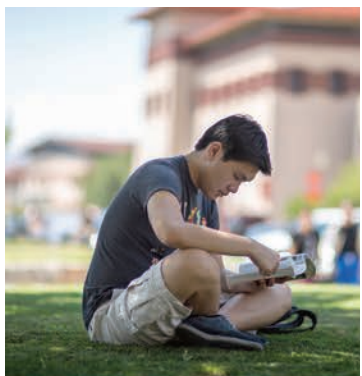
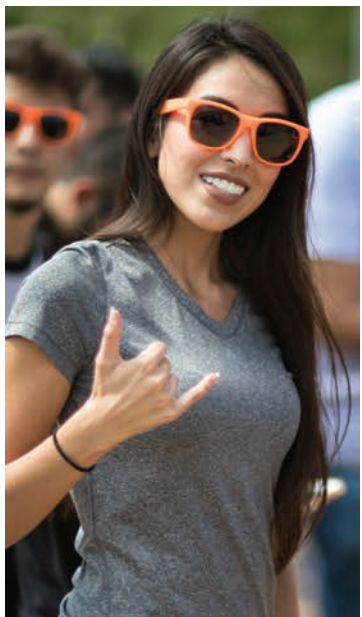




DISCOVER THE LEADER IN YOU!

THE STUDENT ENGAGEMENT & LEADERSHIP CENTER



GET INVOLVED:

- MINERPALOOZA
- STUDENT ORGANIZATION LEADERSHIP RETREAT
- UTEP L.I.V.E.
- GREEK LEADERSHIP DAY
- INTERNATIONAL CULTURAL FESTIVAL
- QUEERNIVAL

MINER GUIDE

2018-2019 | THE UNIVERSITY OF TEXAS AT EL PASO



STUDENT ENGAGEMENT
& LEADERSHIP CENTER

Union Bldg. West, 106
915-747-5670 | SEL@utep.edu
utep.edu/student-affairs/selc





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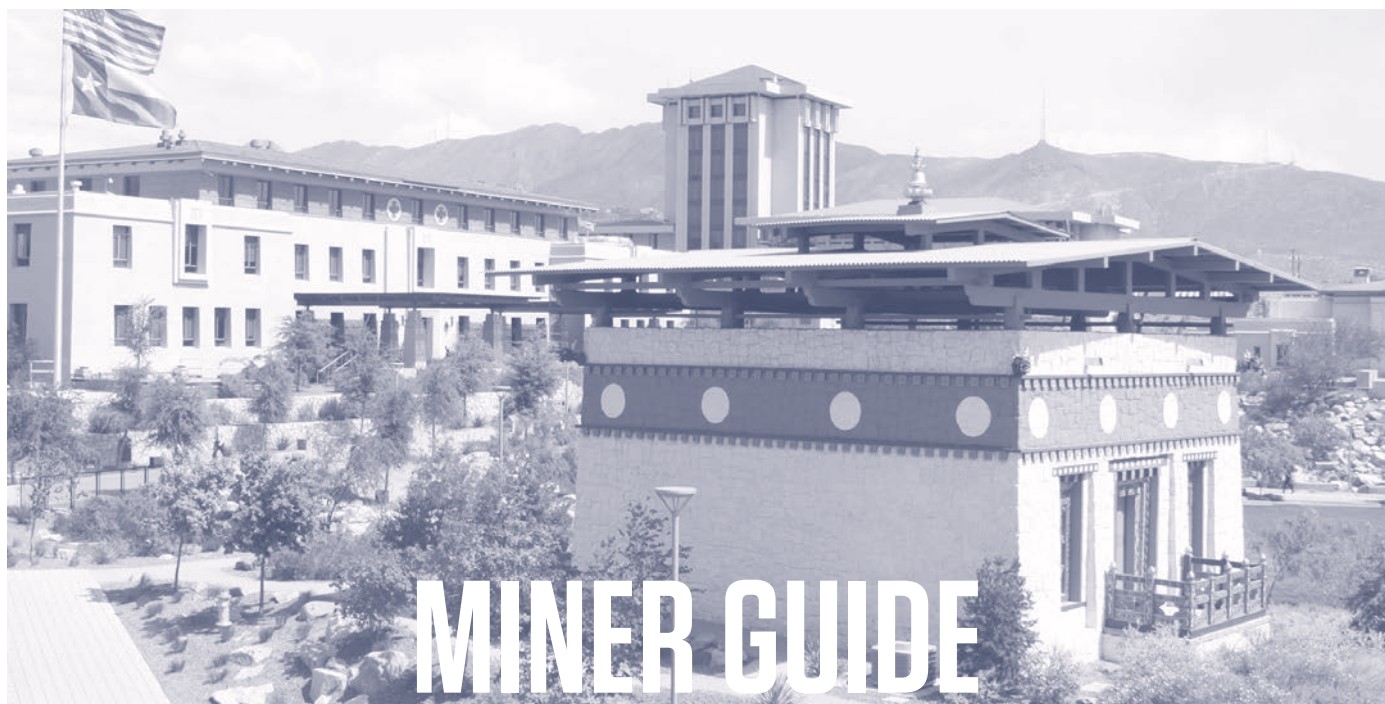
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Valid University Permit Required

- Electric Control Gate
- Traffic Control Station
- Emergency Telephones
- Drop-off/Pick-up Points
- Temporary Closures
- Metered Parking



V.1.7 Revised
08/02/2017



MINER GUIDE

2018-2019

NAME : _____

PHONE: _____

E-MAIL : _____

The Division of Student Affairs welcomes you to UTEP. This guide is designed with you in mind. In addition to serving as a convenient calendar and planner, we have provided a synopsis of student services, policies, procedures, and resources to help make your education a quality experience. Whether you are an undergraduate or graduate student, please take a moment to familiarize yourself with the contents, refer to corresponding websites for more detailed information, and visit the various departments highlighted in this planner. The calendar dates are subject to change. For general UTEP information, visit UTEP's website at utep.edu, and for specific questions please contact the Dean of Students Office at (915) 747.5648.

This publication contains summary information only. It is not a compilation of the official rules, regulations, or policies of the University. All official rules, regulations and policies are published in the "Rules and Regulations of the Board of Regents of the University of Texas System," the "Handbook of Operating Procedures" and the "Catalog" of The University of Texas at El Paso.

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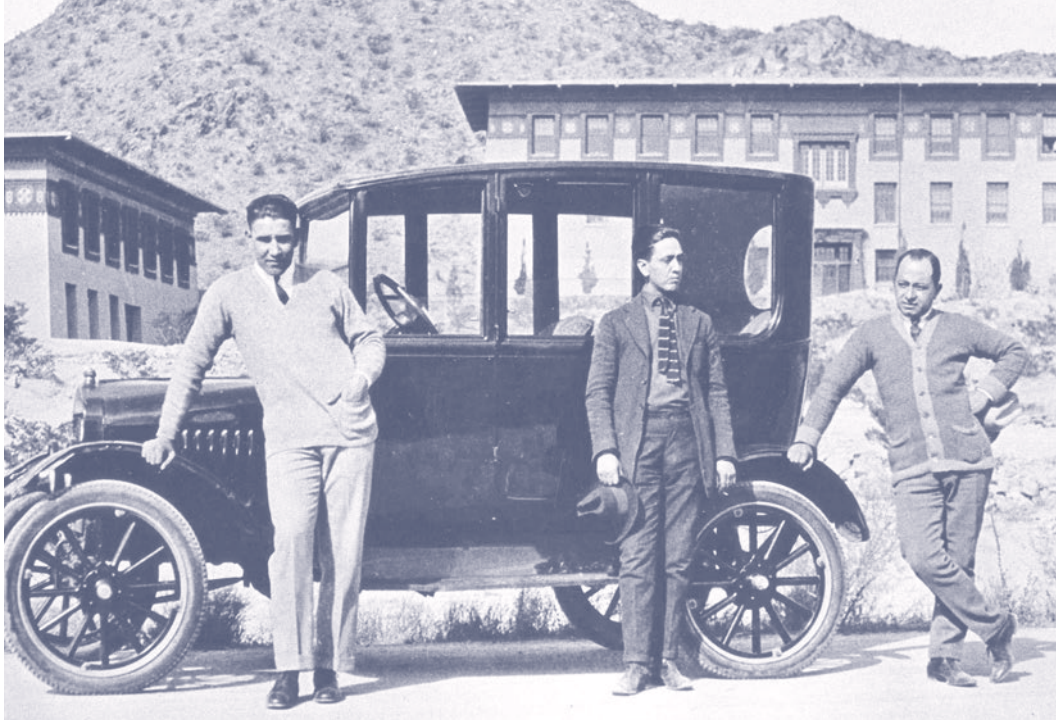
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UTEP HISTORY & SPIRIT



UTEP HISTORY

On September 23, 1914, the Texas State School of Mines and Metallurgy opened its doors. Located on Fort Bliss, the School consisted of a 25 room dormitory and a 34 room Main Building. Two years later, in 1916, the Main Building was destroyed by a fire. Dean Stephen Howard Worrel led the administration in search of a new site. The school found a new home on a 22.9 acre area near the Rio Grande River in the western foothills of the Franklin Mountains. The school's new buildings were inspired by distinctive Bhutanese architecture at the suggestion of Dean Worrel's wife, Kathleen. After reading an April 1914 National Geographic article titled "Castles in the Air," Kathleen felt that

the Himalayan Mountains of Bhutan and the Franklin Mountains of El Paso had a great resemblance to each other. Thus, the photos were recommended as a model for the new campus buildings.

The school became a branch of The University of Texas in 1919 and the name was changed to The Texas College of Mines and Metallurgy. In 1949, the Texas Legislature approved changing the school's name to Texas Western College to reflect the school's increasing number of liberal arts programs. The University of Texas at El Paso became the official name of the University on March 13, 1967, when the University of Texas System renamed all schools under its umbrella.

Dr. Diana Natalicio, our current President, was chosen to lead the University on February 11, 1988. She is both the first woman president and first former faculty member to serve in the institution's top administrative post.

UTEP COLORS

As the second-oldest academic component of the UT System, the original school colors of orange and white reflected the close association with The University of Texas at Austin. In the early 1980's, students voted to add blue to the original colors of orange and white. Almost 20 years later, the new athletic logo changed the colors once again to the current navy blue and orange with a silver accent.



UTEP SPIRIT

The nickname "Miners" stems from the school's original name: the Texas State School of Mines and Metallurgy. Other names were considered such as "Ore Diggers" and "Muckers." The first mascot was a student dressed as a prospector leading a burro name Clyde. After Clyde began making appearances at football games, University President Dr. Joseph Ray demanded that something be done about "that sorry-looking, pot-bellied creature, not fit to represent the Miners." In 1966, Clyde was replaced by another burro named Henry.

The name "Paydirt Pete" was selected in 1974 from over 500 entries in a contest to give a name to the mascot. The first animated Paydirt Pete mascot was a lovable lil' ol' miner nicknamed "Sweet Pete," but he was replaced later by the more rugged Paydirt Pete. Another version of the mascot was introduced in the fall of 1999 when the athletic department introduced a new logo. The current Paydirt Pete made his debut at a men's basketball game during the 2004 season.

UTEP RIVALS

UTEP's main rivals are the Aggies of New Mexico State University (NMSU) in Las Cruces, New Mexico. When the Miners and Aggies meet during football season, the winner receives a pair of traveling trophies: the Silver Spade and the Brass Spittoon. The first spade used for this purpose was an old prospector's shovel dug up from an abandoned mine in the Organ Mountains near Las Cruces in 1947. The current Silver Spade was initiated by the UTEP Student Association – now the Student Government Association – President Don Henderson in 1955, and each year the score of the game is engraved on the blade.

The Brass Spittoon, officially known as the Mayor's Cup, came into existence in 1982 when the mayors of the cities – Jonathan Rogers of El Paso and David Steinberg of Las Cruces – decided to present another traveling trophy to the winner of the UTEP-NMSU game. A United Blood Services plaque is also presented at half-time to the school that with the largest blood drive results. The Miner/Aggie rivalry also crosses over into basketball and other UTEP sports.

In addition to the “Battle of I-10” between UTEP and NMSU, the Miners also have a rivalry with the University of New Mexico (UNM) Lobos. Before the breakup of the Western Athletic Conference, the Miners often played both the Aggies and the Lobos in football. The winner of the series between the three schools earned the title “Rio Grande Champion.”

Today, a new rivalry is emerging...UT San Antonio. Miners, show your pride as we meet up with the Mavericks this coming year!

UTEP TRIVIA

COST OF TUITION:

On opening day in 1914, students paid a one-time registration fee of \$30, with laboratory fees ranging from \$1.50 to \$25 per course.

MINE TUNNEL:

The mountain behind the old Computer Science Building has a mine tunnel that was once considered a prime location for “making out.”

WILD WEST:

A horse stable was located on the grounds of what is now Memorial Gym. Rodeos were held with students, faculty members, and staff members competing against each other.

FIRE IN THE HOLE:

Explosions were a common occurrence at UTEP through the 1960's. Mining professor John W. “Cap” Kidd frequently demonstrated

the fine art of TNT and could often be heard yelling “DYNAMITE! FIRE IN THE HOLE!”

BOWLING BARBERS:

The Union Building West once had a bowling alley in the basement and a barbershop with a full-time barber on the main floor.

SWIMMING HOLE:

The Undergraduate Learning Center is located on land that used to be the site of the University swimming pool.

GHOSTS:

Several campus buildings are the home of spirited students -- or is that student spirits? The dearly departed students are said to haunt Cotton Memorial, Seamon Hall, and Old Main.

CARDIAC HILL:

Once you've climbed over this hill, you will have no problem understanding how it got its name. Cardiac Hill begins at the base of the Education Building and connects the main campus with Memorial Gym and Kidd Field.

BEANIES:

New students were once required to wear freshman beanies during their first semester of study.

SIGMA GAMMA EPSILON:

Etched in rocks across campus are Greek letters. The National Earth Sciences Honorary organization used to require new members to chisel letters into campus rocks without getting caught by authorities. The outcrop around the Liberal Arts Building is a great place to look for this unique tradition.

STREAKER SPIRIT:

The 1960's at UTEP were a hotbed for political expression and little to no inhibition. On several occasions, naked students were seen streaking down University Avenue and during football games.

SADIE HAWKINS:

The Sadie Hawkins Dance was once a highlight of the school year. Female students would dress up in their finest male attire

and chase their “beloveds” around campus. If the boy was caught by a girl, he had to escort the girl to the dance.

UTEP TRADITIONS

GATOR CAMP:

Gator Camp is an overnight orientation experience that commemorates a 1950's prank turned UTEP tradition. Students “borrowed” a live alligator from San Jacinto Plaza in Downtown El Paso and placed it in the office of a faculty member. On another occasion, an alligator was found at the bottom of the campus swimming pool.

MINERPALOOZA:

What began as the alumni picnic on the lawn has now become Minerpalooza, the official back-to-school party for students, faculty, and staff. Join us this year on August 31 for the 28th anniversary of Minerpalooza!

THE OFFICIAL UTEP RING:

The Senior Ring was unveiled December 2, 2003, and features symbols unique to the University: Bhutanese architecture, the “M” on the Mountain and Paydirt Pete. Eligible students and alumni can order their rings at the beginning of each semester and will receive them at the Official Ring Ceremony during commencement week festivities. Proceeds from the ring sales also benefit the Alumni Association Endowed Scholarship Fund and student programs.

MINING MINDS SCULPTURE:

Mining Minds is a 25-foot-tall pickaxe head partly buried in a rock garden within the campus roundabout at University Avenue and Sun Bowl Drive. A unique binary code (a pattern of ones and zeroes) is sculpted into the top and bottom thirds of the pick to signify the language of modern technology. The binary code is from an inspirational quote from Dr. Natalicio's 2008 Convocation speech: “Believe in yourself and in your dreams. Believe in UTEP and its aspirations. Share the dream!” By day, sunlight will shine through the perforated numbers. By nights, LED lights will illuminate the pick's

ends. The iconic artwork is visible to the thousands of travelers who pass the university along I-10.

ORANGE FRIDAYS:

Students, staff members, faculty members, and alumni alike are encouraged to don their orange shirts as well as other Miner paraphernalia to show the campus and community why UTEP is the best. Not only does an orange shirt on Fridays boost school pride, it also gets students a sweet discount at the University Bookstore and multiple dining locations on and off campus.

TCM DAY:

When the El Paso Junior College merged with the College of Mines, there was a dramatic increase in enrollment, creating rivalry amongst the school body. Students majoring in mining or engineering were called “engineers” while students majoring in arts or education were called “academes” or “peedoggies.” The distinction continues today during the oldest continuous student tradition called TCM Day. TCM Day is celebrated in observance of St. Patrick's Day and was first reported in the March 1920 edition of The Prospector. The unique tradition was to initiate engineers and geologists into the Order of St. Patrick, the patron saint of engineers. Current ceremonies include collecting food for the Rescue Mission, cleaning the campus arroyo, the TCM Picnic, and the whitewash of the “M” on the mountain.

HOMECOMING:

Each fall, alumni return to the campus to reminisce about their days as students at the Texas College of Mines, Texas Western College, or UTEP. Many departments and organizations host events for alumni during the week-long celebration and students participate in spirit competitions throughout the week. The celebration includes the Homecoming Parade followed by the Official Pep Rally, presentation of Homecoming Court and Distinguished Alumni, and recognition of outstanding achievements of notable alumni, known as Gold Nuggets.

UTEP FIGHT SONG

Out in the west Texas town of El Paso
Home of the river they call Rio Grande
Down on the border, the town of El Paso
Home of the Miners the best in the land.
Fighting to win, the Miners of UTEP,
Long live the College of Mines!

GO COLLEGE OF MINES!

Loyal forever we're standing together
Onward to victory, orange and blue!

WE WILL BE TRUE!

Out in the west Texas town of El Paso
Home of the river they call Rio Grande
Down on the border, the town of El Paso
Home of the Miners the best in the land!

X-X-X-X-X-X-X

GO MINERS GO!

X-X-X-X

FIGHT MINERS FIGHT!

X-X-X GO!

X-X-X FIGHT!

X-X-X-X

WIN MINERS WIN!

(X = CLAP)

MINERS FIGHT SONG

Miners Fight! Miners Fight!
And it's good bye to (opponent)
Miners Fight! Miners Fight!
For we'll put over one more win
Miners Fight! Miners Fight!
For it's Miners that we love best
Hail! Hail!
The gang's all here
And its goodbye to all the rest!

GO MINERS GO!

FIGHT MINERS FIGHT!

...GO!...MINERS!...WIN!



GO MINERS!



TRANSITIONING TO UTEP

UNDERSTANDING YOUR COURSE INFORMATION

Most courses at UTEP have a “credit value.” The credit value is presented by the second digit of the course number. A typical course is 3 credits and involves three hours of classroom instruction per week. EXAMPLE: HIST 1301 is a course in the History Department. The number 1301 is referred to as the course number.

The first digit (in this example the number 1) indicates the classroom level of the course. See below:

0 = PRE COLLEGE	4 = SENIOR
1 = FRESHMAN	5 = GRADUATE
2 = SOPHOMORE	6 = DOCTORAL
3 = JUNIOR	

The second digit (in this example the number 3) is the credit value of the course. The last two digits are departmental indicators used for organizational purposes.

You should plan on studying a minimum of two hours per credit. In this example, HIST 1301 is a three-credit course; therefore, you should plan on studying a minimum of six hours a week for the course.

A COURSE REFERENCE NUMBER (CRN)

is comprised of five digits. CRN's are used to identify the time, location, and faculty member assigned to each course section. There are often several sections available for a given course. The CRN is vital for registration purposes.



CAN YOU ANSWER THE FOLLOWING QUESTIONS?

If not, ask your Academic Advisor.

What is the minimum number of credits/hours I need to maintain my status as a full-time undergraduate or graduate student?

How many units/hours should I take each semester?

What is the minimum number of hours that I need to maintain my financial aid?

If I am taking 12 credits next semester, how many hours of study time are needed per week?

CLASS MEETING TIMES

Most courses at UTEP meet either two or three days a week. The specific days and times for each class meeting are listed in the Schedule of Classes (utep.edu/classschedule); or you can refer to your class schedule on Goldmine. For example, a three credit course may meet:

MONDAY-WEDNESDAY-FRIDAY (MWF)
50 MINS. EACH DAY

TUESDAY-THURSDAY (TR)
1 HR & 20 MIN. EACH DAY

SATURDAY (S)
3 HRS.

CLASSIFICATION OF STUDENTS

Your classification is determined by the total number of hours you have completed.

TOTAL HOURS = UTEP HOURS EARNED
PLUS TRANSFER HOURS

All hours are considered whether or not they apply to your degree plan. Refer to your most recent transcript to obtain the correct number of cumulative and transfer hours or call the Registration and Records Office at (915) 747-5544. Class definitions are listed below.

FRESHMAN
FEWER THAN 30 SEMESTER HRS.
OF CREDIT

SOPHOMORE
30-59 SEMESTER HOURS OF CREDIT

JUNIOR
60-89 SEMESTER HOURS OF CREDIT

SENIOR
90 OR MORE SEMESTER HOURS
OF CREDIT

GRADUATE

DOCTORAL

The terms “upper-division” and “lower-division” are sometimes used to describe a student’s class standing or to describe the level of certain courses. In general, lower-division refers to freshman and sophomore levels. Upper-division refers to junior and senior levels.

COMPONENTS OF A DEGREE

The requirements for a bachelor’s degree generally consist of three primary areas:

1. Core curriculum requirements - University Requirements
2. College Core requirements - Specific requirements required by the college
3. Major requirements - Classes that focus on your major designated by the college

However, requirements vary by college, so it is best to meet with an academic advisor to identify all requirement areas that are needed for completion of your degree. You may also refer to the University Catalog for specific requirements related to your college major.

COLLEGE CREDIT AND GRADE POINT AVERAGES

Information about computation of college credit and grade point averages is available for undergraduate students in the University Catalog at <http://catalog.utep.edu/undergrad/academic-regulations/curriculum-and-classroom-policies/>, and for graduate students in <http://catalog.utep.edu/grad/the-graduate-school/general-degree-requirements/>

College credit is computed on the basis of a unit called the semester hour. One semester hour is usually earned by completing a course meeting one lecture hour per week for one semester. Many courses meet for three lecture hours each week. Thus the student will typically earn three semester hours in this course at the end of the semester.

GRADE	MEANING	GRADE POINTS PER SEMESTER HOUR
A	Excellent	4
B	Good	3
C	Fair	2
D	Below Average but Passing	1
F	Failure	0

Some colleges require grades better than D to meet major requirements. Students must also earn a grade of C or better to fulfill University Core Curriculum Requirements. Be sure to check with your academic advisor to understand minimum grade requirements for your degree plan.

The above grades are included in the grade point average (GPA), which is calculated as follows:

- (1) Multiply the semester hours of credit in each course by the number shown above for the grade received in that course
- (2) Divide the total grade points earned by the sum of the semester hours attempted in the courses in which one of the above grades was earned

For Example:

COURSE	GRADE	CREDIT HRS	GRADE POINTS	TOTAL GRADE PTS
HIST 1301	A	3	X 4	= 12
ENGL 1301	A	3	X 4	= 12
MATH 1508	B	5	X 3	= 15
ART 1300	B	3	X 3	= 9

Total Credit Semester Hours = 14

Total Semester Grade Points = 48

Total Semester Grade Points/Total Semester Credit Hours = 48/14 = GPA of 3.43

The following grades are not included in grade point average calculations:

GRADE	MEANING
I	Incomplete
S	Satisfactory, in a pass/fail course
U	Unsatisfactory, in a pass/fail course
P	In Progress
W	Withdrawal
CR	Transfer credit or credit by examination
N	A temporary administrative grading notation often meaning not reported by the faculty member

ENGL 0311 and MATH 0311 are graded developmental course. Grades received in ENGL 0311 and MATH 0311 are defined as follows:

ENGL 0311

A - D Satisfactory
F - Unsatisfactory
P - In Progress

Grades received in ENGL 0311 do not calculate in the term GPA or in the cumulative GPA.

UNDERGRADUATE COURSE LOAD

REFER TO ACADEMIC REGULATIONS FOUND AT:

[HTTP://CATALOG.UTEP.EDU/UNDERGRAD/ACADEMIC-REGULATIONS/CURRICULUM-AND-CLASSROOM-POLICIES/](http://catalog.utep.edu/undergrad/academic-regulations/curriculum-and-classroom-policies/)

The maximum credit load per long semester is 21 hours and is appropriately shorter per summer session. Students must secure written permission from an academic dean to take more than the maximum load; students must have a GPA above 2.0 to seek permission. Full-time students are those who are registered for 12 or more semester hours in a long semester or for 6 or more semester hours in a summer session. Students who are not classified as full-time may be classified as part-time, 3/4 time or 1/2 time. For additional information, please visit <http://catalog.utep.edu/undergrad/academic-regulations/curriculum-and-classroom-policies/>.

Students who are not eligible to enroll without conditions may have course load conditions imposed by their advisors or dean. Students who are not eligible to enroll without conditions include those who are on Academic Probation, those on Academic Suspension/Dismissal, those who have been readmitted or reinstated from such conditions, or those who are on provisional admission status.

STUDENT-INITIATED SCHEDULE CHANGES

REFER TO ACADEMIC REGULATIONS:
[HTTP://CATALOG.UTEP.EDU/
UNDERGRAD/ACADEMIC-REGULATIONS/
GENERAL-ACADEMIC-INFORMATION/](http://catalog.utep.edu/undergrad/academic-regulations/general-academic-information/)

The student should refer to the academic calendar in the Class Schedule to identify the period during which adds, drops, withdrawals, and pass/fail registration may be accomplished. All student changes in registration must follow the procedures outlined in the University Catalog. If a student withdraws from a course prior to the official census date of any semester, the course will be deleted from the student's record. A student-initiated withdrawal from a course after the census date but prior to the course drop deadline, will result in a grade of W. After the course drop deadline, withdrawal from a course initiated by a student will result in a grade of an F unless a grade of W is approved by the faculty member teaching the course. A grade of W can be assigned after the course drop deadline only under exceptional circumstances and only with the approval of the instructor and the academic dean for the course. The student must petition for the W grade in writing and provide the necessary supporting documentation.

It is the student's responsibility to officially drop any course that he or she no longer wishes to attend. Failure to do so may result in a grade of F on the student's academic record. Students dropping all classes are withdrawing from the University and should consult the paragraphs titled "Withdrawal from the University."

At the discretion of the instructor, a student may be dropped from a course because of excessive absences or lack of effort with a grade of W. The Registration and Records Office will mail a copy of the Faculty Drop Form to the student.

A grade of F received due to the disciplinary sanction imposed by the University overrides a grade of W received through a student-initiated withdrawal.

COLLEGE/MAJOR ACADEMIC STANDING

REFER TO ACADEMIC REGULATIONS:
[HTTP://CATALOG.UTEP.EDU/
UNDERGRAD/ACADEMIC-REGULATIONS/
CURRICULUM-AND-CLASSROOM-POLICIES/](http://catalog.utep.edu/undergrad/academic-regulations/curriculum-and-classroom-policies/)

Undergraduate students are required to maintain an overall grade point average (GPA) of 2.0, and graduate students are required to maintain an overall grade point average (GPA) of 3.0. Selected colleges or majors may also require students to maintain a 2.0 GPA among coursework taken within the college or within the major. A student whose college/major GPA falls below a 2.0 after completing a specified minimum number of hours of the designated course work in the college/major will be placed on probation within the college/major. This minimum shall be nine (9) hours unless specified differently on the degree requirements for the college/major.

If the student's college/major GPA remains below a 2.0 after completing nine (9) additional hours of course work in the college/major [or the designated college/major probationary period (see individual degree requirements to determine the applicable probationary period)], the student will be placed on suspension from the college/major for a minimum of one semester. A student who is on suspension from a college/major may continue to enroll in the University if the student changes majors and meets the GPA requirements of the new college/major. A change to a new major in the same college will require permission from the dean.

A student who wishes to re-enroll in the same major after a suspension must make a Petition for Reinstatement to the College/Major to the student's academic dean. If the petition is approved, the student will be permitted to re-enroll under academic probation, plus any special conditions which may be imposed by the academic dean. It is recommended that students who are suspended from the college/major receive career counseling through the University Counseling Service.



STUDENT AFFAIRS

The Division of Student Affairs partners with members of the University community to prepare students for success. We provide students with innovative programs, services and facilities that enhance and support their academic experience and prepare them to meet lifelong intellectual, ethical, personal and career challenges. By engaging with the Division, students develop their communication, interpersonal and leadership skills in a university setting that is inclusive and culturally rich. This supportive and encouraging environment allows students to build on their assets and talents, develop skills relevant for today's world, cultivate global perspectives, prioritize balance in their lives and develop a commitment to campus and community engagement. We are dedicated to student success and embrace the University's mission of providing access and excellence to UTEP students.

**CENTER FOR
ACCOMMODATIONS AND
SUPPORT SERVICES (CASS)**
UNION BUILDING EAST, ROOM 106
[WWW.UTEP.EDU/
STUDENT-AFFAIRS/CASS/](http://WWW.UTEP.EDU/STUDENT-AFFAIRS/CASS/)
915.747.5148

The Center for Accommodations (CASS) provides:

- A program of support and advocacy for students with documented disabilities.
- Assistance for temporary disabilities due to an injury or recent surgery; and, guidance for women with "at risk" pregnancies.
- Accommodations for common disabilities, including hearing and visual limitations, learning disabilities, and those that are physical, cognitive, or psychological in nature. Disabilities can also include depression, PTSD, bipolar and other mental health conditions, back disorders, cerebral palsy, cancer, HIV or AIDS, epilepsy and

heart conditions. Any student with a documented disability is eligible for accommodation.

- Information and guidance on the rights to having Service and Assistance Animals on campus.
- A wide range of support services is available to assist qualified students with meeting academic requirements.
- Some of these services include: Note takers, extended time for tests, alternative testing environment, sign language interpreters, reader/scribes, assistive technology, assistance with accommodations needed for clinical rotations, student teaching, internships, practicums, course field trips, campus housing, and study abroad.

Through this office, students are able to receive assistance tailored to their unique circumstances and assurance of equity and fairness as they proceed to degree completion. This is achieved through development of reasonable accommodations that allow students with disabilities to fully participate in all the programs offered on campus. In addition, CASS works closely with the University community in an advisory capacity regarding issues of ADA compliance.

**CENTER FOR
ADVOCACY, RESOURCES
AND EDUCATION (MAPS)**
CAMPBELL BUILDING, 100/103
1101 N. CAMPBELL ST.
[WWW.UTEP.EDU/
STUDENT-AFFAIRS/CARE](http://WWW.UTEP.EDU/STUDENT-AFFAIRS/CARE)
CARE@UTEP.EDU
915-747-7500

MAPS provides free and confidential services to any UTEP student who is a victim of crime and their support system. MAPS is committed to enhancing support, resources and advocacy to quicken the recovery

process, while lessening the bureaucratic requirements that may hinder services.

WHO IS A VICTIM OF CRIME?

A victim of crime is a person who has suffered physical, sexual, financial, emotional harm as a result of the commission of a crime.

WHAT WE CAN DO?

- Respond to the emotional and physical needs
- Provide a safety and security plan
- Provide confidential counseling
- Offer on- and off-campus resources
- Assist in understanding and participating in the criminal justice proceedings or hearings, as a result of the crime, if applicable
- Assist with medical/legal matters, as a direct result of crime, if applicable
- Provide education and information on crime prevention, victimization, and the criminal justice process

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

UNION BUILDING WEST, ROOM 202

WWW.UTEP.EDU/

STUDENT-AFFAIRS/COUNSEL/

915.747.5302

MINERS TALK AFTER HOURS

CRISIS LINE: 915.747.5302

Counseling and psychological Services (CAPS) is dedicated to providing high quality mental health services that support student's ability to benefit from their curricular and co-curricular experiences at the University of Texas at El Paso. To this ends, CAPS provides career counseling, psycho-educational workshops, individual and group counseling, couples counseling, crisis intervention, and professional training experiences that are responsive to the individual, cultural, and demographic diversity of our students, no need to make an initial appointment, just come to CAPS at 202 Union West during office hours and our staff will help you get started. We are open Monday



through Friday from 8:00am to 5:00pm. In the Fall and Spring semesters, we have extended hours Monday and Tuesday from 8:00am to 7:00pm. For additional questions, feel free to come by our office during business hours.

DEAN OF STUDENTS OFFICE

UNION BUILDING WEST, ROOM 102

[WWW.UTEP.EDU/STUDENT-AFFAIRS/](http://WWW.UTEP.EDU/STUDENT-AFFAIRS/DEAN-OF-STUDENTS-OFFICE/)

DEAN-OF-STUDENTS-OFFICE/

DOS@UTEP.EDU

915.747.5648

The Dean of Students Office creates a culture of care for students, their families, faculty and staff by providing exemplary programs and services designed to enhance students' academic and personal success. The Dean of Students Office serves a central role in a student's learning and personal development, advancing the University's mission of Access and Excellence by equipping students with the skills, confidence and experience to be engaged campus citizens and effective leaders who will make a positive impact on the global community.

The Dean of Students staff is committed to building and maintaining a vibrant community which is inclusive and open to new and differing experiences and viewpoints. The Dean of Students Office provide leadership and oversight to many departments all of whom promote educational and leadership experiences that prepare students to serve their communities and respect the dignity of all persons.

**DEPARTMENT OF
RESIDENCE LIFE**
2401 NORTH OREGON STREET
[WWW.UTEP.EDU/
STUDENT-AFFAIRS/HOUSING/](http://WWW.UTEP.EDU/STUDENT-AFFAIRS/HOUSING/)
HOUSING@UTEP.EDU
915.747.5352

Students who live on campus are more likely to graduate on time, have a higher GPA, and be more satisfied with their college experience than students who live off campus. Housing at UTEP provides students with a safe and secure learning environment that eliminates the stress of a daily commute. Students have more flexibility in scheduling courses throughout the day, rather than needing to plan back-to-back courses to minimize trips to and from campus.

Three complexes provide housing for over 900 UTEP students during the academic year and remains open for students and guests throughout the summer. Miner Village, with easy access to the Education Building, Union Building, and the Pick 'n' Shovel, our newest dining facility on campus; Miner Heights, with easy access to the Academic Services Building, College of Engineering, College of Business and the University Library; Miner Canyon, our newest property, is in walking distance to the Student Recreation Center, and the Miner Metro system will bring residents into campus on a regular schedule.

The Department of Residence Life is proud to play a role in educating UTEP students outside the classroom, and is dedicated to enhancing the academic experience of residential students. On-campus housing provides clean and affordable housing that directly contributes to the privacy, convenience, and technology needs of students on campus. With living-learning programs such as the First-Year C.O.R.E. (Community of Residence Education) and Second-Year en C.O.R.E., the Department of Residence Life continues to offer programs and opportunities for involvement, which add to the in-class experience and prepare students to meet lifelong intellectual, ethical and career challenges.

**EDUCATIONAL TALENT
SEARCH PROGRAM**
CAMPBELL BUILDING, ROOM 516
UNIVERSITY TOWERS
[WWW.UTEP.EDU/
STUDENT-AFFAIRS/ETS/](http://WWW.UTEP.EDU/STUDENT-AFFAIRS/ETS/)
915.747.6604

The Educational Talent Search Program (ETS) is one of the TRIO Programs authorized by Title IV of the Higher Education Act of 1965. The program is grant funded through the United States Department of Education. The goal of ETS is to support students from disadvantaged backgrounds who have the potential to succeed in higher education, and to help students progress through the academic pipeline from middle school to postsecondary degree attainment. Locally, the program assists students at Guillen and Henderson Middle School and Bowie and Jefferson High School. ETS provides guidance, access and information on the processes of college admissions, financial aid and scholarships available for post-secondary study. ETS exposes students to the college environment with dual credit opportunities, collegiate tours, cultural enrichment activities and opportunities for character and leadership development. The ETS Program motivates students to pursue and undertake a program of post-secondary study.

FINANCIAL AID
MIKE LOYA ACADEMIC SERVICES BLDG.,
ROOM 204
WWW.FINANCIALAID.UTEP.EDU
915.747.5631
STUDENTFINANCIALAID@UTEP.EDU

The University of Texas at El Paso (UTEP) recognizes the fact that many students face financial difficulty in pursuing a college education — approximately 72% of our current students are receiving some form of financial assistance. The financial aid process is not complicated, but it does require effort and planning on the part of the student.

The mission of UTEP's Office of Student Financial Aid (OSFA) is to provide all current

and prospective UTEP students with the necessary financial aid information, advising, and timely monetary assistance to support them in their pursuit of a higher education degree. The OSFA strives to help our demographically diverse student population eliminate financial obstacles so that our students may succeed in their academic endeavors and achieve their educational goals.

GEAR UP
UNIVERSITY TOWERS
1900 N. OREGON, SUITE 312/314
WWW.UTEP.EDU/
STUDENT-AFFAIRS/GEAR-UP/
915.747.5367

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a 7-year program funded by the Department of Education to expand educational opportunities and to assist students in becoming college eligible and then academically successful in higher education.

The UTEP GEAR UP Program partners with Socorro ISD, business and community organizations to instill the desire for higher education in students at an early age and to encourage greater parental involvement in education. The UTEP GEAR UP grant currently serves over 3,500 students that transitioned from 14 middle schools to 6 high schools within the Socorro ISD.

**HIGH SCHOOL
EQUIVALENCY PROGRAM**
GRAHAM HALL, ROOM 206
WWW.UTEP.EDU/
STUDENT-AFFAIRS/HEP/
915.747.5567

The High School Equivalency Program (HEP) is a Migrant Education Program designed to assist migrant or seasonal farm workers and their immediate family members in obtaining a high school equivalency certificate (HSE). HEP's goal is to help students further their education and knowledge so they may qualify for more rewarding employment or

enroll in vocational or technical schools, two-year community colleges, four-year universities or military service. The High School Equivalency Program is funded by the U.S. Department of Education. Contact hep@utep.edu for more information.

**MILITARY STUDENT
SUCCESS CENTER**
LIBRARY, ROOM 205
WWW.UTEP.EDU/
STUDENT-AFFAIRS/MSSC/
MSSC@UTEP.EDU
915.747.5342

Are you a US Military veteran? Are you current Service Member (Active Duty or Reserves/National Guard)? Are you a family member of a veteran or current Service Member? If the answer is yes, the Military Student Success Center (MSSC) is your one stop center for assistance.

Library, Room 205 • Ph: (915) 747-5342 • Fax (915) 747-5392



**MILITARY
TO MINER**
We're here to help!

f / utepmssc

 **MILITARY STUDENT
SUCCESS CENTER**

military.utep.edu



UTEP

PAYDIRT PETE INTERVIEWS HAPPENING NOW!

**WE WANT
YOU!**

CONTACT ASST. CHEERLEADING COACH / MASCOT ADVISOR:
COACH CAESAR CUBILLOS
bccubillos@utep.edu
 FOR MORE INFORMATION

We process VA Educational benefits, Military Tuition Assistance, Hazlewood Act Exemptions and provide a variety of other services. We strive to meet the unique and ever-changing needs of our military students. We offer free blue books, Scantrons, and have information on a variety of resources from UTEP and around the El Paso community. Our goal is to make the MSSC a model program of successful transition into civilian life for military students.

Come meet us at our many events held throughout the school year to include our lunch socials. The MSSC is here to help. Feel free to visit the MSSC for any questions you may have or even for just a free cup of coffee.

**OFFICE OF
INTERNATIONAL PROGRAMS
& STUDY ABROAD**
 UNION BUILDING EAST, ROOM 203
[WWW.UTEP.EDU/
STUDENT-AFFAIRS/OIPSA/
STUDYABROAD@UTEP.EDU](http://WWW.UTEP.EDU/STUDENT-AFFAIRS/OIPSA/STUDYABROAD@UTEP.EDU)
 915.747.5664

The Office of International Programs (OIP) helps international students, scholars, professors, interns and dependent family members to understand their legal options and comply with complex immigration regulations. We also help our international students, professors, interns and scholars adjust to life in the U.S. and provide cultural programming and events for the entire UTEP community. Students and scholars wishing to meet with an International Student Advisor are encouraged to schedule an appointment or visit during walk-in hours.

U.S. PASSPORTS

OIP is also a U.S. Department of State-designated passport acceptance facility, providing information and services to United States citizens regarding obtaining, replacing or changing a U.S. Passport. This service is open to anyone in the El Paso area. For additional information, please visit <https://www.utep.edu/student-affairs/oipsa/passport-acceptance-facility/index.html>

PASE PROGRAM

OIP administers the PASE program (Programa de Asistencia Estudiantil), a tuition discount for Mexican students who qualify based on demonstrated financial need. Approximately 90% of Mexican UTEP students qualify for in-state tuition through PASE each year, made possible by Texas state legislation.

CURRICULAR PRACTICAL TRAINING (CPT)

Allows international students in F-1 visa status who qualify to work in an off-campus job or internship to gain practical experience in their field and to build their resume while completing their academic program. For additional information about the requirements and how to apply, visit <https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/information/cpt.html>

OPTIONAL PRACTICAL TRAINING (OPT)

F-1 and F-3 students may be eligible for a 12-month employment authorization called OPT which allows eligible students to remain in F-1 or F-3 status for an additional twelve months after graduation and gain practical experience in the field of study you just completed. For additional information about the requirements and how to apply, visit <https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/information/opt/opt.html>

STUDY ABROAD

The Study Abroad office encourages students to gain international experience through several types of study, including Affiliated, Exchange, and Faculty-led programs. Studying abroad transforms students academically, professionally, and personally by providing the opportunity to

learn about a new culture, develop skills to be competitive in the workplace, and gain a global perspective. The office also coordinates the acceptance and immigration process for all incoming exchange students to UTEP. To learn more about study abroad opportunities visit www.utep.edu/study-abroad or contact a staff member at study-abroad@utep.edu.



OFFICE OF SCHOLARSHIPS

MIKE LOYA ACADEMIC SERVICES BLDG.,
ROOM 202

SCHOLAR@UTEP.EDU

WWW.UTEP.EDU/

STUDENT-AFFAIRS/SCHOLARSHIPS

915.747.5478

The Office of Scholarships administers competitive scholarships that are awarded based on merit and are intended to recognize students for their outstanding academic achievements. These awards are made possible through the generosity of UTEP alumni, friends, foundations, corporations and community groups. Please visit the Office of Scholarships portal – ScholarMine – to apply for various scholarships available. You can apply for institutional scholarships, departmental scholarships and external scholarships throughout the year. Go to www.utep.edu/scholarmine with your UTEP credentials to create your profile and receive weekly updates on new scholarship opportunities.

OFFICE OF STUDENT CONDUCT AND CONFLICT RESOLUTION (OSCCR)

UNION BUILDING EAST, ROOM 303

WWW.UTEP.EDU/

STUDENT-AFFAIRS/OSCCR/

915.747.8694

UTEP student conduct is governed by The University of Texas System Board of Regents' Rules & Regulations, The University of Texas at El Paso Handbook of Operating Procedures or by federal, state, and local laws. While enrolled at the University, a student neither loses rights nor escapes the responsibilities of enrollment. Any student who violates any of the aforementioned is subject to discipline whether the behavior occurs on campus or off campus or whether civil or criminal proceedings have been activated. The University of Texas at El Paso conducts the discipline process according to established procedures. If concerns or questions arise about a certain department's policies or regulations, please contact the specific department directly.

OSCCR is available to assist with interpersonal, student conflicts if there is an impasse in communication, decreased trust has harmed communication, and/or if students only desire to have a safe space to dialogue with minimal help from a third party professional. Faculty and staff members who are also having difficulty with a student or group of students, and do not wish to activate the disciplinary process, are also invited to use our services to address classroom concerns. It is the goal of OSCCR to aid in the education of students and to offer skills that can be used long past commencement. OSCCR also houses the M.I.N.E.R.S. Advocacy Initiative that provides education, resources, and awareness on relationship violence issues to all students, faculty and staff at UTEP.

Another component of OSCCR is the Behavioral Assessment Team (BAT). The BAT is important because students may not know how to ask for help when help is needed. Therefore, a network of professionals from

across campus are committed to a caring, confidential program of identification, intervention and response in order to provide UTEP students the greatest chance of success through proactive identification. This way, students can be directed to services and information available on or off campus.

OFFICE OF THE REGISTRAR

MIKE LOYA ACADEMIC SERVICES BLDG.,
ROOM 107

WWW.UTEP.EDU/

STUDENT-AFFAIRS/REGISTRAR/

915.747.5544

The Registrar's Office is committed to assisting students with registration and record maintenance, protecting the privacy of students' educational records, and providing academic transcripts in an effective and timely fashion. In addition, this department publishes each term's class schedule online, manages the distribution of grades and academic standing information, and we assist students with name changes, updates to contact information, graduation applications and diplomas, requests to withhold directory information, and authorization to release educational records. The academic calendar and final exam schedule can be found on their website.

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

UNION BUILDING EAST, ROOM 301

WWW.UTEP.EDU/STUDENT-AFFAIRS/

915.747.5076

The Division of Student Affairs provides students with innovative programs, services and facilities designed to support academic success, career preparation, and personal development. Students are challenged to enhance their educational experience by engaging in programs and activities across four learning dimensions; The Global Perspective; Civic Engagement, Career Development, and Personal Enrichment.



Center for Advocacy, Resources and Education (CARE)

MAPS provides free and confidential services to any UTEP student who is a victim of crime and their support system. MAPS is committed to enhancing support, resources and advocacy to quicken the recovery process, while lessening the bureaucratic requirements that may hinder services.

WHO IS A VICTIM OF CRIME?

A victim of crime is a person who has suffered physical, sexual, financial, emotional harm as a result of the commission of a crime.

WHAT WE CAN DO

- Respond to the emotional and physical needs
- Provide a safety and security plan
- Provide confidential counseling
- Offer on- and off-campus resources
- Provide education and information on crime prevention, victimization, and the criminal justice process

PREVENTING CAMPUS VIOLENCE ONE ACTION AT A TIME.

The University of Texas at El Paso is committed to preventing power-based violence – sexual assault, stalking, domestic violence, and rape.

DOT (Do One Thing) is the University's strategy of intervention, education, and awareness to help our community be involved in preventing these types of violent acts. Individuals acting proactively in that moment are the key in this effort.

GREENDOT.UTEP.EDU | #UTEPGREENDOT |   



**CENTER FOR ADVOCACY,
RESOURCES AND EDUCATION**

**1101 N. CAMPBELL ST.
CARE@UTEP.EDU**

By doing so, they broaden their understanding of themselves and the world in which they live. UTEP students have a proud history of helping to shape the University. Students make an impact by getting involved in campus life through the Student Government Association, one or more of the 200 + Registered Student Organizations, Greek Life, on-campus employment, and volunteering for and participating in campus programs and events. Involvement also leads to opportunities to serve on campus advisory committees and task forces that facilitate the creation of new programs, services and facilities for their fellow students. While helping to enhance campus life, they develop their own communication, interpersonal and leadership skills. Students who get involved in campus life develop life-long learning skills, a greater global awareness, healthy and balanced lifestyles and a commitment to community service. They also prepare themselves to serve as leaders in their professional and civic communities after graduation.

RECREATIONAL SPORTS
STUDENT RECREATION CENTER
3450 SUN BOWL DRIVE
WWW.UTEP.EDU/
STUDENT-AFFAIRS/RSD/
915.747.5103/915.747.5121

Students are invited to partake in one or more of our various activities and programs listed below.

INTRAMURAL SPORTS PROGRAM:
X-Box, Tennis, Soccer, Softball, Bowling, Volleyball, Basketball, Dodgeball, Swim Meet, Racquetball, Table Tennis, Flag Football, Miniature Golf, Sand Volleyball, Ultimate Frisbee, 3 POINT Shootout, 3-on-3 Basketball, Free Throws, Indoor Soccer Shootout, Indoor/Outdoor Soccer, Frisbee Golf, Indoor Mini Triathlon, Softball..

OUTDOOR ADVENTURE PROGRAM:
Equipment Rental, Outdoor Trips, Challenge Course, Climbing Gym

FITNESS PROGRAMS:

Non-credit fitness classes are offered to MEMBERS of the Student Recreation Center; programs may change semester-to-semester depending on the availability of instructors.

Zumba, Latin Aerobics, Aqua-Aerobics, Spinning, Spin & Sculpt, Cycle Circuit, Femme Fit, Total Body Workout, Boot Camp, Power Hour, Step-n-Sculpt, Bosu & Ball Blast, Body Sculpting, Strength & Conditioning, Kardio Kickboxing, Jiu Jitsu, Tae Kwon Do, Turbo Kick, Lower Body Blast & Abs, Ultimate Abs, Abs & Glutes, Insanity, HIIT, Climb Fit, Vinyasa Yoga, Core Strength Vinyasa, Hatha Yoga, Yoga Chill, T'ai Chi, Ballet Strength, Beginning Boxing Conditioning, Advance Boxing Conditioning, Toning Pilates, Self-Defense Techniques.

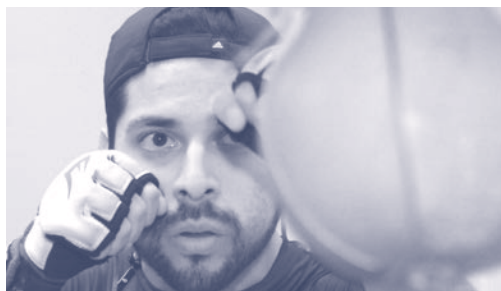
SWIMMING POOLS:

Competitive Pool (81 degrees) has 1 and 3-meter springboards. Recreational Pool (85 degrees) has zero deck entry and volleyball/basketball area.

OPEN RECREATION:

Use of facilities for leisure play, equipment is provided with a valid UTEP ID.

Selectorized Weight Equipment, Indoor Soccer Arena (MAC), Indoor Running Track (1/8 mile in length), Basketball Courts, Newly expanded Free Weight Area, Foosball, Racquetball, Badminton, Table Tennis, Volleyball, Multipurpose Field, Sand Volleyball and Game Room available for leisure video game playing. A total of 7 systems and a variety of video games are available to be used with valid UTEP ID. (3) Xbox One's (3) PlayStation 4's (1) Wii



STUDENT ASSESSMENT AND TESTING OFFICE

ACADEMIC ADVISING CENTER BLDG.,
SUITE 127

WWW.UTEP.EDU/

STUDENT-AFFAIRS/TESTING/

915.747.5009

The Student Assessment & Testing Office is the administration site for numerous testing programs. In addition to overseeing institutional admissions and placement tests, this office also provides information and testing services for various state wide and national testing programs. UTEP students can also save time and money by taking advantage of UTEP's credit by examination programs, which include the College Level Examination Program (CLEP) and DANTES (DSST). The Student Assessment & Testing Office is proud to serve the El Paso Community by providing correspondence test administration services, as well as professional certification exams.

STUDENT ENGAGEMENT & LEADERSHIP CENTER (SELC)

UNION BUILDING WEST, ROOM 106

WWW.UTEP.EDU/STUDENT-AFFAIRS/SELC/

SELC@UTEP.EDU

915.747.5670

The Student Engagement and Leadership Center creates meaningful experiences designed to enhance campus engagement and develop the inclusive leadership skillset of the 21st century student demographic.

Guiding principles:

- Students will co-exist in an environment where their ideas and beliefs are shared, respected, and valued.
- Provide personal, educational, and social development opportunities that cultivate students' assets and skills.
- Prepare students to become socially responsible and engaged citizens.
- Create leaders that are inclusive in their thoughts, perceptions, and actions and can inspire an inclusive mindset in others.

STUDENT ORGANIZATION SERVICES (SOS)

The SELC works with over 200 student organizations and provides a variety of trainings and workshops for student organization leaders to enhance the experiences of their members. Contact our office or visit us online at utep.edu/sos or minetracker.utep.edu or for information on all Registered Student Organizations (RSOs), the steps for starting a new organization, and to view helpful resource links for the day-to-day management of a student organization. SELC challenges all incoming and currently enrolled students to make the most of their involvement experience by joining or creating an organization, and becoming an active campus citizen.

FRATERNITY & SORORITY LIFE (FSL)

The Fraternity and Sorority Life community consists of a diverse group of nationally recognized sororities and fraternities that value experience and education outside of the classroom. Throughout the year, these organizations work together on and off campus, hosting community service educational programs, and social events. Students who join Greek-letter organizations have the benefit of lifetime membership, with friendships and partnerships that will enhance their career and future success. Recruitment occurs year round so visit utep.edu/selc for more information.

RAINBOW MINER INITIATIVE (RMI)

The Rainbow Miner Initiative (RMI) hosts programs and workshops designed to create a safe space on campus for members of the LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Ally) communities, empowering students to be their authentic self by instilling confidence, celebrating differences, advocating for the eradication of social inequities, and educating the border region about issues, personal histories, and current realities of the LGBTQIA+ community. Through RMI, our department is committed to promoting an environment free from hatred and discrimination based on sexual orientation, gender identity or gender expression. Some events hosted by RMI include but are not limited to: Queer History Month, SpeakOuts, Queer Prom, and Day of Silence. For more information about pro-

grams and resources offered by RMI please visit utep.edu/selc.

LEADERSHIP DEVELOPMENT

The Leadership Development program area in SELC is designed to educate and engage students in leadership-related programs and discussions beyond the classroom environment. Some of the programs include influential leaders from the campus and surrounding communities who provide personal insight on what it means to be a successful leader in today's society. Through exposure to these programs, students will have opportunities to explore their understanding of leadership, build a stronger network of peers, interact with influential members of the UTEP and El Paso communities, and enhance their professional portfolio. The list of leadership programs includes, but is not limited to: UTEP L.I.V.E. (program series hosted throughout the year) and SOLR (Student Organization Leadership Retreat). Staff members in this area also directly advise the National Society of Leadership & Success, a recognized student organization on campus. For more information about leadership programs and resources please visit utep.edu/selc.

INCLUSION & ADVOCACY PROGRAMS

Inclusion & Advocacy Programs develop programs that are designed to engage students in discussions that challenge and inform personal beliefs in various aspects of diversity-related issues. Our efforts are geared toward helping students broaden their understanding of the world so they are better prepared to encounter issues they may face as they pursue their professional careers. For more information about Inclusion & Advocacy Programs and resources please visit utep.edu/selc.

CAMPUS ENGAGEMENT

Campus Engagement provides various opportunities for students to be actively involved on campus. Our events and programs strive to make students feel more connected to UTEP. Your college experience begins when you decide to participate and engage in what we have to offer you outside the classroom. Whether it is through a movie,

gallery exhibit, tabling event, or outdoor festival we introduce you to some of the most amazing and memorable events on campus!

Don't miss out on your opportunity to create your own Miner experience. Check out the front inside cover of this Miner Guide to see even more events waiting for you! You can also follow us on social media for the latest news and announcements (@UTEPSELC).

STUDENT GOVERNMENT ASSOCIATION

UNION BUILDING EAST, ROOM 304
WWW.UTEP.EDU/STUDENT-AFFAIRS/SGA/
915.747.5584

The Student Government Association is an organization of students who have been elected or appointed to serve as the representatives of the UTEP student body. The purpose of SGA is to provide the official voice of students, ensuring that student opinions and concerns are expressed. By serving as the students' representatives before local, state, and national administrators, SGA ensures student participation in the University decision-making process, helps defend the rights of each student, and works toward the advancement of the University community. Since its inception, SGA has served to maintain and promote an exciting environment for student life by sponsoring an impressive assortment of special events and programs. The range of activities of SGA, both on and off campus, is continually expanding as students increase their interest in supporting both the University and the community. SGA consists of three branches: Executive, Legislative and Judicial. The Executive branch is led by the President and consists of a Vice-President for Internal Affairs, Vice-President for External Affairs, and an Executive Assistant. The Executive branch is devoted to administering the daily operations of the organization and formally overseeing the Student Government Association. The Legislative Branch is comprised of one Senator for every 1,000 students enrolled at the university as well as

the House of Representatives that addresses the specific needs of different types of student demographics on campus. Of those Senate positions, there are eight Collegiate Senators to represent each college, and twelve Senators-at-Large who represent the general student body. The Senators serve on a Student Senate that passes bills and allocates funds to students and/or Registered Student Organizations for University related projects, events, or travels. Legislative tasks are divided among committees that focus on addressing different issues affecting student life. The Judicial Branch of the Student Government Association presides over court hearings requested by students. The Judicial branch is composed of a Supreme Court and Traffic Court. The Supreme Court consists of seven student justices, and Traffic Court consists of three student justices. The Judicial Branch also consists of an Attorney General, Public Defender, Prosecutor, and Judicial Assistant. All student members of the Judicial Branch are appointed by the Student Senate (Legislative Branch).

STUDENT MEDIA & PUBLICATIONS

UNION BUILDING EAST, ROOM 105
WWW.UTEP.EDU/STUDENT-AFFAIRS/STUDENT-PUBLICATIONS/
 915.747.5161

Student Publications provides a professional, hands-on work experience for the most eager and self-motivated students who wish to pursue a career in journalism and publishing. The department has produced some of the finest journalists and publishing professionals in the region and the country. In addition, students working in the department produce a bilingual magazine. The national award-winning Minero Magazine, published every fall and spring, provides a venue for validating and celebrating the University's diverse culture and fills the rapidly growing need for bilingual and bicultural journalists. Through The Prospector's website, www.theprospectordaily.com, students provide the campus community with the most up-to-date and latest news, opinions, entertain-

ASSAYER OF STUDENT OPINION

THE PROSPECTOR

WWW.THEPROSPECTORDAILY.COM





Your source for UTEP news!

Know what's going on.

Connect with our journalists and editors.

Join the conversation about news and ideas.

Get involved with the events and happenings on campus.

HELP US GROW.
Give us your feedback,
LIKE us, FOLLOW us,
and SUBSCRIBE!
Pick us up every Tuesday!



ment and sports activities that are occurring both on campus and within the community. The site also features breaking news, videos, slideshows, podcasts, polls, and blogs. The weekly Prospector is published every Tuesday during the fall and spring semesters.

STUDENT SUPPORT SERVICES PROGRAM

UNION BUILDING WEST, ROOM 211
WWW.UTEP.EDU/STUDENT-AFFAIRS/STUDENT-SUPPORT-SERVICES-PROGRAM/
 915.747.5349

This federally-funded TRiO program provides intensive academic and personal support for 200 first-generation, low-income, and/or students with disabilities. The program is open to undergraduate students who meet eligibility criteria as defined by the Department of Education.

First year participants are encouraged to enroll in Learning Communities that allow them to complete up to 12 hours of core credit with intense academic support. The Learning Communities help participants adjust to the demands of college during the first-year transition by including instruction in reading, critical thinking, course based learning assistance, personal and academic counseling, career exploration and financial literacy.

Transfer and currently enrolled students, in their 2nd or 3rd year of studies, are encouraged to apply and receive access to various program resources which are ultimately aimed at completing a Bachelor's Degree. Program Advisors are available to review degree plans and assist with identifying a career options for after graduation.

Participants will also receive the benefit of personal and career counseling, priority registration, leadership development, tutoring, advocacy, off-site cultural events, Graduate School visits, social activities, and workshops with a variety of topics tailored for student success. For more information on the program please stop by Union Building West, Room 211.

THE UNION BUILDING
UNION BUILDING EAST, ROOM 307
351 W. UNIVERSITY AVE.
[WWW.UTEP.EDU/
STUDENT-AFFAIRS/UNION/
UNION@UTEP.EDU](http://WWW.UTEP.EDU/STUDENT-AFFAIRS/UNION/UNION@UTEP.EDU)
915.747.5711

The Union Building exists to complement the University's educational mission by creating a positive environment that is inclusive, welcoming, challenging, and responsive to students, faculty, staff, and the El Paso community. An epicenter of campus life since 1949, the Union Building provides innovative, high-quality facilities and services while serving as a unifying force that honors each individual and values diversity. The following are just some of the amenities and services available to UTEP students at the Union Building:

STUDENT LOUNGES

The Miners Lounge on the first floor of Union Building East offers plenty of seating for groups and individuals, with built-in power and a mobile charging station. On the second floor, the Bhutan Lounge provides a quieter, more relaxed atmosphere inspired by the Kingdom of Bhutan, from which the UTEP campus borrows its distinctive architecture. Additional lounges and seating areas throughout the Union Building provide comfortable spaces to work, rest, eat, and catch the occasional power nap between classes.

CYBER CAFÉ

Located on the second floor of Union Building East, the newly renovated Cyber Café has all the software and hardware you need to work on everything from word processing all the way to video editing. Black-and-white, color, and poster printing are available along with staff trained to help you use them. Other services available include wireless scan-to-mobile and equipment checkout.

DINING SERVICES

Union Building East offers a variety of breakfast, lunch, and snack options for students on the go. Options include Pizza Hut, Chick-fil-A, Jamba Juice, Starbucks, and more. Pick 'n' Shovel, located on the second floor, offers all-you-care-to-eat dining for breakfast, lunch, and dinner. Planning an event at the Union Building? Extensive catering options are available! Contact Catering Services at 747-5628 for details.

LOST AND FOUND

Looking for something? Items which are misplaced in or around the Union Building may be turned in to the Union Services office. Visit Union Building East, Room 307 or call 747-5711 for more information.

UNION CINEMA

Located on the first floor of Union Building East, the Union Cinema offers state-of-the-art HD projection and surround sound for classes, student organization meetings, and other events. At Friday Night Flick, UTEP students along with family and friends can enjoy showings of recent-release hit movies.

LIVE ON CAMPUS

IT'S SIMPLE.

Students who live on campus are more likely to graduate on time, have a higher GPA and be more satisfied with their college experience than students who live off campus. Housing at UTEP provides students with a safe and secure learning environment that eliminates the stress of a daily commute. Students will have more flexibility in scheduling courses throughout the day, rather than needing to plan back-to-back courses to minimize trips to and from campus. When choosing UTEP, pick campus housing as your transition between living at home and living on your own.



- Fully furnished
- Refrigerated air
- High-speed Internet access
- Learning communities made up of students studying and/or taking classes together
- Community study lounges
- On Miner Metro shuttle routes
- All utilities included

Now Accepting **Online Applications**



RESIDENCE LIFE

For more information on floorplans, pricing and applying for a room, visit:
www.utep.edu/housing

For more information about Friday Night Flick and other events, visit @UTEPSELC on social media or online at utep.edu/selc.

INFORMATION CENTER

Have a question? Need directions? The Information Center on the first floor of Union Building East is staffed with friendly, knowledgeable students who are there to answer your questions, point you in the right direction, and provide any other assistance you may need. Stop by or call 747-7656.

UNION GALLERY

Located on the second floor of Union Building East, the Union Gallery hosts a variety of exhibits and events throughout the semester. For information about scheduled exhibits or for other inquiries, contact @UTEPSELC on social media, online at utep.edu/selc, or call 747-5670.

UNION PLAZA

Between Union Buildings East and West lies the Union Plaza, a large paved outdoor space which provides shaded seating areas and an open-air stage. The Union Plaza is home to a wide variety of information and career fairs, live music performances, commemorations, celebrations, and festivals.

MAIL SERVICES

UTEP Mail Services Powered by Ricoh operates a post office on the first floor of Union Building East where students can send and receive mail, pick up packages, reserve a PO Box, and purchase basic shipping and school supplies. The service counter is open Monday-Friday, 9:00-4:00.

UTEP DINNER THEATRE

Enjoy a delicious meal and the spectacle of professional live musical theatre year-round at the UTEP Dinner Theatre on the second floor of Union Building West. UTEP students are eligible for discounted admission. For more information, call 747-6060 or visit utep.edu/udt.

WELLS FARGO CYBER STORE

Located on the first floor of Union Building East, the Cyber Store is staffed by Wells

Fargo customer service representatives who can assist UTEP students with banking needs and financial services. A Wells Fargo ATM is also available for your convenience.

UNIVERSITY TICKET CENTER

UTEP students can stop by the booth on the first floor of Union Building East to pick up their free Miners game tickets. You can also purchase tickets to all other UTEP events provided by Ticketmaster. For more information, contact the University Ticket Center at 747-5234.

UNION SERVICES

Building maintenance, room reservations, and technical support for the Union Building and the El Paso Natural Gas Conference Center are managed by Union Services, located in Union Building East, Room 307. For more information, check out @UTEPUnion on social media, visit utep.edu/union, or call 747-5711.

STUDENT HEALTH AND WELLNESS CENTER

UTEP Student Health and Wellness Center is here to meet the health care needs of our students so they can focus on their studies. Office visits are low cost as well as medications, supplies and any needed lab tests. The Student Health and Wellness Center offers the same types of services you can get from your family doctor. It is located in the 1st floor Union Building East, Suite 100.

WIRELESS COMPUTING

Link to the web via laptop computers anywhere in the Union Building or outdoor Plaza.

OTHER SERVICES

- KwikBoost cell phone charging stations
- Self-operated copy machine, 1st floor, Union Building East
- Change machines – convert your bills into change for metered parking, 1st floor, Union Building East
- Blood Pressure Machine, which also measures a person's weight, is located in the Union Building East, 2nd floor by the Bhutan Lounge.

UNIVERSITY CAREER CENTER
UNION BUILDING WEST, ROOM 103
[WWW.UTEP.EDU/
STUDENT-AFFAIRS/CAREERS/](http://WWW.UTEP.EDU/STUDENT-AFFAIRS/CAREERS/)
CAREERS@UTEP.EDU
915.747.5640

If you are looking to connect to on-campus jobs, internship opportunities, or help to fine-tune your résumé or CV, then the Career Center is ready to help you. Here is a brief listing of our services:

- résumé reviews
- mock interviews
- career advising
- access to professional attire for job interviews (Career Closet)
- internship and full-time professional jobs
- job fairs, and much more!

CAREER ADVISING:

If you have not selected your major, we offer career advising and information regarding today's job market. You can learn more about various career paths by attending any one of our career fairs, speaking with employers at information sessions, or researching careers.

COLLEGE LIAISONS AND PEER CAREER ADVISORS:

The Career Center has Peer Career Advisors (PCAs) that can assist you with your career exploration. In addition, we have dedicated staff, college liaisons, who can meet with you and discuss how your career aspirations connect to jobs.

JOB BOARD:

Activate your account to our online job board called, Job Mine. Job Mine is exclusively for UTEP students and includes local part-time jobs, UTEP hourly and work-study listings, internship/co-op opportunities, and full-time professional jobs. Begin by going to our website: www.utep.edu/careers and clicking on the Job Mine icon.

Test Drive your Career! Internships are a great way to "test drive" your future career and gain work experience while still

in school. Many of the internships that we post also allow you to earn money to offset college expenses. The Career Center offers the Internship Program that connects you to employers looking for interns and co-op students.

Make plans now to visit the University Career Center and also follow up on social media (#utepcareers)!

UPWARD BOUND PROGRAM
GRAHAM HALL, ROOM 303
915.747.5062

Upward Bound is a year round, academic program that serves high school students, in grades 9-12 from the El Paso, and Ysleta school districts. The program provides opportunities for low-income, first-generation college bound students to "succeed in their precollege performance and higher education pursuits. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education." Students must qualify in order to be selected. Once selected, they remain in the program until graduation from high school and completion of their first summer semester of university studies. The program is 100% grant funded by the U.S. Department of Education.

**UTEP CHEERLEADER AND
PAYDIRT PETE PROGRAM**
[WWW.UTEP.EDU/STUDENT-AFFAIRS/
CHEERLEADING/](http://WWW.UTEP.EDU/STUDENT-AFFAIRS/CHEERLEADING/)
915.747.6113

The UTEP Cheer Program promotes Miner spirit and pride through appearances at many different sporting events, athletic events, and community functions. The team is comprised of a large coed stunt team and a small coed stunt and tumbling team. All members have an extensive background in gymnastics and cheerleading. Our large, talented squad gives us the ability to provide cheer teams at multiple events simultane-

ously. We strive to promote campus and community support of our University with a positive and energetic attitude.

In addition to providing support to various sports teams on campus, the UTEP Cheerleaders also engage in campus and community events. Each summer the program hosts the UTEP Summer Cheer Camp which has provided high level instruction to El Paso elementary, middle and high schools for many years and a high-impact leadership development experience for the UTEP students who comprise the Cheerleading Team and PayDirt Pete program. At camp, teams will learn a spirit routine which will be performed at halftime during a UTEP football game.

This year we will host the 10th annual Cheerleading Competition which has become an elite benchmark for teams to assess their ability strengths and weaknesses. This event has also received a tremendous amount of positive feedback and attendance continues to increase each year.

In addition to the Cheer Team, the UTEP mascot, Paydirt Pete, encourages Miner spirit and fan support. Pete keeps our fans entertained with his on the field antics, dancing, and humor. Pete continues to make appearance throughout the Sun City in support of many community events.

Students interested in the UTEP Cheerleading Team or Team PayDirt Pete, should contact Bianca Marquez, bmarquez6@utep.edu.



YWCA UNIVERSITY HEIGHTS EARLY LEARNING ACADEMY

315 W. SCHUSTER AVE.

WWW.SA.UTEP.EDU/CHILDCARE

915.747.6000

The YWCA University Heights Early Learning Academy offers convenient, affordable, high-quality early childhood education for UTEP families with children from birth to age 12. The academy is fully licensed by the Texas Department of Family and Protective Services. The academy is also Texas Rising Star (TRS) and Texas School Ready Certified. A research-based, national curriculum promotes emotional, social, cognitive and physical development. Two healthy meals, for full-day children, and a nutritious snack (USDA standard) provide your child with more than enough energy to learn and discover.

The academy hours are 6:30 a.m. to 6:30 p.m. Monday - Friday, the Academy offers extended hours for those with early schedules/clinical or late classes when 15 or more children are enrolled: 6:30 a.m. until 9:00 p.m. Monday - Thursday, for fall and spring semesters. During these extended hours, in addition to breakfast, lunch and a snack, we provide supper. Closed only on official UTEP holidays, care is exclusively for UTEP students, staff and faculty. Pre-registration, current U.S. immunization records and UTEP ID are required. Financial assistance is available to qualified parents through Upper Rio Grande at Work Child Care Services (CCS) at 915-500-7665.

A YWCA Summer Camp program is offered from June through August for school age children. Camp activities include crafts, indoor and outdoor games and sports, field trips and water activities.

The University Heights Early Learning Academy is a warm, friendly place that fosters exploration, problem solving, creativity, and growth. This YWCA Early Learning site is staffed with highly trained, nurturing caregivers who appreciate each and every child as they are now and for the amazing person they will grow up to be! With almost 50 years of experience in childcare, the YWCA is your best choice for childcare at UTEP.

UNIVERSITY DEPARTMENTS

ACADEMIC ADVISING CENTER ACADEMIC ADVISING CENTER BUILDING WWW.UTEP.EDU/ADVISING 915.747.5290

The staff at the Academic Advising Center (AAC) is dedicated to student success. The AAC provides students in specific majors with academic advising, guidance, and support during their first two years at UTEP enabling them to make well-informed decisions. Professional advisors and student peer advisors help UTEP students with course selection, program requirements and goal setting. We also offer students opportunities to speak directly to a campus official to help them get connected. Let us assist in your transition to college and help you identify your academic strengths and career goals! We look forward to meeting with you one-on-one. For a complete list of our services, please visit our website.

ATHLETICS (INTERCOLLEGIATE) BRUMBELOW BUILDING WWW.UTEPATHLETICS.COM 915.747.5347

UTEP Athletics launches an exciting new era in 2018 with Jim Senter as Director of Athletics. Senter comes to the Sun City after serving as Director of Athletics at The Citadel, The Military College of South Carolina, for three years. Look for the Miners to continue adding to a storied athletics legacy under his leadership. UTEP has captured 21 Division I national championships, none more significant than the men's basketball team's march to the 1966 title. The legendary Don Haskins became the first coach to start five African-American players in the NCAA championship game, and the historic moment was immortalized in the 2006 motion picture "Glory Road." UTEP remains the only Division I school in the state of Texas

to win a national title in men's basketball. The Miners have also won 20 national titles in cross country and track & field. UTEP currently sponsors 16 Division I sports and is a member of Conference USA. The UTEP football program gets a fresh start in 2018 under the direction of coach Dana Dimel. The season opens at home versus Northern Arizona on Sept. 1. The men's and women's basketball programs also boast a proud tradition with a combined 19 NCAA Tournament appearances. Visit sportslottery.utep.edu to get your free student tickets, or go to utepathletics.com for more information. Every person makes a difference! Go Miners!

ENTERING STUDENT PROGRAM UNDERGRADUATE LEARNING CENTER, ROOM 344 WWW.ACADEMICS.UTEP.EDU/ESP 915.747.7618

The Entering Student Program (ESP) serves the majority of students at UTEP through University courses and learning communities. The ESP offers two versions of UNIV 1301 Seminar for Critical Inquiry, which is a core curriculum course under the Component Area Option. The majority of UNIV 1301 sections are for first-year students with fewer than 30 semester credit hours; selected sections of UNIV 1301 are for transfer students in their first or second semester at UTEP. Entering students, whether first-year or transfer, will build on their talents, skills, and experiences to successfully transition to UTEP through UNIV 1301—a course to support students' leadership development, academic excellence, and campus and community engagement—paving the way to success in their educational and professional pursuits and honing their UTEP Edge. Through the ESP, learning communities, which link core courses so that students can develop social and academic connections,

are available for general, discipline-specific, and special populations. An additional component of ESP is a large peer (student) leader program.

EQUAL OPPORTUNITY OFFICE
KELLY HALL, ROOM 302
WWW.UTEP.EDU/EOAA
EOAA@UTEP.EDU
915.747.5662

The University of Texas at El Paso is an Equal Opportunity/Affirmative Action Employer. The University will not discriminate against employees or applicants for employment because of race, color, national origin, age, religion, disability, genetic information, veteran status, sexual orientation and gender identity. UTEP's commitment to providing equal opportunity also applies to students, applicants for admission and other beneficiaries seeking access to our programs, facilities or services. Discrimination based on any of these protected categories is strictly prohibited.

The University of Texas at El Paso is committed to maintaining learning and working environment that is free from discrimination based on sex in accordance with title ix of the Higher Education Amendments of 1972 (Title IX), Title VII of the Civil Rights Act of 1964 (Title VII) and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct includes sexual harassment, sexual violence, sexual assault, stalking, domestic violence and/or dating violence. Sexual harassment is a form of sex discrimination and will not be tolerated.

Students have the responsibility of not engaging in any behavior that is discriminatory or harassing toward others. Sexual harassment in any form will not be tolerated and individuals who engage in such conduct may be subject to disciplinary action.

Brochures containing information about sexual harassment and misconduct, complete policy, as well as complaint resolution options are available in the Equal Opportu-

nity Office, or on the website at www.utep.edu/eoaa. Individuals may be assured that they are protected from retaliation for filling or assisting in an investigation of a complaint of discrimination.

The University is also committed to maintain learning and working environments as free as possible from conflicts of interest and favoritism. Some romantic, dating or sexual relationships, while consensual, create conflicts of interests. This is applicable to faculty, staff and students. Prohibited consensual relationships at UTEP are:

- A coach or athletic staff and any student athlete or student assigned to or associated with the athletics department, such as interns and student employees.
- A faculty member and a student who is enrolled in the faculty member's course or who is otherwise under the supervision of the faculty member.
- A supervisor and a subordinate whether the supervisory relationship is direct or indirect, unless the supervisor discloses the relationship in advance to the Associate Vice President of Human Resources and a management plan is in effect.

Concerns related to the consensual relationship policy, please contact the Equal Opportunity Office at 915.747.5662.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities that receive federal funding. Inquiries regarding Title IX should be referred to the University's designated Title IX Coordinator(s):

SANDY VASQUEZ,
TITLE IX COORDINATOR
(Investigation of concerns related to Faculty and Staff)
Assistant Vice President for
Equal Opportunity and Compliance Services
Ethics Officer, ADA Coordinator
Kelly Hall, Room 302
915.747.5662
svasquez@utep.edu

DR. CHARLIE GIBBENS,
DEPUTY TITLE IX COORDINATOR
(Investigation of concerns related to students)
Assistant Vice President for Student Support
Union West Room 102
915.747.5648
cegibbens@utep.edu

DR. CATIE MCCORRY-ANDALIS,
DEPUTY TITLE IX COORDINATOR
(Education, Training and Outreach)
Associate Vice President
and Dean of Students
Union West 102
915.747.5648
cmandalis@utep.edu

GRADUATE SCHOOL
MIKE LOYA ACADEMIC SERVICES BLDG.,
ROOM 223
WWW.GRADUATE.UTEP.EDU
915.747.5491

Graduate education at UTEP has grown tremendously since the first graduate degree was awarded over seventy years ago. Today, the University enrolls more than 3,300 graduate students in an array of academic programs, including 22 Doctoral degrees, 78 Master's degrees, and post-graduate certification in 25 areas. UTEP is the country's only doctoral research-intensive university with a student body that is predominantly Mexican-American (Carnegie Classification of Institutes of Higher Education) and makes a significant contribution to the number of graduate degrees held by Hispanics nationwide.

Completion of a graduate degree will provide you with the opportunity to develop new knowledge and have higher earning potential as well as greater protection against unemployment. Every unit at UTEP is committed to developing academic programs and research initiatives that reflect a strong commitment to access of graduate education for our students and the excellence of that graduate opportunity. The UTEP faculty conducts nationally competitive research that capitalizes on the University's unique setting along the US-Mexican border. This includes

research in biomedical and health sciences; border and regional issues; business, policy and social sciences; communication and information technology; education; environment and energy; materials and manufacturing; and transportation and infrastructure.

The Graduate School provides many opportunities for professional growth including professional development workshops, consultations, dissertation studios, and connection to resources. You can learn and master a range of professional and academic skills that will support your professional and career success.

If you are interested in enrolling for graduate studies, contact the Graduate School at (915) 747-5491, visit our website, www.utep.edu/graduate, or contact the academic program for deadlines, requirements, and other information.

HONORS PROGRAM
UNDERGRADUATE LEARNING CENTER,
ROOM 118-124
915.747.5858

The University Honors Program offers UTEP students that excel academically an opportunity to enroll in courses that provide a richer, more intense and challenging academic experience. Students who remain active in the program may graduate with an Honors certificate or an Honors degree. Freshmen students may apply to be admitted to the program if they have an SAT score of 1030, an ACT score of 22, or rank in the top 10% of their high school graduation class. A cumulative GPA of 3.3 is required for current or transfer students who are interested in the program. This GPA must be kept throughout their years at the University in order to remain active.



LIBRARY **LIBRARYWEB.UTEP.EDU** **915.747.5643**

The UTEP Library provides faculty, staff, students, and community users with library materials and services to support educational endeavors. Library services may be accessed through the library website at libraryweb.utep.edu. The Library offers a variety of services, including:

- Professional librarians provide research assistance, consultation, and instruction
- Collaborative Learning Center has over 300 computers, print stations and tech support
- The Math Resource Center for Students (MaRCS) provides qualified math tutoring
- University Writing Center provides writing assistance to all students
- Student Technology Support Center (3rd floor) offers assistance with technical issues
- Wireless Internet connectivity
- Group Study Rooms with Projectors (Available by Check-out)
- Over 400 electronic databases
- Over 1 million books, documents, microforms, and media items
- The Assistive Technology Lab provides

assistive technology for students with special needs

- Special Collections of rare books and archival materials on El Paso and the Border Region
- Private study carrels for graduate students (apply through Graduate School)
- Jazzman's coffee shop and snacks
- Military Student Success Center

HOURS: Mon-Thursday 7a.m. - 1a.m.,
Friday 7a.m. - 8p.m., Saturday 9a.m. - 6p.m.,
Sunday noon - 1a.m.

MATH RESOURCE CENTER FOR STUDENTS

LIBRARY, ROOM 218
MARCS.UTEP.EDU
915.747.5366

The Mathematics Resource Center for Students (MaRCS) provides walk-in, face-to-face tutoring for all undergraduate mathematics courses. This is a free service for all UTEP students. The tutors are undergraduate and graduate students who have mastered the content areas they help

students with. Tutors are here to help you understand the topics you are studying. In most cases, they took the same course a few years ago, so they are well prepared to answer your questions. They can help you understand your text and the examples it provides. They can guide you through the solution of typical exercises, and help you devise a problem solving strategy to use in the course. The goal of tutoring is to supplement your lecture and textbook to help you master the mathematics you need in order to succeed in your education and in your career. Come on in. We're here to help!

MINER GOLD CARD OFFICE ACADEMIC SERVICES BLDG., ROOM 116 915.747.7334

One card, multiple uses! Your Miner Gold Card (MGC) is much more than an ID card. In addition to being your official UTEP ID, it serves as your Library Card, is used for attendance, tutoring, book loans, Student Health Center, Career Center, Computer Lab, Recreation Center, Counseling, as well as giving you access to campus and authorized buildings and facilities as long as you are a registered student. Your Miner Gold Card is also your ticket into football and basketball games when you register at sportslottery.utep.edu.

Miner Meals and Miner Bucks are also on your MGC. For Miner Meals, a minimum deposit of \$5.00 is required increments and you will receive a 10% discount at the time of purchase at locations around campus. To print and make copies, use your Miner Bucks. Miner Bucks will also enable you to make food purchases, and if living on campus you can use the laundry facilities at the residence halls. Go to the Cashiers to deposit money for Miner Meals or Miner Bucks, or you can go to <http://minergoldcard.utep.edu> to deposit with credit or debit card.

Your MGC is also used for Meal Plans sold on campus. UTEP now offers a wide range of Meal Plans you can use at the Pick 'n Shovel. Please visit My UTEP Dashboard, click on

Meal Plan or Miner Gold Card or go to <http://minergoldcard.utep.edu> to enroll in your meal plan. Learn more about the features of the MGC by visiting <http://minergoldcard.utep.edu>.

OFFICE OF EMERGENCY MANAGEMENT 1851 WIGGINS AVENUE, CARL HERTZOG BUILDING (915) 747-7124

The Office of Emergency Management's (OEM) mission is to help protect the university by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

GOAL:

OEM has a goal for a safe Campus Community by assisting in our University's capacity to manage and mitigate incidents when they occur. These are achieved by risk assessment, hazard analysis, written plans and procedures, training, drills and exercises.

LOCATION:

OEM is located within the Environmental Health and Safety department at 1851 Wiggins Avenue, Carl Hertzog building. The direct phone number is (915) 747-7124. The Coordinator for Emergency Operations can be reached at any time through the Police Department Dispatch Office by calling (915)747-5611.

OEM PROVIDES:

- A web site designed to keep the University community informed with alerts and communications notices in the event of a campus emergency or campus closure.
- Campus tips or guidelines for students, faculty and staff about personal and university preparedness to include the University's Emergency Management Plan.
- Presentations to university departments, classes or organizations about emergency management and personal safety and protection.

EMERGENCY PREPAREDNESS INCIDENTS

It's very important that for all hazardous incidents, whether man-made or naturally caused, the course of action for the emergency condition or incident as a whole will be determined by the On the Scene Incident Commander for single incident / jurisdiction or Unified Command for complex / multi-jurisdictional areas, with supporting personnel, departments and agencies assisting as needed or required. This may include an incident involving an active shooter, fire or numerous other emergency incidents.

EVACUATION

An emergency incident or hazardous condition may occur in an area of campus or a large event such as a sporting event. An immediate evacuation may be necessary and individuals may need to be directed and assisted in this process.

Often, evacuation will be limited to moving out of a building to an outside area. This is known as limited evacuation. An example would be when a fire alarm is activated due to a reported fire and smoke conditions. In this instance, the primary objective is life safety and the best course of action is to immediately exit the building and relocate to an area pre-designated in an evacuation plan.

*Pre-designated area may be a parking lot, open field or even entry into another nearby building.

In some instances, a large-scale evacuation is necessary which will include multiple buildings, large areas, or the entire Campus. These incidents present unique challenges in which hazardous conditions may be so significant that the time period for rapid notification to the Campus Community is significantly diminished. The overarching principle in this case is to expedite the process of evacuation for preservation of life and safety. Such a large magnitude occurrence will require multijurisdictional coordination to achieve effectively evacuation safely.

SHELTER IN PLACE

Shelter in Place is a course of action whereby the occupants of a building or structure remain inside, where they are. This may occur during periods of severe weather such as thunderstorms and high winds.

During a release of a hazardous material from another location, the safest action may be to remain sheltered inside a building to avoid being exposed to a potentially toxic gas or vapor.

BECOME A COMMUNITY EMERGENCY RESPONSE TEAM (CERT) MEMBER

CERT members are selected volunteers who are trained in emergency perpetration, mitigation and response activities. CERT members can provide critical support to first responders, and render assistance to victims and organized volunteer responders. CERT members assist with non-emergency projects supporting campus safety. Get involved!! Contact Environmental Health & Safety for additional information and resources at 915.747.7124 or ehs.utep.edu.

AREAS OF REFUGE

Areas of refuge often describe specific locations identified within structures where occupants may evacuate early in an incident to await a general evacuation by emergency responders. This may include, for example, a protected stair in a building where fire and smoke conditions are blocked from entering by fire rated doors / walls. Occupants move to these areas first and then exit completely from the building. These areas also allow a safe place for physically challenged personnel until rescue from responders is possible.

ACTIVE SHOOTER

Although the likelihood of an active shooter incident occurring on campus is low we must be prepared for the unexpected.

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined populated area. This type of incident occurs quickly and with little or no warning. It is important that individuals react quickly to protect themselves and assist others.

If you hear what you believe could be gunshots from inside your building or you receive a Miner Alert emergency text message that there is an active shooter within your building, you must quickly evaluate the situation and react:

- Determine if you can safely evacuate the building without encountering the shooter.
- Find a safe place outside and call 9-1-1 (Police, Fire & Ambulance).
- Try to prevent anyone from entering the building.
- If it is not safe to evacuate, barricade yourself in a room by locking the doors or blocking the entrance with desks chairs or anything to prevent the shooter from entering.
- Remain calm, turn off all lights, silence cellular phones and remain silent.
- As a last resort, if the shooter confronts you and you can't get away consider trying to incapacitate the shooter.
- You must be committed and act as a team if others are with you.
- Throw items such as books, chairs or anything at the shooter then rush and disarm the shooter.

If you hear what you believe could be gunshots while outside or receive a Miner Alert text message about an active shooter or gunshots take action:

- Follow the Miner Alert instructions and avoid area of gunshots.
- Seek nearby shelter, such as a large tree or wall, to hide.
- Wait for the all clear instructions before leaving your safe location.

When Law Enforcement arrives remember they do not know who you are or if you are the shooter.

- Follow their instructions
- Try to remain calm
- Don't point, scream or yell
- Be quiet and compliant.
- Raise your hands show them that your hands are empty

Review the Active Shooter video on the UTEP website portal - My Home titled: Shots Fired - When Lightning Strikes

LOCKDOWN

If there is an unsafe incident on campus you will be provided instructions to evacuate or remain in place.

- Follow instructions
- Remain in your classroom or office if safe to do so
- If in a hallway move to a room that can be locked
- Stay away from window(s)
- Lock all doors
- If outside, attempt to enter a building that you are familiar with
- Wait until you are told that it is all clear and it is safe to move

REMEMBER

- Get Out
- Call Out
- Hide Out
- Take Out

OFFICE OF SPECIAL EVENTS

DON HASKINS CENTER

151 GLORY ROAD

WWW.UTEPSPECIALEVENTS.COM

915.747.5481

"There's no business like show business." The Office of Special Events is dedicated to bringing quality entertainment to UTEP and the El Paso/Juárez communities. We operate as a full production house responsible for the booking and management of UTEP's events facilities: Sun Bowl Stadium, Don Haskins Center, Magoffin Auditorium, Memorial Gym and Holiday Hall. The Office of Special Events is proud to have presented artists such as Trans-Siberian Orchestra, WWE Live!, Guns N' Roses, Journey, Enrique Iglesias, Pitbull, Gabriel Iglesias, Juan Gabriel, The Eagles, Showtime Boxing, One Direction, Cirque Du Soleil's Alegria, Dralion, Quidam, Varekai & Ovo, Alan Jackson, Michael Buble, Shakira, George Lopez, The Cure, Luis Miguel, Major League Soccer, Monster Jam and many, many more.

Our office is also responsible for UTEP Commencements, high school graduations, and providing production and technical services to other University departments.

We are a young and vibrant department where students and staff come together to provide our community with quality of life.

PARKING & TRANSPORTATION SERVICES

ACADEMIC SERVICES BLDG., ROOM 122
WWW.PARKING.UTEP.EDU
PARKING@UTEP.EDU
915.747.5724

Information on event parking, visitor permits, and Accessible parking can be found at <https://parking.utep.edu>. Bus Services: Sun Metro Routes # 10, #70 and Route # 75 and Brio stop within walking distance of the campus. The Miner Metro shuttles provide access to the main campus from parking lots around the perimeter of campus and from the Campbell Building to the main campus. All shuttle routes have accessible buses on each route; schedules are located on the website and at bus shelters. For additional info contact the Miner Metro Office at 747-5800.

Emergency call boxes (located by blue signs) are located throughout campus and in the parking lots for emergency assistance. Our web services include: parking permit sales, citation payments, and citation appeals. Information is also available on our carpool program, carpool matching service, and regarding bicycle storage racks and walking paths. Please visit our customer service office at the Academic Services Building Room 122 for additional assistance. Our hours of operation are Monday - Friday 8 am to 5 pm.



STUDENT BUSINESS SERVICES

MIKE LOYA ACADEMIC SERVICES BLDG., ROOM 118
WWW.SBS.UTEP.EDU
915.747.5116

Under the Financial Services Division, Student Business Service is responsible for ensuring the proper stewardship of the University's financial resources. Toward this end, we strive to provide valuable, timely, and meaningful financial information to University administrators to allow informed decision making in pursuit of overall institutional goals. We implement sound and efficient financial practices and services to the University community and provide service to our customers in an ethical, professional, and courteous manner. Our goal is to be sensitive and responsive to the needs of our customers - University students, administrators, faculty, staff and representatives from other state agencies. We are committed to innovation, change, and self-evaluation in order to meet these needs.

The time and money spent at UTEP while pursuing your academic degree will prove to be an important and worthwhile lifetime investment for you. Make use of our website which provides valuable and timely information regarding tuition and fees, billing statements, dates, and access to our convenient online payment options.

STUDENT HEALTH CENTER AND WELLNESS CENTER

UNION EAST BUILDING, SUITE 100

The Student Health Center and Wellness Center plays a key role in promoting academic success by offering confidential health services to all students who are enrolled and provide a valid picture ID (preferably) the UTEP Id card. Highly qualified nurse practitioners, physician, registered nurses and, pharmacist, sports nutritionist, and physical therapist staff the center. These services are offered at a reasonable price and other services are available by referral. The Student Health Center now ac-

cepts third party insurance except Medicare and Medicaid and Tricare. We file your claim at no additional cost.

TECHNOLOGY SUPPORT CENTER

LIBRARY, ROOM 300

TSC.UTEP.EDU

HELPDESK@UTEP.EDU

915.747.HELP (4357)

At The Technology Support Center (TSC), the UTEP community will find a suite of technology resources that are not readily available anywhere else on campus! A dedicated support team ensures that we provide the best experience possible to all who visit the TSC.

Our state-of-the-art video editing stations are reserved for media creation using specialized software such as Adobe Creative Cloud (Photoshop, Illustrator, Premier, and more). These high-end workstations have dual 27-inch LCD monitors and users have access to all Center printers, including a large format printer which allows users to print color posters that are 36 inches wide and up to 10 feet long.

Collaborative learning in a group environment is encouraged with the use of our fully equipped group study rooms. Each room is a small conference room with a maximum occupancy of four people. The group study rooms are equipped with a Mac computer and a 42-inch flat-screen monitor, as well as connectivity to the monitors using personal laptops.

Our conference room accommodates up to 15 people, and provides a professional setting for your meetings or interviews. This room is equipped with HD video conferencing equipment for up to three remote sites, a 80-inch LCD screen, a touch-screen computer, wireless connectivity, and teleconference capability with audio bridge for up to six calls.

Students may use their own laptops to work in our mobile computing area which is complete with a laptop counter section and



mobile furniture. Students have access to 24 USB charging ports, 52 convenient power outlets, 15 MacBook Air charging cables, and two charging stations with adapters for a variety of mobile devices. The TSC also offers a robust wireless Internet connectivity, wireless printing, and large portable whiteboards.

The TSC's equipment checkout program helps support the technological proficiencies taught in UTEP courses. The program provides students, faculty, and staff with access to equipment and accessories for academic purposes including laptops, calculators, projectors, projection screens, video cameras, digital cameras, voice recorders, headphones, and various types of cables. Laptops and headphones are also available for checkout in the Union East Cyber Café.

The Computer Clinic puts your technology fees to work! The following services on personally-owned computers are offered at no cost: installation of Microsoft Windows, Microsoft Office 365, and Mac OS, installation of any software purchased by and brought in by students, virus and malware removal, as well as the installation of software tools to remove viruses and spyware on infected computers. Hard drives and memory purchased by students will also be installed at no cost to you. About 130 personally-owned computers are serviced every month at the Computer Clinic.

The Collaborative Learning Center (CLC), located on the main floor of the Library, is an extension of the Technology Support Center.

Students have access to 235 Windows computers, 54 Macs, a print credit pay station, six black-and-white laser printers, two color printers, and three scanners. The computers have a variety of software applications. An average of 1,400 users access a CLC computer on a daily basis for printing, Blackboard, Internet browsing, word processing, spreadsheet use, PDF authoring and more. This service is also available in the Union East Cyber Café which offers with 24 Macs, 36 Windows computers, and printers.

Hands-on workshops are offered on a monthly basis at the Technology Support Center. These free workshops help students, faculty, and staff become familiar with software that may be essential to complete course work. Workshops include iMovie, Adobe Premier, Adobe Photoshop, and Excel, as well as University tools such as Blackboard and Qualtrics Survey Suite. Our training room is equipped with 31 stations and one instructor station. More information can be found at tsc.utep.edu.

The Assistive Technology Lab, located inside the TSC, provides assistive technology for students with special needs. ATL computers feature several major adaptive software packages including ZoomText, JAWS, and Kurzweil 1000 and 3000. Upon request, a small private room is available for dictation using Dragon Naturally Speaking. Whether you are visually impaired, easily distracted, or learn better when your academic materials are presented orally, we have the tools you need. Assistive technology is also available in the Union East Cyber Café.

The Technology Support Help Desk is also located at the Center. It is the UTEP community's single point of contact for all technology-related questions or issues. Services include assistance with account issues, computer software requests, wireless Internet setup, Blackboard assistance, student printing support, and basic software support. The Help Desk can be reached via phone, email, live chat, and in person at the TSC. Visit helpdesk.utep.edu for more details. Some of these walk-in services are also available at the Union East Cyber Café.

MyApps (my.apps.utep.edu) is a web-based system that allows users to access standard and major-specific UTEP software from virtually any computer with an Internet connection, on or off campus. From MyApps users can print to any campus lab printer with a release station without having to connect to or load printer drivers. For more information, please visit info.myapps.utep.edu and info.MobilePrint.utep.edu.

UNIVERSITY BOOKSTORE

2201 SUN BOWL DRIVE
EL PASO, TEXAS 79902
WWW.UTEPBOOKSTORE.COM
915.747.5594

The University Bookstore is located right off of I-10, on University Avenue and Sun Bowl Drive, at the front door of campus, so to speak. The first floor is devoted to apparel, gifts computer software, and UTEP memorabilia, along with general interest books, snacks and magazines. The second floor is reserved for student textbooks.

The primary purpose of the bookstore is to serve students, faculty, staff and alumni with course specific textbooks, supplies, graduation regalia and UTEP memorabilia.

The UTEP Bookstore is now offering Price Match (see store for details), digital textbooks as well as the rental program to all UTEP students.

The rental program is about affordability, flexibility and convenience. Students can save up to 80% or more compared to the price of a new textbook.

We're right here on campus, and we accept payment options like financial aid and Miner Gold Card for textbooks rentals ... something students can't do online.

Students can trust us to make Rent-A-Text a win-win for everyone. Over the last four years, Rent-A-Text has saved students at UTEP over 1.5 million dollars.

Textbooks buyback is offered year-round. However, the best time for students to sell their books is during finals week. We may pay up to 50% of the textbook price providing the textbook is being used for the upcoming semester and it is in usable condition.

For hours of operations and the latest new items at your University Bookstore, please visit us at www.utepbookstore.com or call us at (915)747-5594.

UNIVERSITY POLICE DEPARTMENT

3118 SUN BOWL DRIVE
EL PASO, TEXAS 79968
915-747-5611

WWW.UTEP.EDU/POLICE

The University Police Department is a proud member of our vibrant community and is committed to the University's mission of access and excellence serving our 21st century student demographic. Our goal and responsibility is to provide 24-hour police services, protecting the life and property of students, faculty, staff and visitors of the University. The men and women of the University Police Department invite you to visit us online at www.utep.edu/police and are confident the information that is provided will be beneficial and helpful for you.

The University Police Department is located at 3118 Sun Bowl Drive, and is open 24 hours, 7 days a week including holidays and weekends. Report suspicious activities and campus incidents immediately to University Police at (915) 747-5611. In case of an emergency, immediately dial 9-1-1 (Police, Fire & Ambulance).

Every effort is made to maintain a safe and secure learning environment. High visibility patrols and frequent checks of campus buildings and grounds assure a quick response to those requesting assistance. The department maintains a crime prevention program for all staff and faculty members and, during student orientation, provides students with information on police services.

The University Police Department encourages members of the UTEP community to take note of and become familiar with the locations of emergency telephones/yellow call boxes. Call boxes in parking lots are marked with a blue strobe light or a yellow call box and connects caller directly to the University Police.

The Jeanne Clery Act is a Federal Act that requires colleges and universities to disclose information about crime on and around their campuses.

- Colleges and Universities must provide Timely Warnings to the campus community about crimes that pose an ongoing threat to students and employees.
- A Public Crime Log provides information and is available at the University Police Department and online at www.utep.edu/police
- For additional information visit www.securityoncampus.org/schools/cleryact/

ACADEMICS, STUDENT EDUCATION AND SAFETY POLICE RESOURCES:

- Office of Support Services: The Office of Support Services is available for an interview by persons seeking information for speeches, papers, or articles for class assignments. Please call Support Services at (915) 747-6640 or (915) 747-6338 to schedule an appointment or to inquire more information.
- Campus Safety Presentations: On campus presentation and safety tips are provided at New Student Orientation and to the university community. Presentations are also available to campus groups and classes. Please contact (915) 747-6640 or (915) 747-6338 for additional information and to schedule a presentation.
- Ride-A-Long Program: Ride-A-Long Program: Participants may ride or walk with an officer on patrol for up to a two-hour period to gain firsthand knowledge of police procedures and operations.
- Your Law Enforcement on Campus: Officers meet and greet students during their normal patrols to continue building better partnerships and promote safety on campus.

- **Lost & Found:** If you have lost a personal item on campus, call (915) 747-6640 or (915) 747-6338. You can also submit your inquiry at lostandfound@utep.edu. Please note, items that pose or present sanitation risk(s) are discarded; i.e. (water bottles, food and drink containers, clothing, including coats and jackets). Unclaimed items are stored for 60 days at the Police Department. After 60 days, unclaimed items are transferred to the Surplus Department for appropriate disposal. Data sensitive materials are destroyed if unclaimed. Individual claiming property are required to provide a valid photo ID (e.g., Miner Gold Card ID, Texas Driver's License, and Official Passport). Property will not be released to anyone without an ID.
- **Police Department Initiatives:** The University Police Department offers a variety of initiatives throughout the academic year such as, but not limited to VIN Etching, Red Ribbon and Alcohol Awareness. Please visit us at www.utep.edu/police for upcoming events and initiatives.
- **Motor Vehicle Assistance:** Motor vehicle assistance is available to members of the UTEP community. Services include; battery jump start service, transportation of gasoline if your vehicle runs out. Motor vehicle assistance is available by contacting University Police at 915-747-5611 or by utilizing any of the Emergency call boxes. Please be prepared to provide your name, vehicle description/color, and location. Please note: Vehicle operator pays for the gasoline.
- **Women's Self Defense Course:** This 12-hour course teaches women on how and what to do if threatened. You will also learn the four types of four types of risks:
 - Risk Awareness
 - Risk Recognition
 - Risk Reduction
 - Risk Avoidance
 For additional information and registration please visit us at: www.utep.edu/police.
- **Miner Alert:** Is the University's emergency alert notification system and used to immediately contact you during urgent or emergency situations. Miner Alert provides useful information and updates via text messages to your:

FREE POLICE SERVICES:

- **Safety Escort Service:** University Police provide on-campus safety escorts to enhance your safety and peace of mind. This service is available 24 hours to include holidays and weekends. Call (915) 747-5611 to request this service.
- **Bicycle Registration:** Register your bicycle at the University Police or contact any patrol officer to request this service. In the event your bike is stolen and later recovered, it allows University Police to match the bike with your information and permits the department to return the property to its rightful owner. Call (915)747-6640 or (915) 747-6338 to schedule an appointment to register your bike.
- **Operation Identification:** This program helps safeguard your personal property by engraving your driver's license or state issued identification card number onto your personal property. Engravers can be checked out at the University Police Department. Call (915)747-6640 or (915) 747-6338 to schedule an appointment and help us protect your property.

- E-mail account (work, home, and other).
- Wireless device (cell phone, Smartphone).
- Register your cell phone at: <https://getrave.com/login/utep>
- If you need further assistance, please do not hesitate to contact the helpdesk at (915) 747-4357 or via e-mail at helpdesk@utep.edu.

IMPORTANT PHONE NUMBERS

- Emergency (Police, Fire & Ambulance) 9-1-1
- University Police Department 915-747-5611
- UTEP PD-Criminal Investigation Division 915-747-6639
- UTEP PD-Special Services/Crime Prevention 915-747-6640 OR 915-747-6338
- UTEP PD-Administration & General Information 915-747-6636
- UTEP PD-Police Reports 915-747-8155
- Environmental Health & Safety 915-747-7124

- Dean of Students
915-747-5648
- Counseling & Psychological Services
915-747-5302
- Student Health & Wellness Center
915-747-5624
- Parking Transportation
915-747-5724
- Library
915-747-5672

WHAT ELSE CAN I REPORT TO UNIVERSITY POLICE?

- Report a crime or suspicious activity.
- Report an accident or injuries.
- Property crimes or vandalism and theft.
- After-hours facility issues.
- Motor vehicle crash reports and assistance.

CRIME PREVENTION TIPS

- Never leave your valuables unattended or unsecured.
- Stay alert and aware of your surroundings at all times.
- Walk near the curb; avoid shrubbery or other places of concealment.
- Know your campus; building name, room number and streets.
- Know the exits of the building where you study, work or visit.
- Keep doors and windows locked to your dorm/apartment at all times.
- Use a two-lock locking system when securing your bicycle on campus: The primary lock should be a U-shaped lock that uses a flat key, and the secondary lock a self-locking cable.
- Call University Police for a Safety Escort Service at (915) 747-5611.
- Preprogram the University Police Department's number into your cell phone: (915) 747-5611. Never hesitate to report suspicious activity and consider putting this number on speed dial in case of emergencies.

UNIVERSITY WRITING CENTER LIBRARY, ROOM 227 UWC.UTEP.EDU 915.747.5112

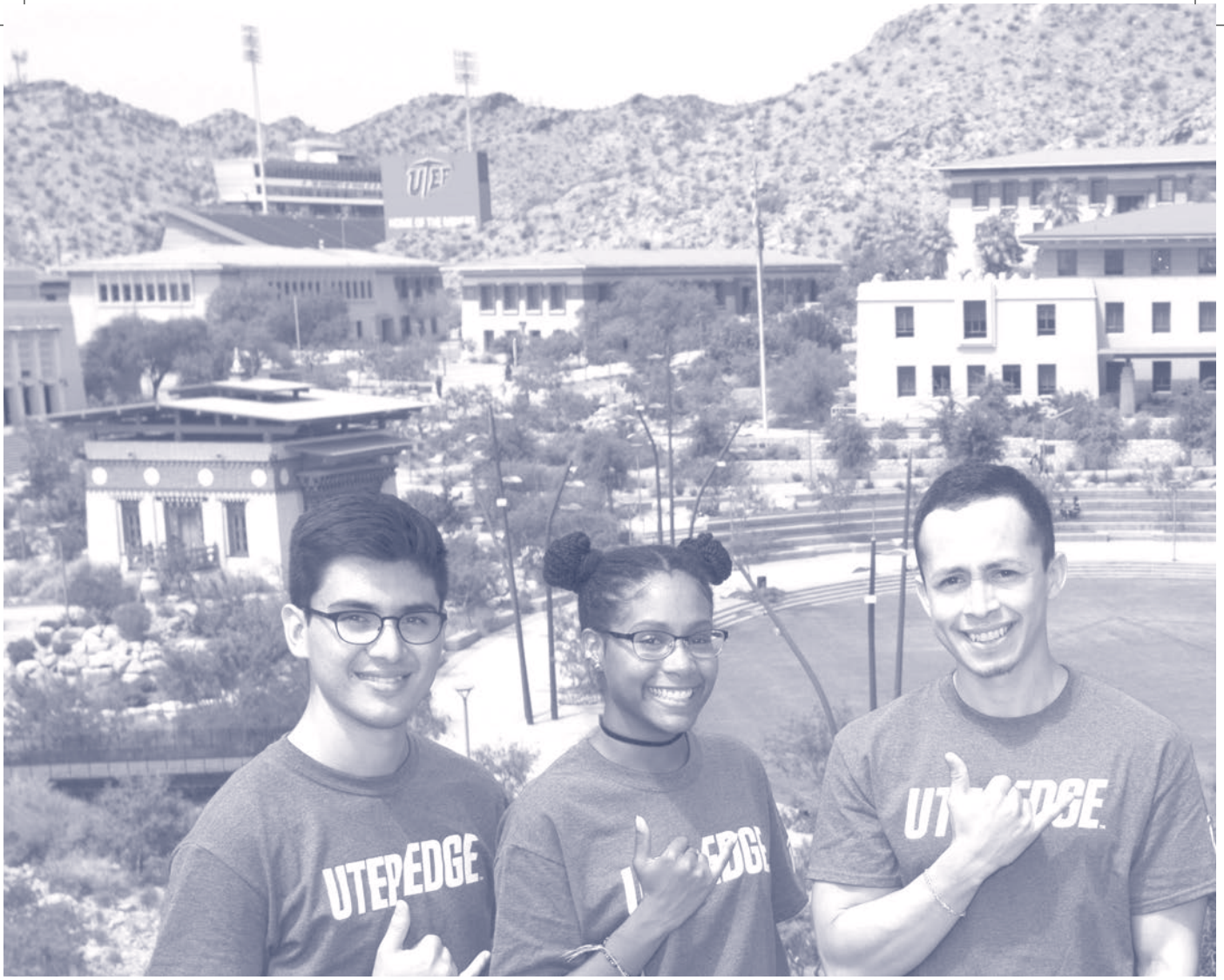
The University of Texas at El Paso's University Writing Center (UWC) focuses on helping students from all disciplines and at all degree levels, to better understand the rhetorical choices writers make in order to be effective communicators and writers. Moreover, the UWC works with faculty across campus to create and integrate effective multi-modal writing assignments into their classes and to use the UWC's resources and consultants in enhancing students' writing experiences. The UWC adapts pedagogies and methods to reflect professors' course content and to highlight our collaborative approach to writing through a variety of mediums.

The UWC's Writing Help Online Center (WHO) is focused on addressing the writing needs of online students. The WHO offers synchronous online writing assistance free of charge for the growing number of online classes, degrees, and certificate programs at UTEP.

The UWC offers students the Creative Collaboratorium (CC) - a space for studying best collaborative practices in face-to-face and online interactions. The CC is also a space to assist students with assigned collaborative projects and positive strategies on how to work with others.

The UWC Conference room is available for a variety of student and faculty uses such as dissertation or thesis defense, video conferencing, and writing workshops. State-of-the-art technology is provided.

Our consultants are advanced undergraduate and graduate students who can assist you at any stage of your writing!





MINER GUIDE PLANNER*

2018-2019

*DATES CURRENT AS OF PUBLISHING DATE: 04/06/18

AUGUST | 2018



S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

30 MONDAY

JUL

31 TUESDAY

1 WEDNESDAY

AUG

- Deadline to Apply for Spring 2019 Study Abroad Program

2 THURSDAY

3 FRIDAY

4 SATURDAY

- 2018 Summer COURI Symposium - UGLC 9:00AM - 2:00PM

5 SUNDAY

SEP 2018	S	M	T	W	T	F	S
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We think according to nature. We speak according to rules. We act according to custom.

—Francis Bacon

2018 | **AUGUST**

6 MONDAY

7 TUESDAY

8 WEDNESDAY

9 THURSDAY

10 FRIDAY

11 SATURDAY

12 SUNDAY

AUGUST | 2018



AUG 2018	S	M	T	W	T	F	S
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13 MONDAY

14 TUESDAY

15 WEDNESDAY

16 THURSDAY

17 FRIDAY

• UTEP Soccer v. Lubbock
Christian at UTEP

18 SATURDAY

19 SUNDAY

SEP 2018	S	M	T	W	T	F	S
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I believe every human has a finite number of heartbeats. I don't intend to waste any of mine.

—Neil Armstrong

2018 | **AUGUST**

20 MONDAY

21 TUESDAY

22 WEDNESDAY

23 THURSDAY

24 FRIDAY

• UTEP Soccer v. Idaho State at UTEP

25 SATURDAY

26 SUNDAY

• UTEP Soccer v. UTRGV at UTEP

AUGUST | 2018



AUG 2018	S	M	T	W	T	F	S
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27

MONDAY

- Miner Welcome
- Classes Begin
- Late Registration

28

TUESDAY

- Miner Welcome
- Late Registration

29

WEDNESDAY

- Miner Welcome
- Late Registration

30

THURSDAY

- Miner Welcome
- Late Registration

31

FRIDAY

- Minerpalooza
- Miner Welcome
- UTEP Soccer v. Grand Canyon at UTEP

1
SEP

SATURDAY

- UTEP Football v. Northern Arizona at UTEP

2

SUNDAY

- UTEP Soccer v. Northern Illinois at UTEP

SEP 2018	S	M	T	W	T	F	S
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If you have a positive attitude and constantly strive to give your best effort, eventually you will overcome your immediate problems and find you are ready for greater challenges.

2018 | SEPTEMBER

3

MONDAY

—Pat Riley

LABOR DAY

• University Closed

4

TUESDAY

5

WEDNESDAY

6

THURSDAY

• Work at UTEP Job Fair

7

FRIDAY

• UTEP Volleyball Bolderland Invitational

8

SATURDAY

• UTEP Volleyball Bolderland Invitational

9

SUNDAY

SEPTEMBER | 2018



SEP 2018	S	M	T	W	T	F	S
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25	26	27	28	29	30		

10 MONDAY

11 TUESDAY

12 WEDNESDAY

• Fall Census Day

13 THURSDAY

14 FRIDAY

• El Grito Ceremony

15 SATURDAY

16 SUNDAY

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

—Albert Einstein

17 MONDAY

18 TUESDAY

19 WEDNESDAY

20 THURSDAY

- UTEP Soccer v. Marshall at UTEP
- Career Expo - Don Haskins Center 9:00AM-2:00PM

21 FRIDAY

- Career Expo - Don Haskins Center 9:00AM-2:00PM

22 SATURDAY

- UTEP Football v. NM State at UTEP

23 SUNDAY

- UTEP Volleyball v. Southern Miss - UTEP 12:00PM
- UTEP Soccer v. NM State at UTEP

SEPTEMBER | 2018



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24

MONDAY

• Ally Week

25

TUESDAY

• Ally Week

26

WEDNESDAY

• Ally Week

27

THURSDAY

• Ally Week

28

FRIDAY

• Ally Week

29

SATURDAY

30

SUNDAY

- UTEP Volleyball v. UTSA at UTEP 12:00PM
- UTEP Soccer v. Middle Tennessee at UTEP

OCT 2018	S	M	T	W	T	F	S
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	28	29	30	31			

What comes out of your mouth is
determined by what goes into your mind.
—Zig Ziglar

2018 | OCTOBER

1 MONDAY

2 TUESDAY

- Graduate & Professional School Fair - Union Building
10:00AM - 2:00PM

3 WEDNESDAY

4 THURSDAY

5 FRIDAY

6 SATURDAY

- UTEP Football v. North Texas at UTEP
- (Homecoming) RSOlympics

7 SUNDAY

OCTOBER | 2018



OCT 2018	S	M	T	W	T	F	S
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28	29	30	31				

8

MONDAY

- Ability Awareness Week

9

TUESDAY

- Ability Awareness Week

10

WEDNESDAY

- Ability Awareness Week

11

THURSDAY

- Ability Awareness Week
- Wheelchair Basketball exhibition and Resource Fair - Don Haskins Center

12

FRIDAY

- UTEP Volleyball v. Florida Atlantic at UTEP 6:00PM
- Ability Awareness Week

13

SATURDAY

14

SUNDAY

- UTEP Volleyball v. FIU at UTEP 12:00PM

NOV 2018	S	M	T	W	T	F	S
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	18	19	20	21	22	23	24
	25	26	27	28	29	30	

You have to dream before your dreams can come true.

–Abdul Kalam

2018 | OCTOBER

15

MONDAY

• Love Your Body Week

16

TUESDAY

• Love Your Body Week

17

WEDNESDAY

• Love Your Body Week

18

THURSDAY

• Love Your Body Week

19

FRIDAY

• UTEP Soccer v. Charlotte at UTEP

• Love Your Body Week

20

SATURDAY

21

SUNDAY

• UTEP Soccer v. Old Dominion at UTEP

OCTOBER | 2018



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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 MONDAY

23 TUESDAY

24 WEDNESDAY

25 THURSDAY

26 FRIDAY

• UTEP Volleyball v. WKU at UTEP
6:00PM

27 SATURDAY

• UTEP Football v. UAB at UTEP

28 SUNDAY

• UTEP Volleyball v. Rice at UTEP
12:00PM

NOV 2018	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

What people say behind
your back is your standing
in the community.

—Ed Howe

2018 | NOVEMBER

29

MONDAY

OCT

30

TUESDAY

31

WEDNESDAY

HALLOWEEN

1

THURSDAY

NOV

2

FRIDAY

• Fall Drop/Withdrawal Deadline

3

SATURDAY

4

SUNDAY

• UTEP Volleyball v. Charlotte at UTEP 12:00PM

NOVEMBER | 2018



NOV 2018	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

5

MONDAY

• Veterans Appreciation Week

6

TUESDAY

• Veterans Appreciation Week

7

WEDNESDAY

• Veterans Appreciation Week

8

THURSDAY

• Veterans Appreciation Week

9

FRIDAY

• Veterans Appreciation Week

10

SATURDAY

• UTEP Football v. Middle Tennessee at UTEP

11

SUNDAY

VETERANS DAY

DEC 2018	S	M	T	W	T	F	S
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

Education is not the filling of a pail, but the lighting of a fire.

—William Butler Yeats

2018 | **NOVEMBER**

12 MONDAY

• International Cultural Festival

13 TUESDAY

• International Cultural Festival

14 WEDNESDAY

• International Cultural Festival

15 THURSDAY

• International Cultural Festival

16 FRIDAY

• International Cultural Festival

17 SATURDAY

18 SUNDAY

NOVEMBER | 2018



S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19

MONDAY

20

TUESDAY

21

WEDNESDAY

22

THURSDAY

THANKSGIVING DAY

• University Closed

23

FRIDAY

• University Closed

24

SATURDAY

• UTEP Football v. Southern Miss
at UTEP

25

SUNDAY

DEC 2018	S	M	T	W	T	F	S
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

Ability may get you to the top, but it takes character to keep you there.

—John Wooden

2018 | **NOVEMBER**

26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

• World Aids Day Observed

30 FRIDAY

1 SATURDAY

DEC

2 SUNDAY

DECEMBER | 2018



S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3

MONDAY

4

TUESDAY

5

WEDNESDAY

6

THURSDAY

• Last day of classes

7

FRIDAY

• Dead day

8

SATURDAY

9

SUNDAY

JAN 2019	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

The privilege of a lifetime is being who you are.
—Joseph Campbell

2018 | DECEMBER

10 MONDAY

• Finals Week

11 TUESDAY

• Finals Week
 • Up All Night

12 WEDNESDAY

• Finals Week

13 THURSDAY

• Finals Week

14 FRIDAY

• Finals Week

15 SATURDAY

• Fall Commencement

16 SUNDAY

DECEMBER | 2018



S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17

MONDAY

18

TUESDAY

19

WEDNESDAY

20

THURSDAY

21

FRIDAY

22

SATURDAY

23

SUNDAY

JAN 2019

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30	31		

It is the mark of an educated mind to be able to entertain a thought without accepting it.

—Aristotle

2018 | **DECEMBER**

24 MONDAY

25 TUESDAY

• University Closed

26 WEDNESDAY

• University Closed

27 THURSDAY

28 FRIDAY

29 SATURDAY

30 SUNDAY

JANUARY | 2019



S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

31 MONDAY

DEC

NEW YEAR'S EVE

• University Closed

1 TUESDAY

JAN

NEW YEAR'S DAY

• University Closed

2 WEDNESDAY

3 THURSDAY

4 FRIDAY

5 SATURDAY

6 SUNDAY

FEB 2019	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28		

A man sooner or later discovers that he is the master-gardener of his soul, the director of his life.

—James Allen

2019 | JANUARY

7 MONDAY

- Wintermester classes begin
- Last day to register for wintermester classes
- Census Day

8 TUESDAY

9 WEDNESDAY

10 THURSDAY

11 FRIDAY

12 SATURDAY

13 SUNDAY

JANUARY | 2019



S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 MONDAY

• Wintermester Drop/Withdrawal deadline

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

18 FRIDAY

• Wintermester last day of class

19 SATURDAY

• Wintermester Final Exams

20 SUNDAY

FEB 2019	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28		

The right to do something does not mean
that doing it is right.

—William Safire

2019 | JANUARY

21 MONDAY

MARTIN LUTHER KING, JR. DAY

- University Closed

22 TUESDAY

- Miner Welcome
- Spring classes begin
- Late Registration

23 WEDNESDAY

- Miner Welcome
- Late Registration

24 THURSDAY

- Miner Welcome
- Late Registration

25 FRIDAY

- Miner Welcome
- Late Registration

26 SATURDAY

27 SUNDAY

JANUARY | 2019



S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28 MONDAY

29 TUESDAY

30 WEDNESDAY

31 THURSDAY

1 FRIDAY

FEB

2 SATURDAY

3 SUNDAY

FEB 2019	S	M	T	W	T	F	S
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28		

All life is an experiment. The more
experiments you make the better.
—Ralph Waldo Emerson

2019 | FEBRUARY

4 MONDAY

5 TUESDAY

6 WEDNESDAY

• Spring Census Day

7 THURSDAY

• Career Connections Fair
(Business and Liberal Arts
Career Fair) - Union Building
9:00AM -2:00PM

8 FRIDAY

• Career Connections Fair
(Engineering & Science Career
Expo) - Union Building 9:00AM
-2:00PM

9 SATURDAY

10 SUNDAY

FEBRUARY | 2019



S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28		

11

MONDAY

12

TUESDAY

13

WEDNESDAY

14

THURSDAY

VALENTINE'S DAY

15

FRIDAY

16

SATURDAY

17

SUNDAY

MAR 2019	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

It takes less time to do a thing right, than it
does to explain why you did it wrong.
—Henry Wadsworth Longfellow

2019 | FEBRUARY

18 MONDAY

PRESIDENTS' DAY

19 TUESDAY

20 WEDNESDAY

21 THURSDAY

22 FRIDAY

23 SATURDAY

24 SUNDAY

FEBRUARY | 2019



S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

25 MONDAY

26 TUESDAY

27 WEDNESDAY

28 THURSDAY

1 FRIDAY

MAR

- Deadline to Apply for Summer and Fall 2019 Study Abroad Program

2 SATURDAY

3 SUNDAY

MAR 2019	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

Every man dies. Not every man really lives.
—William Wallace

2019 | MARCH

4

MONDAY

5

TUESDAY

6

WEDNESDAY

7

THURSDAY

8

FRIDAY

9

SATURDAY

10

SUNDAY

MARCH | 2019



	S	M	T	W	T	F	S
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3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

11

MONDAY

12

TUESDAY

13

WEDNESDAY

14

THURSDAY

15

FRIDAY

- Deadline to apply for the Summer Undergraduate Research Program Assistantship (SURPASS)

16

SATURDAY

17

SUNDAY

ST. PATRICK'S DAY

APR 2019	S	M	T	W	T	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

To speak ill of others
is a dishonest way of
praising ourselves.

—Will Durant

2019 | **MARCH**

18 MONDAY

• Spring Break

19 TUESDAY

• Spring Break

20 WEDNESDAY

• Spring Break

21 THURSDAY

• Spring Break

22 FRIDAY

• Spring Break

23 SATURDAY

24 SUNDAY

MARCH | 2019



MAR 2019	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

25 MONDAY

- Greek Week

26 TUESDAY

- Greek Week

27 WEDNESDAY

- Greek Week
- Internship & Part-time Job Fair - Union Building 9:00AM - 1:00PM

28 THURSDAY

- Greek Week

29 FRIDAY

CESAR CHAVEZ HOLIDAY

- University Closed

30 SATURDAY

31 SUNDAY

APR 2019	S	M	T	W	T	F	S
	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

All the art of living lies in a fine mingling of letting go and holding on.

—Henry Ellis

2019 | **APRIL**

1

MONDAY

2

TUESDAY

3

WEDNESDAY

4

THURSDAY

5

FRIDAY

• Spring Drop/Withdrawal
Deadline

6

SATURDAY

7

SUNDAY

APRIL | 2019



APR 2019	S	M	T	W	T	F	S
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

8

MONDAY

9

TUESDAY

10

WEDNESDAY

11

THURSDAY

12

FRIDAY

13

SATURDAY

14

SUNDAY

MAY 2019	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

Reputation is character minus what you've been caught doing.

—Michael lapoce

2019 | APRIL

15 MONDAY

16 TUESDAY

17 WEDNESDAY

18 THURSDAY

19 FRIDAY

• Spring Study Day

20 SATURDAY

• 2019 Spring COURI Symposium - UGLC 9:00AM-2PM

21 SUNDAY

APRIL | 2019



APR 2019	S	M	T	W	T	F	S
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

22 MONDAY

23 TUESDAY

24 WEDNESDAY

25 THURSDAY

26 FRIDAY

27 SATURDAY

28 SUNDAY

MAY 2019	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

The price of anything is the amount of life
you exchange for it.

—Henry David Thoreau

2019 | MAY

29

MONDAY

APR

30

TUESDAY

1

WEDNESDAY

MAY

2

THURSDAY

3

FRIDAY

4

SATURDAY

5

SUNDAY

MAY | 2019



MAY 2019	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

6

MONDAY

7

TUESDAY

8

WEDNESDAY

9

THURSDAY

• Last day of classes

10

FRIDAY

• Dead day

11

SATURDAY

12

SUNDAY

JUN 2019	S	M	T	W	T	F	S
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

What is right is often forgotten by what is convenient.

—Bodie Thoene

2019 | MAY

13 MONDAY

• Finals Week

14 TUESDAY

• Finals Week

• Up All Night

15 WEDNESDAY

• Finals Week

16 THURSDAY

• Finals Week

17 FRIDAY

• Finals Week

18 SATURDAY

• Spring Commencement

19 SUNDAY

MAY | 2019



	S	M	T	W	T	F	S
				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

20 MONDAY

- Maymester classes begin
- Last day to register for maymester classes
- Census Day

21 TUESDAY

22 WEDNESDAY

23 THURSDAY

24 FRIDAY

25 SATURDAY

26 SUNDAY

JUN 2019	S	M	T	W	T	F	S
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

Fortunately analysis is not the only way to resolve inner conflicts. Life itself still remains a very effective therapist.

—Karen Horney

2019 | MAY

27 MONDAY

MEMORIAL DAY

• University Closed

28 TUESDAY

• Maymester drop/withdrawal deadline

29 WEDNESDAY

30 THURSDAY

31 FRIDAY

• Maymester - Last day of classes

1 SATURDAY

• Maymester Final Exams

2 SUNDAY

JUN

JUNE | 2019



JUN 2019	S	M	T	W	T	F	S
	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30		

3

MONDAY

4

TUESDAY

5

WEDNESDAY

6

THURSDAY

7

FRIDAY

8

SATURDAY

9

SUNDAY

JUL 2019

S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30	31			

Discipline is the bridge between goals and accomplishment.

—Jim Rohn

2019 | JUNE

10 MONDAY

- Summer I & Full Term classes begin; Last day to register

11 TUESDAY

- Summer I Census Day

12 WEDNESDAY

13 THURSDAY

14 FRIDAY

FLAG DAY

15 SATURDAY

16 SUNDAY

JUNE | 2019



JUN 2019	S	M	T	W	T	F	S
	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30		

17 MONDAY

• Summer Full Term Census Day

18 TUESDAY

19 WEDNESDAY

20 THURSDAY

21 FRIDAY

22 SATURDAY

23 SUNDAY

JUL 2019	S	M	T	W	T	F	S
	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

I think I've discovered the secret of life—
you just hang around until you get used to it.

—Charles M. Schulz

2019 | JUNE

24 MONDAY

25 TUESDAY

26 WEDNESDAY

27 THURSDAY

28 FRIDAY

• Summer I Drop/Withdrawal
Deadline

29 SATURDAY

30 SUNDAY

JULY | 2019



JUL 2019	S	M	T	W	T	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

1 MONDAY

2 TUESDAY

3 WEDNESDAY

4 THURSDAY

INDEPENDENCE DAY

• University Closed

5 FRIDAY

• Summer I – Last day of classes

6 SATURDAY

7 SUNDAY

AUG 2019	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

A genuine leader is not a searcher for
consensus but a molder of consensus.
—Martin Luther King, Jr.

2019 | JULY

8

MONDAY

- Summer I Final Exams;
Full Term classes do not meet

9

TUESDAY

- Summer II Classes Begin

10

WEDNESDAY

11

THURSDAY

- Summer II Census Day

12

FRIDAY

- Summer Full Term Drop/
Withdrawal Deadline

13

SATURDAY

14

SUNDAY

JULY | 2019



JUL 2019	S	M	T	W	T	F	S
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	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

15 MONDAY

16 TUESDAY

17 WEDNESDAY

18 THURSDAY

19 FRIDAY

20 SATURDAY

21 SUNDAY

AUG 2019	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

It's all about quality of life and finding a happy balance between work and friends and family.

—Philip Green

2019 | JULY

22 MONDAY

23 TUESDAY

24 WEDNESDAY

25 THURSDAY

26 FRIDAY

• Summer II Drop/Withdrawal Deadline

27 SATURDAY

28 SUNDAY

GENERAL POLICIES AND PROCEDURES

DISCLAIMER: This publication contains summary information only. It is not a compilation of the official rules, regulations, or policies of the University. All official rules, regulations and policies are published in the “Rules and Regulations of the Board of Regents of the University of Texas System,” the “Handbook of Operating Procedures” and the “Catalog” of The University of Texas at El Paso.

IMPORTANT INFORMATION ABOUT BACTERIAL MENINGITIS

UTEP.EDU/SB1107

915.747.5624

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast-so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

WHAT ARE THE SYMPTOMS?

High fever, rash or purple patches on skin, light sensitivity, confusion and sleepiness, lethargy/extreme fatigue, severe headache, vomiting, stiff neck, nausea, and seizures. There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

HOW IS THE DISEASE TRANSMITTED?

The disease is transmitted when people exchange saliva (such as kissing, or by sharing drinking containers, utensils, cigarettes, tooth brushes, etc.) or come in contact with respiratory or throat secretions.

HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?

Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc. Living in close conditions such as sharing a room/suite in a dorm or group home.

WHAT ARE SOME POSSIBLE CONSEQUENCES OF THE DISEASE?

Death (in 8 to 24 hours from perfectly well to dead), permanent brain damage, kidney failure, learning disabilities, hearing loss, blindness, limb damage (fingers, toes, arms, legs) that requires amputation, gangrene, coma, and convulsions.

CAN THE DISEASE BE TREATED?

Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.

VACCINATIONS ARE AVAILABLE AND SHOULD BE CONSIDERED FOR:

- Those living in close quarters such as residence halls or group homes
- College students younger than 30 years old

TEXAS LAW FOR COLLEGE STUDENTS ENTERING ANY TEXAS COLLEGE - SB 1107:

Effective January 1, 2014, a Bacterial Meningitis Vaccination is required for all entering students under age 22. Meningitis vaccinations must have been administered during the five-year period immediately preceding the start of class. This vaccine must have been taken at least 10 days prior to the first day of class. There are many details about this law that can be read at the following websites:

- <https://my.utep.edu>
- <http://www.capitol.state.tx.us/BillLookup/BillSummary.aspx?LegSess=82R&Bill=SB1107>

Other excellent websites are linked from the UTEP site for more general meningitis information and also see the sites listed below.

FACTS ABOUT VACCINATIONS:

There are three similar and equally effective vaccinations available. Only one dose is required of any of them. They are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. but do not protect against all types of meningitis.

The vaccination takes 7-10 days to become effective with protection lasting 3-5 years.

The cost of the vaccine varies, so check with the student's health care provider or compare prices from various vaccine sources. If the student has health insurance, check with the carrier to determine if the vaccine cost is covered.

Vaccination is very safe - most common side effects are redness and minor pain at injection site for up to two days.

VACCINATIONS MAY BE AVAILABLE AT:

UTEP Student Health Center, by appointment 915.747.5624

- The City Health Department, Immunization Outreach 915.591.2050
- Immunize El Paso - at the Tillman Health Center 915.533.3414
- The student's own pediatrician or primary caregiver

CONTACT THE FOLLOWING FOR MORE INFORMATION:

- The student's own health care provider.
- The UTEP Student Health Center at 747.5624.
- The local or regional Texas Department of Health office at 915.834.7853.
- Websites:
www.cdc.gov/ncidod/dbmd/diseaseinfo
www.acha.org

FREE SPEECH AND ASSEMBLY

The Freedom of Speech and Assembly at The University of Texas at El Paso are greatly valued and highly regarded rights. Those rights to the free and open exchange of ideas are at the very core of the pursuit of knowledge and the educational experience. As with all rights and freedoms there are also shared responsibilities to assure that the rights of every member of the University Community are protected. This information has been designed as a quick reference to advise all members of our university community of their rights and responsibilities associated with Free Speech, Assembly, and Use of Facilities. More detailed information can be found in the Handbook of Operating Procedures at <http://admin.utep.edu/hoop/>.

Chapter 2: Speech, Expression & Assembly
Chapter 3: Use of University Facilities
Section 2.4. Distribution of Literature
Section 2.5.2 Hand-Held Signs
Section 2.6 Tables
Section 2.8 Amplified Sound
Section 2.9 Public Assemblies without Amplified Sound
Section 2.9.2 Reservation of Space
Section 2.12.1 Police Protection
Section 2.12.3 Appeals

LOCATION WITHOUT AMPLIFIED SOUND

Any event/gathering or assembly may take place anywhere on campus, with few exceptions, without pre-approval. The only restrictions are that the activities not hinder/interfere with any classroom or other university activity or impede the flow of pedestrian or vehicular traffic and do not hinder/impede with any scheduled events (this is a recommendation). We highly recommend that you complete a Student Activity Request Form to ensure the availability of equipment such as tables, chairs and sound equipment.

SIGNAGE, DISTRIBUTION OF LITERATURE & TABLES

- Any registered student, faculty or staff member or group can display hand-held signs or distribute literature almost anywhere on campus without pre-approval. These materials can not obstruct the line of sight at events, and the immediate area must be left free of any discarded materials.
- Any registered student, faculty or staff member or group (such as a registered student, faculty, or staff organization) can set-up information tables outdoors or in some large open indoor areas of campus buildings without prior approval. Specific locations within the Union Plaza must be reserved, and/or if Union Services is requested to set up the tables. Information tables at Centennial Plaza and surrounding areas require prior approval from the Office of Student Life.
- However we highly recommend the completion of a Student Activity Request Form for any event involving equipment (tables, chairs, etc.) for any location so that we can assist you in reserving the equipment you or your organization may need.

FACILITY USAGE AND RESERVATIONS

- University departments and registered student, faculty and staff organizations may reserve a room or space on University property. Classrooms are reserved through the Registrar's Office. Outdoor areas not under the responsibility of an academic unit are scheduled through the Office of Student Life or Union Services. For the complete listing of policies and procedures for reserving outdoor space, visit <http://sa.utep.edu/ros/>.

WHAT THESE POLICIES STATE:

To assist you, the following information is offered as a quick guide to key information about the university policies regarding Freedom of Speech, Assembly and the Use of University Facilities. Keep this handbook as a reference guide to help you in planning and encouraging participation in events on campus. Should you have any questions or need further information about the policies, you can contact any member of the Student Engagement and Leadership Center staff. They will be glad to assist you.

- If an area is not locked, university students, faculty and staff can use it spontaneously as long as doing so does not conflict with the next scheduled event.
- University departments have priority in the scheduling of facilities. They do not, however, have priority in scheduling the designated outdoor amplified sound areas.
- Only registered student organizations can, at no cost, reserve rooms within both Union buildings and outside in the Union Plaza that include the set-up of equipment, the stage, tables and chairs etc.
- Fees will be assessed, however, for technician services to run any A/V or other special equipment.
- There are no fees for registered student organizations or university departments to reserve space at Centennial Plaza and surrounding areas. However, fees will apply for the setup of tables, chairs and audio/visual equipment. For a full list of policies, procedures and fees, visit <http://sa.utep.edu/ros/>.
- If a registered student organization wishes to request a table or a room to meet in, they can schedule directly with Union Services.
- A Student Activity Request Form is encouraged for regular club or organization meeting and activities. A form is required for social functions and for events to which off-campus attendees or speakers will be invited. The form is available on the Student Engagement and Leadership Center website, <http://sa.utep.edu/selc/>. The Activity Request form will help assure that your event is a success and provide the opportunity for the staff of the Student Engagement and Leadership Center to assist you in your preparations.

IMPORTANT CONTACT INFORMATION

Below are key offices that can help you with the policies found in HOPs or to assist with scheduling your activity or event.

Student Engagement and Leadership Center (SELCL): Union West 106, (915) 747-5670

Office of Student Life: Union Building West 102, (915) 747-5648

Registrar's Office: Academic Services 123, (915) 747-5544

Union Services: Union Building East 307, (915) 747-5711

Vice President for Student Affairs: Union East 301, (915) 747-5076

STUDENT CONDUCT AND DISCIPLINE

1.1 GENERAL PROVISIONS

All students are expected and required to follow and comply with federal, state, and local laws, the Regents' Rules and Regulations, the rules and regulations of The University of Texas System (U.T. System) and The University of Texas at El Paso (University), with the directives of administrative officials of the U.T. System or University issued in the course of authorized duties, and to observe standards of conduct appropriate for an academic institution.

1.2 APPLICABILITY

Each student is responsible for the notice of and compliance with the provisions of the Regents' Rules and Regulations and the rules of the University.

1.2.1 WHO IS SUBJECT TO DISCIPLINE

Any student who engages in conduct that violates the Regents' Rules and Regulations, the U.T. System or University rules and regulations, specific instructions issued by an administrative official of the University or the U. T. System acting in the course of his or her authorized duties, or federal, state, or local laws is subject to discipline. A student is subject to discipline for prohibited conduct that occurs on or off campus, including but not limited to University or U.T. System sponsored off-campus activities such as field trips, internships, rotations, clinical assignments, practicum training, or student teaching, regardless of whether civil or criminal penalties are also imposed for such conduct.

1.2.2 PROHIBITED CONDUCT

1.2.2.1 Scholastic Dishonesty

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

1.2.2.2 Drugs

Any student who is found responsible for the illegal use, possession and/or sale of a drug or narcotic is subject to discipline. If a student is found responsible for the illegal use, possession, and/or sale of a drug or narcotic on campus, the minimum sanction assessed shall be suspension from the University for a specified period of time and/or suspension of rights and privileges.

1.2.2.3 Health or Safety

Any student who engages in conduct that endangers the health or safety of any person may be subject to discipline.

1.2.2.4 Harassment

Any student who engages in conduct that is harassment of any University community member, including sexual harassment as defined in Section VI. Equal Opportunity of the UTEP Handbook of Operating Procedures (Handbook), may be subject to discipline.

1.2.2.5 Disruptions

Any student who, acting singly or in concert with others, obstructs, disrupts, or interferes with any teaching, educational, research, administrative, disciplinary, public service, or other activity or public performance authorized to be held or conducted on campus or on property or in a building or facility owned or controlled by the U.T. System or University is subject to discipline. Obstruction or disruption includes but is not limited to any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, University computers, computer programs, computer records or computer networks accessible through the University's computer resources.

1.2.2.6 Inciting Lawless Action

Any student who engages in speech, either orally or in writing, which is directed to inciting or producing imminent lawless action and is likely to incite or produce such action is subject to discipline.

1.2.2.7 Gambling

Any student who engages in gambling on property, buildings, or facilities owned or controlled by the U.T. System or University is subject to discipline.

1.2.2.8 Unauthorized Use of Property

Any student who engages in the unauthorized use of property, equipment, supplies, buildings, or facilities owned or controlled by the U.T. System or University is subject to discipline.

1.2.2.9 Hazing

Any student who, acting singly or in concert with others, engages in hazing is subject to discipline. Hazing in State educational institutions is prohibited by State law (Texas Education Code Section 51.936 and Sections 37.151-37.157). Hazing with or without the consent of a student whether on or off campus is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Knowingly failing to report hazing can subject one to discipline. Initiations or activities of organizations may include no feature that is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

1.2.2.10 Altering of Official Documents

A student who alters or assists in the altering or forging of any official record of the U.T. System or University or who submits false information or omits requested information that is required for or related to an application for admission, the award of a degree, or any official record of the U.T. System or University is subject to discipline. A former student who engages in such conduct is subject to bar against readmission, revocation of degree, and withdrawal of diploma.

A student who engages or assists others in forging, altering or duplicating any of the following items shall be subject to discipline: parking permit, traffic ticket or parking ticket issued by the University, ticket for admission to a program or event sponsored by the University, any means of identification issued by the University, any instrument obligating the University to pay any sum of money, any key used for entering any building owned or controlled by the University.

1.2.2.11 Vandalism and/or Theft

Any student who defaces, mutilates, destroys, or takes unauthorized possession of any property, equipment, supplies, buildings, or facilities owned or controlled by University or the U.T. System is subject to discipline.

1.2.2.12 Use of Explosives, Weapons or Hazardous Chemicals

Unless authorized by federal, state, or local laws, a student who possesses or uses any type of explosive, firearm, imitation firearm, ammunition, hazardous chemical, or weapon as defined by state or federal law, while on campus or on any property or in any building or facility owned or controlled by the U.T. System or University, is subject to discipline.

1.2.2.13 Information Resources Systems Usage Violations

Students using University information resources or connecting to University information resources with a personal or non-University owned system will be held responsible for knowing and adhering to all University policies and procedures regarding Information Resource Usage (including Section VIII, Facilities Services, Safety, Information and Technology, Chapter 4 of the Handbook) as well as state and federal rules and regulations. Information Resources System usage violations include but are not limited to unauthorized system/network activity and unauthorized distribution or altering of programs and/or data.

1.2.2.14 Sale or Use of Alcoholic Beverages

The University observes and enforces applicable laws and regulations which control the sale or use of alcohol on campus, including those which prohibit the possession of alcohol by minors. While purchase and consumption of alcoholic beverages is permissible in some circumstances such as with prior written administrative authorization, campus areas specifically designated for public sale and consumption of beer and wine, or legal age residents of University Housing permitted to possess and consume beer and wine in the privacy of their living quarters, any students otherwise in violation of these policies will be subject to University discipline and possible criminal prosecution.

1.2.2.15 Prohibited Conduct During Suspension

A student who receives a period of suspension as a disciplinary sanction is subject to further disciplinary action for prohibited conduct that takes place during the period of suspension.

1.3 BAR FROM CAMPUS

A former student who has been suspended or expelled for disciplinary reasons is prohibited from being on the campus of any U.T. System institution during the period of such suspension or expulsion without prior written approval of the chief student affairs officer of the U.T. System institution at which the suspended or expelled student wishes to be present. In a request for such approval, the former student is required to disclose in writing each institution from which the individual has been suspended or expelled and the conduct leading to the disciplinary action.

1.4 DISCIPLINARY PROCESS

The Dean will conduct an investigation, determine whether to proceed with the charges, and if so, propose the appropriate sanction. The Dean may proceed with the disciplinary process even if the student is subject to concurrent criminal or civil proceedings. Students will have the opportunity to appeal disciplinary action.

If there is a more specific policy that specifies the procedures for investigation, such as the Sexual Harassment and Sexual Misconduct Policy established in Section VI, Chapter 3 of the Handbook, that policy will govern; however, all the powers provided herein to the Dean for investigations involving student witnesses, including summons, interim disciplinary action, and withholding transcripts, grades and degrees are delegated to the investigator designated in that policy.

1.4.1 INVESTIGATION

Allegations of misconduct will be investigated by the Dean or the Dean's designee. The Dean may contact a student for a meeting for purposes of the investigation and/or to discuss the allegations. The Dean may also issue a summons for these purposes. A summons shall be in writing, specify a place for the meeting and a time at least three (3) weekdays after the date of the written request if the request is sent regular mail, or at least two (2) weekdays after the date of the request if the request is sent by email or hand delivered. The written request may be mailed to the address appearing in the records of the registrar, emailed to the student at the email address on record with the University, or may be hand delivered to the student. If a student fails to appear without good cause, as determined by the Dean, the Dean may bar or cancel the student's enrollment or otherwise alter the status of the student until the student complies with the summons. If the student fails to appear without good cause, as determined by the Dean, the Dean may bar or cancel the student's enrollment or otherwise alter the status of the student until the student complies with the summons. If the student failing to appear as directed in a summons is the student against whom charges are being reviewed, in addition to the above, the Dean may proceed with disciplinary action based upon other information available using the disciplinary procedures below. The refusal of a student to accept delivery of the notice, the failure to maintain a current address with the registrar, or failure to read mail or email shall not be good cause for the failure to respond to a summons.

1.4.2 REVIEWING THE EVIDENCE AND DETERMINING THE SANCTION

The Dean will review the evidence, determine whether to proceed with charges, and, if so, determine the sanction appropriate to the charges. Before proceeding with disciplinary action, the Dean will offer the student the opportunity to meet to provide a response to the charges and, upon request, to review the available evidence supporting the charges.

1.4.3 INTERIM DISCIPLINARY ACTION

Pending a hearing or other disposition of the allegations against a student, the Dean may take such immediate interim disciplinary action as is appropriate to the circumstances when such action is in the best interest of the University. This includes but is not limited to a suspension and bar from the campus when it reasonably appears to the Dean from the circumstances that the continuing presence of the student poses a potential danger to persons or property or a potential threat for disrupting any activity authorized by the University. In the event interim disciplinary action is taken, an expedited hearing will be offered in accordance with Section 1.5 below.

1.4.4 WITHHOLDING TRANSCRIPTS, GRADES, DEGREES

The Dean may also withhold the issuance of an official transcript, grade, diploma, certificate, or degree to a student alleged to have violated a rule or regulation of the U.T. System or the University that would reasonably allow the imposition of such sanction. The Dean may take such action pending a hearing, resolution by administrative disposition, and/or exhaustion of appellate rights if the Dean has provided the student an opportunity to provide a preliminary response to the allegations and if in the opinion of the Dean, the best interests of the U.T. System or the University would be served.

1.4.5 UNCONTESTED CASES WITH AGREED SANCTIONS

In any case, except in a case finding a violation of the Sexual Harassment and Sexual Misconduct Policy established in Section VI, Chapter 3 of the Handbook, where the accused student elects not to dispute the facts upon which the charges are based and agrees to the sanctions the Dean assesses, the student may execute a written waiver of the hearing procedures and waiver of any appeals under the policy. This administrative disposition shall be final and there shall be no subsequent proceedings regarding the charges.

In any case finding a violation of the Sexual Harassment and Sexual Misconduct Policy established in Section VI, Chapter 3 of the Handbook, the case will proceed under section 1.4.6 of this Policy unless both the accused and the accuser agree to the terms of the administrative disposition and thus waive the hearing and appeals.

1.4.6 CHALLENGING THE DISCIPLINARY ACTION

- a. Cases in which Proposed Sanction involves Suspension, Academic Sanctions or Expulsion. In those cases in which the Dean proposes suspension, including suspension of rights and privileges, academic sanctions, or expulsion as a sanction, the charges shall be heard and determined by a fair and impartial Hearing Officer in accordance with Section 1.5 below. For any case, except one involving a violation of the Sexual Harassment/Sexual Misconduct Policy established in Section VI, Chapter 3 of the Handbook, however, the student may elect to sign an administrative disposition waiving the right to the hearing under Section 1.5, but reserving the right to appeal only the sanction. Such an appeal regarding the sanction will be to the President of the University or his/her designee as determined by University procedures in accordance with Section 1.7 below. In cases where a student is found in violation of the Sexual Harassment and Sexual Misconduct Policy established in Section VI, Chapter 3 of the Handbook, the case will proceed before a Hearing Officer unless both the accused and the accuser agree to the waiver of the hearing procedures.
- b. Cases in which neither Suspension, an Academic Sanction, or Expulsion is proposed as a sanction. In those cases not subject to 1.4.6 (a), University rules may provide for a hearing process, other than that provided for in Section 1.5, that at a minimum provides that the Dean inform the student in writing of the charges, evidence, findings, and the sanction(s); allows the student an opportunity to meet with the Dean to provide evidence on his/her behalf; provides an appeal process to a designated appeals officer that includes a reasonable time to submit the student's position as to why the facts do not support the charges and/or why the sanction is inappropriate and provides for a designated appeals officer who will review and consider the file pertaining to the case. In any case involving a violation of the Sexual Harassment/Sexual Misconduct Policy, the accuser will be provided an equal opportunity to participate in the process.
- c. Burden of Proof. Upon a hearing of the charges, the Dean or other University representative has the burden of going forward with the evidence and has the burden of proving the charges by the greater weight of the credible evidence.

1.5 HEARING PROCESS

In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by a fair and impartial Hearing Officer. In any case involving a violation of the Sexual Harassment and Sexual Misconduct Policy established in Section VI, Chapter 3 of the Handbook, the accuser will be provided the same rights and responsibilities outlined in this section as the accused including the right to have notice of the hearing.

1.5.1 INTERIM DISCIPLINARY ACTION ACCELERATED HEARING

When interim disciplinary action has been taken by the Dean under Section 1.4.3 above, the student will be given the opportunity to have a hearing of the charges in accordance with the procedures specified in Section 1.5.5 below within 10 business days after the interim disciplinary action was

taken; however, if the Dean determines that there is good cause, the 10 business day period may be extended as necessary.

1.5.2 NOTICE OF HEARING

Except in those cases where immediate interim disciplinary action has been taken, the accused student shall be given at least 10 days written notice of the date, time, and place for such hearing and the name of the Hearing Officer. The notice shall include a statement of the charge(s) and a summary statement of the evidence supporting such charge(s). The notice shall be delivered in person to the student, emailed to the student's official institutional email address, or mailed to the student at the address appearing in the registrar's records. A notice sent by mail will be considered to have been received on the third day after the date of mailing, excluding any intervening Sunday. The date for a hearing may be postponed by the Hearing Officer for good cause or by agreement of the student and Dean.

1.5.3 IMPARTIALITY OF THE HEARING OFFICER(S)

The accused student may challenge the impartiality of a Hearing Officer(s). The challenge must be in writing, state the reasons for the challenge, and be submitted to the Hearing Officer(s) through the Office of the Dean at least three (3) days prior to the hearing. The Hearing Officer(s) shall be the sole judge of whether he or she can serve with fairness and objectivity. In the event a Hearing Officer(s) disqualifies himself or herself, a substitute will be chosen in accordance with procedures of the University.

1.5.4 DUTIES OF HEARING OFFICER(S)

The Hearing Officer(s) is responsible for conducting the hearing in an orderly manner and controlling the conduct of the witnesses and participants in the hearing. The Hearing Officer(s) shall rule on all procedural matters and on objections regarding exhibits and testimony of witnesses, may question witnesses, and is entitled to have the advice and assistance of legal counsel from the Office of General Counsel of the U.T. System. The Hearing Officer(s) shall render and send to the Dean and the accused student a written decision that contains findings of fact and a conclusion as to whether the accused student is responsible for the violations as charged.

Upon a finding of responsibility, the Hearing Officer(s) shall assess a sanction or sanctions specified in Section 1.6 below. When an accused student is found responsible for the illegal use, possession, or sale of a drug or narcotic on campus, the assessment of a minimum sanction provided in Section 1.2.2.2 above is required.

1.5.5 PROCEDURES

The hearing shall be conducted in accordance with the following procedures:

- a. Each party shall provide the other party a list of witnesses, a brief summary of the testimony to be given by each, and a copy of documents to be introduced at the hearing at least five (5) days prior to the hearing.
- b. Each party shall have the right to appear, present testimony of witnesses and documentary evidence, cross-examine witnesses (as permitted by the hearing officer), and be assisted by an advisor of choice. The advisor may be an attorney. If the accused student's advisor is an attorney, the Dean's advisor may be an attorney from the Office of General Counsel of the U.T. System. An advisor may confer with and advise the Dean or accused student, but shall not be permitted to question witnesses, introduce evidence, make objections or present argument to the Hearing Officer(s). In sexual harassment/sexual assault cases, the alleged victim shall have the right to be present throughout the hearing, to have an advisor present during the hearing, to have irrelevant past sexual history with third parties excluded from the evidence, and to have a closed hearing.

- c. The Dean may recommend a sanction to be assessed by the Hearing Officer(s). The recommendation may be based upon past practice of the University for violations of a similar nature, the past disciplinary record of the student, or other factors deemed relevant by the Dean. The accused student shall be entitled to respond to the recommendation of the Dean.
- d. The hearing will be recorded. If either party desires to appeal the decision of the Hearing Officer(s) in accordance with Section 1.7 below, the official record will consist of the recording of the hearing, the documents received in evidence, and the decision of the Hearing Officer(s). At the request of the University President or his/her designee for the appeal, the recording of the hearing will be transcribed and both parties will be furnished a copy of the transcript.

1.6. SANCTIONS

The following sanctions may be assessed, singularly or in any combination, by the Dean or by the Hearing Officer(s) as applicable, in accordance with these procedures:

- 1.6.1 A written warning that further violations may result in a more severe penalty.
- 1.6.2 Disciplinary probation.
- 1.6.3 Withholding of grades, official transcript, and/or degree.
- 1.6.4 Bar against readmission.
- 1.6.5 Restitution or reimbursement for damage to or misappropriation of University or U.T. System property.
- 1.6.6 Suspension of rights and privileges, including participation in athletic or extracurricular activities.
- 1.6.7 Failing grade or reduction of a grade for an examination, assignment, or for a course.
- 1.6.8 Denial of degree.
- 1.6.9 Suspension from the University for a specified period of time or until the student meets specified conditions. Students who are currently enrolled will be administratively withdrawn from all courses and refunds will not be issued. Suspension is noted on the academic transcript with the term "Disciplinary Suspension." The notation can be removed upon request of the student when all conditions of the suspension are met by making a request in writing to the Dean either by email or mail.
- 1.6.10 Expulsion (permanent separation from the University). Expulsion creates a permanent notation on the student's academic transcript.
- 1.6.11 Revocation of degree and withdrawal of diploma.
- 1.6.12 Other sanction as deemed appropriate under the circumstances.

1.7. APPEAL PROCEDURES

A student may appeal a disciplinary sanction assessed by the Dean in accordance with Section 1.4.6 above. Either the Dean or the student may appeal the decision of the Hearing Officer(s). In sexual harassment/sexual misconduct cases, the alleged victim may pursue an appeal under the same procedure as the accused student. An appeal shall be in accordance with the following procedures

1.7.1 APPEAL PROCEDURES

The appealing party must submit a written appeal stating the specific reasons for the appeal and any argument to the University President or his/her designee (hereafter "Appeal Official") with a copy to the other party. The appeal must be stamped as received in the office of the Appeal Official no later than 14 days after the appealing party has been notified of the sanction assessed by the Dean or the decision of the Hearing Officer(s).

If the notice of sanction assessed by the Dean or the decision of the Hearing Officer(s) is sent by mail, the date the notice or decision is mailed initiates the 14-day period for the appeal. The non-appealing party and in sexual harassment/sexual misconduct cases, the alleged victim, may submit a response to the appeal, which must be received by the Appeal Official no later than five (5) days after receipt of the appeal, with a copy to the other party. An appeal of the sanction assessed by the

Dean in accordance with Section 1.4.6(a) above will be reviewed solely on the basis of the written argument of the student and the Dean. The appeal of the decision of the Hearing Officer(s) will be reviewed solely on the basis of the record from the hearing. The Dean will submit the record from the hearing to the Appeal Official as soon as it is available to the Dean. The Appeal Official, may at his/her discretion, entertain oral argument in an appeal from the decision of the Hearing Officer(s).

1.7.2 APPEAL OFFICIAL'S AUTHORITY

The Appeal Official may approve, reject, or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. It is provided, however, that upon a finding of responsibility in a case involving the illegal use, possession, and/or sale of a drug or narcotic on campus, the sanction may not be reduced below the sanction as prescribed by Section 1.2.2.2 above.

1.7.3 COMMUNICATION OF DECISION

The action of the Appeal Official shall be communicated in writing to the student(s) and the Dean within 30 days after the appeal and related documents have been received. The decision of the Appeal Official is the final appellate review.

1.8. DISCIPLINARY RECORD

The academic transcript of a student suspended or expelled for disciplinary reasons shall be marked with "Disciplinary Suspension" or "Expulsion" as appropriate. The University shall maintain a permanent written disciplinary record for every student assessed a sanction of suspension, expulsion, denial or revocation of degree, and/or withdrawal of diploma. A record of scholastic dishonesty shall be maintained for at least five (5) years, and disciplinary records required by law to be maintained for a certain period of time, i.e. Clery violations, shall be maintained for at least the time specified in the applicable law, unless the record is permanent in conjunction with the above stated sanctions. A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the sanction assessed, and any other pertinent information. This disciplinary record shall be maintained by the Office of the Dean of Students. It shall be treated as confidential, and shall not be accessible to anyone other than the Dean or University officials with legitimate educational interests, except upon written authorization of the student or in accordance with applicable state or federal laws or court order or subpoena.

1.9. STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (20 U.S.C. §§ 1092(a), (e) and (f), as amended), the University collects specified information on campus crime statistics, campus security policies, and institutional completion or graduation rates.

- 1.9.1 Pursuant to the federal law, alleged victims of violent crime are entitled to know the results of campus student disciplinary proceedings concerning the alleged perpetrators.
- 1.9.2 The University will make timely reports to the campus community on crimes considered to be a threat to students and employees and reported to campus police or local police agencies.
- 1.9.3 The University will publish and distribute an annual report of campus security policies and crime statistics to all current students and employees and provide copies of the report to applicants for enrollment or employment upon request.
- 1.9.4 Information regarding graduation rates may be found in the Office of Admissions. Information on crime statistics may be found at the University Police Crime Prevention website.

1.10 DEFINITIONS

Administrative Disposition – A document signed by the student and Dean which includes a statement of the disciplinary charges, the findings, the sanction and a waiver of the hearing procedures and possibly a waiver of appeals under Regents' Rules and Regulations, Rule 50101, Section 2, and University rules regarding student discipline.

Business Day– Monday through Friday, excluding any day that is an official holiday of the University or when regularly scheduled classes are suspended due to emergent situations.

Campus – Consists of all real property, buildings, or facilities owned or controlled by the University.

Chief Student Affairs Officer – The administrative officer primarily responsible for the development and administration of policies relating to students, for the development and implementation of services to students, and for the initial preparation of University regulations that will implement the policies and regulations set forth in this rule.

Day – A calendar day, except for any day that is an official holiday of the University or when regularly scheduled classes are suspended due to emergent situations.

Dean or Dean of Students – Refers to the administrative officer or officers responsible for the administration of the disciplinary process at the University. The Dean of Students may designate individual(s) to administer disciplinary cases under this policy.

Hearing Officer – An individual or individuals selected in accordance with procedures adopted by the University pursuant to the recommendation of the Chief Student Affairs Officer to hear disciplinary charges, make findings of fact, and, upon a finding of responsibility, impose an appropriate sanction(s).

Student – The following persons shall be considered students for purposes of these policies and regulations:

1. A person currently enrolled at the University.
2. A person accepted for admission or readmission to the University.
3. A person who has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows.
4. A person who engaged in prohibited conduct at a time when he or she met the criteria of 1, 2, or 3 above.

1.11 AUTHORITY/RELATED POLICIES

Regents' Rules and Regulations, Rule 50101

EDUCATIONAL RECORDS

6.1 POLICY

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR 99, are a federal law and regulations that provide students with the following rights with respect to their student educational records:

- a. to inspect and review the student's education records;
- b. to consent to disclosure of the student's education records to third parties, except to the extent that FERPA authorizes disclosure without consent;
- c. to request amendment of the student's education records to ensure that they are not inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA;
- d. to be notified of the student's privacy rights under FERPA; and

- e. to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

It is the policy of The University of Texas at El Paso (“University”) to protect the privacy and records access rights that apply to records maintained by or for the University about its current and former students of its institutions by complying with FERPA at all times.

6.2 DEFINITIONS

- a. “Annual Notice” is the notice that the University shall provide to each Student in attendance at the University at least annually of their rights pursuant to FERPA and the procedures for exercising their rights; information about the Directory Information Exception and the process by which a Student may elect to opt out of the release of the Student’s Directory Information under that exception. A link to the Annual Notice is attached as an Appendix A to this policy.
- b. “Consent” means written or electronic consent, signed by the Student or otherwise verified by the Student if electronic, that is dated and specifies the specific records to be disclosed, the party to whom the records are to be disclosed, and the purpose of the disclosure.
- c. “De-identified Record” is an Education Record that has been stripped of all identifiers and/or aggregated such that it is not possible to re-identify an individual who is the subject of the record. An Education Record that has been de-identified is no longer an Education Record and is not subject to this policy or FERPA.
- d. “Directory Information” means information in a Student’s Education Record that would not generally be considered harmful or an invasion of privacy if disclosed. The University designates the following information about a Student as Directory Information:
 - name;
 - local and permanent address;
 - email address;
 - telephone number;
 - place of birth;
 - field of study; dates of attendance;
 - enrollment status;
 - student classification (example: freshman, first year law school student);
 - degrees awarded;
 - certificates and awards (including scholarships) received;
 - photographs;
 - participation in officially recognized activities and sports;
 - weight and height of members of athletic teams; and
 - most recent previous educational agency or institution attended.
- e. “Education Records” are records directly related to a Student that are maintained by or on behalf of the University. Education records do not include:
 1. Records of instructional, administrative, and educational personnel that are in the sole possession of the maker (i.e. file notes of conversations); are used only as a personal memory aid; not intended to be accessible or revealed to any individual except, in the case of an instructor, a temporary substitute;
 2. Law enforcement records of the University campus police;
 3. Medical records and mental health records, including counseling records created, maintained, and used only in connection with provision of medical treatment or mental health treatment or counseling to the student, that are not disclosed to anyone other than the treatment facility;
 4. Employment records unrelated to the Student’s status as a Student; or 5. Alumni records;

- f. “Personally Identifiable Information” means information obtained from or contained in an Education Record that can be used to identify a Student to whom the record relates or another Student. It specifically includes information determined by the University to be:
1. Linked or linkable to a specific Student such that it would allow a reasonable person in the University community who does not have personal knowledge of the relevant circumstances, to identify the Student with reasonable certainty; or
 2. Requested by a person who the University reasonably believes knows the identity of the Student to whom the Education Record relates.

Unless the context of this policy indicated otherwise, a reference to an Education Records includes Personally Identifiable Information contained in or obtained from an Education Record.

- g. “Student” means an individual, regardless of age, who is or who has been in attendance at the University. It does not include persons who have been admitted but did not attend the University.

For the purposes of this policy, “Attendance” includes attendance in person, or by correspondence or on-line or distance learning and the period during which a person is working in a position that requires student status, such as a under a work-study program.

- h. “University Official with a Legitimate Educational Interest” is any person employed by the University in an administrative, supervisory, academic, or support staff position, including law enforcement unit and health staff; a person or company with whom the University has a contract or affiliation (such as a UT System attorney or auditor, or a clinical facility where a student is participating in an internship); the University of Texas System Board of Regents; a person employed by System Administration; or a person assisting another University official in performing his or her tasks (such as a volunteer or committee member), if that person or contractor requires access to an Education Record in order to fulfill his or her professional responsibility on behalf of the University.

6.3 PROCEDURE

6.3.1 NOTICE OF RIGHTS UNDER FERPA

The University shall provide Annual Notice to each Student of his or her rights under FERPA and this policy by publishing the information that is established in the Notice of Student Rights under FERPA and Notice Concerning Directory Information, in all general information University’s catalogues for undergraduate and graduate Students published by the University.

6.3.2 CONSENT REQUIREMENTS FOR ACCESS TO EDUCATION RECORDS BY THIRD PARTIES

6.3.2.1 Generally Required for Disclosures of Education Records. The University will not disclose Education Records or Personally Identifiable Information from an Education Record without prior Consent of the Student to a third party, except as authorized by FERPA and this policy.

6.3.2.2 Exceptions to the Consent Requirement. The University, pursuant to FERPA, will release Education Records without the Student’s Consent as follows:

- a. Directory Information
- Directory information may appear in public documents and may otherwise be disclosed without Student consent unless a Student submits a written request to the registrar during the first twelve (12) days of class of a fall or spring semester, the first four (4) class days of a summer semester, or the first three days of any quarter to withhold such information from disclosure, as applicable or as otherwise designated by the University in the Annual Notice. The Annual Notice required by Section 6.3.1 of this policy, Notice of Student Rights under FERPA and Notice Concerning Directory

Information, shall provide specific information for Students wishing to exercise their right to have Directory Information about them withheld from release by University. Upon graduation or termination of a Student's enrollment for any reason, the release of the Student's Directory Information will be governed by the Student's Directory Information status in place during the Student's last period of enrollment, unless the former Student changes that status.

b. University Officials with a Legitimate Educational Interests

University officials with a Legitimate Educational Interests in an Education Record are allowed access to that Education Record. Inter-institutional disclosures may be made between institutions that administer or participate in joint programs or activities, in accordance with legitimate educational interest criteria. For example, an Education Record about a Student concurrently enrolled in the University and another institution, or who receives services from University (such as the provision of a distance education class) and from another institution may be disclosed by University to the other institution under this subsection. This includes services provided by University and institutions participating in distance education classes.

c. Other Institutions

The University may release a Student's Education Records to officials of other educational institutions in which that Student seeks or intends to enroll or is enrolled.

d. Audit or Evaluation of Federal or State Education Programs

The University of Texas System Board of Regents, authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, and state and local educational authorities who are authorized by law to audit and evaluate a Federal or State supported education program, or to enforce Federal law which relates to such education programs, or their authorized representatives may access an Education Record as required for the audit, evaluation or enforcement purpose.

e. Financial Aid

The University may release an Education Record to persons or organizations in connection with that student's application for, or receipt of, financial aid to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms or conditions of such financial aid.

f. State and Local Officials Pursuant to Statute Concerning Juvenile Justice

The University may release Education Records to state and local officials that are authorized by statute to access Student Education Records to efficiently serve the student.

g. Organizations Conducting Studies

Organizations conducting studies for, or on behalf of the University for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, may access Education Records for such studies provided that the study is conducted in a manner which will not permit the personal identification of Students and/or their parents by individuals other than representatives of the organization; and the information will be destroyed when no longer needed for the purposes of the study was conducted. The term "organizations" includes, but is not limited to, Federal, State, and local agencies, and independent organizations.

h. Accrediting Organizations

Accrediting organizations may access an Education Record required to carry out their accrediting functions.

i. Designated Parents of a Tax Dependent

A parent of a Student who is a dependent for federal tax purposes, as defined by Section 152 of the Internal Revenue Code of 1954, may access the Student's Education Records if the Student

provides a written designation that permits such access. If a tax dependent Student's parents are divorced, both parents may have access to the Student's Education Records, so long as at least one parent is designated by the student.

j. Judicial Order or Subpoena

Information concerning a Student shall be released in response to a judicial order or lawfully issued subpoena. However, the University will make reasonable efforts to notify the Student of an order or subpoena before complying with it, except that the University shall not notify a Student of a subpoena if it is from a federal grand jury or is for law enforcement purposes, and the subpoena or order provides that the University shall not disclose to any person the existence or contents of the subpoena or any information furnished in response to the subpoena. In addition, Education Records may be disclosed to the U. S. Attorney General or his or her designee in response to an ex parte order concerning an authorized investigation or prosecution of domestic or international terrorism, without prior notice to the Student.

k. Health and Safety

The University may disclose Student information deemed by the University as appropriate to persons in connection with an emergency in order to protect the health and safety of the Student or other individuals.

l. Disciplinary Hearing Results

i. Disclosure to Victims

The University may disclose to an alleged victim of any crime of violence or a non-forcible sex offense (as those terms are defined in 34 C.F.R. 99.39), the final results of any disciplinary proceeding conducted by the University against the alleged perpetrator of such crime or offense with respect to such crime or offense, regardless of whether the alleged perpetrator was found responsible for violating the University's rules or policies with respect to such crime or offense.

ii. Disclosure to Third Parties

The University may disclose the final results of any disciplinary proceeding against a Student who is an alleged perpetrator of any crime of violence or non-forcible sex offense (as those terms are defined in 34 C.F.R. 99.39), if the Student is found responsible for violating the University's rules or policies with respect to such crime or offense. Such disclosure shall include only the name of the Student, the violation committed, and any sanction imposed by the University on that Student. Such disclosure may include the name of any other Student, such as a victim or witness, only with the written consent of that other Student.

iii. Alcohol and Drug Violations

The University may disclose to a parent or legal guardian of a Student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the Student's Education Records, if the Student is under the age of 21 at the time of disclosure to the parent, and the University determines that the Student is responsible for a disciplinary violation with respect to such use or possession.

m. Defense of Litigation or Complaints against the University

If a Student initiates legal action against the University, the University may disclose to the court or agency with jurisdiction over the complaint, without a court order or subpoena, the Student's Education Records that are relevant for the University to defend itself.

n. Disclosures Concerning Sex Offender Registration Status

The University may disclose information concerning a Student's status as a sex offender or other individual required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the University under 42 U.S.C. 14071 and applicable Federal guidelines.

6.3.2.3 Consent of the Student. The University will release Education Records to, or allow access to those records by, a third party if the Student provides a valid Consent, capable of verification that it was provided by the Student, that names the third party as the person to whom the Education Records may be disclosed.

6.3.3 DISCLOSURE TO THE STUDENT

6.3.3.1 A Student has the right, upon request, to review all materials that are in the Student's Education Records, except:

- a. Financial information submitted by the Student's parents;
- b. Confidential letters and recommendations associated with admissions, employment or job placement, or honors, to which the student has waived rights of inspection and review or which were made part of the Student's Education Records prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected;
- c. Education records containing information about more than one Student, in which case the University will permit access only to that part of the record that pertains to the inquiring Student; and
- d. Records that are subject to an attorney-client privilege which belongs to the University.

6.3.3.2 Process for Students Requesting Accessing to Their Education Record. The Vice President for Business Affairs is designated as the official custodian of University's Education Records. Student Education Records are maintained at several locations on campus. A list of education records and those officials responsible for the records shall be maintained in the Office of the Vice President for Business Affairs. This list includes:

a. Academic Records:

- 1. Office of the Registrar's Office: Registrar
- 2. Office of Admissions and Evaluations: Director
- 3. Academic College: Dean
- 4. Academic Department or Program: Chairman or Director
- 5. Faculty Offices: Individual faculty member

b. Student Services Records

- 1. Counseling Center Office: Director of Counseling
- 2. Student Activities Office: Director of Student Activities
- 3. Student Services: Dean of Students

c. Financial Records

- 1. Business Office: Vice President for Business Affairs
- 2. Financial Aid Office: Director of Financial Aid

Except where pre-empted by a specific provision of FERPA or a request for an official copy of Student's transcript is requested, a Student's right to access and/or request a copy of his or her Educational Records, is co-extensive with the Student's right to access records under the Texas Public Information Act (TPIA).

6.3.3.3 Requests by a Student for Education Records that are available to a Student under an applicable provision of the Texas Public Information Act (TPIA) shall be processed by the University in accordance

with policies for access to records under the TPIA. Requests should be made in writing to the University office or agency concerned with the particular record. The Vice President for Business Affairs has been designated as the official custodian of records for the University, and requests for assistance in determining the location of individual student records may be directed to that office.

6.3.3.4 Records pre-empted from availability under the TPIA by FERPA will be made available within forty-five (45) days of the request.

6.3.3.5 Requests for official copies of transcripts or other academic records will not be released for Students who have a delinquent financial obligation or financial “hold” at the University.

6.4 RECORD OF DISCLOSURES

The University will maintain with the Student’s Education Records a record for each disclosure request and each disclosure, except disclosures:

- a. to the Student;
- b. pursuant to the written consent of the Student;
- c. pursuant to the exception for University officials with Legitimate Educational Interests;
- d. pursuant to a law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena, or the information furnished in response to the subpoena, not be disclosed, or the order is concerning an authorized investigation or prosecution of domestic or international terrorism; or
- e. of directory information.

6.5 REQUESTS TO AMEND RECORDS

6.5.1 A Student who believes that Education Record maintained about the Student is inaccurate, misleading, or otherwise in violation of the Student’s privacy rights under FERPA, may request amendment of the record. However, substantive judgment of a faculty member about a Student’s work, expressed in grades and/or evaluations, is not within the purview of this right.

- 6.5.1.1** A Student may informally request the opportunity to discuss amendment of the record with the University office concerned with the particular record. If agreement is reached with respect to the Student’s request, the appropriate records will be amended. If the record is not amended pursuant to the Student’s request, the University will inform the Student of its decision and of the Student’s right to request a formal hearing.
- 6.5.1.2** Request for a hearing must be made in writing to the Vice President for Business Affairs, who within a reasonable period of time after receiving such request, will inform the Student of the date, place, and time of the hearing. The hearing officer that will adjudicate such challenges will be appointed by the President.
- 6.5.1.3** The Student may present evidence at the hearing relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of the Student’s choice, including attorneys, at the Student’s expense.
- 6.5.1.4** The decision of the hearing officer will be final, will be based solely on the evidence presented at the hearing, and will consist of a written statement summarizing the evidence and stating the reasons for the decision, and will be delivered to all parties concerned.
- 6.5.1.5** If the decision is in favor of the Student, the Education Records will be corrected or amended in accordance with the decision of the hearing officer.

6.5.1.6 If the decision is unsatisfactory to the Student, the Student may place with the Education Record a statement commenting on the information in the records or a statement setting forth any reasons for disagreeing with the decisions of the hearing officer, or both. The statement will be maintained as part of the Student's Education Records, and released whenever the record(s) in question are disclosed.

6.5.1.7 Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of FERPA may request, in writing, assistance from the President of the University.

6.6 COMPLAINTS

Complaints regarding alleged violations of the rights accorded students by the Federal Family Educational Rights and Privacy Act may be filed with the Family Policy and Regulations Office, US Department of Education, Washington, D.C. 20203.

UNIVERSITY STUDENT IDENTIFICATION CARD

7.1 GENERAL PROVISIONS

The University provides a University identification card to each student for University identification and administrative purposes, and the card remains the property of the University. Students are expected to have their ID cards in their possession at all times while on the campus and to maintain proper and reasonable care for the card. Students may be asked to produce the ID card and/or to identify themselves at any time by a faculty member or a University official acting in the course of his/her duties. Refusal to identify himself/herself will subject a student to disciplinary action. Failure to produce the ID card as requested will result in denial of University services or activities to which the student is otherwise entitled. Only currently validated ID cards in good condition will be accepted for University purposes.

7.2 USE OF ID CARD

7.2.1 ISSUANCE, CARE, AND REPLACEMENT

A University ID card is issued to each new student who enrolls at the University, and it is the student's responsibility to claim his/her card within six weeks from the initial enrollment. Students are expected to provide proper and reasonable care for the card and not subject the card to abuse or improper treatment, such as exposure to excessive heat or pressure. Students are responsible for replacing damaged, altered, or lost cards or replacing a damaged, altered or lost card. A card is considered damaged when it has lost its shape or when the name, student number, or photo is damaged. . Such students returning within five years are charged a replacement fee in order to receive a new ID card.

7.2.2 VIOLATIONS

Only one ID card is permitted for each student, and a student having more than one card must return the extra card(s) to the Miner Gold Card Office, with no refund. A student may not alter or change anything on the ID card without approval of the Office of the Registrar.

Only the student to whom the ID card is issued may use the card and the services and privileges to which the enrolled student is entitled. An ID card may not be loaned and used by anyone other than the student to whom the card is issued. Violations including altering of the card, possession and use of more than one card, and/or use of the card by anyone other than the student to whom the card is issued will subject the student(s) to disciplinary action.

UNDERGRAD RÉSUMÉ

AVAILABLE
ONLINE!

A résumé is intended to help an employer understand why you believe you can do the job you are applying for. Keep in mind, résumé formatting and style may vary depending on your experiences and preference.

Breakdown by section:

1

Contact information:

- Start with your full name at the top of the page (recommended size 14-16 point)
- Include your current and complete address
- List primary phone number. Be sure to have a professional voice message
- List a professional email address and remove hyperlink (blue link)
- No pictures or logos

2

Education:

- Degrees are listed in reverse chronological order (most recent first)
- High school is not listed unless graduation date is within the past year
- Include official name of university. Graduation date or anticipated date is listed (mm/yyyy)
- Include official degree name spelled out fully, example: Bachelor of Business Administration (not BBA)
- Include Minor if applicable
- Only list schools where degrees have been received or study abroad programs completed
- Showcase overall GPA/major GPA above 3.0 (Include scale e.g. 3.5/4.0)
- List honors, awards, or activities with dates (this can be a separate section on the résumé if numerous)
- Relevant Courses is an optional sub-section

3

Experience / Other Experience:

- Include job title, organization name, city, state, and/or country
- Include dates in reverse chronological order (mm/yy – mm/yy)
- Include all important/relevant work experience
- Use bullet points with strong action words to describe your experience. Bullet points should focus on your accomplishments in the position, unique qualities, and how it benefited the organization
- Quantify experiences with numbers (#), dollar figures (\$), or percentage changes (+ or -) as much as possible
- Avoid personal pronouns and refrains from writing in paragraph form
- Uses appropriate verb tense (past tense for older position, present tense for a current position)
- Include relevant paid, volunteer, internship or co-op experiences
- Maintain consistent format throughout
- Use **bold**, *italics*, and underline for emphasis (but do not overdo it)

4

Skills:

- Skills should match the job requirements and be clarified by level of expertise (such as proficient, advanced, working knowledge, basic knowledge, etc.)
- List proficiency in oral or written language skills, i.e. fluent, native, basic
- List technical, hardware and software relevant to the position
- Include certifications/licensures and dates associated with them



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RÉSUMÉ SAMPLE

For a review
Email to: pca@utep.edu*

Ima Miner

1 555 Name of Your Street | El Paso, TX 79910 | (915) 747-0000 | imaminer@miners.utep.edu

EDUCATION

Bachelor of Science in Biology
The University of Texas at El Paso (UTEP)

Anticipated: May 20xx
Overall GPA: 3.20/4.0
Major GPA: 3.85/4.0

2

Honors and Activities

Dean's List - Fall 20xx and Spring 20xx
UTEP Biochemistry Student Association (BSA), member, 20xx - Present

Relevant Courses

Biology I & II Life and Physical Sciences
Microbiology Chemistry I & II

EXPERIENCE

Undergraduate Research Assistant

UTEP – Biology Department

El Paso, TX
05/xx - Present

- Assist in research projects including the collection of water samples and data analysis
- Present analysis to supervisor and maintain logs of experimental data and summary report findings

3

Student Employee

UTEP - Liberal Arts Department

El Paso, TX
01/xx - 05/xx

- Answered, screened and forwarded calls to appropriate department staff
- Created a new filing system to maintain over 3,000 student records which improved work efficiency

VOLUNTEER EXPERIENCE

Fundraiser

Big Brothers Big Sisters of El Paso

El Paso, TX
01/xx - 09/xx

- Increased contributions by \$500 by leading a team of eight volunteers to organize new monthly community fundraiser activities
- Doubled volunteer pool by recruiting more frequently from the community

4

SKILLS

Proficient in MS Word and Excel
Extensive use of MS PowerPoint
Familiar with Adobe Creative Suite
Fluent oral and written skills in Spanish and English
Basic knowledge of French



*Must be a UTEP student paying student-services fees to receive this service

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RD: 01/17

CRAMMING FOR AN INTERVIEW

AVAILABLE
ONLINE!

The opportunity for an interview may arrive at any time; ideally, you should start preparing for an interview the minute you apply for a job. In some cases, an employer may want to meet with you the next day! Here are some tips to get you ready:



1) Re-read the Job Description

- It may have been several days, weeks, or months since you applied to the position. Re-read the job description to refresh your memory.
- Match the skills and experiences from the job description to your own personal experiences.

2) Research the Organization Online

- Go to the employer's website or search the web for information such as:
 - What does the company say about its products or services?
 - What recent news (such as products, a press release, an interview with the CEO) can you discuss?
 - What is their mission statement? What are their core values?

3) Think of a Time When...

- Be ready to answer typical interview questions about yourself. If possible, Google sample interview questions specific to the job title or company.
- Write down three "go-to" achievement stories from your experiences. Describe times you felt proud of an achievement at work or school. Make sure these stories demonstrate hard-to-measure qualities like judgment, initiative, teamwork or leadership.

4) Print copies of your résumé, cover letter, or other application materials

- Bring at least three copies of your documents to the interview. You may be interviewing in a panel setting (two or more people) and the panelist may not all have a copy of your most recent résumé.
- Use a professional folder or briefcase to carry your materials, and bring a pen!

5) Pick your Outfit and Go to Bed Early

- Choose conservative business attire for your interview; have it pressed and laid out. Don't forget, the Career Closet is available to current UTEP students in need of professional clothing.
- Plan on leaving early in case of traffic or parking complications.
- Get a good night's sleep so you are energized, refreshed, and above all, able to think!



Source: Doug Hardy, 2015, Monster Staff Writer

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CRAMMING FOR AN INTERVIEW

The employer will be observing and evaluating you during the interview. They are looking to answer the following questions about you:

1. **Does he/she want this job?** The employer is looking to see if you are truly interested in the position.
2. **Is he/she able to do this job?** Do your past experiences qualify you for the position?
3. **How mentally alert and responsive is he/she?** Are you answering all questions completely? Are you alert and focused?
4. **How well does he/she respond to stress and pressure?** Do you seem confident and calm? Do your past experiences prove you know how to handle stressful situations?
5. **Is he/she a good fit for our work environment?** This is something you can't really prepare for – *be yourself* and show them what type of personality and work ethic you bring to the workplace.

Answering tough questions during your interview:

"Tell me about yourself."

- Mention your major, career plans and current employment
- Professional memberships
- Volunteer experience
- Focus on professional/academic experiences
- Don't share too many details about your personal life, unless specifically asked

"What is your biggest weakness?"

- Mention a specific weakness related to your professional life
- Always describe how you are improving on this weakness with concrete examples
- Be honest with the interviewer
- Don't mention overused weaknesses, for example: *"I'm a perfectionist," "I work too hard,"* or *"I'm too dedicated."*

"Where do you see yourself in five years?"

- Coincide your answer with the career path you're about to embark on
- Keep your goals realistic and attainable
- Focus on discussing new experiences you would like to have and responsibilities you would like to acquire
- Don't focus on compensation, position title, rewards or recognition

"Do you have any questions for me?"

- This is your opportunity to ask the employer questions about the company.
- **Do not** ask questions that can easily be answered on the company's website.
- Ask questions such as:
 - What do you love most about working for this company?
 - What does it take for someone to be successful in this role?
 - What are the main responsibilities of this job, and how might those evolve?
 - What's the company culture like?

Write a thank you note/email! (See our online sample under the Student Tab at utep.edu/careers)

- No more than 24 hours after an interview
- Candidates are 20% more likely to get hired if they write a Thank You letter



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DRESS FOR SUCCESS

AVAILABLE
ONLINE!

WOMEN



The Look: Appropriate hair style (and color), simple makeup, and natural or subtle colored nail polish. Cover up tattoos and noticeable body piercings. Wear little or no perfume and jewelry. **You want the interviewer to remember what you said, not what you were wearing.**

Blouse: No low cut or see through fabric.



Revealing clothes could distract or offend potential employer. Button up your shirt, and avoid sleeve-less tops.

Suit: Conservative colors such as: black, gray, blue, etc. Two-piece blazer with knee length skirt or dark slacks.



Stay away from jeans, short skirts, baggy or torn clothes.

Accessories: Portfolio or briefcase to carry your résumé without folding it. Leave your oversized purse at home.



Do not wear headphones, sunglasses, or extensive jewelry. Avoid anything flashy or noisy.

Shoes: Wear conservative colored closed toe dress shoes.



Open toes shoes are unprofessional. Avoid stilettos; you want to look and feel comfortable.



Need professional clothing for your next interview or event? Currently enrolled UTEP students are welcome to visit the **Career Closet** to borrow blazers, skirts, and blouses! Please call our office for more information.



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DRESS FOR SUCCESS

AVAILABLE
ONLINE!

MEN



The Look: Appropriate hair style and clean nails. Trim your beard or shave for a clean look. Cover up tattoos and body piercings. Very little or no cologne. **You want the interviewer to remember what you said, not what you were wearing.**

Shirt: Solid white or light color cotton long sleeve shirt. Be sure you know your collar (neck) size and arm length for a fitted and comfortable look.



No T-shirts Polos. Stay away from bright or domineering colors that are distracting to the employer (etc. red, green, yellow).

Suit: Conservative colored two-piece suit. Make sure you know your blazer size and arm length (e.g. 34-S, 38-R, or 40-L) for a custom fit.



Make sure your pants are hemmed and not dragging on the floor. Stay away from jeans, baggy or torn clothes.

Tie: Choose a color that compliments your suit or shirt in a simple pattern or a solid color.



A bow-tie is not recommended for an interview.

Accessories: Portfolio or briefcase to hold your résumé without folding it.



Do not wear headphones, sunglasses, large jewelry, and earrings. Avoid anything flashy or noisy.

Shoes: Polished dress shoes. Wear with dark socks that match with your suit color. Make sure your belt matches the color of your shoes.



Avoid flip-flops and sneakers.

Need professional clothing for your next interview or event? Currently enrolled UTEP students are welcome to visit the **Career Closet** to borrow blazers, ties, pants, and button up shirts! Please call our office for more information.



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Metric Measurement System

Metric Units			
Length	10 millimeters (mm) = 1 centimeter (cm)	Weight	10 milligrams (mg) = 1 centigram (cg)
	10 centimeters (cm) = 1 decimeter (dm) = 100 millimeters (mm)		10 centigrams (cg) = 1 decigram (dg) = 100 milligrams (mg)
	10 decimeters (dm) = 1 meter (m) = 1000 millimeters (mm)		10 decigrams (dg) = 1 gram (g) = 1000 milligrams (mg)
	10 meters (m) = 1 decameter (dam)		10 grams (g) = 1 decagram (dag)
	10 decameters (dam) = 1 hectometer (hm) = 100 meters (m)		10 decagrams (deg) = 1 hectogram (hg) = 100 grams (g)
	10 hectometers (hm) = 1 kilometer (km) = 1000 meters (m)		10 hectograms (hg) = 1 kilogram (kg) = 1000 grams (g)
Area	1 square meter = 100 square decimeters	Capacity	1000 kilograms (kg) = 1 mega gram (Mg) or metric ton (t)
	1 square decimeter = 100 square centimeters		10 milliliters (mL) = 1 centiliter (cL)
	1 are (a) = 100 square meters		10 centiliters = 1 deciliter = 100 milliliters
	1 hectare (ha) = 100 ares (a)		10 deciliters = 1 liter = 1000 milliliters
	1 square kilometer = 100 hectares		10 liters = 1 dekaliter (daL)
Volume	1 cubic meter = 1000 cubic decimeters		10 dekaliters (daL) = 1 hectoliter (hL) = 100 liters
	1 cubic decimeter = 1000 cubic centimeters	Temp	10 hectoliters (hL) = 1 kiloliter (kL) = 1000 liters
	1 cubic centimeter = 1000 cubic millimeters		
	1 liter / litre = .001 cubic meters		Degrees Celsius (°C)

Conversion Factors (Metric to U.S. Customary)			
	Metric Units:	Multiplied by:	Equals U.S. Units:
Length	centimeters (cm)	0.39	inches (in)
	meters (m)	3.28	feet (ft)
	kilometers (km)	0.62	miles (mi)
Area	square meter (m ²)	10.764	square feet (ft ²)
	square meter (m ²)	1.2	square yard (yd ²)
	square kilometer (km ²)	0.39	square mile (mi ²)
Volume	cubic centimeters (cm ³)	0.061	cubic inches (in ³)
	cubic meters (m ³)	35.31	cubic feet (ft ³)
	cubic meters (m ³)	1.31	cubic yards (yd ³)
Weight	grams (g)	0.035	ounces (oz)
	kilograms (kg)	2.20	pounds (lb)
	metric tons	1.10	short tons (2,000 lbs)
Capacity	milliliters (mL)	0.03	fluid ounces (fl oz)
	liters (L)	4.23	cups (c)
	liters (L)	2.11	pints (pt)
	liters (L)	1.06	quarts (qt)
	liters (L)	0.26	gallons (gal)
Temp	Degrees Celcius (°C)	(°C x 1.8) + 32	Degrees Fahrenheit (°F)

Choosing A Major

Nobody expects you to learn everything that your college offers, so it is important to focus on one or two specific subject areas that you feel will help you to achieve your ultimate goals.

Choose your major wisely; it is never too late to become educated in any area that you choose to study, but since you are expected to complete your college studies in four years, most colleges recommend that you decide on your major of study by the end of your sophomore year.

So what major should I choose?

The right answer to this question is different for each and every student. In order to answer this question for yourself, fill in the following charts:

My Past

What academic and extracurricular areas have you excelled in during your high school career? List them here:

Successful Area #1

Successful Area #2

Successful Area #3

COLLEGE SUCCESS TIPS

My Present

What areas are you most interested in learning about over the next four years? Think about topics that you find yourself talking about and reading about most often. List the three that come to mind below:

Interest #1

Interest #2

Interest #3

My Future

What is your dream career? Where do you see yourself in five, ten, or even twenty-plus years? List your top three dream careers below, and do a little research on the Internet or in books and magazines to find out which majors typically end up in these careers:

Possible Career #1

Possible Career #2

Possible Career #3

Career Planning

The only way to make college work for you in the long run is to use the academic learning, practical experience, and important connections you have gained during your four years and parlay them into a career that you're passionate about. Aside from studying hard and doing your best in your classes, there are several things you will want to consider doing while you are still in college:

- **Find An Internship.** It's a dirty little secret in the working world, but it's the truth: even so-called entry-level jobs often require you to have practical experience and on-the-job training. So how does one get this experience? One common way to get this necessary experience before you graduate is to invest your time in an internship.

An internship is a temporary, often unpaid position set up solely for the purpose of allowing the intern to gain practical experience in a particular career area.

In addition to the experience, an internship will help you establish important connections with people who will be able to provide references and letters of recommendation for you when you start to look for your full-time career.

A strong letter of recommendation or a kind word on the phone to an interviewer from an established person in your profession can mean the difference between getting the job of your dreams or getting your resume shuffled to the shredding machine.

- **Visit Your Career Center.** Your campus most likely has an office full of dedicated professionals whose sole purpose is to help you find an internship or a job after college. At most schools, this is called the College And Career Development Center.

The career center will often deliver seminars on such topics as resume writing, interviewing skills, and marketing yourself to the working world. They might host career networking mixers where you can chat informally with people who already work in the career you are planning to pursue.

Contact your campus's career center to learn more about upcoming events or to get on an email list to update you periodically.

- **Plan To Attend Career Fairs on Campus.** Career fairs are usually set up by your career center and present you with a valuable opportunity to deliver your resume to many different employers at once.

Visit each company's booth that interests you, and talk to the representative as you drop off your resume. Anything you can do to distinguish yourself from the other candidates milling around the career fair will go a long way in making sure that your resume lands in the right hands.

Make sure to follow up with a short email to thank the person you spoke to for taking time to talk to you.

COLLEGE SUCCESS TIPS

- **Network With Alumni in Job Areas that Interest You.** Your career center will most likely have a database of alumni who have already agreed to allow current students to contact them for networking purposes.

Networking is the best way to get first-hand information about working in a particular career, and can lead to opportunities to establish relationships with the decision-makers who might ultimately offer you a job at their company.

- **Explore Online Career Resources.** There are several excellent websites dedicated to career exploration services. Here are a few of the better-known ones:

www.wetfeet.com

This website is dedicated to helping job seekers research career options by providing a comprehensive collection of information on any career you might be considering.

www.monster.com

A huge database of job openings, articles, career tools, and advice.

www.college.monster.com

A great website for finding internships and entry-level employment opportunities.

www.careerbuilder.com

Another excellent job search website with nationwide coverage.

www.career.com

An interactive recruitment advertising site focused on connecting qualified job seekers with employers in the high-tech fields.

www.indeed.com

A no-frills job search site with jobs arranged by starting salary.

www.collegerecruiter.com

This site specializes in internships and entry-level positions.

Also, check out your college's Job Posting Board at the Career Development Office.

MLA Style Overview

Check with your institution or professor about which writing style is preferred for assignments and papers.

- **MLA (Modern Language Association)** formatting is an option for writing papers in liberal arts and the humanities.
- Parenthetical citation format and “Works Cited” pages allow the reader to quickly access the sources you have used.
- By citing all sources you have used in a standard format, you protect your work from accusations of plagiarism.
- Using MLA formatting gives your paper instant credibility in the academic world.

MLA Guidelines

Paper Size: Print all of your MLA essays on standard, 8.5” × 11” letter-sized paper.

Font and Size: Type all MLA essays and reports using 12 point, Times New Roman font only.

Margins and Spacing: All lines of text throughout the essay should be double-spaced. Margins on all sides should be set to 1”. *The default setting for Microsoft Word is 1.25”, so this needs to be adjusted in* **File > Page Setup > Margins.**

Header, Heading, and Essay Title:

A **Header** containing the page number and the student’s last name should appear in the upper-right hand corner of each page. *In Microsoft Word, this can be accomplished through* **View > Header and Footer.**

A **Heading** appears slightly below the Header but in the opposite (left-hand) corner. The Heading should be double-spaced. Use the following format for the Heading:

- Student’s Name
- Professor’s Name
- Course Name or Number
- Date – *Use the international date format in MLA essays (day month year with no punctuation).* **EXAMPLE:** 5 May 2010
- The **Essay Title** should be centered in the line directly below the Heading.
- Do not use any extra spaces between the Heading and the Essay Title.
- Essay Title should be written in the same font size and formatting as the body of the essay (no use of **bold**, *italics*, or underline).

Correct Use of Formatting and Punctuation:

- Paragraph Indentation: Indent the first line of each new paragraph ½” from the left-hand margin. To achieve this, use the Tab key rather than pressing the space bar numerous times.
- All **titles of longer works** must be *italicized*.

- Only use quotation marks when citing directly from another source. Do not use them when displaying titles of other written works or to indicate emphasis.
- Proofread thoroughly to ensure proper punctuation, capitalization, and spelling.

Style and Voice:

Person: This provides critical information about who or what performs the action. There are three distinct forms:

First Person is the self, either singular (“**I** exercise”) or plural (“**we** exercise”). In English, the singular First Person pronoun “**I**” is always capitalized.

Second Person is the person spoken to (“**you** exercise”). In English, the Second Person is always singular.

Third Person is a person not present, either singular (“**he** exercises”) or plural (“**they** exercise”).

Voice: This indicates whether the subject is performing the action (Active Voice) or receiving the action (Passive Voice). *Effective writing should primarily use Active Voice; use Passive Voice sparingly.*

EXAMPLES: **Active Voice:** “Anthony **wrote** the essay on Charles Dickens.”

Passive Voice: “The essay on Charles Dickens **was written** by Anthony.”

Use only **third person pronouns** (**it, he, she**, etc.) in your writing.

Avoid use of personal pronouns (**I, me, my, you, your**, etc.).

Avoid **colloquialisms and clichés**; write in an elevated, clear, and concise manner.

Write out all **numbers** below 100 in word form. (For example, “**five**” instead of “**5**”)

Citing Sources:

Quotations and Citations:

- **Short quotations** (taking up four lines or less)
 1. Introduce your quotation followed by a **comma**.
 2. Enclose the quotation with **quotation marks** and insert into your paper. Eliminate the punctuation mark at the end.
 3. Place the **parenthetical reference** after the quotation with a period following the closing parenthesis.

EXAMPLE:

Edward Johnson states, “San Diego is my favorite city” (Lipson 2).

- **Long quotations** (taking up four lines or more)

Do not use quotation marks for long quotations.

 1. Follow the introduction of your quotation with a **colon**.
 2. **Double-space** the quotation.
 3. **Indent** each line of the quotation one inch.

4. Place a **period** at the end of the quotation.
5. The **parenthetical reference** is placed after the period.

EXAMPLE:

Joe Starks makes an impression on Janie from the moment he greets her; he is a “citified, stylish dressed man” the likes of which she has never before laid eyes on (Hurston 27). Janie is captivated by this man who looks like he belongs to a different class of people:

His coat was over his arm, but he didn’t need it to represent his clothes. The shirt with the silk sleeveholders was dazzling enough for the world. He whistled, mopped his face and walked like he knew where he was going. He was a seal-brown color but he acted like Mr. Washburn or somebody like that to Janie. Where would such a man be coming from and where was he going? (27)



MLA Reference List Examples:

Type of Source	Format	Example
Book with one author	Last name, First name. <i>Title of Book</i> . Publisher, Publication Year.	Sampson, Ralph. <i>My Life: A Slam Dunk</i> . Rocket Publishing, 1988.
Book with two authors	Last name, First name, and First name Last name. <i>Title of Book</i> . Publisher, Publication Year.	Alderman, Ellen and Caroline Kennedy. <i>The Right to Privacy</i> . Knopf, 1995.
Book with three or more authors	Last name, First name, et al. <i>Title of Book</i> . Publisher, Publication Year.	Wysocki, Anne Frances, et. al. <i>Writing New Media: Theory and Applications for Expanding the Teaching of Composition</i> . Utah State UP, 2004.
Book prepared by an editor	Last name, First name of Author. <i>Title of Book</i> . Edited by Editor's Name(s). Publisher, Publication Year.	Bronte, Charlotte. <i>Jane Eyre</i> . Edited by Margaret Smith, Oxford UP, 1998.
Article in encyclopedia	Last name, First name. "Title of Article." <i>Title of Reference Book</i> , edited by Editor's Name(s), Volume number. Publisher, Year of publication.	Jones, Malcom. "Scatology." <i>Medieval Folklore: An Encyclopedia of Myths, Legends, Tales, Beliefs, and Customs</i> , edited by Carl Lindahl, John McNamara, and John Lindow, 2nd ed., vol. 3, ABC-CLIO, 2016.
Article in scholarly journal	Last name, First name. "Title of Article." <i>Title of Journal</i> . Volume, Issue, Year of publication, Page range.	Duvall, John N. "The (Super)Marketplace of Images: Television as Unmediated Mediation in DeLillo's <i>White Noise</i> ." <i>Arizona Quarterly</i> , vol. 50, no. 3, 1994, pp. 127-53.
Novel or play in an anthology	Last name, First name. "Title of Novel or Play." <i>Title of Anthology</i> , edited by Editor's Name(s). Publisher, Year. Page range.	Poe, Edgar Alan. "The Tell-Tale Heart." <i>Scary Stories and Terrible Tales</i> , edited by John Davis. Harbor Press, 1996, pp. 24-30.
Entire website	Author or Editor (if available). <i>Name of Website</i> . Publisher of site, Date of resource creation (if available), URL or DOI. Date accessed.	<i>The Purdue OWL Family of Sites</i> . The Writing Lab and OWL at Purdue and Purdue U, 2018, owl.english.purdue.edu/owl. Accessed 10 Apr. 2018.
A page on a website	Author or Editor (if available). "Title of Article." <i>Name of Website</i> . Publisher of site, Date of resource creation (if available), URL or DOI. Date accessed.	Lundman, Susan. "How to Make Vegetarian Chili." <i>eHow</i> , www.ehow.com/how_10727_make-vegetarian-chili.html. Accessed 6 July 2015.
Article from online database	Last name, First name. "Title of Article." <i>Title of Source</i> . Volume, Issue, Year, Page range. <i>Title of Database</i> . DOI or URL. Date accessed.	Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." <i>Historical Journal</i> , vol. 50, no. 1, 2007, pp. 173-96. <i>ProQuest</i> , doi:10.1017/S0018246X06005966. Accessed 27 May 2009.

For more information on MLA Guidelines visit <http://www.mla.org>

The Art of Writing an Essay

Three Time-Tested Tips for Writing an Effective Essay:

1. Prepare your argument ahead of time. Gather information on note cards and add more ideas as they come to you. A little extra time and care at the beginning of the writing process will potentially save you hours of frustration later on!
2. Create an outline. Before you start hammering away at your keyboard, try to visualize the flow of your essay by creating an outline. It doesn't have to be detailed – think of it as your road map that you pack in the glove box before you embark on a long drive. When you are looking for direction later on, you'll be glad you have it to refer back to!
3. Make sure all of the important pieces of the essay are in place. Every essay should include:
 - **An Introduction**, with a “hook” to lure the reader in, a strong thesis statement, and a brief preview of what you will cover in your essay.
 - **Body Paragraphs**: Think of each body paragraph as a brick with which you will build your essay. In order to be strong, a body paragraph must begin with a clear topic sentence connecting the information in each paragraph to your thesis statement, important facts to support the topic sentence, and a smooth transition sentence leading the reader seamlessly to the next topic.
 - **A Conclusion**: Here is your chance to drive home your argument with gusto. Make sure you restate your thesis statement in the conclusion (in different wording, of course!) to remind the reader what you have just proven.

Remember, the keys to writing a good essay are clarity and support.

- Know what you are trying to say.
- Know why you are trying to say it.
- Say it clearly and simply.
- Support every idea you use with facts.

What's a thesis statement?

Think of the thesis statement of your essay as the argument that you are trying to prove in your essay. An essay is very much like a criminal court proceeding: it requires evidence to make the case, and specific details to support the evidence. Your thesis statement is the main idea that holds your case together.

Your thesis statement should be simple and specific enough to keep your essay from drifting out of focus, but complex enough so as to require at least three key pieces of evidence for support. Each one of your body paragraphs will present and expand upon information that supports your thesis: the specific details to support your evidence.

Ten Tips for Writing an Excellent Essay

1. Answer all parts of the question.

Leaving out key components of your writing topic will definitely hurt your grade!

2. Be comfortable with the topic.

If writing about a book, pick one that you have read in school, are comfortable with, and that is relevant to the assignment.

Make sure to mention the **TAG** (title, author, and genre) in the introductory paragraph.

3. Remember: Neatness counts!

Be neat! If you must handwrite your essay, write slowly. Use a pencil/eraser; we all make mistakes! Make sure the message is legible and clear!

4. Use the appropriate length.

Most fully developed essays are at least five paragraphs in length, with 4–5 sentences in each paragraph.

5. Make sure your thesis statement is clear and appears in the right places!

Your thesis should appear at the end of your intro paragraph and should be restated at the beginning of your conclusion paragraph.

A good thesis statement often rephrases the writing prompt you have been assigned.

6. Each paragraph is anchored with a clear topic sentence.

The first sentence of each paragraph should constitute a clear topic sentence that supports your thesis and tells the reader what the paragraph will be about.

7. Only select examples that are relevant to the thesis statement and are interesting!

When choosing examples to write about, make sure you are only using ones that support your thesis statement! Also, be as specific as possible.

8. Make sure you include proper analysis for each example you use.

Proper analysis will tell the reader how and why this example proves your thesis.

When writing about a book, assume the reader already knows the plot. Only use plot summary to explain how your example supports your thesis statement.

9. Write in a formal, elevated manner. You are not texting your best friend!

Avoid contractions wherever possible. For example, write “**she will**” instead of “**she’ll**.”

Write out numbers **under 100** in word form (“**five**” instead of “**5**”), but write dates in numeral form (**June 5, 2011**).

Avoid text-speak words such as “**ok**,” “**u**,” or “**idk**.”

Always write in present tense when writing about literature; write in past tense when writing about true events.

10. Keep in mind the key points of formal language and vocabulary.

Avoid 1st and 2nd person (**I**, **my**, **me**, **us**, **we** or **you**, **your**). Instead use 3rd person (**he**, **she**, **they**, **them**, **him**, **her**, or **one**).

Exception: sometimes an essay prompt will ask for your opinion, such as: “What do **YOU** think about...?” You may use 1st person for those types of questions only. Otherwise, stick to the third unless the question is asked in that way.

Use transition words (such as **however**, **furthermore**, **finally**, and **therefore**) to improve the flow of your writing.

- Avoid overuse of “**to be**” verbs such as **is** and **are**. Sometimes you can’t avoid them, but using stronger verbs will make your writing much more compelling.
- The following words are usually unnecessary in strong writing: **many**, **very**, **good**, **bad**, **really**, **pretty**, **things**, and **stuff**.

Remember, organization, form, and clarity are much more important than flowery wording and colorful descriptions. Logic trumps style when writing essays.

[illegible]





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