

## Student Affairs

The Division of Student Affairs provides services and programs to enhance the educational opportunities of students and enrich student life on campus.

The Division includes the Setzer Student Center, Student Health Center, Residence Life, University Food Service, Student Publications, the Career Center, Recreational Sports, University Bookstore, the Montagne Center and the Student Government Association. The Vice President for Student Affairs, the Associate Vice President for Student Affairs and the Coordinator for New Student Programs are located in the Office of Student Affairs, 115C Wimberly Building.

Student Affairs provides leadership in the formulation and administration of policies and procedures related to student life and to the rights and responsibilities that accompany student citizenship in the University community. The Student Conduct Code as well as other important information pertaining to student life is included in the *Student Handbook*. Significant sections in the handbook and other university publications clearly describe Lamar University's policies regarding such subjects as absence, AIDS, non-discrimination, drug-free schools, the Buckley Amendment, residency, hazing, sexual harassment, student's right-to-know and campus security. It is the student's responsibility to be knowledgeable of established University policies and procedures that are contained in the *Student Handbook* and to comply with them. The *Student Handbook* is available online on the Office of Student Affairs Web page.

## Career Center

Located in 102 Galloway Business Building the Career Center's professional staff assist students with all facets of career preparation, beginning with university entrance and special placement exams, major course of study selection, career choice and planning, part-time employment, resume preparation, interviewing preparation, goal planning and full-time employment after graduation. Students have access to on-line Internet job search and computerized guidance assessment programs.

LamarWork\$, the student employment service located in the Career Center, assists students in locating part-time jobs, internships, and on-campus work-study and student assistant opportunities. All services are free to the student. Additional information is available from the LamarWork\$ desk by calling (409) 880-1853.

The center has a full-time career counselor on staff to provide personalized assistance. In order to best serve as many students as possible, problems of a long-term, therapeutic nature cannot be addressed; however, initial consultation and, when feasible, referral to campus and community resources is available.

Job fairs are organized annually for the benefit of Lamar University students. The Career Expos and Educator Fairs are held each semester. These opportunities allow students to make initial contact with recruiting firms and school districts that may result in interviews on the Lamar campus or at the recruiter's headquarters during the spring and fall. Each spring, Lamar University also participates in the Texas Job Fair. Employers recruiting with the Career Center generally plan to fill permanent entry-level jobs, summer jobs, co-ops and internships.

The Career Center's Testing Office offers a full range of testing services for aptitude, achievement and career interest. The center also coordinates testing required by the University; provides individual interest, aptitude and personality assessment; and as a national and state test center administers the following:

- SAT (Scholastic Aptitude Test) for undergraduate admission. The SAT II Subject Area Tests are also given for students who wish to receive college credit.
- ACT (American College Testing Program) may be used instead of the SAT for undergraduate admission.
- THEA (Texas Higher Education Assessment) is required of all students for advisement and registration (unless exempted)
- CLEP (College Level Examination Program) may be used to get credit by examination. See detailed description of CLEP elsewhere in this catalog.
- GRE (Graduate Record Exam) subject tests are administered.
- LSAT (Law School Admission Test)
- MCAT (Medical College Admission Test)
- MAT (Miller Analogies Test) required for admission to some graduate programs
- Correspondence Exams

Information and registration forms are available in 102 Galloway Building, (409) 880-8444. Although the GRE general test and GMAT (Graduate Management Admission Test) are administered elsewhere, registration information is available in 102 Galloway. Additional information regarding career and testing services is available at [www.lamar.edu/career](http://www.lamar.edu/career).

## Health Center

The Student Health Center offers various medical services to currently enrolled students. A physician and/or nurse practitioner is available to treat students for minor illnesses or injuries not requiring constant supervision. Students with chronic and/or serious conditions will require treatment off campus by their own family physician. Most health center services are available on a *walk-in* basis, and most of the medications prescribed are available in the health center pharmacy at a reduced cost. Students are charged only for medications, lab tests, and supplies, not for the office visit. All charges incurred are entered on the student account, thus no payment is required at the time of service.

Gynecological services and family planning are provided by female nurse practitioners at a reduced charge. There is a lab charge for most gynecological services. Licensed staff, in collaboration with student peer educators, offer health education to organizations, residence halls, classes, or individuals on a variety of health-related issues pertinent to the university population. The health center is also staffed with licensed counselors offering short-term psychological counseling, individual and group therapy, and mental health workshops at no charge. After hours, on weekends and when the university is not in session, healthcare becomes the individual student's responsibility. Any expenses incurred for ambulance service or off-campus medical needs are also the responsibility of the student. Students are encouraged to maintain some form of health insurance to cover these expenses, as they can be quite costly. Detailed information regarding health center services is available at <http://dept.lamar.edu/healthcenter/>.

## Health Insurance

Health and accident insurance is required of all international students, residence hall occupants, and participants in intramural sports. Any registered student taking six or more credit hours (three hours during the summer sessions) is eligible for enrollment in an affordable insurance plan offered by an independent insurance company. This supplemental policy covers a portion of the costs for inpatient and outpatient medical services not available at the health center. Except in emergency situations, students are required to seek treatment at the health center first, where off-campus referrals will be issued if deemed necessary. Students enrolled in the plan may also insure their dependents; however, non-student dependents are not eligible to use the health center.

Premiums are due at the time of enrollment and are available per semester or on an annual basis. Detailed information and enrollment forms are available through the Student Health Center, the offices of Student Affairs or Residence Life, L.I.T. Student Services, or through the health center web site at <http://dept.lamar.edu/healthcenter/>.

## Housing

The Housing and Residence Life program at Lamar University is designed to enhance the academic program by providing opportunities for intellectual and social development for students. The staff is committed to supporting the academic mission of Lamar University by giving the student several opportunities to become involved in the university community; to interact with people from different backgrounds; and to enhance academic, social and leadership skills. Residence Assistants (RAs) and Hall Directors serve as role models and advisors to residents in their respective buildings.

To apply for a room, contact Cardinal Village and request a Residence Hall/Food Service contract. The university reserves the right to assign specific residence halls and rooms. More detailed information regarding contract fees, submission procedures and room assignments is available in the *Student Handbook* or by calling Cardinal Village, (409) 880-8550.

## Lamar University Residency Policy

All undergraduate, full-time students (those enrolled in 12 or more semester credit hours) with fewer than 24 earned semester credit hours are required to reside in a University-operated residence hall.

Exemptions to the University Residency Policy may be granted for the following reasons:

1. Student will reside with a parent, guardian or other adult relative.
2. Student is 21 years of age by the first class day.
3. Student will be enrolled only in evening classes.
4. Student is married or has dependent children.
5. Student has a medical exemption signed by his/her doctor.

Students wishing to be released from the University Residency Policy must fill out an "Off Campus Residency Request Form" with the Department of Housing. Official documentation verifying exemptions may be required by the Housing Office. Failure to comply with the stipulations outlined in this policy will result in disciplinary action.

Questions regarding the University Residency Policy may be directed to the Lamar University Housing Office, (409) 880-8550.

## **Room Assignments**

Cardinal Village will make every effort to match residents with compatible roommates. Make sure that you fill out the personal information section in the Residence Hall/Food Service Contract accurately so that the staff can take into consideration this information when matching roommates.

Staff will make every effort to accommodate specific roommate requests; however, Cardinal Village reserves the right to make room changes at any time. Please see the Residence Hall/Food Service Contract Booklet for more details concerning room assignments and/or room changes.

## **Housing Fees**

The residence hall contract is for a full academic year (August through May). Specific room rates are listed in the contract booklet. Meal plans for student residents are mandatory. Any student submitting a contract to reside on campus **MUST** select a meal plan from the available options. Room and board fees are charged to the student's account each semester. Students may elect to pay these charges in a lump sum or through the university installment plan as part of their total semester charges.

Students who fail to pay their room and board fees will be subject to both disciplinary action under the Student Code of Conduct and collection agency procedures. Additionally, if a student has not paid at least 50 percent of their total semester charges by a specified date, the student will be dropped from his or her classes.

For additional information and application forms, write to Cardinal Village, Lamar University, P.O. Box 10040, Beaumont, Texas 77710.

## **Parking**

All faculty, staff and students are required to purchase a current parking permit and display it if they park a vehicle on campus. A copy of the parking and traffic regulations is issued at the time of permit purchase. Strict observance of traffic and parking regulations is necessary for the safe, orderly flow of vehicles in the campus area. Parking and traffic regulations are in effect 24 hours a day.

## **Setzer Student Center and Student Activities**

The Setzer Student Center (SSC), named for Dr. Richard W. Setzer, university president from 1967 to 1969, is the center of student activities on Lamar University's campus. The Director of the Setzer Student Center, along with the assistant directors for activities and student organizations, develop and implement co-curricular programs that offer students a balance of campus life.

Housed in the SSC are various facilities to meet the needs of students. Mirabeau's and Cardinal Nest are food service facilities that serve a variety of menu items. The Center services include the University Bookstore, Student Organization Services, Student Government Association, Setzer Student Center Reservations, Lamar Alive! and administrative offices. More information about the Student Center and its services is available by calling (409) 880-8722.

## Student Organizations

More than 160 student organizations are currently active at Lamar and offer student membership opportunities in one or more of the following groups: professional/departmental, religious, mutual interest, service, honor, spirit, sports or social groups. Participation in well-developed, co-curricular activities enhances the educational experience. Students are encouraged to join the organization(s) of their choice and participate in developmental, leadership and philanthropic programs.

Students may obtain additional information by contacting the Office of Student Organization Services at (409) 880-8722.

## Travel Procedures

These travel procedures apply to faculty and staff who engage in transporting students off campus a distance of 25 miles or more from campus to an activity or event that is organized, sponsored or funded by the institution, using a vehicle owned or operated by the institution, or travel that is required by an organization registered at the institution. These travel procedures are considered to be minimum standards; departments may mandate additional procedures. These procedures reference Texas Education Code Section 51.949 and Senate Bill No. 263.

It is recommended that a designated staff member(s) and/or faculty accompany each student travel group. In the event an advisor cannot attend the function with the student/student group, the organization member/members should be advised on what should be the expected behavior from each student. All University rules and regulations must be followed.

Groups of 24 and more may be required to obtain commercial/chartered transportation. This will be reviewed on a case-by-case basis, and the final decision for such an event will be given by the Vice President for Student Affairs or his/her designee after consultation with the student organization advisor. Chartered transportation must comply with all state and federal laws. Groups of fewer than 24 may travel by University owned, leased, rented, or privately owned motor vehicles.

For student/student organization travel, only employees of Lamar University are allowed to drive University-owned motor vehicles. Lamar University students are not covered under the University insurance policy unless they are employed by the University. Any employee who is to drive a University vehicle must first provide the Vice President for Finance and Operations and/or his/her designee with a copy of his or her driver's license and sign an "Application for Copy of Driver Record" form. A license check will be run that will reflect the status of the employee's driver's license and list any accidents and moving violations in the past three (3) years. Permission for an employee to drive a University-owned motor vehicle will depend on the results of their driving record. A copy of the employee's driver's license and the "Application for Copy of Driver Record" must be submitted to the Vice President for Finance and Operations office at least two (2) weeks prior to the date the employee is expected to drive the University-owned motor vehicle. A student/student organization that rents, leases or uses a privately owned motor vehicle for university-sponsored travel must obtain liability insurance.

Because personal automobile insurance will be considered first in the event of an accident, all persons who use their personal vehicles while conducting University business should be aware of the possibility of personal liability related to such use. No individual shall be required to use his/her personal vehicle to drive to official University-sponsored activities. No student shall be required to use his/her personal

vehicle to perform University-related activities. Use of personal vehicles by students to drive to official University-sponsored activities is discouraged.

All state and federal laws will be followed when operating a vehicle for student/student organization official travel. Drivers will comply with all applicable traffic laws and regulations. All occupants must use seat belts and other safety devices when the vehicle is in motion. Manufacturer-suggested vehicle capacities will be followed when vehicles are used by students/student organizations.

The following activities are PROHIBITED for drivers while driving:

- Driving while under the influence of impairing drugs or alcohol
- Use of radar/laser detection devices
- Use of headphones or earphones
- Use of cell phone
- Eating, smoking or drinking

The fatigue of the vehicle operator should be considered at the time of travel, and only rested drivers should operate a vehicle.

Each student who travels by motor vehicle or any other form of transportation to participate in a University-related activity must execute a copy of the Release and Indemnification Agreement.

Each traveling student must have document proof of current medical insurance coverage.

Any traveling student less than 18 years of age must have a consent for treatment form on file. Organizations that travel frequently are encouraged to have consent for treatment forms on file for all travelers.

Departments that encourage or require one or more students to travel to events and activities covered under this policy are responsible for verifying that students are aware of this policy.

Faculty and staff employees who fail to comply with this policy are subject to disciplinary action in accordance with applicable provision of the faculty handbook and the staff personnel manual.

Individual students who violate this policy and the safe travel rules approved by the University are subject to disciplinary action, to include suspension. Student organizations that violate this policy and the safe travel rules are subject to disciplinary action to include suspension and loss of funding.

## **Lamar Alive!**

The Lamar Alive! student programming board is responsible for providing the campus with a diverse schedule of programs and extracurricular activities. The programming board of Lamar Alive! consists of student directors, along with their committees, who develop social, educational and cultural opportunities for Lamar University and Lamar Institute of Technology students. Dedicated volunteers and committee members plan for traditional events such as Homecoming, Mardi Gras celebrations, AIDS awareness, Diversity Week, lectures, Cardinal Comedy Corner, Poetry Night and other special events. Membership is open to all students who meet the University's extracurricular activity policy standards as outlined in the *Student Handbook*. For more information, contact the Assistant Director for Activities, (409) 880-8722.

## Student Government Association

The Student Government Association (SGA) serves as the representative voice of students, as a major facilitator of new and improved student services and programs, and in an important role relative to student judicial proceedings. All regularly enrolled Lamar University students are represented by the Student Government Association, which affords each student an opportunity to promote, support and participate in a well-rounded student life program. Students serve on the academic affairs, community outreach, environmental affairs, public relations, student organizations, and/or student services standing committees in addition to serving on other university advisory committees.

The president, vice president and members of the Student Senate are elected each spring in a general student election. The secretary-treasurer is elected annually by the Student Senate, which meets weekly. Student interests or concerns may be expressed at the open meetings of the Senate, or submitted through SGA suggestion boxes at various campus locations.

The Student Government Association office is located in Room 211 of the Setzer Student Center, (409) 880-8891.

## Student Publications

University Student Publications include the *University Press*, the campus student newspaper published twice each week during the long semesters, and *Pulse*, a literary magazine of student writing. The *University Press*, with offices in 200 Setzer Student Center, serves as a training opportunity for students interested in journalism. *Pulse* offices are located in 03 Maes Building.

## Honor Societies and Recognition Programs

Alpha Lambda Delta National Honor Society encourages and recognizes outstanding scholastic achievement among students during their first year of college. Blue Key National Honor Fraternity selects members on the basis of outstanding scholarship, leadership and service. Several other honor organizations specific to area of study are active on campus. The Bess Gentry and C. Robert Kemble Awards recognize the outstanding senior woman and man, respectively, each year. The C.W. Bingman Award recognizes a graduating senior for outstanding achievement and service to Lamar. The Ida Caldwell McFaddin Award recognizes outstanding citizenship, and the Otho Plummer Award is given to the highest-ranking man and woman each commencement. The *Student Handbook* offers additional details.

## Student Life

### Athletics

Lamar University competes at the NCAA Division 1 level and is currently a member of the Southland Conference. Lamar offers 16 sports, eight each for men and women. The eight women's sports are basketball, cross country, volleyball, golf, indoor and outdoor track, soccer and tennis. Men's sports are baseball, basketball, cross country, football, golf, indoor and outdoor track, and tennis. Lamar students with valid IDs are admitted free to all University athletic events.

## Campus Ministries

Several campus ministries provide fellowship, worship and recreational activities for Lamar students and have established student centers adjacent to campus. They include the Baptist Student Union, Church of Christ Student Center, Church of Jesus Christ of Latter-Day Saints, Episcopal Center, Catholic Student Center and Wesley Foundation (United Methodist). Some ministries sponsor retreats, special programs and community services.

## Cultural Arts

The visual and performing arts thrive on the Lamar University campus. The Dishman Art Museum provides one of the finest collegiate exhibition spaces in the state of Texas with two galleries, a preparation area and lecture hall with video and projection facilities. The Dishman presents local, regional and national touring exhibitions. A variety of public programs, including openings, artist lectures and panel discussions are scheduled throughout the year. Gallery hours are 8 a.m.-5 p.m. Monday through Friday. Admission is free.

Lamar Theatre performs five productions each year, including comedy, drama and musicals as well as children's theatre and student-directed "brown bag" productions. Lamar's recently renovated 500-seat proscenium theatre and flexible-seating "black box" studio theatre host productions.

The Wind Ensemble and Concert Bands, Jazz Bands, Brass Quintet, and other groups represent Lamar at numerous state and national music educator conventions; moreover, these groups may be heard on a regular basis on and off campus throughout the year. Student, faculty and guest performers entertain not only the Lamar community but also music lovers in Southeast Texas during the *Lamarissimo!* Concert Series with five concerts held annually in the historic Julie Rogers Theatre in Beaumont. Basketball fans enjoy the Cardinal Pep Band, which performs at all home games.

The Lamar Dance Company presents several concerts each year and joins the musical ensemble for various presentations.

## Eligibility for Extracurricular Activities

An extracurricular activity is understood to be any activity representing the student body, any student organization, any department or division organization or any general activity representing the University. The Student Handbook describes eligibility requirements.

## Recreational Sports

All currently enrolled students who have paid the Recreational Sports Fee have access to Lamar recreational sports facilities and may participate in the wide variety of activities that are offered, such as intramural sports, group fitness, outdoor activities, aquatics and informal recreation. Lamar faculty and staff members are eligible to purchase recreational sports passes for themselves and an additional family member; contact the Recreational Sports Department for current prices. All users of recreational sports facilities must present current Lamar photo identification for entry.

The newly constructed Sheila Umphrey Recreational Sports Center (SURC) is a state-of-the-art facility offering 130,000 square feet of activity space. Highlights of the SURC include an indoor track, a forty-foot indoor rock climbing wall, a fitness center featuring the Cardio Theater audio/visual system on select cardio machines, a full line of pin-select progressive weight machines and a full array of free weights. The SURC also houses a café; television and game lounge; three dedicated basketball courts; five racquetball courts; a multipurpose court for badminton, volleyball, and table tennis;



an outdoor putting green; and a fully-enclosed indoor soccer/floor hockey rink. Sports and outdoor equipment is available for daily and overnight rental at the Equipment Desk. Additionally, the SURC Pro Shop offers the latest health and fitness magazines, Recreational Sports-branded athletic apparel, and sports and fitness equipment and supplies.

Group fitness classes are offered year-round by Recreational Sports and include step aerobics, circuit training, indoor cycling, yoga, and more; contact the department for a current schedule. Certified fitness trainers are available through the Recreational Sports Wellness Center to consult, evaluate and develop individual fitness programs. The aquatics program is located at the indoor pool in the Health and Human Performance Complex. Activities include lap swim, free swim and structured lesson programs.

The intramural sports program offers opportunities for participation in supervised individual, dual and/or team competitive sports within the University community. Campus organizations may place teams in the All-Sports Division, while all others may participate in the Independent Division. There are opportunities to enter in male, female, and/or co-ed divisions. The stated mission of the intramural sports program is to promote human understanding, fair play, camaraderie and friendly competition.

Outdoor facilities available for recreational use include the driving range, Ty Terrell Track and tennis courts. Schedules and hours of operation are posted in the SURC and are also available from the information desk. Further information about the Recreational Sports Department, its facilities and its services may be obtained at the information desk in the SURC or by calling (409) 880-2306.

## **Conduct and Discipline**

### **Student Code of Conduct**

A student is subject to disciplinary action for unacceptable behavior, as detailed in the *Student Handbook*. The Vice President for Student Affairs may classify behavior as unacceptable and may refer the case to the proper judicial body for investigation and decision. The student has the privilege of appealing the decision to the Vice President for Student Affairs.

### **Debts**

The University is not responsible for debts contracted by individual students or student organizations and will not act as a collection agency for organizations, firms or individuals to whom students may owe bills.

Students and student organizations are expected to honor contractual obligations promptly, but in case of flagrant disregard of such obligations, the Vice President for Student Affairs or his designated representative will take appropriate action.

Failure to pay all University fees by the specified date will result in suspension through the 12th week in the long semester and the fourth week of each summer term. After the 12th week in the long semester and the fourth week of each summer term failure to pay all fees by the specified date will result in suspension at the end of the current semester and may include: a) denial of readmission, b) withholding of grades and transcripts, c) withholding of degree.

### **Hazing**

Hazing is prohibited in state educational institutions by the Texas Education Code. Students of Lamar University are forbidden to engage in, encourage, aid or assist any

person(s) participating in what is commonly known and recognized as hazing. Any student who does so will be subject to University disciplinary action and might also expect to be dealt with by civil authority. Refer to the *Student Handbook* for more specific definitions and information relative to the legal implications of hazing.

### **Falsification of Records**

A student who provides false information or makes false statements to any University official or office or on an official form submitted to the University is subject to immediate dismissal.

### **Summons**

An official summons takes precedence over other University activities of the student and should be answered promptly on the day and hour designated. Failure to heed an official summons may subject the student to serious disciplinary action.