

# REGISTRATION

## OFFICE OF THE REGISTRAR

LYNDA LANGHAM

*Registrar*

Rusk Building, Suite 204

Phone: 936.468.2501

Fax: 936.468.2261

P.O. Box 13050, SFA Station

Nacogdoches, TX 75962-3050

Email: registrar@sfasu.edu

Web: www.sfasu.edu/registrar

Registration dates for both full-time and part-time students are available at [www.sfasu.edu/registrar/167.asp](http://www.sfasu.edu/registrar/167.asp). After a student registers, courses should not be added or dropped except for class conflicts or other acceptable reasons. Registration deadlines for terms and parts-of-term can be viewed at [www.sfasu.edu/registrar/170.asp](http://www.sfasu.edu/registrar/170.asp).

## UNIT OF CREDIT AND COURSE LOAD

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The unit of credit is the semester hour, defined as one class meeting per week (or its equivalent) for one semester of 15 weeks. Most courses meet three hours per week and have a credit value of three semester hours. For each hour in class, at least two hours of preparation are expected on the part of the student. Many students should spend more than this amount of time in study.

For Title IV purposes, any student registered for 12 semester hours or more during the fall, spring, or summer is considered a full-time student. The normal load is 15 to 19 semester hours during the fall or spring semester. Approval for heavier loads may be given by a student's academic dean, college adviser, or academic department under exceptional circumstances or if a student had an average of B or higher during the preceding semester or the preceding summer session.

## STUDENT CLASSIFICATION

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Students are classified as freshmen, sophomores, juniors or seniors according to the number of earned cumulative hours as follows:

<b>Classification</b>	<b>Semester Hours Completed</b>
Freshman	1-29
Sophomore	30-59
Junior	60-89
Senior	90-up

## REGISTRATION PROCEDURES

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### PRIOR TO YOUR REGISTRATION TIME

1. Students must be advised and clear their registration hold with their academic adviser or department chair.
2. Students who have not demonstrated college readiness in reading, writing and mathematics according to the provisions of the Texas Success Initiative must be cleared for registration by the Academic Advising Center (Ralph Steen Library, Room 203).
3. Clear all delinquencies and registration holds.
4. Currently enrolled and returning students may register according to the published time schedule. If you forget your password, you must contact the Help Desk at (936) 468-4357.
5. For registration, follow procedure described on the Registration Process Information Web page: <http://www.sfasu.edu/registrar/109.asp>.

### COMPLETE REGISTRATION (AT YOUR SCHEDULED TIME)

You must access “mySFA” for registration. If you require assistance, phone (936) 468-1370 between 8 a.m. and 5 p.m. or request personal service in Room 202 of the Rusk Building during the same business hours.

You must visit each of the following offices and complete procedures to ensure receipt of a proper billing statement and schedule of classes:

1. All students who have a Residence Life hold should report to the Residence Life Department, Austin Building, Room 131, or call (936) 468-2601.
2. All students living on campus must rent an SFA post office box.
3. If you plan to park any motorized vehicle on campus property, you must purchase a parking permit at the Parking and Traffic Office located near the Wilson Drive Parking Garage. Parking permits are required.
4. Log in to mySFA at [www.sfasu.edu](http://www.sfasu.edu) to enroll in the installment payment plan, if desired. Contact the Business Office in Austin Building, Room 204, or at (936) 468-6960 if you have questions.
5. Yearbooks may be ordered online at mySFA.

### CLEARING DELINQUENCIES

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#### **Delinquency:**

Admissions/Undergraduate  
Admissions/Graduate  
Financial Aid  
Business Office  
Health Clinic  
Library  
Parking and Traffic  
Residence Life Department  
Texas Success Initiative

#### **To clear, visit:**

Rusk Building, Room 206  
Vera Dugas Building, Room 423  
Austin Building, Room 104  
Austin Building, Room 204  
Health Clinic, East College Street  
Library Circulation Desk  
Austin Building, Room 210  
Austin Building, Room 131  
Ralph Steen Library, Room 203

## ADDING AND DROPPING COURSES

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(Also see Dropped Course Refunds elsewhere in this bulletin.)

Students may add courses through the dates published at [www.sfasu.edu/registrar/170.asp](http://www.sfasu.edu/registrar/170.asp). Academic department chairs may reconcile class schedules through the official reporting date. Students may drop classes through the published drop deadline. A student will not be allowed to drop a course after these dates, unless he or she withdraws from the university. The first class day is listed in the university calendar.

The following applies:

1. Through the official reporting date, withdrawals or a course dropped will not be recorded on a student's transcript.
2. After the official reporting date through the published drop deadline, a drop will be noted as a "W" or a "W6" on the transcript. Withdrawals are noted as a "W".
3. After the published drop deadline, a drop will not be permitted. After the drop deadline, a student may only withdraw from all courses for the term. This withdrawal will be noted on the transcript as a "WP" if the student is passing at the time or a "WF" if the student is failing at the time.

Legislation was passed by the Texas Senate (SB 1231) in late spring 2007 that could seriously impact the education careers of college students. This legislation applies to all students entering any Texas public institution of higher education as a first-time freshman for fall 2007 and subsequent terms. Please read the following information carefully.

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the state of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall of 2007 or later. Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade (A, B, C, D, WF, or F) or incurring an academic penalty; (2) the student's transcript indicates or will indicate the student was enrolled in the course (signified by a W6 grade at SFA); and (3) the student is not dropping the course in order to withdraw from the institution." Some exceptions for good cause could allow a student to drop a course without having it count toward the limit, but it is the responsibility of the student to establish that good cause.

This statute applies to all Texas public colleges and universities. Therefore, a Stephen F. Austin State University student who has attended another institution of higher education and who might be affected by this statute should become familiar with that institution's policies on dropping courses.

## AUDITING COURSES

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Students may audit regular academic courses offered on campus on a space-available basis and with the permission of the instructor. Transcripts do not reflect audit courses. Students may not audit regular academic courses offered

off campus. The deadline for registering as audit is the census date of the appropriate semester.

In those cases where a student audits a regular academic course, the tuition and fees shall be the same as the tuition paid by regularly enrolled students.

## **TRANSCRIPTS**

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A student may obtain a copy of his/her academic record from the Office of the Registrar. Students may view their unofficial transcript in mySFA by clicking on the “Academics” tab, “View Transcript (Unofficial),” if they have no holds. Additional information is available at [www.sfasu.edu/registrar/129.asp](http://www.sfasu.edu/registrar/129.asp).

## **RESIDENCE STATUS**

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The university is guided by state law in determining the resident status of students. Sections 54.001-54.209 of the Texas Education Code provide, in part, as follows:

In essence, the student who has not resided in Texas for 12 months immediately preceding the student’s registration into the university will be classified as non-resident.

A non-resident teaching or research assistant employed at least half-time in a position that relates to his or her degree program shall be entitled to pay the tuition and fees of a resident student during the period covered by the employment.

A non-resident student holding a competitive scholarship of at least \$1,000 for the academic year awarded by a scholarship committee of SFA is entitled to pay the tuition and fees of a resident student during the period covered by the scholarship.

Rules and regulations governing the resident classification of a student shall be available in the Office of Admissions, and any student who is uncertain of status should obtain such rules and regulations and seek a determination of status through that office.

Individual determinations can be affected by death or divorce of parents, custody of minor by court order and active military duty of student or student’s parents.

Registering under the proper residency classification is the responsibility of the student. If there is any question of the right to classification as a resident of Texas, it is his or her obligation to raise the question with the Office of Admissions prior to registration.

Exemptions and waivers for residency status may be subject to acts of the Texas Legislature.

## **INTERNATIONAL STUDENTS**

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**Insurance Requirement:** The United States Citizenship and Immigration Services requires all international students to have health and accident insurance. The university has such a policy that meets all required coverage; applications are available at the Office of International Programs.

**Tuition and Fees:** If an international student is awarded a competitive scholarship of at least \$1,000 by a scholarship committee of SFA, he/she becomes eligible for tuition and fees of an in-state student during the period covered by the scholarship.

(See also Scholarships and Financial Assistance for International Students in this section of the bulletin.)

## **TUITION REBATE FOR DESIGNATED UNDERGRADUATES**

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Section 54.0065 of the Texas Education Code authorizes a tuition rebate of up to \$1,000 for certain undergraduates. The purpose of this program is to provide a financial incentive for students to complete their baccalaureate studies with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents and the state.

Undergraduate students who apply for a graduation audit are automatically considered for the tuition rebate.

### **Eligibility Requirements**

- First college course after high school graduation must be taken in fall 1997 or later;
- Student must have been a Texas resident at all times while pursuing the degree;
- Student must have been entitled to pay in-state tuition at all times while pursuing the degree; and
- Student must not have graduated yet.

### **Key eligibility requirements:**

A student may qualify for the tuition rebate (up to \$1,000) if:

- for a student who enrolled after high school graduation at a college or university for the first time in fall 1997 or later, s/he has attempted no more than three semester credit hours in excess of the minimum number of hours required for their degree. For example, a student who completes a bachelor's degree that requires 120 credit hours with no more than 123 credit hours attempted might qualify for this rebate; and
- for a student who enrolled after high school graduation at a college or university for the first time in fall 2005 or later, s/he also must graduate in a timely manner to earn the tuition rebate. According to the most recent revision of the rebate program, a student who wants to receive the rebate must graduate within four calendar years for a four-year degree program or within five calendar years if the degree is in architecture, engineering or any other program determined by the board to require more than four years to complete.

### **What could disqualify an individual?**

Attempted hours include every course for which the student has registered, as of the official census date, in every semester, including repeated courses and courses from which the student withdraws (dropped courses, as well as withdrawal from the college or university). If a student has dropped more than one course after the official census date, s/he will probably not qualify for the rebate.

All credit by examination was originally counted, but a change in the law allows the first nine hours of credit earned by examination – for example, credit earned through AP courses, CLEP exams or high SAT or ACT scores –

to be exempted; those first nine credit hours do not count as hours attempted. Additional credit earned exclusively by examination will still count toward hours attempted.

Dual credit courses – courses taken in high school for both high school and college credit – counted as hours attempted until May 27, 2011, when the 82nd Texas Legislature passed SB 176, which exempts course credit earned prior to high school graduation from consideration in determining a student's eligibility.

Although there are certain exemptions for hardship situations, most part-time students will no longer be eligible to receive the tuition rebate.

More information and details concerning this program are available at the Office of the Registrar and in university policy 6.21., Tuition Rebate.

## **BUSINESS OFFICE**

Austin Building, second floor  
Office hours: 8 a.m. to 4:30 p.m., Monday-Friday  
Phone: 936.468.6960  
Fax: 936.468.7213  
Email: [businessoffice@sfasu.edu](mailto:businessoffice@sfasu.edu)  
Web: [www.sfasu.edu/businessoffice](http://www.sfasu.edu/businessoffice)

### **Mailing Address (via U.S. Postal Service):**

Stephen F. Austin State University  
Business Office  
P.O. Box 13053, SFA Station  
Nacogdoches, TX 75962-3053

### **Delivery Address (FedEx, UPS, courier)**

Stephen F. Austin State University  
Business Office  
2102 N. Alumni Drive, Austin Building, Room 204  
Nacogdoches, TX 75962

## **TUITION AND FEES**

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Statutory tuition and certain fees at Texas state universities are established by legislative enactment. Designated tuition and other fees are established within statutory limitations by the SFA Board of Regents.

Stephen F. Austin State University reserves the right to change tuition and fees in keeping with acts of the Texas Legislature or the SFA Board of Regents. All charges are subject to corrections. For the most current information regarding tuition and fees, go to [www.sfasu.edu/businessoffice](http://www.sfasu.edu/businessoffice).

The university offers a fixed-rate tuition plan. To view the plan rates and compare it to the variable rate plan, see the Tuition and Fee Rate Tables on the website at [www.sfasu.edu/controller/businessoffice/students/rate\\_tables.asp](http://www.sfasu.edu/controller/businessoffice/students/rate_tables.asp).

## EXPENSES AND METHODS OF PAYMENT

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Tuition, fees and deposits as shown in this section are obligations of each student. Following is a summary of acceptable methods of payment on student accounts:

<b>Method of Payment</b>	<b>Fee</b>
Cash (only in person at the SFA Business Office, Austin Building, 2nd floor)	None
Personal Check (in person or by mail)	None
E-check (via SFA's eBill system)	None
Cashier's Check (in person or by mail)	None
Money Order (in person or by mail)	None
Credit Card (Mastercard, Visa, Amex, Discover) (via SFA's eBill system only)	2.75% (\$3 min)
Debit Card (in person or via SFA's eBill system)	None
Financial Aid	None
Texas Guaranteed Tuition Plan (formerly Texas Tomorrow Fund)	None

Online payments are made through eBill, SFA's electronic billing system. The eBill system is accessed by logging in to mySFA at [www.sfasu.edu](http://www.sfasu.edu). Forms of accepted payment online are e-check, debit and credit cards (MasterCard, Visa, Discover, and American Express). Credit card transactions processed online will be assessed the 2.75% fee. No credit cards are accepted at the Business Office windows or via telephone. Forms of payment accepted at the Business Office windows are cash, personal check, cashier's check, money order and debit card.

## PAYMENT DEADLINES

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EBill is SFA's electronic billing system. Prior to and throughout each semester or term, billing notifications are e-mailed to students' SFA e-mail addresses alerting them that their bills are available for viewing online. No bills are mailed through the post office.

Students who register during the regular registration period (as listed in the Schedule of Classes): Full payment of current amounts due must be made by the due date designated in the Schedule of Classes.

Students who register, add or change classes during the late registration period (beginning with the first class day of the term): Full payment of the current amount(s) due must be made by the university's 13th class day during long semesters and the fifth class day during summer terms; otherwise, the classes will be dropped. For the Maymester or a term less than five weeks, full payment of current amounts due must be made by the second class day; otherwise, the classes will be dropped. Students will be subject to the university's refund policy for courses dropped for insufficient payment. (See Refund of Tuition and Fees in this section.) Specific dates and deadlines are posted on the Business Office webpage at [www.sfasu.edu/businessoffice](http://www.sfasu.edu/businessoffice). Students enrolling in classes during the late registration period incur a financial obligation immediately and must officially withdraw from the university if they decide not to attend, even if they have not yet paid.

Students who enroll in the installment payment plan or opt to receive a short-term loan will be subject to additional payment deadlines. These payment deadlines will be communicated to students when they sign up for these options. These deadlines also are published on the Business Office webpage at [www.sfasu.edu/businessoffice](http://www.sfasu.edu/businessoffice).

## **LATE REGISTRATION AND LATE COURSE ADDITION FEES**

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Students registering for class on or after the first class day of the semester or summer term are subject to a late registration fee. This fee is assessed to all students who register during the late registration period (first through 12th class day for fall and spring semesters, first through fourth class day for summer terms, first through second class day of Maymester). Students may add classes during this period without being assessed the late registration fee provided they initially enrolled prior to the first class day and were not dropped for non-payment.

The last day to register is found in the Schedule of Classes. Enrollment or adding courses after the last day to register will be permitted only in extraordinary circumstances and at the university's sole discretion.

Students who register or add classes after that date will incur a late add fee. The late add fee is charged on a per-credit-hour basis. Please go to [www.sfasu.edu/controller/businessoffice/students/exp\\_fees.asp](http://www.sfasu.edu/controller/businessoffice/students/exp_fees.asp) for the most current information regarding these charges.

## **REINSTATEMENT FEE**

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In extraordinary circumstances, the university, at its sole discretion, may allow a student to be reinstated in classes from which he/she has been dropped for non-payment. In this case, a reinstatement fee will apply. The fee is charged on a per-credit-hour basis. During regular semesters, the reinstatement fee will apply after the 13th class day. During summer sessions, the reinstatement fee will apply after the fifth class day. Students are advised to contact the SFA Business Office at (936) 468-6960 to determine the total amount due for reinstatement.

## **INSTALLMENT PAYMENT PLAN FOR TUITION, FEES, ROOM AND BOARD**

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In accordance with Tex. Ed. Code 54.007, tuition and fees for fall and spring semesters may be paid using one of the following two alternatives. In addition, the university offers these same payment alternatives for room and board payments:

1. Full payment of tuition, fees, room and board in advance of the beginning of the semester; or
2. One-third of tuition, fees, room, board plus all non-mandatory fees (e.g., parking, yearbook, administrative fee, property deposit, student identification card, post office box) in advance of the beginning of the semester. Each of the remaining two installments will be approximately one-third of tuition, fees, room and board. The exact amounts due and specific due dates will be shown on the installment plan detail in the eBill system.

The university offers an installment payment plan during summer terms. The plan is two payments of approximately 50 percent each.

Enrollment in the installment payment plan is through mySFA. To enroll, all balances from prior terms must be paid in full. Students will be charged a non-refundable fee each term the student enrolls in the installment payment plan. A late fee will be assessed on each late installment payment.



The university will email students notifying them prior to the second and third installment due dates via SFA's eBill system. Students who fail to make full payment by the due dates will be placed on delinquency status and will incur a late charge of \$25 for each missed payment date.

## **ADDITIONAL CHARGES**

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### **TUITION FOR EXCESSIVE UNDERGRADUATE HOURS**

The State of Texas does not provide funds to state institutions of higher education for excess semester credit hours attempted by a resident undergraduate student. Since funding will not be provided by the state, and as permitted by state law, students who exceed the maximum semester credit hour limit of their program, based on the charts below, will be charged an additional amount per semester credit hour. The additional tuition rate, established by the SFA Board of Regents, will be charged beginning with the term after the student reaches the maximum number of credit hours attempted in excess of the degree requirements.

Effective with students initially enrolling in the fall 1999 semester and subsequent terms, excess credit hours are those hours attempted by a resident undergraduate student that exceed by more than 45 hours the number of hours required for completion of the degree plan in which the student is enrolled. Effective with students initially enrolling in the fall 2006 semester and subsequent terms, excess credit hours are those hours attempted by a resident undergraduate student that exceed by more than 30 hours the number of hours required for completion of the degree program in which the student is enrolled. For purposes of excess hours, a resident undergraduate student includes a non-resident student who is permitted to pay resident tuition.

The semester credit hours counted toward the limitation include all hours attempted by the student except:

1. Semester credit hours earned by the student before receiving a baccalaureate degree that has been previously awarded.
2. Semester credit hours earned by the student by examination or other procedure by which credit is earned without registering for a course for which tuition is charged.
3. Credit for remedial education courses, technical courses, workforce education courses funded according to contract hours or other courses that would not generate academic credit that could be applied toward a degree program at SFA.
4. Semester credit hours earned by the student at a private or an out-of-state institution.
5. Semester credit hours earned by the student before graduating from high school and used to satisfy high school graduation requirements (i.e., dual credit courses). (Effective fall 2009.)
6. Hours not eligible for formula funding.

<b>Initial Enrollment in Texas Public Institution of Higher Education</b>	<b>Maximum Number of Attempted Credit Hours in Excess of Degree Requirements Allowed at Resident Rate</b>
Prior to Fall 1999	No maximum
Fall 1999 to Summer 2006	45 hours
Fall 2006 to Present	30 hours

### **TUITION FOR REPEATED COURSES — “3-PEATS”**

The Texas Legislature eliminated funding to institutions of higher education for students enrolled in courses that they have attempted three or more times. An attempted course is any course in which a grade is earned, a repeated course, or a course dropped after the census date (12th class day in fall or spring semesters, fourth class day in summer terms, second class day in Maymester or sessions of five weeks or less).

In order to compensate for this loss of state funding, students attempting a course for the third or more time will be required to pay an additional amount per semester credit hour for the repeated course as established by the SFA Board of Regents. In assessing this charge, courses attempted at any other Texas public college or university will be considered.

Exemptions for repeated hours for attempted courses are as follows:

1. Up to 18 hours of remedial and development courses.
2. Hours for special topics and seminar courses that may be taken for additional credit toward a degree.
3. Hours for courses that involve different or more advanced content each time they are taken, including but not limited to, individual music lessons, Workforce Education Courses, manual special topic courses (when the topics change), theater practicum, music performance, ensembles, certain physical education, kinesiology courses and studio art.
4. Hours for independent study courses.
5. Classes taken prior to fall 2002.
6. A student shall be exempted from payment of higher tuition for any course repeated in the final semester or term before graduation, if the course(s) is taken for the purpose of receiving a grade that will satisfy a degree requirement. This exemption applies for only one semester. The exemption does not affect an institution’s ability to charge a higher tuition rate for courses that cannot be reported for funding for other reasons such as the excess credit hour limit.

### **EXEMPTIONS AND WAIVERS FROM TUITION AND FEES**

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In accordance with Texas legislation, some exemptions and waivers are offered to students who meet certain eligibility criteria. These exemptions and waivers are listed below. For the specific eligibility requirements for each of the exemptions and waivers offered by the university, see the Business Office website: [www.sfasu.edu/controller/businessoffice/students/waivers-exemptions.asp](http://www.sfasu.edu/controller/businessoffice/students/waivers-exemptions.asp).

Additional information is available on the Texas Higher Education Coordinating Board's "College for All Texans" website at [www.collegeforalltexas.com](http://www.collegeforalltexas.com).

All exemptions are subject to change at any time by the Texas Legislature. Additionally, if there is any discrepancy between the information published below or on the university's website and the actual legislation or the Texas Higher Education Coordinating Board's rules, the legislation and rules shall prevail.

**Exemptions:**

Adopted Students Formerly in Foster or Other Residential Care  
Blind/Deaf Students  
Certain Survivors of Deceased Public Servants  
Children of Deceased or Disabled Firefighters and Law Enforcement Officers  
Children of Prisoners of War or Persons Missing in Action  
Children of Professional Nursing Program Faculty  
Distance Learning or Off-campus Courses  
Firefighters Enrolled in Fire Science Courses  
Good Neighbor Scholarship Program  
Members of State Military Forces  
Participants in Military Funerals (Taps Performers)  
Peace Officers Enrolled in Certain Courses  
Preceptors for Professional Nursing Education Program or Their Children  
Senior Citizens  
Students Enrolled in Dual Credit Courses During High School  
Students Under Conservatorship of the Department of Family and Protective Services (Foster Care)  
Texas Guaranteed Tuition Plan (formerly the Texas Tomorrow Fund)  
Texas Veterans (Hazlewood Exemption)  
Valedictorian (Highest-Ranking High School Graduate)

**Waivers:**

Competitive Scholarship Waiver  
Economic Development and Diversification Waiver  
Faculty and Dependents Waiver  
Foreign Service Officers  
Military Personnel and Dependents  
NATO Agreement Member and Families  
Non-resident Tuition Rates at Certain Universities (Border States)

More information about the continuation requirements can be found on the Business Office website <http://www.sfasu.edu/controller/docs/business/continuation-of-exemption-and-wavier-requirements.pdf>

## **UNDERGRADUATE CONTINUATION REQUIREMENTS**

Texas Education Code section 54.2001-2002 requires students receiving certain exemptions for the payment of tuition and/or fees to maintain a grade-point average that satisfies the university's grade-point average requirement for making satisfactory academic progress toward a degree or certificate in accordance with the university's policy regarding eligibility for financial aid. Currently, those requirements are published in university policy 6.16, Satisfactory Academic Progress for Financial Aid Recipients. That policy can be found on the financial aid website at: <http://www.sfasu.edu/faid/satisacprog.asp>.

For purposes of this policy, these rules will apply to most of the university exemptions and waivers. The following exemptions are not subject to these requirements:

1. Dual Credit Exemption (TEC 54.216, TEC 130.008)
2. Foster Care Exemption (TEC 54.366)
3. Prisoners of War (TEC 54.342)
4. Children or spouses of veterans killed in action, missing in action, or who died as a result of a service-related illness or injury; (TEC 54.341 (a-2) (1) (A), (B), (C) or (D) or TEC 54.341 (b) (1) (A), (B), (C) or (D))\*
5. Non-resident students authorized or required to pay resident rates.

\*Vets, children/spouse of disabled veterans (TEC 54.341 (a-2) (1) (E) or TEC 54.341 (b) (E)) and students receiving the Hazlewood Legacy exemptions ARE subject to the continuation requirements.

Additionally, in order to maintain eligibility for continuation of an exemption or waiver, undergraduate students must not have completed as of the beginning of the semester or term a number of semester credit hours that is considered to be excessive under Texas Education Code Section 54.014. These can be found on the university's website at: [http://www.sfasu.edu/controller/businessoffice/students/excess\\_credit.asp](http://www.sfasu.edu/controller/businessoffice/students/excess_credit.asp).

More information about the continuation requirements can be found on the Business Office website at <http://www.sfasu.edu/controller/docs/business/continuation-of-exemption-and-wavier-requirements.pdf>.

## **RESIDENTS OF BORDERING STATES (SEC 54.0601 TEX ED. CODE)**

In lieu of non-resident tuition, students from Arkansas, Louisiana, New Mexico and Oklahoma will be charged the resident rate plus \$30 per semester credit hour. Application for the reduced non-resident rate shall be made in the Office of Admissions.

## **REFUND OF TUITION AND FEES (SEC. 54.006 TEX. ED. CODE)**

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NOTE: These policies to return funds due to withdrawal or dropped courses may be modified at any time without prior notice in order to comply with state and federal guidelines:

### **WITHDRAWAL REFUNDS**

(Also see Academic Programs and Policies - Withdrawal from the University elsewhere in this bulletin.) A student officially withdrawing from the university is eligible for refund of tuition and certain fees according to the following schedule:

**Regular Semester or Summer Term or Session (more than 10 weeks)**

Prior to first class day .....	*100%
During the first five class days .....	80%
During the second five class days .....	70%
During the third five class days .....	50%
During the fourth five class days .....	25%
After the fourth five class days .....	None

**Summer Term or Session (5 weeks or less)**

Prior to first class day .....	*100%
During the first class day .....	80%
During the second class day .....	50%
During the third class day and thereafter .....	None

**Summer Term or Session (more than 5 weeks but less than 10 weeks)**

Prior to first class day .....	*100%
During the first, second or third class day .....	80%
During the fourth, fifth or sixth class day .....	50%
During the seventh class day and thereafter .....	None

\*Students withdrawing prior to the first class day will be subject to a \$15 matriculation fee.

**DROPPED COURSE REFUNDS**

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(Also see Registration - Adding and Dropping Courses elsewhere in this bulletin.) A student dropping a course within the first 12 class days of a regular semester, the first four class days of a summer term of five weeks or more, or the first two days of Maymester, or a term of two weeks or less is eligible for a full refund of tuition and fees for the course dropped provided the student remains enrolled at the university for that semester or term.

**DEPOSITS**

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**Residence Life:** A student who lives on campus must maintain a \$100 deposit with the Residence Life Department for as long as he or she lives on campus.

**General Deposit (Sec. 54.502 TEX. ED. CODE):** Each student enrolled in the university must make a general deposit of \$100. This deposit is subject to charges for property loss, damage and breakage for which the student is responsible, and to cover any other amounts owed by the student to SFA. The deposit, less charges, will be returned to the student within 180 days of withdrawal or graduation, or upon request if the student is no longer enrolled at SFA. Any general deposit that remains without call for refund for a period of four years from the date of last attendance of the student making the deposit shall be forfeited.

**BOOKS AND SUPPLIES**

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Students must provide their own textbooks and supplies. The university has contracted with Barnes & Noble to operate its bookstore.

## **MISCELLANEOUS EXPENSES**

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Expenses for laundry, transportation, entertainment and personal incidentals are in addition to the expenses listed in this section.

## **RETURNED CHECK FEE**

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A charge of \$30 will be assessed for each unpaid check returned to the university. This includes any form of payment returned for any reason.

## **PAST DUE AND DELINQUENT ACCOUNTS**

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A student's account is past due when the amount due is not paid by the due date. Holds will be placed on past due accounts, which will prevent the student from registering for classes, making course changes and receiving transcripts. Delinquent accounts and accounts in default will be subject to the university's Student Accounts Receivable Policy (3.28) and may include reporting the delinquent student's account to the state for a warrant hold and/or to a credit bureau(s). Any costs associated with collection of delinquent accounts will be assessed to the student, including collection agency fees and/or attorney fees.

# **OFFICE OF STUDENT FINANCIAL ASSISTANCE**

Austin Building, First Floor  
P.O. Box 13052, SFA Station  
Nacogdoches, TX 75962  
Telephone: 936.468.2403  
Fax: 936.468.1048  
Email: [finaid@sfasu.edu](mailto:finaid@sfasu.edu)  
Web: [www.sfasu.edu/faid](http://www.sfasu.edu/faid)

Stephen F. Austin State University Office of Student Financial Assistance is committed to helping students meet their financial needs. SFA provides students traditional financial assistance in the form of grants, work-study and student loans. SFA participates in several state and federal financial aid programs. To be considered for these funds, an applicant must complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Undocumented students may apply for aid using the Texas Application for State Financial Aid (TASFA), which can be located on our website at [www.sfasu.edu/faid](http://www.sfasu.edu/faid). For priority consideration, applications should be received by the Office of Student Financial Assistance by March 15 each year; however, applications received after this date will be accepted and processed. Once the information is received, students will be evaluated for all available aid programs. Students must meet all eligibility requirements, including Satisfactory Academic Progress to receive financial assistance. Assistance is available for part-time as well as full-time students. For specific student requirements and information regarding the application process please visit our website at [www.sfasu.edu/faid](http://www.sfasu.edu/faid).

Students are alphabetically assigned to a specific financial aid counselor who will help with the application process and answer questions. Students can communicate with their financial aid counselor via phone or email. Students also may schedule an individual appointment as needed.

### **SFA Purple Promise**

The administration has developed a program to cover the full cost of tuition and fees for four years for students whose family income is \$30,000 or less. The SFA Purple Promise program will be available to all students whose families fall into this financial category and are admitted to the university and complete all financial aid requirements by June 1. Students must maintain specified academic standards and complete a minimum of 30 credit hours per academic year (fall, spring and summer terms combined).

### **Attendance Policy**

Federal regulations require that students attend all classes in order to receive federal financial aid funds. Eligibility for federal student aid is, in part, based on your enrollment status for the term in which you are enrolled. Enrollment will be checked beginning the first class day of each term through the census date. Students will be administratively dropped by the Registrar's Office from any course where attendance cannot be demonstrated. Based upon this information, your financial aid will be re-evaluated accordingly.

Dropping courses may result in a reduction of financial aid funds for the current term. In addition to a reduction in aid, dropping courses also can affect the student's ability to make Satisfactory Academic Progress. For more information concerning this policy, students should contact their financial aid officer or visit [www.sfasu.edu/faid](http://www.sfasu.edu/faid).

Students who withdraw from the university or receive all QFs or any combination of QFs and Ws will be subject to a return of financial aid for the semester in which aid was received. (Please see Return of Funds by Financial Aid Recipients in this section of the bulletin.)

## **DEPARTMENT OF ASSISTIVE AND REHABILITATIVE SERVICES**

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### **DIVISION OF REHABILITATION SERVICES**

This Texas state agency provides rehabilitation services to people who have certain physical or emotional handicaps. This vocational rehabilitation program helps Texans with disabilities prepare for, find and keep employment. The office is located on the SFA campus in the Human Services Building, Room 324.

To be eligible for DRS:

1. the individual must have a physical or mental disability which constitutes or results in a substantial handicap to employment, and
2. vocational rehabilitation services may reasonably be expected to benefit the individual in terms of employment.

The plan for services is individualized to each consumer, and along with vocational counseling, the following assistance MAY be provided:

1. Medical treatment and/or physical restoration

2. Assistive devices
3. Job development and job placement
4. Vocational and/or academic training that may consist of:
  - a. Tuition and required fees
  - b. Room and board
  - c. Mobility assistance
  - d. Note-takers/tutors
  - e. Attendant care

To begin the eligibility process, an individual must apply in person at the DRS office nearest to their permanent residence. The following website provides a list of all the DRS offices within the state: [www.dars.state.tx.us/drs/offices/OfficeLocator.aspx](http://www.dars.state.tx.us/drs/offices/OfficeLocator.aspx).

## **SCHOLARSHIP AWARDS**

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The university has hundreds of scholarships available to new and returning students. Scholarships are based on need, merit or athletic and special skills. Selection criteria may include (but are not limited to) an applicant's academic record, degree goals, financial status and performance on a standardized test. If applicable, other factors may be taken into consideration; these may include socioeconomic background, first generation, rank-in-class, the applicant's region of residence, involvement in community activities, extracurricular activities and career plans. SFA has a centralized scholarship office within the Office of Student Financial Assistance. The scholarship office has developed a single application for the majority of scholarships. Scholarship applications are due Feb. 1 each year and are evaluated by a scholarship committee based upon specific requirements for each scholarship.

The university complies with all state and federal laws concerning awarding scholarships and other financial assistance. Some scholarships are renewable based upon academic performance, while others are one-time awards. Additional information may be obtained from the departments listed below:

### **GENERAL SCHOLARSHIPS**

The Office of Student Financial Assistance awards a number of scholarships through the General Scholarship Program. Eligibility criteria for each scholarship vary.

### **ACADEMIC EXCELLENCE SCHOLARSHIPS**

Scholarships are awarded to entering freshmen who meet eligibility requirements. If renewal criteria are met, the scholarship may be renewed for three additional years after the initial award while pursuing the first baccalaureate degree.

#### **Eligibility:**

1. Receive the offer of admission to SFA by June 1 for the following fall semester.
2. Rank in the top 10 percent of graduating class, or rank in the top quarter of graduating class and earn a minimum score of 1100 of the SAT Reasoning Test (critical reading/reading and math combined) or 24 on the ACT (not including writing sample score).



The admissions application is the only application required, as students are considered and evaluated when officially admitted to the university. Amount: any eligible student will receive a \$3,000 scholarship. The scholarship is awarded as follows: fall semester, \$1,500; spring semester, \$1,500.

**Renewal:**

To renew this scholarship, students must meet two criteria:

1. Complete 24 hours of earned college credit during the fall and spring terms
2. Maintain a 3.25 GPA.

**COMMUNITY COLLEGE TRANSFER SCHOLARSHIPS**

The Community College Transfer Scholarship Program, available through the Office of Admissions, offers new students transferring only from community colleges an opportunity to qualify for awards up to \$2,000. Students with a minimum of 45 transferable semester hours, as computed by the Office of Admissions, are eligible for \$1,000 with a transferable GPA of 3.0-3.49 or for \$2,000 with a transferable GPA of 3.50-4.0. There is no separate scholarship application. Students will automatically be considered and notified of their eligibility after admission to SFA.

**UNIVERSITY SCHOLARS SCHOLARSHIPS**

University Scholars scholarships may be awarded to incoming first-year freshmen meeting a minimum SAT score of 1290 or a minimum ACT composite score of 27. Recipients must actively participate in the School of Honors and can apply for membership at [www.sfasu.edu/honors](http://www.sfasu.edu/honors), select “Application.” The SFA scholarship application also must be completed on the mySFA account. The application deadline for both is Feb. 1. The scholarship amount is up to \$2,000 per semester and is renewable for up to four years for a possible total award of \$16,000. Renewal requirements include:

1. Maintain a 3.25 GPA
2. Complete at least three hours of honor’s classes per semester.

**DUGAS SCHOLARSHIPS**

The Dugas scholarships may be awarded to incoming first-year freshmen meeting a minimum SAT score of 1290 or a minimum ACT composite score of 27. Recipients must actively participate in the School of Honors and can apply for membership at [www.sfasu.edu/honors](http://www.sfasu.edu/honors), select “Application.” The SFA scholarship application also must be completed on the mySFA account. The application deadline for both is Feb. 1. The scholarship amount is up to \$2,500 per semester and is renewable for up to four years for a possible total award of \$20,000. Renewal requirements include:

1. Maintain a 3.25 GPA
2. Complete at least three hours of honor’s classes per semester.

**HOOPS FOR SCHOLARS SCHOLARSHIPS**

The Hoops for Scholars Scholarships may be awarded to incoming first-year freshmen who are National Merit Scholars or finalists. Recipients must meet a minimum SAT score of 1290 or a minimum ACT composite score of 27.

Recipients must actively participate in the School of Honors and can apply for membership at [www.sfasu.edu/honors](http://www.sfasu.edu/honors), select “Application.” The SFA scholarship application also must be completed on the mySFA account. The application deadline for both is Feb. 1. The scholarship amount is up to \$2,500 per semester and is renewable for up to four years for a possible total award of \$20,000. Renewal requirements include:

1. Maintain a 3.0 GPA
2. Maintain full-time enrollment every semester.

### **REGENTS SCHOLARSHIPS**

Each academic department offers two residence hall scholarships to academically gifted undergraduates. This scholarship awards students an allowance of \$1,500 per semester to be used toward the cost of a room located in an on-campus residence hall operated by SFA. For those eligible to live off campus (according to the criteria established by the Residence Life Office listed at [www.sfasu.edu/housing/offcampus.asp](http://www.sfasu.edu/housing/offcampus.asp)), the \$1,500 per semester will be applied toward tuition and fees.

While emphasis is placed on awarding the scholarships to an incoming first-year student, new sophomores and juniors also are eligible. To be eligible for consideration, a freshman-, sophomore- or junior-level student who has not previously attended SFA must apply and be admitted to the university. Entering first-year students must be in the top 15 percent of their high school graduating class or in the top 25 percent of the class with an SAT score of at least 1220 or an ACT score of at least 27. Transfer students must meet the same requirements as entering first-year students and must have maintained a 3.25 GPA (on a 4.0 scale) in all college work taken at other institutions of higher education. Other requirements apply. For more information, call the Office of Admissions, (936) 468-2504, or visit [www.sfasu.edu/go/admissions](http://www.sfasu.edu/go/admissions).

### **ALUMNI ASSOCIATION SCHOLARSHIPS**

The Alumni Association awards approximately 750 endowed scholarships to deserving SFA students each year. Award amounts vary. The deadline for application is Feb. 1.

### **ATHLETIC SCHOLARSHIPS**

Athletic scholarships are available through the Athletic Department in all NCAA sanctioned sports in which SFA participates.

### **ROTC SCHOLARSHIPS**

Army Reserve Officer Training Corps Scholarships are available through the Department of Military Science. Scholarships are available for entering first-year students and transfer students, as well as continuing students.

### **DEPARTMENTAL SCHOLARSHIPS**

Departmental scholarships are available to incoming first-year students and currently enrolled students who have selected a major. For additional information, consult the Academic Units section of this bulletin.

## SCHOLARSHIPS AND FINANCIAL AID FOR INTERNATIONAL STUDENTS

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### OFFICE OF INTERNATIONAL PROGRAMS/ SFA INTERNATIONAL SCHOLARSHIP

The OIP/SFA International Scholarship is awarded to any student who will contribute to the increased diversity for international representation at Stephen F. Austin State University. The amount of the scholarship is \$1,000 per year. In general, students cannot hold graduate assistantships and OIP scholarship awards simultaneously.

#### **Criteria for consideration of scholarship award (satisfy at least two of the following):**

1. To a student whose native language is not English.
2. To a student who has lived in a country other than the United States for five years or longer.
3. To a student who has foreign or dual citizenship recognized by a foreign country, but not by the United States.

#### **Additional requirements:**

1. All students are required to have a minimum cumulative GPA of 2.75 for consideration.
2. Attach an original typed essay (100 words minimum) describing how you would share your culture with SFA. \*Students who are re-applying need to describe their participation during the past semester.
3. Attach an original typed essay (100 words minimum) describing your need for financial assistance.
4. Current SFA students, please attach a copy of your most recent SFA transcript.
5. All students that are awarded the scholarship will have funds applied after registering for classes.

In addition, recipients of this scholarship must take an active role in the international activities on campus. Unfulfilled obligations will result in automatic disqualification for one semester following the award year. Current recipients are highly encouraged to assist with new student orientation when possible.

**All applicants must show financial need in order to be awarded the scholarship. Students who are awarded the OIP Scholarship will be eligible for Texas resident tuition rates.**

Evaluation and awarding of this scholarship will be determined by the Office of International Programs. Preference will be given to degree-seeking and full-time students.

Application deadlines: both fall and spring semester awards have multiple application deadlines and are published at [www.sfasu.edu/oip](http://www.sfasu.edu/oip).

### **PILOT 19**

As a result of the NAFTA Agreement, two students from Mexico per 1,000 students enrolled at SFA are eligible to pay in-state tuition and fees. Students accepted into this financial aid program must sign a financial need statement.

(For example, with 11,000 students at SFA, 24 students from Mexico would be entitled to receive this tuition waiver.)

### **GOOD NEIGHBOR SCHOLARSHIP**

The Texas Legislature enacted a law that awards 10 scholarships to students from every country south of the United States (except Cuba) and Canada. In addition, 30 scholarships are awarded to students from Peru and Mexico. Students must have been accepted into a Texas university by March 1. Then, the university submits names to the Texas Higher Education Coordinating Board, which awards the scholarships. Recipients do not pay state tuition for fall, spring and summer following the award made in May. Recipients must intend to return to the eligible country upon completion of the program of study.

### **OTHER SCHOLARSHIPS**

See Scholarship Awards in this bulletin for other scholarships, such as Community College Transfer Scholarship, for which international students may be eligible.

### **OTHER FINANCIAL AID FOR INTERNATIONAL STUDENTS**

TPEG Grants - See the Financial Aid section of this bulletin. (Applications for international students are available in the OIP.)

Note: International or nonresident students who hold competitive scholarships of at least \$1,000 for an academic year are entitled to pay resident tuition and fees provided they compete with other students, including Texas residents, for the scholarship. The scholarship must be awarded by a scholarship committee officially recognized by the university. The waiver of non-resident fees is available only during the period covered by the scholarship. (Grants such as TPEG will not qualify students for in-state tuition).

### **RETURN OF FUNDS BY FINANCIAL AID RECIPIENTS**

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When a student has received financial aid payments to cover educational costs for a semester and subsequently withdraws from the university during the semester for which payments were received, these funds can no longer be considered as being used for educational purposes. Therefore, all or a portion of the funds may have to be repaid to the aid programs from which they were received. Funds returned to the federal loan program will reduce the student's loan balance with the lender. The student will be responsible for reimbursing the university for any funds returned by the university on behalf of the student. In the event that non-federal aid programs or privately funded scholarships have their own policy, their policy supersedes this policy.

### **PER DIEM RETURN POLICY FOR FEDERAL FINANCIAL AID RECIPIENTS**

Federal regulations require the university to perform a return calculation for all students who receive federal financial aid and withdraw during the semester. The return amount due to the program(s) is calculated on per diem basis with a formula established by federal regulations. The student will be responsible for reimbursing the university for any funds returned by the university on behalf of the student.

In addition, federal regulations require that this return calculation be done for students who stop attending their classes and do not officially withdraw and receive grades of all QFs, or any combination of Ws and QFs, for the

semester. Per regulations, these students will receive a calculation using a 50 percent completion rate or a percentage based on the last documented date of attendance. It is the responsibility of the student to provide the Office of Student Financial Assistance with documentation of continued attendance if he or she receives all QFs, or any combination of Ws and QFs, for the semester. Documentation must be provided within 21 days of the end of the semester, unless an extension is announced.

#### **RETURN POLICY FOR NON-FEDERAL FINANCIAL AID RECIPIENTS**

SFA also requires a return of funds for all non-federal financial aid recipients who withdraw during the semester. In the event that non-federal financial assistance programs or privately funded scholarships have their own return policy, their policy supersedes this policy.

## **STUDENT SERVICES**

### **ACADEMIC AFFAIRS**

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The Division of Academic Affairs offers numerous programs designed to foster student success. These include the Academic Advising Center; Academic Assistance and Resource Center; Office of International Programs; SFA 101: Freshman Seminar; and SFA 198: Learning and Study Skills.

### **STUDENT SUCCESS CENTER**

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#### **ACADEMIC ADVISING CENTER**

The Academic Advising Center provides advising services for students who have not declared an academic major. Full-time advisers are available to assist students with course selection and with materials to help them explore career options. The center also has information and literature on all academic majors offered at SFA.

Students who are not yet ready to declare an academic major when they enter the university should select “Undecided Liberal and Applied Arts” as their major. Because most first-year courses are chosen to fulfill General Education requirements, a student’s university career is not necessarily prolonged by an initial period of being undecided about a major. Any undecided student may be advised in the Academic Advising Center until the student has earned 45 semester hours of credit.

The center also serves as the campus liaison for the Texas Success Initiative. Students who have questions or concerns about TSI should consult with the center’s staff. For a detailed description of TSI, see the Undergraduate Admissions section of this bulletin.

The Academic Advising Center is located in the Ralph Steen Library, Room 203. The phone number is (936) 468-5803. Please visit [www.sfasu.edu/advising](http://www.sfasu.edu/advising) for more information.

#### **ACADEMIC ASSISTANCE AND RESOURCE CENTER**

The AARC is a nationally acclaimed tutoring center and winner of the Texas Higher Education Coordinating Board’s Star Award for exemplary

programs. The Academic Assistance and Resource Center is committed to improving the academic performance of the individual student at Stephen F. Austin State University. Through the personal attention of staff, AARC engages students in a collaborative, learner-centered environment focused on developing the scholarship of clients and the leadership of tutors. The AARC offers free tutoring services for students, including weekly individual appointments, study groups, walk-in tables, workshops, and online tutoring for writing and math.

The AARC is located on the first floor of Ralph W. Steen Library. Students can review services on the website at: <http://library.sfasu.edu/aarc/>. Students may also call with questions at (936) 468-4108.

### **SFA 101**

It is important that students understand how a university works and what they need to do to be successful. Toward that end, the university has created a one-credit course designed specifically for the first-semester college student. In classes of no more than 25, SFA 101 students work with an experienced SFA instructor and a successful upperclass student. SFA 101 is not a required course; however, it is beneficial to all beginning college students.

This course provides study and practice in methods for success in college. Topics include critical thinking skills, study skills, time and money management, goal setting, career planning, and a review of university resources and regulations.

SFA 101 is located on the second floor of the Ralph Steen Library. For additional information, call (936) 468-2188, or visit [www.sfasu.edu/sfa101](http://www.sfasu.edu/sfa101).

## **INTERNATIONAL STUDENT SUPPORT SERVICES**

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The Office of International Programs provides international student support services. Services include an SFA orientation, cultural adjustment, assistance with visa issues, banking assistance, resources for assistance and initial transportation from Bush Intercontinental Airport (IAH) in Houston to SFA upon arrival in Texas. In addition, the English Language Institute is available for students who encounter difficulties with the use of the English language.

Academic support is offered through the Academic Assistance and Resource Center. All offices and departments at SFA are committed to student success and, therefore, will assist international students with their needs.

## **UNIVERSITY AFFAIRS**

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[www.sfasu.edu/universityaffairs/](http://www.sfasu.edu/universityaffairs/)

The Division of University Affairs is composed of the following areas: Student Affairs, Student Services, Campus Recreation, Student Publications, Divisional Operations and Public Safety.

## **STUDENT AFFAIRS**

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[www.sfasu.edu/deanofstudentaffairs](http://www.sfasu.edu/deanofstudentaffairs)

The Department of Student Affairs strives to fulfill the university's mission through personal connections with students, creating engaging and dynamic

learning opportunities and providing programs and services designed to help students meet their personal and academic goals.

The department fulfills its mission through Support Services and Programs component areas.

The Office of the Dean of Student Affairs is located in the Baker Pattillo Student Center on the third floor.

## **STUDENT AFFAIRS SUPPORT SERVICES**

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[www.sfasu.edu/supportservices](http://www.sfasu.edu/supportservices)

Student Affairs includes the following departments: Counseling Services, Center for Career and Professional Development, Disability Services, Health Services, Student Rights and Responsibilities, Testing Services, and the Veterans Resource Center. Highly qualified professional staff members work individually with students to assist them in both their personal and academic goals.

### **COUNSELING SERVICES**

[www.sfasu.edu/counselingservices](http://www.sfasu.edu/counselingservices)

Counseling Services provides assistance via individual and group counseling to students faced with adjustment problems and personal obstacles, and helps students with mental health concerns. Licensed professional counselors and graduate student intern counselors provide services on a strictly confidential basis. Counselors also assist in crisis situations and offer consultation to faculty and staff members. Counseling Services offers psycho-educational presentations on mental health topics and conducts QPR training to teach members of the campus community how to assist people at risk of suicide. Counseling Services is located on the third floor of the Rusk Building. Appointments may be scheduled by stopping by or calling (936) 468-2401.

### **CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT**

[www.sfasu.edu/ccpd](http://www.sfasu.edu/ccpd)

The Center for Career and Professional Development provides centralized career planning and development serving all divisions of the university. We work to enhance student employability by helping students develop a professional brand through assistance with résumé preparation, networking and interview techniques, and career coaching, as well as internship and job-search strategies. Additionally, we serve as the liaison between SFA students, alumni and prospective employers offering a variety of employment opportunities. We connect students and employers through on-campus recruiting via job fairs, informational sessions, online job postings and networking events. We encourage students to take a proactive approach to their futures by utilizing our tools early and persistently. To access our services, students should register with us through Jobs4Jacks ([www.sfasu.edu/ccpd/400.asp](http://www.sfasu.edu/ccpd/400.asp)), our online career management platform.

Additional information may be obtained in person at the Rusk Building, third floor; on the CCPD website at [www.sfasu.edu/ccpd](http://www.sfasu.edu/ccpd); via mail at P.O. Box 13032, SFA Station, Nacogdoches, Texas 75962; or via phone at (936) 468-3305.

## **DISABILITY SERVICES**

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[www.sfasu.edu/disabilityservices](http://www.sfasu.edu/disabilityservices)

The university is committed to providing equal opportunities in higher education to academically qualified students with disabilities who demonstrate a reasonable expectation of college success. Students with disabilities are integrated as completely as possible into the university community, as the university shares responsibility with the student for modifying campus facilities and programs to meet individual needs.

Following acceptance for clear admission to SFA, the process of obtaining services and accommodations begins with the completion of the application for services and submission of appropriate documentation by the student. Students living on campus needing special accommodations because of a disability should request the form available through the Residence Life Department or Disability Services. Documentation for academic and/or housing accommodations should provide sufficient evidence of a disability that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act of 1990. Guidelines for documentation are provided by Disability Services and should be reviewed by the student prior to seeking documentation from a qualified professional.

Documentation should be submitted well in advance of the initial semester in which accommodations will be requested. Sufficient time is necessary to provide for committee review of documentation and appropriate coordination of services.

Refer to Americans with Disabilities Act of 1990 and Section 504 in the University Policies section of this bulletin regarding provision of services for people with disabilities. Requests for additional information should be directed to:

Disability Services, Stephen F. Austin State University  
P.O. Box 6130, SFA Station  
Nacogdoches, TX 75962-6130  
Phone: 936.468.3004; Fax: 936.468.1368

## **HEALTH SERVICES**

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[www.sfasu.edu/healthservices/](http://www.sfasu.edu/healthservices/)

Located on the corner of East College and Raguet streets, the Student Health Center is an outpatient medical facility offering medical services to all currently enrolled students. It is staffed by licensed physicians, a family nurse practitioner, nurses, laboratory personnel, and supportive technical and administrative staff. Partially funded by student service fees paid at registration, services include all clinic visits; diagnostic laboratory tests; injections of patient-furnished allergy medications; minor surgery, as determined by the clinic physicians; and many other services during regular clinic hours. Some cost-saving services are provided for a nominal fee (e.g., well-person screening tests, laboratory tests ordered by outside physicians and influenza immunizations).

Visits require an appointment, although patients with urgent medical conditions will be seen immediately. For life-threatening emergencies, call 911.



## **IMMUNIZATIONS**

All students must show adequate levels of:

1. Immunity, acquired naturally or by immunization, against the following diseases: Tetanus/Diphtheria - The last of the three initial injections or a booster must have been within the past 10 years; Poliomyelitis - (Types I, II and III); Measles - Prior to registration, all new students born in or after January 1957 must show proof of two doses of measles vaccine administered on or after their first birthday and at least 30 days apart or serologic confirmation of immunity to measles; Rubella - Prior to admission, all new students must show proof of rubella vaccine administered on or after their first birthday or serologic confirmation of rubella immunity; Mumps - Prior to admission, all new students born in or after January 1957 must show proof of mumps vaccine on or after their first birthday or serologic confirmation of mumps immunity.
2. Freedom from infectious tuberculosis as evidenced by a negative tuberculin test (also called PPD) within one year prior to matriculation or a physician's statement documenting a negative chest X-ray.
3. Evidence of these, such as a statement from a physician or copies of high school or college immunization records, must be provided to the Student Health Center.

## **MENINGITIS VACCINATION**

State law requires all entering students under the age of 22 to provide evidence of vaccination against bacterial meningitis or the appropriate documentation for exemption.

## **OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES**

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[www.sfasu.edu/judicial](http://www.sfasu.edu/judicial)

The Office of Student Rights and Responsibilities adjudicates student misconduct in a manner that complements the university's mission to enhance total education. It is the goal of the OSRR that every disciplinary hearing serve as a teachable moment that assists a student in learning to live in a community as a responsible citizen.

In addition to student discipline, the OSRR works with Academic Affairs to address Early Alerts issued by faculty members and advisers when there is a non-academic concern potentially impacting a student's ability to be successful. The office also maintains the iCare Early Alert program, which supplements the Early Alert program available to faculty members and advisers. The iCare program allows individuals who do not have access to the SSC campus platform to submit a concern they have about a current student's ability to succeed.

## **TESTING SERVICES**

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[www.sfasu.edu/ccs/testing](http://www.sfasu.edu/ccs/testing)

National tests such as the ACT, GRE, LSAT, TExES/ExCET and GMAT are offered through this office. Computer-based testing is offered for the TSI Assessment, Accuplacer, GRE, GMAT, TOEFL, MCAT, MAT, Major Field Test, IQT, TEAS, TCOLE, TCLEOS, PAN, DSST, ASE Certification, TExES, TCEQ,

Kryterion, Castle World Wide, Praxis, Pearson VUE, CLEP and Computer GED for those establishing high school equivalency. Distance-learning testing (correspondence tests) also are administered.

## **VETERANS RESOURCE CENTER**

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[www.sfasu.edu/vrc/](http://www.sfasu.edu/vrc/)

The Veterans Resource Center at SFA provides a space for veterans to gather, socialize and form supportive relationships with other veterans. This space is a hub for veterans programming efforts that include connections with veteran faculty members and access to veterans' resources provided by the university and outside agencies.

## **STUDENT AFFAIRS PROGRAMS**

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[www.sfasu.edu/studentaffairs](http://www.sfasu.edu/studentaffairs)

The Office of Student Affairs Programs consists of a collection of student-oriented programs and services that provide opportunities for campus involvement, student leadership, civic engagement, campus spirit and traditions. More information about a few of these programs is provided below.

## **STUDENT ENGAGEMENT PROGRAMS**

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[www.sfasu.edu/studentaffairs](http://www.sfasu.edu/studentaffairs)

The Office of Student Engagement Programs offers students ways to integrate themselves into campus life. Home of Greek Life, Student Activities Association, SFA Traditions Council, Involvement Center, Student Organization Resource Center, Homecoming, Jack Camp, Student Leadership and Service Programs, and more than 200 student organizations, SEP is the heart of campus life. SEP assists students in developing leadership skills that will enhance their career development and outside-the-classroom experience.

## **OFFICE OF MULTICULTURAL AFFAIRS**

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[www.sfasu.edu/oma](http://www.sfasu.edu/oma)

The Office of Multicultural Affairs engages the campus community in creating and sustaining a campus culture that enables understanding of one's own cultural identity, understanding how that identity affects our world view, learning to competently communicate with those of other cultures and embracing the possibilities of participation in a pluralistic society.

## **ORIENTATION PROGRAMS**

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[www.sfasu.edu/orientation](http://www.sfasu.edu/orientation)

Orientation Programs provides assistance to all new students and family members as they transition into SFA by offering programs during the summer and at other times during the year when new students arrive. OP also produces programs during Weeks of Welcome that are designed to welcome students to SFA at the start of their academic careers.

## **SPIRIT PROGRAMS**

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[www.sfasu.edu/spiritprograms](http://www.sfasu.edu/spiritprograms)

Spirit programs is home to the 25-time National Collegiate Champion Cheer and Dance Teams. Teams comprise the large coed cheer, dance teams, small coed cheer, all-girl cheer, the Lumberjack mascot, and the Purple Haze Association. Spirit programs support our Lumberjack football and basketball teams, as well as our Ladyjack volleyball and basketball teams throughout the year before competing at their own national competition in April.

## **STUDENT GOVERNMENT**

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[www.sfasu.edu/sga](http://www.sfasu.edu/sga)

The Student Government Association serves as the representative voice of the student body to the faculty and administration. Concerns and issues important to students are made known through legislation passed by the SGA. A three-branch system consisting of the executive, legislative and judicial branches is utilized. The president of SGA, with the help of the other executive officers, heads the executive branch and helps activate legislation passed by the Student Senate. The senate is chaired by the speaker and is composed of representatives elected from the colleges and classes. Judicial authority is vested in the Student Supreme Court.

## **STUDENT SERVICES**

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[www.sfasu.edu/studentsservices](http://www.sfasu.edu/studentsservices)

The services offered through the departments within Student Services help engender and capture the synergies of a residential campus.

## **BAKER PATTILLO STUDENT CENTER**

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[www.sfasu.edu/studentsservices/125.asp](http://www.sfasu.edu/studentsservices/125.asp)

The Student Center serves as the “living room” and “town square” of campus life. Its programs, facilities and operations are created with an emphasis on student development with service and satisfaction as the keystones to their success.

## **RESIDENCE LIFE**

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[www.sfasu.edu/reslife](http://www.sfasu.edu/reslife)

Residence Life is an integral part of the educational experience at SFA and seeks to provide a learner-centered residential environment conducive to the academic success and personal development of SFA students.

SFA provides on-campus housing for approximately 5,000 students. Students apply to live on campus through their mySFA account. Single students younger than 21 years of age prior to the 12th class day with fewer than 60 credit hours of coursework earned reside and dine on campus. More information on campus living and off-campus exemptions can be found at [www.sfasu.edu/reslife](http://www.sfasu.edu/reslife).

## **DINING SERVICES**

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[www.sfadining.com](http://www.sfadining.com)

ARAMARK is the provider of campus dining services. Students and employees are offered meal plan options, as well as a wide selection of retail choices. Students who reside on campus in units without full kitchens participate in one of the residential dining plans.

## **ID CARD SERVICES**

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[www.sfasu.edu/student-services/127.asp](http://www.sfasu.edu/student-services/127.asp)

Located on the first floor of the Baker Pattillo Student Center, the card services office produces and maintains student and employee ID cards that provide access to food service facilities, buildings, declining balance plans and more.

## **BAKER PATTILLO STUDENT CENTER INFORMATION DESK**

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The Information Desk is a resource for students, faculty and staff members, and visitors on campus. Information Desk staff members can help locate individuals on campus and provide directions and campus maps. Information Desk staff members make refunds when vending machines malfunction and sell tickets to student events. Individuals off campus needing help finding telephone numbers for campus departments may call (936) 468-3401.

## **SFA POST OFFICE**

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[www.sfasu.edu/student-services/139.asp](http://www.sfasu.edu/student-services/139.asp)

Located in the Student Center, the SFA Post Office provides full U.S. postal services to all members of the SFA community. With more than 10,000 boxes, box rental is required for students who live on campus and is available to students living off campus.

## **BOOKSTORE**

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[www.sfasu.bncollege.com](http://www.sfasu.bncollege.com)

Barnes & Noble is the official SFA on-campus supplier of course textbooks, supplemental materials and class supplies. Barnes & Noble also offers a large selection of SFA spirit clothing and other SFA items for souvenirs and gifts. Books can be purchased at the store or online.

## **BANKING CENTER**

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Commercial Bank of Texas offers a full range of banking services for students, faculty, staff and visitors. Located on the first floor of the Baker Pattillo Student Center, CBTx is open regular banking hours during regular academic semesters.

## **PRINTING SERVICES**

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[www.sfasu.edu/student-services/270.asp](http://www.sfasu.edu/student-services/270.asp)

University Printing Services is located at 1216 University Woods Drive. It provides printing, binding and laminating services for academic departments, administrative offices, students, faculty and all university support organizations. Official letterhead, business cards, envelopes, etc. can be ordered at the service window in the Rusk Building, Room 114, by phone or by printing a work order request found on the main SFA website A-Z directory.

## **GRAPHICS SHOP**

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[www.sfasu.edu/student-services/274.asp](http://www.sfasu.edu/student-services/274.asp)

This is the university's one-stop shop for copies, digital printing, large format posters, banners and other print-related services and supplies. The Graphics Shop specializes in fast turn-around of small quantity jobs, helping students and campus departments produce needed materials quickly.

## **CAMPUS RECREATION**

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[www.sfasu.edu/campusrec](http://www.sfasu.edu/campusrec)

The Campus Recreation Department, housed in the Student Recreation Center, offers students a wide variety of healthy and fun activities at all ability levels. Opportunities for active competition, fitness conditioning, skill building, stress release, leadership development and socialization are available through the many programs offered each semester. Students can take advantage of these opportunities through the various program areas of the department: intramural sports, aquatics, outdoor pursuits, camps, fitness, wellness, sport clubs and special events.

## **STUDENT PUBLICATIONS**

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### **THE PINE LOG**

[www.thepinelog.com](http://www.thepinelog.com)

The Pine Log is the official newspaper of Stephen F. Austin State University. It is published each Wednesday during the fall and spring except during university holidays and final exams. The Pine Log's circulation is approximately 4,000. The newspaper is distributed on campus free of charge. Subscriptions by mail are available at \$35 per academic year. The Pine Log is an independent student publication and is financially self-supporting. Revenue necessary to pay production costs, including student salaries, is generated by advertising sales.

### **STONE FORT**

The Stone Fort yearbook is produced annually by student editors who are responsible for gathering content, designing the pages and preparing the project for printing. SFA students may purchase the yearbook on a subscription basis, either by signing up during Orientation or through their mySFA account. Organizations may purchase space in the yearbook to feature information and photographs about their programs and special events. The Stone Fort

also includes individual photos of students enrolled during the academic year. Yearbooks are made available for pick up near the end of each spring semester. They also can be mailed to students who are no longer on campus.

## **DEPARTMENT OF PUBLIC SAFETY**

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### **UNIVERSITY POLICE**

[www.sfasu.edu/dps](http://www.sfasu.edu/dps)

The Department of Public Safety comprises police, parking, safety technology and emergency management. It is located at 232 E. College St. and is responsible for the protection of public and private property, public safety, and the enforcement of university regulations, as well as the laws and ordinances of the city of Nacogdoches and the state of Texas. The department also manages access, control and campus surveillance cameras in addition to providing 24-hour patrol protection for the campus.

The SFA Annual Campus Security and Fire Safety Report, which includes crime statistics, is available on the DPS website, or a mailed hard copy of this report can be requested by contacting the DPS administrative office at (936) 468-2252 or [updemail@sfasu.edu](mailto:updemail@sfasu.edu).

### **PARKING AND TRAFFIC**

[www.sfasu.edu/parking](http://www.sfasu.edu/parking)

The Parking and Traffic Office, a division of the Department of Public Safety, is located at 1925 Wilson Drive on the first floor of the Wilson Drive Parking Garage and is responsible for the oversight of all issued permits, parking enforcement, vehicle assists, Pay-Per-Use/Contract Parking, Citation Appeals, Special Event Parking and the evening Jack Track shuttle service.

## **INTERCOLLEGIATE ATHLETICS**

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Stephen F. Austin State University is a comprehensive, state-supported university committed to excellence in undergraduate and graduate education. This commitment extends to maintaining a successful intercollegiate athletic program as a substantial contributor to a comprehensive collegiate environment. The goals of the university and the Intercollegiate Athletics Department include excellence in achievement through specialized and multidisciplinary development, training and competition.

The university and the Intercollegiate Athletics Department provide a successful, high-quality program that involves a broad range of sports for students throughout the campus community, conforms to NCAA and Southland Conference regulations, and focuses on the educational, physical, mental and social well being of student-athletes.

The university and the Intercollegiate Athletics Department ensure that all student-athletes meet academic standards set by the university and NCAA. All student-athletes are encouraged to complete chosen academic programs and become contributing citizens. Their health and safety receive the highest priority.

The university and the Intercollegiate Athletics Department are committed to providing equal opportunities for all student-athletes and members of the athletics staff.

SFA competes in both men's and women's intercollegiate athletics in the NCAA Division I level (FCS Football) as members of the Southland Conference.

Men's intercollegiate sports include football, cross country, basketball, baseball, indoor/outdoor track and golf. Women's intercollegiate sports include basketball, cross country, softball, indoor/outdoor track, volleyball, tennis, soccer, golf and bowling.

Excellent facilities are located on campus, including Homer Bryce Stadium, home of the Lumberjacks football team and the men's and women's track programs; William R. Johnson Coliseum, home to the men's and women's basketball teams; the Gerald and Candace Schlieff Tennis Complex, home of Ladyjack tennis; the SFA Soccer Complex, home to Ladyjack soccer; and the Shelton Gym, home of Ladyjack volleyball.

The baseball and softball teams compete in facilities located off campus at the Nacogdoches Baseball Park Complex on the city's west loop.

# ACADEMIC UNITS

## CORE CURRICULUM

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### MISSION

The core curriculum at Stephen F. Austin State University seeks to equip students with the broad intellectual foundations needed to live satisfying lives, to ready themselves for advanced study, to contribute significantly to society and to succeed in a diverse global community. In the service of these objectives, the mission of the core curriculum is to develop students' abilities to think in disciplined, critical, quantitative, and creative ways and to communicate effectively.

### CORE CURRICULUM REQUIREMENTS (42 HOURS)\*

#### A. Communication (12 Hours)

1. Six hours from English rhetoric/composition:  
ENG 131 or 133H, 132
2. Three hours from oral communication:  
COM 111, 170, 215
3. Three hours from additional communication:  
BCM 247; ENG 273; FRE 131, 132; GER 131, 132; POR 131, 132; SPA 131, 132; SPH 172, 272

#### B. Mathematics (3 Hours)

Three hours from:  
MTH 110, 127, 138, 143, 220, 233\*\*

#### C. Life and Physical Science (6 Hours) \*\*

Six hours from:  
AGN 110; AST 105; BIO 121, 123, 125, 131, 133, 225, 238; CHE 101, 111, 133, 134; ENV 110; GOL 101, 131, 132; PHY 100, 101, 102, 110, 131, 132, 241, 242

#### D. Language, Philosophy, & Culture (3 Hours)

Three hours from: ENG 200, 209, 211, 212, 221, 222, 229, 230, 233H; HIS 151, 152, 161, 162; PHI 153, 223

#### E. Creative Arts (3 Hours)

Three hours from:  
ART 280, 281, 282; DAN 140; MHL 245; MUS 140; THR 161, 163

#### F. American History (6 Hours)

Required (6 Hours): HIS 133, 134

#### G. Government/Political Science (6 Hours)

Required (6 Hours): PSC 141, 142

#### H. Social and Behavioral Science (3 Hours)

Three hours from:  
ANT 231; ECO 231, 232; GEO 131; PSY 133; SOC 137

*\*Please note: Specific degree programs may direct core curriculum choices due to accreditation requirements or other considerations. Please see core requirements for specific degree programs.*

*\*\*Lab hours are counted in the major.*



UNDERGRADUATE DEGREES	B.A.	B.A.A.S.	B.B.A.	B.F.A.	B.M.	B.S.	B.S. Ag	B.S.F.	B.S.I.S.	B.S.N.	B.S. Rhb.	B.S.W.
Accounting			•									
Agribusiness							•					
Agricultural Development							•					
Agricultural Development-Production							•					
Agricultural Machinery							•					
Agronomy							•					
Animal Science							•					
Applied Arts and Sciences		•										
Art	•			•								
Art History	•											
Biochemistry							•					
Biology							•					
Business Economics			•									
Chemistry							•					
Child Development and Family Living							•					
Communication Disorders							•					
Communication-Journalism	•						•					
Communication-Radio/Television	•						•					
Communication-Communication Studies	•						•					
Computer Information Systems	•											
Computer Science							•					
Creative Writing				•								
Criminal Justice-Corrections	•											
Criminal Justice-Law Enforcement	•											
Criminal Justice-Legal Assistant	•											
Dance							•					
Deaf and Hard of Hearing							•					
Economics	•											
English	•											
Environmental Science							•					

UNDERGRADUATE DEGREES	B.A.	B.A.A.S.	B.B.A.	B.F.A.	B.M.	B.S.	B.S. Ag	B.S.F.	B.S.I.S.	B.S.N.	B.S. Rhb.	B.S.W.
Family and Consumer Sciences						•						
Fashion Merchandising						•						
Finance			•									
Foods and Nutrition/Dietetics						•						
Forest Management								•				
Forest Wildlife Management								•				
Forestry								•				
French	•											
General Agriculture							•					
General Business			•									
Geography	•					•						
Geology						•						
Gerontology	•					•						
Health Science						•						
History	•											
Horticulture							•					
Hospitality Administration						•						
Human Dimensions in Natural Resources								•				
Information Technology	•											
Interdisciplinary Studies - Education									•			
Interior Design						•						
International Business			•									
Kinesiology						•						
Liberal Studies	•											
Management			•									
Marketing			•									
Mathematics						•						
Music					•							
Nursing (Generic)										•		
Nursing (Post RN)										•		

UNDERGRADUATE DEGREES	B.A.	B.A.A.S.	B.B.A.	B.F.A.	B.M.	B.S.	B.S. Ag	B.S.F.	B.S.I.S.	B.S.N.	B.S. Rhb.	B.S.W.
Orientation and Mobility											•	
Philosophy	•											
Physics						•						
Political Science	•					•						
Poultry Science	•						•					
Psychology	•					•						
Public Administration	•					•						
Rehabilitation Services											•	
Social Work												•
Sociology	•					•						
Spanish	•											
Theatre	•			•								

B.A. - Bachelor of Arts

B.A.A.S. - Bachelor of Applied Arts and Sciences

B.B.A. - Bachelor of Business Administration

B.F.A. - Bachelor of Fine Arts

B.M. - Bachelor of Music

B.S. - Bachelor of Science

B.S. Ag. - Bachelor of Science in Agriculture

B.S.F. - Bachelor of Science in Forestry

B.S.I.S. - Bachelor of Science in Interdisciplinary Studies

B.S.N. - Bachelor of Science in Nursing

B.S. Rhb. - Bachelor of Science in Rehabilitation

B.S.W. - Bachelor of Social Work