckers.”

The first mascot was a student dressed as a prospector leading a burro named Clyde. After Clyde began making appearances at football games, university president Dr. Joseph Ray demanded that something be done about that “sorry-looking, pot-bellied creature, not fit to represent the Miners.” Clyde was replaced in 1966 by another burro named Henry.

The name “Paydirt Pete” was selected in 1974 from over 500 entries in a contest to give a name to the mascot. The first animated Paydirt Pete mascot was a lovable lil’ ol’ Miner nicknamed “Sweet Pete,” but he was replaced by a more rugged Paydirt Pete. Another mascot was introduced in the fall of 1999 when the athletic department introduced a new logo. The current Paydirt Pete made his debut at a men’s basketball game during the 2004 season.

### **UTEP COLORS**

As the second-oldest academic component of the UT System, the original school colors of orange and white reflected the close association with the University of Texas at Austin. In the early 1980’s, students voted to add blue to the original colors of orange and white. Almost 20 years later, the new athletic logo changed the colors once again to the current, navy blue and orange with a silver accent.

### **UTEP RIVALS**

UTEP’s main rivals are the Aggies of New Mexico State University in Las Cruces. When the Miners and Aggies meet during football season, the winner receives a pair of traveling trophies—the Silver Spade and the Brass Spittoon. In addition to the Battle of I-10 between UTEP and NMSU, the Miners also have a rival in the University of New Mexico Lobos. Before the breakup of the Western Athletic Conference, the Miners often played both the Aggies and the Lobos during football, and the winner of the series between the three schools earned the title “Rio Grande Champion.”

### **UTEP TRADITIONS**

**Gator Camp**: An overnight orientation experience, Gator Camp commemorates the UTEP tradition of “borrowing” an alligator from downtown El Paso’s San Jacinto Plaza in the 1950s and placing it in the office of a faculty member. On another occasion, an alligator was found at the bottom of the campus swimming pool.

**Minerpalooza & Minerfest**: What began as the alumni Picnic on the Lawn has now

become Minerpalooza, the official back-to-school party for students, faculty and staff. As the school year comes to an end in the spring, students prepare for finals by relaxing at Minerfest. Both Miner events feature food, games, attractions and live music, and are sponsored by the Student Development Center.

**The Official UTEP Ring:** The Senior Ring was unveiled December 2, 2003, and features symbols unique to the university: Bhutanese architecture, the M on the Mountain and Paydirt Pete. The ring is available exclusively for seniors who have earned 90 hours and alumni. Eligible students can order their rings at the beginning of each semester and will receive them at the Official Ring Ceremony.

**Season of Lights:** The holiday tradition began in 1992 through the joint efforts of the UTEP Alumni Association and the UTEP Administration. The focus of the lights is the center of campus at Hawthorne and University where more lights are added to the buildings and surrounding area.

**TCM Day:** The oldest continuous student tradition, the observance of St. Patrick's Day, was first reported in the March 1920 edition of The Prospector. This unique tradition was to initiate engineers and geologists into the Order of St. Patrick, the patron saint of engineers. Current ceremonies include collecting food for the Rescue Mission, cleaning the campus arroyo, the TCM Picnic and the whitewash of the "M" on the Mountain.

### **UTEP Trivia**

**Cost of Tuition:** On opening day in 1914, students paid a one-time registration fee of \$30, with laboratory fees ranging from \$1.50 to \$25 per course.

**Mine Tunnel:** The mountain behind the Computer Science Building has a mine tunnel that was once considered a prime location for "making out."

**Wild West:** A horse stable was located on the grounds of what is now Memorial Gymnasium. Rodeos were held with students, faculty and staff competing against each other.

**Fire in the Hole:** Explosions were a common occurrence at UTEP. Mining professor "Cap" Kidd frequently demonstrated the fine art of TNT and could often be heard yelling

“DYNAMITE – FIRE IN THE HOLE!” Blasting continued into the 60’s.

**Bowling Barbers:** The Union Building West once had a bowling alley in the basement and a barbershop with a full-time barber.

**Swimming Hole:** The Undergraduate Learning Center is located on what used to be the site of the University Swimming Pool.

**Ghosts:** Several campus buildings are the home of spirited students... or is that student spirits? Dearly departed students haunt Cotton Memorial, Seamon Hall and Old Main.

**Cardiac Hill:** Once you’ve climbed over this hill you have no problem understanding why it got its name. Cardiac Hill begins at the base of the Education Building and connects the main campus with Memorial Gym and Kidd Field.

**Beanies:** New students were once required to wear freshman beanies during their first semester of study.

**Sigma Gamma Epsilon:** Etched in rocks across campus are the Greek letters  $\square\square\tilde{\square}$  Participation in the National Earth Sciences Honorary organization used to require new members to chisel letters into campus rocks without getting caught by authorities. The outcrop around the Liberal Arts Building is a great place to look for this unique tradition.

**Streaker Spirit:** The 60’s at UTEP was a hotbed for political expression and little-to-no inhibition. On several occasions, naked students were seen streaking down University Avenue.

**Sadie Hawkins:** A highlight of the school year was once the annual Sadie Hawkins Dance. Female students would dress up in their finest male attire and chase their “beloved” around campus. If the boy was caught, then he had to escort the girl to the dance.

**EVALUATING UTEP**  
**YOU PLAY AN IMPORTANT ROLE**

As a UTEP student, you have an opportunity - and a special responsibility - to participate in efforts to collect information about student experiences and learning. We need to hear from you about your progress, your concerns, what the University is doing well, and where it needs to change. Faculty, staff, and administrators use your responses to improve UTEP's programs, curriculum, instruction, and student services.

As part of assessing how the University is doing, the Center for Institutional Evaluation, Research and Planning regularly invites students to provide feedback about their college experiences and to offer suggestions about how UTEP can improve. We do this by asking you to complete surveys, participate in interviews, provide samples of your work, or take additional examinations.

This process is different from the course evaluations that you fill out in each of your classes at the end of the semester, because the Center is not involved with the evaluation of instructors. Our responsibility is to assist faculty and administrators in reviewing how effective the University is in achieving its mission and goals.

In the 1990's, UTEP sponsored an extensive campus-wide review of its institutional purpose, and it adopted a revised mission statement and goals that are posted around the campus. The University specifically aims to provide excellent academic instruction and efficient, effective services to UTEP students (see the Customer Service Statement at <http://www.utep.edu/admin/compact.htm>).

So speak up and/or write about your experiences! Don't hesitate to express your opinion — in a questionnaire, an interview setting, or a group discussion. Notable improvements often begin with a simple observation or modest suggestion. The cost to you is a small amount of time, but the potential benefits are large, both for current students and for those in the future.

The Center enforces strict professional and federal guidelines regarding student privacy and the confidentiality of individual responses to such questions. Your participation in these information collection activities is always voluntary. Student responses are reported in a summary form, and you will not be personally identified in any report.

If you have any questions or suggestions about UTEP student participation in evaluating the University's effectiveness, please contact:

Roy Mathew, Ph.D.  
Center for Institutional Evaluation, Research and Planning  
Administration Building 318 – (915) 747-5117

## DEPARTMENT WEB PAGES

Academic Advising Center	<a href="http://academics.utep.edu/advisingcenter">http://academics.utep.edu/advisingcenter</a>
Academics Center for Engineers and Scientists (ACES)	<a href="http://www.utep.edu/aces/">http://www.utep.edu/aces/</a>
Admissions Office (Undergraduate)	<a href="http://academics.utep.edu/admit">http://academics.utep.edu/admit</a>
Auditing and Consulting Service (Office of)	<a href="http://www.utep.edu/audit/">http://www.utep.edu/audit/</a>
Career Services	<a href="http://www.utep.edu/careers/">http://www.utep.edu/careers/</a>
Centennial Museum	<a href="http://www.utep.edu/museum/">http://www.utep.edu/museum/</a>
Center for Effective Teaching and Learning (CETal)	<a href="http://www.utep.edu/cetal">http://www.utep.edu/cetal</a>
Center for Environmental Resource Management (CERM)	<a href="http://www.cerm.utep.edu">http://www.cerm.utep.edu</a>
Center for Institutional Evaluation, Research and Planning (CIERP)	<a href="http://cierp.utep.edu">http://cierp.utep.edu</a>
Counseling Center	<a href="http://www.utep.edu/counsel">http://www.utep.edu/counsel</a>
Dean of Students	<a href="http://studentaffairs.utep.edu/dos">http://studentaffairs.utep.edu/dos</a>
Disabled Student Services	<a href="http://www.utep.edu/dsso">http://www.utep.edu/dsso</a>
Enrollment Services	<a href="http://www.utep.edu/enroll/">http://www.utep.edu/enroll/</a>
Environmental Health and Safety	<a href="http://www.utep.edu/eh&amp;s/">http://www.utep.edu/eh&amp;s/</a>
Equal Opportunity / Affirmative Action	<a href="http://www.utep.edu/eoaa/">http://www.utep.edu/eoaa/</a>
Facilities Services	<a href="http://www.utep.edu/facserv/">http://www.utep.edu/facserv/</a>
Faculty Senate	<a href="http://www.utep.edu/facsen/">http://www.utep.edu/facsen/</a>
Financial Aid	<a href="http://academics.utep.edu/finaid/">http://academics.utep.edu/finaid/</a>
Financial Service	<a href="http://finsvcs.utep.edu">http://finsvcs.utep.edu</a>
Graduate Student Program	<a href="http://academics.utep.edu/graduate">http://academics.utep.edu/graduate</a>
Honors Program	<a href="http://www.utep.edu/honors/">http://www.utep.edu/honors/</a>
Human Resource Services	<a href="http://admin.utep.edu/hr">http://admin.utep.edu/hr</a>
Information Technology	<a href="http://admin.utep.edu/it">http://admin.utep.edu/it</a>
Institutional Compliance	<a href="http://compliance.utep.edu">http://compliance.utep.edu</a>
Intercollegiate Athletics	<a href="http://www.utepathletics.com">http://www.utepathletics.com</a>
International Programs (Office of)	<a href="http://oip.utep.edu/index.html">http://oip.utep.edu/index.html</a>

Junior Scholars Program	<a href="http://www.utep.edu/honors/">http://www.utep.edu/honors/</a>
KTEP-88.5 FM Public Radio	<a href="http://www.ktep.org">http://www.ktep.org</a>
Library	<a href="http://libraryweb.utep.edu/">http://libraryweb.utep.edu/</a>
Police Department (University)	<a href="http://admin.utep.edu/police">http://admin.utep.edu/police</a>
Professional and Continuing Educations	<a href="https://pace.utep.edu">https://pace.utep.edu</a>
Purchasing and Material Management	<a href="http://purchasing.utep.edu">http://purchasing.utep.edu</a>
Recreational Sports	<a href="http://www.utep.edu/rsd/">http://www.utep.edu/rsd/</a>
Registrar's Office	<a href="http://www.utep.edu/register/">http://www.utep.edu/register/</a>
Research and Sponsored Projects (Office of)	<a href="http://www.utep.edu/orsp/">http://www.utep.edu/orsp/</a>
Residence Life	<a href="http://www.utep.edu/housing/">http://www.utep.edu/housing/</a>
Special Events and Union Programs Office	<a href="http://www.utep.edu/events/">http://www.utep.edu/events/</a>
Student Assessment and Testing	<a href="http://www.utep.edu/testing/">http://www.utep.edu/testing/</a>
Student Development Center	<a href="http://studentaffairs.utep.edu/sdc">http://studentaffairs.utep.edu/sdc</a>
Student Government Association	<a href="http://studentaffairs.utep.edu/sga">http://studentaffairs.utep.edu/sga</a>
Student Support Services Program (SSSP)	<a href="http://www.utep.edu/sssp">http://www.utep.edu/sssp</a>
Technology Planning and Distance Learning (TPDL) (Office of)	<a href="http://dmc.utep.edu">http://dmc.utep.edu</a>
Tutoring and Learning Center	<a href="http://tlc.utep.edu">http://tlc.utep.edu</a>
Undergraduate Learning Center	<a href="http://uglc.utep.edu">http://uglc.utep.edu</a>
Undergraduate Recruitment (Office of)	<a href="http://www.utep.edu/recruit/">http://www.utep.edu/recruit/</a>
Union Services	<a href="http://studentaffairs.utep.edu/union">http://studentaffairs.utep.edu/union</a>

## **COLLEGES**

Business Administration (College of)	<a href="http://www.utep.edu/coba">http://www.utep.edu/coba</a>
Education (College of)	<a href="http://education.utep.edu">http://education.utep.edu</a>
Engineering (College of)	<a href="http://eng.utep.edu">http://eng.utep.edu</a>
Health Sciences (College of)	<a href="http://academics.utep.edu/chs">http://academics.utep.edu/chs</a>
Liberal Arts (College of)	<a href="http://www.utep.edu/libarts/">http://www.utep.edu/libarts/</a>
Science (College of)	<a href="http://www.utep.edu/science">http://www.utep.edu/science</a>

## **DEPARTMENTS**

Accounting	<a href="http://accounting.utep.edu">http://accounting.utep.edu</a>
Aerospace Studies	<a href="http://www.utep.edu/afrotc/">http://www.utep.edu/afrotc/</a>
African-American Studies	<a href="http://www.utep.edu/aasp">http://www.utep.edu/aasp</a>

Alternative Certification Program	<a href="http://acp.education.utep.edu">http://acp.education.utep.edu</a>
Art	<a href="http://www.utep.edu/arts/">http://www.utep.edu/arts/</a>
Biological Sciences	<a href="http://academics.utep.edu/biology">http://academics.utep.edu/biology</a>
Center for the Study of Western Hemispheric Trade	<a href="http://www.utep.edu/cswht">http://www.utep.edu/cswht</a>
Chemistry	<a href="http://www.chemistry.utep.edu/">http://www.chemistry.utep.edu/</a>
Chicano Studies	<a href="http://www.utep.edu/chicano">http://www.utep.edu/chicano</a>
Civil Engineering	<a href="http://civil.utep.edu">http://civil.utep.edu</a>
Communication	<a href="http://www.utep.edu/comm">http://www.utep.edu/comm</a>
Computer Science	<a href="http://www.cs.utep.edu">http://www.cs.utep.edu</a>
Criminal Justice	<a href="http://www.utep.edu/crimjust">http://www.utep.edu/crimjust</a>
Economics and Finance	<a href="http://www.utep.edu/coba/eco_fin/">http://www.utep.edu/coba/eco_fin/</a>
Educational Leadership and Foundations	<a href="http://edleadership.education.utep.edu">http://edleadership.education.utep.edu</a>
Educational Psychology and Special Services	<a href="http://edpsychology.education.utep.edu">http://edpsychology.education.utep.edu</a>
Electrical and Computer Engineering	<a href="http://www.ece.utep.edu/">http://www.ece.utep.edu/</a>
English	<a href="http://academics.utep.edu/english">http://academics.utep.edu/english</a>
Family and Closely Held Business Forum	<a href="http://www.utep.edu/coba/xbf">http://www.utep.edu/coba/xbf</a>
Franchise Center	<a href="http://www.utep.edu/fc">http://www.utep.edu/fc</a>
Geological Sciences	<a href="http://www.geo.utep.edu/">http://www.geo.utep.edu/</a>
History	<a href="http://www.utep.edu/history">http://www.utep.edu/history</a>
Information and Decision Sciences	<a href="http://www.utep.edu/coba/ids">http://www.utep.edu/coba/ids</a>
Languages and Linguistics	<a href="http://www.utep.edu/lgsling">http://www.utep.edu/lgsling</a>
Marketing and Management	<a href="http://www.utep.edu/coba/mkt_mgt/">http://www.utep.edu/coba/mkt_mgt/</a>
Mathematical Science	<a href="http://www.math.utep.edu/">http://www.math.utep.edu/</a>
Mechanical and Industrial Engineering	<a href="http://www.utep.edu/meandie/">http://www.utep.edu/meandie/</a>
Metallurgical and Materials Engineering	<a href="http://www.utep.edu/metal/">http://www.utep.edu/metal/</a>
Military Science	<a href="http://www.utep.edu/milsci/">http://www.utep.edu/milsci/</a>
Music	<a href="http://www.utep.edu/music">http://www.utep.edu/music</a>
Philosophy	<a href="http://www.utep.edu/philos/">http://www.utep.edu/philos/</a>
Physics	<a href="http://www.utep.edu/physics/">http://www.utep.edu/physics/</a>
Political Science	<a href="http://www.utep.edu/pols/">http://www.utep.edu/pols/</a>
Psychology	<a href="http://www.utep.edu/psych/">http://www.utep.edu/psych/</a>
Sociology and Anthropology	<a href="http://www.utep.edu/soci">http://www.utep.edu/soci</a>
Teacher Education	<a href="http://teachered.education.utep.edu">http://teachered.education.utep.edu</a>
Theatre Arts	<a href="http://www.utep.edu/theatre/">http://www.utep.edu/theatre/</a>

Graphic 14

# UTEP Glossary of Terms

**Academic Advisor:** A professor or staff person within UTEP who assists in planning a student's academic program of study.

**Academic Probation:** Based on grade point average and automatically assigned by the Registrar's Office if GPA falls below 2.0.

**Administrative Hold:** A "hold" placed on your record that does not allow you to register.

**Alum, Alumnus/a (Alumni, plural):** A graduate or former student of UTEP.

**Alumni Association:** Organization of UTEP graduates and former students. Works closely with the Alumni Office to coordinate events and programs such as Homecoming, Season of Lights, Top Ten Seniors and the Official UTEP Ring.

**Amplified Sound Areas:** The grassy area in front of the Union Dinner Theater, Leech Grove, Geology Lawn, and UGLC Amphitheater. (Contact Dean of Students for more details).

**ATLAS Lab:** Computer Center/ Lab in the Undergraduate Learning Center (UGLC). Open to all registered students.

**ATMs:** Automated Teller Machine – ATM for Wells Fargo is located in the West Union Parking lot. ATM for Bank of America is located in the Union East, first floor, directly across from the Mail Room.

**B.A.:** Bachelor of Arts.

**Bachelor's Degree:** Degree earned after completion of required credit hours within a particular field of study in addition to general requirement courses.

**Blue Book:** A standard examination booklet used for essay exams, available in the Bookstore and at the Corner Store.

**Bookstore:** The University Bookstore, located on the first floor of the Union East, sells

textbooks, greeting cards, scantrons, a variety of books and magazines, and UTEP clothing.

**B.S.:** Bachelor of Science.

**CAB:** Campus Activities Board, a component of the Student Development Center. CAB is responsible for programming a variety of entertainment in and around the Union and at various sites across campus.

**Cardiac Hill:** The famous hill that connects inner campus to outer campus, located near Graham Hall.

**Cheating:** The unauthorized use of aid during a test or taking an examination for another student. (See Student Conduct and Discipline for more details).

**Classification:** Specific designation for degree-seeking lower and upper division students, including: **Freshman** = student has earned less than 30 credit hours; **Sophomore** = student has earned between 30-59 credit hours; **Junior** = student has earned between 60-89 credit hours; **Senior** = student has earned over 90 credit hours before graduation; and **Graduate** = student who has earned a bachelor's degree and is enrolled in graduate level courses.

**CLEP:** College Level Examination Program; academic skills test. By taking this exam you may earn credit towards classes you have not taken before that may be accepted towards your major. Check the Course Catalog for more information.

**Clubs and Organizations:** You can get involved in over 90 student clubs and organizations at UTEP. Stop by the Student Development Center (106 Union West) for more information.

**Coffee House:** Located on the 2<sup>nd</sup> Floor Union East, a food court with entertainment throughout the week.

**Commencement:** Graduation ceremony, generally held the Saturday immediately following the last day of finals.

**Commuter Student:** Student who does not live on campus and who has to drive back and forth to UTEP.

**Convocation:** A ceremony honoring the outstanding achievements of students, faculty and staff of UTEP, generally held in the fall and spring semesters.

**Co-op:** An opportunity to gain hands-on experience in your field of study. Generally lasts two or more semesters. Co-ops are paid positions. Contact Career Services at (915) 747-5640 for more information.

**Course Number:** The number which identifies what course you are taking.

**Dean's List:** An academic honor automatically bestowed upon students each semester they receive a grade point average (GPA) of 3.5 and are attending UTEP full-time.

**Decal, parking:** University Parking Permit. This decal must either be attached to the front windshield or hanging from the rearview mirror of your car at all times while parked on UTEP property. Call the Traffic Office at 747-5724 for more information.

**Deferment:** If a financial aid check is not available by the financial aid tuition payment deadline, a deferment will prevent the recipient's registration from being canceled.

**Disciplinary Probation:** A set amount of time given to a student during which he/she must maintain a level of behavior which does not violate any of the University rules and regulations. If he/she violates any of the University rules during that time of "probation," the offense will require a more severe penalty—usually a time of suspension from the university. Probation means that any further violation(s) will be a "second offense" and an increased sanction will be assessed.

**Doctoral Degree:** The highest degree you can receive after attending a university.

**Double Major:** Concurrently fulfilling the requirements of two approved majors.

**Drop/Add:** To decrease or increase the number of courses for which you have registered. You must complete the appropriate forms. Check the class schedule for deadlines.

**Elective:** Depending on your degree plan, courses may count towards the total number of hours required. Contact the Dean's Office of your College (where your degree plan is filed) for specific details.

**El Paso Natural Gas Company Conference Center:** Formally known as the Commons is located across the library on Wiggins Street. Starbucks, Quiznos, and Delicious Express food services are available, as well as meeting rooms which can be reserved through the Union Service Office. (915) 747-5711.

**Emergency Phones:** (Yellow Phones): Phone boxes located throughout campus and parking lots. Each phone is hooked directly to the UTEP Police Department and free of charge.

**Expulsion:** Permanent termination from the University of a student's privilege to attend the University.

**FAFSA:** Free Application for Federal Student Aid.

**Financial Aid:** Any loan, part-time employment, grant or scholarship offered to help a

student meet the cost of attaining an education and related expenses.

**Financial Aid Award:** The amount of aid (money) that is being offered to you for the academic year.

**Fraternities and Sororities:** Membership-based student organizations that focus on learning to get along with all types of people, making lifelong friends, participating in a variety of campus activities and becoming involved in other campus organizations.

**Full-time student:** A full-time student is enrolled for 12 or more credit hours per semester at the undergraduate level and 9 hours at the graduate level. For Financial Aid purposes, anyone who takes 12 or more credits (undergraduate) or 9 credit hours (graduate) hours is considered a full-time student.

**FWS:** Federal Work Study. Those that receive FWS through Financial Aid may work on campus in different departments with open positions for work study.

**General Catalog:** The official academic publication of the University. To graduate you must complete the requirements listed in the catalog. Keep the catalog for the year you were first admitted and enrolled at UTEP, as those are the requirements you have to meet. No catalog more than seven years old may be used to determine the course requirements for a degree. The seven year period begins with the year the catalog was issued, regardless of the student's first semester of enrollment. Contact your Academic Advisor if you have any questions.

**Grade Point Average:** An unweighted four-point grading system, used to measure academic performance.

**Graduate Assistants (G.A.):** Graduate students that are hired to teach courses or to assist in the teaching of courses. Graduate Assistants may also have other duties and responsibilities depending on departmental need.

**Graduate Record Exam (GRE):** a standardized test to continue school at the graduate level.

**Grants:** Applicants who applied and were awarded money will not have to paid back the money given to the applicant.

**Greek:** A member of a fraternity or a sorority. The term derives from the Greek letters used to identify each organization.

**Grievance Procedures:** A question, complaint, or statement of grievance that is made because of any non-academic matter. Please consult "General Policies and Procedures" section of this book. For academic matters, refer to the Student Welfare and Grievance Procedures, <http://studentaffairs.utep.edu/dos> under Student Conduct.

**Harassment:** Annoying conduct which creates an intimidating, hostile, offensive working or educational environment.

**Hazing:** Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into an organization. Hazing is illegal in the State of Texas.

**I.F.C.:** Interfraternity Council. Governing body of all registered fraternities at UTEP.

**I.S.C.:** Intersorority Council. Governing body of all registered sororities at UTEP.

**Independent Study:** Students who wish to take a course without attending the classroom all the time. If a student wishes to take an independent study course, he/she is required to take tests, attend periodic classes, complete term papers, etc.

**Internship:** An opportunity to gain hands-on experience in your field of study, generally for one semester. Internships can be volunteer or paid positions. Contact Career Services at (915) 747-5640 for more information.

**Intramural Sports:** Programs designed to allow everyone to participate in a variety of athletic events, from highly structured competitive leagues for team sport to unstructured activities.

**Job Listings:** Career Services maintains a list of full-and part-time employment, both on and off campus. Contact them at (915) 747-5640 for more information.

**LACIT:** Liberal Arts Center for Instructional Technology. Computer center located on the fourth floor of the Liberal Arts Building. Open to all registered students.

**Loans, student:** A small or large sum of money that is borrowed for educational attainment. These debts must be paid back.

**Local/Permanent Address:** Local address is your address while at UTEP. Permanent address is the address where you can always receive mail (like your parent's house). Sometimes, the local and permanent addresses are the same.

**Major:** A student's primary course of study.

**Master's Degree (M.A., M.S., M.S.W., etc.):** Degree earned after a Bachelor's Degree.

**Minor:** A secondary course of study that enables students to develop expertise in an additional approved area of study.

**Non-Degree-Seeking Students:** Students who wish to be enrolled in university level courses but have no desire to earn a degree.

**OL:** Orientation Leader.

**Plagiarism:** To take ideas or writings from someone else and present them as your own. For details refer to section 1.4 (6) of the General Policies and Procedures section of this book.

**Prerequisite:** Courses that are needed before you can be accepted into a college or take subsequent classes.

**Provisional:** Temporary; conditional.

**R:** Thursday, as listed in the Schedule of Classes.

**Registration:** The process of enrolling in classes at the University.

**Residence Life Assistant (RLA):** A student who has been appointed to live in the residence halls with other resident students. A Residence Life Assistant helps students with any problems they may have and also informs students of the rules and regulations in the residence halls.

**Restrictions:** Specific conditions imposed on students which would restrict future presence on campus and participation in university related events.

**RUSH:** An opportunity to check out and join the fraternities and sororities on campus.

**SAR:** Student Aid Report (for financial aid).

**Scantron:** A form used mainly for multiple choice exams that can be purchased at the UTEP Bookstore.

**Schedule of Classes:** List of classes offered each semester; contains important deadline information and is published each semester.

**SAA:** Student Alumni Association. Student organization sponsored by the Alumni Office that encourages student involvement in campus-wide activities and bridges the gap between being a student and becoming an alum.

**SDC:** Student Development Center, located at 106 Union West (747-5670).

**Student Identification Number (SID):** can also be your Social Security Number or number on your Student ID card.

**Student Support Services Program (SSSP):** A federally funded program to assist students in successfully pursuing a university degree by providing the necessary support services needed for success in college.

**Syllabus:** Typed summary of course requirements and assignments handed out in class at the beginning of each semester. Don't lose it.

**TASP:** Texas Academic Skills Program.

**TBA:** To be announced.

**Teaching Assistants (T.A.):** Students that are hired to help assist a professor.

**Telephone Registration:** The process of registering for classes using a touch-tone telephone and access code.

**The Prospector:** UTEP's student newspaper, which is published each Wednesday during the fall, spring and summer semesters.

**TLC:** Tutoring and Learning Center. Free tutoring is available in a variety of subjects.

**TRCC:** The Tomas Rivera Conference Center located at Union East on the 3<sup>rd</sup> floor.

**UGLC:** Undergraduate Learning Center, a classroom building located next to the Centennial Museum.

**Withdrawal:** The process of dropping one or all courses registered for in a specific semester.

**WRC:** Women's Resource Center, a student resource center offering a wide variety of services and programs focusing on women's issues, located at Union West, Room 112 (915) 747-5291.

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EL PASO  
COMMUNITY  
RESOURCES

## **Transportation**

### ***Airport***

El Paso International Airport	off Airway Boulevard	(915) 772-4271
Santa Teresa Airport	15000 Strauss Road, Las Cruces, New Mexico	(505) 589-1232

### ***Trains***

AMTRAK		(915) 545-2247 (800) 872-7245
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### ***Buses***

Greyhound		(915) 532-2365 (800) 231-2222 (915) 533-3333
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### ***Sun Metro Local Buses/Trolleys***

#### ***Taxicabs***

Border Taxi Cab		(915) 533-4282
Checker Taxi Cab Company of El Paso		(915) 532-2626
Diamond Cab		(915) 544-4464
Sun City Cab Company		(915) 544-2211
United Independent Cab Company		(915) 590-8294
Yellow Cab		(915) 532-2414

#### ***Rental Cars***

Advantage		(915) 772-8570
Alamo		(915) 774-9855
Avis		(915) 779-2700
Budget		(915) 778-5287
Dollar		(915) 778-5445
Enterprise		(915) 779-5818
Hertz		(915) 772-4255
National		(915) 778-9417
Thrifty		(915) 778-9236

#### ***Trolley***

El Paso-Juarez Trolley Co.	One Civic Center Plaza	(915) 544-0061
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## **Professional Sports**

### ***Baseball***

El Paso Diablos Cohen Stadium	9700 Gateway N. Boulevard	(915) 755-2000
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### ***Soccer***

El Paso Patriots SSAC	1300 Joe Battle Boulevard	(915) 771-6620
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## **Performing Arts**

El Paso Playhouse	2501 Montana Ave	(915) 532-1317
Union Dinner Theatre	209 Union W. Building	(915) 747-6060
Abraham Chavez Theatre	One Civic Center Plaza	(915) 534-0600
El Paso Symphony Orchestra		(915) 532-3776

## **Local Attractions**

Guadalupe Mission	Downtown Juarez	
Bridge of the Americas	Off I-10	
Cielo Vista Mall	Corner of I-10 and Hawkins	(915) 779-7070
Western Playland Ascarate Park	6900 Delta Drive	(915) 772-3914
Wet 'N' Wild	I-10 Exit 0	(915) 886-2222
El Paso Zoo	4001 East Paisano	(915) 544-1928

## **Great Outdoors**

### ***Area Parks***

Franklin Mountain State Pk	Trans-Mountain	(915) 566-6441
Hueco Tanks St Historical Pk	6900 Hueco Tanks Road 1	(915) 857-1135

## **Hiking & Camping**

Guadalupe Mountains National Park		
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Route 62/180,  
Pine Springs, New Mexico

(915) 828-3251

# Campus Map

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