



HUMAN DEVELOPMENT AND FAMILY STUDIES UNDERGRADUATE HANDBOOK



STEPHEN F. AUSTIN
STATE UNIVERSITY

School of Human Sciences



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ABOUT THE PROGRAM

We are delighted you are interested in Human Development and Family Studies in Stephen F. Austin State University's School of Human Sciences. We pledge to make our best effort to meet your intellectual needs and nurture your professional growth.

SFA's Human Development and Family Studies program is designed to attract students, enhance university visibility and prepare students to compete in the 21st century. The broad focus of the HDFS program allows graduates to start careers in a variety of fields and positions. Career opportunities for an HDFS graduate include adoption agencies, youth programs, child welfare, patient advocacy, hospitals, marriage and family enrichment programs, nursing homes, and corporate child care. HDFS graduates can work with children and families at all stages of life because our classes cover topics from child development to gerontology. SFA's HDFS program provides an in-depth understanding of growth, change and development in children, adults and the family while integrating a lifespan, multi-contextual and family systems approach. Graduates will find this theoretical knowledge essential for their professional careers in a service-oriented profession.

The HDFS program is uniquely designed to meet the needs of our diverse student population. It's a fully online program offered through SFA. Students have the option of living on campus and being engaged in on-campus events, or they can pursue this degree from the convenience of their current location. Though online, the program requires students to engage in service learning and complete a 200-hour practicum. For students on campus, we provide experiences, such as a speaker series, professional development through career exploration field trips and volunteer services. Online students can choose to participate in these activities through distance-learning technology.

Please email inquiries about the program to

Dr. Rachel Jumper

Human Development and Family Studies Program Coordinator

jumperr@sfasu.edu

Human Sciences Front Office

936.468.4502

614 E. Starr Ave.

Nacogdoches, Texas 75961



Visit the
[SFA HDFS
website](#)



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Human Sciences](#)
Facebook page



Connect with us on
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Human Sciences](#)
LinkedIn profile



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ADMISSION REQUIREMENTS

FIRST-YEAR STUDENTS

Learn about SFA's admission requirements [here](#).

TRANSFER STUDENTS

Learn how you can transfer to a fully online bachelor's degree program that will teach you how to work with families throughout every cycle of their lives. See [course equivalency guide on Page 11](#).

Please read the [Transfer Guide on Page 5](#).

PLEASE NOTE: CRIMINAL BACKGROUND CHECKS

For careers working with children and families, you will likely be required to pass a criminal background check in order to be employed. While pursuing the degree, you are required to participate in service learning and a practicum that will likely require you to pass a criminal background check.

It is the student's responsibility to pass any required background checks. If you cannot pass a background check for a school-related activity that is required for the course, you will not receive any credit for that assignment. In the case of a practicum, you will not be able to pass the course without securing a practicum related to the field of human development and family studies.

If you cannot pass a criminal background check and don't anticipate your record to be cleared/expunged in the foreseeable future, you should seriously consider if enrollment in this degree program will lead to your career goals.

TRANSFER GUIDE

Bachelor of Science in family sciences with a concentration in human development and family studies



CORE COURSES

You must complete 42 hours of core courses in the below component areas for a Bachelor of Science requirement. Courses may be taken at a community college toward an additional associate degree, or they can be taken at SFA. View detailed core course options on the degree map at sfasu.edu/hdfs.

COURSES	HOURS
American history	6
Communication skills	3
Communications	3
Creative arts	3
English rhetoric	3
Government/political science	6
Language, philosophy and culture	3
Life and physical sciences	6
Mathematics	3
Required writing course	3
Social and behavioral sciences	3

TOTAL 42 hours



CONTACTS:

DIANA TANNERY, *academic advisor*
(936) 468-2901 / diana.tannery@sfasu.edu

MAJOR COURSES

You must complete 49 hours of major courses, including the below nine hours. View the degree map at sfasu.edu/hdfs to see the complete list of major courses to be completed. A minor is optional for this degree.

COURSES	HOURS
TECA 1303 - Families, School and Community	3
TECA 1311 - Educating Young Children (effective fall 2021)	3
TECA 1354 - Child Growth and Development	3

ELECTIVE COURSES

Electives can be any college courses with a level of 1000 or higher that are not counted toward the student's core or major requirements. These courses may include child development and early childhood courses completed by child development majors at a community college.

NOTE THE FOLLOWING:

1. You must complete a minimum of 120 total semester hours (transfer + SFA hours) to earn this Bachelor of Science.
2. Though this degree is fully online, students need to complete field experience hours in service learning to gain real-world experience.
3. Community college students can more easily transfer their credits based on the Workforce Education Course Manual to SFA, which recently switched to the Texas Common Course Numbering System.
4. This is only a guide and does not constitute an official degree plan. To view the HDFS degree plan, visit sfasu.edu/hdfs.

DR. RACHEL JUMPER, *program coordinator*
(936) 468-2209 / jumperr@sfasu.edu

STEPS TO COMPLETING AN ONLINE BACHELOR'S DEGREE IN HUMAN SCIENCES

NOTE:

The HDFS Undergraduate Handbook outlines general policies and procedures regarding the completion of the online Bachelor of Science in human sciences with a concentration in HDFS at SFA. Faculty members can modify certain policies and procedures to meet student needs under extenuating circumstances.

STEPS TO COMPLETION

1. Consider technology

Technology plays a big role in online learning. To be successful, you must have easy access to a computer and the internet. You also must be proficient in a variety of computer-related skills, such as Microsoft Word, Microsoft PowerPoint and email.

2. Calculate costs and financial aid

Answers to questions about tuition and fees, and billing and payment options are available on the [SFA Business Office website](#) and by email at businessoffice@sfasu.edu. You also may contact the business office by phone at (936) 468-1000 from 8 a.m. to 5 p.m. Monday through Friday, or visit the office on campus.

The [online tuition and fees calculator](#) can help you plan your expenses. A fee of \$33 per credit hour is added for all distance education courses to help cover the cost of delivery.

Students living outside Texas while taking an SFA online course may be eligible for an out-of-state electronic fee price. Check with your academic department for eligibility and registration requirements. The out-of-state electronic fee is a reduced tuition rate designed to make SFA's distance education programs more competitive nationwide. The rate is available for students who are enrolled in web-based programs at SFA and who are also classified as a non-resident living out-of-state. The current rate is \$120 per credit hour.

Though SFA online courses are affordably priced, financial aid helps. As an SFA online student, you are eligible to apply for financial aid. Visit the [Financial Aid and Scholarship website](#) to learn more.

Business Office

P.O. Box 13053, SFA Station

Nacogdoches, TX 75962

Phone: 936.468.1000

Fax: 936.468.7213

Email: businessoffice@sfasu.edu

Financial Aid and Scholarships

P.O. Box 13052, SFA Station

Nacogdoches, TX 75962

Phone: 936.468.2403

Fax: 936.468.1048

Email: finaid@sfasu.edu

3. Register for Classes

Upon admission to the university and fulfillment of all departmental advising requirements, you may register for SFA online courses by web or phone. To learn more information about the registering process, visit the [Office of the Registrar's website](#).

To view registration deadlines, visit the [Office of the Registrar's website](#). Normal registration hours are 6 a.m. to 10 p.m. Monday through Friday. To register for classes or add/drop classes, log on to mySFA.

Class meeting time, place and instructor information is available in the [Schedule of Classes](#).

Bills are mailed only when students pre-register. If you register during delayed registration, you must promptly pay your bills at the Business Office, Room 204, in the Austin Building or with a Visa or MasterCard by calling (936) 468-1000. Failure to do so may result in your courses being dropped. You may add/drop courses during the registration period. To view bill deadlines, visit the [Business Office's website](#).

If you have registration questions, call (936) 468-1370.

Academic Advising

Upon your enrollment in our program, you will be assigned an academic advisor. This advisor is a professional who directly works with you in serving as an academic resource. Your advisor will guide you on which courses to take, when you need to take them, interpret university policies and help you maintain academic success. At SFA, we require our students to meet with their academic advisor a minimum of once per semester.

In the James I. Perkins College of Education, regardless of your major, you will be assigned to our freshman achievement advisor who has extensive expertise in working with freshman students as they transition to college. Once you gain second-year or higher standing, you will be assigned to your major-specific advisor for the human development and family studies program. Please refer to the [Academic Advisors for the Perkins College of Education website](#) to contact your advisor.

4. Prepare

Order books. You may purchase textbooks and materials for your online courses through the website of [SFA's Barnes & Noble Bookstore](#). The bookstore can ship your books to your home or hold your books on campus.

Know your Brightspace username and password. Your Brightspace username is your mySFA username. If you do not know your mySFA username, visit the [Information Technology Services website](#). Your Brightspace password is your mySFA password.

Take the online orientation. You can use online [Brightspace tutorials](#) to become familiar with the myCourses environment as you learn technical skills that will help you be successful in your online courses. Online Brightspace tutorials are free, noncredit courses; they do not appear on your transcript or affect your GPA. All students are encouraged to take the online Brightspace tutorials during the semester to use the resources provided in them for specific course tasks.

5. Student Responsibilities include

- Read the [Undergraduate Bulletin](#) thoroughly
- Work with your advisor to register for courses
- Communicate with your professors
- Complete diploma application
- Complete graduation application
- Exhibit professional, challenging attitudes toward the rigors of academic performance indicative of higher education
- Develop a personal timeline for completion of degree

LIST OF COURSES

For a full list of courses and official course descriptions, please refer to the SFA [Undergraduate Bulletin](#).

SCHOOL OF HUMAN SCIENCES REQUIREMENTS

HMSC 1300 Foundations in Human Sciences: Introduction to the human sciences professions.

HMSC 3300 Professional Leadership in Human Sciences: Focus on leadership functions, protocol, etiquette, ethics and public policy for working in the human sciences-related professions.

HDFS MAJOR REQUIREMENTS

HDFS 1346 Introduction to Human Development and Family Studies: Introduction to the history and development of the profession. Exploration of the variety of job opportunities in the field of human development and family studies.

HDFS 2301 Family Life Education: Introduction to the field of family life education and the philosophy and principles of family life education. Topics include planning, implementing and evaluating family life education programs in community and education settings.

HDFS 3313 Family Communication: Explores marital and family relationships and family systems to understand how families develop, maintain, enhance and disturb family relationships through verbal and nonverbal communication.

HDFS 3317 Aging and the Family: This course provides students with a comprehensive understanding of the process of aging and senior adults. This course reflects the multidisciplinary field of gerontology, which includes the historical, cultural, biological, physiological, psychological and social aspects of aging.

HDFS 3336 Human Growth, Development and Aging in the Family Content: Investigation of the developmental changes of individuals in families from birth to death. Content includes physical, emotional, cognitive, social, moral and personality development.

HDFS 3341 Contemporary Family Issues: The role of the family, the environment in which the family functions and its relationship to the quality of life are studied; families as agents for change and intergenerational studies are covered.

HDFS 3350 Sexuality within the Context of the Family: This course entails reviewing, exploring and analyzing the various physical, psychological, social/emotional and behavioral aspects of human sexuality with an emphasis on interpersonal and family relationships throughout the lifespan.

HDFS 3353 Parenting: Practical approach to the process of parenting with a focus on effective parenting strategies from infancy through adolescence.

HDFS 4310 Family Policy: This course focuses on the connections between public policies and families and the values that enter into policy debates and choices related to families.

HDFS 4315 Family Development: Emphasis on demands of successful living as an aid in effectively coping with the problems of family life.

HDFS 4319 Pre-Practicum: Study of professionalism and ethics in the early childhood and family life education environments. Emphasis on decision making, problem-solving and collaborative efforts among early child and family service career professionals.

HMSC 3332 Communicating HMS Content: Rationale, design, delivery and evaluation of professional presentations for diverse audiences; instructional interaction and product promotion are covered.

HMSC 4120 Practicum: Individualized instruction; supervised on-the-job training program in the field.

HMSC 4340 Consumer Problems: Study of the role of the consumer in the marketplace; emphasis on priorities, decision-making and consumer protection.

NUTR 1138 Diet and Fitness: Overview of concepts related to food, nutrition and health.

TECA 1303 Families, School and Community: Investigative study of the interrelationships among young child, the home, school and community. Emphasis on parental involvement in schools.

TECA 1311 Educating Young Children: This lecture course introduces the importance and need for early childhood education from birth to 8 years old. It focuses on developmentally appropriate practice and gives an overview of observing and assessing young children. Other topics to be discussed include historical perspectives and the development of young children through the classroom curriculum.

TECA 1354 Child Growth and Development: Developmental study of the child from birth through 6 years old. Content includes theories, methods and sequences of development.

DEGREE PLAN AND MAP

Students interested in pursuing a major in human sciences with an HDFS concentration will follow the degree map below. Students follow the degree map for the year they declared their major as human sciences with an HDFS concentration. For years prior to Fall 2021, please visit the [HDFS website](#).

Fall 2024 - Bachelor of Science in human sciences with an HDFS concentration

DEGREE PLAN

MINOR IN HUMAN DEVELOPMENT AND FAMILY STUDIES

Students who are interested in HDFS as a minor have the option to complete 18 hours of HDFS courses. An HDFS minor goes well with many majors, including nursing, psychology, and communication studies, among others.

Students minoring in HDFS must complete nine hours from the following courses:

HDFS 1346 Introduction to Human Development and Family Studies: Introduction to the history and development of the profession. Exploration of the variety of job opportunities in the field of human development and family studies.

HDFS 2301 Family Life Education: Introduction to the field of family life education and the philosophy and principles of family life education. Topics include planning, implementing and evaluating family life education programs in community and education settings.

HDFS 3336 Human Growth, Development and Aging in the Family Content: Investigation of the developmental changes of individuals in families from birth to death. Content includes physical, emotional, cognitive, social, moral and personality development.

Additionally, minors will need to select nine hours from the following courses:

HDFS 3317 Aging and the Family: Aging and the Family course provides students with a comprehensive understanding of the process of aging and senior adults. This course reflects the multidisciplinary field of gerontology, which includes the historical, cultural, biological, physiological, psychological and social aspects of aging.

HDFS 3341 Contemporary Family Issues: The role of the family, the environment in which the family functions and its relationship to the quality of life are covered; families as agents for change and intergenerational studies also are studied.

HDFS 3350 Sexuality within the Context of the Family: This course entails reviewing, exploring and analyzing the various physical, psychological, social/emotional and behavioral aspects of human sexuality with an emphasis on interpersonal and family relationships throughout the lifespan.

HDFS 3353 Parenting: This course provides a practical approach to the process of parenting with a focus on effective parenting strategies from infancy through adolescence.

HDFS 4310 Family Policy: This course focuses on the connections between public policies and families and the values that enter into policy debates and choices related to families.

HDFS 4315 Family Development: Emphasis on demands of successful living as an aid in effectively with the problems of family life.

HMSC 4340 Consumer Problems: Study of the role of the consumer in the marketplace; emphasis on priorities, decision-making and consumer protection.

TRANSFER STUDENTS: HDFS COURSE EQUIVALENCIES

We have articulation agreements with the following [colleges](#).

Course equivalency guide for transfer students can be found [here](#).

PRE-PRACTICUM AND PRACTICUM

Students majoring in HDFS are required to enroll in a three-credit hour practicum class that includes 100 hours of coursework in addition to a 200-hour practicum experience. The semester prior, students are required to enroll in the pre-practicum class, which prepares them for practicum and helps them find a practicum site.

The purpose of the practicum is to provide the student with hands-on, direct experience in the field of work they wish to pursue. Practicums are ideally completed in the last semester of senior the year. Practicum sites should be related to the student's career interests and objectives.

The final placement decision depends upon agreements among the student, faculty supervisor and an agency representative.

In pre-practicum, students must earn a grade of at least a C to proceed to practicum.

In practicum, students must earn at least a D or the required practicum must be repeated. Letter grades are assigned by the faculty supervisor. With faculty supervision, students make arrangements for appropriate practicum placements while enrolled in the pre-practicum course.

HDFS students have had successful practicum experiences at diverse sites in the local community, as well as in the metropolitan areas of Dallas, Houston, Austin and San Antonio.

In order to assist our students, faculty members have created a Practicum Handbook for students to utilize and refer to when preparing for their practicum experience.

[Past practicum/internship sites have included:](#)

- Early Childhood Intervention Programs
- Head Start Early Childhood Programs
- Women's Shelters and Youth Camps
- Youth Programs such as the Boys and Girls Club
- Assisted Living Centers
- Forensic Interviewers

SERVICE LEARNING

Certain courses require the completion of service-learning hours, such as preschool observation hours or volunteer hours at agencies serving children, families and communities. Specific requirements for service learning will be listed in course syllabi. Students should work with their professors to help ensure all service-learning requirements are met for a specific course. Service learning is usually completed in person at a location agreed upon by the student and faculty member, even in fully online courses.

FIELD TRIPS

In some semesters, HDFS field trips are organized to provide students with exposure to working professionals and to enrich career development experiences in the field. Dates/times of specific field trips and specific details will be announced toward the beginning of the semester to all HDFS students. Students are responsible for their own transportation. Students who attend field trips are expected to professionally represent SFA for the full duration of the field trip.

CERTIFIED FAMILY LIFE EDUCATOR

Certified family life educators work in a variety of fields, including education, administration, business, community-based social services, government, family advocacy, health care and military and faith communities. No matter where family life educators work, they use their knowledge of family life education, family relationships and factors to influence the well-being of families to better society. **Students admitted through articulation agreements or transferring in to SFA may not meet the requirements for CFLE.**

Certification benefits:

- Increased professional credibility
- Confirmed knowledge of content
- Access to NCFR's professional resource library to help you stay current in field knowledge
- Opportunities for networking at the local, state and national levels

To learn more about becoming a CFLE, visit the following [site](#). To view the courses needed to become a CFLE through coursework at SFASU, view the following [document](#).

CERTIFICATE IN AGING STUDIES

Did you know SFA offers the only aging studies certificate in North Texas?

Our 18-hour aging studies certificate will help prepare you for careers in planning, administering, coordinating and delivering services to older adults. Your education will be multidisciplinary as you will take courses in areas from human sciences, health science and sociology. The certificate is available to all students who complete six elective courses. In order to be considered for the certificate program students must meet general admission requirements set forth by the university and complete the certificate application [here](#).

Aging Studies Certificate flyer on [Page 13](#)

Aging Studies Certificate application on [Page 14](#)

For more information, contact Dr. Hyunsook Kang, associate professor and aging certificate coordinator:

Dr. Hyunsook Kang

kangh@sfasu.edu / 936.468.4502



STEPHEN F. AUSTIN STATE UNIVERSITY

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For more information, contact Dr. Hyunsook Kang, associate professor in SFA's School of Human Sciences, at (936) 468-2975 or kangh@sfasu.edu, or visit sfasu.edu/hms.



CAREER OPTIONS:

- Case manager
- Consultant
- Older adult educator
- Legal aid assistant
- Program activities director
- Senior community outreach personnel

Nurses and social workers also can specialize in working with geriatric clients.

REQUIREMENTS:

- Submit application and transcript to kangh@sfasu.edu
- Meet general admission requirements

CERTIFICATE IN AGING STUDIES APPLICATION

The Certificate in Aging Studies requires 18 credits and is open to all who successfully complete six elective courses. Please complete this form as soon as you decide to participate in the Aging Studies. By submitting this form you indicate your intention to complete this Certificate and you will receive updates and additional information regarding Aging Studies courses.

First Name _____ Last Name _____
 Major _____ College _____
 Local address _____ City _____ State _____ Zip _____
 Perm. Address _____ City _____ State _____ Zip _____
 Email _____ SFA ID number _____
 Phone _____ Permanent phone _____

Eligible courses for the Certificate in Aging Studies are listed below. All classes must be taken for grade (i.e., audits or pass/fail is not sufficient). Students must earn a C or better. Below, please indicate WHICH courses and WHEN you plan to take each. **Email the form to Dr. Hyunsook Kang at kangh@sfasu.edu.** Questions? Call 936.468.2975.

ELECTIVE COURSES - SELECT 18 HOURS

Course Prefix and Number	Course Title	Semester/Year	SCH
NUTR 2339	Introductory Nutrition	/	3
INDS 2113	Residential Design Studio	/	3
INDS 3121	Commercial Design Studio	/	3
HDFS 3317	Aging and the Family	/	3
HAMG 2322	Hospitality Facility Management	/	3
HDFS 3336	Human Growth, Development and Aging in the Family Context	/	3
NUTR 3349	Nutrition During the Life Cycle	/	3
INDS 4318	Professional Practice for Interior Design	/	3
HMSC 4340	Consumer Problems	/	3
HDFS 4315	Family Development	/	3
TRVM 4327	Meetings, Events, Expositions and Technology	/	3
HLTH 2316	Intro to Community Health and Public Health	/	3
HLTH 3315	Substance Prevention Education	/	3
HLTH 3385	Introduction to Healthcare Administration	/	3
HLTH 3375	Health and Aging	/	3
HLTH 4325	Social Health and Sexual Interactions	/	3
HLTH 4336	Environmental Health and Ecology	/	3
SOCI 3305	Sociology of Death and Dying	/	3
SOCI 3370	Social Gerontology	/	3

CERTIFICATE REQUIREMENTS

To receive the Certificate in Aging Studies, students must complete six elective courses and attach a transcript. There is no test for the certificate, but students also must submit a Certificate in Aging Studies application. Applications are accepted throughout the year. Successful completion of the certificate is noted on your official SFASU transcript.

SCHOLARSHIPS

Students interested in scholarships can learn more [here](#).

A full list of scholarships offered in the School of Human Sciences can be found [here](#).

HUMAN SCIENCES STUDENT ORGANIZATIONS

JACKS COUNCIL ON FAMILY RELATIONS

Jacks Council on Family Relations is a student affiliate of the National Council on Family Relations. JCFR's focus is to build networks and help families within the community by learning from each other and professionals within related fields of study. JCFR's mission has both a service and professional emphasis.

JCFR's Local Adopted Organization

The Solid Foundation located in Nacogdoches provides after-school tutoring, mentoring and other activities that provide underserved children with social and academic enrichment. Members of JCFR participate weekly as tutors and mentors for the children. This not only gives members the opportunity to gain professional development experience, but also gives them a sense of accomplishment by helping the community.

Special Projects

Each fall semester, JCFR has a commitment to conduct a special project to further serve local families. Families are adopted to receive a complete Thanksgiving meal plus additional items, including special toys for the children and family games. Other activities include, but are not limited to, weekly study sessions, Relay for Life, Scare on the Square and various activities with Head Start.

JCFR members have represented SFA in professional settings at annual conferences of the National Council on Family Relations and [Texas Council on Family Relations](#), where faculty members and students have had the opportunity to present their work on community projects and research.

For more information, contact Dr. Jennifer Newquist, associate professor and the JCFR faculty advisor, at newquistj@sfasu.edu or 936.468.4502.

PHI UPSILON OMICRON

Phi Upsilon Omicron, an honor society in the integrated field of family and consumer sciences, offers an environment empowering lifelong learning, leadership building and ethical and scholastic excellence.

To learn more, contact faculty advisors Kang, kangh@sfasu.edu, or Dr. Gina Causin causingf@sfasu.edu.

OTHER PROFESSIONAL HDFS ORGANIZATIONS

Students are encouraged to become members of various professional organizations geared toward human development and family studies. Membership to the professional organizations can be purchased at a student rate and vary among organizations. Our students often attend conferences hosted by these organizations with faculty members. We encourage our students to get involved with professional organizations early on for networking, development and future career opportunities.

To learn more about professional organizations available after graduation, visit:

- [National Council on Family Relations](#)
- [Society for Research in Child Development](#)
- [Society for Research on Adolescence](#)
- [American Psychological Association](#)
- [American Educational Research Association](#)
- [American Association of Family and Consumer Sciences](#)

CAREER OPPORTUNITIES

The faculty members in HDFS are happy to help you explore your career opportunities, so feel free to reach out if you have questions. Some resources we recommend you explore are below.

1. This [website](#) is run by Dr. Erica Jordan at the University of Houston
2. This [website](#) is maintained by the National Council on Family Relations and has many career options to explore.

You should know SFA is not an Association of Child Life Professionals endorsed program, nor do we offer the required coursework to become a certified child life specialist. If you are interested in this career path, we encourage you to visit and explore the [ACLP website](#).

GRADUATE SCHOOL

There are many options for graduate school you can discuss with HDFS faculty members. One option is a Master of Science in human sciences with a focus in HDFS. You can learn more [here](#).

You can learn about graduate programs at SFA [here](#).

GRADUATION FAQs

When should I apply for graduation?

Students should apply one semester before their anticipated graduation. The registrar's office publishes the filing date.

Where do I apply for graduation?

Via mySFA or email

View the [graduation website](#) for additional information.

When is graduation?

SFA holds three commencement ceremonies a year: December, May and August. For dates, check the [University Academic Calendar](#).

How much are graduation fees, and when are they due?

The Graduation Processing Fee is \$50 for the bachelor's degree and \$50 for the master's or doctoral degree. Visit this [website](#) and view step three.

When and where do I order and pick up my cap and gown?

If you are planning to participate in the commencement ceremony, buy your cap and gown at the Barnes & Noble Bookstore. We recommend this be done early in the graduating semester. Our on-campus Barnes & Noble Bookstore is the **exclusive** retail provider of official SFA regalia.

If you prefer to have your official SFA regalia shipped to you, visit the supplier's website directly, buildagrad.com/sfa, to place your online order.

What time is graduation, and where is it held?

View [commencement](#) information.

SFA POLICIES AND PROCEDURES

All policies can be found by visiting sfasu.edu/policies.

Please review the following important policies.

Class Attendance and Excused Absence: HOP #02-102

Academic Accommodation for Students with Disabilities: HOP #04-101

Student Code of Conduct and Academic Integrity: HOP #04-106

If you initially enrolled in a Texas public institution fall 2006 or after, you will be required to pay non-resident tuition if you exceed the degree program by 30 attempted hours. Excessive hours include withdrawn courses, failed courses, repeated courses and courses taken that do not satisfy degree requirements.

If you initially enrolled in a Texas public institution fall 2007 or after, you are only allowed to drop six courses after the 12th class day for your entire undergraduate career.

SFA specific policies

You must maintain an overall GPA of 2.0, a GPA of 2.0 in your content field courses (only SFA courses), and a GPA of 2.0 in your minor in order to graduate.

You must complete a minimum of 30 advanced upper level in-residence semester credit hours.

HMS specific policy

You are responsible for following your degree plan to ensure you have completed all requirements for graduation, and it is your responsibility to keep up with your progress and know what courses you need to graduate.

Ethics policies

Academic integrity is a responsibility of all university faculty members and students. Faculty members promote academic integrity in multiple ways, including instruction regarding the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

SFA CAMPUS RESOURCES AND SERVICES

Registrar

sfasu.edu/registrar

Business Office

sfasu.edu/controller/businessoffice/

Steen Library

library.sfasu.edu

Academic Assistance Resource Center

sfasu.edu/aarc

The AARC transforms the way Lumberjacks learn through the personal attention of our trained peer tutors who meet students “where they are” by utilizing innovative, proven strategies to maximize individual potential and to increase momentum to graduation.

Computer Facilities – Internet Access

[Computers and technology services](#)

The campus features several computer labs for student use. The library and other locations on campus are equipped with wireless internet.

ITS Help Desk

<https://help.sfasu.edu/TDClient/2027/Portal/Home/>

Contact the Help Desk with any technical difficulties you encounter.

Brightspace

Please call the Brightspace help line at (936) 468-1919 for technical assistance, or email d21@sfasu.edu. There also is walk-in help available in Steen Library, Room 208 Monday through Friday from 8 a.m. to 5 p.m. provided by SFA staff members. Outside of these hours, you can visit the live chat support widget in Brightspace where you may submit your questions to a technician. For Brightspace tutorials, visit this [link](#).

Counseling Services

sfasu.edu/counselingservices

Counseling Services is staffed with professional counselors who help students deal with both personal and psychological problems, including eating disorders and alcohol and drug abuse. The staff members also help international or nontraditional students transition to campus life. Additionally, the faculty and graduate students in the Department of Psychology staff a clinic that provides some assessment and therapy programs for accepted clients, as well as initial preprofessional training for advanced students.

Health Services – Insurance

sfasu.edu/life-at-sfa/health-safety/health-clinic

Health Services does not provide obstetrical care, X-rays, dental work, physical therapy, eye exams or surgery. There is no on-campus pharmacy where you may have prescriptions filled. You may purchase optional health insurance at competitive rates through [Blue Cross Blue Shield of Texas](#). Two local facilities offer emergency room service: Nacogdoches Memorial Hospital and Nacogdoches Medical Center.

Student Activities Association – Department of Student Life program

sfasu.edu/studentaffairs/

The SAA strives to provide an educational and recreational experience outside the classroom through programs that culturally enlighten, intellectually stimulate and entertain the university community. The SAA produces more than 100 events each year ranging from concerts and comedy performances to game shows and lectures.

Barnes & Noble Bookstore

sfasu.bncollege.com

The university bookstore is owned and operated by Barnes & Noble and is located on the first floor of the Baker Pattillo Student Center. It serves the entire campus community. The store sells general educational books and materials, magazines, clothing, cards, stationery, gifts and the university's official caps and gowns for graduation ceremonies.

Baker Pattillo Student Center

sfasu.edu/studentervices

The student center houses student affairs and Residence Life offices, the post office, a food court with national brand restaurants, study lounges, a movie theater, student organizations, an Allied Space, Starbucks and more.

Disability Services

sfasu.edu/disabilityservices/

Disability Services is committed to providing equal opportunities in higher education to academically qualified students with disabilities who demonstrate a reasonable expectation of college success. Disabled students attending SFA will be integrated as completely as possible into the university community. The university shares responsibility with the student for modifying campus facilities and programs to meet individual needs. Students with disabilities at SFA have access to tools and resources that will assist them in managing the day-to-day activities of college life.

Office of International Programs

sfasu.edu/oip

OIP offers international students three options for pursuing studies at SFA: English as a second language, study abroad and full SFA admission.

Center for Career and Professional Development

sfasu.edu/ccpd

The CCPD assists students in job searches, coordinates corporate visits to campus, holds workshops and seminars, provides résumé advice, maintains folders of essential documentation, such as letters of recommendation, and processes thousands of requests by prospective candidates and employers.

University Police Department

sfasu.edu/upd

In addition to 24-hour police service, including 911 emergency response, UPD offers crime-prevention programs, regulates campus parking, provides escort service in emergencies and offers assistance with vehicle difficulties or need help if you lock your keys in your vehicle.