

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 that supports individual needs, and actively contributes 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

The 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 (J.B. Coleman Library – Room 210; New Science Building – Room 127; College of Nursing – Houston, TX; Graduate School – Spring, TX) and various specialized computer labs. These Student Computer Centers are designed to support general-purpose educational computing needs and are funded by and available to all Prairie View A&M University students. The IT Department provides computer networking resources, management, and technical support to these Centers. Additionally, the IT Department provides technical resources and support to specialized departmental labs that are designed to enhance the academic skills of targeted groups of students. These specialized labs are normally managed and funded by the appropriate departments/colleges. The Student Computer Centers provide flexible hours of operation that includes extended week-day hours and support for week-end access. Computing

resources are available for applications such as e-mail, Internet browsing, word processing, data/statistical analysis and multimedia presentations. Students are able to view their personal information, class schedules, available class courses and sections, grades, financial records, library resources, University catalogues, financial aid information, and more...; online. Additional services include connectivity for Internet access as well as an e-mail and dialup account for every student and employee. Computerized administrative processes and associated technical support are provided to faculty and staff via specialized application software packages that reside on networked computer servers and mainframes.

The IT Department also provides a campus-wide customer service IT Helpdesk and supports wireless computer technology that is continuing to expand throughout the main and remote campuses. The wireless technology is currently available in the Library and most educational buildings and facilitates anywhere, anytime access to University sponsored computing resources with the goal of enhancing the student learning experience.

For additional information regarding IT Department services or to reach the IT Helpdesk, please call (936) 857-2525, E-mail IT@pvamu.edu, or visit www.pvamu.edu

Career Services

The Department of Career Services has the unique role of providing programs and services that assist both graduating and continuing students in obtaining professional employment. The department provides employment, and combination of Recruitment, Cooperative Education, and Summer Intern Employment, career opportunities in the various academic fields offered at the university. In collaboration with each university department and college, career services works to inform students about career opportunities available in the market place. In addition, the department advises students on all aspects of career preparation and the job search process.

The department of Career Services operates a Career Center, which hosts several hundred recruiters annually. The center's primary responsibility is to establish relationships with recruiters throughout the United States and abroad. As a result, several thousand student interviews are conducted annually. Each year, a university wide Fall and Spring Career Festival is sponsored to bring employers and students together. The Career Center also provides assistance for current and former students seeking information on graduate and professional schools and various fellows programs.

Cooperative education (co-op) and Internship Programs are provided to combine students' academic education with on-the-job training. The department offers opportunities through both a co-op and internship track. The primary focus is to enhance a student's placement opportunities by offering paid (or, in some cases, unpaid) temporary employment within their particular field of study. Co-op programs involve alternating semesters of on-campus instruction with off campus employment resulting in a meaningful professional and educational experience. Internships provide employment opportunities for students during the summer months. The objectives are to better prepare students for immediate employment upon graduation, and assist students in the development of attitudes and skills conducive to effective performance in professional positions.

Students who are in good standing are eligible to participate in a co-op program after a successful completion of 30 hours of college course work, with a minimum 2.5 grade point average.

Students must apply at least one semester in advance of the semester they wish to be employed. Applications are available in the Career Center. Most departments have an established number of elective semester hours in a major that may be satisfied through approved Co-op program participation. To receive

academic credit for the Co-op or intern experience, a student must formally apply through the Co-op office and register for a Co-op course through their academic department.

For more information, write to Career Services, P.O. Box 66, Prairie View, Texas 77446-0066.

Judicial Services

It is important to have a campus environment that is conducive to academic endeavor and social and individual growth. All students are expected to obey the law and to show respect for and obedience to properly constituted authority. The University also expects its students to fulfill contractual obligations, to maintain absolute integrity, and to have a high standard of individual honor in academic work.

Students are responsible for being fully acquainted and compliant with the rules and regulations published in the *University Student Handbook and Residence Hall Handbook*.

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.

