

## **Student Services Information**

Prairie View A&M University is student centered. The University believes that the intellectual and moral growth of students occurs both within and outside the formal classroom setting. Residential and social life experiences are regarded as learning opportunities, significant in their own right and complementary to those provided within the academic curriculum. Thus, the University is committed to providing a co-curricular environment which allows students to pursue special interests, fulfill individual needs, and actively contribute to the University's residential and community life. A complete listing of the University's student services is provided in the *Prairie View A&M University Student Handbook*. Those services that are particularly relevant to academic life at the University are briefly described below.

### **Library and Instructional Services**

The five-story John B. Coleman Library opened in 1988. As the central provider of library and instructional support services for students and faculty, it ensures on-site, on-shelf and electronically accessible information for campus-based and distance learning sites. Additionally, it supports the needs of the vibrant research and service components of the University. Services provided by the J.B. Coleman Library are augmented by campus-wide computing services provided by the Information Technology Department and by special faculty support services offered by the Center for Teaching Excellence and Distance Education.

Appropriate library and instructional support services are provided to students who attend classes at any of the following distant learning sites: Houston Nursing Center, Houston; Northwest Graduate Center, Spring, Texas (Coastal Bank Facility); the Moore Communications Building, College Station, Texas; the University Center, Killeen, Texas; and the University Center, Conroe/Woodlands, Texas.

The Reference Department provides library orientation and research assistance for faculty, students, researchers, and community patrons including area school pupils. Guidance in conducting computer research is also available. Patrons may utilize the Circulation Department's OCLC national interlibrary loan service for obtaining material not held by Prairie View A&M University. Faculty and students may apply for a TEXSHARE card to utilize collections among academic institutions in Texas. Faculty and graduate students may also obtain a HARLIC (Houston Area Research Library Consortium) card, which may be used to checkout materials from area member libraries.

For a full description of library resources available, see the J.B. Coleman Library's web page at <http://www.tamu.edu/pvamu/library>

### **Information Technology Services**

Information Technology (IT) Department provides educational and administrative computing services to students, faculty, and staff. Students are currently supported through four (4) Student Computer Centers and various specialized computer labs. These Centers are for general-purpose educational use and are available to all Prairie View A&M University students. The IT Department provides technical support to various specialized departmental labs that are designed to enhance the academic skills of targeted groups of students. These labs are normally managed and funded by the appropriate departments/colleges. The Computer Centers are limited to hours of operations for the building and most labs are open during extended hours. Computing resources are available for activities such as e-mail, web browsing, word processing, data and statistical analysis, and multimedia presentations. Students are able to view their personal information, class schedules, available courses and sections, grades, financial records, library resources, University catalogues, Financial Aid information, and more online. The IT Department provides Internet services and creates an e-mail account for every student and employee. Administrative processes and support are provided to faculty and staff via specialized application software packages that reside on servers and the mainframe.

## **Health and Counseling Services**

The Owens-Franklin Health Center located on the main campus coordinates health and counseling services for the student body. The Health Center is open from 8:00 a.m. to 6:00 p.m., Monday through Friday, with licensed and/or certified health care professionals to attend to basic health care needs. Emergency Medical Services (including ambulance transport) are provided by Waller-Hempstead EMS with on call (24 hour) paramedics. The University further enhances its urgent care services by stationing on campus (for campus calls only) Emergency Medical Technicians (State Certified) between the hours of 6:00 .m. and 8:00 a.m., Monday through Friday and for 24 hours per day on Saturdays and Sundays. The 911 Emergency Services is also available 24 hours per day, seven days per week for life threatening emergencies.

The Student Health fee covers unlimited office visits and after hours Urgent Care Services. Additionally, students are discounted 25% for all ancillary services including laboratory, x-ray and/or pharmaceutical services. Ambulance transportation or services rendered at full service hospitals are the responsibility of the student. It is recommended that all students have personal health insurance coverage. For a minimal charge, a student health insurance policy can be obtained to cover emergencies and hospital care not covered by the Student Health Fee. Information about student health insurance is available at the Owens-Franklin Health Center.

Counseling services are provided 24 hours a day, seven days per week. Licensed counselors maintain regular office hour's 9:30a.m. - 7:30 p.m., Monday through Friday, and are on call during the remaining hours. Licensed counselors are available to provide crisis intervention, individual and/or group therapy as required.

## **Disability Services**

The Office for Disability Services is responsible for achieving and maintaining program accessibility for all students who self-identify as having an officially documented disability (Rehabilitation Act, Section 504 and Americans with Disability Act). Students are encouraged to become self-advocates; however, the Office for Disability Services provides leadership in advocating for removal of attitudinal and physical barriers that may impede successful progression toward achievement of the student's educational objectives.

Students requesting service through the Office of Disability Services must submit all documentation and meet all eligibility requirements each semester. Services are determined based on individual assessment, but generally involve academic adjustments that will support the student's access to programs and services within the University.

For information about the complaint and appeal procedure and other services available from the Office for Disability Services, visit Evans Hall, Room 315 or call (936) 857-2610.

## **Safety and Security Services**

Prairie View A&M University is dedicated to ensuring the physical security and personal safety of its community members. The University strives to provide all students, faculty, and employees with a safe environment in which to learn and work. Achieving and maintaining this environment requires that all persons commit themselves to being responsible, active participants in the exercise of safety and security. Members of the University community must be knowledgeable of the rules and procedures governing the maintenance of a safe, secure environment.

To promote the safety and security of the campus and its community members, Prairie View A&M University has established both the Environmental Health and Safety Department and the University Department of Public Safety. For information on safety training or to report unsafe conditions please call (936) 857-4121 (extension 4121), or visit <http://www.pvamu.edu> or email [ehsd@pvamu.edu](mailto:ehsd@pvamu.edu).

The Prairie View A&M University Department of Public Safety operates 24 hours daily and provides police, fire, civil defense, and other emergency services to the university. Officers enforce university regulations as well as county and municipal ordinances, and state and federal laws. As peace officers, they are vested with all powers, privileges, and immunities of peace officers while in the performance of their duties.

## **Student Financial Services**

The primary purpose of Student Financial Services is to assist students with meeting college costs. Assistance for graduate students includes loans, assistantships, work study, stipends, and scholarships/fellowships. Both stipends and scholarships/fellowships are coordinated by the respective schools and colleges.

### ***Graduate Teaching and Non-Teaching Assistantships***

University Graduate Non-Teaching and Teaching Assistantships are managed by the schools and colleges. These appointments are available for full-time, enrolled graduate students. Assistantships may be distinguished as follows:

1. A graduate teaching assistant has at least a bachelor's degree and eighteen graduate credits in the field in which employment is held. A graduate teaching assistant may assist the professor of record by giving lectures and carrying out other classroom teaching, and may prepare and grade examinations under the direct supervision of an experienced faculty member.
2. A graduate non-teaching assistant must have a bachelor's degree and may be assigned to tasks that do not involve classroom teaching. Such activities may include laboratory assistance, research assistance, grading objective examinations, keeping class records, and performing similar functions.
3. A doctoral teaching assistant must have a master's degree, be fully admitted to a Ph.D. program and have a minimum of 18 graduate credits in the field in which employment is held. A doctoral teaching assistant is the teacher of record but performs teaching duties under the supervision of an experienced faculty member.
4. A doctoral research assistant must have a master's degree and be fully admitted to a Ph.D. program. Assignments may include assisting in faculty research, writing grant proposals, and performing grant related assignments.

International students "for whom English is a second language" may be appointed as graduate teaching assistants only when results of a test of spoken English or other reliable assessment of the applicant's proficiency in oral communication and speech indicates that the appointment is appropriate.

### **Supervision**

Each assistant must be assigned to a supervisor who will give guidance and assist the student in carrying out work assignments. The supervisor is responsible for assigning tasks, monitoring the progress of work, keeping a record of hours worked, and evaluating the performance of the student. At the end of each school year, each supervisor must submit an evaluation of the work performance of the students supervised.

### **Graduate Teaching Assistant Appointment Criteria**

1. Must be enrolled as a full-time graduate student at Prairie View A&M University.
2. Must have a minimum of eighteen (18) graduate credits in the teaching field.
3. Must be in good academic standing.

### **Graduate Non-Teaching Assistant Appointment Criteria**

1. Must be enrolled as a full-time graduate student at Prairie View A&M University.
2. Must be in good academic standing.

### **Doctoral Teaching Assistant Appointment Criteria**

1. Must be enrolled as a full-time doctoral student at Prairie View A&M University.

2. Must have a master's degree and a minimum of eighteen (18) graduate credits in the teaching field.
3. Must be in good academic standing.

**Doctoral Research Assistant Appointment Criteria**

1. Must be enrolled as full-time doctoral student at Prairie View A&M University.
2. Must be in good academic standing.

**Application Procedures**

Students who wish to apply for assistantships must do so on forms available in the Office of Graduate Programs. Approval of an application depends upon the student's academic background, present status, and the availability of funds. Assistants in academic departments work under the supervision of appointed faculty members. In other units, the Head of the Department or the appointed supervisor provides supervision.

An application approved by a department is submitted to the Coordinator of Graduate Programs for final action. Once approved, appropriate forms are submitted to the student employment office for processing. Once the student's name is entered on the payroll, payment is made at a designated time each month.

Where separate funding sources are involved, doctoral students who wish to apply for assistantships must do so on forms available in their program office. Approval of an application depends on the student's academic background, current skills, and the availability of funds. Doctoral assistantships are awarded on a competitive basis. The Dean of the college or school housing the doctoral program and overseeing the funding source is the final authority. However, appropriate forms are submitted to the Office of Graduate Programs for normal processing.

**Remuneration**

Assistants may work no more than 20 hours per week. The rate of pay is based on the academic training and experience of the assistant and is specified as follows:

<i>Appointment</i>	<i>Pay Rate</i>
Doctoral Assistant (with Master's)	Rate of pay based on funding source, but no lower than Graduate Assistant (with Master's)
Graduate Assistant (with Master's)	Highest Rate of Pay
Graduate Assistant (with Bachelor's degree plus 15-18 graduate hours in research or teaching field, respectively)	Medium Rate of Pay
Graduate Assistant (with Bachelor's degree only)	Base Rate of Pay (Federal Minimum Wage)