

# University Services

---

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

## Career Engagement

hirejavelinas@tamuk.edu  
361-593-2217

The mission of Career Engagement is to educate and empower a diverse body of students to achieve personal growth, development, and lifelong career success. These goals are accomplished through providing assistance to students and alumni in career planning and job search assistance, sharing career education and employment decision making strategies. It is the aim of Career Engagement to provide a quality resource and provide a superior level of service to students, alumni, employers, faculty, staff and external stakeholders.

Students should register in Javelina Careers powered by Handshake to obtain access to employment and internship opportunities. Practice sessions, job-skills workshops, career fairs and "how-to" information are available through in-person, virtual, and phone Career Engagement appointments. Students who have not yet chosen a major may contact Career Engagement for advising about various occupations that match post-graduation plans. An online guidance tool is available to help students with self-assessment and career exploration activities. For more information, visit the Career Engagement home page at <https://www.tamuk.edu/careerengagement/>.

## International Student & Scholar Services

Shama Ali, *Director, Office of International Student & Scholar Services*  
Cousins Hall Room 113A  
361-593-3317

The Office of International Student & Scholar Services (OISSS) provides specialized services for international students and scholars attending Texas A&M University-Kingsville, primarily F-1 and J-1 students and visiting scholars. These services include advising on and facilitating compliance with immigration regulations as they pertain to their visa status, coordinating international student orientation and programming that helps international students and scholars integrate into and adjust to the academic, cultural and social life at TAMUK.

The Office serves as a liaison with various on campus departments and with U.S. government agencies, foreign embassies, sponsors and educational foundations that support international student and scholars.

## 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 letters 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 Immigration 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-Completion 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 OPT 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-20s and other various documents as needed.

## TAMU System Student Health Insurance Policy

The Office facilitates the health insurance enrollment of international students and scholars. International students on an 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.

The Office of International Student & Scholar Services does not determine the cost of the SSHIP. The plan is reviewed annually by System Benefits Administration and the cost is established based on plan design, plan participation and claim experience. The SSHIP is the same for all Texas A&M University system universities. The System Policy (26.99.01 Student Health Policy) is located at: System Policy 26.99.01

## 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, as we have anywhere from 50-100 applicants per year.

## Student Health and Wellness (SHW)

Jo Elda Castillo-Alaniz, *Assistant Dean of Students, Student Wellbeing*

1210 Retama Drive

361-593-3991

Student Health and Wellness Webpage

Student Health and Wellness (SHW) 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 to assist students acquiring life-long learning skills and obtain educational and career success. SHW core units include Counseling Services, Disability Resource Center (DRC), Wellness Program, and Health Services with the contracted partner, Community Action Corporation of South Texas Health Center. Office hours are Monday through Friday, 8 a.m. to 5:00 p.m., except on major holidays or during semester breaks. All services and information provided to/from students is confidential. Confidential information is protected by Federal and State laws, regulations, system policy, and departmental procedures to insure that applicable safeguards are maintained. As a result, student records maintained by SHW are confidential and will only be released as allowable by law or with the written permission by the student.

## Counseling Services

1210 Retama Drive

361-593-3991

SHW Counseling Services

Counseling Services offers a wide range of free and confidential personal, psychological, academic, and career services to currently enrolled students at the main campus, as well as the Weslaco, Harlingen, RELLIS sites, online, and dual enrollment. In addition to individual and group counseling, we offer student-centered programming on topics relating to personal growth and development as well as crisis management and referral. Clinical assessment(s) and/or screening(s) may be administered by counseling services to optimize treatment planning. All counseling sessions are confidential to the full limits provided by the law. There is no set limit or requirement to the number of sessions that one may attend. Consultation services may be provided to the TAMUK community staff and administrators regarding the mental health concerns of students.

Student Counseling Services are offered both face-to-face and tele-mental health counseling appointments between the hours of 8:00 a.m. to 5:00 p.m. Monday - Friday when the university campus is open.

Assistance is available for students experiencing crisis situations. During office hours, 8:00 a.m. to 5:00 p.m., Monday-Friday, please call the Counseling Center at (361) 593-5080, (361) 593-3991, or visit us in the TAMUK Student Health and Wellness (SHW) Building; 1210 Retama Drive, Kingsville, Texas 78363.

When SHW is closed, after office hours, and on weekends, students may call Coastal Plains MHMR Crisis Hotline at 1-800-841-6467 or the University Police Department (361) 593-2611. If you are in immediate danger or this is an emergency, call 911 or go to the nearest hospital emergency room.

## Disability Resource Center (DRC)

1210 Retama Drive

361-593-3024

SHW Disability Resource Center

The Disability Resource Center (DRC) ensures equal access and 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.

## Wellness Program

1210 Retama Drive  
361-593-2382  
SHW Wellness Program

The Wellness Program strives to provide students with an increased awareness on education, prevention and intervention services involving alcohol, tobacco, other drug use and misuse, HIV/AIDS and other STDs/STIs, sexual health, and sexual assault, while promoting positive decision-making and healthy lifestyles. The SHW Wellness Program is based on the Eight Dimensions of Wellness.

## Health Services

1210 Retama Drive  
361-593-3991  
SHW Health Services

Texas A&M University-Kingsville is partnering with Community Action Corporation of South Texas (CACOST) to offer students high-quality, non-emergent, primary care services on campus. Services are available by walk-in or appointment. Virtual telehealth services will also be available for students who have established care. Health services are available at no additional cost to currently enrolled students.

## The Marc Cisneros Center for Young Children

Marisol Loreda, *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 of Child Care Professionals. It meets the needs of 54 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 work with the children. The school's close proximity to campus and its high quality program make it especially attractive to the university community. Parents are encouraged to register their children early since there is a waiting list. Prospective parents are welcome to call and set up an appointment to visit the center with the Director at any time.

## Academic Testing Center

Melissa Spencer, *Testing Associate*  
Robert Cousins Hall Room 101  
361-593-3303  
Academic Testing Webpage

The Texas A&M University-Kingsville Testing Center provides comprehensive testing services for university students and prospective students. The Testing Center serves as a national testing center for tests such as the American College Test (*ACT*), College Level Examination Program (*CLEP*), Law School Admissions Test (*LSAT*), Miller Analogies Test (*MAT*), Performance Assessment Network (*PAN*), Pearson VUE and TOEFL IBT. In addition, Testing also offers: TExES/ExCET, Texas Commission on Environmental Quality (TCEQ), Texas Commission on Law Enforcement (TCOLE). The Testing Center proctors exams for TAMU-K students and the community. Please contact the Admission office at (361) 593-2315 for the **ACT Residual exam** and the Student Success office at (361) 593-4584 for the **TSI exam**.

## University Police

Julian Cavazos, Jr., *Chief of Police*  
Lewis Hall  
361-593-2611

The University Police Department's primary purpose is to ensure the security of the campus. This department controls traffic and parking, maintains a quiet and orderly atmosphere in which students can pursue an education without disturbances and interference, provides information to visitors on

the campus and assists in emergencies. The department consists of 14 state certified police officers, including the director and four state certified dispatchers.

All faculty, staff and students, full or part-time, who operate or expect to operate a vehicle on university property, regularly or occasionally, are required to register those vehicles with the University and obtain a parking permit assigning a designated area or areas for parking at the Business Office located in College Hall. Information regarding vehicle registration, parking zones, permit display, parking penalties or other information with respect to parking and traffic regulations may be found on the University Police Parking webpage.

## Javelina Express Card

Memorial Student Union  
361-593-4995  
<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 Texas A&M University-Kingsville gaining cardholders access to various locations on 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. Faculty and staff paying the appropriate fee will have access to the Student Recreation Center.

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, and a reactivation fee of \$10 per year. Questions concerning the Javelina Express Card should be referred to the Javelina Express Card Center.

## Mail Service

Tammy Rivas, *Mail Service Manager*  
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.

## Follett Javelina Bookstore

Mary Garza, *Manager*  
Memorial Student Union  
361-593-2601

The Follett Javelina Bookstore provides the campus community with new and used textbooks, other required course material, trade and reference books, office supplies, academically priced software, online textbook reservations, imprinted gift items and academic regalia. "We're more than just books, simple, easy, convenient."

## Marketing and Communications

Adriana Garza-Flores, *Chief of Marketing & Communications Officer*  
College Hall Room 130  
361-593-4979

The Office of Marketing and Communications strengthens the university's image through proactive communications with internal and external audiences. To accomplish this mission, the Marketing and Communication team utilizes a variety of traditional and digital mediums to disseminate news to the university's programs and people to media outlets; university donors, alumni and friends; and other external groups. The office also assists with internal communications and special event planning for major university events and develops and implements strategic marketing communications programs for the university. In addition, the office is responsible for the university's branding and graphics standards, trademarking and licensing, electronic and print publications, and web services.