



SOUTHWESTERN  
UNIVERSITY

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OFFICE OF ALUMNI & PARENT RELATIONS

# 2018 Parent Handbook





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# 2018 Parent Handbook



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## *A Message from the President*

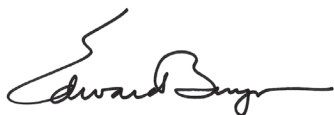
Welcome to the Southwestern University family. Your son or daughter will soon embark on the *Southwestern Experience*, a four-year journey of intellectual and creative growth that will lay the groundwork for a lifetime of engagement, discovery, independent thought, and meaningful accomplishment. I look forward to connecting with you and your student at Parent Orientation and beyond throughout this journey.

The first institution of higher learning in Texas, Southwestern is one of the finest residential liberal arts and sciences undergraduate universities in the country. In the best spirit of our 19th-century founders, who pioneered higher education in the rough and dangerous territory of the Republic of Texas, Southwestern dedicates itself today to pioneering the future of meaningful higher learning in an ever-complex, multifaceted society. Here, your student will be asked to think carefully, effectively, and creatively; write frequently and eloquently; form arguments from various perspectives; interact with individuals from diverse backgrounds; and integrate concepts from their coursework and experiential learning opportunities to generate new ideas that respond to and enhance the world around them. In short, we hope your student will embrace our vision to: Think, Create, Connect ... To Make Meaning and Make a Difference.

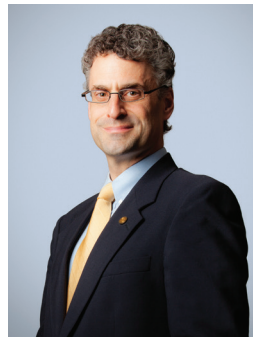
What should we expect from our students at the conclusion of their *Southwestern Experience*? You can anticipate that they will have gained an aptitude for making connections and creating solutions that prepares them not just for their first job, but for all of the positions they will hold in the sum of their careers, in vocations they themselves may create. Your student will be an ever-evolving learner able to adjust to our rapidly changing world, with the capacity to contribute in social, intellectual, and material ways to the well-being of humanity.

I speak for the entire Southwestern University community when I say we are delighted that your family has committed to this profound and purposeful educational experience. My staff and I, our faculty, and the entire campus are available to assist in any way we can. This is sure to be an exciting journey. Congratulations and welcome!

Sincerely,



Edward B. Burger  
President and Professor



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## *Welcome from Alumni & Parent Relations*



Welcome to our newest Pirate parents! Since this campus will be your student's home-away-from-home while at college, it is important that your family feel comfortable and informed. This handbook is a resource of facts, phone numbers and some well-intentioned advice to help you with your student's college transition.

Our best advice—encourage your student's independence. As he or she learns to manage time and money and to make many life-shaping decisions, your love and support will confirm your belief in him or her. Ask your son or daughter what he or she has learned—inside and outside the classroom. Beyond the academic experience, Southwestern University offers many opportunities for campus involvement, community engagement, fitness and leisure.

During your student's college years, you will receive *Southwestern*, the University magazine; *News from SU for Parents*, a monthly electronic newsletter; invitations to Family Days; and much more. If you have questions about becoming involved; or your student is seeking support or campus resources, please contact us. You may also want to visit our website to keep up with new developments at Southwestern. Your family is a significant part of our campus community and we hope you always feel at home in Georgetown.

Sincerely,

A handwritten signature in black ink that reads "Grace Josey Pyka".

Grace Josey Pyka '05  
Senior Associate Director of Alumni and Parent Relations

Email: [pykag@southwestern.edu](mailto:pykag@southwestern.edu)

Phone: 800.960.6363

**[southwestern.edu/parents](http://southwestern.edu/parents)**

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## *Supporting the* Southwestern Experience

Each year, Southwestern parents give generously to the Parent Fund (part of the Southwestern Fund) and other campus programs and initiatives that enhance their student's educational and co-curricular experiences. During the 2016-17 academic year, current parents celebrated their students' *Southwestern Experience* by contributing \$162,318 to the University. What a tremendous showing of support from SU parents!

As the 2018-19 academic year begins, Southwestern parents again have an opportunity to make a difference. Your student's *Southwestern Experience* includes invaluable educational opportunities—from the classroom to the athletic fields, from the laboratory to the community to the professional world and beyond. The generosity of parents like you plays a critical role in making a Southwestern education the remarkable experience that it is. Your gift will have a substantial impact on the University community, and will indicate to SU, and the larger academic community, that you are pleased with the experience your student is receiving.

You will be receiving an invitation to participate in the Parent Fund and the Parent Leadership Gift Council (PLGC) soon! Please make the Southwestern Parent Fund a priority when you make your charitable gifts this year.

### PARENT LEADERSHIP GIFT COUNCIL (PLGC)

Parents who give \$2,500 or more annually to the area of the University that is most important to them and their students are recognized as members of the Parent Leadership Gift Council (PLGC). The PLGC offers parents the opportunity for meaningful engagement with University leadership during their student's time on campus and beyond. Members will be invited to meet with the President and members of the President's Staff during PLGC meetings. They will receive updates on campus initiatives and share their thoughts and questions. PLGC members also serve as parent mentors for first-year families and as hosts of regional gatherings for SU families. If you have interest in learning more about the PLGC or to join please contact Grace Josey Pyka '05, Senior Associate Director of Alumni and Parent Relations, at [pykag@southwestern.edu](mailto:pykag@southwestern.edu) or 512.863.1486.





# Southwestern University

## PIONEERING HIGHER EDUCATION

In 1835, William Barret Travis, defender of the Alamo and a true icon of Texas history, was the leader of a group of settlers of the Mexican province of Texas when he called for the establishment of a Methodist presence in the region through a letter written to New York City's *Christian Advocate*. In response, Methodist leaders dispatched three missionaries to Texas, including Martin Ruter of Pennsylvania.

Ruter found himself in an undeveloped region recovering from the battles of the Texas Revolution and endangered by enmity between settlers and the Comanche Nation. Despite the challenges, Ruter envisioned an institution of higher learning for the new republic, gaining President Sam Houston's support for the idea. Ruter's vision came to fruition in 1840 with the founding of Rutersville College, the first institution of higher learning in Texas, about 100 miles southeast of the settlement that would become Georgetown. Dr. A.M. Levy, the surgeon general of the Republic of Texas, would donate 320 acres of land for the new college, ensuring its survival. Southwestern traces its genesis to Rutersville and three other early Texas Methodist institutions that were founded later: Wesleyan College (1844), McKenzie College (1848), and Soule University (1856).

In 1868, Francis Asbury Mood, a teacher at the South Carolina State Normal School, agreed to become president of Soule University, 40 miles east of Rutersville. Finding Soule in disarray in the aftermath of the Civil War, Mood formulated a plan for one central Methodist institution for the state, and persuaded the Texas Methodist Conference to open a college in Georgetown. Mood was elected president of the new institution, Texas University. By the end of the 1874-1875 academic year, the name "Texas University" had been relinquished to the State of Texas for a proposed state university in Austin, and the institution was renamed "South Western University."

During the next several decades, Southwestern emerged as Texas' predominant Methodist college. Struggling with enrollment and finances during the 1920s and 1930s, Southwestern was saved from financial ruin by Elizabeth Carothers Wiess, a Houston

benefactor. World War II brought prosperity to Southwestern when the War Department selected it as a site for a Navy officers training program. Among the Southwestern midshipmen were some of the best football players from Baylor, The University of Texas at Austin, Texas Christian University, Southern Methodist University, Rice University and Oklahoma University. By the fall of 1943, the “Immortal 36,” as they became known, overpowered other teams, even beating UT Austin. Those Pirates went on to win the Sun Bowl in 1944 and 1945.

The 1950s marked Southwestern’s return to its focus as a liberal arts and sciences college, and the few graduate degrees it offered at the time were dropped. During the next few decades, Southwestern’s reputation grew. By the early 1980s, the name “Southwestern University” began to appear in national college guidebooks. In 1988, *US News & World Report* named Southwestern the top regional liberal arts college in the nation. In 1994, the Carnegie Foundation for the Advancement of Teaching promoted Southwestern to classification among 160 national liberal arts colleges. A chapter of the prestigious honor society Phi Beta Kappa was installed in March 1995.

Much of Southwestern’s emergence as a national liberal arts college was due to a 20-year “challenge grant” funded by The Brown Foundation, Inc. of Houston. Between 1976 and 1996, the Brown Challenge brought in more than \$31 million, which supported the University’s first endowed professorships, established the Brown Symposium, and funded the Brown Scholars program, which offers scholarships for outstanding students.

Today, Southwestern is considered one of the nation’s premier undergraduate liberal arts colleges, comprising a college of arts and sciences and a school of fine arts. Its Paideia curriculum provides students an educational experience that is interdisciplinary, integrative, and intentional. Paideia fosters and promotes connections among academic courses, intercultural experiences, and civic engagement. Our vision to Think, Create, Connect ... To Make Meaning and Make a Difference extends these values of intentionality, critical thinking, and community throughout our institutional practices and strategic decisions. Grounded by the successes of our storied past, Southwestern University is facing forward, creating the future of higher learning in the liberal arts and sciences.

## DISTINGUISHED MOMENTS

- Southwestern is recognized as the successor of the first institution of higher learning in Texas, chartered by the Republic of Texas in 1840.
- Southwestern beat The University of Texas at Austin (63–10) in the first college baseball game played in the state in 1884.
- Three of the first five Rhodes Scholars in Texas were Southwestern graduates.
- Legendary folklorist and author **J. Frank Dobie** graduated from Southwestern in 1910. The J. Frank and Bertha McKee Dobie Collections are located in the A. Frank Smith, Jr. Library Center.
- Southwestern’s library is home to the John G. Tower Library. The late U.S. Senator from Texas, who served from 1961–1984, graduated from Southwestern in 1948.
- In 1975, the college of arts and sciences was officially named the Brown School of Arts and Sciences in recognition of gifts from The Brown Foundation, Inc. of Houston.
- The Phi Beta Kappa Society is the nation’s oldest honorary society, having

championed and fostered the value of study in the liberal arts and sciences since its inception in 1776 at the College of William and Mary in Williamsburg, Va. Installed on March 25, 1995, the Phi Beta Kappa chapter at Southwestern is one of the society's 12 chapters in Texas.

- The late Loren Pope, former education editor for *The New York Times*, included Southwestern in his book, *Colleges That Change Lives*, which was first published in 1996. He wrote, "[Southwestern] is one of the few jewels of the Southwest whose mission is to prepare a new generation to contribute to a changing society, and to prosper in their jobs, whatever and wherever in the world they may be." Southwestern has been included in each subsequent edition as well.
- In 1998, Southwestern faculty, students, alumni, staff and trustees identified the University's core purpose and core values. The core purpose: Fostering a liberal arts community whose values and actions encourage contributions toward the well-being of humanity. The core values: Promoting lifelong learning and a passion for intellectual and personal growth; fostering diverse perspectives; being true to one's self and others; respecting the worth and dignity of persons; and encouraging activism in the pursuit of justice and the common good. A sixth core value, cultivating academic excellence, was added in 2008.
- In 1999, Houston investment manager Fayez Sarofim pledged \$8 million for a major renovation to Southwestern's Fine Arts Center. In recognition of this gift, the Southwestern Board of Trustees voted to name the school of fine arts The Sarofim School of Fine Arts.
- The National Survey of Student Engagement consistently finds that students at Southwestern rank above students at peer institutions—and significantly above the national average—when it comes to being engaged in their academic endeavors. The survey measures five areas that are associated with high levels of learning and development: level of academic challenge, active and collaborative learning, student-faculty interaction, enriching educational experiences and supportive campus environment.
- In April 2001, the Board of Trustees approved Southwestern's Strategic Plan for 2010. Developed by faculty, staff, alumni, students, trustees and friends, the plan listed four strategic goals that served as guiding principles during the decade, among them "fostering a liberal arts institution of the highest rank and quality."
- As part of the Strategic Plan for 2010, the University established Paideia in 2002. Supported in part by an \$8.5 million grant from the Priddy Charitable Trust, the program was designed to help students make connections between what they are learning in the classroom and the world around them, with the goal of educating global citizens for the 21st century.
- In 2005, Southwestern was elected to full membership of the Institute for the International Education of Students (IES). The membership of IES is made up of a group of premier colleges and universities and full membership is by invitation only. As a full member of IES, Southwestern has the opportunity to provide significant input regarding the curriculum, pedagogy and strategic direction for one of the leading study abroad organizations in the United States.
- In March 2006, Southwestern University kicked off Thinking Ahead: The Southwestern Campaign, a \$150 million comprehensive campaign designed to fund priorities in the University's Strategic Plan for 2010. It was completed in 2013.

- In 2006, Southwestern University was one of the first colleges or universities in the country to be recognized by the Carnegie Foundation for its commitment to community engagement.
- In the spring of 2007, Southwestern University became the second university in Texas to sign the Talloires Declaration, a 10-point action plan for incorporating sustainability and environmental literacy in teaching, research, operations and outreach at colleges and universities.
- Southwestern University has been named to the President's Higher Education Community Service Honor Roll every year since 2006. Criteria for the Honor Roll include the scope and innovativeness of service projects, percentage of student participation in service activities and the extent to which the school offers academic service-learning courses.
- The Fiske Guide to Colleges regularly lists Southwestern University among the Top 25 Small Colleges and Universities Strong in Art or Design and among the Top 37 Small Colleges and Universities Strong in Business.
- In 2009, Southwestern University President Jake B. Schrum '68, signed the American College and University Presidents' Climate Commitment.
- In early 2010, the University signed an agreement with the City of Georgetown to power campus electricity needs exclusively with wind power through the year 2028.
- The Wilhelmina Cullen Admission Center, which opened in 2009, was awarded Gold LEED certification from the U.S. Green Building Council. The Charles and Elizabeth Prothro Center for Lifelong Learning, which opened in 2010, was awarded Silver LEED certification.
- In March 2010, the faculty, staff, University Council, Student Congress and Board of Trustees approved "Shaping Our Future: The Strategic Plan for Southwestern University 2010-2020."
- On Oct. 28, 2011, the Board of Trustees voted to add football and women's lacrosse to Southwestern's complement of varsity athletics opportunities, bringing the total number of teams to 20. The decision to add these sports was a natural outcome of the University's supporting strategic direction to enhance the campus experience for students through carefully planned growth of the student body. Today's student-athletes contribute in many positive ways to the campus community and have GPAs and graduation rates equal to or higher than the average for all SU students.
- In 2012, Southwestern received a \$1.3 million grant from the Howard Hughes Medical Institute to launch the Southwestern Inquiry Initiative to transform science and math at the University.
- Of the top 100 national liberal arts colleges, Southwestern reached the #1 spot in enrollment of Hispanic/Latino students.
- In fall 2013, the Southwestern Pirates football team took the field for the first SU football game since 1950. In fall 2016, the team celebrated its first conference championship title.
- On Feb. 5, 2015, Southwestern celebrated the 175th anniversary of its original 1840 charter. A gift of \$5.1 million from Margaret S. Odiorne, one of the largest outright gifts received by the institution, was announced as part of the celebration. The gift now supports scholarships for students from the Texas Hill Country.
- Southwestern University's Center for Career & Professional Development was ranked fourth in the U.S. and best in Texas in The Princeton Review's book, *The Best 379 Colleges: 2017 Edition*.



# 2018 Parent Handbook

## Office of the Dean of the Faculty

**Contact: Page 52**

The Office of the Dean of the Faculty is responsible for the University's total educational program. The Office is charged with administering the academic program in such areas as administrative and academic assessment and University-wide strategic planning; institutional research; faculty recruitment, evaluation, promotion and development; academic advising; publication of the online Faculty Handbook and the University Catalog; class scheduling, registration and student records; coordination of First-Year and Advanced-Entry Seminars and the Paideia curriculum; study abroad; the Debby S. Ellis Writing Center; civic engagement; and certification of graduates. These duties are performed in consultation and collaboration with various University committees.

## Academic Life

**Contact: Page 51**

### **FREQUENTLY ASKED QUESTIONS:**

#### **What does my student need to do to remain in good academic standing?**

"Good standing" is defined as earning at least a 2.0 cumulative grade point average, and completing at least 24 graded credits in an academic year. Academic standing is based only on coursework attempted at Southwestern. Students who do not meet the grade point average and/or credits passed requirements are placed on probation for one semester and may be subject to dismissal. In subsequent years, students will be placed on academic probation if their cumulative grade point average falls below 2.0 and they are not making satisfactory progress toward graduation by passing an average of at least 24 graded credits each year. Students in their first regular semester who do not pass a minimum of eight credits of course work are ineligible to return for the following semester. Additional information on academic standing may be found in the University Catalog.

#### **Will my student have easy access to his or her advisor and professors?**

New students are assigned an academic advisor (a faculty or professional staff member), using information provided by the student in the various materials mailed during the summer. Because all advisors are trained to advise first-year students in any major, students may be initially assigned to an advisor outside their intended major. After the student's first semester or when a major is selected, he or she may choose a new advisor. Although advisors are concerned with their advisee's academic welfare, it is ultimately the student's responsibility to initiate contact with the advisor. Advisors help students understand academic expectations and requirements, choose classes and understand how to access campus resources. Generally, advisors meet with students during posted office hours or by appointment.

**How is the first year of study selected? What is an average academic load?**

Students who elected to attend a Sprog Day program registered for courses while on campus. All other students register online during Open Registration using information sent home in early June. Staff in the Center for Academic Success and Records (CASAR) are available by phone and email to answer questions about the registration process. It is important that students check their new Southwestern email address frequently during the summer for important details regarding registration tasks. During Orientation Week, each student will meet with his or her academic advisor to make any necessary schedule modifications. Typically, students take an average of 16 credits (four classes at four credits each) each semester.

**Do academic advisors help students choose a major or assist with career planning?**

Students are not required to declare a major until the spring semester of their sophomore year, allowing them time to thoroughly explore their options before officially declaring a major. The Center for Career & Professional Development can assist students in outlining a four-year career planning process. Utilizing personality and interest inventories as well as individual appointments, they help students explore major and career choices. The CASAR also offers major choice resources and hosts exploratory student meetings at all Sprog events as well as during the first few weeks of the semester. Academic advisors and faculty members can also assist students in career planning and exploration. Students planning to major in education and attain teaching certification are encouraged to declare the major as early as possible, preferably during their first year. Any student interested in teacher certification should contact a member of the education faculty during his or her first semester.

**When do we find out how much credit our student receives for AP/IB tests?**

AP subject areas with test scores of four or five always earn credit. An International Baccalaureate (IB) score of at least five earns credit in the same way as AP scores. Academic advisors will have this information to help facilitate registration. Students also receive a copy of their credit evaluation from the Center for Academic Success and Records (CASAR).

**Is class attendance required?**

Yes, as stated in the Student Handbook, class attendance is required. Students are expected to attend all regularly scheduled classes and any other time for which credit is granted. At a small university like Southwestern, classes move at a brisk pace and are heavily dependent upon in-class discussion.

**If a student is having a tough time in an academic or personal endeavor, is there staff available for advice or consultation?**

Yes. In addition to consulting with their advisor, students who have specific academic questions or who are experiencing academic difficulty may seek help from the CASAR. The CASAR staff can assist students who need help with skill development, excessive absenteeism, disability accommodations, and personal or medical problems that affect

academic performance. The Counseling Center provides students with free, confidential counseling regarding personal issues.

**Is tutoring available? What does it cost?**

Tutoring sponsored by Southwestern is free and available in introductory science, math and language courses. The Debby Ellis Writing Center is available to work with all students during the writing process. The CASAR can help students make tutorial arrangements. Students may also hire private tutors who charge an hourly rate and are not employed by the University. Southwestern University believes in a system of self-advocacy.

**Does Southwestern have a “watchdog” person assigned to first-year students?**

While faculty members and CASAR staff are always on the lookout for students who may be struggling, it is ultimately a student’s responsibility to take the first step in seeking help and guidance, which is readily available through a variety of campus resources. Faculty are able to inform CASAR staff to specific problems in a student’s performance, attendance or engagement. When these situations occur, students are informed and encouraged to follow up with their faculty. Additionally, CASAR staff contacts the student to create a plan for improvement.

**What grading system does Southwestern use?**

Southwestern uses an A, B, C, D, F grading system; the grades of A, B, C and D may be awarded with a plus or minus. Additionally, a grade of P (Pass for a C- or better) may be awarded but does not count in a student’s grade point average (GPA). Please refer to the *University Catalog* for specific instructions on determining a GPA and for additional details regarding the grading system.

**Are semester grades sent to parents?**

Because students may view their grades online, grade reports are generally not mailed. The best way to see grades is to ask your student. Parents may request copies of final grades at the conclusion of each semester, provided your student has signed a release allowing this to happen. If a student did not do this prior to Orientation, he or she may file a release in the Center for Academic Success and Records (CASAR). The authorization to release grades to parents is effective until rescinded by the student. Due to government regulations regarding student privacy, student performance cannot be discussed with parents without the student’s explicit written permission.

**Who can talk to me about my student’s academic performance and what can they tell me?**

The Family Educational Rights and Privacy Act (FERPA) prohibits the release of student information without written consent from the student. Southwestern University complies with this law. Although some students still may be the financial (and perhaps legal) responsibility of their parents, this does not automatically entitle the parents access to student data. When students sign a release to issue their grades to their parents, the release only covers grades. If your student gives written consent to faculty or an administrator to discuss his or her progress with you, only the information specifically

stated in the release will be discussed. For more information, see *What Parents and Guardians Should Know About the Family Education Rights and Privacy Act (FERPA)* on Page 40.

### **Does Southwestern have an Honor Code?**

Yes. A long-held tradition at Southwestern University is being true to oneself and others. Students established the Honor Code more than a century ago to commit themselves to academic integrity and to hold each other accountable in their endeavors both inside and outside the classroom. Students write and sign the Honor Pledge when completing every examination, paper, quiz and other professor-designated assignment to reaffirm their commitment to honorable conduct. The Honor Pledge states, "I have acted with honesty and integrity in producing this work and am unaware of anyone who has not." If a student is noted to have engaged in dishonorable conduct, the concern is brought to the Honor Code Council, a group made up of faculty and students. While the main purpose of the Honor Code Council is to educate the campus community on the privileges of studying under an Honor Code, the Council also serves as a Hearing Board for Honor Code violations beyond those resolved with Non-Judicial Resolutions. For more information about the Honor Code, visit [southwestern.edu/academics/honor-code](https://southwestern.edu/academics/honor-code).

### **Does Southwestern have a Dean's List?**

Yes. Students are placed on the Dean's List for a given semester if they attain a grade point average for that semester of at least 3.60 for 12 academic credits of graded coursework, and if they are in good standing with the University. Announcement letters are mailed to students' permanent addresses.

### **Is there an Advising Syllabus?**

Yes. The purpose of advising at Southwestern is to create a dynamic relationship where students collaborate with faculty and staff advisors to foster each student's academic potential through making connections among classes, experiential learning, and co-curricular programming.

#### **ADVISING GOALS FOR ADVISEES**

- Develop an intentional collaborative relationship with their advisor
- Understand the structure and purpose of Southwestern's curriculum
- Create a narrative that connects their classes, experiential learning, and co-curricular programming
- Identify and explain their personal and professional short and long-term goals
- Use institutional resources to meet their goals

#### **STUDENT RESPONSIBILITIES**

- Develop a strong working relationship with their advisor and make appointments when requested and necessary
- Be respectful and inclusive in communications and interactions with their advisor
- Prepare for and be active in your advising meetings and ask questions when they arise
- Reflect on personal interests, skills, and goals and share with their advisor

- Learn and understand the Catalog and SU's policies, procedures, deadlines, and requirements
- Use the technological resources (WebAdvisor, etc) available to help them make informed decisions toward and plan their degree requirements
- Seek out additional faculty and staff who can assist with academic and career planning when needed
- Follow through on plans-of-action identified during advising meetings
- Take responsibility for completing the academic plan

#### ADVISOR RESPONSIBILITIES

- Develop a strong working relationship with their advisee and be available for appointments as needed
- Be respectful and inclusive in communications and interactions with their advisee
- Inform the student about their advising style and expectations
- Assist students in exploring and defining their interests, skills, and goals
- Remain current with the Catalog and SU's policies, procedures, deadlines, and requirements
- Maintain confidentiality regarding student information while following FERPA guidelines at all times
- Inform students of and provide appropriate referrals to campus resources that enhance their academic and/or personal experience at SU
- Discuss plans-of-action
- Help students to make decisions and take ownership of their choices

### *Financial Aid Office*

**Contact: Page 52**

In a real sense, every student admitted to Southwestern receives financial assistance. Income from endowments and gifts pays for more than 40 percent of each student's educational costs. Tuition and fees pay the balance. Friends of the University have made additional funds available for financial assistance, which are granted on the basis of both merit and need. The University has scholarships, grants, work opportunities and loans to assist worthy students in meeting financial needs for their college educations. The Financial Aid Office has information about the programs Southwestern offers to help families pay for educational expenses.

#### FREQUENTLY ASKED QUESTIONS:

##### **When will financial aid be disbursed to my student's account?**

Financial aid disbursements for the fall term begin in mid-August; early January for the spring term. Until the aid is disbursed to a student's account, financial aid will appear on billing statements as either "Confirmed" or "Needs Attention". Confirmed aid is aid that will be disbursed in August (for the fall term) or January (for the spring term). For payment due date purposes, only confirmed financial aid is considered when determining a student's balance due.

**For financial aid that needs attention, how do I get it processed or canceled?**

Tuition Equalization Grants (TEG): If the TEG is in the "Needs Attention" section, this means we must confirm a student's Texas residency status. The residency form is available on the Financial Aid website. From the main Financial Aid page, go to our loan information page for details regarding the how to apply for a loan and how to decline a loan. From the main Financial Aid page, click on "Loan Information" in the Quick Links section.

Endowed Scholarships from Southwestern: These require a thank you note from the student before the funds will be disbursed to the student's account. The note will be sent to the donor that provided the funds for the scholarship. Students from whom a thank you note is required will be contacted over the summer months with information regarding this requirement. For more details, contact Maria Kruger in University Relations at [scholarships@southwestern.edu](mailto:scholarships@southwestern.edu) or at 512.863.1222.

Outside Scholarships: Contact your outside scholarship provider to confirm that you have done all that is needed to get the funds sent to the university. Often, a scholarship provider will require an enrollment verification before the funds can be sent.

For information about how to have an enrollment verification sent to a scholarship provider, contact the Office of Academic Success and Records (Registrar) at 512.863.1952.

**Will all financial assistance automatically renew from year to year?**

No. Need-based financial aid such as federal grants, state grants, Southwestern University need-based grants and student loans require that a family submit a Free Application for Federal Student Aid (FAFSA) each year. The FAFSA may be submitted online at [www.fafsa.gov](http://www.fafsa.gov) and can be accessed through the Financial Aid website. The deadline for submitting the FAFSA is March 1 of each year. Financial aid notices will be sent out over the summer. Most types of merit-based financial aid (such as Barcus, Cody, Finch, Hyer, McKenzie, Mood, Ruter, Southwestern, and University Awards) are renewed each year, provided the student maintains satisfactory academic progress as defined in the University Catalog. Some scholarships (such as the Brown Scholarship and Fine Arts awards) have additional renewal criteria. Information about scholarship renewal criteria can be obtained from the Financial Aid website.

**Are there scholarship opportunities available for continuing students?**

Yes, there are a limited number of non-need-based scholarship opportunities for continuing students. Information about these scholarships is available through the Financial Aid website.

**When does my student re-apply for financial aid for the upcoming year?**

The FAFSA will be available beginning October 1. The deadline for submitting the FAFSA for the upcoming academic year is March 1.

**How can my student find out about on-campus work opportunities?**

During the first week of school, the Center for Career & Professional Development will host the On-Campus and Part-Time Fair. Students can contact the Center for Career & Professional Development to prepare for this event and learn how to create an account

in PirateLink, [southwestern.edu/offices/careers/](http://southwestern.edu/offices/careers/), where many on-campus and local opportunities are posted. A student is not required to have a work-study award in their financial aid package in order to work on campus.

**How can I view my student's financial aid award information?**

Your student may view this information through his or her self-service account.

## ***Business Office***

**Contact: Page 52**

The Business Office is responsible for billing and collecting payments on student accounts and can answer questions regarding billing statements, tuition payments, Pirate Buc\$ deposits, waivers for optional charges, student refund checks, book vouchers, ECSI payment plans, and payments from guaranteed tuition plans and 401Ks.

### **FREQUENTLY ASKED QUESTIONS:**

**How can I discuss my student's account with the Business Office?**

Students and parents with questions related to paying tuition and fees and other billing concerns are encouraged to contact the Business Office, located on the first floor of the Roy and Lillie Cullen Building. In compliance with the federal Family Educational Rights and Privacy Act (FERPA), Southwestern University cannot release or discuss a student's financial information to anyone—including parents or guardians—unless authorized by law or unless the student consents to the disclosure in writing by completing the "Parent Access to Student Information" form found at

**[southwestern.edu/academics/records-registrar/transcript-request-other-forms](http://southwestern.edu/academics/records-registrar/transcript-request-other-forms).**

Please note that two different authorizations are included on the form. The first relates to grades and the second allows the Business Office to discuss the student's account and financial information. An email address must also be included in order to receive electronic billing communications from the Business Office related to your student's account. The form must be completed and signed by the student and returned to the Center for Academic Success and Records via fax at 512.863.1685 or by mail to the Center for Academic Success and Records, Prothro Center Room 100, P.O. Box 770, Georgetown, TX 78627-0770.

**When will my student receive bills from Southwestern and when are payments due?**

The current billing schedule and payment due dates can be found on the Business Office website at **[southwestern.edu/business-office/student-accounts](http://southwestern.edu/business-office/student-accounts)**.

### **FALL 2018:**

Official bills will be mailed to returning students at their permanent address on record at the end of April. New students will receive a bill with actual financial aid and tuition charges, but estimated housing and meal plan charges one week after attending a Sprog session. The payment due date for Fall 2018 is July 20, 2018. A second billing statement will be sent July 6 to all students as a reminder that payment is due July 20.

#### SPRING 2019:

Official bills will be mailed Nov. 9, 2018 to the student's home permanent address. The payment due date is December 7, 2018.

Additional statements and student account balance emails may be issued for charges accrued during the semester such as traffic tickets, library fines, residence hall damages and/or course fees.

#### What are the payment options for tuition bills?

##### IN PERSON:

The Business Office is located on the first floor of the Roy and Lillie Cullen Building. Cash, check, money order or cashier's check may be accepted. Credit cards are only accepted online; they are not accepted at the Business Office.

##### BY MAIL:

- Check, money order, or cashier's check can be sent by mail to the following address:  
Southwestern University  
Student Accounts  
PO Box 770  
Georgetown, TX 78627
- Physical Address for Overnight Payments:  
Southwestern University  
Student Accounts  
1001 East University Avenue  
Georgetown, TX 78626

##### ONLINE VIA CREDIT CARD OR ACH:

- Credit Cards that are accepted include MasterCard, Discover, Visa and American Express. A 2.75% processing fee will be added to the amount.
- Electronic Check/ACH payments are also accepted with no additional processing fee.
- Credit Card and ACH payments are accepted online through the student's WebAdvisor account.
- Students need to set up a "Parent Pin" for a parent or other authorized individual to make payments online. Instructions on how to set up a parent pin can be found on the Business Office website at **[southwestern.edu/business-office/student-accounts/payment-options](https://southwestern.edu/business-office/student-accounts/payment-options)**.

##### ECSI PAYMENT PLAN:

- It is an interest-free monthly payment plan.
- There are no credit checks and the payment plan is administered by Heartland ECSI.
- Multiple payment plans are available from 7-12 months for the entire academic year or 3-5 month plans for a specific term only.

- The number of payments and the monthly amount are based on the dates you enroll and when the final payment is due; thus, the sooner you sign up the smaller your monthly payments will be!
- The payment plan opens online for enrollment on March 1.
- There is a non-refundable \$40 application fee.
- The payment plan is flexible. It can be adjusted up or down at any time. Plans can be started based on estimated charges and adjusted when final charges are known.
- If two separate payment plans are needed (e.g. a student has divorced parents), please contact Susan Moore ([moores@southwestern.edu](mailto:moores@southwestern.edu) or 512.863.1928) before applying online.
- Please go to **[southwestern.edu/scholarships-financial-aid/payment-plan](https://southwestern.edu/scholarships-financial-aid/payment-plan)** for more information and to enroll.

#### GUARANTEED TUITION PLANS:

- If you have a Texas Guaranteed Tuition Plan or other out-of-state plan, please contact the Business Office at 512.863.1928 or [studentaccounts@southwestern.edu](mailto:studentaccounts@southwestern.edu).
- We will need a copy of your ID card or other plan document that shows benefits.
- Once the benefit information is received the student account will be credited for the amount of the anticipated tuition plan credit.
- Southwestern charges a flat tuition rate for 12-19 credits per semester. An "anticipated tuition credit" for 12 hours will be added to the student account based on the plan. After the add/drop period is over, this anticipated amount will be adjusted based on the actual hours of enrollment.

#### What is the Late Payment Fee?

Students are expected to meet all financial obligations to the University by designated due dates. A \$100 late payment fee will be assessed when students fail to pay their current charges by the assigned due dates and have not contacted the Business Office about payment arrangements. Failure to pay amounts owed may also result in cancellation of the student's registration, prevention from being allowed to move into on-campus housing, inactivation of the student's meal plan, placement of a "hold" on the student's account, and being barred from receiving official transcripts and future enrollment.

In calculating the past due balance, confirmed financial aid, established payment plan amounts, verified VA benefits, Texas Tomorrow funds, and other substantiated credits will be considered and deducted from the actual student account balance. Students and families with unique payment circumstances must contact the Business Office to confirm payment arrangements prior to the due date. Late payment fees will be assessed on accounts that have not been paid or do not have sufficient financial aid, other credits, or payment arrangements to cover the total institutional charges owed.

The complete Late Payment Fee Policy is available at **[southwestern.edu/business-office/student-accounts/late-payment-policy](https://southwestern.edu/business-office/student-accounts/late-payment-policy)**.

## **Removal of Course Registration for Non-Payment**

The payment deadline is communicated in various ways including on the Business Office website, student statements, and emails sent directly to the students' SU accounts. If payment arrangements have not been completed by the stated deadlines, the University will proceed with removing a student from all registered classes for the semester, either as a cancellation or withdrawal based on the timing as indicated below.

## **Course Cancellation for Non-Payment**

A cancellation occurs when a student is removed from all classes for non-payment prior to the first day of the semester. For a cancellation, a student will receive a full refund of any tuition and fees paid toward the future semester and all financial aid will also be cancelled. Upon resolving the original unpaid student account balance, the student may register again for classes before the end of the add period. Please note that registration for classes is based upon available seats so there is no guarantee the original class schedule can be reinstated.

## **Course Withdrawal for Non-Payment**

A financial withdrawal occurs when a student is removed from classes for non-payment on or after the first day of class. If the deadline to add a class has not passed, upon resolving the original unpaid student account balance, the student may register again for classes without a guarantee of reinstatement of the originally registered courses. If the student who is financially withdrawn for the semester does not re-register, the student will still be responsible for paying the applicable percentage of tuition and board as outlined in the Tuition Refund Schedule found in the Catalog. Room charges will not be refunded due to financial withdrawal. Institutional, state, and federal financial aid are also subject to being reduced in the event of that student's withdrawal from classes and failure to re-register during a semester.

## **What are the three optional charges that can be waived and how is this done?**

Additional information regarding optional charges is available online at:  
**[southwestern.edu/business-office/student-accounts/waivers-for-optional-charges](http://southwestern.edu/business-office/student-accounts/waivers-for-optional-charges).**

All three optional charges listed below must be waived online by July 19, 2018 to receive credit to the student account.

## **Dewar Tuition Refund Plan—Optional Annual Waiver**

- The Dewar tuition refund plan is optional supplemental insurance that is offered to protect your educational investment by providing a refund of tuition and fees in addition to the University refund policy in instances where a student withdraws for medical reasons. The plan covers up to 100% for injury and sickness withdrawals and up to 60% for mental health withdrawals with required doctor's certification that the injury/sickness prevents the student from completing the rest of the semester. The annual rate of \$367 provides coverage for both Fall 2018 and Spring 2019 semesters for students living on campus or \$286 for students living off-campus. All students are automatically enrolled in the Dewar Tuition

Refund Plan and their student accounts charged the annual amount. To waive this coverage, an online waiver form must be completed at the Dewar website: **[tuitionprotection.com/southwestern](http://tuitionprotection.com/southwestern)**. To change the amount of coverage, please contact the Business Office directly at 512.863.1928. The Dewar online waiver site opens on April 1, and all waivers and changes must be made online by July 19, 2018. No changes will be allowed after classes begin on August 27, 2018.

#### **Student Health Insurance—Optional Annual Waiver**

- All students are required to have and keep current health insurance coverage as a condition of enrollment. All student accounts will automatically be charged \$1,890.00 for the University's student health insurance plan annual premium (12 month coverage) for the 2018-2019 academic year. For those students that are already covered by their family's health insurance plan, this charge can be waived by providing evidence of the family primary insurance plan online. For those without health insurance, the University's student health insurance plan will have a \$250 deductible and an 80/20 co-insurance benefit structure. Coverage begins on August 10, 2018 and ends on August 9, 2019.
- To waive coverage or get additional information about the student health insurance, visit **[eiiastudent.org/southwestern](http://eiiastudent.org/southwestern)**. This student health insurance waiver site opens on May 1, 2018, and all waivers must be completed online by July 19, 2018.

#### **Vehicle Registration—Optional Waiver Each Semester**

- All Southwestern students are automatically charged a Vehicle Registration of \$100 per semester (\$200 for the academic year). If a student does not park a vehicle on campus, the charge may be waived by completing the Vehicle Registration Waiver form online at **[tinyurl.com/parkingwaiver](http://tinyurl.com/parkingwaiver)**.
- The online waiver form must be submitted each semester by the required deadline date. For Fall 2018, the waiver site will open April 1, 2018 and the online waiver must be completed by July 19, 2018 to receive the credit to the student account. For Spring 2019, the waiver site will open Nov. 1, 2018 and the online waiver must be completed by Dec. 7, 2018. The paper waiver form is no longer being accepted.

## ***Information Technology***

**Contact: Page 53**

Information Technology (IT) provides computing and networking services for students, faculty and staff. Computing services include administrative functions such as student access to WebAdvisor for class registration, instructional/audiovisual technology support for classrooms and computer labs and the technology support via the Info Desk located in the A. Frank Smith, Jr. Library Center. IT also delivers services to students in the residence halls through a partnership with Apogee Telecommunications. Every resident has high speed wireless and wired Internet connectivity and digital cable TV in his or her room at no additional charge.

## FREQUENTLY ASKED QUESTIONS:

### **Do students need to bring their own computers?**

Students are not required to own a computer, although most do; 100 percent of the entering class brought a computer last year, with laptops being the most popular. If a student does not have a computer, Southwestern has several open labs and public computer workstations available in various locations around campus. Our most popular lab and printing facility is located in the A. Frank Smith, Jr. Library Center, which is open 24-hours-a-day, five days per week with reduced weekend hours.

### **If my student brings a computer, should he or she also bring a printer?**

A personal printer is not a necessity. Our student labs and various accessible locations across campus are equipped with high-speed laser printers; color laser printing is also available.

### **How much does it cost to print pages in the campus computer labs?**

All students are allotted \$30 each semester for printing. Page rates are priced below commercial alternatives (e.g., Kinkos), and students rarely exceed the initial \$30; however, additional "Pirate Print" dollars can be purchased if their account runs low.

### **Does Southwestern have a computer purchase program? What about software?**

The University does not sell computers. However, discount pricing for systems is available to Southwestern students through the Dell and Apple online stores. Southwestern classrooms and labs are installed with common productivity applications and software specified by faculty and pertinent to their classes. Southwestern has adopted Google Apps for Education, which freely provides access to a wide variety of applications including alternatives to Microsoft Office. For details, visit our website: [www.southwestern.edu/its](http://www.southwestern.edu/its) and click on the "Computers and Printing" link.

### **Is Southwestern a wireless campus?**

Yes. Wireless access is available in all campus buildings and many outside areas. However, to ensure uninterrupted Internet service in all residence halls, students should bring an Ethernet cable to use with their personal computers.

### **If my student already has a personal email account, does he or she need a University email account?**

Yes. All students are required to maintain an active Southwestern email account for University communications. This account will become an integral part of his or her daily communication with faculty, service departments and other students. Southwestern uses Google Apps for Education, which provides communication and collaboration tools for the campus and is accessed via the University portal at [my.southwestern.edu](http://my.southwestern.edu).

## *Student Life*

**Contact: Page 53**

*Student Life promotes the mission of Southwestern University by implementing programs and delivering services that provide values-centered education of the*

*whole person. These co-curricular programs and services facilitate students' development of competencies and reflect shared responsibility for student learning within an undergraduate residential liberal arts community. Student Life fosters a challenging, supportive environment in which the uniqueness of each individual is respected and valued.*

*—Student Life Mission Statement (Reaffirmed, May 2016)*

Undergraduate years can be an extraordinary, life-changing experience, one that presents many students with their first opportunity to live independently from family and to take responsibility for all their own decisions, great and small. The Division of Student Life promotes students' development by creating an environment rich with opportunities to build leadership and teamwork skills, to build character, to align values and behaviors, and to be an active citizen. We value and support student learning wherever it takes place—in the classroom, the laboratory, and the library, certainly, but also in the residence halls, in student organizations, in internships, in the dining hall, and in moments of conflict or of collaboration.

The Division of Student Life includes the Center for Career & Professional Development, counseling and health services, dean of students, diversity education, intercollegiate athletics, intramural and recreational activities, residence life, spiritual and religious life, student activities, and the University police department. Members of the Student Life staff spend time with students in advising, mentoring, and general counseling roles, both providing information or guidance and addressing more serious personal or academic problems. We take a coordinated approach to the co-curricular experience by encouraging students to be mindful as they choose from among the broad variety of opportunities to engage. There's a perfect balance, different for each student, between academics, team and organization membership, work, and down time. By engaging with intention and reflecting on the value of each component of their involvement, students can find their perfect balance.

Parents can assist by encouraging their students to utilize the programs and services available to them, and to seek meaningful connections with Student Life staff members.

## *Center for Career & Professional Development*

**Contact: Page 54**

**"Early and often!"** The Center for Career & Professional Development encourages students to "begin with the end in mind," i.e. prioritize exploring and preparing to reach long-term goals from Day 1. Exploring and deciding among the many diverse career options open to bright, curious liberal arts students is an important task and takes time. Taking time each semester to break career development into manageable pieces helps students succeed. The Center for Career & Professional Development supports students and alumni as they create well-managed lives, develop 21st century skills, shape their identities, make meaning of their academic experiences and contribute as global citizens.

**Individual advising** in tailored and highly personalized one-on-one appointments allows

students to engage with topics such as:

- Self-assessment of interests, values, skills and personality
- Researching possible career options
- Marketing oneself using resumes, cover letters, social media and interviews
- Graduate and professional school options - including when and how to pursue them
- Implementing a job search strategy, especially developing networking skills

**“High Impact Experiences”** (e.g., internships, shadowing, research) add value to the overall educational and professional development critical for student success. These experiences allow students to test the fit of possible future careers and greatly increase their marketability to employers upon graduation. Data on SU grads shows that the single factor most influencing whether students are employed and satisfied with their post-graduate outcomes is having completed at least one internship. When students pursue high impact experiences, they learn, with the support of the Center for Career & Professional Development, career management skills they’ll use throughout their lives.

**Special events** bring students together with subject matter experts, employers and networking contacts for career exploration and engaging the world of work. Examples include:

- Career Connections BBQ
- Getting into Graduate School
- Etiquette Dinner
- “Careers in...” Series
- Internship and Career Connections Fair
- Southwestern Stars Dinner

Resources for career exploration and engaging in internship, job and graduate/professional school searches include:

- PirateConnect (new in Fall 2018) for connecting students and alumni in networking scenarios
- Online job board, PirateLink, for local and national part-time, on-campus, summer, internship and full-time positions
- Career Resource Center library of more than 500 print publications
- Extensive website of links for exploring and pursuing internship, career and graduate school opportunities
- Resume critiques and resume development assistance, including a detailed Resume Guide with samples
- Mock interviews personalized to students’ target opportunities
- An internship and career fair on campus each semester and transportation to job fairs in the Austin area
- Alumni and parent networking connections, including LinkedIn and Facebook
- On-campus recruiting with local and national for-profit, non-profit, education and government employers

## *Counseling Center*

**Contact: Page 54**

The Counseling Center provides confidential, short-term counseling regarding personal issues. Southwestern students may seek counseling for a wide variety of concerns, including adjustment to college, making friends, motivation, depression, anxiety, sexuality, body image, eating disorders, sexual assault, alcohol or drug abuse, stress management, bereavement, family issues, and romantic relationships. Counseling Center staff members also offer outreach programs, group counseling and referrals to off-campus professionals for psychiatric medications and long-term counseling. While the counselors at Southwestern represent varied areas of expertise and diverse personal backgrounds, they all have training in helping college students grow through the personal problems they occasionally encounter.

What can parents do if a time comes when they have concerns about their student's emotional welfare? Parents are welcome to call the Counseling Center to talk with a counselor about their student. Because of confidentiality laws, the counselor typically cannot disclose whether their student is a client, but can listen to the parents' concerns and help them explore various strategies for offering support and assistance.

## *Diversity Education*

**Contact: Page 54**

The Office of Diversity Education seeks to make Southwestern a welcoming and affirming place for the entire community. In order to promote diversity and social justice, the Office of Diversity Education facilitates workshops, supports student programs and events, and explores cultural/identity awareness.

The Office of Diversity Education specifically works with student organizations such as the Coalition for Diversity and Social Justice and the nine cultural/identity based groups within the coalition: Asian Student Association, EBONY, HALO (Hispanics and Latinos Organization), Kappa Delta Chi, Muslims and Allies, Pirates for Pride, Students for Environmental Activism and Knowledge, SU Native, and SU Planned Piratehood. The Office of Diversity Education is located in the Cross Cultural Center in the Charles and Elizabeth Prothro Center for Lifelong Learning.

Diversity Education events include:

- Asian American Heritage Month
- Coalition for Diversity and Social Justice Retreat
- Borderlands Symposium
- Dr. Martin Luther King Jr. Community Week
- Black History Month
- SU Native Powwow
- Cesar Chavez Dinner
- Drag Ball

- Multicultural Recognition Ceremony
- Lavender Graduation
- Lavender Spaces Training
- Diversity Student Leadership Retreats
- Documentaries, forums, symposia and workshops
- Office of Diversity Education Lecture Series

## *Health Center*

**Contact: Page 54**

The Health Center provides students with confidential, quality health care services and education. We encourage students to take an active role in their well-being and health care decisions.

The Health Center is located on the second floor of the Prothro Center and is open Monday-Friday, 8 a.m. to 5 p.m. during the fall and spring semesters. Appointments are strongly recommended and same day appointments are available on a first-come, first-served basis.

Our team of healthcare professionals includes physicians, a physician assistant, a nurse practitioner, and a registered nurse. Our services include treatment of common illnesses, maintenance of chronic conditions, wellness exams, physicals, laboratory testing, STI testing and treatment, prescriptions, and treatment of mental health issues. When appropriate, we will make referrals to off-campus resources and specialists. The Health Center does not provide emergency care. Students should always call 911 for life-threatening emergencies. Nearby hospitals include St. David's Georgetown Hospital, Seton Medical Center Williamson County, and Baylor Scott & White Medical Center Round Rock. For after-hours urgent care, there are many nearby urgent care clinics such as NextCare, FastMed Urgent Care, and Texas MedClinic.

All students are required to have an active health insurance policy at all times. It is very important for students to bring their insurance card with them to all appointments. All students will be automatically enrolled in a student health insurance plan. If you already have active health insurance coverage, you may waive the auto-enrollment by entering your private health insurance coverage online before the enrollment deadline.

## *Intercollegiate Athletics*

**Contact: Page 55**

Southwestern University competes nationally as an intercollegiate program without athletic scholarships in the National Collegiate Athletic Association (NCAA) Division III. Conference affiliation is with the Southern Collegiate Athletic Conference (SCAC), which includes Austin College, Centenary College, Colorado College, Trinity University, University of Dallas, Texas Lutheran University, Schreiner University, and Johnson & Wales University. The football team is an affiliate member of the American Southwest Conference (ASC)

which includes Belhaven University, Concordia University, East Texas Baptist University, Hardin-Simmons University, Howard Payne University, LeTourneau University, Louisiana College, University of Mary Hardin-Baylor, McMurry University, University of the Ozarks, Sul Ross State University, University of Texas at Dallas, and University of Texas at Tyler.

The Southwestern University Pirates compete in 20 sports, including men's baseball, men's and women's basketball, men's and women's cross country, men's football, men's and women's golf, men's and women's lacrosse, men's and women's soccer, women's softball, men's and women's swimming and diving, men's and women's tennis, men's and women's track and field, and women's volleyball.

Both the Athletic Department staff and participating student-athletes place the highest priority on academic success and the overall quality of the educational experience while striving for excellence on the playing field. The primary goal is for our athletics programs to reflect Southwestern's commitment to the principles of sportsmanship and amateur athletics, ethical conduct, honesty, fairness, and respect for others, emphasizing the health and welfare of student-athletes. The Athletic Department at Southwestern works with other campus constituencies to implement programs and deliver services that provide fair and equitable treatment of men and women, maintaining focus on a values-centered education of the whole person.

Faculty members are important partners in helping student-athletes balance the rigors of their academic studies with the challenges of intercollegiate athletic participation. Student-athletes are responsible for communicating with faculty and staff about their travel schedules and working to make appropriate accommodations regarding make-up work and exams.

### **Athletic Contest Behavior**

The SCAC, the ASC, and the NCAA promote good sportsmanship by student-athletes, coaches, and spectators. Southwestern requests cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the site of competition. The consumption or possession of alcoholic beverages is prohibited at the competition site.

## **FREQUENTLY ASKED QUESTIONS:**

### **Does participating in intercollegiate athletics hurt students academically?**

Rarely. The average GPA for student-athletes is usually comparable to the overall average student GPA.

### **What about missing classes? Are the athletes excused?**

Team travel is considered a University "field trip" under the excused absence policy. Student-athletes must work closely with their professors and discuss missed class work in advance of the absence. Southwestern faculty are generally very supportive of student-athletes.

### **My student was not recruited; can he or she still make the team?**

It is very possible. Varsity athletics are competitive at Southwestern and our coaches recruit throughout the year to fill their team rosters with qualified student-athletes. However, the tryout process is open to all students and those wishing to seek a position are encouraged to contact the respective coach to immediately declare their intention.

### **How good are the athletic programs at Southwestern?**

Excellent and highly competitive. Over the years, our teams have won multiple conference championships and many teams have competed in NCAA Regional and National Championships. Our goal is to become one of the top Division III programs in the country!

## **Intramural & Recreational Activities (SIRA)**

**Contact: Page 55**

Southwestern Intramural and Recreational Activities (SIRA) provides the University community with opportunities for physical, social, and educational development through participation in intramural sports, fitness/wellness, sport clubs, and outdoor recreation programs.

Intramural sports provide an opportunity for participation in organized team and individual sports at various skill levels. A schedule of team sports, individual sports and special events allows students, faculty and staff to compete against others of similar skill in men's, women's, and co-rec divisions of play.

A wide variety of fitness classes are offered by SIRA. Please check the SIRA website ([southwestern.edu/life-at-southwestern/intramural-recreational-activities-sira/](http://southwestern.edu/life-at-southwestern/intramural-recreational-activities-sira/)) or call 512.863.1665 for more information about these programs including Cardio Sculpt, Barre Above, Yoga, and Zumba.

Sport clubs are student organizations that are focused on a specific sport or physical activity. Current clubs include SU Cheerleaders and SU Pom Squad. A club may be instructional, recreational, and/or competitively oriented depending upon the interest of the club members. As with all student organizations, a sport club member placed on scholastic or disciplinary probation is not eligible for election to office within the club and may not represent the club at off-campus events/contests.

Outdoor recreation offers students a variety of camping and sports equipment that can be checked out for weekend use at no cost to SU community members.

Approximately 40 students are employed annually in several important positions within SIRA including: Intramural Supervisor, Intramural Sports Official, Office Assistant, Publicity Assistant, Sport Club Assistant, and Equipment Manager. For more information, visit the SIRA website, call 512-863-1606 or stop by the SIRA Office in the Robertson Center, Room 214.

## FREQUENTLY ASKED QUESTIONS:

### **Is any experience necessary to participate in intramural and recreational activities?**

No experience is necessary, and the majority of activities can accommodate students of all ability levels.

### **Is there any cost to participate?**

Many activities are free to current students. However, the sport clubs charge dues and all fitness classes have a modest participation fee (e.g. \$20 fee for 7-8 weeks of class one day/week).

## *Residence Life*

**Contact: Page 56**

Residence halls are a vital part of the Southwestern campus community, complementing the educational program by providing an atmosphere conducive to meeting students' academic, social and personal needs. Students who have completed less than four full semesters are required to live on campus. Students living in traditional residence halls are required to participate in the meal plans provided by Southwestern's Dining Services. Students who have completed at least four full semesters (post high school graduation) are not subject to a residential requirement; however, most juniors and seniors choose to live on campus. Currently, 78 percent of Southwestern students live on campus.

The Office of Residence Life professional staff are responsible for program development in the halls to enhance the growth of students, advising of students, counseling and referrals, supervision of the student staff and administrative tasks.

## FREQUENTLY ASKED QUESTIONS:

### **Is there an adult in the residence halls?**

Yes. Although Southwestern considers its students young adults, it also recognizes the adjustments college students are attempting to manage, especially first-year students. There are three professional staff members who are employed by the University and live on campus to help with building community, crisis management and to handle emergencies.

### **What are the roles of resident assistants (RAs)?**

Selected upper-class students hold positions of responsibility within the residence halls. These students, or "RAs," provide direct assistance to the students in their living area (approximately 30 students per RA in upper-class halls and 15 students per RA in first-year halls) by providing information, helping to ensure that University community standards are met through brief counseling and/or referral, offering acquaintanceship, fulfilling basic administrative tasks and helping to organize interesting educational, social and recreational events and programs.

**What is your alcohol policy?**

Each individual and group within the Southwestern University community is required to comply with all applicable laws and regulations pertaining to the possession, use and distribution of alcoholic beverages. Students 21 and older are allowed to consume alcohol in their private rooms. Student organizations must register parties where alcohol will be allowed. These parties may be held in the Dorothy Manning Lord Community Center and the Julie Puett Howry Center, fraternity houses and other locations with special approval, and measures must be in place to prevent use or consumption by underage people.

**Are there any curfews? What are the policies regarding coed visitation?**

There are no curfews in the residence halls. In single-gender first-year halls, coed visitation ends at midnight Sunday through Thursday and at 2 a.m. Fridays and Saturdays. Guests of students are required to have escorts in single gender halls.

**How do you reconcile differences between roommates/suitemates?**

RAs, and sometimes professional staff, use roommate contracts and meetings between the students to reconcile differences. While this normally works, students are allowed to change roommates if an unresolvable situation exists. The Southwestern residence life philosophy is that no situation in the residence halls should be allowed to negatively affect a student's academic experience.

**How much does it cost to do a load of laundry? How accessible are the machines?**

The cost to use washers and dryers is \$1.25 per wash and \$1.25 per dry, which the student can pay with their Pirate Card. Laundry rooms are located in all residence halls and in The Grogan and Betty Lord Community Center.

**Is there a small kitchen area in each residence hall? Are there vending machines or microwaves?**

Most residence halls have vending machines (drinks and snacks) and community microwaves. Some of the halls have kitchen facilities.

**Should students get a small refrigerator for their room?**

Students may bring a small refrigerator no larger than 4.3 cubic feet in size. We would encourage them to talk with their roommates about who is bringing one.

**How can we call our student?**

The University acknowledges that students rely on cell phones to stay connected to family and friends. Landline telephones are not provided by default in student residences on campus; however, if a student desires a landline phone, they may contact Residence Life.

**How do I address mail to my student? Email?**

Each student is assigned a post office box and an email address as a first-year student; these remain the same until graduation. Mail is addressed to students at SU Box\_\_\_\_, Georgetown, TX 78626. Email addresses usually include the student's last name

(or, the first seven letters of the student's last name) plus the first initial, followed by @southwestern.edu. (Email service is coordinated through the Office of Information Technology.)

**Do you suggest that students have cars on campus?**

This decision has to be made by students and their families. About 80 percent of Southwestern students bring cars to campus. For those who do not, it is not a problem to find a ride to local businesses. Vehicle registration is handled by the University Police Department (Page 29).

**Is any transportation available (bus, car or shuttle) to the Austin airport?**

Yes. This service is available for approximately \$65 one way. To save money and for convenience, students often ask friends to give them a ride to the airport. See *Airport Shuttle/Taxi* on Page 45 for details.

Also, the City of Georgetown operates the GoGeo bus system, which runs all-around Georgetown on Monday-Friday from 7am-7pm and Saturdays from 8am-6pm. Students can ride all day for \$1. To learn more about GoGeo, check out the website at [gogeo.georgetown.org](http://gogeo.georgetown.org).

**Is there a place to cash a check on campus? An ATM?**

Students may cash checks for up to \$100 in the Business Office. An ATM is located in the Red & Charline McCombs Campus Center.

## *Spiritual & Religious Life*

**Contact: Page 56**

Spiritual and Religious Life offers opportunities for members of our campus community to slow down, breathe and take care of their body, mind and spirit. It is our hope that together we would explore spiritual identity, seek true meaning and understanding, and ask big questions through intentional conversation, unlikely relationships, and shared action. There are a number of ways to engage with our office including weekly gatherings, occasional lectures and student religious organizations. Our Chaplain is available to support students in their spiritual journey regardless of the tradition they identify with or are interested in exploring.

### **FREQUENTLY ASKED QUESTIONS:**

**Where can my student find out about worship services and religious communities in the Georgetown and Austin area?**

The Office of Spiritual and Religious Life provides a listing of local area houses of worship and the services they provide upon request. Please contact the University Chaplain for this information.

### **What type of religious programming does Southwestern provide?**

Southwestern offers a variety of programs through campus student organizations, the Office of Spiritual and Religious Life, and campus lectures. Voluntary mid-week chapel services are held each Thursday during the regular semester from 11:30 a.m. to 12:15 p.m. and provide a gathering for the entire campus community.

Other worship opportunities are offered during special seasons and as evening study breaks. Activities include informal studies and discussions, lectures, and retreats. Many students find support through involvement in one of our student religious organizations or with one of the service organizations on campus. Students who find that their interests or needs are not met by the available organizations are encouraged to talk with the Student Activities staff or the University Chaplain about organizing additional events to enhance and expand our religious life programs.

The Office of Spiritual and Religious Life is located in the Julie Puett Howry Center.

Active student religious organizations:

- College Young Life
- Fellowship of Christian Athletes
- Muslims and Allies
- Sigma Phi Lambda (Christian Sorority)
- United Methodist Student Movement

## **Student Activities**

**Contact: Page 56**

The mission of the Office of Student Activities is to act as an advisor, ally, educator and mentor to the students of Southwestern University by facilitating learning experiences through leadership opportunities, student organizations, social activities, and services that promote personal growth and the empowerment of students for success in our diverse community and beyond. The Office works closely with all student organizations, student leaders, and various university committees. Student Activities has responsibility for the development and coordination of campus wide programming, leadership development, advising various student organizations (including the University Programming Council, *The Megaphone* newspaper, Men's Interfraternity Council (IFC), and the fraternity recruitment process) and new student and transfer student orientation. For more information, stop by the office, which is located in suite 340 of the McCombs Campus Center, or call 512.863.1345.

### **FREQUENTLY ASKED QUESTIONS:**

#### **How can my student get involved?**

There will be a Student Involvement Fair early in the fall semester to give students an opportunity to visit with members from many of the organizations. An Organizations Guide

which lists/describes all organizations and cites contact names and addresses is available at: [southwestern.edu/life-at-southwestern/student-activities/organizations/](http://southwestern.edu/life-at-southwestern/student-activities/organizations/)

**What if a student wants to start an organization?**

Yeah! We welcome students to come by the Office of Student Activities to talk about their interests. It's an easy process, and we are always ready to help.

**Is there anything to do on weekends?**

Yes! Weekend programming includes nationally touring performances in The Cove every Friday night and monthly Saturday night first-run movies, complete with freshly popped popcorn. The University Programming Council (UPC) is a group of students who plan, organize and execute a variety of campus activities. Student Activities can provide more information about UPC membership.

**Is there student government?**

Yes. One benefit of University life is the opportunity for students to participate in their own governance. This opportunity comes through participation in the Southwestern Student Government Association (SGA) and other University-wide committees. The SGA is a group of elected representatives that sponsors monthly meetings to inform students of University issues and to provide a forum for concerns and opinions. In addition, students have the unique opportunity to participate with faculty and administrators in the major governing councils of the University.

**When is social fraternity/sorority recruitment?**

Deferred recruitment, held in January, provides students with a chance to get organized academically before joining a Greek organization. Recruitment information will be made available during the first semester. Students may also choose to wait until their sophomore year to join a fraternity or sorority.

**What percentage of students pledge social fraternities/sororities?**

Approximately 30 percent of Southwestern students are involved in Greek organizations. Southwestern has four national social fraternities (Kappa Alpha Order, Kappa Sigma, Phi Delta Theta and Pi Kappa Alpha), and six national social sororities (Alpha Delta Pi, Alpha Kappa Alpha, Alpha Xi Delta, Delta Delta Delta, Kappa Delta Chi and Zeta Tau Alpha).

**University Police Department**

**Contact: Page 56**

The mission of the Southwestern University Police Department (SUPD) is to serve our diverse and inclusive community by promoting a safe and secure living and learning environment that fosters thinking, creativity, and connections. SUPD accomplishes this mission by engaging with students, faculty, and staff under a community policing philosophy; by sponsoring a variety of proactive safety and awareness programs and events; and by protecting life and property through equal and unbiased enforcement of

University policy, local, state, and federal laws. Each SUPD officer holds a Master Peace Officer License. SUPD Officers are always available to offer assistance when needed, and patrol campus 24 hours a day, 365 days a year. For comprehensive information about safety on campus, see Section XV. Safety and Security Information. For police assistance and/or to learn more about SUPD, call 512.863.1944 or stop by the Fieldhouse located on Maple Street.

## **FREQUENTLY ASKED QUESTIONS:**

### **Is there any crime on campus? What are the crime statistics?**

Southwestern is not immune to crime. Most crimes on campus are crimes of “opportunity” which include theft or criminal mischief. Crime statistics are kept on a calendar basis, compiled in an annual report per the Campus Safety and Security Act of 1990 and are available upon request or by accessing [ope.ed.gov/security](http://ope.ed.gov/security). The Southwestern University Police Department presents crime awareness programs throughout the year.

### **What measures are taken to ensure safety for students on campus?**

Campus grounds are patrolled 24 hours a day, 365 days a year by uniformed, armed, state certified Police Officers. Officers patrol in highly visible vehicles and on foot for easy access to the interior of campus. Residence halls are locked 24 hours a day and are checked by University Police and the Resident Assistant Staff on a regular basis. Police provide an on-campus escort for any student requesting one. The University has also instituted an Emergency Notification System to alert students, faculty, and staff about on-campus emergencies via telephone, email, and/or text message.

### **Where do students park their cars? What is the cost to keep a car on campus?**

Southwestern has parking lots throughout the campus for student, staff, and faculty parking. Students must register their vehicles with the University Police by filling out a registration card, showing proof of insurance, and affixing a parking permit to the vehicle’s back window.

- All Southwestern students are automatically charged a Vehicle Registration of \$100 per semester (\$200 for the academic year). If a student does not park a vehicle on campus, the charge may be waived by completing the Vehicle Registration Waiver form online at [tinyurl.com/parkingwaiver](http://tinyurl.com/parkingwaiver).
- The online waiver form must be submitted each semester by the required deadline date. For Fall 2018, the waiver site will open April 1, 2018 and the online waiver must be completed by July 19, 2018 to receive the credit to the student account. For Spring 2019, the waiver site will open Nov. 1, 2018 and the online waiver must be completed by Dec. 7, 2018. The paper waiver form is no longer being accepted.

# Partnering for Success

## *Southwestern and Parents*

Southwestern University, like you, is focused on one outcome—the success of our students.

Southwestern's academic and student life programs seek to engage students' minds and transform their lives through a rigorous liberal arts education and a vibrant residential campus.

Our objectives are likely very similar to your own. We aim to help your student develop into an intelligent, resilient, responsible, productive, well-rounded young adult prepared to contribute "toward the well-being of humanity."

With these shared aspirations, we ask parents and family members of Southwestern students to partner with us. Taking responsibility for one's own education is central to the *Southwestern Experience*. Southwestern offers an extensive network of resources so students can help themselves, solve problems and build the confidence to manage their own education. By encouraging students to utilize these resources, they develop competencies that will serve them well in life.

### **You can help us ensure the success of your student by:**

- Asking questions. Encouraging your student to contemplate possibilities rather than providing answers will help him or her develop problem-solving skills.
- Encouraging your student to resolve issues by identifying and using available resources. Avoid the temptation to "fix" problems for them.
- Helping your student understand that challenges are valuable in an educational environment. For example, learning to negotiate differences and to manage conflict are important life skills.
- Avoiding the temptation to get overly involved in processes that are designed for students to do themselves.

Of course, as parents, you are rightly interested and invested (intellectually, emotionally and financially) in your student's education. You are the most important force in your student's life. Just as you shaped the values your student now holds, you have an important role in shaping his or her emergence as a young adult.

We invite you to share our hope that Southwestern students and graduates will be confident, self-motivated young adults in charge of their lives, capable of dealing equally well with both challenges and opportunities and prepared to contribute to the world.

## *What You Should Know About Parenting a College Student*

Southwestern University welcomes your family into ours. We are pleased that your student has chosen this community to be his or her intellectual home for the next four years and look forward to the achievements he or she will experience while enrolled.

We want for your student what you want—success, happiness, health, safety, challenge and growth, so that the child you raised can be a bright, moral and courageous leader as a post-Southwestern adult.

The University is full of professionals who have spent years working with students, and we encourage you to draw upon their wisdom when you need some information or some reassurance. But most important, we encourage you to encourage your student to seek out our expertise when faced with questions or challenges, or when they want to share an inspiring story. Here are some thoughts to consider as your family embarks on this journey, adapted with gratitude, from St. Mary's College of Maryland.

During the college years, students essentially re-create themselves and their identities, using the values that you have embedded as their cornerstones. The developmental tasks of a young adult are as significant as those of a developing toddler. The intellectual stimulation of college introduces new horizons of thought that students must examine and integrate into their views of the world. Responsibilities and problems will arise that students will have to learn to negotiate on their own.

In the next four years, you will once again see your student struggling to walk on his or her own, perhaps falling and scraping knees, going in new directions or experiencing the euphoria of discovery. You will once again be asked to “let go.” As with a toddler, you will be asked to guide and instruct, to maintain loving contact and to allow your student to learn to walk alone, bruises and all, in order to discover new horizons.

The transition from adolescence to young adulthood and maturity is called “individuation,” becoming a person in one's own right, not merely an extension and junior edition of one's parents. This is a time of uncertainty, questioning, experimentation and vulnerability. College students find themselves in largely unrecognized turmoil, confronted with new rules of interaction, new lifestyles (some of which they'll try on for size) and a lack of familiar structure. This leads to a great deal of self-evaluation, comparing previous structures from home and high school with new ideas.

Having your student begin his or her college career can be a stressful experience for you as parents, especially if your son or daughter hasn't lived away from home before. During this important time of transition for the family, many parents put their own feelings and reactions on hold while helping their student prepare for college life. Attending to your own emotional needs as well as your student's, however, will go a long way toward helping everyone feel comfortable with the challenges that going to college presents.

### **1. Recognize that feelings of ambivalence about your student leaving**

**home are normal.** Give yourself time to adjust. For some families, this step can seem like a dramatic separation of parent and student, although it is usually the separation of adult from almost-adult. It is normal, too, to look forward to the relative peace and quiet of having your active older adolescent out of the house

and having the place to yourself, or being able to spend time with your younger children. After all, if the phone rings, it might actually be for you!

2. **Allow yourself to feel whatever emotions come up.** While your student is getting ready to come to Southwestern, there is little benefit in pretending that you do not feel sad, guilty, relieved, apprehensive or whatever feelings you have. Often, parents have other changes and sources of stress happening in their own lives, such as aging parents or mid-life health issues that add to the impact of this transition. You're probably not fooling anyone by trying to hide your reactions; a healthier approach is to talk about them with your family, friends, clergy or whoever is a source of support for you.
3. **Make "overall wellness" a goal for yourself.** Especially during times of change, it helps to get enough sleep, eat healthful meals and get adequate exercise. Spending time doing things you especially like is another step toward wellness. If you feel good, you are more likely to have the energy to be a good role model and resource for your student.
4. **Remember that, for your student, coming to Southwestern is a tremendously important developmental step toward adulthood.** This step represents the culmination of 18 or so years of learning, much of it geared toward helping your student assume a productive place in the world. This is the time when your hard work will show itself in the form of a framework that your first-year student will use in becoming independent. Many parents find that it helps to focus on the fact that providing your student with this opportunity is a priceless gift. Be proud of yourself!
5. **Don't forget to reward yourself!** Go out and celebrate with a dinner or a party. You have raised a wonderful adult who is moving on to an exciting phase of his or her life. Give yourself a pat on the back for a job well done.
6. **Consider your own dreams.** Especially for parents whose last or only child has moved away to college, consider the possibilities that come with greater personal freedom. Taking on new challenges is an excellent way to manage and channel energy and feelings. Have you ever wanted to write a book? Learn to fly fish? Make a quilt? Volunteer in your community? Assume a new project or responsibility at work? Travel? Make a list of all the things you intended to do while your son or daughter was growing up, but never had the time to do. Now is your chance!

### *Parents of Millennial College Students: A Survey Snapshot*

Sending your student to college brings up some common themes for many parents. While all families have unique dynamics, here are some thoughts that are on the minds of parents just like you.

Adapted, with gratitude, from *Millennials Go to College*, by Neil Howe and William Strauss, 2007.

The Datatel 2006 College Parent Survey, released by LifeCourse Associates and Crux Research, explores how today's college parents view their relationships with their students and with the colleges their students attend. From student achievement levels to college dining to student debt, the study reflects the new direction of Millennial college students—the generation that began to enter college in 2000—and the hands-on attitude of their parents. Here are some of the latest data about parents of Millennial Generation college students.

**The parents surveyed:**

- Talk on the phone with their student an average of three to four times per week.
- Welcome their student home for visits seven or eight times each school year.
- Agree by four to one that they are more involved in helping their student succeed at college than their own parents' generation.
- Consider today's college students to be more organized and inclined to plan ahead than they themselves were at that age.
- Played more active roles in developing the list of colleges from which their student would choose.
- Overwhelmingly agree that colleges should allow them direct access to their student's grades, attendance records, health records, disciplinary records and class schedules.
- Admit that they pressure their students more in the areas of academic achievement and life planning than they themselves were pressured.
- Three quarters said they were involved in their student's choice of academic major.
- Nearly 70 percent said they had some involvement in their student's specific course choices.

**Today's parents, more than the previous generation:**

- Communicate with their students more than five times a week using email, instant messaging, phone and text messages.
- Rate the social and experiential component of a college education, including extracurricular activities, alumni networking and belonging to a student body with common values, to be very important.
- Expect their students to have higher levels of debt, and expect that debt to affect their student's career choices.
- Rate the final cost of college attendance and their student's probable debt levels as extremely important when evaluating colleges.
- Have a greater focus on practical employment issues.
- Consider the earning capabilities of graduates when evaluating a college.
- Virtually all (98 percent) current parents believe colleges should help students find jobs that relate to their major or their field (compared to 79 percent of their own parents' generation).

## *What Can I Do to Help My Student from a Distance?*

Your parenting job is not over; it is simply changing. You are entering the launching phase of parenthood. As students enter into adulthood, it's important for parents to begin acting as coaches and advisors, helping their sons and daughters make good decisions, without "telling them what to do" or "rescuing" them. Here are some ways that you can express your care and enhance your student's growth into adulthood as well as his or her experience at Southwestern.

Adapted, with gratitude, from *You're On Your Own (But I'm Here if You Need Me): Mentoring Your Child During the College Years* by Marjorie B. Savage, 2009 revised edition.

1. **Listen to his or her concerns.** Even though your almost-adult is experimenting with independent choices, he or she still needs to know that you're there and available to talk over everyday events and difficult issues. If your student needs help or support, the subject is more likely to come up if you are not inquiring pointedly about what time he or she came in last night. Listen to the melody, not just the content. Do not trivialize any of your student's concerns or emotions. Much of what he or she is saying is "I'm changing and I'm scared," even when the content is "I know what I am doing."
2. **Stay in touch (but not too much)!** Remember the names of roommates and friends that are mentioned often. Encourage your student to send you pictures of his or her room and friends. Be interested but not intrusive. Send photos of family activities and pets, and care packages at exam times.
3. **Negotiate frequency of communication.** Parents need to stay connected to their sons and daughters, and college students need to respect the fact that parents want to check in with them periodically to see how they're doing. Talk about how often you'll speak on the phone, visit each other or send emails. Set a predetermined day and time to call, once a week or so. Sunday evenings are often best. If an uncharacteristically long amount of time passes with no word, it's not a bad thing to check in and make sure everything is going smoothly.
4. **Be willing to cut the cord.** Encourage an appropriate level of independence and self-responsibility. Let them use their own judgment to decide what is best for them and trust them to make good decisions. Teach them life skills such as how to do laundry, live on a budget, set up a checking account and manage their time.
5. **Help your student problem-solve.** If your student calls home with a problem, stay calm. Practice reacting to such "melt-down calls." For example, you could say, "I'm sorry you are having a rough time. How are you going to handle it?" Then coach; don't rescue. Coach them in talking things through with their roommate or making their own phone calls to the professor. Encourage your

student to use the University's services instead of relying solely on you for help. On-campus professionals have a wealth of experience to quickly help resolve your student's issue.

6. **State your concerns.** It is OK to ask if they have thought about study habits, sexual conduct or alcohol. As parents, you can send a clear message to your student that they can choose not to drink, and if they choose to use alcohol, they should do it moderately, legally and appropriately. Don't glorify your own "youthful drinking days," if you had them.
7. **Don't overburden your student with your own emotional issues.** What you want is to be useful to them, and you will need to find someone else to help you with how you feel. They want to know you care, but they don't want to know too much. Keep them informed, but grant them a little distance from any family problems that arise.
8. **Encourage smart financial practices.** Most students come to college with a fairly detailed plan about how tuition, room, board and books will be paid for and what their family's expectations are about spending money. Work together to set up a budget plan for the year. Warn your student not to apply for every credit card offered. Smart money management is a lifelong skill that will benefit your student.
9. **Be realistic about academic achievement and grades.** Southwestern attracts bright students from all over the country, but not every first-year student who excelled academically in high school will be a straight-A student here. Developing or refining the capacity to work independently and consistently and to demonstrate mastery can be more important than grades, as long as the student meets the basic academic requirements set out by the University. Instead of focusing on grades, ask your student to discuss class projects and papers with you. Again, these are choices that each individual student makes, though certainly it is appropriate to coach your student in setting his or her own long-term goals.
10. **Keep your cool.** Students tend to share their good times with friends and rely on family in difficult times. While a "melt-down call" may be troubling, it is a sign of trust. They are allowing themselves to be vulnerable with you. Try not to be overly reactive to their venting, or jump to intervene. To determine whether an issue is a serious problem needing additional intervention, consult the Southwestern University Self-Help Links and Resources Page at [southwestern.edu/counseling-center/self-help-links-resources/index.php](https://southwestern.edu/counseling-center/self-help-links-resources/index.php).
11. **If your student does experience difficulties at Southwestern, encourage him or her to take advantage of the wealth of resources available for students.** The small and personal environment of the University offers many sources of help. For academic issues, talking with a professor or academic advisor is probably the

first step, but the Center for Academic Success and Records is also available to help. For stress, relationship problems or more serious concerns, the Office of Counseling Services is available and free for students.

The Office of Student Life can assist with a variety of concerns. Resident assistants are available to help ease the adjustment and to direct your student to the right resources on campus.

For more information about campus resources, see the Departmental Contact Directory at the back of the Parent Handbook, or contact the Office of Alumni and Parent Relations at [parents@southwestern.edu](mailto:parents@southwestern.edu) or 800.960.6363.

## *Academic Expectations and Realities*

Adapted, with gratitude, from *Letting Go (Third Edition)*, by Karen Levin Coburn and Madge Lawrence Treeger, 2009 fifth edition.

It can be shocking, and somewhat off-putting, to learn that parents likely may not have access to their students' grades. After all, paying tuition ought to come with some basic privileges, right?

Colleges and universities employ a variety of approaches when interpreting what is known as the Buckley Amendment, or the part of the 1974 Family Educational Rights and Privacy Act (FERPA) which restricts access to a student's academic record. At Southwestern University, a student must explicitly sign a release, giving parents or any other party to have access to grades, academic progress and even registration information. Most students are more than willing to release this information to parents, but the important part to know is that they must do so in writing. All students may sign a release that is housed in the Center for Academic Success and Records (CASAR), and was sent home over the summer before matriculation at Southwestern; about 98 percent of students sign it.

However, it is important to note that this release covers only end-of-semester grades. Unless a student has specifically authorized it in writing, the University will not discuss academic progress and performance with anyone but that student. This is covered by a separate release, housed in the CASAR, and is signed on a case-by-case basis by the student. This release expires each calendar year.

For most students, these releases may never be barriers because they feel comfortable sharing their grades and progress with their parents. Many first-year students have points at which they become discouraged and stressed and even begin to question their ability to succeed. They may call home for encouragement and support. Parents should expect some stress—it is a natural part of the experience as students learn to make choices independently, balance their time and manage multiple priorities at once. If a course is not difficult, the student is not being stretched. But when stress is paralyzing, it can have negative consequences. Parents can help their students by listening, asking for a

description of what they are experiencing and acknowledging the challenge they are facing. Some ideas for specific questions include:

- 1. Where are you studying? Is it an effective place to study, free of most distractions?**
- 2. How are you spending your time? Do you study in the daylight hours?**
- 3. Have you sought any advice from your academic advisor, or maybe your RA?**

When pressed to identify alternatives to current strategies, students can be very creative and often land upon techniques that work well for them individually.

Many students get stirred up and call home before seeking any assistance themselves. A parent can be helpful by encouraging the student to make an appointment with the professor of a tough course, send an email to his or her academic advisor or stop by the Center for Academic Success and Records. Some students have too much pride or not enough experience to ask for help and parental support may help facilitate taking that step.

Another great resource for most students is the academic advisor. Most advisors at Southwestern report wishing they would see their advisees more often than just at preregistration time. All advisors have been on campus at least a full year and are fully-trained to answer a host of questions or at least have the ability to point students in the right direction. But most advisors are not skilled at reading students' minds. Students must be willing to ask the questions they need answered.

When it comes to academic decision making, academic advisors are the first line for your student. At Southwestern, advising is a matter of great importance for the vast majority of advisors. Here is what one advisor has to say about his frustration when parents involve themselves with the advising relationship:

"When parents override a decision by a student and an advisor, it undermines both the student and the advisor. It is important to remember that it is the student experiencing the workload, taking the courses and getting the education. What I do appreciate, though, is when a parent can give me a heads up on what seems to be a bad situation if they sense their student is caught in some way."

## FROM THE STUDENT PERSPECTIVE:

*"When I called home with a problem, I didn't want my parents to 'fix it' for me, because it was hard to explain all of the specifics and help them understand the whole situation. What helped was to hear them express interest in what I was going through—show that they had faith in my ability to make decisions and get help where necessary. I needed them to listen, not to lecture, so that I could feel supported."*

Throughout all of the ups and downs of the first year, students are figuring out what role academics are going to play in their lives. They will begin asking themselves (and probably you) what academic success even is and how important it really is to them. As parents,

it is important to help students remember that what defined success in high school may be radically different in college, and it is equally important for your expectations of your student to be adjusted accordingly. The Southwestern grading scheme says that a “C” indicates that a student has achieved “standard mastery of the course material.” The harsh reality is that, at places like Southwestern, more than half of the incoming class each year is from the top 10 percent of their high school classes, and the vast majority has never earned a C.

So, what is your family’s expectation of your student’s performance, especially in the first year at Southwestern? While you have likely said, “Just do the best you can,” that has probably traditionally meant earning As and Bs. Your student may have even heard a more pressure-filled message, like “I don’t care about your grades as long as you try your best.” What that may sound like to your student is, “I know you can get an A if you try your best.”

### ONE MOTHER COMMENTED:

*"We finally accept the idea that our children won't be All-American athletes or Yo-Yo Ma—but we still expect them to excel academically in all their courses. My son was a bacteriology major, took philosophy and got a D. We were shocked. We expected him to be good at all subjects. That may be as unrealistic as the mentality that says we should all weigh 110 pounds. If we can accept the fact that a kid who is 5'7" probably won't play college basketball, then we should be able to accept academic liability."*

For most parents, even if grades aren’t the highest priority, there is still a bottom limit on the grade point average. That number will vary from one semester to another, one family to another, and even from one student to another in the same family. Our advice is to encourage your students to work hard to maintain the grade point average that keeps them in school (a 2.0) or allows them to keep their scholarships or other financial aid (probably between a 2.5 and a 3.5).

There are parents who expect not only a certain GPA, but even a certain major that leads to a certain career. Some parents even threaten to withdraw financial support unless their student follows a prescribed path. New college students are just beginning to explore their interests, strengths, values and personalities. Parental assumptions and expectations about what they should study can act as barriers to the student’s development. If students are to eventually separate from their parents and become independent adults, they must have agency over their own academic goals and the consequences of their performance. They have to discover what they are capable of doing and how hard they are willing to work to reach their goals. Thus, the challenge for parents is to remain supportive and to be flexible and open to change.

All of Southwestern’s post-graduate survey data indicates that by and large, the students who leave Southwestern after four years do amazing things with their lives. The list of distinguished alumni carrying out their responsibilities as bright, moral and courageous leaders is lengthy. Alumni routinely reflect on their time on campus in the most flattering

light, citing their close, personal relationships with faculty and staff as one of the highlights. There are people all over campus who want what parents want—Southwestern University graduates that are healthy, happy, successful adults.

## *Coaching Your Student Through Difficult Times*

Adapted, with gratitude, from *Letting Go (Third Edition)*, by Karen Levin Coburn and Madge Lawrence Treeger, 2009

Throughout an academic year, students experience ups and downs and find support by calling their parents. The impact of life's pleasures and challenges are measured through 10-minute cell phone calls, short emails and text messages. Most information brightens parents' days, from their student receiving an A on a paper to an athletic team win. On other occasions, complaints, frustrations and depression are carried through dull conversations or shrill cries that interrupt a parent's already busy work day.

When students are feeling unhappy, parents often react too quickly. Some parents react to one conversation or one problem, rather than assessing the totality of their student's experience, which results in jumping to conclusions and trying to solve their student's problem for him or her.

*"Every time I call home depressed, my mom either starts sounding depressed herself, or she says maybe I should come home, like I obviously can't handle things. That's the last thing I want to hear."*

In other situations, parents call the University to solve their student's problem, sometimes making the problem bigger than it originally was. Parents should keep in mind that many students admit to calling home when they want to complain. They tend to share their good times with friends at school.

*"There's only so much you can complain around here, because everyone complains so much. I have four papers due. My friends' attitudes are, 'So what!' They'll be bitching about their own heavy load . . . so you call home for pity."*

Often, when students try to share the good news (along with their troubles), they find it difficult to describe the day-to-day activities that make up their Southwestern Experience. They focus on the negative to receive comfort, advice and simply an ear to listen. For other students, complicated moments of independence and the exploration of new possibilities frighten them. In turn, they go to their parents to be taken care of, asking them to handle the "problem."

Families can embrace these situations as opportunities for students to develop and learn. So, how can you create an educational opportunity out of your student's problem?

1. **Help your student problem-solve.** If your student calls home with a problem, stay calm. For example, you could respond with, "I'm sorry that you're having a difficult time. How are you going to handle it?"
2. **Coach, don't rescue.** Encourage your student to use the University's resources, instead of relying on you for help. (Use your Parent Handbook for a list of resources.) For example, give advice on how they can talk things through with their roommate or how to call their professor.

During the course of their time at Southwestern, all students unsurprisingly experience short periods of minor illness. When they suffer from colds and the flu, as expected, students miss the comforts of home. When feeling their worst, they call family members seeking comfort and consolation. Parents are often caught off guard the first time that this happens.

*"The second or third week of school, he called and said, 'Mom, what do you do for a real bad earache?' What I wanted to say was, 'You put the phone down and wait for your mother. I'll be there in four hours.'"*

Instead, encourage your student to visit the Health Center, located in the Prothro Center for Lifelong Learning. The on-campus health care team at Southwestern includes registered nurses, nurse practitioners, physicians and physician's assistants. Walk-ins are welcome; however, scheduled appointments are strongly encouraged. Working as a team, staff members are able to treat student health concerns, including routine women's health issues. A range of common, over-the-counter medications are available to students at no charge.

Unfortunately, some parents encounter phone calls that bring news of a student's serious illness or accident. Most parents expect Southwestern to keep them informed of medical problems, however, the University treats students as adults and encourages them to contact their parents themselves. Please keep in mind that the University is trying to foster your student's independence and will trust your student to contact you unless the situation requires more immediate action.

When students experience serious medical problems, parents are challenged to trust unfamiliar medical caretakers and their student's ability to follow through. Here, parents can partner with administrators to give the support and encouragement a student will need. Depending on the situation, a student may need a lighter course load or a leave of absence. These arrangements are less common but are made when all are in agreement.

The faculty and staff at Southwestern want for your student what you want—success, happiness, health, safety, challenge and growth. By partnering with the University, you can help us create a well-rounded educational environment for your student.

## *The Family Educational Rights and Privacy Act (FERPA)*

The Family Educational Rights and Privacy Act (FERPA) of 1974, commonly called the Buckley Amendment, is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate and misleading data through information and formal hearings. The Center for Academic Success and Records makes copies of the federal regulations available.

In accordance with FERPA, disclosure of student information, including financial and academic, is restricted. Release of information other than "directory information" to anyone other than the student requires a written consent from the student.

The University retains the right to release "directory information" without prior consent from the student. Southwestern University considers the following information to be "directory information":

- Name, phone number, mailing address and email address.
- Date and place of birth.
- Year in college.
- Prior educational institution attended.
- Major field of study.
- Dates of college attendance and full-time status.
- Degrees.
- Scholarships and awards received.
- Weight and height of members of athletic teams.
- Participation in officially recognized activities and sports.

We understand that you are concerned with your student's academic progress. Due to FERPA regulations, however, the University cannot send grade reports to parents. If your student is willing, he or she may sign a waiver giving permission for you to request that grade reports be mailed to you and to discuss financial information, merit scholarships and financial aid. The best way to find out about your student's grades is to ask him or her. Students may access their final semester grades through the password-protected WebAdvisor site.

If you have academic concerns for your student, please contact the Center for Academic Success and Records at 512.863.1952. Please understand that the amount of information we are able to discuss without written student consent is limited.

## *Book Recommendations*

*Letting Go: A Parent's Guide to Understanding the College Years*

Karen L. Coburn and Madge L. Treeger, 2009 (Fifth Edition)

ISBN: 0-06-052126-0

Letting go is never easy. Whether it's the first day of kindergarten or the first day of college, families experience tremendous changes. New responsibilities, new schedules and new relationships can often be daunting and overwhelming to both students and parents.

This best-selling guide, based on real-life experiences and recommended by colleges and universities around the country, offers compassionate, practical and up-to-the-minute information to help parents with the challenging adjustments of the college years. Important topics covered in *Letting Go* include:

- When should parents encourage independence; when should they intervene?
- What issues of identity and intimacy await students?
- What are normal feelings of disorientation and loneliness for students and their parents?
- What is different about today's college environment?
- What new concerns about safety, health and wellness, or stress will affect incoming classes?

These important issues and more are addressed with wise advice and time-tested counsel in *Letting Go*—a realistic and reassuring source for meeting the challenges ahead from the senior year in high school through college graduation.

*The iConnected Parent: Staying Close to Your Kids in College (and Beyond)*

Abigail Sullivan Moore and Barbara K. Hofer, 2010

A recent study of college students indicates that the average number of weekly contacts between student and parent falls between 13 and 14. The accessibility of mobile phones and computers has immensely changed the relationship between students (emerging adults) and their parents during and after college. *The iConnected Parent* provides insightful reflections and extensive data from college students across the nation on the topic of staying connected with parents during college. Communication can be a powerful tool in ensuring student success, and this book provides thoughtful advice on how to navigate our high tech world with your student.

# Local Services

This list represents a wide variety in terms of quality and price. It is provided as a service and does not constitute an endorsement.

\* Offer discount rate for alumni, parents and visitors. Call local phone number and say you are a Southwestern parent to receive discount rate.

† Rooms blocked under "Southwestern Parent Orientation." Call local phone number to book within the block.

For assistance or further information, visit [southwestern.edu/orientation](https://southwestern.edu/orientation) or call 800.960.6363.

## GEORGETOWN ACCOMMODATIONS

**Airbnb Rentals** in Georgetown  
[airbnb.com/s/georgetown--TX](https://airbnb.com/s/georgetown--TX)

**Best Western Plus** \*†  
600 San Gabriel Blvd.  
512.868.8555  
[bestwestern.com](https://bestwestern.com)

**Candlewood Suites** \*†  
451 N. IH 35  
512.591.7888  
877.CANDLEWOOD  
[candlewoodsuites.com](https://candlewoodsuites.com)

**College Street Cottages**  
512.630.6222  
[collegestreetcottages.com](https://collegestreetcottages.com)

**Comfort Suites of Georgetown** \*†  
11 Waters Edge Circle  
512.863.7544  
[comfordsuites.com](https://comfordsuites.com)

**Days Inn** \*  
333 N. IH 35  
512.869.2541  
[wyndamhotels.com](https://wyndamhotels.com)

**Econo Lodge** \*  
1005 Leander Road  
512.863.7504  
[econolodge.com/hotelstx422](https://econolodge.com/hotelstx422)

**Georgetown Inn** \*  
209 N. IH 35  
512.863.5572  
[georgetowninntx.com](https://georgetowninntx.com)

**Hampton Inn & Suites** \*†  
160 River Oaks Cove  
Georgetown, TX 78626  
512.688.5300  
[hamptoninn.com](https://hamptoninn.com)

**Holiday Inn Express** \*†  
431 N. IH 35  
512.591.7890  
[hiexpress.com](https://hiexpress.com)

**HomeAway Rentals** in Georgetown  
[homeaway.com/search/](https://homeaway.com/search/)  
keywords:Georgetown%2C+Texas

**San Gabriel House B&B**  
1008 E. University Avenue  
512.930.0070  
[sangabrielhouse.com](https://sangabrielhouse.com)

**Sheraton** \*  
1101 Woodlawn Avenue  
Georgetown, TX 78628  
737.444.2700  
[starwoodhotels.com/sheraton](https://starwoodhotels.com/sheraton)

## ROUND ROCK ACCOMMODATIONS

### **Best Western**

1851 N. IH 35

512.255.3222

888.821.5578

**bestwestern.com**

### **Candlewood Suites \***

521 S. IH 35

512.828.0899

877.CANDLEWOOD

**candlewoodsuites.com**

### **Comfort Suites I-35 North \***

609 Chisholm Trail

512.244.2700

**comfordsuites.com**

### **Country Inn & Suites**

1560 N. IH 35

512.828.3800

800.830.5222

**countryinns.com**

### **Extended Stay**

555 S. IH 35

512.671.7872

**extendedstayamerica.com**

### **Hampton Inn Austin-Round Rock \***

110 Dell Way

512.248.9100

**hamptoninn.com**

### **Hilton Garden Inn \***

2310 N. IH 35

512.341.8200

**hiltongardeninn.com**

### **Holiday Inn Express & Suites \***

2340 N. IH 35

512.733.2630

**holidayinn.com**

### **Holiday Inn North Round Rock \*†**

2370 Chisholm Trail

512.246.7000

**holidayinn.com**

### **Homewood Suites**

2201 S. Mays

512.341.9200

**homewoodsuites3.hilton.com**

### **La Quinta Inn \***

2004 N. IH 35

512.255.6666

800.753.3757

**lq.com**

### **Courtyard by Marriott \*†**

2700 Hoppe Trail

512.255.5551

**marriott.com/ausrr**

### **Marriott North \***

2600 La Frontera Boulevard

512.733.6767

800.865.0546

**marriott.com**

### **Microtel Inn and Suites \***

6 Roundville Lane

512.388.4000

**wyndamhotels.com/microtel**

### **Quality Inn and Suites \***

1802 S. IH 35

512.246.0055

**choicehotels.com**

### **Red Roof Inn\***

1990 N. IH 35

512.310.1111

**redroofinn.com**

**Residence Inn by Marriott \***  
2505 S. IH 35 Frontage Road  
512.733.2400  
[marriott.com](http://marriott.com)

**Sleep Inn & Suites**  
1980 S. IH 35  
512.246.6000  
[sleepinn.com](http://sleepinn.com)

**SpringHill Suites \***  
2960 Hoppe Trail  
512.733.6700  
[marriott.com](http://marriott.com)

**Staybridge Suites \***  
520 S. IH 35  
512.733.0942  
[ihg.com/staybridge](http://ihg.com/staybridge)

**Wingate Hotel & Conference Center \***  
1209 N. IH 35  
512.341.7000  
[wingateroundrock.com](http://wingateroundrock.com)

## **BANKS**

**A+ Federal Credit Union**  
804 S. IH 35  
512.302.6800

**Bank of America**  
624 S. Austin Avenue  
512.863.4511

**Capital One**  
1011 W. University Avenue  
512.868.5804

**Chase Bank (Wolf Ranch)**  
1027 W. University Avenue  
512.869.4725

**BBVA Compass Bank**  
10 Spring Street, #100  
512.942.4010

**BBVA Compass Bank**  
3003 Williams Drive  
512.930.4555

**Extraco Banks**  
1504 Williams Drive  
512.868.4100

**First Convenience Bank**  
620 N. IH 35  
254.554.6699

**First State Bank of Central Texas**  
711 San Gabriel Village Boulevard  
512.863.6315

**First Texas Bank**  
900 S. Austin Avenue  
512.863.2567  
Bank ATM on campus

**Independent Bank**  
1503 Rivery Boulevard  
512.931.0077

**Prosperity Bank**  
3011 Williams Drive  
512.869.4160

**R Bank**  
2415 Williams Drive  
512.652.9000

**Regions Bank**  
100 E. Morrow Street  
800.734.4667

**Texell Credit Union**

723 West University Ave.  
Suite100  
512.868.0166

**Union State Bank**

1100 Williams Drive  
512.869.8181

**United Heritage Credit Union**

12 Waters Edge Circle  
512.435.4545

**Wells Fargo Bank**

700 S. IH 35  
512.869.0361

**Wells Fargo Bank**

1111 S. Austin Avenue  
512.869.1299

**Wells Fargo Bank**

4505 Williams Drive  
512.863.0442

**AIRPORT TRANSPORTATION****SuperShuttle Transportation Systems**

800.258.3826

**[supershuttle.com](http://supershuttle.com)**

**Flash Transportation**

512.868.1000

**Georgetown Taxi & Limo**

512.930.5466

**[georgetowntaxiandlimo.com](http://georgetowntaxiandlimo.com)**

**Hison Cab Co.**

512.763.0099

**Austin Tx Airport Shuttle Service**

800.851.4528

**[shuttlefare.com/](http://shuttlefare.com/)**

**[austin\\_airport\\_shuttle\\_aus](http://austin_airport_shuttle_aus)**

# Departmental Contact Directory

## Academic Support Resources

### CENTER FOR ACADEMIC SUCCESS AND RECORDS

#### **Charles and Elizabeth Prothro Center for Lifelong Learning (First Floor); 512.863.1952**

- Academic coaching
- Academic skills development
- Accommodations for students with disabilities
- Planning for Academic Success Seminar (probation program)
- Academic progress and degree plan questions
- Transfer credit/study abroad credit approval
- Declaration of major
- FERPA clearinghouse and parent questions
- Course scheduling or registration issues
- Updating student contact information
- Requesting transcripts and certifications of enrollment

#### **Jennifer Kay Leach**

*Director of Advising and Retention*  
Email: leachj@southwestern.edu  
Phone: 512.863.1886

#### **Sean Smith**

*Director of Records*  
Email: seansmith@southwestern.edu  
Phone: 512.863.1952

#### **David Seiler**

*Director of Academic Success*  
Email: seilerd@southwestern.edu  
Phone: 512.863.1952

#### **Nadia Mahannah**

*Associate Director of Records*  
Email: mahannan@southwestern.edu  
Phone: 512.863.1952

#### **Jennifer Smull**

*Assistant Director of Academic Success*  
Email: smullj@southwestern.edu  
512.863.1952

#### **Jennifer Kisel**

*Assistant Director of Records  
and Degree Completion*  
Email: kiselj@southwestern.edu  
Phone: 512.863.1952

#### **Amanda Corcoran**

*Academic Success Coordinator*  
Email: corcoraa@southwestern.edu  
Phone: 512.863.1407

#### **Ari Solcher**

*Academic Success and Records Specialist*  
Email: solchera@southwestern.edu  
Phone: 512.863.1954

## Intercultural Learning

#### **Tisha Korkus**

*Director of Intercultural Learning*  
Email: templet@southwestern.edu  
Phone: 512.863.1857

#### **Cortney Graves**

*Intercultural Learning Coordinator*  
Email: gravesc@southwestern.edu  
Phone: 512.863.1857

## Community-Engaged Learning

#### **Sarah Brackmann**

*Director of Community-Engaged Learning*  
Email: brackmas@southwestern.edu  
Phone: 512.863.1987

## Office of the Dean of the Faculty

### **Alisa Gaunder**

*Dean of the Faculty; Professor of Political Science*

Email: gaundera@southwestern.edu

Phone: 512.863.1567

### **Julie Cowley**

*Associate Vice President for Academic Affairs*

Email: cowleyj@southwestern.edu

Phone: 512.863.1720

### **Barbara Jean**

*Executive Administrative Assistant*

jeanb@southwestern.edu

512.863.1567

### **Susan Lamb**

*Senior Administrative Assistant*

lambs@southwestern.edu

512.863.1510

### **Christine Vasquez**

*Senior Administrative Assistant*

vasquezc@southwestern.edu

512.863.1752

## Admission and Financial Aid

### **OFFICE OF ADMISSION**

#### **The Wilhelmina Cullen Admission Center;**

**512.863.1200**

- First-year, transfer and re-admit student admission
- Campus tours
- Interviews
- Overnight visits

### **FINANCIAL AID OFFICE**

#### **The Wilhelmina Cullen Admission Center;**

**512.863.1259**

- Financial aid award letters
- Free Application for Federal Student Aid

(FAFSA) information

- Scholarship declaration information
- Loan instructions
- Work-study opportunities

### **James Gaeta '87**

*Associate Dean for Enrollment Services*

Email: gaetaj@southwestern.edu

### **Tish Owen**

*Associate Director of Financial Aid*

Email: owent@southwestern.edu

### **Amanda Anthony '10**

*Assistant Director of Financial Aid*

Email: anthonya@southwestern.edu

### **Toyka Osborne**

*Financial Aid Counselor*

Email: osbornet@southwestern.edu

## Finance and Administration

### **BUSINESS OFFICE**

#### **Roy and Lillie Cullen Building (First Floor);**

**512.863.1928**

- Billing statements
- Tuition payments
- ECSI Payment Plans
- Guaranteed Tuition Plans & 401k Plan Payments
- Pirate Buc\$ deposits
- Book Vouchers
- Waivers for Optional Charges (Dewar Tuition Refund Plan, Student Health Insurance & Vehicles Registration)
- Student Account Refund Checks

### **Brenda Thompson**

*Controller*

Email: thomps2@southwestern.edu

Phone: 512.863.1956

**Jennifer Martinka**

*Assistant Controller*

Email: martinkj@southwestern.edu

Phone: 512.863.1290

**Judy Offield**

*Head Cashier*

Email: offieldj@southwestern.edu

Phone: 512.863.1927

**Susan Moore '18**

*Cashier I*

Email: moores@southwestern.edu

Phone: 512.863.1928

Student Accounts Email:

studentaccounts@southwestern.edu

Office Fax: 512.863.5788

**INFORMATION TECHNOLOGY****Todd Watson**

*Associate Vice President*

*for Information Technology*

Email: tkw@southwestern.edu

Phone: 512.863.1508

InfoDesk (Tech Support):

Phone: 512.819.7333

Email: infodesk@southwestern.edu

## *Sarofim School of Fine Arts*

**The Alma Thomas Fine Arts Center;**

**512.863.1504**

- Fine Arts scholarships
- Fine Arts scholarship auditions
- Box Office; 512.863.1378

## *Family Events and Services*

**OFFICE OF UNIVERSITY EVENTS**

**Roy and Lillie Cullen Building (Second Floor);**

**512.863.1483**

- Commencement tickets

**OFFICE OF ALUMNI AND  
PARENT RELATIONS**

**Roy and Lillie Cullen Building (Second Floor);  
800.960.6363**

- Southwestern Ring Program
- Family Days registration
- Homecoming registration
- Parent Orientation registration
- Parent Leadership Gift Council
- Regional events
- Updating alumni and parent contact information

**Paul Secord**

*Vice President of University Relations*

Email: secordp@southwestern.edu

Phone: 512.863.1484

**Megan Frisque**

*Associate Vice President of Alumni  
& Parent Relations*

Email: frisquem@southwestern.edu

Phone: 512.863.1584

**Grace Josey Pyka '05**

*Senior Associate Director of Alumni  
& Parent Relations*

Email: pykag@southwestern.edu

Phone: 512.863.1486

## *Student Life Resources*

**Red & Charline McCombs Campus Center**

**(Third Floor); 512.863.1624**

**Jaime J. Woody**

*Vice President for Student Life*

Email: woodyj@southwestern.edu

**Stefanie Alvarez**

*Executive Administrative Assistant*

Email: alvarezs@southwestern.edu

Phone: 512.863.1582

## CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT

**Charles and Elizabeth Prothro Center for Lifelong Learning (First Floor);**  
**career.services@southwestern.edu**  
**512.863.1346**

- Career advising
- Internships
- Graduate and professional school advising
- Career library and resource center
- On-campus interviews, job search strategy programming
- Full-time position listings, part-time/summer position listings

### **Daniel Orozco**

*Director of Center for Career & Professional Development*  
Email: orozcod@southwestern.edu  
Phone: 512.863.1953

### **Alexandra Anderson**

*Associate Director of Center for Career & Professional Development*  
Email: afca@southwestern.edu  
Phone: 512.863.1265

### **Dana Luna**

*Internship Coordinator*  
Email: lunad@southwestern.edu  
Phone: 512.863.1671

### **Jenny Terry Roberts '95**

*Administrative Assistant*  
Email: robertsj@southwestern.edu  
Phone: 512.863.1346

## COUNSELING CENTER

**Charles and Elizabeth Prothro Center for Lifelong Learning (Second Floor); 512.863.1252**

- Individual counseling
- Relational counseling

- Group counseling
- Motivation and stress management

### **Jason Bonick**

*Director of Counseling and Health Center*  
Email: bonickj@southwestern.edu

### **Kylin Lee**

*Psychologist*  
Email: leek@southwestern.edu

### **Marie Worsham**

*Psychologist*  
Email: worshamm@southwestern.edu

### **Rachel McNally**

*Psychologist*  
Email: mcnallyr@southwestern.edu

## DEAN OF STUDENTS

**Red & Charline McCombs Campus Center (Third Floor); 512.863.1624**

- Honor code
- Sexual misconduct
- Student conduct

### **Shelley Story**

*Dean of Students*  
Email: storys@southwestern.edu  
Phone: 512.863.1281

## OFFICE OF DIVERSITY EDUCATION

**Charles and Elizabeth Prothro Center for Lifelong Learning (Second Floor); 512.863.1342**  
**southwestern.edu/diversity**

### **Terri Johnson**

*Assistant Dean for Student Multicultural Affairs*  
Email: tjohnson@southwestern.edu

## HEALTH CENTER

### **Charles and Elizabeth Prothro Center for Lifelong Learning (Second Floor); 512.863.1252**

- Birth control information and prescriptions
- First aid, dressings, and OTC medications
- Lab testing including STD screening
- Management of acute and chronic illness
- Nutrition and wellness counseling
- On-site testing for flu, strep throat, mono H. pylori, urine dipstick, and pregnancy
- Physicals for study abroad programs, camps, internships, etc.
- Prescriptions (when indicated) sent to student's pharmacy of choice
- Seasonal flu vaccines
- Well woman exams

#### **Jason Bonick**

*Director of Counseling and Health Center*

Email: bonickj@southwestern.edu

#### **Stacy Leeber, RN**

*Registered Nurse*

Email: leebbers@southwestern.edu

Phone: 512.863.1252

#### **Jennifer Spiller, RN, MSN, FNP-C**

*Nurse Practitioner*

Email: spillerj@southwestern.edu

Phone: 512.863.1252

#### **Brittany Crim, PhD, RD, LD**

*Wellness Educator and Outreach Coordinator*

Email: crimb@southwestern.edu

Phone: 512.863.1396

#### **Connie Hicks**

*Administrative Assistant for the Counseling and Health Center*

Email: hicksc@southwestern.edu

Phone: 512.863.1308

## INTERCOLLEGIATE ATHLETICS

### **Corbin J. Robertson Center;**

**512.863.1381**

**southwesternpirates.com**

#### **Glada C. Munt, Ph.D.**

*Associate Vice President;*

*Director of Intercollegiate Athletics*

Email: muntg@southwestern.edu

Phone: 512.863.1618

#### **Glenn Schwab**

*Associate Athletic Director; Director of Athletic Training Services*

Email: schwabg@southwestern.edu

Phone: 512.863.1697

#### **Doug Ross**

*Assistant Director of Intercollegiate Athletics*

Email: dross@southwestern.edu

Phone: 512.863.1611

## INTRAMURAL & RECREATIONAL ACTIVITIES

### **Corbin J. Robertson Center;**

**southwestern.edu/offices/sira**

#### **Derek Timourian**

*Director of Intramural and Recreational*

*Activities; Associate Dean for Student Life*

Email: timourid@southwestern.edu

Phone: 512.863.1665

#### **Anna Castillo**

*Associate Director of Intramural and Recreational Activities*

Email: castilla@southwestern.edu

Phone: 512.863.1606

## RESIDENCE LIFE

**Red & Charline McCombs Campus Center (Third Floor); 512.863.1624**

### **Bob Flinders**

*Director of Residence Life and Housing*

Email: flinderb@southwestern.edu

Phone: 512.863.1866

### **Liz Colvin**

*Assistant Director of Residence Life*

Email: colvine@southwestern.edu

Phone: 512.863.1965

### **Na-Tasha Stewart**

*Assistant Director of Residence Life*

Email: stewartn@southwestern.edu

Phone: 512.863.1863

### **Magen Smith '10**

*Assistant Director of Residence Life*

Email: smithma@southwestern.edu

Phone: 512.863.1670

## SPIRITUAL AND RELIGIOUS LIFE

**Julie Puett Howry Center; 512.863.1527**

### **Megan Danner '06**

*Dir. of Spiritual & Religious Life and Chaplain*

Email: dannerm@southwestern.edu

Phone: 512.863.1056

## STUDENT ACTIVITIES

**Red & Charline McCombs Campus Center (Third Floor); 512.863.1345**

### **Derek Timourian**

*Association Dean for Student Life*

Email: timourid@southwestern.edu

Phone: 512.863.1665

### **Jason Chapman '03**

*Assistant Director of Student Activities*

Email: chapman2@southwestern.edu

Phone: 512.863.1874

### **Nick McGraw**

*Assistant Director of Student Activities*

Email: mcgrawn@southwestern.edu

Phone: 512.863.1862

## UNIVERSITY POLICE

**Field House; 512.863.1944**

**("O" from on-campus phones)**

**Email: supd@southwestern.edu**

- Patrol campus 24 hours a day, 7 days a week
- Provide safety related programs and information

### **William "Brad" Dunn**

*Chief of Police*

Email: dunnb@southwestern.edu

### **Jim Seals**

*Assistant Chief of Police*

Email: sealsj@southwestern.edu

### **Pat Murray**

*Sergeant*

Email: murrayp@southwestern.edu

### **William Briggs**

*Officer*

Email: briggs@southwestern.edu

### **Joe Ribar**

*Officer*

Email: ribarj@southwestern.edu

### **Donald Klepac**

*Officer*

Email: klepacd@southwestern.edu

### **Tina Kurowski**

*Communications and Records Coordinator*

Email: kurowskt@southwestern.edu





[southwestern.edu](https://southwestern.edu)



[/SouthwesternUniversity](https://www.facebook.com/SouthwesternUniversity)



[@SouthwesternU](https://twitter.com/SouthwesternU)



[@SouthwesternU](https://www.instagram.com/SouthwesternU)



**SOUTHWESTERN  
UNIVERSITY**

1001 E. University Avenue  
Georgetown, TX 78626