

**STEPHEN F. AUSTIN
STATE UNIVERSITY
NACOGDOCHES, TEXAS**

2010 SPRING



SCHEDULE OF CLASSES INTRODUCTORY INFORMATION



ATTENTION:

All students who were not enrolled at SFA during Fall 2009 or who will graduate in May 2010:

- If you are enrolling for UNDERGRADUATE COURSES, you must contact the Admissions Office [Rusk Building, Room 206; (936) 468-2504] well in advance of registration.
- If you are enrolling for GRADUATE courses, you must contact the Graduate Office [Liberal Arts North Building, Room 423; (936) 468-2807] prior to registration. You may not enroll in a graduate level course until you have been admitted to graduate school.

SPRING 2010 CALENDAR

January 17 - Sunday

10 a.m. Housing Facilities Open

January 19 - Tuesday

8 a.m. ACT Residual given, Kennedy Auditorium
 9:30 a.m. Faculty meetings by College
 10:30 a.m. Faculty meetings by Department
 1 p.m. Orientation for all new Freshmen and transfer students, Miller Science Building, Room 137

January 20 - Wednesday

8 a.m. Classes Begin

January 25 - Monday

Last day to change schedules other than to drop courses;
 Last day to register (both full-time and part-time students)

February 4 - Thursday

Twelfth Class Day

February 16 - Tuesday

Twentieth Class Day

February 17 - Wednesday

Last day to drop 1st half semester classes

March 10 - Wednesday

Mid-semester

March 13 - Saturday

Beginning of spring holidays

March 22 - Monday

8 a.m. Classes resume
 Last day to apply for degrees to be completed in May 2010

March 24 - Wednesday

Last day to drop courses
 Last day to withdraw from the University without WP or WF

April 1 - Thursday

Beginning of Easter Holiday for students and faculty

April 5 - Monday

4 p.m. Classes resume

April 22 - Thursday

Last day to drop 2nd half semester classes

April 26 - Monday

Last day to withdraw from the University

May 7 - Friday

Mentor Ring Big Dip Ceremony

May 10-14 - Monday-Friday

Final examinations

May 15 - Saturday

End of semester Commencement

May 19 - Wednesday

Noon Grade entry completed for spring

SPRING 2010 REGISTRATION SCHEDULE

ACCESS <http://mysfa.sfasu.edu>
HOLDS MUST BE CLEARED TO OBTAIN REGISTRATION MENU.

CALL (936) 468-1370 BETWEEN 8 A.M. AND 5 P.M. IF YOU REQUIRE ASSISTANCE.

Registration priority is based on classification.
 For classification purposes, the following hours earned apply:

Freshman	1-29	Juniors	60-89
Sophomores	30-59	Seniors	90 & up

GRADUATE, POSTGRADUATE	Tuesday 7 a.m.	17-NOV-2009
SENIOR AND UP	Tuesday 11 a.m.	17-NOV-2009
JUNIOR AND UP	Wednesday 7 a.m.	18-NOV-2009
SOPHOMORE AND UP	Thursday 7 a.m.	19-NOV-2009
FRESHMAN AND UP	Friday 7 a.m.	20-NOV-2009

**A note about system availability: While striving to maintain system availability 24 hours a day, seven days a week, systems have to be made unavailable during nightly file updating runs and occasionally on weekends and/or off-hours for system maintenance.



DO YOU WANT TO GRADUATE??

You must apply for graduation in Room 204 of the Rusk Building by the following deadline:

COMMENCEMENT DATE
 May 15, 2010

APPLY BY:

DROPPING & ADDING COURSES

1. Use the registration procedure outlined in this schedule of classes. Schedule changes, including dropping or adding classes, are completed the same way as registration. Classes may be added through the 4th class day in the Fall and Spring semesters. Classes may be dropped through the 12th class day in the Fall and Spring semesters. Beginning with the 5th class day in Summer and 13th class day in Spring and Fall, all drops must be processed in Room 201 of the Rusk building. See calendar on page 2 for actual drop dates and additional information about dropping courses.

2. CAUTION: If you received Financial Aid, you should consult the Financial Aid office before dropping courses. Dropping courses may result in part of your funds being returned to the Title IV programs or possibly losing all of your aid. Dropping courses may also affect your Satisfactory Academic Progress standing; especially if you are currently on probation. Satisfactory Progress maintains that you must complete a percentage of your classes each term to retain financial aid for the future.

3. Tuition and Fee adjustments for schedule changes will be added to your registration bill. If you execute a schedule change after you have paid your bill, you must view your account at <http://mysfa.sfasu.edu> to see how much you owe. Payment should also be made at that time. Please contact the Business Office at 936-468-6960 should you have any questions concerning your bill.

SPRING 2010 REGISTRATION

For All Eligible Students
November 17, 2009 - January 19, 2010

Register on-line at:
<http://mySFA.sfasu.edu>

For advising requirements see "Academic Advising" section in this bulletin. Students with a GPA lower than 2.0 are not eligible to register without Dean's permission.

REGISTRATION INSTRUCTIONS

Prior to your registration time:

1. First time freshmen and undergraduate transfer students must be advised and clear their registration hold with their academic advisor 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 (see p. 5) must be cleared for registration by the Academic Advising Center, Library 203. Students required to test who do not have TSI scores (ACCUPLACER, THEA, COMPASS, ASSET) on file will not be eligible for registration until scores have been received by the Advising Center.

WITHDRAWING PRIOR TO FIRST CLASS DAY

Students who have registered but will not be attending must withdraw prior to the first class day of that semester by contacting the Registrar's Office to avoid financial penalties or punitive grades.

If you have applied for financial aid and are not planning to attend SFASU, you must contact the Financial Aid office to cancel your aid. Failure to do so could result in your financial aid paying a portion of your bill and the courses not being dropped.

If you have also applied for housing, you must contact the Residence Life Department.

3. All students with a GPA below 2.0 must be advised and cleared for registration by their Academic Dean. Probation/suspension students in the College of Business are not eligible to early register.

4. Currently enrolled and returning students may register according to the published time schedule. Date of birth will not be accepted as a valid PIN. If you are currently using date of birth as your PIN, the system will ask you to change it before proceeding with your registration. If you forget your PIN, you must contact the Registrar's Office at (936) 468-1370.

5. Clear all holds.

6. Refer to the "Academic Advising" section in this bulletin for advising requirements.

7. Follow procedure described in the class schedule for registration.

Complete registration at your scheduled time via the Internet. If you require assistance, phone (936) 468-1370 between 8 a.m. and 5 p.m. or request personal assistance in Room 202, Rusk Bldg., during the same business hours

You must visit each of the following offices and complete required procedures to ensure proper billing and a correct schedule of classes.

1. All students who have a Residence Life hold must report to the Residence Life Office, Room 131, Austin Bldg., or call (936) 468-2601. Students who are younger than 21 years of age and have earned less than 60 hours of course work, reside and dine on campus and have the opportunity to discover the full university experience.

2. All students living in University owned housing must rent a SFA post office box. Enrolled students renting a box for the Fall semester will be assigned the same box for the Spring semester upon registration. New students assigned to residence halls will be issued a box number prior to move-in day. All other students may rent a box at the SFA Post Office window. PO box information is available online at MySFA under the "My Services" tab. Completion of a SFA Change of Address form (available at the Post Office or Registrar's Office) is necessary to remove a box rental from your SFA record and to forward your mail.

3. Report to the University Police Department located on East College Street if you plan to park any motorized vehicle on campus property. Parking permits are required.

4. Report to the Business Office, Room 204, Austin Bldg., if you wish to choose tuition and fee installment payment plan.

5. Obtain a University issued ID card or validate your current one.

ACADEMIC ADVISING

Academic advising is available in the departments. Contact your major department for the advising schedule. All students who are required and those who choose to be advised prior to every registration period

are to be advised individually according to the following guidelines:

- all students with fewer than 60 earned hours of credit and all students on academic probation must be advised prior to each registration period by which time the student should have on file an official degree plan;
- students with more than 60 earned hours of credit must be advised on an annual basis and may be advised more frequently, if desired;
- individual colleges and/or departments may specify additional requirements of students for mandatory advising.
- the advising process includes releasing the hold that will allow the student to register.

Each student is responsible to ensure that the courses selected will meet degree requirements. Utilize the GENERAL BULLETIN and the online degree audit to confirm which courses will meet degree requirements. Advisors are also available to assist students with course selection. Failure to obtain correct information will not exempt students from having to meet degree requirements.

Courses should be selected with attention to prerequisites and to advancing sequences. Students preregistering for classes for which they lack the prerequisites may be dropped from those classes by the head of the department offering the course in order to release spaces to students who have satisfied the prerequisites. Students who wish to take courses for which they lack prerequisites will be protected from such removal only if they secure permission of the head of the department offering the course prior to registering.

AUDITING COURSES

Students who plan to audit courses at SFA, without enrolling in any course for credit during the same semester, should register for audit in the Registrar's Office (Rusk 202) on the first class day of the semester. Students may not register for audit through the Internet. Following approval by the academic department or instructor, fee payment should be made at the Business Office. Auditing fees are the same as tuition paid by regularly enrolled students, unless the student is over the age of 65. Individuals age 65 and over may audit at no charge on a space-available basis and with the permission of the instructor.

**CONTACT YOUR DEPARTMENT
FOR INFORMATION ON ADVISING
WELL IN ADVANCE OF YOUR
SCHEDULED REGISTRATION TIME.**

SPRING 2010 LATE REGISTRATION

January 20 - 25, 2010

Register on-line at:
<http://mysfa.sfasu.edu>

For advising requirements see "Academic Advising" section in this bulletin. Students with a GPA lower than 2.0 are not eligible to register without Dean's permission.

REGISTRATION INSTRUCTIONS

1. Clear all holds.
2. First-time freshmen and undergraduate transfer students must be advised and clear their registration hold with their academic advisor or department chair.
3. Students who have not passed all parts of the Texas Success Initiative (ACCUPLACER, THEA, COMPASS, or ASSET) or who do not have scores on file must report to the Academic Advising Center, Library 203 to be cleared for registration (see p. 7).
4. Students who have a Residence Life hold report to Residence Life, Room 131, Austin Bldg., or call (936) 468-2601. Students who are younger than 21 years of age and have earned less than 60 hours of course work, reside and dine on campus and have the opportunity to discover the full university experience.
5. REGISTER FOR COURSES:
 - A. To access Internet registration go to <http://mySFA.sfasu.edu>. You will need your "mySFA" user name and "PIN" to log on, click on "myServices", then "Registration and Schedule", then "Registration", then "Drop and Add classes". You will then be able to proceed with adding classes online.
 - B. Students may register, add and drop over the Internet any time after their scheduled time. However, they cannot access prior to their scheduled time. The menu cannot be accessed until all holds are cleared.
6. Payment can be made in the Business Office [Room 204, Austin Bldg., (936) 468-6960], or at the web site <http://mySFA.sfasu.edu> with a check or credit card. Failure to pay the required tuition and fees on time will result in loss of class or classes. It is your responsibility to pay your bill. **LATE REGISTRATION BILLS ARE DUE IMMEDIATELY UPON REGISTRATION.** Contact the Business Office concerning your financial obligation.
7. Obtain a University issued ID card or validate your current one.
8. Report to the University Police Department located on East College Street if you plan to park any motorized vehicle on campus property. Parking permits are required.
9. All students living in University owned housing must rent a SFA post office box. Enrolled students renting a box for the Fall semester will be assigned the same box

for the Spring semester upon registration. New students assigned to residence halls will be issued a box number prior to move-in day. All other students may rent a box at the SFA Post Office window. PO box information is available online at MySFA under the "My Services" tab. Completion of a SFA Change of Address form (available at the Post Office or Registrar's Office) is necessary to remove a box rental from your SFA record and to forward your mail.

FINAL EXAM SCHEDULE SPRING 2010

CLASS PERIOD		EXAM TIME
MONDAY, MAY 10		
8 a.m.	MWF	8 - 10 a.m.
10 a.m.	MWF	10:30 a.m.- 12:30 p.m.
Noon	MWF	1 - 3 p.m.
4 p.m.	M	4 - 6 p.m.
6:45 p.m.	M	6:45 - 8:45 p.m.
TUESDAY, MAY 11		
8 a.m.	TR	8 - 10 a.m.
11 a.m.	TR	10:30 a.m.- 12:30 p.m.
2 p.m.	TR	1 - 3 p.m.
4 p.m.	T	4 - 6 p.m.
6:45 p.m.	T	6:45 - 8:45 p.m.
WEDNESDAY, MAY 12		
9 a.m.	MWF	8 - 10 a.m.
11 a.m.	MWF	10:30 a.m.- 12:30 p.m.
1 p.m.	MW or 1 p.m. MWF	1 - 3 p.m.
4 p.m.	W	4 - 6 p.m.
6:45 p.m.	W	6:45 - 8:45 p.m.
THURSDAY, MAY 13		
9:30 a.m.	TR	8 - 10 a.m.
12:30 p.m.	TR	10:30 a.m.- 12:30 p.m.
3:30 p.m.	TR	1 - 3 p.m.
4 p.m.	R	4 - 6 p.m.
6:45 p.m.	R	6:45 - 8:45 p.m.
FRIDAY, MAY 14		
2 p.m.	MWF	8 - 10 a.m.
2:30 p.m.	MW or 3 p.m. MWF	10:30 a.m.- 12:30 p.m.
4 p.m.	F	4 - 6 p.m.
6:45 p.m.	F	6:45 - 8:45 p.m.
Conflict		1 - 3 p.m.

Exams for off-campus courses should be given during the week of exams.
 Exams for evening courses not listed above should be given during their regularly scheduled time.



BILLING INFORMATION/CASH ADVANCES

Please note that paper bills are not mailed. An e-mail will be sent notifying all students of their account balance and payment options. Payment is due by 5 pm, Monday, January 18, 2010 for Spring. Unpaid students will be dropped at 10 pm, Tuesday, January 19 for Spring. It is very important that all students activate their Titan e-mail addresses in order to receive the e-mail(s) and check their account regularly for billing notification. Student accounts can also be accessed any time via mySFA. Payments may be made via mySFA, by phone at 936-468-6960, or in person at the Business Office, Room 204, Austin Bldg. Failure to pay your bill could result in your class space being given to another student. *CASH ADVANCES FOR A CREDIT BALANCE WILL BE DISBURSED JANUARY 20, 2010 FOR SPRING.*

REFUNDS

WITHDRAWAL REFUNDS: A student officially withdrawing from the University is eligible for refund of tuition and fees according to the following schedule:

SPRING TERM

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 fourth five class days	25%
Thereafter	No refund

*A student officially withdrawing from the University prior to the first class day will be assessed a matriculation fee of \$15.

DROPPED COURSE REFUNDS: A student dropping a course within the first twelve class days of a fall or spring semester or the first four class days of a summer term is eligible for a refund of applicable tuition and fees for the course dropped, provided the student remains enrolled at the University for that semester or term.

WITHDRAWAL FROM THE UNIVERSITY

Students who officially withdraw from the University will have a W recorded on the transcript if the withdrawal is prior to five working days past mid-session or mid-semester. Students desiring to officially withdraw from the University after these dates will receive grades of WP if passing or WF if failing in their respective courses. Application for withdrawal must be initiated in the Office of the Registrar, Room 202, Rusk Building. (See General Bulletin for further explanation.)



RETURN OF FUNDS BY FINANCIAL AID RECIPIENTS

When a student has received financial aid payments to cover educational costs for a semester or payment period and subsequently withdraws from the University during the semester for which payments were received, a portion of these funds can no longer be considered as being used for educational purposes. Therefore, a portion of the funds must be repaid to the aid programs from which they were received by way of return from the University and/or a repayment from the student.

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 a per diem basis with a formula established by federal regulations. Returns are required on any student who withdraws before 60% of the semester is completed. The student will be responsible for reimbursing Stephen F. Austin for any funds returned by the University on behalf of the student. In addition, federal regulations require that this calculation be done for students who do not officially withdraw from school but who stop attending classes. Any student whose grades are all "QF" or a combination of "QF" and withdrawals (W, WP, WF) will be considered an "Unofficial Withdrawal". Unless the student presents evidence to the contrary it will be assumed that the student ceased attending classes at the midpoint of the semester and a return of financial aid calculation will be made using 50% completion rate.

RETURN POLICY FOR NON-FEDERAL FINANCIAL AID RECIPIENTS

Stephen F. Austin 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.

SPRING TERM

SPRING TERM

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 fourth five class days	25%
Thereafter	No refund

*A student officially withdrawing from the University prior to the first class day will be assessed a matriculation fee of \$15.

YEARBOOK INFORMATION

There are several ways to reserve your copy of the 2010 Stone Fort yearbook:

- Call Student Publications at (936) 468- 4707
- Come by the Student Publications Office, Student Center, 2nd Floor.; or
- Log on to “mySFA”, access “myServices” and click the “Order a Yearbook” link.

The pre-order price of \$52 will be added to your bill. The price includes mailing to your permanent address in August, or you may pick up your yearbook during dead week. The time and location will be printed in The Pine Log newspaper and posted on “mySFA”.

TEXAS SUCCESS INITIATIVE (TSI)

The Texas Success Initiative is a state-mandated program that promotes academic success by ensuring that all students are prepared for college-level coursework when they enter a public college or university.

1. According to SFA regulations, you are exempt from TSI requirements ONLY if you satisfy one of the following conditions:

- (a) You possess an associate or baccalaureate degree.
- (b) You scored at a particular level on SAT, ACT, or TAKS. (See the Academic Advising Center, Room 203, Library, for details, or visit their web site: <http://www.sfasu.edu/advising/tsi.htm>).
- (c) You are not a matriculated (degree-seeking) student.
- (d) You have met collegiate readiness standards at another public college or university in Texas (documentation required).
- (e) You have earned college-level credit from an accredited private or out-of-state higher education institution in reading, writing, and mathematics with a grade of C or higher in each course.
- (f) You are serving on active duty as a member of the armed forces, Texas National Guard, or as a member of a reserve component of the armed forces and have been serving for at least three years preceding enrollment.
- (g) You have been honorably discharged, retired, or released from active duty as a member of the armed forces or the Texas National Guard on or after August 1, 1990 (DD214 required).

2. If you are not exempt by any of the above provisions, you must have test scores on file prior to registration. The following tests are approved by the Texas Higher Education Coordinating Board: ASSET; COMPASS; ACCUPLACER; THEA.

3. Passing scores for Reading, Mathematics, and Writing on the above tests are:

- THEA: 230R, 230M, 220W
- ASSET: 41R, 38M, 40W

- COMPASS: 81R, 39M, 59W
- ACCUPLACER: 78R, 63M, 80W

If you achieve scores at these levels or higher, you have satisfied Coordinating Board standards for college readiness and you may proceed to freshmen-level courses in the relevant disciplines. Please note that most college-level Math courses require scores higher than those listed above for the TSI tests. Contact the Math Department for more information about your placement (936-468-3805).

4. You may retest at any time on any of the four approved tests, If you achieve a passing score on any area of the re-test, you will be recognized as college ready in that area.

5. Students who are not college ready must be enrolled in developmental work immediately and continuously until they demonstrate college readiness with the following exception: developmental work in Math may be delayed until after work in Reading has been completed.

6. You may not register for any credit-bearing course in English or Math until you have been designated as college ready in the discipline or are exempt from the TSI.

7. SUMMER SCHOOL REGISTRATIONS: Students who have completed 12 or more credit hours at SFA (exclusive of 098, 099) are not required to register for developmental courses during summer. Students with fewer credit hours must register for one remedial course during the first term of summer enrollment.

8. TSI is coordinated by the Academic Advising Center, Room 203, Library. Phone: (936) 468-5803; fax: (936) 468-7611. All questions relating to the TSI should be directed to that office.

ID CARDS

All students must have an identification card. This card is used for registration procedures, payment of fees, cashing of checks, dropping/ adding courses, admission to events, etc. There is a charge of \$5 for the original card and for a replacement card. You must present an alternate form of picture identification, such as driver's license or passport, to receive your original card. Student ID cards are the property of Stephen F. Austin State University and must be presented to University officials upon request. Student ID cards are for use by the named cardholder only and is a violation of University policy to present for use a card other than one's own. Student ID's are non-transferable. Lost/found ID cards should be reported to the Auxiliary Services office immediately. For free admission into all regularly scheduled athletic events you must present a validated ID or your registration receipt. If you present only a registration receipt, other identification such as a driver's license, may be required. Spring semester ID cards will be issued in the ID Card Office on the first floor of the Student Center. Operating hours are 8 a.m.-5 p.m., Monday through Friday.

CAMPUS CRIME STATISTICS AND SAFETY

For information concerning campus crime statistics and campus safety, please visit the University Police Department web page at: www.sfasu.edu/upd

STEPHEN F. AUSTIN STATE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER No person shall, on the basis of race, color, religion, sex, age, national origin, disability, or veteran status, be subjected to discrimination or be excluded from participation in or denied the benefits of employment or any education program or activity operated by Stephen F. Austin State University.

UNIT OF CREDIT AND COURSE LOAD

The unit of credit is the semester hour, defined as one class meeting a week (or its equivalent) for one semester of 15 weeks. A grade of WF counts as hours attempted with zero grade points earned in computing the grade point average. A grade of WP does not count as hours attempted in computing the grade point average. 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. Any student registered for 12 semester hours or more during a regular semester or six hours in a summer session is considered a full-time student. Students requiring verification of enrollment should contact the Office of the Registrar, Rusk Building, Room 202, or (936) 468-6610.

STUDENTS' RESIDENT STATUS

Stephen F. Austin State University is guided by state law in determining the resident status of students. 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. Registering under the proper residency classification is the responsibility of the student. If there is any question of his/her right to classification as a resident of Texas, contact the Office of Admissions, Room 206, Rusk Bldg., or (936) 468-2504.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Review student records policy D13 on SFA Registrar's website (choose FERPA) concerning the release of student records according to the Family Educational Rights and Privacy Act of 1974. The University designates the following items as Directory Information. The University may disclose any of these items without

prior written consent, unless the student notifies the registrar in writing to the contrary by the twelfth class day of a regular semester or the fourth class day of a condensed semester:

- Name
- All addresses including University issued e-mail
- Telephone number
- Major field of study
- Academic classification
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance and enrollment status
- Degrees and awards received
- Previous schools attended
- Photograph
- Class rosters

ADDITIONAL TUITION CHARGE EXCESSIVE CREDIT HOURS

The State of Texas will not provide funds to state institutions of higher education for undergraduate students exceeding the semester credit hour limit of their program. Since funding will not be provided by the State, SFA will charge an additional amount to all students who exceed the semester credit hour limit of their program to compensate for the loss of state funding for those students. The Code states, "The board may not include funding for semester credit hours earned by a resident undergraduate student who before the semester or other academic sessions begins has previously attempted a number of semester credit hours for courses taken at any institution of higher education classified as a resident student for tuition purposes that exceeds by at least 30 hours the number of semester credit hours required for completion of the degree program in which the student is enrolled." The 2005 Legislative Session amended Texas Education code 54.068 by changing the number of semester credit hours that exceeds the number of semester credit hours required for completion of the degree program in which the student is enrolled from 45 hours to 30 hours. Those undergraduate students, who first entered higher education in the Fall of 1999 through the Summer of 2006, will still be held to the 45 semester hour limitation. The 30 hour limitation on excess credit hours applies only to those undergraduate students who first enter higher education in the Fall of 2006 and thereafter. The semester credit hours counted toward the limitation include all hours attempted by the student except:

- Semester credit hours earned by the student before receiving a baccalaureate degree that has been previously awarded;
- Semester credit hours earned by the student by examination or under any other procedure by which

credit is earned without registering for a course for which tuition is charged.

- Credit for remedial education courses, technical courses, workforce education courses funded according to contract hours, or other courses that do not count toward a degree program at the institution.
- Semester credit hours earned by the student at a private or an out-of-state institution.

Course Repeats: The State of Texas will not provide funds to state institutions of higher education for undergraduate students who have attempted a course three or more times. An attempted course is defined as any course in which a grade is earned on the transcript, a repeated course(s), or courses dropped after the census date. Students attempting a course for the third (or more) time will pay an additional amount to compensate for this loss of state funding

TUITION REBATE OPPORTUNITY

A freshman who enters a Texas public university in the fall of 1997 or later may qualify for a \$1,000 tuition rebate after graduation. To qualify, a student must have been a resident of Texas, taken all coursework at a Texas public institution of higher education and been entitled to pay in-state tuition at all times while pursuing his or her degree. The law provides for the rebate if the student graduates within three or fewer attempted hours of the number of hours required for the degree. For example, if the degree requires 120 hours to graduate and the student ultimately graduates with 123 attempted hours or fewer, he or she may qualify for the rebate. Attempted hours include every course the student has been registered for as of Census Day of every semester, to include: developmental courses, courses that are repeated, courses from which the student withdraws, and credit received by examination. Students must apply for the tuition rebate prior to receiving their baccalaureate degree on forms provided by their institution. To read more about this law, the rules are available on the Texas Higher Education Coordinating Board's web site at www.thecb.state.tx.us.

LIMIT ON DROPPED COURSES

Under 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 2007 or later. Any course that a student drops is counted toward the six-course limit if the student was able to drop the course without receiving a grade (A,B,C,D,QF or F) or incurring an academic penalty; the student's transcript indicates or will indicate that the student was enrolled in the course (signified by a 'W' grade at SFA); the student is not dropping the course in order to withdraw from the institution. Some exemptions

for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. Policies and procedures for implementation of this statute are being developed and will be published as soon as they are available. This statute applies to all Texas public colleges and universities. Therefore, a Stephen F. Austin State University student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution's policies on dropping courses. For spring 2010, any course dropped at SFA prior to February 5th will not count toward the six course drop limit. Future semester deadlines will vary. Please refer to the University calendar for drop deadlines. Contact the Office of the Registrar for more information before you drop a course!

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990

Stephen F. Austin State University does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Stephen F. Austin State University does not discriminate on the basis of disability in its hiring or employment practices.

SPECIAL ACCOMMODATIONS

Persons with disabilities who need special accommodations (including auxiliary aids for effective communication) to participate in programs, services or activities of Stephen F. Austin State University are invited to make their needs and preferences known to the director of the program, service, or activity in which the individual seeks to participate or to the ADA Coordinator. Reasonable accommodations for persons with disabilities are provided on an individual basis and require shared responsibility between the person with the disability and the University. Persons with disabilities who need assistance to complete the registration process should call the Office of the Registrar (936) 468-2132. For further information, please contact Disability Services at: Voice (936) 468- 3004 or TDD (936) 468-1004.

POLICY STATEMENT ON HAZING

Stephen F. Austin State University is unequivocally opposed to any activity by an organization or individual(s) within the organization that is herein defined as hazing.

Hazing: Any intentional, knowing or reckless act occurring on or off campus by one person alone or acting with others, that endangers the mental or physical health or safety of a currently- enrolled or prospective student for the purpose of new member intake, being initiated into, affiliating with, holding office in, or

maintaining new membership in that organization. Hazing acts include but are not limited to:

1. any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity;
2. any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student;
4. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered at the institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to the acts described in this policy;
5. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Committing an Offense: The organization and any individual involved in hazing commits an offense by:

1. engaging in hazing;
2. soliciting, encouraging, aiding or directing another engaging in hazing;
3. intentionally, recklessly or knowingly permitting hazing to occur;
4. having first-hand knowledge that a specific hazing incident is being planned or has occurred and failing to report said knowledge in writing to the Judicial Officer.

Organization Hazing Offense: An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Consent: It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

PENALTIES – UNIVERSITY

Individuals: Each individual committing an offense is subject to University penalties ranging from probation to expulsion.

Organizations: Student organizations committing an offense may be placed on University probation and are subject to withdrawal of University recognition.

PENALTIES – CRIMINAL

Individual: Penalties relative to criminal prosecution range from a fine of \$2,000 and/or 180 days in jail for failure to report a hazing incident to a fine of \$10,000 and 2 years in jail for an incident which causes the death of a student.

Organization: The student organization may be penalized with a fine of up to \$10,000 or double the expenses involved due to the injury, damages or loss. Sanctioned student organizations: Sigma Tau Gamma (2010)

POLICY STATEMENT ON DRUGS

It is the policy of Stephen F. Austin State University that any unlawful manufacture, possession, use or delivery of any controlled substance or illegal drug is strictly prohibited. Moreover, it is the policy of the State of Texas and of this University that this institution will be as free of illegal drugs as it can possibly be. Therefore, in accordance with state law and University policy, any student who is determined, through the regular disciplinary procedures of the University, to have violated this policy will be suspended from the University for no more than two years and no less than the remainder of the current semester. At the discretion of the Vice President for University Affairs, a student suspended under this policy may, under certain conditions, remain enrolled at the University on disciplinary probation for the remainder of the current or subsequent semester, pending in position of a suspension at a later date. These conditions can include substance abuse evaluation, treatment, and/or counseling. Any cost for services or treatment not offered as a student service on campus will be the responsibility of the student.



BUILDING SYMBOLS			
A	Austin Building	GA	Geology Annex
AG	Agriculture Bldg.	HMS	Human Sciences North
AGS	Agriculture Mech. Shop	HMSS	Human Sciences South
ALUM	Alumni Center	HSTC	Human Services/ Telecommunication
ART	Art Building	KA	Kennedy Auditorium
AS	Art Studio	L	Steen Library
BGH	Biology Greenhouse	LAN	Liberal Arts North
BO	Boynton Bldg.	M	Music Bldg.
BPSC	Baker Pattillo Student Center	MRH	Music Recital Hall
BU	McGee Business Bldg	MS	Military Science
C	Chemistry Bldg.	NM	Nursing/Math Bldg
COLS	William R. Johnson Coliseum	PE	Norton HPE Complex
CSTG	Chemistry Storage	OBSER	Observatory
ECRC	Early Childhood Research Center	OFFCP	Off Campus
ECHL	Early Childhood Laboratory	PEHCT	HPE Handball Courts
ED	McKibben Education Bldg	PLO	Pine Log Office
F	Ferguson Building	POOL	Indoor Pool HPE Complex
FA	Griffith Fine Arts Bldg	PWCC	PineyWoods Conservation Center
FAAUD	Fine Arts (Turner) Auditorium	R	Rusk Building
FALT	Fine Arts Little Theatre	S	Miller Science Bldg.
FASH	Fine Arts Shop	SG	Shelton Gymnasium
FATL	Fine Arts Theatre Laboratory	SRC	Science Research Center
FH	Field House	SWRK	School of Social Work
FL	Forestry Laboratory	TEFL	Temple-Eastex Forestry Lab
FO	Forestry Building	TU	Tucker House/GIS
FS	Field Station		

COURSE ABBREVIATIONS			
AAS	Applied Arts & Sciences	HIS	History
ACC	Accounting	HMS	Human Sciences
AEC	Agribusiness	HRT	Horticulture
AED	Administrative Education	HSC	Health Science
AGD	Agriculture Development	IDS	Interdisciplinary Studies
AGM	Agriculture Machinery	ILA	Independent Language
AGN	Agronomy	KIN	Kinesiology
AGR	General Agriculture	LAS	Latin American Studies
ANS	Animal Science	LAT	Latin
AMS	American Studies	LBA	Liberal Studies
ANT	Anthropology	MCM	Mass Communications and Media
ART	Art	MGT	Management
AST	Astronomy	MHL	Music History and Literature
BCM	Business Communication	MKT	Marketing
BIO	Biology	MLG	Middle Level Grades
BLW	Business Law	MSC	Military Science
BTC	Biotechnology	MTC	Music Theory and Composition
CHE	Chemistry	MTE	Math Education
CJS	Criminal Justice	MTH	Mathematics
COM	Communication	MUE	Music Education
COU	Counseling	MUP	Music Performance
CSC	Computer Science	MUS	Music for the General Student
DAN	Dance	MUT	Music Technology
ECH	Early Childhood	NUR	Nursing
ECO	Economics	PBA	Public Administration
EGR	Engineering	PHI	Philosophy
ELE	Elementary Education	PHY	Physics
ENG	English	PLS	Poultry Science
ENV	Environmental Science	PSC	Political Science
EPS	Educational Psychology	PSY	Psychology
ESL	English as Second Language	RDG	Reading
FIN	Finance	RHB	Rehabilitation
FOR	Forestry	SED	Secondary Education
FRE	French	SFA	Freshman/Study Skills
GBU	General Business	SOC	Sociology
GEO	Geography	SPA	Spanish
GER	German	SPE	Special Education
GIS	Geographic Information Systems	SPH	Speech and Hearing
GOL	Geology	STA	Statistics
GRK	Greek	SWK	Social Work
		THR	Theatre

ACADEMIC DEPARTMENTS

Accounting	McGee Business 292
Agriculture	Agriculture 101A
Applied Arts & Sciences	Ferguson 273
Art	Art Building 101
Biology	Miller Science 101
Biotechnology	Science Research Center A
Chemistry	Chemistry 104
Communication Studies	Liberal Arts North 434
Computer Science	McGee Business 303
Economics & Finance	McGee Business 392
Elementary Education/Early Childhood	Early Childhood Research Center 209
English & Philosophy	Liberal Arts 203
Forestry, Env. Science & Geographic Info Systems	Forestry 101
General Business	McGee Business 229
Geology	Miller Science 301
Global Media & Contemporary Culture	Boynton 301
Government (Criminal Justice & Public. Admin)	Liberal Arts 124
History	Liberal Arts 303
Human Services	Human Ser./Telecom. 302
Human Sciences	Human Sciences 101
Kinesiology, Dance and Health Science	Norton HPE Complex 204
Management, Marketing & International Business	McGee Business 403
Mathematics & Statistics	Nursing/Math 301
Military Science	Military Science 104
Modern Languages	Liberal Arts 235
Music	Music 150
Nursing	Nursing/Math 106
Physics/Astronomy	Miller Science 321B
Pre-Professional Programs	Kennedy Auditorium 101
Psychology	McKibben Education 215
Secondary Education/Educational Leadership	McKibben Education 404
Social Work	School of Social Work 101
Sociology, Anthropology and Geography	Liberal Arts 335
Theatre	Griffith Fine Arts 212

DEAN'S OFFICES

College of Business	McGee Business Bldg. 137
College of Education	McKibben Education Bldg. 213
College of Fine Arts	Griffith Fine Arts Bldg. 205
College of Forestry	Forestry Bldg. 101A
College of Liberal and Applied Arts	Ferguson Bldg. 273
College of Sciences & Mathematics	Miller Science Bldg. 100

ADVISING OFFICES

College of Business	Academic Advising Center, McGee Business Bldg. 169
College of Education	Advising Center, McKibben Education Bldg. 118
College of Forestry	ATCOFA Advising Center, Forestry Bldg. 103
College of Liberal and Applied Arts	Academic and Career Advising Center, Ferguson Bldg. 290
College of Sciences & Mathematics	Academic & Career Advising Center, Miller Science Bldg. 127B



- FLEXIBILITY
- CONVENIENCE
- CHOICE
- TECHNOLOGY-BASED
- STUDENT-CENTERED

For additional information about online courses contact Instructional Technology

For a complete, updated list of web-based courses, interactive video courses, and off-campus/face-to-face instruction at other locations go to:
<http://sfaonline.sfasu.edu/>
 (Click on "course offerings")