

# 2017-2018

## GRADUATE STUDENT HANDBOOK



TEXAS  STATE  
THE GRADUATE COLLEGE®

[gradcollege.txstate.edu](http://gradcollege.txstate.edu)

# CONTACT SHEET

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**My Program:**

**My Department:**

**My College:**

**My Chair:**

Number:

Email:

Location:

**My Graduate Advisor:**

Number:

Email:

Location:

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## WELCOME TO THE GRADUATE COLLEGE

It is a pleasure to welcome you to The Graduate College at Texas State University. As a graduate student, you are considered a valuable asset to the diverse university community. The information in this handbook has been prepared to answer the most often-asked questions of entering graduate students. We hope you will find this resource guide helpful as you pursue your graduate studies! If you have a question that is not addressed here or in the *Graduate Catalog*, please call The Graduate College at 512.245.2581, email us at [gradcollege@txstate.edu](mailto:gradcollege@txstate.edu), or contact the graduate advisor of your degree program. Please accept my best wishes as you pursue your graduate degree.

*Andrea Golato*

Sincerely,  
Dr. Andrea Golato,  
*Dean, The Graduate College*

## TABLE OF CONTENTS

<b>Mission Statement</b> .....	12
<b>Honor Code</b> .....	13
<b>History</b> .....	13
<b>Diversity</b> .....	14
<b>Graduate College Services</b> .....	14
<b>Communication</b> .....	14
Email Usage and Expectations.....	14
<i>GradBulletin</i> .....	14
Social Media.....	14
<b>Community-building</b> .....	15
Grads Around the Globe.....	15
Graduate Student Appreciation Week.....	15
Running with the Graduate Deans.....	15
<b>Funding</b> .....	15
External Fellowship Coordinator.....	15
Graduate Assistantships.....	16
Graduate College and Celebrity Classic Scholarships.....	16
Graduate Student Travel Funds.....	16
Thesis/Dissertation Research Support Fellowships.....	16
<b>Professional Development</b> .....	17
3MT® Competition.....	17
International Research Conference.....	17
Shop Talks.....	17
<b>The Graduate House</b> .....	17
<b>Graduate College Policies</b> .....	17
<i>Graduate Catalog</i> .....	17
Change of Major.....	18
Change of Minor/Concentration.....	18
Course Load.....	18
Degree Audit.....	18
Degree Completion Time Limits.....	18
Dissertation Information.....	18
Guide to Preparing and Submitting a Thesis or Dissertation.....	19
Minor Requirements.....	19

Social Media and Cybersecurity.....	19	Geographic Information System (GIS) Services.....	26
Thesis Information.....	19	Laptop Computers and Wireless Access.....	26
Transfer Credit.....	19	Computer Lab.....	26
General Administrative Policies.....	20	<b>Student Support Services.....</b>	<b>27</b>
Change of Address.....	20	Attorney for Students.....	27
Enrollment Verification.....	20	Bobcat Balance (Work-life Program).....	27
Holds and Registration Eligibility.....	20	Bobcat Bond (Mentoring Program).....	27
Official Change of Name.....	20	Career Services.....	27
Official Transcripts.....	20	Communication Lab.....	27
<b>Getting Started.....</b>	<b>20</b>	International Office.....	28
Department of Housing and Residential Life.....	20	Office of Disability Services.....	28
Financial Aid and Scholarships.....	21	Office of Student Diversity and Inclusion.....	28
Financial Literacy.....	21	Ombuds Services.....	28
ID Services.....	21	Research and Federal Relations.....	28
Career Services.....	21	Student Learning Assistance Center (SLAC).....	28
Meal Plans.....	21	Study Abroad Office.....	29
Office of The University Registrar.....	21	Texas State Intensive English.....	29
Student Business Services.....	21	Veteran Benefits.....	29
Student Emergency Services.....	21	Writing Center.....	29
University Bookstore.....	22	<b>Technological Resources.....</b>	<b>29</b>
<b>Healthcare and Wellness.....</b>	<b>22</b>	Bobcat Guardian.....	29
Counseling Center.....	22	Bobcat Mail.....	30
Insurance Information.....	22	CatsWeb.....	30
International Student Health Insurance Requirement.....	22	IT Assistance Center (ITAC).....	30
Recreational Programs and Facilities.....	23	Online Toolkit.....	30
Student Health Center.....	23	Texas State Mobile (App).....	30
<b>Library Resources.....</b>	<b>23</b>	TRACS.....	30
Study Spaces.....	23	TXState Alerts.....	31
Subject Librarians.....	23	<b>Transportation Services.....</b>	<b>31</b>
Round Rock Campus Library Services.....	24	Bobcat Bobbies.....	31
Ask a Librarian – Anytime, Anywhere.....	24	Campus Maps.....	31
Electronic Databases and Journals.....	24	Parking Services.....	31
Research Guides.....	24	Shuttle.....	32
Research Management Tools.....	25	<b>Pride, Landmarks and Traditions.....</b>	<b>32</b>
Graduate Article Delivery Service (Grads).....	25	<b>Notes.....</b>	<b>34</b>
Accessing Materials in Other Libraries: TexShare and ILLiad.....	25	<b>Contact Information.....</b>	<b>36</b>

## IMPORTANT DATES FALL 2017\*

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### August

- 16 Orientation
- 28 First day of fall 2017 classes

### September

- 4 Labor Day
- 13 Official 12th class day / Last day to drop with 100% refund

### October

- 6 Last day to apply for fall 2017 graduation
- 23 Registration for spring 2018 opens
- 30 Last day to drop/automatic "W" deadline

### November

- 1 Graduate scholarship applications open
- 6 Last day for thesis or dissertation defense
- 7–8 Ninth International Research Conference for Graduate Students
- 13 Last day to submit theses and dissertations
- 13 Last day for fall 2017 graduation candidates to change legal names for graduation program
- 22–24 Thanksgiving break
- 28 Last day to withdraw

### December

- 1 Spring 2018 registration closed (one day only)
- 5 Last day to submit comprehensive exam paperwork
- 8 Reading day
- 8–15 Fall 2017 final exams
- 15–16 Fall 2017 commencement
- 19 Fall 2017 grades available
- 20 Last day to register for spring 2018 (closes at 5 p.m.)
- 21–31 Holiday break

### January

- 1–14 Holiday break
- 6 Fall 2017 degrees post

\*Dates may be subject to change.

## IMPORTANT DATES SPRING 2018\*\*

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### January

- 15 Martin Luther King Jr. Day
- 16 First day of spring 2018 classes

### February

- 2 Fall 2017 diplomas mailed

### March

- 1 Last day to submit application for graduate scholarships
- 11–18 Spring break

### April

- 1–7 Graduate Student Appreciation Week

### May

- 1 Reading day
- 2–9 Spring 2018 final exams
- 10–12 Spring 2018 commencement
- 15 Spring 2018 grades available
- 28 Memorial Day

## IMPORTANT DATES SUMMER 2018\*\*

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### June

- 4 First day of summer I 2018 classes

### July

- 4 Independence Day
- 6 Summer I 2018 final exams
- 9 First day of summer II 2018 classes
- 10 Summer I 2018 grades available

### August

- 9 Summer II 2018 final exams
- 10 Summer 2018 commencement
- 14 Summer II 2018 grades available
- 27 First day of fall 2018 classes

\*Dates may be subject to change.

\*\* Certain dates for the spring and summer 2018 terms were not yet available at the time of publication. For registration and drop/withdrawal dates, please visit [registrar.txstate.edu](http://registrar.txstate.edu). For the deadlines to apply for graduation and to submit theses and dissertations, please visit [gradcollege.txstate.edu/students/deadlines](http://gradcollege.txstate.edu/students/deadlines).

## MISSION STATEMENT

Texas State University is a public, student-centered Emerging Research University dedicated to excellence in serving the educational needs of the diverse population of Texas and the world beyond.

The mission of The Graduate College is to provide vision, leadership and direction for excellence in graduate education at Texas State University with the aim of providing the appropriate infrastructure and learning environment for the training of innovative and successful scholars, teachers and professionals. The Graduate College does so by:

- a. articulating, promoting and supporting the highest standards of quality in graduate education in keeping with the University's overall mission of teaching, research and public service;
- b. constructing and maintaining an environment conducive to successful graduate education in concert with all graduate programs;
- c. supporting programs' efforts to foster a diverse student population who participate in a global society;
- d. promoting and supporting rigor in graduate education;
- e. providing key process and procedure guidance and support to graduate programs from admission to graduation;
- f. aiding in student recruitment, application processing, policy monitoring and degree auditing;
- g. leading initiatives designed to provide best practices in graduate education leading to timely degree completion;
- h. providing graduate student support for creative and scholarly activities;
- i. offering professional development opportunities for graduate students at key stages in their graduate career; and
- j. engaging in research on graduate education.

The stakeholders of The Graduate College include students, faculty and staff involved in graduate education at Texas State University.

## HONOR CODE

Since 1899, Texas State University has been an institution of higher learning that assists men and women in their pursuit of academic excellence. One of the cornerstones of this effort has always been to provide a quality education in an environment that is conducive to success. In order to achieve this goal, the university must ensure that academic integrity remains a permanent fixture in all aspects of academic life. It is for this reason that Texas State has adopted an honor code, which can be found in UPPS 07.10.01.

[policies.txstate.edu/university-policies/07-10-01](https://policies.txstate.edu/university-policies/07-10-01)

## HISTORY

The Graduate College has been in existence at Texas State University since June 15, 1935, and has continued to expand its degree offerings in order to meet the needs of its students ever since.

In the late 1930s, the Southwest Texas State Teachers College Graduate School began by offering a master of arts degree and a major in education. The master of arts program was started because of the growing demand by people from the surrounding areas and the public school systems.

In the summer of 1936, the first master of arts courses were offered. In 1938–39, majors were offered in the following fields: education, social science, science and mathematics, and language and literature.

In 1996, the first doctoral program was authorized by the Board of Regents in geographic education and environmental geography with the first doctorates awarded in 2000.

Today, The Graduate College offers more than 100 graduate master's and doctoral programs in the following colleges: Applied Arts, Education, Fine Arts and Communication, Health Professions, Liberal Arts, McCoy College of Business Administration, and Science and Engineering. A variety of graduate degrees and certification programs are also available at the Texas State Round Rock Campus in Round Rock, Texas.

Our nationally recognized graduate programs draw applicants from across the country and around the globe. Our faculty members are renowned teachers and active researchers.

- Emerging Research
- R2 Carnegie Designation

## DIVERSITY

At Texas State University, diversity and inclusion are major university goals. Texas State supports a diverse faculty, staff and student body, reflecting the diversity of the state. For more information on the students enrolled at Texas State, please visit [ir.txstate.edu/ir-self-service](http://ir.txstate.edu/ir-self-service).

## GRADUATE COLLEGE SERVICES

### COMMUNICATION

#### Email Usage and Expectations

You are expected to set up your Texas State email as soon as possible. ITAC provides information on how to set up your NetID and email account. Most university offices use Texas State email as the official means of communication; **therefore, it is your responsibility to read all communications sent from The Graduate College and other university offices to your Texas State University email account** (XX@txstate.edu). If you choose to forward your mail to a personal email address, please add Texas State accounts, including The Graduate College, as a safe sender.

#### *GradBulletin*

The Graduate College's primary form of communication, the *GradBulletin*, is sent to all graduate students on campus every Friday. The *GradBulletin* features important information related to your graduate degree including funding opportunities, deadline reminders, workshop topics and other events in the Texas State graduate community.

[gradcollege.txstate.edu/students/gradbulletin](http://gradcollege.txstate.edu/students/gradbulletin)

#### Social Media

You may also wish to follow us on social media to stay up-to-date on events, deadlines and other graduate-related items:

Facebook: [facebook.com/TXSTGradCollege](https://www.facebook.com/TXSTGradCollege)

Twitter: [twitter.com/TXSTGradCollege](https://twitter.com/TXSTGradCollege)

WordPress: [txstgradcollege.wordpress.com](http://txstgradcollege.wordpress.com)

YouTube: [youtube.com/channel/UCqX3XGiKuJF6qn7N\\_KxARbw](https://www.youtube.com/channel/UCqX3XGiKuJF6qn7N_KxARbw)

### COMMUNITY-BUILDING

#### Grads Around the Globe

You can participate in the "Grads Around the Globe" contest by taking a picture wearing a Graduate College or Running With the Graduate Deans shirt in an interesting locale (away from campus) and sharing it on social media. In tweets, mention @TXSTGradCollege and use the hashtag #gcglobalgrads; in Facebook posts, tag @TXSTGradCollege to make sure credit is received for the photo. Photos will be collected throughout the year and three winners will be chosen each April and October for a chance to win prizes.

[gradcollege.txstate.edu/events/global-grads](http://gradcollege.txstate.edu/events/global-grads)

#### Graduate Student Appreciation Week

Graduate Student Appreciation Week is held in April every year to recognize the contributions, impact and value of our graduate and professional students. The week is filled with a variety of events, including workshops, socials, wellness classes and recreational opportunities.

[gradcollege.txstate.edu/events/gsaw](http://gradcollege.txstate.edu/events/gsaw)

#### Running with the Graduate Deans

Join the graduate deans in a series of local running events organized by various non-university groups and organizations in San Marcos. For every graduate student, faculty or staff member who runs/walks the race wearing our technical shirt, we will put funds in the amount of the race fee into our scholarship account for the coming year.

[gradcollege.txstate.edu/events/running](http://gradcollege.txstate.edu/events/running)

### FUNDING

#### External Funding Coordinator

The Graduate College has an in-house external funding coordinator dedicated to helping students secure external funding opportunities for graduate study, thesis/dissertation research and other projects.

[gradcollege.txstate.edu/funding/external](http://gradcollege.txstate.edu/funding/external)



### Graduate Assistantships

A limited number of graduate teaching and research assistantships are available. Inquiries should be addressed to your department, but general information and policies can be found on our website.

[gradcollege.txstate.edu/funding/assistantships](http://gradcollege.txstate.edu/funding/assistantships)

### Graduate College and Celebrity Classic Scholarships

The Graduate College Scholarship is available for newly admitted and continuing graduate students. The award amount is \$1,000 per semester. Scholarships are awarded for the academic year and disbursed on a per-semester basis.

[gradcollege.txstate.edu/funding/scholarships/gc-scholarship](http://gradcollege.txstate.edu/funding/scholarships/gc-scholarship)

The Celebrity Classic Scholarship is available for newly admitted and continuing students. Awards of \$1,500 per semester are given for up to three academic years, provided that a 3.5 cumulative GPA has been maintained on all graduate course work leading to the current degree and that enrollment requirements have been satisfied.

[gradcollege.txstate.edu/funding/scholarships/celebrity-classic](http://gradcollege.txstate.edu/funding/scholarships/celebrity-classic)

### Graduate Student Travel Funds

We provide partial funding to support your travel to participate in professional conferences. To be eligible for these funds, you must have an accepted conference paper, poster, professional presentation or performance/exhibit, and must be enrolled and in good academic standing during the semester the conference is held.

[gradcollege.txstate.edu/funding/travel](http://gradcollege.txstate.edu/funding/travel)

### Thesis/Dissertation Research Support Fellowships

Doctoral Research Support Fellowships support graduate student research at the doctoral level. Each award of up to \$5,000 is to be used to cover expenses directly related to conducting dissertation research.

[gradcollege.txstate.edu/funding/scholarships/doctoral-research](http://gradcollege.txstate.edu/funding/scholarships/doctoral-research)

Thesis Research Support Fellowships support graduate student research at the master's level. Each award of up to \$2,000 is to be used to cover expenses directly related to conducting thesis research.

[gradcollege.txstate.edu/funding/scholarships/thesis-research](http://gradcollege.txstate.edu/funding/scholarships/thesis-research)

## PROFESSIONAL DEVELOPMENT

### 3MT® Competition

The 3MT® Competition is a research communication competition that prepares you to present a brief but compelling oration on your research and its significance to a non-specialist audience. The skills learned in this competition relate directly to job interviews, funding and applications and interactions with individuals outside of academia.

[gradcollege.txstate.edu/events/3mt](http://gradcollege.txstate.edu/events/3mt)

### International Research Conference

The Annual International Research Conference for Graduate Students provides an opportunity for you to build your presentation skills and your résumé by presenting original research to the community of scholars and professionals at Texas State.

[gradcollege.txstate.edu/events/conference](http://gradcollege.txstate.edu/events/conference)

### Shop Talks

We host a series of workshops every fall and spring terms that focus on various elements relating to your degree. The Shop Talks fall under three categories: degree success, research development and career prep.

[gradcollege.txstate.edu/events/shoptalks](http://gradcollege.txstate.edu/events/shoptalks)

## THE GRADUATE HOUSE

The Graduate House, a part of student government, represents graduate students across the campus. The Graduate House meets regularly and has representatives from all academic colleges at Texas State.

[studentgovernment.dos.txstate.edu/graduatehouse](http://studentgovernment.dos.txstate.edu/graduatehouse)

## GRADUATE COLLEGE POLICIES

### GRADUATE CATALOG

The *Graduate Catalog* provides information about various graduate education policies and procedures and includes information about registration and course credit, grading policies, degree information and tuition and fees.

[mycatalog.txstate.edu/graduate](http://mycatalog.txstate.edu/graduate)

## **CHANGE OF MAJOR**

If you would like to change your major program, you must complete a new application and pay the application fee. Acceptance into one graduate program does not ensure acceptance into another graduate program.

[gradcollege.txstate.edu/programs](http://gradcollege.txstate.edu/programs)

## **CHANGE OF MINOR/CONCENTRATION**

If you wish to change your minor, you must complete a change-of-minor/concentration form.

[gradcollege.txstate.edu/docs/change-minor-concentration.pdf](http://gradcollege.txstate.edu/docs/change-minor-concentration.pdf)

## **COURSE LOAD**

Taking nine semester hours is classified as full-time enrollment each term. The maximum graduate course load is 15 semester hours during the fall and spring terms and 12 semester hours during the summer. Program offerings vary during the summer. Overloads require written approval from your graduate advisor and the dean of The Graduate College before registering.

## **DEGREE AUDIT**

A degree audit identifies the courses that are required in order to obtain a particular degree at Texas State and guides you in selecting courses for registration. Your degree audit may be accessed at the beginning of the first term of enrollment through **Texas State Self-Service**. Contact your graduate advisor to discuss degree options or to ask questions regarding your degree audit. All course substitutions require prior written approval from your graduate advisor and the dean of The Graduate College.

[ssb.txstate.edu](http://ssb.txstate.edu)

## **DEGREE COMPLETION TIME LIMITS**

If you are enrolled in a master's degree program, completion of your degree is required within six years from the date of your initial enrollment. Completion dates for doctoral programs vary and include time limits for both course work and dissertation.

## **DISSERTATION INFORMATION**

All doctoral students, with the exception of physical therapy students, are required to complete a dissertation. Consult with your doctoral program director regarding all program-specific requirements related to the dissertation.

[gradcollege.txstate.edu/students/thesis-dissertation](http://gradcollege.txstate.edu/students/thesis-dissertation)

## **GUIDE TO PREPARING AND**

### **SUBMITTING A THESIS OR DISSERTATION**

This guide provides information on procedures, deadlines, required approvals, style and formatting. In addition, you will find information about helpful thesis and dissertation workshops.

[gradcollege.txstate.edu/docs/Thesis\\_Diss\\_Guide.pdf](http://gradcollege.txstate.edu/docs/Thesis_Diss_Guide.pdf)

### **MINOR REQUIREMENTS**

Minor requirements vary among programs. Refer to the *Graduate Catalog* for a list of available options. If you are having difficulty deciding on a minor, consult with your graduate advisor.

[mycatalog.txstate.edu/graduate/minors](http://mycatalog.txstate.edu/graduate/minors)

### **SOCIAL MEDIA USE AND CYBERSECURITY**

The use of social media such as Facebook, YouTube, Twitter and blogs has become commonplace. As you may know, social media content plays an important role in your education as well as in your future career prospects. Objectionable content may even affect the likelihood of obtaining a graduate assistantship. You are urged to use caution when publishing information on public sites as more companies are screening prospective employees' use of social media sites before making hiring decisions.

[umarketing.txstate.edu/resources/social-guidelines](http://umarketing.txstate.edu/resources/social-guidelines)

As a graduate student, you will share various types of information online and through social media and thus need to be aware of cybersecurity issues.

[security.vpit.txstate.edu/policies.html#bro](http://security.vpit.txstate.edu/policies.html#bro)

### **THESIS INFORMATION**

If you are pursuing a thesis, consult with the graduate advisor of your program regarding all program-specific requirements related to the thesis.

[gradcollege.txstate.edu/students/thesis-dissertation](http://gradcollege.txstate.edu/students/thesis-dissertation)

### **TRANSFER CREDIT**

If you have taken graduate-level course work at another regionally accredited institution, certain courses may be permitted to apply to your Texas State degree. Transfer work will be accepted only if it bears a letter grade of "B" (or numerical equivalent) or higher. A grade of "credit," "pass," "satisfactory," etc. is unacceptable. Transfer work will not be accepted for graduate degree credit from another institution if

such courses are designated as non-degree, background, preparatory, etc. Courses must not have been, and will not be, used for credit toward another degree. Courses taken at other institutions will not be included in the grade point average (GPA) at Texas State. The Texas State GPA will be the only GPA calculated toward graduation.

[mycatalog.txstate.edu/graduate](http://mycatalog.txstate.edu/graduate)

## GENERAL ADMINISTRATIVE POLICIES

### Change of Address

Address information may be changed through Texas State Self-Service.

[ssb.txstate.edu](http://ssb.txstate.edu)

### Enrollment Verification

The Office of the University Registrar provides enrollment verification for graduate students.

[registrar.txstate.edu/our-services/enrollment-verification](http://registrar.txstate.edu/our-services/enrollment-verification)

### Holds and Registration Eligibility

If you have a hold within a department, it may prevent you from registering for the upcoming semester. You can check your holds online through Texas State Self-Service.

[ssb.txstate.edu](http://ssb.txstate.edu)

### Official Change of Name

The Office of the University Registrar requires your written authorization and specific documentation to change your name, social security number and date of birth.

[registrar.txstate.edu/our-services/personal-info-update](http://registrar.txstate.edu/our-services/personal-info-update)

### Official Transcripts

You can request official transcripts from the Office of the University Registrar.

[registrar.txstate.edu/our-services/transcripts](http://registrar.txstate.edu/our-services/transcripts)

## GETTING STARTED

### DEPARTMENT OF HOUSING AND RESIDENTIAL LIFE

The Department of Housing and Residential Life has designated one apartment building in Bobcat Village for graduate students.

[reslife.txstate.edu](http://reslife.txstate.edu)

## FINANCIAL AID AND SCHOLARSHIPS

For students receiving financial aid, knowing how to get your money is critical. Financial Aid and Scholarships provides important instructions on obtaining your loan and payment information.

[finaid.txstate.edu](http://finaid.txstate.edu)

## FINANCIAL LITERACY

GradSense, an initiative of the Council of Graduate Schools, can provide you with information on the value of pursuing an advanced degree, the long-term impact of daily spending choices and tips for evaluating job offers after graduation.

[gradsense.org/gradsense](http://gradsense.org/gradsense)

## ID SERVICES

ID Services will issue your Texas State BobcatCard. Your ID card will be used for privileged authorization, library use, meal plans, door access, and optional purchasing and banking functions on and off campus.

[auxiliaryservices.txstate.edu/idservices](http://auxiliaryservices.txstate.edu/idservices)

## CAREER SERVICES

You can find job postings by using Jobs4Cats. Registration is required.

[careerservices.txstate.edu/students/connectwithemployers](http://careerservices.txstate.edu/students/connectwithemployers)

## MEAL PLANS

Texas State offers a variety of meal plans with options appropriate for both on- and off-campus students.

[new.dineoncampus.com/txstate](http://new.dineoncampus.com/txstate)

## OFFICE OF THE UNIVERSITY REGISTRAR

You can register for classes by using the Bobcat Schedule Builder, a tool that assists in finding the needed classes and creating a schedule.

[ssb.txstate.edu](http://ssb.txstate.edu)

## STUDENT BUSINESS SERVICES

Student Business Services provides assessment and billing of tuition and fees, applies and disburses tuition adjustments and refunds, and facilitates timely collection and reporting of student, department and third-party sponsor income.

[sbs.txstate.edu/about/overview](http://sbs.txstate.edu/about/overview)

## STUDENT EMERGENCY SERVICES

The Dean of Students Office is responsible for coordinating a response to emergency incidents involving students. The office does this in collaboration with other areas of the university depending on the special circumstances.

Some of these services include:

- responding to student(s) displaced from residence due to fire
- notifying faculty of a student absence due to prolonged illness, injury or family emergency
- academic adjustment assistance
- providing limited financial assistance in emergency situations

[dos.txstate.edu/services/emergency](https://dos.txstate.edu/services/emergency)

### **UNIVERSITY BOOKSTORE**

University Bookstore provides academic tools, ancillary educational items and educational opportunities, aggregates course material information, maintains campus transaction expertise and provides funding.

[bookstore.txstate.edu](https://bookstore.txstate.edu)

## **HEALTHCARE AND WELLNESS**

### **COUNSELING CENTER**

Many students encounter a variety of personal, social, career and academic issues that call for assistance beyond advice provided by friends and family. The Counseling Center provides free and confidential services by professional counselors to all currently enrolled Texas State students while classes are in session.

[counseling.txstate.edu](https://counseling.txstate.edu)

[counseling.txstate.edu/round-rock](https://counseling.txstate.edu/round-rock)

### **INSURANCE INFORMATION**

Student health insurance plans are available for graduate students, both domestic and international. Benefits of the plan include access to a large network and deductible waivers for services at the Student Health Center and Pharmacy.

[healthcenter.txstate.edu/INSURANCE](https://healthcenter.txstate.edu/INSURANCE)

### **INTERNATIONAL STUDENT HEALTH INSURANCE REQUIREMENT**

Texas State University has a health insurance requirement for international students that must be met each semester.

All international students on non-immigrant visas are required by university policy to have health insurance coverage while at Texas State.

[healthcenter.txstate.edu/international](https://healthcenter.txstate.edu/international)

### **RECREATIONAL PROGRAMS AND FACILITIES**

The Department of Campus Recreation offers an incredible array of indoor and outdoor recreational opportunities for the university community. Some programs charge a nominal fee for participation.

[campusrecreation.txstate.edu](https://campusrecreation.txstate.edu)

The Student Recreation Center has basketball/volleyball courts, multipurpose studios, a weight room, racquetball courts, a cardio area, an indoor track, a rock climbing wall, a natatorium and equipment checkout services.

[campusrecreation.txstate.edu/facilities/src](https://campusrecreation.txstate.edu/facilities/src)

### **STUDENT HEALTH CENTER**

All registered students with a valid Texas State student ID who have paid the medical service fee are eligible to use the Student Health Center. The medical service fee is included in your tuition and fees. (Students enrolled only in off-campus courses will have these fees waived.)

[healthcenter.txstate.edu](https://healthcenter.txstate.edu)

[healthcenter.txstate.edu/Round-Rock-Student-Health-Center](https://healthcenter.txstate.edu/Round-Rock-Student-Health-Center)

## **LIBRARY RESOURCES**

The **Albert B. Alkek Library** is the most important information resource of the Texas State community. The Alkek Library website provides convenient 24/7 access to information about library services and resources.

[library.txstate.edu](https://library.txstate.edu)

### **STUDY SPACES**

The Alkek Library provides a variety of study spaces for students. Tables and seating areas are located on floors one through seven. Carrels and small group rooms are located on floors five, six and seven. The fifth and sixth floors are designated as quiet study floors. Graduate students may request lockers located on the sixth floor for one semester on a first-come, first-served basis. Contact Circulation at 512.245.3681 for more information about study areas in the library.

[library.txstate.edu/my-library/reserve-spaces-rooms](https://library.txstate.edu/my-library/reserve-spaces-rooms)

### **SUBJECT LIBRARIANS**

Subject librarians are available to help students, faculty and staff with their research needs. Schedule a research consultation with your subject librarian at the Alkek Library or Round Rock Campus to help you with your research topic, developing good search strategies, and/or to orient

you to navigating the library for a successful graduate school experience. To ensure availability, request your consultation with at least three days' notice.

[library.txstate.edu/subject-librarians](http://library.txstate.edu/subject-librarians)

[library.txstate.edu/askalibrarian/individual](http://library.txstate.edu/askalibrarian/individual)

### **ROUND ROCK CAMPUS LIBRARY SERVICES**

Round Rock Campus (RRC) Library Services is a satellite library of the Alkek Library located in Room 255 of the Avery Building. The satellite facility includes PCs, study carrels, a quiet study room and audio-visual equipment. A wireless network is available throughout the building. The RRC Library facility includes a minimal print collection. Students have full access to the collections of the Alkek Library and may request books, videos, CDs, DVDs and other circulating materials from the Alkek Library via the online request form. Materials will be delivered from Alkek to the RRC via a courier service that runs between San Marcos and Round Rock each business day. Users at RRC have access to databases available through the Alkek Library including e-books and e-journals, many of which are full text. Staff provides individual research assistance to all Texas State students and assistance to faculty in addition to teaching instructional sessions. For more information about the RRC Library Services including hours and other services, visit the RRC Library Services website or call the library at 512.716.4700.

[rrc.library.txstate.edu](http://rrc.library.txstate.edu)

### **ASK A LIBRARIAN – ANYTIME, ANYWHERE**

The **Ask a Librarian** service offers convenient online chat help during daytime and evening hours. Use the service by clicking on the icon below the search box on the library home page.

[askalibrarian.library.txstate.edu](http://askalibrarian.library.txstate.edu)

### **ELECTRONIC DATABASES AND JOURNALS**

Texas State faculty, students and staff have convenient remote online access to many electronic databases and journals. Databases are listed on the library website and are arranged by type, subject and alphabetically by name.

[catalog.library.txstate.edu/search/y](http://catalog.library.txstate.edu/search/y)

### **RESEARCH GUIDES**

The library website provides access to a variety of research guides for specific disciplines, subjects and topics as well as guides for conducting research.

[guides.library.txstate.edu/research](http://guides.library.txstate.edu/research)

### **RESEARCH MANAGEMENT TOOLS: REFWORKS AND ENDNOTE**

The Alkek Library provides access to two of the top bibliographic/citation management tools that allow you to store citations, abstracts, and articles from the library databases, web searches, or other resources you retrieve when doing your research.

- RefWorks is a web-based bibliographic management tool. It offers the flexibility of accessing it from any computer with an internet connection.
- The library recently made EndNote available for download. EndNote is a desktop and web-based tool for publishing and managing bibliographies, citations and references on the Windows and Macintosh desktop.  
[guides.library.txstate.edu/citationmanagement](http://guides.library.txstate.edu/citationmanagement)

### **GRADUATE ARTICLE DELIVERY SERVICE (GRADS)**

Alkek Library delivers electronic copies of articles from our print journal collection right to your desktop. This service, called Graduate Article Delivery Service or GrADS, is available to graduate students at either the San Marcos or Round Rock locations. Simply use the Interlibrary Loan system to request any print article by filling out an online loan request using your ILLiad account.

[library.txstate.edu/about/departments/ill/grads](http://library.txstate.edu/about/departments/ill/grads)

### **ACCESSING MATERIALS IN OTHER LIBRARIES: TEXSHARE AND INTERLIBRARY LOAN**

Graduate student research needs are often more extensive and may require access to items not owned by the Alkek Library. In the event you need something we do not own, there are options for getting the materials needed to support your work.

- One way is to get a **TexShare** card. This is available at the circulation desk. TexShare provides you with the ability to check out books from most college and university libraries as well as major public libraries throughout Texas. For more information about the TexShare card, contact the circulation desk at 512.245.3681.  
[library.txstate.edu/about/departments/circ/texshare-cards](http://library.txstate.edu/about/departments/circ/texshare-cards)
- Another convenient method to get materials not owned by the Alkek Library or the RRC Library Services is via **Interlibrary Loan (ILL)**, a service that is available free for Texas State faculty,

students and staff. Library users must register through ILLiad in order to use this service. When you register, you will create an ILLiad account/profile that will maintain your user information and allow you to submit requests easily when you need to do so. The web-based request form is convenient for users and can be filled out 24/7 from anywhere. If you need personal assistance, you can reach the ILL staff Monday through Friday, from 8 a.m. until 5 p.m., at 512.245.4893.

[library.txstate.edu/services/interlibrary-loan](http://library.txstate.edu/services/interlibrary-loan)

### **GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES**

The GIS Services at the Alkek Library serve and assist with the geospatial needs of graduate students in the following ways: support (in the form of guidance or directions) for GIS data-related course work, research and teaching. Public service via in-person consultation, chat, phone and email on geospatial needs is available.

[guides.library.txstate.edu/GIS](http://guides.library.txstate.edu/GIS)

### **LAPTOP COMPUTERS AND WIRELESS ACCESS**

Laptop computers may be checked out at the service desk on the 4th floor of the Alkek Library. A user must sign an Agreement for Use of Laptop Computers and surrender his/her Texas State ID card until the computer is returned. You can also bring your own laptop to the library and connect to the university's secure wireless connection.

[library.txstate.edu/about/departments/circ/laptop](http://library.txstate.edu/about/departments/circ/laptop)

### **COMPUTER LAB**

The Alkek Library Computer Lab is located on the 4th floor. Open year-round, it provides Mac and PC computers running several software applications including word-processing software as well as specialized software such as sophisticated statistical-analysis software. This lab provides you with the tools to prepare professional papers and presentations.

[its.txstate.edu/departments/academiccomputing/computinglabs](http://its.txstate.edu/departments/academiccomputing/computinglabs)

Texas State University offers several open computer labs with access to state-of-the-art computing environments for training, internet research and general use.

[its.txstate.edu/departments/academiccomputing/computinglabs](http://its.txstate.edu/departments/academiccomputing/computinglabs)  
[ctc.rrc.txstate.edu/lab](http://ctc.rrc.txstate.edu/lab)

## **STUDENT SUPPORT SERVICES**

### **ATTORNEY FOR STUDENTS**

The Office of the Attorney for Students provides specified legal advice with an emphasis on legal advising, counseling and education.

[attorney.dos.txstate.edu](http://attorney.dos.txstate.edu)

### **BOBCAT BALANCE (WORK-LIFE PROGRAM)**

**Bobcat Balance** is a program that consists of two available services:

- a database of resources to help you with the daily challenges you face (e.g., legal, financial, family, personal)
- an employee assistance program that provides up to five free counseling sessions per problem, per plan year, per person

[worklife.txstate.edu](http://worklife.txstate.edu)

### **BOBCAT BOND (MENTORING PROGRAM)**

The Bobcat Bond for Texas State graduate students is designed to help you adjust to the high demands of graduate studies. Graduate faculty and peer mentors serve as coaches, role models, advisors, guides and referral agents.

[studentsuccess.txstate.edu/programs/Bobcat-Bond](http://studentsuccess.txstate.edu/programs/Bobcat-Bond)

### **CAREER SERVICES**

Texas State Career Services seeks to assist you with career placement. Counselors can offer advice on résumés, interviewing and other job-related skills. Career Services provides free job fairs throughout the year for students who are first-time job seekers as well as for those with experience who wish to make career changes. A career advisor is available monthly to meet with students and alumni at the Round Rock Campus.

[careerservices.txstate.edu](http://careerservices.txstate.edu)

### **COMMUNICATION LAB**

The Communication Studies Presentation Coaching Lab (COMM Lab) is located on the 4th floor of Alkek, Room 480A. The lab coaches work one-on-one with students to practice delivering presentations for classes, 3MT and academic conferences. The lab also offers personalized instruction to students experiencing communication apprehension or “stage fright.”

[commstudies.txstate.edu/comm-lab](http://commstudies.txstate.edu/comm-lab)

### **INTERNATIONAL OFFICE**

The International Office provides international students with a variety of assistance including with immigration processes related to non-immigrant F-1, J-1 and H-1 issues. The office also hosts workshops on practical training and other special topics and organizes cultural events.  
[international.txstate.edu](http://international.txstate.edu)

### **OFFICE OF DISABILITY SERVICES**

The Office of Disability Services (ODS) provides services for students with disabilities at the Texas State University campus in San Marcos and at the Round Rock Campus. Academic Testing for Students with Disabilities (ATSD) administers all academic tests with approved testing accommodations to students who are registered with the ODS.  
[ods.txstate.edu](http://ods.txstate.edu)

### **OFFICE OF STUDENT DIVERSITY AND INCLUSION**

The Office of Student Diversity and Inclusion provides academic, cultural and personal support for underrepresented students for purposes of degree completion and leadership in a culturally diverse and global society.  
[sdi.txstate.edu/About/Mission-Vision-Goals](http://sdi.txstate.edu/About/Mission-Vision-Goals)

### **OMBUDS SERVICES**

The Dean of Students Office provides Ombuds Services to address concerns of currently enrolled Texas State students. This service personally assists students in achieving resolutions to university-related challenges (i.e., university instructor/professor, employer challenges, etc.) in accordance with appropriate University Policies and Procedures Statements (UPPS). The Dean of Students Office also makes referrals to other campus departments or offices when necessary.  
[dos.txstate.edu/services/Ombuds-Services](http://dos.txstate.edu/services/Ombuds-Services)

### **RESEARCH AND FEDERAL RELATIONS**

Research and Federal Relations provides information regarding research development, integrity and compliance, electronic research administration, external funding, and intellectual property protection.  
[txstate.edu/research/about-us/mission](http://txstate.edu/research/about-us/mission)

### **STUDENT LEARNING ASSISTANCE CENTER (SLAC)**

The Student Learning Assistance Center, better known around campus as SLAC, is a multi-faceted academic support program for all Texas State students. SLAC provides various types of study assistance including writing assistance.  
[txstate.edu/slac](http://txstate.edu/slac)

### **STUDY ABROAD OFFICE**

The Texas State Study Abroad Office supports the comprehensive internationalization plan of Texas State University by providing safe, accessible, academically rigorous, geographically diverse and culturally enriching global educational experiences.  
[studyabroad.txstate.edu](http://studyabroad.txstate.edu)

### **TEXAS STATE INTENSIVE ENGLISH**

Texas State Intensive English (TSIE) provides academic English programs to international students, scholars and professionals for the goals of academic readiness, test preparation, self-improvement and cultural integration.  
[txstate.edu/ie](http://txstate.edu/ie)

### **VETERAN BENEFITS**

The Texas State University Office of Veterans Affairs assists veterans by answering questions concerning veteran educational benefits, certifying enrollments for the Department of Veterans Affairs, and monitoring our veterans' degree plans and academic progress.  
[va.txstate.edu](http://va.txstate.edu)

### **WRITING CENTER**

At the Texas State Writing Center, there are tutors who are qualified to help you with graduate-level work in all disciplines. The Center helps you develop your writing skills through one-on-one tutoring sessions, group tutoring sessions and workshops.  
[writingcenter.txstate.edu](http://writingcenter.txstate.edu)

The Writing Center satellite office at the Texas State University Round Rock Campus in Avery Room 203 is open to all currently enrolled Texas State students with a valid Texas State ID regardless of where you attend classes.  
[rrc.writingcenter.txstate.edu](http://rrc.writingcenter.txstate.edu)

## **TECHNOLOGICAL RESOURCES**

### **BOBCAT GUARDIAN**

Texas State offers a mobile app, Bobcat Guardian, that increases user safety by creating a virtual safety network of friends and family.  
[police.txstate.edu/Personal-Safety/Safety-Apps](http://police.txstate.edu/Personal-Safety/Safety-Apps)

## **BOBCATMAIL**

Your NetID is the beginning of your Texas State email address (e.g., zzz99@txstate.edu).

Go to [txstate.edu](http://txstate.edu) » **BobcatMail**. Login with your NetID (only) and password to access your email account.

## **CATSWEB**

CatsWeb is the one-stop shop for everything student information system-related. You can use CatsWeb to find information regarding registration and enrollment, financial aid, academic records, billing and payments, campus information and other online services.

[catsweb.txstate.edu/students](http://catsweb.txstate.edu/students)

## **IT ASSISTANCE CENTER (ITAC)**

The Information Technology Assistance Center (ITAC) provides various types of assistance to students including NetID, CatsWeb, BobcatMail and the Online Toolkit. The center also provides access to free software and applications such as Office 365 and Lynda.com.

[tr.txstate.edu/itac/student-support](http://tr.txstate.edu/itac/student-support)

## **ONLINE TOOLKIT**

The Online Toolkit may be accessed via the tool bar on the Texas State home page. You will find information about changing your password, changing personal email, email quota, etc.

## **TEXAS STATE MOBILE (APP)**

Take Texas State with you everywhere with the Texas State Mobile app. There you'll access TRACS, your class schedule, campus bus routes and much more! This free app is available on iPhone, iPad and Android devices.

[mobile.txstate.edu](http://mobile.txstate.edu)

## **TRACS**

With TRACS, you will perform these course-related tasks and much more:

- View Course Announcements
- View Course Syllabus and Class Assignments
- Download Class Lecture Notes
- View Course Grades

**Note:** Newly activated NetIDs and schedule changes must wait until the following morning for classes to appear in TRACS. Faculty are not required to use TRACS; therefore, not all courses will appear. Please ask your instructors if they are using TRACS.

[tracs.txstate.edu](http://tracs.txstate.edu)

## **TXSTATE ALERTS**

The TXState Alert system is an emergency notification system that sends text messages to your mobile phone. We highly encourage you to set this up as soon as possible in order to stay informed.

[police.txstate.edu/Emergency-Management/TxStateRave](http://police.txstate.edu/Emergency-Management/TxStateRave)

## **TRANSPORTATION SERVICES**

### **BOBCAT BOBBIES**

To promote safety on campus and to provide a courtesy to all students, faculty and staff, the University Police Department (UPD) offers a **Bobcat Escort Service (Bobcat Bobbies)** to and from the library and originating from any location on campus (e.g., parking lot, residence hall and cafeteria). The service operates from dark to 1 a.m. (with some extended hours). If you wish to have the uniformed escort accompany you, call 512.245.7233. Escorts carry a radio and may contact the UPD in case of emergency.

On campus and have a dead battery? Out of gas? Need help?

Call the **University Police Department** at 512.245.2805, Monday through Sunday.

### **CAMPUS MAPS**

You can download the campus map from this website: [maps.txstate.edu](http://maps.txstate.edu). A building index is also provided.

### **PARKING SERVICES**

Parking rules are enforced every day of the year; therefore, you are required to register any vehicle you drive and park on campus with Parking Services and purchase the appropriate color parking permit. All lots and streets where parking is permitted are color coded by zone. If you live off campus, you may purchase a Purple Commuter/Perimeter Permit. The Purple Commuter/Perimeter Permit allows vehicles to park in the Purple commuter and perimeter lots and Speck Garage (C13) at any time.



The online vehicle registration process can be accessed through the Parking Services website or via Catsweb. Please register online prior to bringing a vehicle on campus. Permits will only be mailed if the vehicle registration process is completed online.

[parking.txstate.edu](http://parking.txstate.edu)

[parking.txstate.edu/permits/perimeter](http://parking.txstate.edu/permits/perimeter)

### SHUTTLE

Bobcat Shuttle routes are operated for students, faculty, staff and visitors at Texas State University.

[shuttle.txstate.edu](http://shuttle.txstate.edu)

## PRIDE, LANDMARKS AND TRADITIONS

**Texas State University Seal:** The Lone Star motif of the Texas State University Seal is inspired by the Seal of Texas, which established the university in 1899. Texas State's seal features a lone, faceted five-point star embraced by a wreath of native oak leaves, symbolizing strength, and laurel leaves, symbolizing victory in knowledge. Both are indigenous to this area and abound on campus. The university name encircles the wreath and the star, and a rope border symbolizes Texas' pioneer heritage.

**Alumni House:** Constructed in 1896, the Alumni House is one of the oldest buildings on campus. In the 1920s, the owner of the house rented rooms to university students, among them being former President Lyndon B. Johnson. The house was designated as a Recorded Texas Historic Landmark in 1968 and as a National Register of Historic Places in 1983. The building was renamed the Center for Student Retention in 2014.

**Alma Mater:** The Texas State school song, "Alma Mater," was written by former faculty member Jessie Sayers in the early 1900s to the tune of "Ancient of Days," a hymn written by J. Albert Jeffery in 1886.

**Bobcat Mascot:** The Bobcat, a native wildcat known for its fierceness and courage, has been the mascot of Texas State since 1921.

**Bobcat Statue:** Commissioned in 2007 by the Associated Student Government after a student vote, the bronze bobcat statue was dedicated Oct. 18, 2008, prior to the Homecoming football game.

**Bobcat Victory Ball:** Located outside of Texas State's Bobcat Stadium, the Bobcat Victory Ball sits on a marble base outside of the main entrance of the End Zone Complex. Everyone entering the complex is encouraged to rub the ball for good luck and personal success.

**Chautauqua Hill:** The steep hill on which Old Main sits is known as Chautauqua Hill, named for the Chautauqua Movement in the late 19th century. The popular educational and social movement sought to educate students while also entertaining them through lectures, debates, concerts and plays. From about 1885–95, a large tabernacle-like structure seating 1,500 occupied the pinnacle where Old Main now stands.

**Fighting Stallions:** The *Fighting Stallions* statue is home to the university's designated free-speech zone. Students have made it a tradition to rub the 17-foot-tall sculpture for good luck before exams.

**LBJ Statue:** Unveiled in September 2006, the near-life-size statue depicts a young Lyndon B. Johnson, 36th president of the United States and former Texas State student.

**School Colors:** The school colors are maroon and metallic gold — inspired by the official school flower, the native gaillardia (Indian blanket).

**Sewell Park:** In 1917, the U.S. Bureau of Fisheries leased the college four acres of land along the San Marcos River. It was called Riverside Park until 1946, when it was renamed in honor of Dr. S.M. "Froggy" Sewell. The park's current look is the result of a renovation in 1984. Sewell is now a favorite student hangout.

**Victory Star:** The five-point star atop Jackson Hall, the tallest building on campus, is lit when the Bobcats win an athletic event or during graduation.

[txstate.edu/about/history-traditions](http://txstate.edu/about/history-traditions)



TEXAS  STATE  
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**CONTACT INFORMATION**

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601 University Drive  
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J.C. Kellam Building, Suite 280  
512.245.2581 • fax: 512.245.8365  
email: [gradcollege@txstate.edu](mailto:gradcollege@txstate.edu)  
website: [gradcollege.txstate.edu](http://gradcollege.txstate.edu)

**Round Rock Campus**  
1555 University Blvd.  
Round Rock, TX 78665-8017  
512.716.4000 • fax: 512.716.4110  
email: [rrc@txstate.edu](mailto:rrc@txstate.edu)  
website: [rrc.txstate.edu](http://rrc.txstate.edu)

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Texas State University, to the extent not in conflict with federal or state law, prohibits discrimination or harassment on the basis of race, color, national origin, age, sex, religion, disability, veterans' status, sexual orientation, gender identity or expression.

This information is available in alternate format upon request from the Office of Disability Services.

Texas State University is a tobacco-free campus. 17-369 5-17