STUDENT SERVICES

The university provides a number of services for the university community. Many are free of charges.

Follett Javelina Bookstore
Mary Garza-Gutierrez, Manager
Memorial Student Union
361-593-2601

The Follett Javelina Bookstore provides the campus community with new, used, rental and digital textbooks, other required course material, trade and reference books. We are also a source for office supplies, academically priced software, imprinted clothing and gift and academic regalia. We are more than just books. Simple, easy, convenient. Visit the bookstore at TAMUK Bookstore Webpage (https://www.bkstr.com/texasamkingsvillestore).

Career Services Center
Christina Rodriguez-Gonzalez, Interim Director
Eckhardt Hall Room 102
361-593-2217

The mission of the Career Services Center is to provide assistance to students and alumni in career planning and securing employment, including developing, evaluating and effectively initiating and implementing career education and employment decisions and plans. The Career Services Center is designed to provide a diverse student population with a variety of information and assistance to achieve their professional goals. It is the aim of Career Services to provide a quality center that meets the needs of the students, alumni, employers, faculty and staff and to provide a superior level of service.

Students should register with Career Services in order to obtain assistance with their employment search. There are no charges for services. On-campus interviews, job-skills workshops, career fairs and "how-to" information are available through the center. The Cooperative Education/Internship Program provides students with an opportunity to gain work experience in their major field of study by alternating paid work periods with semesters of school. Summer internships are also available. The Off-Campus Part-time Employment Program provides students with job opportunities in the local community while attending school. Students who have not yet chosen a major may contact the center for career guidance and counseling about various occupations. An interactive computer guidance program is available to help students with self-assessment and career exploration.

A resource room complete with current employment trends, job search guides and interactive videos is available for student use. For more information, visit the Career Services Center home page at www.tamuk.edu/csc.

Javelina Express Card
Memorial Student Union Room 110
361-593-2243
Javelina Express Webpage (http://www.tamuk.edu/javelinaexpress)

Texas A&M University-Kingsville requires an identification card (ID) for students, employees and dependents of students and employees. The Javelina Express card must be presented upon request. All ID cards are issued from the Javelina Express Card Office. The Javelina Express Card is your access to various locations on the Texas A&M University-Kingsville campus. Students use the card to access their meal plans, residence halls, receive services from the Health Center, the Jernigan Library, Business Office, Student Recreation Center, swimming pool and to gain access to activities and athletic events on campus free of charge. Faculty/staff and guest/dependents can use their Javelina Express Card to gain access to the university swimming pool, fitness center and other approved secured locations on-campus. Access to the Student Recreation Center is available by purchasing a membership.

Initial employee and student ID cards are free, with a replacement fee of $10. Dependent IDs carry an initial charge of $10 with a replacement cost of $10.

Questions concerning the Javelina Express Card should be referred to the Javelina Express Card Center, or for more information visit the Javelina Express Card website at http://www.tamuk.edu/javelinaexpress.

Mail Service
Tammy Rivas, Postal Supervisor
Memorial Student Union Building
361-593-2400

The federal post office located in the Memorial Student Union provides complete postal service to all faculty, staff, students and general public. Services include selling stamps, money orders, self-stamped envelopes, renting post office boxes and mailing packages. Other services include express mail, priority, registered, certified, insured and delivery confirmation. Next to the federal post office is the campus post office, which is
responsible for delivering and processing all departmental mail. Mail service is also provided to the residence halls. Service window hours are 8:30 a.m. to 4 p.m. Monday through Friday. Lobby hours are from 7 a.m. to 7 p.m., seven days a week.

Marketing and Communications
Adriana Garza-Flores, Interim Associate Vice President for Marketing and Communications
College Hall Room 130
361-593-3901

The Office of Marketing and Communications strengthens the university’s reputation and brand through a comprehensive array of communications tools. To accomplish this mission, this office disseminates news of the university’s programs and people to media outlets; university donors, alumni and friends; and other external groups. The office also develops and implements strategic marketing communications programs for the university, including recruitment materials. The office is responsible for the university’s graphic standards and licensing program along with its social media presence.

Office of International Student & Scholar Services
Peter Li, Director
Cousins Hall Front Desk
361-593-3317

The Office of International Student & Scholar Services (OISS) provides specialized services for international students attending Texas A&M University-Kingsville, primarily F-1 and J-1 students. These services include assistance in matters dealing with the Department of Homeland Security, employment, academic status and other related issues.

I-20s, DS-2019s and SEVIS Reporting
The Office is responsible for the following: advising students on immigration issues; initial issuance and updates to form I-20s and DS-2019s; monitoring and verifying students’ legal non-immigrant status in SEVIS; updating changes to students’ non-immigration status in SEVIS; approving and granting extensions to students’ legal non-immigrant status; assisting students by providing them with Social Security Letters, issuing support letter to State and Federal agencies verifying current student status; and communicating and reporting student activity to various federal agencies under the Department of Homeland Security (DHS), such as Customs and Border Protection (CBP), Immigrations and Customs Enforcement (ICE) and U.S. Citizenship and Immigrant Services (USCIS) when necessary.

Curricular Practical Training (CPT) and Optional Practical Training (OPT)
The Office processes and approves Curricular Practical Training (CPT) for currently enrolled F-1 students, and Optional Practical Training (OPT) employment requests from students who have graduated from the university. The office maintains SEVIS records for all F-1 students that have been authorized to work under Post-Completions OPT Employment for 12 months, as well as students who qualify for the 24-Month OPT STEM Extension. Texas A&M University- Kingsville graduates currently working under CPT and OPT Extension are required to report any updates in their current residential address, phone, e-mail address and employment activity to our office within 10 days of any changes, or every six months. The office also provides these past students with updated documents for travel purposes, Dependent I-20s, Cap-Gap I-20 and other various documents as needed.

TAMU System Student Health Insurance Policy
International students on a F-1 or J-1 visa/status are required to purchase the TAMU System Student Health Insurance Plan (SSHIP) unless they have an alternate health insurance plan approved through the waiver process. This includes persons who are attending the English Language Training Center. The plan is automatically charged to F-1 and J-1 international students’ tuition and fee statement. J-2 dependents must be covered by health insurance as per the United States Department of State regulations.

Academic Health Plans (AHP) provides program management and administrative services for the student health plans of Blue Cross and Blue Shield of Texas.

PASE Applications
The Office of International Student & Scholar Services handles processing of PASE applications for Mexican national students. The PASE Application is a form of financial assistance for Mexican national students, and allows those who qualify to pay tuition as a Texas resident. These applications must be notarized and submitted with supporting documents to provide the amount of income and expenses that are reported. On average, applications take two-four weeks to process, and we have anywhere from 50-100 applicants per year.

Office of National Scholarships (ONS)
Shannon Baker, Interim Associate Vice President for Student Success
College Hall
The Office of National Scholarships offers advisement on national competitive scholarships, fellowships and internships. ONS offers application assistance to all TAMUK students at the undergraduate-, graduate- and doctoral-levels, including:

- notification of upcoming competitions
- application assistance for competitions and graduate/professional schools
- personal statements
- essay assistance
- mock interviews
- résumé/portfolio building

Please call the Office of National Scholarships at 361-593-3290 for more information or to set an appointment.

**Office of Student Access**

Maria Martinez, *Interim Associate Vice President for Student Access*

College Hall Room 230

361-593-2129

The purpose of the Office of Student Access is to promote the completion of high school, the pursuit of college and the acquisition of higher education degrees for first generation and low income students. The Office of Student Access has the unique concept of assisting first generation, low-income students in gaining opportunity to further their education. The department is located in College Hall, second floor. The following programs are housed within the area of the Office of Student Access.

**Student Support Services**

The Student Support Services (SSS) Program is an undergraduate program that provides academic support services, retention and financial aid assistance. The program provides opportunities for academic development, assists students with basic college requirements and services to motivate students toward the successful completion of their postsecondary education. The mission of Student Support Services is to facilitate a climate supportive of academic success and personal enrichment through proactive and individualized services available to the student from their first semester through graduation. SSS students are challenged to take charge of their learning and develop skills that will enable them to enhance their lives and become well round citizens of the Texas A&M University-Kingsville community. The program fosters an institutional climate supportive of the success of low income, first generation or students with disabilities. Student Support Services helps to increase college retention, graduation rates, and as appropriate, facilitate participants’ entrance into graduate and professional programs.

**Student Support Services-Science, Technology, Engineering, and Math (SSS-STEM)**

The SSS-STEM program provides opportunities for academic development, assists 120 students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. The goal of SSS-STEM is to increase college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next. It fosters an institutional climate supportive of the success of low income and first generation college students and individuals with disabilities through services. SSS-STEM students are challenged to take charge of their learning and develop skills that will enable them to enhance their lives and become well rounded citizens of the Texas A&M University-Kingsville community.

**Ronald E. McNair Scholars Program**

The mission of the Texas A&M University-Kingsville Ronald E. McNair Post-baccalaureate Scholars Program is to prepare and increase the number of juniors and seniors in the fields of math, sciences and engineering to pursue doctoral studies. The program is named after the late Dr. Ronald E. McNair and is one of 176 McNair programs sponsored by the U.S. Department of Education under a TRIO grant. This grant supports undergraduate students’ scholarly activities throughout the academic year and the summer. McNair Scholars are a talented and unique group of students that, through their participation in the program, receive advising, academic skills enhancement opportunities, faculty mentorship, research experiences, counseling, tutoring and other scholarly activities in preparation for their enrollment in graduate school. Students who participate in the program come from disadvantaged backgrounds, show strong academic potential and are committed to pursuing a doctoral degree. The McNair program prepares selected sophomores, juniors and seniors aspiring to study at the graduate level through involvement in research. The McNair Scholars Program works closely with the College of Graduate Studies in increasing the number, quality and diversity of Master’s and Ph.D. graduates across all disciplines by: identifying opportunities for talented students to pursue graduate education; fostering opportunities for fellowships and assistantships; and producing new faculty to help close the gaps in higher education in Texas. The goal is to increase the attainment of Ph.D. degrees by students from underrepresented segments of society.

**Minority-focused Engagement through Research and Innovative Training (MERIT)**

The MERIT program focuses on engaging, mentoring and retaining minority engineering students in their first two years of college here at Texas A&M University-Kingsville. The mentors assist students with tutoring, mentoring, study skills, adjustment to the campus environment and gain and understand the fundamental concepts of engineering. Modules are developed by selective faculties which are used as supplemental mentoring and tutoring for bottleneck courses during the academic year. MERIT also hosts a three week Summer Research Program for campus students along with community college students.
The MERIT program will also prepare the students for difficult concepts in bottle neck courses all related to engineering. Retaining these students during their first two years of college will increase enrollment in the field of Engineering.

**The GRE Review Resource Lab**
The GRE Review Resource Lab has prepared and obtained resources, such as software and test manuals, on admission tests to various graduate programs. The resources are available to students all day, five days a week, and weekends upon request. Each fall and spring semester the Resource Lab hosts a Saturday workshop with materials provided by Kaplan. The Lab represents a big step in the implementation of graduate resources on campus. The Lab is located in Eckhardt Hall, Room 129.

**Annual Javelina Research Symposium**
Since 2008, the Office of Student Access, with the support of Texas A&M University-Kingsville has been the host for its annual Javelina Research Symposium. Every year, Texas A&M University-Kingsville invites Undergraduate and post graduate students to submit proposals to present their original scholarly work at the Annual Javelina Research Symposium. Presentations reflect completed or on-going research projects. Awards are presented for top three places in each classification (Undergraduate, Masters, Doctoral).

**Student Health and Wellness (SHW)**
*Jo Elda Castillo-Alaniz, Director*
1210 Retama Drive
361-593-3991
SHW Webpage [http://www.tamuk.edu/shw](http://www.tamuk.edu/shw)

Student Health and Wellness (HSW) serves the physical, emotional and distinct academic needs of Texas A&M University-Kingsville students. Our mission is to raise students' awareness on physical, emotional, social, spiritual, intellectual and occupational dimensions to produce life changing results and to provide a teaching and learning environment which helps students acquire lifelong learning skills and obtain educational success. Units includes Counseling Services, Health Care Clinic, Disability Resource Center (DRC) and Wellness Program. All services and information provided to/from students is confidential and will not be released without written permission from the student. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., except on major holidays or during semester breaks.

**Counseling Services**
1210 Retama Drive.
361-593-3991
SHW Webpage [http://www.tamuk.edu/shw](http://www.tamuk.edu/shw)

Personal Counseling can help with challenges, frustration, growth and change that are all a part of the college experience. Professionally trained staff are readily available to students to provide counseling for personal, educational and life-decision concerns. All services, with the exception of selected specialized tests, are free. All testing and counseling sessions are confidential to the limits provided by the law, and no information can be released within or outside the university without the individual's consent. Services provided include individual counseling, career counseling, crisis intervention, consultation and outreach. Scheduled appointments are preferred; walk-ins are welcomed.

**Health Care Clinic**
1210 Retama Drive
361-593-2904
SHW Webpage [http://www.tamuk.edu/shw](http://www.tamuk.edu/shw)

The Health Care Clinic provides quality care to students enrolled at Texas A&M University-Kingsville while classes are in session. All registered students pay a health service fee that includes unlimited visits to see a healthcare provider. Medications, lab services and immunizations have a minimal fee. Students are financially responsible for healthcare services received off campus which include but are not limited to: laboratory testing, radiology and imaging, hospital services and services provided by specialists. The health service fee is not to be misconstrued as health insurance. Student health insurance applications or information about purchasing student health insurance is available on the SHW website.

Visits to the Health Care Clinic are by appointment. Students may call or come by the clinic to schedule an appointment but are strongly encouraged to visit the SHW website to schedule appointments online. A limited number of walk-in appointments are available on a first come first serve basis. The Health Care Clinic provides ambulatory care services. Emergencies, minor emergencies and/or urgent care issues will be referred to local healthcare providers. Additionally, Health Care Clinic provides limited treatment to certain cases which are listed on the webpage [http://www.tamuk.edu/health-services/index.html](http://www.tamuk.edu/health-services/index.html). Health Care Clinic hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Students are required to present a valid ID before healthcare services are provided.

All services provided are confidential. No information is released without the written permission of the student. Information on local healthcare providers, after hours care clinics and urgent care centers can be found on the SHW website. Emergency services are available at Christus Spohn-Hospital Kleberg, 1300 General Cavazos Boulevard, and can be reached at 361-595-1661. Fees, as well as transportation to these facilities, are the
financial responsibility of the student. In the event of an emergency, students should call 911. For a complete listing of health services provided please visit our website.

**Disability Resource Center (DRC)**
1210 Retama Drive
361-593-3024
SHW Webpage (http://www.tamuk.edu/shw)

The Disability Resource Center (DRC) promotes an inclusive environment at Texas A&M University-Kingsville that is free of physical and attitudinal barriers to ensure students with disabilities engage in a full range of college experiences. The DRC strives to be responsive to student needs by facilitating reasonable accommodations that aid in the student's academic success as well as empower students to be self-advocates.

It is the responsibility of the student to provide documentation which verifies that the student's condition meets the definition of a disability as defined by applicable laws (i.e., Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008). Federal Law requires that requests for services for student with disabilities be considered on an individual, case-by-case basis.

The Disability Resource Center (DRC) offers the following services for students with disabilities: accommodations counseling, evaluation referral options, disability related information, adaptive technology, advocacy for students’ rights, and intervention services with faculty members. The DRC does not diagnose or conduct disability testing; however, students may contact the DRC office for a referral list of qualified professionals in the surrounding area. Additionally, the DRC does not provide services such as tutoring, personal equipment, personal attendants, or scholarships.

In addition, DRC has a volunteer program. Students interested in volunteering as a note taker for students with disabilities should contact the DRC office at 361-593-3024.

**Wellness Program**
1210 Retama Drive
361-593-2382
SHW Webpage (http://www.tamuk.edu/shw)

The Wellness Program strives to provide increased awareness on education, prevention and intervention services involving alcohol, tobacco and other drug use and abuse, HIV/AIDS and other STDs, while promoting positive decision-making and healthy lifestyles. The components in the Wellness Program are Don't Cancel Class, the Peer Educator Program (PEP Talk) and the Women's Enrichment Program. The Don't Cancel Class program is available to faculty, staff or student organizations requesting educational presentations on academic enhancement, alcohol and other drug abuse and prevention, health issues, relationships, wellness and sexual health.

The Peer Educator Program (PEP Talk) reaches out to the university community to increase awareness on health and safety issues. The goal of this program is to share, teach and empower peers to evaluate their lifestyles and make more responsible, healthier decisions.

The Women's Enrichment Program plays an important role in examining and defining the role and status of women in a variety of campus settings by providing and coordinating programs and resources. The program helps to assist with crisis intervention services and provides programs that educate and enhance awareness of women's issues on campus. Annual programs include Women's Retreat, Women's History Month, Sexual Assault Prevention, Breast Cancer Awareness and "Take Back the Night."

Also, join the Healthy Javelina Connection...make an appointment with the nutrition educator, join a fitness class or get going with a couple of sessions with a personal trainer. You can make the health connection through SHW or Campus Recreation and Fitness! For more information on the Wellness Programs contact (361) 593-2382.

**The Marc Cisneros Center for Young Children**
Marisol Loredo, Director
Marc Cisneros Center for Young Children
361-593-2219

The center is the laboratory in which students observe and gain practical experience in working with young children and their parents. Several of the programs in the Department of Human Sciences require observation and/or participation at the center. Students from other disciplines, such as early childhood education, psychology, speech communications and kinesiology, are also provided opportunities to observe and interact with young children.

The Marc Cisneros Center for Young Children was established in 1941 and is located on the corner of University Boulevard and Santa Gertrudis Avenue. Occupying a new state-of-the-art building since June 2001, the Center is seeking reaccreditation from the National Association for the Education of Young Children. It meets the needs of 60 children aged three months through five years. Fenced playgrounds provide a large assortment of play structures and equipment, shade and sun areas and open play space. Developmentally appropriate learning centers are provided in each classroom to stimulate and encourage exploration and discovery. The philosophy that young children learn through creative play is evident in planned activities that enhance the children's emotional, social, physical and cognitive development.
A highly qualified, degreed staff works with the children. The school’s close proximity to campus and its high quality program make it especially attractive to university students with children. Parents are encouraged to register their children early since a waiting list quickly forms as the fall semester nears. Parents are welcome to visit at any time.

**University Police**

Felipe Garza, Director of Public Safety/Chief of Police  
Seale Hall  
361-593-2611

The University Police Department (UPD) is a full-service policy department whose primary purpose is to protect the security of the campus and campus community. This department enforces local, state, and federal laws, including traffic and parking statutes and regulations, university policies and regulations; strives to maintain a quiet and orderly atmosphere in which students can pursue an education without disturbances and interference; provides information to visitors on the campus; and, responds to all campus emergencies. The department offers many services not offered by traditional police departments such as vehicle unlocks, vehicle boosts, and escorts. UPD is comprised of 16 state licensed police officers, including the director and five state licensed dispatchers.

All faculty, staff and students (full or part-time) who operate or expect to operate and park a vehicle on university property, regularly or occasionally, are required to register those vehicles with the Business Office or online and obtain a parking permit assigning a designated area or areas for parking. Information regarding vehicle registration, parking zones, permit display, parking penalties or other information with respect to parking and traffic regulations may be found online at JNET, Campus Resources, and Parking Spot (JNET Login [https://jnet.tamuk.edu/web/home-community/campus-life]). Due to constant changes in parking zones, an up-to-date campus map is located at the following address – Parking Zone Webpage (http://www.tamuk.edu/upd/parking.html)

**University Writing Center**

Steven Corbett, Director  
Jernigan Library Room 217  
361-593-2744

The University Writing Center offers free writing support to all TAMUK students. We work with writers through all stages of the writing process, from brainstorming and organizing to revising and polishing. Accomplished graduate and undergraduate students make up our staff of dedicated tutors. You can make appointments by visiting our Writing Center Website (http://www.tamuk.edu/writingcenter) or by dropping by in person at Jernigan Library 217. Just bring the assignment sheet for your writing project, and any other guidelines that you may have from your instructor. This will allow you, your writing consultant, and your instructor to be on the same page as much as possible.