

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.

The primary purpose of the Student Financial Aid Program at Prairie View A&M University is to provide financial assistance to persons, who without this aid would be unable to begin or to continue their education. The selection of aid recipients is based upon academic achievement, and financial need. Financial aid is designed to assist with the cost of a college education. It is intended to supplement the financial resources of the family and the student. It includes gift aid (grants and scholarships), low interest loans, and work-study.

General Information

Prairie View A&M University has the following major student financial assistance programs:

- Federal Pell Grant
- Stafford Loans
- PLUS Loans
- Federal Supplemental Educational Opportunity Grants (FSEOGs)
- Federal Work-Study
- Scholarships

Grants are financial aid you don't have to pay back

Work-Study lets you work and earn money to help pay for school

Loans are borrowed money that you must repay with interest

Undergraduates may receive grants, loans, and Federal Work-Study.

Graduate students may receive loans and federal Work-Study, but not Federal Pell Grants.

Academic Scholarships

The university annually awards a number of academic scholarships through university funds and through funds made available by friends and supporters. Although a student's financial need may be considered in making the award decision, these scholarships generally are awarded for academic achievement indicated by grades earned in high school and college course work, test scores, such as SAT or ACT, participation in extracurricular activities, good conduct record, and other criteria defined by the specific scholarship programs.

The university offers a limited number of scholarships to provide opportunities to students whose geographic, cultural, economic and/or professional interests and aptitudes are underrepresented in the student population at Prairie View A&M University. Grades earned in high school and college course work, as well as SAT or ACT test scores, are considered in making these awards.

Inquiries about all university scholarship programs should be directed to the Central Scholarship Office, Prairie View A&M University, P. O. Box 337, Prairie View, Texas 77446. Scholarships and other financial assistance information can be found on-line at: <http://www.pvamu.edu>.

Student Eligibility

To receive aid from the Student Aid Program at Prairie View A&M University, you must:

- have a financial need (some loan programs are exceptions);
- have a high school diploma or a General Education Development (GED) certificate;
- be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program;
- be a U. S. citizen or eligible program;
- have a valid Social Security Number;
- make satisfactory academic progress;
- sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes;
- sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant;
- register with the Selective Service, if required.

Philosophy of the Financial Services Office

We believe that:

- Our first responsibility is to assist the most economically disadvantaged student.
- Self-help (loan and work) should be a part of the University aid award.
- Students should make a commitment to their education with both current and future earnings; this means both working and borrowing to pay for their education;
- Student budgets should reflect reasonable allowances for typical student expenses.
- The Federal Need Analysis Methodology (FM) is designed to provide an equitable formula for evaluating students.
- Funding is limited and may not meet your total need. Therefore, the Financial Aid Office will award aid to the neediest students first. Aid continues to be awarded on an ongoing basis until funding is exhausted.
- We have a responsibility to develop information and policies that minimize defaults on student loans.
- The financial aid packaging process ensures effective use of the funds available, and fair and equitable treatment of all aid applicants.

Applying for Financial Aid

What Form Do I Use?

You can apply for federal aid by completing and submitting the current Free Application for Federal Student Aid (FAFSA).

You can get the application from any high school, college or university.

Will I Need to Fill Out Forms in Addition to the FAFSA to Receive Aid?

To be considered for non-federal aid such as institutional aid (aid from Prairie View A&M University), you will have to fill out additional forms, which are in the Financial Services Office, and there are deadline dates to get these forms on file.

Other required documents that may be requested, if needed

1. Alien Registration Card (I151 or I168)
2. Anti-Drug Abuse Certificate
3. Authorization to Credit Account
4. Copy of Birth Certification
5. Copy of Social Security Card
6. Financial Aid Application
7. Graduate School Verification
8. Independent Student Affidavit
9. Pell Verification Form
10. Proof of Citizenship Information
11. Selective Service Verification
12. Separation or Divorce Form
13. Signed 1040 Tax Form and W-2 Statement for Parent
14. Signed 1040 Tax Form and W-2 Statement for Student
15. Signed Non-Filing Tax Statement
16. Social Security Benefits Verification Form
17. Statement of Educational Purpose

When Do I Apply?

Apply as soon AFTER January 1 as possible (you can't apply before this date). It's easier to complete the application when you already have your current tax year's return, so you may want to complete your tax return as early as possible. Do not sign, date, or send your application before January 1. You need to apply only once each school year.

Send your complete application in the envelope that came with it. It is already addressed, and using it will ensure that your application reaches the correct address.

What Happens After I Apply?

After your complete application is received by the processing system, the processor will produce a Student Aid Report (SAR). The SAR will report the information from your application, and if there are no questions or problems with your application, your SAR will report your Expected Family Contribution (EFC), the number used in determining your eligibility for federal student aid. The results will be sent to you and to the schools that you listed on your application.

If you apply using FAFSA on the Web or FAFSA Express, in some cases, you'll have to mail in a signature page before your application can be processed. You will receive a Student Aid Report (SAR) in the mail up to 14 days after you submit your completed application, including a signature (if required).

It will take about four weeks for your application to be processed if you apply by paper application and for you to receive a SAR in the mail.

If it's been more than four weeks since you submitted your application and you haven't heard anything, you can check on your application through the FAFSA on the Web site, even if you did not apply using FAFSA on the Web.

Important Deadline Dates and Priority Dates

January 1 st	Free Application for Federal Student Aid (FAFSA) available and should be completed.
March 1 st	Priority Deadline for Summer Aid
April 1 st	Priority Deadline for Fall Aid
November 1 st	Priority Deadline for Spring Aid

Deciding to Accept or Decline Your Award

1. It is our policy to award grants to students who demonstrate the highest financial need. For you to be able to afford the cost of attending Prairie View A&M University, assuming you have high financial need, we expect it to be necessary for you to also accept loans and/or work-study you have been awarded.
2. If you did not receive enough financial aid, let us know. Help us to better understand your situation. If you have unique circumstances, we may be able to address them.

NOTE: You must reapply for federal aid every year. Also, if you change schools, your aid doesn't go with you. Check with your new school to find out what steps you must take to continue receiving aid.

3. Your signature on your financial aid award letter certifies that:

- you are accepting or declining the aid offered to you as you have indicated on the letter, and
 - you will report receipt of any additional resources, such as scholarships, to the Financial Aid Office.
4. If you attend two schools in the same enrollment period, you must inform the financial aid offices at both schools. You can only receive federal or state aid at one school during the same enrollment period.

Withdrawal Policy and Procedures

If you withdraw from the University, keep the following points in mind:

1. To officially withdraw, undergraduate and graduate regularly admitted students should contact the Registrar's Office and Student Financial Services Office. If you leave the University and do not formally withdraw, you will be assigned a grade of "F" (failure).
2. Withdrawal does not eliminate your financial obligation to the University. You are still responsible for any charges owed to the University at the time you withdraw, based on the University's tuition and housing refund policies.
3. There are specific federal, state, and University withdrawal policies regarding tuition and fees, housing charges, refunds to financial aid programs, and repayment resulting from withdrawal.
4. When withdrawing there are three situations, which may require an immediate repayment of financial aid funds:
 - a. If your University charges are reduced as a result of withdrawal, and it creates a credit balance on your student account, these funds may be used to repay the financial aid programs. This will depend on the amount of your financial aid and the date of withdrawal.
 - b. If you withdrew a credit balance from your student account to use for living expenses, you may have to repay financial aid funds, which are in excess of an amount determined to be reasonable for the length of your enrollment.
 - c. If you withdraw during free add/drop, you are not eligible to receive any financial aid for that term, and any credit balance you withdrew from your student account must be repaid.

Return of Title IV Financial Aid Funds Policy at Prairie View A&M University

Payment of tuition and fees are due when students select and complete registration for courses. **NO MATTER IF PAYING CASH OR USING FINANCIAL AID.**

If your tuition and fees have been paid using Title IV money such as Pell Grant, SEOG, Subsidized Stafford Loan, Unsubsidized Stafford Loan, PLUS Loan, and LEAP, Prairie View A&M University must adhere to a Return of Title IV Funds Policy when you drop out of classes, withdraw from the University, or cease attendance. This Return of Title IV Funds Policy was enacted in the Higher Education Amendments of 1998 by the Department of Education in Washington, DC on November 1, 1999, which governs Federal Title IV Financial Aid Programs. This policy requires Prairie View A&M University to use a statutory schedule to determine the amount of Title IV funds a student has earned as of the date the student withdraws from classes or ceases attendance. The amount of Title IV funds earned based on the amount the student spent in attendance has no relationship to the student's incurred institutional charges. The pro-rata schedule must be calculated up to the 60% point of the payment of fees and tuition period. After the 60% point of attendance, the student is considered to have earned 100% of the Title IV Funds.

Prairie View A&M University is not required to take attendance of its students. However, the institution has a uniform withdrawal policy for all students. Students must provide official written notification of withdrawal from one or all courses. When a student notifies Prairie View A&M University, in writing, according to the policy that they are withdrawing from the University, the date the institution determines the student withdrew is the same as the withdrawal date. In the case the student does not provide written notification of withdrawal, Prairie View A&M University will use the last day of attendance as an academically related activity. The beginning of the withdrawal process for Prairie View A&M University is determined by the date on which the student provides written form to the Registrar's Office. If a student "drops out" of course or ceases attendance and does not notify Prairie View A&M University, the withdrawal date will be the mid-point of the payment period.

Satisfactory Academic Progress Policy

Academic Standards for Financial Aid Recipients

Prairie View A&M University requires all financial aid recipient to maintain satisfactory academic progress toward a degree. This policy provides for a probationary period of two semesters before a student is placed on financial aid suspension. The Satisfactory Academic Progress Policy for financial aid is applicable to all students receiving financial aid funds during any academic semester.

To satisfy academic progress requirements, students must:

1. Graduate from high school with a minimum grade point average of 2.00. A student who fails to meet the GPA requirements upon initially applying for financial aid must complete one full-time semester of twelve (12) or more hours with a 2.00 GPA before his/her application for aid can be considered.
2. Transfer student must transfer a minimum grade point average of 2.00 or higher from all previously attended schools. All semester hours attempted will be used to determine GPA, not just the semester hours accepted by the Office of Undergraduate Admissions.

Quality Assurance Program

The U. S. Department of Education requires each university to conduct activities that will verify financial aid information provided by its students. This process may be done by verifying applicants selected by the Department of Education or through the Quality Assurance Program.

Prairie View A&M University participates in the Quality Assurance Program. This program is governed by federal regulations, and the results of our findings are reported to the federal government.

The process begins in late September, and approximately 300 financial aid recipients are randomly selected. If selected, students must submit documentation to verify the information provided on the application. Errors made may result in reductions or increases in aid eligibility. Participation is mandatory for selected students, and non-compliance can result in cancellation of fall and spring aid.

Financial Assistance

You must pay the full amount due for your tuition and fees by your due date or your registration will be canceled. This includes additional charges for classes added after your billings.

Student Receiving Financial Assistance

If you have been offered financial assistance by the Office of Student Financial Services to prevent your registration from being canceled, prior to the due date on your statement you must submit your acceptance of financial assistance offered in amounts sufficient to pay your current balance due. Your registration will not be canceled, even if that aid is not yet reflected on our statement; however, there are exceptions to this rule. Financial assistance that will NOT prevent cancellation of classes includes: non PVAMU scholarships, Federal Parent Loans for Undergraduate Students (FPLUS), state or federal work-study, and miscellaneous student loans or other funds that pay directly to the student. These forms of financial assistance do not count toward payment until the funds are credited to your account. You must pay whatever your financial assistance does not pay for prior to the due date on your statement to avoid late penalties.

Most assistance will be automatically credited to your account and applied against outstanding charges. This includes additional charges for classes added after you received your billing. A refund check will be mailed to you for the remaining balance.

IMPORTANT: If you have accepted financial assistance, but have decided not to attend, you **MUST** advise the Registrar's Office and the Office of Student Financial Services of the fact. In most cases your assistance could be enough to hold your registration from the automatic cancellation process. If you fail to contact the University about your intentions, it can result in severe financial and academic penalties.

Students making partial payment will automatically be placed on the installation plan. If doing so reduces the current due balance to an amount less than or equal to the amount of payments made, the student's registration will not be canceled. However, these students will be required to pay the \$36 installment payment service fee.

Enrollment Requirement for Receiving Financial Assistance

For a student to receive financial assistance, minimum semester credit hour enrollment requirements must be met. Refer to the following table to determine the number of hours required for you to receive financial assistance. You are responsible for meeting the minimum enrollment requirements. Receiving assistance to which you are not entitled or receiving assistance and then dropping to below the required number of semester credit hours constitute a violation of University policy and state and/or federal law. As a result, you may be required to repay financial assistance received.

Minimum Semester Credit Hour Requirements for Receiving Financial Assistance

Semester Credit Hours Required for:

	Full-Time	Half-Time
Undergraduate	12 SCH	6 SCH
Graduate	9 SCH	6 SCH

<i>Type</i>	<i>Minimum Requirements</i>
All Scholarships	Full-Time
Federal Perkins Loans	Half-Time
Grants (other than Pell)	Full-Time
Federal Stafford Loans	Half-Time
Federal Pell Grants (undergraduates only)	Half-Time

**Prairie View A&M University
Office of Student Financial Services
Information Center**

P. O. Box 2967
Prairie View, Texas 77446

Location: Memorial Student Center, 3rd Floor

Telephone: 936-857-2422/2424

Fax: 936-857-2425

URL: <http://www.pvamu.edu>

E-mail: faid@pvamu.edu

Financial Aid Counselors are available to provide assistance to students and their parents on the status of their financial aid.

Financial Counselors

A – F Mr. Clarence Wolfe

G – L Ms. Alene Williams

M – Q Ms. Gloria Armstrong

R – U Ms. Rae Gaut

V – Z Ms. Verlecia Pope

Scholarship Office

P. O. Box 337
Prairie View, Texas 77446

Location: Memorial Student Center, 3rd Floor

Telephone: 936-857-4853/4930

Fax: 936-857-2611

URL: <http://www.pvamu.edu>

E-mail: cscholarships@pvamu.edu

Contacts: Mrs. Linda Durham
Mrs. LaTonia Gertman

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.

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)

