

If no graduate meets the requirements, the award will not be given.

Student Services

Dean: Dr. Deborrah Hebert
Office: Student Center, Room 301B
Address: 1500 Procter Street, Port Arthur, TX
77641
Phone: (409) 984-6156
Email: hebertda@lamarpa.edu

Student Services provides services and programs that enhance the general education and development of students, enrich the quality of student life and support the teaching, and service mission of the College.

The Student Services office provides admission advising, admission and records, financial aid, recruiting, registration, security student activities, and student organizations.

Student Center

The Student Center is the center for student services, organizations and activities.

The first floor includes Campus Security, the Information Desk, dining and lounging areas and the Snack Bar. The second floor has meeting rooms, classroom, reading/listening area, TV lounge, game room and the offices of Student Activities and Student Government.

The third floor houses Admissions, Advising, Financial Aid, Records, Registrar and the Dean for Student Services. The 4th floor has faculty offices, a faculty/staff workroom and a reception area with a panoramic view of Pleasure Island, the Sabine-Neches Waterway and Sabine Lake.

Academic Advising

Academic advising is a shared responsibility between academic advisors and the faculty. First time in college students should meet with Academic Advisors located on the third floor of the Student Center. Returning students should meet with a faculty advisor.

Advisors assist students in their admission to the College and answer questions about residency, and registration for the Texas Success Initiative. Advisors also counsel students about dropping courses and withdrawing from school. They also help

with the selection of courses, completion of schedules and registering for class.

Bookstore

Barnes & Noble Bookstore operates a bookstore on campus for the convenience of faculty and students. The Bookstore inventory includes books, supplies, some clothing, snacks, and gift items. Depending upon availability, a variety of rental books are provided for some courses. Used books which currently are approved may be sold to the bookstore. Books which must be discontinued are not purchased by the bookstore except at wholesale price. The bookstore reserves the right to require a seller to prove ownership of books.

Job Placement & Career Guidance

Current available positions with community employers is maintained in the Department of Business and Industrial Technology office (UITC 201A). The list is posted on the college website. Office personnel will assist with computer searches of on-line job banks and job search techniques.

The Human Resources Office is located in the Business Office and provides assistance to students seeking part-time employment on campus.

Office of Disability Services

Students with disabilities who need special accommodations must notify the Office of Disability Services Coordinator at least two weeks before classes begin for the semester in which they will be enrolled. The Office of Disability Services serves individuals who have one or more disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for non-traditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals who encounter other barriers to educational achievement, including those with limited English proficiency and academic disadvantage.

The coordinator ensures that individuals who are members of a special population or have a documented disability receive adequate services that are supplemental to basic student services offered by the College. Services include curriculum modification; equipment and/or classroom modification; supportive personnel, such as tutors, note takers, and/or interpreters; instructional aids and devices; childcare; remedial instruction; career guidance; and other services to ensure the student's full participation in the educational programs.

Student Government Association

The Student Government Association (SGA) serves as the representative voice of students. The SGA President, Vice President, Secretary / Treasurer and five Representatives are elected by the student body. Each student organization officially recognized by the College is allowed to send one senator to Senate meetings.

The organization co-sponsors a number of events on campus.

Each student officer has a one year term. Any student in good standing with a 2.5 or better grade point average may run for an SGA officer position. Students become involved with various standing and appointed committees. Students also become involved with programs and activities sponsored by the SGA.

The Judicial Arm of the SGA consists of the Supreme Court/Student Traffic Court. As a Supreme Court they may rule on cases involving student conduct and other cases as may be assigned. As a Student Traffic Court, this body will hear appeals concerning parking and traffic citations.

Student Handbook

The Student Handbook includes a Student Conduct Code, as well as other important information. It is the student's responsibility to be knowledgeable of established college policies and procedures that are contained in the Student Handbook and to comply

with them. Copies of the handbook are available upon request on the third floor of the Student Center. The handbook also is posted on the college website: (www.lamarpa.edu).

Student Identification Card (ID)

Students registered for classes at Lamar State College Port Arthur must purchase a Student Identification Card (ID).

The Student Identification Card must be carried by the student when on the LSCPA campus. The ID is required to allow LSCPA students to use campus facilities and events such as athletic events, artist series, plays, recitals, musicals, readings and lectures. The card also serves as a library card and required to use the computer labs.

Lost Student Identification Cards must be reported to Student Services and replaced. If a student is unable to produce a current Student Identification Card, they may be required to leave the campus.

Student Housing

Seahawk Landing is a residence hall located on the LSCPA campus. The facility includes 37 apartment style units with a living and sleeping area, bathroom, and a kitchenette. Residents also have access to lounge areas, laundry facility, outdoor recreation areas, and a computer lab.

Seahawk Landing allows students are able to experience campus life while they live on campus and attend class. Seahawk Landing is managed by ITEX Property Management. Interested students should visit the LSCPA website to reserve a room.

Student Organizations

Students can join any of a growing number of organizations. Membership allows students to broaden their knowledge in their professional areas. In addition, these organizations promote academic and vocational excellence on campus.



Students interested in joining one of the existing groups or wants to form a new student organization should seek information from the Director of Student Activities on second floor of the Student Center.

The current organizations include:

- Accounting Society
- A Class Act. An organization for students interested in enhancing performing arts and expression through theater productions.
- Allied Health Sciences Society. An organization for students interested in health care fields.
- Alpha Beta Gamma. An organization the international honor society for business students.
- Audio Engineering Society (AES). A society for Commercial Music majors with an interest in sound engineering.
- Baptist Student Ministry. A religious/social organization.
- Chi Alpha. A social/service organization dedicated to the needs of the non-traditional student.
- Criminal Justice Association. An organization for Criminal Justice Majors.
- Diversity Club. An organization that fosters student appreciation of cultural and social diversity.
- Gamma Phi Gamma. A women's social/service sorority.
- Gamers United.
- History Club. A student chapter of the Port Arthur Historical Society.
- International Society of Automation. An organization for Instrumentation Technology and Electronics Technology majors.
- Phi Theta Kappa Academic Honor Society (Alpha Lambda Rho Chapter). The international honor society for two-year accredited colleges.
- POWER (paralegal club).
- Professional Cosmetologist Association. An organization for students interested in Cosmetology.
- Sigma Kappa Delta. A national honor organization for English majors and minors and students interested in English.

- Speech and Debate Club. An organization for students interested in poetry, prose, public speaking and debate for competition.

For more information about student organizations, visit the Student Government Association office located on the second floor of the Student Services Building or call (409) 984-6192.

SKILLS, U.S.A.™

Skills USA is an international organization that serves students who are enrolled in training programs in technical, skilled, and service occupations. Skills USA prepares America's high performance workers by providing quality educational experiences for students in leadership, teamwork, citizenship, and character development. Participation in Skills USA builds and reinforces self-confidence, work attitudes and communication skills while emphasizing total quality at work, high ethical standards, superior work skills, lifelong education and pride in the dignity of work. Skills USA programs include local, state, national, and international competitions in which students demonstrate occupational and leadership skills.

QEP SOAR Student Book Clubs

In January 2013, Lamar State College Port Arthur (LSCPA) implemented the College's Quality Enhancement Plan (QEP), as described by Comprehensive Requirement 2.12 and Comprehensive Standard 3.3.2 in *The Principles of Accreditation: Foundations for Quality Enhancement*. The College's QEP is entitled Seahawks SOAR (Students Obtaining Achievement in Reading).

One aspect of the Seahawks SOAR project is hosting Student Book Clubs for the duration of the five year study. Led by a faculty or staff member, the Student Book Clubs will meet three times a semester. At each meeting, the leader will guide the students in a discussion of one popular work of fiction or nonfiction, selected by a sub-committee of the Seahawks SOAR Advisory Committee. This process of reading the text and bringing the author or relevant speaker to address the student body is the model for subsequent semesters. Sign up for participation in a book club occurs during Welcome Week each semester. The College offers incentives for the students to participate in the student book club activities, including drawings for giveaways, T-shirts, wristbands, and gift cards. For more information contact the Director of Student Activities on the second floor of the Student Center.

Eligibility for Extracurricular Activities

An extracurricular activity is an activity representing the student body, a student organization, any department or division organization or any activity representing the College.

Any half-time student not on disciplinary or scholastic probation, who is officially registered, is eligible to become a candidate and/or to hold student office or to represent the College in any extracurricular activity provided such student has a grade point average of at least 2.0 for both the whole of college work completed at Lamar State College Port Arthur and that of the preceding semester.

For the purpose of establishing eligibility, two six-week summer terms may count as one semester.

Transfer students have the same eligibility as freshman students until completion of one semester at Lamar State College-Port Arthur.

Students participating on an intercollegiate level in any one of the certified sports of the *National Junior College Athletic Association* shall conform to the requirements of the *Rules of Eligibility*, the rules and regulations of the Region XIV conference, and the rules of the College at which the students are attending and participating.

Student Publications

“Expressions” is an annual student publication which encourages and promotes the literary, artistic and photographic expression of LSCPA students.

Students write literary works and submit them for evaluation. Entries are judged by a qualified panel of judges. Entries are received during the fall semester and published during the spring semester. Students from all majors and fields of study are encouraged to make submissions.

Compact with Texans

In response to the Agency Strategic Plan for Fiscal years 2001-2005, issued jointly by the Governor’s Office of Budget and Planning and the Legislative Budget Board, Lamar State College Port Arthur developed a “Compact with Texans,” which addresses the services provided to students, business and organizations that are part of the LSCPA community. The goals of the State of Texas include quality services to the customers of our state colleges. The College heartily supports this goal and commits to guidelines for quality of instruction and services.

Services Provided: The College provides accessible post-secondary education and training opportunities for a diverse population of Southeast Texas, including students pursuing a degree for the first time, students returning for personal or professional enhancement, students seeking career changes or promotion and organizations seeking to upgrade the skills of their workforce.

Service Principles and Goals: The College pledges to provide quality instruction and services in a professional, honest, timely, impartial, accurate, courteous and efficient way. Instruction and related services are offered with flexible scheduling, locations, delivery methods and content to those students pursuing post-secondary education. Students have the right to expect quality services in a safe environment while seeking enrollment, advisement, financial assistance, special services, instruction or other instructional-related services. The College is committed to providing the best possible services and quality instruction emphasizing Access and Retention, Focus on Learning, Core Values and Community Connections. (See Mission Statement).

Continuous Improvement; A Partnership: The College works in partnership with citizens, regional businesses, industries, schools, service sector organizations and other community organizations to provide quality, on-going services. It seeks continuous improvement through the on-going assessment of its services through customer satisfaction surveys, student services surveys, faculty evaluations, business and industry needs assessments, focus groups and advisory councils.

Standards for Maximum Wait Times: Every effort is made to provide services in a professional, honest, timely, impartial, accurate, courteous, efficient manner. The College strives to meet a minimum standard of wait time on all occasions, realizing that during periods of high quantity of demand, the times may be longer. However, the goal is to eliminate any excess wait time and plan appropriately for overload times to allow minimization of waiting periods. Approximate wait times for the following services are:

- Determining financial aid awards: within 3 weeks of receiving completed file.
- Initial on-site assessment to begin registration process: 15-20 minutes.
- Handling receipt of payments with completed file: within 15 minutes.
- Determining results of credit by examination: 5 working days.
- Transcript evaluation: completed by end of first semester after receiving official completed file.

- Process admission applications with completed and official file: 3 working days.
- Processing transcript requests: 3 working days.
- Arranging specialized services: students are encouraged to contact the Office of Disability Services Coordinator at least two weeks prior to class to arrange for specialized services. When special materials or equipment must be purchased, students should allow sufficient time to order, receive and install the equipment.
- Reporting ASSET results: students administered the test will have results reported within one to two working days. The writing sample will be graded off-site and will take approximately five days.

Complaints, Grievances and Appeals: The goal is to provide equitable, timely, fair and accurate resolutions to problems and complaints. Initial

complaints or problems should be brought to the attention of the relevant department for resolution. If an acceptable resolution is not reached within five working days, the student can then file a formal written complaint. If a student wishes to file a formal complaint, the process and procedures for filing a written complaint, grievance or appeal is available through The Texas State University System Rules and Regulations, the LSCPA Student Handbook, the Faculty Handbook, the college catalog and/or website.

Student Relations Representative: Vice President for Academic Affairs, Lamar State College Port Arthur, P.O. Box 310, Port Arthur, Texas 77641-0310. Phone (409) 984-6209 and fax (409) 984-6000. Email: VPAA@lamarpa.edu. Additional contacts for student relations include the President, the Vice President for Finance and the Dean for Student Services.

Student Rights and Responsibilities

Student Conduct

To meet its educational objectives, an institution of higher learning must expect rational, mature behavior from its constituency. To accept anything less invites the destruction of not only academic freedom, but also the system of higher education.

Student discipline at Lamar State College Port Arthur is based on an educational philosophy of helping students grow and mature into responsible citizens. When a student behaves in a manner that requires disciplinary action, a careful investigation of all facts is made and the student is afforded every opportunity to assist in arriving at a just and equitable decision.

Counseling, conferences with parents and/or instructors, conferences with peer groups and other techniques as may seem appropriate, may be employed in making discipline an educational experience.

Grievance Procedure

Students should first attempt to resolve grievances locally and informally through discussion with campus officials. Students should first discuss grievances with the campus individuals with whom they have an unresolved issue. If the issue remains unresolved, the student should discuss the unresolved issue with the immediate supervisor. For academic issues, the student should discuss the issue with the instructor, department chair, Dean of

Technical Programs (if applicable) and the Vice President for Academic Affairs.

- a. Academic issues. The student should first discuss the issue with the instructor, then the department chair, and the Vice President for Academic Affairs.
- b. Non-academic issues. The student should first discuss the issue with the campus individual they have an issue, then their immediate supervisor, and finally the Dean for Student Services.

Each official, upon receipt of an issue or concern, shall investigate the circumstances (to include interviews with the individuals involved where necessary) and shall attempt to resolve the problem. If unable to do so, the official will refer the matter to the next higher level of responsibility.

If the issue or concern is not settled at the departmental level within 10 working days, then the issue shall be referred in writing to a vice president. If the unresolved issue is academic in nature, the referral will be forwarded to the Vice President for Academic Affairs. If the unresolved issue is non-academic in nature, the referral will be forwarded to the Dean for Student Services.

The Vice President for Academic Affairs will review the unresolved academic issues. The Dean of Student Services will review unresolved non-academic issues. If the issue remains unresolved, the Vice President or Dean may recommend to the President the appointment of a Special Board to