

# GRADUATE STUDENT HANDBOOK

---



**TEXAS**  **STATE**  
THE GRADUATE COLLEGE

[gradcollege.txstate.edu](http://gradcollege.txstate.edu)



## WELCOME TO THE GRADUATE COLLEGE

It is a pleasure to welcome you to The Graduate College at Texas State University. As a graduate student, you are considered a valuable asset to the diverse university community. The information in this handbook has been prepared to answer the most often-asked questions of entering graduate students. We hope you will find this resource guide helpful as you pursue your graduate studies!

We also encourage you to enroll in New Graduate Student Orientation (NGSO): Canvas: [gradcollege.txstate.edu/students/orientation](https://gradcollege.txstate.edu/students/orientation)

This course provides a variety of tools and information to help you succeed right from the start.

Visit our COVID-19 FAQs page to get answers to the most frequently asked questions by graduate students: [gradcollege.txstate.edu/coronavirus-faqs](https://gradcollege.txstate.edu/coronavirus-faqs)

For the most up-to-date university-wide information, visit the university's COVID-19 page: [txstate.edu/coronavirus](https://txstate.edu/coronavirus)

If you have a question that is not addressed here or in the *Graduate Catalog*, please call The Graduate College at 512.245.2581, email us at [gradcollege@txstate.edu](mailto:gradcollege@txstate.edu), or contact the graduate advisor of your degree program. Please accept my best wishes as you pursue your graduate degree.

A handwritten signature in black ink that reads "Andrea Golato". The signature is written in a cursive, flowing style.

Sincerely,  
Dr. Andrea Golato,  
*Dean, The Graduate College*

---

### THE TEXAS STATE UNIVERSITY SYSTEM BOARD OF REGENTS

William F. Scott, Chairman, Nederland | David Montagne, Vice Chairman, Beaumont  
Charlie Amato, San Antonio | Duke Austin, Houston | Garry Crain, The Hills | Dr. Veronica  
Muzquiz Edwards, San Antonio | Don Flores, El Paso | Nicki Harle, Baird | Alan L. Tinsley,  
Madisonville | Amanda Lee, Student Regent, Huntsville | Brian McCall, Ph.D., Chancellor

# TABLE OF CONTENTS

<b>Mission Statement</b> .....	6
<b>Honor Code</b> .....	7
<b>History</b> .....	7
<b>Diversity</b> .....	8
<b>Institutional Inclusive Excellence - Student Initiatives</b> .....	8
<b>First-Generation College Students</b> .....	8
<b>International Students</b> .....	8
<b>Graduate College Services</b> .....	8
<b>Communication</b> .....	8
Email Usage and Expectations.....	8
<i>GradBulletin</i> .....	9
Social Media.....	9
<b>Other Ways to Stay Connected</b> .....	9
Graduate Student Blog.....	9
<i>To The Next Degree</i> .....	9
<b>Community-building</b> .....	9
Graduate Student Appreciation Week.....	9
Running with the Graduate Deans.....	10
<b>Funding</b> .....	10
External Fellowship Coordinators.....	10
Graduate Assistantships.....	10
Graduate College Scholarships.....	10
Graduate Student Travel Funds.....	10
Thesis/Dissertation Research Support Fellowships.....	10
<b>Professional Development</b> .....	11
3MT® Competition.....	11
International Research Conference.....	11
Shop Talks.....	11
<b>The Graduate House</b> .....	11
<b>Graduate College Policies</b> .....	11
<i>Graduate Catalog</i> .....	11
<b>Change of Major</b> .....	12
<b>Change of Minor/Concentration</b> .....	12
<b>Comprehensive Exam</b> .....	12
<b>Course Load</b> .....	12
<b>Degree Audit</b> .....	12
<b>Degree Completion Time Limits</b> .....	13
<b>Dissertation Information</b> .....	13

Minor Requirements	13
Social Media and Cybersecurity	13
Thesis and Dissertation Guides	13
Thesis Information	13
Transfer Credit	14
Prior Learning Assessment	14
General Administrative Policies	14
Change of Address	14
Enrollment Verification	14
Holds and Registration Eligibility	14
Official Change of Name	14
Official Transcripts	15
<b>Students Rights and Responsibilities</b>	15
<b>Title IX</b>	15
<b>Getting Started</b>	16
New Graduate Student Orientation (NGSO): Canvas	16
Department of Housing and Residential Life	16
Financial Aid and Scholarships	16
Financial Literacy	16
ID Services	16
Career Services	16
Meal Plans	17
Office of The University Registrar	17
Student Business Services	17
Student Emergency Services	17
University Bookstore	17
<b>Healthcare and Wellness</b>	18
Counseling Center	18
Insurance Information	18
International Student Health Insurance Requirement	18
Recreational Programs and Facilities	18
Student Health Center	19
<b>Library Resources</b>	19
University Libraries	19
Round Rock Campus Library Services	19
Research Assistance and Services	20
Alkek One	20
Ask a Librarian – Anytime, Anywhere	20
Find Your Subject Librarian	20

Geographic Information System (GIS) Services.....	20
Graduate Article Delivery Service (Grads).....	20
Guides, Tutorials and Workshops.....	21
Research Databases and Journals.....	21
Using Other Libraries: Texshare and Interlibrary Loans.....	21
<b>Study Spaces.....</b>	<b>22</b>
<b>Tools.....</b>	<b>22</b>
Bibliographic Management: EndNote.....	22
Computer Workstations.....	22
Laptop Computers and Wireless Access.....	22
<b>Student Support Services.....</b>	<b>23</b>
Attorney for Students.....	23
Bobcat Balance (Work-life Program).....	23
Bobcat Bond (Mentoring Program).....	23
Career Services.....	23
Communication Lab.....	23
International Student and Scholar Services (ISSS).....	23
Office of Disability Services.....	24
Ombuds Services.....	24
Research and Sponsored Programs.....	24
Student Learning Assistance Center (SLAC).....	24
Education Abroad Office.....	24
Veteran Benefits.....	24
University Writing Center.....	25
<b>Technological Resources.....</b>	<b>25</b>
Bobcat Guardian.....	25
Bobcat Mail.....	25
CatsWeb.....	25
IT Assistance Center (ITAC).....	25
Online Toolkit.....	25
Texas State Mobile (App).....	26
CANVAS.....	26
TXState Alerts.....	26
<b>Transportation Services.....</b>	<b>26</b>
Bobcat Bobbies.....	26
Campus Maps.....	26
Parking Services.....	27
Shuttle.....	27
<b>Pride, Landmarks and Traditions.....</b>	<b>27</b>

# MISSION STATEMENT

Texas State University is a doctoral-granting, student-centered institution dedicated to excellence and innovation in teaching, research, including creative expression, and service. The university strives to create new knowledge, to embrace a diversity of people and ideas, to foster cultural and economic development, and to prepare its graduates to participate fully and freely as citizens of Texas, the nation, and the world.

The mission of The Graduate College is to provide vision, leadership and direction for excellence in graduate education at Texas State University with the aim of providing the appropriate infrastructure and learning environment for the training of innovative and successful scholars, teachers and professionals. The Graduate College does so by:

- a. articulating, promoting and supporting the highest standards of quality in graduate education in keeping with the University's overall mission of teaching, research and public service;
- b. constructing and maintaining an environment conducive to successful graduate education in concert with all graduate programs;
- c. supporting programs' efforts to foster a diverse student population who participate in a global society;
- d. promoting and supporting rigor in graduate education;
- e. providing key process and procedure guidance and support to graduate programs from admission to graduation;
- f. aiding in student recruitment, application processing, policy monitoring and degree auditing;
- g. leading initiatives designed to provide best practices in graduate education leading to timely degree completion;
- h. providing graduate student support for creative and scholarly activities;
- i. offering professional development opportunities for graduate students at key stages in their graduate career; and
- j. engaging in research on graduate education.

The stakeholders of The Graduate College include students, faculty and staff involved in graduate education at Texas State University.

## HONOR CODE

Since 1899, Texas State University has been an institution of higher learning that assists men and women in their pursuit of academic excellence.

One of the cornerstones of this effort has always been to provide a quality education in an environment that is conducive to success. In order to achieve this goal, the university must ensure that academic integrity remains a permanent fixture in all aspects of academic life. It is for this reason that Texas State has adopted an honor code, which can be found in UPPS 07.10.01.

[policies.txstate.edu/university-policies/07-10-01](http://policies.txstate.edu/university-policies/07-10-01)

## HISTORY

The Graduate College has been in existence at Texas State University since June 15, 1935, and has continued to expand its degree offerings in order to meet the needs of its students ever since.

In the late 1930s, the Southwest Texas State Teachers College Graduate School began by offering a master of arts degree and a major in education. The master of arts program was started because of the growing demand by people from the surrounding areas and the public school systems.

In the summer of 1936, the first master of arts courses were offered.

In 1938–39, majors were offered in the following fields: education, social science, science and mathematics, and language and literature.

In 1996, the first doctoral program was authorized by the Board of Regents in geographic education and environmental geography with the first doctorates awarded in 2000.

Today, The Graduate College offers more than 100 graduate master's and doctoral programs in the following colleges: Applied Arts, Education, Fine Arts and Communication, Health Professions, Liberal Arts, McCoy College of Business Administration, and Science and Engineering. A variety of graduate degrees and certification programs are also available at the Texas State Round Rock Campus in Round Rock, Texas.

Our nationally recognized graduate programs draw applicants from across the country and around the globe. Our faculty members are renowned teachers and active researchers. Designations include:

- Emerging Research
- R2 Carnegie Designation

# DIVERSITY

At Texas State University, diversity and inclusion are major university goals. Texas State supports a diverse faculty, staff and student body, reflecting the diversity of the state.

[ir.txstate.edu/student/Public-Student-Reports](http://ir.txstate.edu/student/Public-Student-Reports)

## **INSTITUTIONAL INCLUSIVE EXCELLENCE - STUDENT INITIATIVES**

Institutional Inclusive Excellence - Student Initiatives leads the University in cultivating equitable opportunities and experiences to empower underrepresented Bobcats while educating the diverse student body to thrive in an evolving global society.

[sdi.txstate.edu](http://sdi.txstate.edu)

## **FIRST-GENERATION COLLEGE STUDENTS**

First-generation college students are students whose parents or legal guardians do not have a four-year college degree. If you are a first-generation college student, The Graduate College provides a wide range of support services to help you achieve your academic goals.

[gradcollege.txstate.edu/admissions/first-gen](http://gradcollege.txstate.edu/admissions/first-gen)

## **INTERNATIONAL STUDENTS**

If you are an international student, The Graduate College is here to help you engage in our vibrant graduate community and complete your degree.

[gradcollege.txstate.edu/international](http://gradcollege.txstate.edu/international)

# GRADUATE COLLEGE SERVICES

## **COMMUNICATION**

### Email Usage and Expectations

You are expected to access your Texas State email as soon as possible. ITAC provides information on how to set up your NetID and email account. University offices use Texas State email as the official means of communication; **therefore, it is your responsibility to read all communications sent from The Graduate College and other university offices to your Texas State University email account** (XX@txstate.edu). If you choose to forward your mail to a personal email address, please add Texas State accounts, including The Graduate College, as a safe sender.

[doit.txstate.edu/services/email](http://doit.txstate.edu/services/email)

## *GradBulletin*

The Graduate College's primary form of communication, the *GradBulletin*, is sent to all graduate students on campus every Friday. The *GradBulletin* features important information related to your degree including funding opportunities, deadline reminders, workshop topics and other events in the Texas State graduate community.

It is your responsibility to read the *GradBulletin* and to act appropriately on the information provided.

[gradcollege.txstate.edu/about/connect.html#gradbulletin](http://gradcollege.txstate.edu/about/connect.html#gradbulletin)

## Social Media

We encourage you to follow us on social media to stay up-to-date on events, deadlines and other graduate-related items:

Instagram: [instagram.com/txstgradcollege](https://www.instagram.com/txstgradcollege)

Twitter: [twitter.com/TXSTGradCollege](https://twitter.com/TXSTGradCollege)

Facebook: [facebook.com/TXSTGradCollege](https://www.facebook.com/TXSTGradCollege)

YouTube: [youtube.com/channel/UCqX3XGiKuJF6qn7N\\_KxARbw](https://www.youtube.com/channel/UCqX3XGiKuJF6qn7N_KxARbw)

## OTHER WAYS TO STAY CONNECTED

### Graduate Student Blog

Learn about Texas State's graduate community in our Graduate Student Blog, which features stories written by graduate students on the following topics: Accomplishments and Awards, Graduate Life at Texas State, International Student Spotlight, and Where Are They Now?

[gradcollege.txstate.edu/about/connect/blog](http://gradcollege.txstate.edu/about/connect/blog)

### *To the Next Degree*

*To the Next Degree*, a podcast hosted by The Graduate College, is designed to create connections and help students succeed in their graduate degrees. Our hosts present resource stories with and for graduate students, faculty, and staff in the Texas State community.

[gradcollege.txstate.edu/about/connect/podcast](http://gradcollege.txstate.edu/about/connect/podcast)

## COMMUNITY-BUILDING

### Graduate Student Appreciation Week

Graduate Student Appreciation Week is held every April to recognize the contributions, impact and value of our graduate and professional students. The week is filled with a variety of events, including Shop Talks, socials, wellness classes and recreational opportunities.

[gradcollege.txstate.edu/events/gkaw](http://gradcollege.txstate.edu/events/gkaw)

## Running with the Graduate Deans

Join the graduate deans in a series of local running events organized by various non-university groups and organizations in San Marcos. For every graduate student, faculty or staff member who runs/walks the race wearing our technical shirt, we will put funds in the amount of the race fee into our scholarship account for the coming year.

**[gradcollege.txstate.edu/events/running](http://gradcollege.txstate.edu/events/running)**

## FUNDING

### External Funding Coordinators

The Graduate College has in-house external funding coordinators dedicated to helping students secure external funding opportunities for graduate study, thesis/dissertation research and other projects.

**[gradcollege.txstate.edu/funding/external](http://gradcollege.txstate.edu/funding/external)**

### Graduate Assistantships

A limited number of graduate teaching and research assistantships are available. Inquiries should be addressed to your department, but general information and policies can be found on our website.

**[gradcollege.txstate.edu/funding/assistantships](http://gradcollege.txstate.edu/funding/assistantships)**

### Graduate College Scholarships

The Graduate College Scholarship is available for newly admitted and continuing graduate students. The award amount is \$1,000 per semester. Scholarships are awarded for the academic year and disbursed on a per-semester basis.

**[gradcollege.txstate.edu/funding/scholarships/gc-scholarship](http://gradcollege.txstate.edu/funding/scholarships/gc-scholarship)**

### Graduate Student Travel Funds

We provide partial funding to support your travel to participate in professional conferences. To be eligible for these funds, you must have an accepted conference paper, poster, professional presentation or performance/exhibit and must be enrolled (and in good academic standing) during the semester the conference is held.

**[gradcollege.txstate.edu/funding/travel](http://gradcollege.txstate.edu/funding/travel)**

### Thesis/Dissertation Research Support Fellowships

Doctoral Research Support Fellowships support graduate student research at the doctoral level. Each award of up to \$5,000 is to be used to cover expenses directly related to conducting dissertation research.

**[gradcollege.txstate.edu/funding/scholarships/doctoral-research](http://gradcollege.txstate.edu/funding/scholarships/doctoral-research)**

Thesis Research Support Fellowships support graduate student research at the master's level. Each award of up to \$2,000 is to be used to cover expenses directly related to conducting thesis research.

[gradcollege.txstate.edu/funding/scholarships/thesis-research](http://gradcollege.txstate.edu/funding/scholarships/thesis-research)

## **PROFESSIONAL DEVELOPMENT**

### **3MT® Competition**

The 3MT® Competition is a research communication competition that prepares you to present a brief but compelling oration on your research and its significance to a non-specialist audience.

The skills learned in this competition relate directly to job interviews, funding opportunities and applications and interactions with individuals outside of academia.

[gradcollege.txstate.edu/events/3mt](http://gradcollege.txstate.edu/events/3mt)

### **International Research Conference**

The Annual International Research Conference for Graduate Students provides an opportunity for you to build your presentation skills and your résumé by presenting original research to the community of scholars and professionals at Texas State.

[gradcollege.txstate.edu/events/conference](http://gradcollege.txstate.edu/events/conference)

### **Shop Talks**

We host a series of free workshops throughout the year that focus on various elements relating to your degree. The Shop Talks fall under three categories: degree success, research development and career prep. Workshops are presented on both the San Marcos and Round Rock campuses, and most are live-streamed or in webinar format.

[gradcollege.txstate.edu/events/shoptalks](http://gradcollege.txstate.edu/events/shoptalks)

## **THE GRADUATE HOUSE OF REPRESENTATIVES**

The Graduate House, a part of student government, represents graduate students across the campus. The Graduate House meets regularly and has representatives from all academic colleges at Texas State.

[studentgovernment.dos.txstate.edu/graduatehouse](http://studentgovernment.dos.txstate.edu/graduatehouse)

## **GRADUATE COLLEGE POLICIES**

### **GRADUATE CATALOG**

The *Graduate Catalog* provides information about various graduate education policies and procedures and includes information about registration and course credit, grading policies, degree information and tuition and fees.

[mycatalog.txstate.edu/graduate](http://mycatalog.txstate.edu/graduate)

## **CHANGE OF MAJOR**

If you would like to change your major program, you must complete a new application and pay the application fee. Acceptance into one graduate program does not ensure acceptance into another graduate program.

[gradcollege.txstate.edu/programs](http://gradcollege.txstate.edu/programs)

## **CHANGE OF MINOR/CONCENTRATION**

If you wish to change your minor or concentration, you must complete a change-of-minor/concentration form.

[gradcollege.txstate.edu/docs/change-minor-concentration.pdf](http://gradcollege.txstate.edu/docs/change-minor-concentration.pdf)

## **COMPREHENSIVE EXAM**

All candidates for graduate degrees must pass one or more comprehensive examinations, either written, oral, or both, covering at least the field of concentration and the thesis or dissertation if one is written. Students seeking more than one degree must take a comprehensive examination for each degree major. The examination for a master's degree may not be taken until the student has completed at least 18 semester hours of graduate degree credit and may not be taken before the final term if the student has a grade deficiency. Students must be enrolled in at least one credit hour of course work when taking the comprehensive examination. Review the catalog for more information.

[mycatalog.txstate.edu/graduate/degree-information/general-graduation-requirements/](http://mycatalog.txstate.edu/graduate/degree-information/general-graduation-requirements/)

## **COURSE LOAD**

Taking nine semester hours is classified as full-time enrollment each term. The maximum graduate course load is 15 semester hours during the fall and spring terms and 12 semester hours during the summer. Program offerings vary during the summer. Overloads require written approval from your graduate advisor and the dean of The Graduate College before registering.

## **DEGREE AUDIT**

A degree audit identifies the courses that are required in order to obtain a particular degree at Texas State and guides you in selecting courses for registration. Your degree audit may be accessed at the beginning of the first term of enrollment through **Texas State Self-Service**. Contact your graduate advisor to discuss degree options or to ask questions regarding your degree audit. All course substitutions require prior written approval from your graduate advisor and the dean of The Graduate College.

[ssb.txstate.edu](http://ssb.txstate.edu)

## **DEGREE COMPLETION TIME LIMITS**

**TXST Certificate:** four-year time limit from the date of your initial enrollment

**Master's:** six-year time limit from the date of your initial enrollment

**Doctoral:** 10-year time limit from the date of your initial enrollment

## **DISSERTATION INFORMATION**

All doctoral students, with the exception of physical therapy students, are required to complete a dissertation. Consult with your doctoral program director regarding all program-specific requirements related to the dissertation.

[gradcollege.txstate.edu/students/thesis-dissertation](http://gradcollege.txstate.edu/students/thesis-dissertation)

## **MINOR REQUIREMENTS**

Minor requirements vary among programs. Refer to the *Graduate Catalog* for a list of available options. If you are having difficulty deciding on a minor, consult with your graduate advisor.

[mycatalog.txstate.edu/graduate/minors](http://mycatalog.txstate.edu/graduate/minors)

## **SOCIAL MEDIA USE AND CYBERSECURITY**

The use of social media such as Facebook, YouTube, Twitter and blogs has become commonplace. As you may know, social media content plays an important role in your education as well as in your future career prospects. Objectionable content may even affect the likelihood of obtaining a graduate assistantship. You are urged to use caution when publishing information on public sites as more companies are screening prospective employees' use of social media sites before making hiring decisions.

[socialmedia.txstate.edu/best-practices](http://socialmedia.txstate.edu/best-practices)

As a graduate student, you will share various types of information online and through social media and thus need to be aware of cybersecurity issues.

[infosecurity.txstate.edu](http://infosecurity.txstate.edu)

## **THESIS AND DISSERTATION RESOURCE GUIDES**

These guides provide information on procedures, deadlines, required approvals, style and formatting.

[gradcollege.txstate.edu/students/thesis-dissertation/resources](http://gradcollege.txstate.edu/students/thesis-dissertation/resources)

## **THESIS INFORMATION**

If you are pursuing a thesis, consult with the graduate advisor of your program regarding all program-specific requirements related to the thesis.

[gradcollege.txstate.edu/students/thesis-dissertation](http://gradcollege.txstate.edu/students/thesis-dissertation)

## **TRANSFER CREDIT**

If you have taken graduate-level course work at another regionally accredited institution, certain courses may be permitted to apply to your Texas State degree. Transfer work will be accepted only if it bears a letter grade of “B” (or numerical equivalent) or higher. A grade of “credit,” “pass,” “satisfactory,” etc. is unacceptable. Transfer work will not be accepted for graduate degree credit from another institution if such courses are designated as non-degree, background, preparatory, etc. Courses must not have been, and will not be, used for credit toward another degree. Courses taken at other institutions will not be included in the grade point average (GPA) at Texas State. The Texas State GPA will be the only GPA calculated toward graduation.

**[mycatalog.txstate.edu/graduate/registration-course-credit/course-credit](http://mycatalog.txstate.edu/graduate/registration-course-credit/course-credit)**

## **PRIOR LEARNING ASSESSMENT**

Prior Learning Assessment (PLA) is the process for awarding course credit for specific knowledge and skills you have acquired outside of an institution of higher education, prior to beginning your program of study at Texas State University. PLA is program-specific, not all programs have approved PLA processes, and requirements may differ from program to program.

**[mycatalog.txstate.edu/graduate/registration-course-credit/course-credit](http://mycatalog.txstate.edu/graduate/registration-course-credit/course-credit)**

## **GENERAL ADMINISTRATIVE POLICIES**

### **Change of Address**

Address information may be changed through Texas State Self-Service.

**[ssb.txstate.edu](http://ssb.txstate.edu)**

### **Enrollment Verification**

The Office of the University Registrar provides enrollment verification for graduate students.

**[registrar.txstate.edu/our-services/enrollment-verification](http://registrar.txstate.edu/our-services/enrollment-verification)**

### **Holds and Registration Eligibility**

If you have a hold within a department, it may prevent you from registering for the upcoming semester. You can check your holds online through Texas State Self-Service.

**[ssb.txstate.edu](http://ssb.txstate.edu)**

### **Official Change of Name**

The Office of the University Registrar requires your written authorization and specific documentation to change your name, social security number and date of birth.

**[registrar.txstate.edu/our-services/personal-info-update](http://registrar.txstate.edu/our-services/personal-info-update)**

## Official Transcripts

You can request official transcripts from the Office of the University Registrar.

[registrar.txstate.edu/our-services/transcriptsCR](http://registrar.txstate.edu/our-services/transcriptsCR)

# STUDENT RIGHTS AND RESPONSIBILITIES

## STUDENT CODE OF CONDUCT

Information on general provisions, responsibilities, administration of student justice and appeals can be found in the Student Code of Conduct.

[studenthandbook.txstate.edu/rules-and-policies/code-of-student-conduct](http://studenthandbook.txstate.edu/rules-and-policies/code-of-student-conduct)

## STUDENT CONDUCT

Details regarding reporting an incident, judicial processes, sanctions, appeals and the peer student conduct board are outlined in Student Conduct.

[reslife.txstate.edu/current/responsibilities/conduct](http://reslife.txstate.edu/current/responsibilities/conduct)

## STUDENT CONDUCT APPEAL FORM

A housing and residential life judicial appeal can be submitted through the Student Conduct Appeal Form.

[cm.maxient.com/reportingform.php?TexasStateUniv&layout\\_id=4](http://cm.maxient.com/reportingform.php?TexasStateUniv&layout_id=4)

## STUDENT HANDBOOK

For additional resources, review the Student Handbook.

[studenthandbook.txstate.edu](http://studenthandbook.txstate.edu)

# TITLE IX

Title IX of the Education Amendments Act of 1972 (Title IX) prohibits sexual discrimination in federally funded educational programs or activities. Sexual harassment, which includes sexual violence, is a form of sexual discrimination. Texas State University is committed to providing an environment that is free from all forms of discrimination, including discrimination based on sex. You can review a variety of resources made available through the Office of Equity and Access.

[compliance.txstate.edu/oetix](http://compliance.txstate.edu/oetix)

Please note all students are required to complete a Sexual Assault Prevention for Graduate Students training. This online course will be assigned to you via your Texas State email address.

## GETTING STARTED

### **NEW GRADUATE STUDENT ORIENTATION (NGSO): CANVAS**

New Graduate Student Orientation (NGSO): Canvas provides a variety of tools and information to help you succeed right from the start. This information is designed to help you get comfortable with the culture and expectations of graduate school, including how to get advice from graduate faculty, learn more about the San Marcos and Round Rock area, find support when you need it, and build community.

[gradcollege.txstate.edu/students/orientation](https://gradcollege.txstate.edu/students/orientation)

Please note NGSO: Canvas is a guiding resource; you will not receive academic course credit for completing the course.

### **DEPARTMENT OF HOUSING AND RESIDENTIAL LIFE**

The Department of Housing and Residential Life offers resources for off-campus living in both San Marcos and Round Rock.

[reslife.txstate.edu/OffCampusLiving](https://reslife.txstate.edu/OffCampusLiving)

### **FINANCIAL AID AND SCHOLARSHIPS**

For students receiving financial aid, knowing how to get your money is critical. Financial Aid and Scholarships provides important instructions on obtaining your loan and payment information.

[finaid.txstate.edu](https://finaid.txstate.edu)

### **FINANCIAL LITERACY**

GradSense, an initiative of the Council of Graduate Schools, can provide you with information on the value of pursuing an advanced degree, the long-term impact of daily spending choices, and tips for evaluating job offers after graduation.

[gradsense.org/gradsense](https://gradsense.org/gradsense)

AIE, a personalized, confidential financial coaching service, provides trained coaches that are ready to answer your questions about finances. This free service is designed to help you make smart financial decisions.

[aie.org](https://aie.org)

### **ID SERVICES**

ID Services will issue your Texas State BobcatCard. Your ID card will be used for privileged authorization, library use, meal plans, door access, and optional purchasing and banking functions on and off campus.

[auxiliaryservices.txstate.edu/idservices](https://auxiliaryservices.txstate.edu/idservices)

### **CAREER SERVICES**

You can find job postings by using Jobs4Cats. Registration is required.

[careerservices.txstate.edu/jobs4cats](https://careerservices.txstate.edu/jobs4cats)

## **MEAL PLANS**

Texas State offers a variety of meal plans with options appropriate for both on- and off-campus students.

[new.dineoncampus.com/txstate](http://new.dineoncampus.com/txstate)

## **OFFICE OF THE UNIVERSITY REGISTRAR**

You can register for classes by using the Bobcat Schedule Builder, a tool that assists in finding your needed classes and creating your schedule.

[registrar.txstate.edu/registration/schedulebuilder](http://registrar.txstate.edu/registration/schedulebuilder)

## **STUDENT BUSINESS SERVICES**

Student Business Services provides assessment and billing of tuition and fees, applies and disburses tuition adjustments and refunds, and facilitates timely collection and reporting of student, department and third-party sponsor income.

[sbs.txstate.edu/about/overview](http://sbs.txstate.edu/about/overview)

## **STUDENT EMERGENCY SERVICES**

The Dean of Students Office is responsible for coordinating a response to emergency incidents involving students. The office does this in collaboration with other areas of the university depending on the special circumstances.

Some of these services include:

- responding to student(s) displaced from residence due to fire
- notifying faculty of a student absence due to prolonged illness, injury or family emergency
- providing academic adjustment assistance
- providing limited financial assistance in emergency situations

[dos.txstate.edu/services/emergency](http://dos.txstate.edu/services/emergency)

## **UNIVERSITY BOOKSTORE**

University Bookstore provides academic tools, ancillary educational items and educational opportunities, aggregates course material information, maintains campus transaction expertise and provides funding.

[bookstore.txstate.edu](http://bookstore.txstate.edu)

# HEALTHCARE AND WELLNESS

## COUNSELING CENTER

Many students encounter a variety of personal, social, career and academic issues that call for assistance beyond advice provided by friends and family. The Counseling Center provides free and confidential services by professional counselors to all currently enrolled Texas State students while classes are in session. Some of their services include Therapy Assistance Online (TAO) Self-Help, Minds Matter mental health resources, and At-Risk training.

[counseling.txstate.edu](http://counseling.txstate.edu)

[counseling.txstate.edu/round-rock](http://counseling.txstate.edu/round-rock)

## INSURANCE INFORMATION

Student health insurance plans are available for graduate students, both domestic and international. Benefits of the plan include access to a large network and deductible waivers for services at the Student Health Center and Pharmacy.

[international.txstate.edu/current/Health-insurance-](http://international.txstate.edu/current/Health-insurance-)

## INTERNATIONAL STUDENT HEALTH INSURANCE REQUIREMENT

Texas State University has a health insurance requirement for international students that must be met each semester.

All international students on non-immigrant visas are required by university policy to have health insurance coverage while at Texas State.

[healthcenter.txstate.edu/international](http://healthcenter.txstate.edu/international)

## RECREATIONAL PROGRAMS AND FACILITIES

The Department of Campus Recreation offers an incredible array of indoor and outdoor recreational opportunities for the university community. Some programs charge a nominal fee for participation. Facilities are available on both the San Marcos and Round Rock campuses.

[campusrecreation.txstate.edu](http://campusrecreation.txstate.edu)

[campusrecreation.txstate.edu/Round-Rock](http://campusrecreation.txstate.edu/Round-Rock)

The Student Recreation Center has basketball/volleyball courts, multipurpose studios, a weight room, racquetball courts, a cardio area, an indoor track, a rock climbing wall, a natatorium and equipment checkout services.

[campusrecreation.txstate.edu/facilities](http://campusrecreation.txstate.edu/facilities)

## **STUDENT HEALTH CENTER**

All registered students with a valid Texas State student ID who have paid the medical service fee are eligible to use the Student Health Center. The medical service fee is included in your tuition and fees. (Students enrolled only in off-campus courses will have these fees waived.)

**[healthcenter.txstate.edu](http://healthcenter.txstate.edu)**

**[healthcenter.txstate.edu/Round-Rock-Student-Health-Center](http://healthcenter.txstate.edu/Round-Rock-Student-Health-Center)**

## **LIBRARY RESOURCES**

### **UNIVERSITY LIBRARIES**

The University Libraries provide key services and resources that fuel the success of research and innovation at Texas State University. University Libraries comprise three facilities and two prestigious collections that are continually evolving to meet the needs of the growing university and an ever-changing, technology-driven world.

The Albert B. Alkek Library offers library patrons the opportunity to explore, create and discover in an expansive, seven-story building at the heart of the San Marcos Campus that is packed with resources, technology and spaces for silent, quiet or collaborative research and study. Library staffers organize many workshops and activities throughout the year that support academic and research literacy and insight, offer opportunities for hands-on innovation and creation, and provide social and stress-relieving interplay. The Alkek Library is continuously evolving to add new features and technology that serve the campus and community and is currently undergoing a year and a half renovation. The Alkek Library website provides convenient 24/7 access to information about library services and resources.

**[library.txstate.edu](http://library.txstate.edu)**

### **ROUND ROCK CAMPUS LIBRARY SERVICES**

The Round Rock Campus Library (RRC Library) supports the research and information needs of faculty and students at the growing Round Rock Campus. Subject Librarians and library assistants are on site to help guide research and support students and faculty in Round Rock. Materials from the Alkek Library can be delivered so that the RRC benefits from all the resources of a large university library in the intimate and comfortable environment of the RRC Library. The library is located in room 255 of the Avery Building and makes resources, computers and printers available to the campus community. For more information including hours and other services, visit the RRC Library website or call the library at 512.716.4700.

**[library.txstate.edu/rrc](http://library.txstate.edu/rrc)**

## RESEARCH ASSISTANCE AND SERVICES

### Alkek One

Alkek One is a hub of technology-focused spaces located on the first floor of the Alkek Library. The spaces feature a variety of technology that support the maker culture, immersive reality, time-based media, geographic information systems and digital design.

**[library.txstate.edu/spaces-technology/space-types/alkek-one](http://library.txstate.edu/spaces-technology/space-types/alkek-one)**

### Ask a Librarian – Anytime, Anywhere

The Ask a Librarian service offers convenient online chat help during daytime and evening hours. Use the service by clicking on the icon below the search box on the library's website.

**[askalibrarian.library.txstate.edu](http://askalibrarian.library.txstate.edu)**

### Find your Subject Librarian

Subject librarians are available to help students, faculty and staff with their research needs. Schedule a research consultation with your subject librarian at the Alkek or RRC Library to help you with your research topic, develop good search strategies, and/or to orient you to navigating the library for a successful graduate school experience. To ensure availability, request your consultation with at least three days' notice.

**[library.txstate.edu/services/scholarly-research](http://library.txstate.edu/services/scholarly-research)**

### Geographic Information Systems (GIS) Services

The GIS Services at the Alkek Library serve and assist with the geospatial needs of graduate students in the following ways: support (in the form of guidance or directions) for GIS data-related course work, research and teaching. Public service via in-person consultation, chat, phone and email on geospatial needs is available on the library's website.

**[library.txstate.edu/services/technology/gis-spatial-data](http://library.txstate.edu/services/technology/gis-spatial-data)**

### Graduate Article Delivery Service (GRADS)

University Libraries deliver electronic copies of articles from our print journal collection right to your desktop. This service, called Graduate Article Delivery Service or GrADS, is available to all Texas State graduate students. Simply log into your ILLiad interlibrary loan account from the library's website and fill in the article citation information to request any print article owned by the library.

**[library.txstate.edu](http://library.txstate.edu)**

## Guides, Tutorials and Workshops

The library website provides access to a variety of guides for specific disciplines, subjects and special topics, as well as guides for specific Texas State courses developed in collaboration with the teaching faculty. Attend a workshop or check out our YouTube to learn more about tools and techniques to make your research more efficient and enjoyable.

**[guides.library.txstate.edu/](http://guides.library.txstate.edu/)**  
**[library.txstate.edu](http://library.txstate.edu)**  
**[youtube.com/user/alkeklibrary](https://www.youtube.com/user/alkeklibrary)**

## Research Databases and Journals

Texas State faculty, students and staff have convenient remote online access to many research databases and journals. Databases are listed on the library website and are arranged by type, subject and alphabetically by name.

**[catalog.library.txstate.edu/search/y](http://catalog.library.txstate.edu/search/y)**

## Using Other Libraries: Texshare and Interlibrary Loan

Graduate student research needs are often more extensive and may require access to items not owned by the University Libraries. In the event you need something we do not own, there are options for getting the materials needed to support your work.

- One way is to get a TexShare card. This is available at the circulation desk or you can request one online to be mailed to you. TexShare provides you with the ability to check out books from most college and university libraries as well as major public libraries throughout Texas. For more information about the TexShare card visit the library's website or contact the circulation desk at 512.245.3681.

**[library.txstate.edu](http://library.txstate.edu)**

- Another convenient method to get materials not owned by the university is via Interlibrary Loan (ILL), a service that is available free for Texas State faculty, students and staff. Library users must register through ILLiad in order to use this service. When you register, you will create an ILLiad account/profile that will maintain your user information and allow you to submit requests easily when you need to do so. The web-based request form is convenient for users and can be filled out 24/7 from anywhere. If you need personal assistance, you can reach the ILL staff Monday through Friday, from 8 a.m. until 5 p.m., at 512.245.4893. For more information visit the library's website.

**[library.txstate.edu](http://library.txstate.edu)**

## STUDY SPACES

The Alkek Library provides a variety of study spaces for students to explore, create and discover. Tables and seating areas are located on floors one through seven. Carrels and small group rooms are located on floors five, six and seven. The fifth and sixth floors have designated quiet areas. There is a Graduate Commons with reservable study rooms available only to graduate students on the third floor. This space includes a kitchen, study room, and large presentation, workshop or lounge area. Graduate students may request lockers located in Graduate Commons for one semester on a first-come, first-served basis. Contact Circulation at 512.245.3681 for more information about study areas in the library, or visit their website to reserve a room:

**[library.txstate.edu](http://library.txstate.edu)**

## TOOLS

### Bibliographic Management : EndNote

The University Libraries provide access to bibliographic/citation management tools that allow you to store citations, abstracts, and articles from the library databases, web searches, or other resources you retrieve when doing your research.

- EndNote is a web-based bibliographic management tool. It offers the flexibility of accessing it from any computer with an Internet connection.

**[guides.library.txstate.edu/citationmanagement](http://guides.library.txstate.edu/citationmanagement)**

### Computer Workstations

The Alkek Library has an abundance of computer and print work stations. The largest number of these can be found on the 2nd (main) floor of the library. These include Mac and PC computers running several software applications including the Microsoft Office and Adobe Suites as well as specialized software such as sophisticated statistical-analysis software. These resources provide the tools to prepare professional papers and presentations.

**[library.txstate.edu](http://library.txstate.edu)**

### Laptop Computers and Wireless Access.

Laptop computers may be checked out from the Checkout desk on the 3rd floor of the Alkek Library. A user must sign an Agreement for Use of Laptop Computers and surrender their Texas State ID card until the computer is returned. You can also bring your own laptop to the library and connect to the university's secure Wi-Fi.

**[library.txstate.edu/computers](http://library.txstate.edu/computers)**

# STUDENT SUPPORT SERVICES

## ATTORNEY FOR STUDENTS

The Office of the Attorney for Students provides specified legal advice with an emphasis on legal advising, counseling and education.

[attorney.dos.txstate.edu](http://attorney.dos.txstate.edu)

## BOBCAT BALANCE (WORK-LIFE PROGRAM)

**Bobcat Balance** is a program that consists of two available services:

- a database of resources to help you with the daily challenges you face (e.g., legal, financial, family, personal)
- an employee assistance program that provides up to five free counseling sessions per problem, per plan year, per person

[worklife.txstate.edu](http://worklife.txstate.edu)

## BOBCAT BOND (MENTORING PROGRAM)

The Bobcat Bond for Texas State graduate students is designed to help you adjust to the high demands of graduate studies. Graduate faculty and peer mentors serve as coaches, role models, advisors, guides and referral agents.

[studentsuccess.txstate.edu/programs/bobcatbond](http://studentsuccess.txstate.edu/programs/bobcatbond)

## CAREER SERVICES

Career Services seeks to assist you with career placement. Counselors can offer advice on résumés, interviewing and other job-related skills.

Career Services also provides free job fairs throughout the year for students who are first-time job seekers as well as for those with experience who wish to make career changes. A career advisor is available monthly to meet with students and alumni at the Round Rock Campus.

[careerservices.txstate.edu](http://careerservices.txstate.edu)

## COMMUNICATION LAB

The Communication Studies Presentation Coaching Lab (COMM Lab) is located on the 4th floor of Alkek, Room 480A. The lab coaches work one-on-one with students to practice delivering presentations for classes, 3MT and academic conferences. The lab also offers personalized instruction to students experiencing communication apprehension or “stage fright.”

[commstudies.txstate.edu/comm-lab](http://commstudies.txstate.edu/comm-lab)

## INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

International Student and Scholar Services (ISSS) provides international students with a variety of assistance including with immigration processes related to non-immigrant F-1, J-1 and H-1 issues. The office also hosts workshops on practical training and other special topics and organizes cultural events.

[international.txstate.edu](http://international.txstate.edu)

## **OFFICE OF DISABILITY SERVICES**

The Office of Disability Services (ODS) provides services for students with disabilities at the Texas State University campus in San Marcos and at the Round Rock Campus. Academic Testing for Students with Disabilities (ATSD) administers all academic tests with approved testing accommodations to students who are registered with the ODS.

**[ods.txstate.edu](https://ods.txstate.edu)**

## **OMBUDS SERVICES**

The Dean of Students Office provides Ombuds Services to address concerns of currently enrolled Texas State students. This service personally assists students in achieving resolutions to university-related challenges (i.e., university instructor/professor, employer challenges, etc.) in accordance with appropriate University Policies and Procedures Statements (UPPS). The Dean of Students Office also makes referrals to other campus departments or offices when necessary.

**[dos.txstate.edu/services/Ombuds-Services](https://dos.txstate.edu/services/Ombuds-Services)**

## **RESEARCH AND SPONSORED PROGRAMS**

The Office of Research and Sponsored Programs provides information regarding research development, integrity and compliance, electronic research administration, external funding, and intellectual property protection.

**[txstate.edu/research/about-us/mission](https://txstate.edu/research/about-us/mission)**

## **STUDENT LEARNING ASSISTANCE CENTER (SLAC)**

The Student Learning Assistance Center, better known around campus as SLAC, is a multi-faceted academic support program for all Texas State students. SLAC provides various types of study assistance including writing assistance.

**[txstate.edu/slac](https://txstate.edu/slac)**

## **EDUCATION ABROAD OFFICE**

The Study Abroad Office supports the comprehensive internationalization plan of Texas State University by providing safe, accessible, academically rigorous, geographically diverse and culturally enriching global educational experiences.

**[educationabroad.txstate.edu](https://educationabroad.txstate.edu)**

## **VETERAN BENEFITS**

The Office of Veterans Affairs assists veterans by answering questions concerning veteran educational benefits, certifying enrollments for the Department of Veterans Affairs, and monitoring veterans' degree plans and academic progress.

**[va.txstate.edu](https://va.txstate.edu)**

## **UNIVERSITY WRITING CENTER**

At the University Writing Center, there are tutors who are qualified to help you with graduate-level work in all disciplines. The Center helps you develop your writing skills through one-on-one tutoring sessions, group tutoring sessions and workshops.

**writingcenter.txstate.edu**

The Writing Center satellite office on the Round Rock Campus in Avery Room 203 is open to all currently enrolled Texas State students with a valid Texas State ID regardless of where you attend classes.

**rrc.writingcenter.txstate.edu**

## **TECHNOLOGICAL RESOURCES**

### **BOBCAT GUARDIAN**

Texas State offers a mobile app, Bobcat Guardian, that increases user safety by creating a virtual safety network of friends and family.

**police.txstate.edu/campus-safety/bobcat-guardian**

### **BOBCATMAIL**

Your NetID is the beginning of your Texas State email address.

Go to **txstate.edu** » **BobcatMail**. Login with your NetID (only) and password to access your email account.

### **CATSWEB**

CatsWeb is the one-stop shop for everything student information system-related. You can use CatsWeb to find information regarding registration and enrollment, financial aid, academic records, billing and payments, campus information and other online services.

**catsweb.txstate.edu/students**

### **IT ASSISTANCE CENTER (ITAC)**

The Information Technology Assistance Center (ITAC) provides various types of assistance to students including NetID, CatsWeb, BobcatMail and the Online Toolkit. The center also provides access to free software and applications such as Office 365 and LinkedIn Learning.

**itac.txstate.edu**

### **ONLINE TOOLKIT**

Access the Online Toolkit to find information about changing your password, changing personal email, email quota, etc.

**doit.txstate.edu/services/online-toolkit**

## TEXAS STATE MOBILE (APP)

Take Texas State with you everywhere with the Texas State Mobile app. There you'll access CANVAS, your class schedule, campus bus routes and much more! This free app is available on iPhone, iPad and Android devices.

[mobile.txstate.edu](http://mobile.txstate.edu)

## CANVAS

With CANVAS, you will perform these course-related tasks and much more:

- View Course Announcements
- View Course Syllabus and Class Assignments
- Download Class Lecture Notes
- View Course Grades

**Note:** Newly activated NetIDs and schedule changes must wait until the following morning for classes to appear in CANVAS.

[canvas.txstate.edu](http://canvas.txstate.edu)

## TXSTATE ALERTS

The TXState Alert system is an emergency notification system that sends text messages to your mobile phone. We highly encourage you to set this up as soon as possible in order to stay informed.

[police.txstate.edu/txstatealerts](http://police.txstate.edu/txstatealerts)

# TRANSPORTATION SERVICES

## BOBCAT BOBBIES

To promote safety on campus all students, faculty and staff, the University Police Department (UPD) offers a **Bobcat Escort Service (Bobcat Bobbies)** to and from the library and originating from any location on campus (e.g., parking lot, residence hall and cafeteria). The service operates from dark to 1 a.m. (with some extended hours). If you wish to have the uniformed escort accompany you, call 512.245.7233. Escorts carry a radio and may contact the UPD in case of emergency. On campus and have a dead battery? Out of gas? Need help? Call the **University Police Department** at 512.245.2805, Monday through Sunday.

## CAMPUS MAPS

You can download the campus map from this website: [maps.txstate.edu](http://maps.txstate.edu). A building index is also provided.

## **PARKING SERVICES**

Parking rules are enforced every day of the year; therefore, you are required to register any vehicle you drive and park on campus with Parking Services and purchase the appropriate color parking permit. All lots and streets where parking is permitted are color coded by zone. If you live off campus, you may purchase a Purple Commuter/Perimeter Permit. The Purple Commuter/Perimeter Permit allows vehicles to park in the Purple commuter and perimeter lots and Speck Garage (C13) at any time.

The online vehicle registration process can be accessed through the Parking Services website or via Catsweb. Please register online prior to bringing a vehicle on campus. Permits will only be mailed if the vehicle registration process is completed online.

**[parking.txstate.edu](http://parking.txstate.edu)**

**[parking.txstate.edu/permits/perimeter](http://parking.txstate.edu/permits/perimeter)**

## **SHUTTLE**

Bobcat Shuttle routes are operated for students, faculty, staff and visitors at Texas State University.

**[shuttle.txstate.edu](http://shuttle.txstate.edu)**

## **PRIDE, LANDMARKS AND TRADITIONS**

**Texas State University Seal:** The Lone Star motif of the Texas State University Seal is inspired by the seal of the state of Texas, which established the university in 1899. Texas State's seal features a lone, faceted five-point star embraced by a wreath of native oak leaves, symbolizing strength, and laurel leaves, symbolizing victory in knowledge. Both are indigenous to this area and abound on campus. The university name encircles the wreath and the star, and a rope border symbolizes Texas' pioneer heritage.

**Alumni House/Center for Student Retention:** Constructed in 1896, the Alumni House is one of the oldest buildings on campus. In the 1920s, the owner of the house rented rooms to university students, among them being former President Lyndon B. Johnson. The house was designated as a Recorded Texas Historic Landmark in 1968 and as a National Register of Historic Places in 1983. The building was renamed the Center for Student Retention in 2014.

**Alma Mater:** The Texas State school song, "Alma Mater," was written by former faculty member Jessie Sayers in the early 1900s to the tune of "Ancient of Days," a hymn written by J. Albert Jeffery in 1886.

**Bobcat Mascot:** The Bobcat, a native wildcat known for its fierceness and courage, has been the mascot of Texas State since 1921.

**Bobcat Statue:** Commissioned in 2007 by the Associated Student Government after a student vote, the bronze bobcat statue was dedicated Oct. 18, 2008, prior to the Homecoming football game.

**Bobcat Victory Ball:** Located outside of Texas State's Bobcat Stadium, the Bobcat Victory Ball sits on a marble base outside of the main entrance of the End Zone Complex. Everyone entering the complex is encouraged to rub the ball for good luck and personal success.

**Chautauqua Hill:** The steep hill on which Old Main sits is known as Chautauqua Hill, named for the Chautauqua Movement in the late 19th century. The popular educational and social movement sought to educate students while also entertaining them through lectures, debates, concerts and plays. From about 1885–95, a large tabernacle-like structure seating 1,500 occupied the pinnacle where Old Main now stands.

**Fighting Stallions:** The *Fighting Stallions* statue is home to the university's designated free-speech zone. Students have made it a tradition to rub the 17-foot-tall sculpture for good luck before exams.

**LBJ Statue:** Unveiled in September 2006, the near-life-size statue depicts a young Lyndon B. Johnson, 36th president of the United States and former Texas State student.

**School Colors:** The school colors are maroon and metallic gold — inspired by the official school flower, the native gaillardia (Indian blanket).

**Sewell Park:** In 1917, the U.S. Bureau of Fisheries leased the college four acres of land along the San Marcos River. It was called Riverside Park until 1946, when it was renamed in honor of Dr. S.M. "Froggy" Sewell. The park's current look is the result of a renovation in 1984. Sewell is now a favorite student hangout.

**Victory Star:** The new Victory Star on the side of Strahan Arena is lit when the Bobcats win athletic events and championships, as well as for academic events like convocation and commencement.

**[txstate.edu/about/history-traditions](http://txstate.edu/about/history-traditions)**

TEXAS  STATE  
UNIVERSITY<sup>®</sup>

*The rising STAR of Texas*

**CONTACT INFORMATION**

**The Graduate College**  
Texas State University  
601 University Drive  
San Marcos, TX 78666-4684  
J.C. Kellam Building, Suite 280  
512.245.2581 • fax: 512.245.8365  
email: [gradcollege@txstate.edu](mailto:gradcollege@txstate.edu)  
website: [gradcollege.txstate.edu](http://gradcollege.txstate.edu)

**Round Rock Campus**  
1555 University Blvd.  
Round Rock, TX 78665-8017  
512.716.4000 • fax: 512.716.4110  
email: [rrc@txstate.edu](mailto:rrc@txstate.edu)  
website: [rrc.txstate.edu](http://rrc.txstate.edu)

**LAST UPDATED JULY 2021**

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Texas State University, to the extent not in conflict with federal or state law, prohibits discrimination or harassment on the basis of race, color, national origin, age, sex, religion, disability, veterans' status, sexual orientation, gender identity or expression.

This information is available in alternate format upon request from the Office of Disability Services.

Texas State University is a tobacco-free campus.