

# STUDENT AFFAIRS

The Division of Student Affairs is designed to enhance and support the academic mission of the institution and to offer each student an opportunity to achieve educational goals while providing a variety of enriching experiences.

## ACADEMIC ADVISING

The mission of the Academic Advising Center is to provide excellence in advising while building relationships with students and supporting them in achieving their academic goals. To that end, we are committed to creating a supportive and student-friendly atmosphere; to encouraging students to set academic and career goals; to empowering students to reach their goals; and to providing individual academic support through quality advisement and confidentiality while maintaining and honoring the dignity and potential of each student. For additional information, contact the Academic Advising Center at 903-565-5718 or visit us on-line at <http://www.uttyler.edu/advising>

## ACADEMIC SUPPORT

The mission of the Academic Support Office and Patriot Academic Success Services (P.A.S.S.) is to provide support programs for students that will improve individual performance and academic achievement through a variety of peer tutoring programs as well as individual tutoring options. These programs exist primarily to provide support to undergraduate students in core curriculum courses. Supported courses are identified in the course schedule each semester and study sessions are led by faculty-identified students who have previously completed the courses successfully and are trained to facilitate the sessions. Course content along with effective study skills and test preparation strategies are emphasized within the regularly scheduled study sessions.

For more information or session schedules, please visit our website at [www.uttyler.edu/si](http://www.uttyler.edu/si) or call 903-565-5727.

## ALUMNI ASSOCIATION

The University of Texas at Tyler Alumni Association supports a variety of programs for former students and friends of the university. The association promotes scholarship support, sponsors special events, reunions, and receptions. All former students of the university may become members of the association upon payment of annual dues. For more information, contact the Alumni Affairs Director at (903)566-7318 or visit our website at [www.pastpatriots.com](http://www.pastpatriots.com).

## CAMPUS ACTIVITIES

The campus activities program at UT Tyler provides students with opportunities for the expression and development of student interests which stimulate students both academically and socially. The Campus Activities Board (CAB) determines what activities and programs will take place annually. Some activities help students acquire skills that enhance their interpersonal relationships and develop leadership qualities. Other activities are designed for pure entertainment or creative expression. For further information, contact the Office of Student Development in the University Center or call (903)566-7014.

## CAREER SERVICES

As a component of The University of Texas at Tyler, the primary objective of the Office of Career Services is to support the University's mission to develop individual's professional knowledge and skills to enhance economic productivity. To this end, the Office of Career Services aspires to support students and alumni in the exploration, identification, pursuit, and integration of personal and professional career goals by providing quality information, programs and events reflecting attention to adaptability, individual's needs and use of technology; and exceptional customer service in a professional, considerate and enthusiastic manner in order to create positive attitudes for success.

Career advisors are available to meet with students to discuss career-related needs and questions. Consult with a Career Advisor to: Identify your interests and strengths; understand how your interests match educational majors; select and evaluate educational majors; explore career opportunities related to your educational major; evaluate career choices based on national trends and forecasts; begin developing skills that set you apart; become aware of internship experiences; strategically plan your major, electives, and activities to support your career goals; strengthen your ability to launch a successful job campaign; explore and prepare for graduate and professional school opportunities; and strategically develop résumés and cover letters for your career choice.

Full-time professional, part-time, and internship employment opportunities are available via PatriotJobs and in notebooks located in Career Resource Library. Students can self-register for PatriotJobs using their UT Tyler student ID number as their username and creating their own unique password to access employment opportunities on a 24-hour basis available at NO COST via [www.uttyler.edu/careerservices/students](http://www.uttyler.edu/careerservices/students). Students can also upload and publish résumés via PatriotJobs to take advantage of the résumé referral service with reputable campus departments and off-campus employers.

Services are also offered in developing job search strategies and techniques; cover letter and résumé critique and construction; interview preparation, techniques and follow-up procedures; negotiation and salary information; geographical relocation information; identification of potential employers; self-managed credential file tutorial for education majors; business and dining etiquette; and professional dress.

For more information, or to schedule an appointment, please contact the Office of Career Services at (903) 565-5862 or [www.uttyler.edu/careerservices](http://www.uttyler.edu/careerservices).

## COMMUNITY SERVICE

Volunteer fairs, blood drives, canned food drives, and an Alternative Spring Break are available for students. The President's Volunteer Service Award is given to students who go above and beyond in community service and is presented to individuals and groups at the annual Student Leadership and Service Awards ceremony. Currently, UT Tyler students volunteer across East Texas with several non-profit organizations, including Habitat for Humanity, Keep Tyler Beautiful, the American Cancer Society, Boys and Girls Club of East Texas, the East Texas Food Bank, and many more.

For a list of volunteer opportunities in and around the Tyler area, visit the Community Service website at <http://www.uttyler.edu/community> or call (903) 565-5796.

## DISABILITY SUPPORT SERVICES

The mission of Disability Support Services (DSS) is to provide equal access to all educational, social and recreational programs through coordination of services and reasonable accommodations, consultation and advocacy. DSS strives to provide services that will encourage students to become as independent and self-reliant as possible. Students requesting disability services should contact the Student Services Office at least thirty (30) days prior to the beginning of each semester. The student seeking services is responsible for providing appropriate verification material to support requested accommodations. The student should provide diagnostic, prognostic, and prescriptive information from an approved professional in order to receive services. Appropriate accommodations may include program modifications, adjustments to testing situations and/or auxiliary aids and services. Disability services are provided in a private, confidential setting.

### FRATERNITIES AND SORORITIES

Becoming a member of a fraternity or sorority assures lifelong friendships, a supportive environment, and career networking opportunities. There are three National Panhellenic Conference sororities currently on campus (Alpha Chi Omega, Delta Gamma, and Gamma Phi Beta); two North American Interfraternity Conference fraternities (Pi Kappa Phi and Sigma Alpha Epsilon); and one National Pan-Hellenic Council organization (Delta Sigma Theta Sorority, Inc.). To learn more about each of these groups and how to join, please visit <http://www.uttyler.edu/greeklife> or call (903) 565-5788.

### HEALTH CLINIC

The University Health Clinic at Tyler is a partnership between University of Texas Health Center at Tyler (UTHCT) and The University of Texas at Tyler. The University Health Clinic at Tyler is dedicated to the highest quality treatment and care of the students, faculty, and staff of The University of Texas at Tyler. Staffed by UTHCT healthcare professionals, a variety of primary care services are provided. The clinic is located at the west entrance of the University at the corner of Patriot Drive and University Boulevard.

### INTERCOLLEGIATE ATHLETICS

The University of Texas at Tyler is an active member of the NCAA Division III, the American Southwest Conference, and offers the following sports: basketball, baseball, cross country, golf, softball, soccer, volleyball, tennis and track and field. The Louise Herrington Patriot Center is a state-of-the-art multipurpose facility with three basketball courts, a comprehensive fitness center, aerobics room, racquetball courts, indoor jogging track, swimming pool, classrooms, laboratories, offices, locker rooms, and a training room. Additional athletic facilities include the Irwin Field for baseball, the UT Tyler Softball Field, Citizens 1st Bank-Perkins Soccer Complex, and Summers Tennis Center.

Prospective student-athletes should contact the Athletics Office at 903-566-7105.

### MEDICAL EMERGENCY

Call 911 in case of emergency. If an accident or emergency occurring on campus requires first aid or hospital emergency room treatment, a member of the University Police Department is available for assistance. The student will bear the cost of any professional service or emergency treatment. Also, the cost of hospitalization or treatment in the emergency room or as an outpatient is the responsibility of the student.

### NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURE

It is the policy (Section 4.03 of the *Handbook of Operating Procedures* and Human Resources Policy VI.100, Sexual Harassment and Sexual Misconduct) of The University of Texas at Tyler to provide an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination on the basis of disability, sex, age, race, color, national origin, religion, citizenship, veteran status and sexual orientation. This policy applies to all University administrators, faculty, staff, students, visitors, and applicants for employment or admission. This policy is the principal prohibition of all forms of discrimination on campus, except as follows:

Additional controlling laws, policies and procedures relating to sexual harassment and sexual misconduct can be found in the following:

- Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq., and its implementing regulation at, 34 C.F.R. Part 100, which prohibit discrimination on the basis of race, color or natural origin;
- Title IX of the Education Amendments of 1972, 20 U.S.C. §1618 et seq., and its implementing regulation at, 34 C.F.R. Part 106, which prohibit discrimination on the basis of sex;

- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 (amended 1992), and its implementing regulation at, 34 C.F.F. Part 104, which prohibit discrimination on the basis of disability;
- Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. §12132, and its implementing regulation at, 28 C.F.R. Part 35, which prohibit discrimination on the basis of disability; and
- The Age Discrimination Act of 1975, 42 U.S.C. §6101 et seq., and its implementing regulation at, 34 C.F.R. Part 110, which prohibit discrimination on the basis of age.

### **Title IX/ADA/504 Coordinators**

Federal law prohibits discrimination on the basis of gender (Title IX of the Education Amendments of 1972) and disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990). The University of Texas at Tyler has designated the following persons as coordinators to monitor compliance with these statutes and to resolve complaints of discrimination based on gender or disability.

For Students: Title II, Title IX, Section 504, and Age Act Coordinator: Howard Patterson, Office of the Vice President for Student Affairs, 3900 University Blvd. ADM 311, Tyler, Texas 75799, 903-566-7350, e-mail: [hpatterson@uttyler.edu](mailto:hpatterson@uttyler.edu).

For Students: ADA Coordinator: Ida McDonald, Director of Student Services, 3900 University Blvd., University Center, Tyler, Texas 75799, 903-566-7064, e-mail: [imacdonald@uttyler.edu](mailto:imacdonald@uttyler.edu).

For more information or to file a complaint, please contact : Howard Patterson, Office of the Vice President for Student Affairs, UT Tyler, 3900 University Blvd., Tyler, TX 75799, phone: 903-566-7350, e-mail: [hpatterson@uttyler.edu](mailto:hpatterson@uttyler.edu)

## **ON-CAMPUS SOLICITATION**

Campus facilities are not open for general public use. Solicitation on the campus of The University of Texas at Tyler is prohibited except for certain activities conducted by authorized groups that are exempt from this prohibition. No solicitation shall be conducted on any property, street, or sidewalk or in any building, structure or facility owned or controlled by The University of Texas at Tyler unless permitted by the Regents' Rules.

For the purpose of this policy, the following defines "solicitation:"

- the sale, lease, rental, or offer for sale, lease, rental of any property, product merchandise, publication, or service, whether for immediate or future delivery.
- an oral statement or the distribution or display of printed material, merchandise, or products that is designed to encourage the purchase, use or rental of any property, product, merchandise, publication or service;
- the receipt of or request for any gift or contribution; or
- the request to support or oppose or to vote for or against a candidate, issue, or proposition appearing on the ballot at any election held pursuant to State or Federal law or local ordinances. All permissible solicitation must be conducted in compliance with Chapter 7, Subsection 7-501(b) of Student Affairs Manual of Policies and Procedures. Direct inquiries to the office of the Director of Student Development.

## **PARENT RESOURCES**

The Parent Resource Center is available to answer parents' questions and help parents support their UT Tyler student. Parents can sign up for e-mail updates and the parent newsletter on the website, and there is a Parents Weekend hosted each fall. For more information about the Parent Resource Center, please visit <http://www.uttyler.edu/parentcenter> or call (903) 566-7050.

## **RECREATION SPORTS**

UT Tyler's Recreation Sports program includes Intramurals, Fitness, Aquatics, Club Sports, Wellness Education and Outdoor Adventures. Recreation Sports is housed in the Herrington Patriot Center, which includes an aquatic center, fitness room, dance studio, racquetball courts, indoor running track,

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eight lighted tennis courts, three court multi-purpose gymnasium, and intramural field. These facilities are open to all current UT Tyler students, staff and faculty.

The Intramural Sports program provides structured competitive and non-competitive activities open to all skill and fitness levels. The Fitness program features a well equipped fitness and strength room, personal training, and over 30 fitness classes per week. The heated outdoor pool is open year round and features fitness classes and summer swim lessons. Club Sports offers students the opportunity to compete against other schools outside of the intercollegiate sports program. Wellness Education presents workshops on various topics including nutrition. Finally, Outdoor Adventures gives students a chance to experience the great outdoors through activities such as mountain biking, kayaking, hiking and camping.

For more information, contact the HPC at 903 566-7466.

## RESIDENCE LIFE

Several housing options are available for students seeking the benefits of on-campus living. Patriot Village is a student apartment community on campus. The Mr. and Mrs. Joseph Z. Ornelas Hall is a residence hall community on campus. Patriot Village and Ornelas Hall are both operated by UT Tyler. University Pines is a privately-managed student apartment community on campus. Students interested in living on campus are encouraged to apply early. University Pines may be contacted at 903-566-3565. Those interested in information about housing managed by UT Tyler (Patriot Village or Ornelas Hall) should call (903)566-7008. Information can also be found at the Residence Life Office or on the Residence Life website (<http://www.uttyler.edu/housing/index.html>).

## STUDENT COUNSELING CENTER

The mission of the Student Counseling Center is to help students resolve their personal concerns and acquire the skills, attitudes, abilities, and insight that will enable them to meet the challenges of student life. The Student Counseling Center offers individual therapeutic counseling in a private, confidential setting to assist students in achieving personal and educational goals. The Student Counseling Center is staffed by Licensed Professional Counselors with in-depth training and experience, and a varied background in counseling, testing, and teaching. Some common issues that students may deal with in counseling are: choosing a major, test anxiety, decision-making, procrastination, communication difficulties, self-esteem, interpersonal conflicts, stress management, personal relationships, physical/emotional/sexual abuse, sexual assault, anxiety, depression, and many others. Students are encouraged to schedule an appointment by calling (903)566-7254 or TDD (903) 565-5579.

## STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA), comprised of all enrolled students, has as its primary purpose to serve as a recognized forum for student opinion. Activities of the SGA include assisting the university in identifying the interests, programs and goals of the majority of students. Officers and representatives are elected annually by the student body. For more information, visit the SGA website at <http://uttyler.edu/sga/index.htm>.

## STUDENT INSURANCE

An illness and accident insurance program underwritten by The MEGA Life and Health Insurance Company is available for students and their dependents. All international students holding non-immigrant visas are eligible and are required to purchase this insurance, prior to registration.

Students who participate in the University's intercollegiate program must provide proof of accident and illness insurance coverage or purchase such coverage through the University. The University carries catastrophic insurance on all student-athletes.

For more information, visit the Student Services Office in University Center 282, or call (903)566-7079 or the insurance company's website at <http://www.studentresources.com>.

## STUDENT LEARNING COMMUNITIES

Student Learning Communities (SLCs) are available in the fall semester for first-time freshmen and are composed of small groups of students with a common major or interest who take classes and a Freshman Year Experience class together. The supportive environment created in these learning communities brings students, faculty, staff, and peer mentors together to promote academic and social success. Freshmen may register for learning communities while registering for fall classes with Academic Advising.

For more information about Student Learning Communities, please visit <http://www.uttyler.edu/slc> or call (903) 565-5676.

## STUDENT ORGANIZATIONS

The University of Texas at Tyler is home to over 70 student organizations. The diverse interests and makeup of the UT Tyler student body are represented in the variety of groups, ranging from academic honor societies to religious organizations to specific interest groups. Participating in a campus organization enriches students' educational experiences by fostering personal development and growth that may not be possible in the classroom alone and by facilitating interactions with students they may not have met otherwise. Although there are many groups to choose from, students may start new organizations if they don't find ones that fit their unique interests or needs.

A complete listing of student organizations and their contact information can be found on the Office of Student Development website at <http://www.uttyler.edu/studentlife/StudentOrganizations.html>. The Office of Student Development can also provide resources to currently registered student organizations and assist with event planning, organization operations, and leadership development.

## STUDENT PARKING

The University of Texas at Tyler enforces all Texas Vehicle inspection codes (Texas Education Code, Sec. 51.207). All vehicles that park on the campus premises must have current inspection stickers and a current student parking permit properly displayed. For complete information on Traffic, Parking, and Safety Regulations, please visit the University Police website at <http://www.uttyler.edu/police/parksreg.htm>.

## STUDENT RESPONSIBILITIES

All students are subject to all UT Board of Regents' Rules and Regulations (Series 50000) and institutional rules and regulations in UT Tyler's Handbook of Operating Procedures.

### Student Conduct and Discipline

The University of Texas System and The University of Texas at Tyler have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities.

The University of Texas at Tyler administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the Rules and Regulations, Board of Regents, The University of Texas System (<http://www.utsystem.edu/bor/rules.htm>) and in the University's Handbook of Operating Procedures (<http://www.uttyler.edu/obr/hop>) and in the Manual of Policies and Procedures for Student Affairs (<http://www.uttyler.edu/mopp/index.htm>). Information on the discipline process can also be found on the Judicial Affairs website (<http://www.uttyler.edu/bousing/JudicialAffairs.htm>). Copies of these rules and regulations are available to students in the Office of the Vice President for Student Affairs and External Relations and the Director of Residence Life and Judicial Affairs' office where staff are available to assist students in interpreting the rules and regulations.

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating its standards of conduct whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.

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### Academic Dishonesty

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one's own work of material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

### Hazing

Hazing, submission to hazing, or failure to report first-hand knowledge of hazing incidents is prohibited by state law and, in addition to disciplinary actions, is punishable by fines up to \$10,000 and confinement in county jail for up to two years. Hazing is defined by state law 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." Any person with knowledge that a specific hazing incident has occurred on or off campus must report the incident to the Vice President For Student Affairs and External Relations.

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 in good faith and without malice to the dean of students or other appropriate official of the institution and immunizes that person for participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good faith report of the suspected hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the 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 result, and include fines from \$500 to \$10,000 and/or confinement for up to two years.

## STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

In compliance with the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Act) enacted on November 8, 1990, UT Tyler 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.

UT Tyler makes timely reports to the campus community on crimes considered to be a threat to students and employees and reported to the campus police or local police agencies. These alerts are distributed by a variety of means including campus bulletin boards, e-mail, and website.

UT Tyler publishes and distributes an annual report of campus security policies and crime statistics to all current students and employees; provide copies of the report to applicants for enrollment or employment upon request; and submit a copy of the report to the Department of Education. The annual campus crime statistics report references crimes that occur on property owned or controlled by UT Tyler. The report is located on the department website at <http://www.uttyler.edu/police/campsect.htm>. Hard copies of the report are available at the University Police Department upon request.

UT Tyler publishes in the annual security report its policy regarding sex-related offenses, including sexual assault prevention programs, education programs to promote awareness of sex offenses, administrative disciplinary procedures and sanctions for offenders, and counseling and student services for victims. Any law enforcement information provided by state law enforcement agencies concerning registered sex offenders may be obtained from the UT Tyler Police Department at 903-566-7060.

UT Tyler calculates and discloses institutional completion or graduation rates to all prospective and current students annually. Prior to the offer of athletics-related student aid to a potential student athlete, UT Tyler will provide information on graduation rates specified by the Act to the prospective student and to the student's parents and coach.

## STUDENT TRAVEL POLICY

These guidelines apply to all student travel if the activity or event meets **all** of the following criteria and is undertaken by one or more currently enrolled students to reach an activity or event.

1. The activity or event is sponsored, organized and funded by UT Tyler.
2. The activity or event is located more than twenty-five (25) miles from UT Tyler.
3. The activity or event is either:
  - a) undertaken, using a vehicle owned or leased by the institution; or
  - b) attendance at the activity or event is required by a registered student organization and approved in writing by the Office of the Vice President for Student Affairs.

For a complete set of guidelines and forms, please view the Manual of Policies and Procedures for Student Affairs at <http://www.uttyler.edu/mopp/index.htm>.

**NOTE:** For purposes of this document, the staff adviser, coordinator, director, coach or other person overseeing the off-campus activity shall be identified as the Responsible University Official (RUO).

1. At least one staff member (RUO) must accompany students on any off-campus activity. Staff members are responsible for knowing the University Code of Conduct and its policies. The consequences of noncompliance must be made clear to participants and the RUO must take appropriate action when aware that participants are in violation.
2. A pre-trip orientation meeting must be conducted for participants prior to the date of departure. Participants should be informed of as much detail about the trip and its circumstances as reasonably possible, including all known risks. Participants should also be informed of emergency response measures.
3. Complete and submit to the Office of the Vice President for Student Affairs the group travel authorization request form for approval at least two weeks prior to departure.
4. If the trip is approved, the RUO must submit the required completed and signed forms to the Office of the Vice President for Student Affairs at least one week prior to departure. The RUO must also maintain a copy of these records throughout the trip in a manner that ensures immediate access to the information for **each participant** in case of an accident or health-related emergency. A copy will be forwarded to the UT Tyler Police Department.
5. Students traveling on a University-sponsored *overnight* trip must have medical insurance. Student health insurance is available at minimal cost. Contact the Student Services Office at 903-566-7079.
6. Use or possession of weapons, alcohol or illegal drugs is forbidden while traveling on a University-sponsored trip.
7. All travel subject to this policy must be undertaken in vehicles owned, leased or rented by The University or with common carriers. No personal vehicles are permitted for use in travel that is subject to this policy. Approval includes the driver being a University employee, having a valid operator's license with a Motor Vehicle Record of 2 or less, and participating in instruction and hands-on training (15-passenger vans only). Drivers of motor vehicles shall comply with all laws, regulations, and posted signs regarding speed and traffic control, or additional directives stipulated by UT Tyler or the UT System. If University-owned vehicles are available, they should be used for trips within a 60-mile radius of UT Tyler. All other trips must be booked through the UT Tyler contracted rental company or a charter bus company. All forms must be completed and all guidelines followed whether travel is in University-owned vehicles, rental vehicles, chartered bus, or other common carrier. The RUO shall take reasonable steps to assure that all travel is undertaken in conformance with University approved policies.

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8. The distance to the destination and/or the number of participants needing transportation determines the type of transportation to be used. Each vehicle using University employees as drivers should attempt to have two certified drivers. However, when a trip exceeds three hundred miles one way two certified drivers per vehicle are **required**. On long trips, drivers should rotate every three hours\*, and no more than eight hours of driving should be completed during any one day. No more than nine (9) people plus gear, luggage or other items may be loaded in any one van. Passengers should be seated toward the front of the van in recognized seating with gear, luggage and other items distributed evenly in the rear behind the last seat. On trips where the number of participants and available drivers preclude the use of 15-passenger vans, a chartered bus or mini-bus should be used. When a trip exceeds 350 miles one way and/or trips greater than 250 miles that require driving after 11:00 p.m., professional drivers must be contracted. **NOTE:** All vehicles must have access to a cellular phone.
9. The total number of passengers in any vehicle may not exceed the manufacturer's recommended capacity or the number specified in applicable federal or state law or regulations whichever is lower.
10. Occupants of motor vehicles (except charter busses) must use seat belts or other approved safety restraint devices at all times when the vehicle is in operation.
11. Drivers of all motor vehicles must check to ensure that the vehicle has a current proof of liability insurance card, State inspection certification, be equipped with all safety devices or equipment required by law or regulation and comply with all other applicable requirements of federal or State law or regulations before departing from campus.
12. Each vehicle owned or leased by UT Tyler must be subject to scheduled periodic maintenance by qualified persons and comply with all applicable requirements of The University of Texas System Business Procurement Memoranda.
13. When any incident occurs, i.e. accident, mechanical failure, medical emergency, code of conduct violation, etc., the RUO must call his/her supervisor as soon as is feasibly possible. The supervisor will notify the Office of the Vice President for Student Affairs. A meeting must be called as soon as feasibly possible after returning from the trip to investigate the incident. The Office of the Vice President for Student Affairs will contact the Environmental Health and Safety Officer and UT Tyler Police when appropriate.
14. Non-University business side trips, such as a trip for entertainment purposes, must be planned and approved in advance. Trips to known high-risk areas will not be approved and must not be undertaken. Spontaneous activities, while on the primary trip, such as going to a local movie or special restaurant, shall be at the discretion of the RUO. Students traveling on University funded trips must arrive at and depart the site at the same time as the advisers. The RUO's immediate supervisor and the Office of the Vice President for Student Affairs must approve any exceptions to this policy.

## TESTING SERVICES

The mission of Testing Services is to provide students with proctoring services of approved examinations through the administration of correspondence examinations, the College-Level Examination Program (CLEP) examinations, and standardized testing. Examinations are administered to ensure the security of the examination and with each student's particular needs in mind.

Current standardized examinations offered through testing include the Miller Analogy Test (MAT), Accuplacer, the College Level Exam Program (CLEP), the Scholastic Aptitude Test (SAT), the Quick THEA, The Examination for Certification of Educators in Texas (TEXES/ExCET), and the Texas Examination for Master Teachers. Other national and state tests are administered as determined by university needs. Application information for the TEXES/ExCET is available through the College of Education and Psychology; application information and administration dates for other tests are available in the Student Services Office.

## TEXTBOOKS AND SUPPLIES

It is a responsibility of each student to provide his/her own textbooks and supplies. The University Bookstore, located in the University Center, is the primary source of these materials as well as other merchandise related to the academic community.

## WELLNESS AND PREVENTION EDUCATION

The mission of Wellness and Prevention Education is to provide various services and programming opportunities that encourage healthy decision-making among students. Wellness and Prevention education coordinates health-related programs that comply with federal and state mandates such as the Drug Free Schools and Communities Act Amendments of 1989 and provides personal counseling coordinated through the Student Counseling Center. Programming and information through this office covers areas such as alcohol and other drug abuse, sexual assault and partner violence, sexual responsibility, student health insurance information, and other health-related topics.

Wellness and Prevention Education works with various specially trained student groups who are interested in impacting other students to encourage a change in behavior or improvement in knowledge about various student issues. Currently, University Mother's Against Drunk Driving (UMADD) and Campus Assault Response Effort (CARE) student organizations are advised by Wellness and Prevention Education Services. These organizations are open to any currently enrolled student at The University of Texas at Tyler. For more information on programs offered through Wellness and Prevention Education call (903) 566-7067, or come by the Wellness and Prevention Office in the Student Health Clinic, Room 142.

## AIDS, HIV and Hepatitis B Infection

The University of Texas at Tyler recognizes Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV), and Hepatitis B Virus (HBV) as serious public health threats and is committed to encouraging an informed and educated response to issues and questions concerning AIDS, HIV, and HBV. In furtherance of its commitment UT Tyler has adopted a policy and procedural steps to protect both the rights and well-being of those students, employees, and patients who may be infected with HIV or HBV as well as to prevent the spread of infection. No individual with HIV or HBV infection will be discriminated against in employment, admission to academic programs, health benefits, or access to facilities. Students with HIV or HBV infection may attend all classes without restriction, as long as they are physically and mentally able to participate and perform assigned work and pose no health risks to others. All information regarding the medical status of UT Tyler faculty, staff, and students is confidential.

A complete copy of the AIDS, HIV and Hepatitis B Infection policy can be found in the *Handbook of Operating Procedures* available at <http://www.uttyler.edu/obr/hop>. This policy is applicable to all students of UT Tyler as they pursue their academic (and clinical) endeavors. A brochure is available to all students on request by phoning UT Tyler at (903) 566-7079.

## Bacterial Meningitis

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast. It is an inflammation of the membranes that surround the brain and spinal cord. Bacterial Meningitis strikes about 3,000 Americans each year, including 100-125 on college campuses. This disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions. Symptoms includes high fever, rash or purple patches on skin, light sensitivity, confusion and sleepiness, lethargy, severe headache, vomiting, stiff neck, nausea, and seizures. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention. Early diagnosis and treatment can greatly improve the likelihood of recovery.

For more information, contact the Texas Department of Health office at (903)595-3585 or (903)533-3373. Informational web sites: <http://www.cdc.gov/ncidod/dbmd/diseaseinfo> OR <http://www.acha.org>