

# Parent Handbook

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## Parent Relations

Welcome to the Southwestern University family! 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 service, fitness and leisure. Remember that mail, food and money can provide meaningful encouragement!



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; attending athletic events, plays or concerts; or purchasing t-shirts and other Southwestern paraphernalia, 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,



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## A Message from the President

It gives me great pleasure to welcome you and your student to what we hope will prove to be some of the most remarkable years of your student's life. I was inaugurated as Southwestern's 14th president on April 4, 2001—33 years after graduating from Southwestern with a bachelor of arts degree in psychology. As you can imagine, Southwestern is a special place to me. It's where I met my wife, Jane. It's also the institution that has nurtured the educational journeys of our daughters, Libby and Katie. Indeed, our family's appreciation for and commitment to Southwestern is a shared value among us all. Over the next four years, I hope you and your student will develop that same sense of appreciation and commitment to Southwestern, a place the late author Loren Pope, former education editor for *The New York Times*, recognized in his book, *Colleges That Change Lives*, for its astounding impact on students who enroll and graduate.

At Southwestern, our purpose is clear: to foster a liberal arts community whose values and actions encourage contributions toward the well-being of humanity. Your student will encounter an unwavering commitment to academic and artistic freedom. A liberal arts education is more appropriately characterized by efforts aimed at synthesis, integration and meaningful generalizations. It exposes the student-poet to physics and technology and the young accountant to the history of art. It takes advantage of each student's potential for posing value questions and for displaying problems, facts, ideas, events and situations in their full contexts. At its best, it produces generalists who can think critically and creatively, exercise judgment, sort through complexities, tolerate ambiguity, communicate effectively and adapt to change. Concurrently, a liberal arts education is an excellent foundation for careers and graduate study. It teaches communication skills, sharpens decision-making abilities and develops analytical proficiency. Most important, a liberal arts education encourages the habits and aptitude for lifelong learning.

Jane and I warmly welcome you and your student into the Southwestern family and trust that the many experiences before you will be enriching and enlightening. We are grateful that you have chosen Southwestern and stand ready to assist you in any way that we possibly can.

Sincerely,



Jake B. Schrum '68  
President



## Southwestern University: A Rich History and Continued Momentum

In 1835, William Barret Travis, leader of a group of Texas settlers, called for the establishment of a Methodist presence in the region through a letter written to the *New York Christian Advocate*. In response, Methodist church leaders dispatched three missionaries to Texas, including Martin Ruter of Pennsylvania.

Ruter found Texas an unsettled region recovering from the ravages of war and surviving under the danger caused by enmity between settlers and Comanches. Despite the challenges, Ruter's vision of a college came to fruition in 1840 with the founding of Rutersville College, six miles north of La Grange. A.M. Levy, who served as the Republic of Texas' surgeon general, donated 320 acres of land so that Methodist pioneers could open Rutersville—the first institution of higher learning in Texas. Southwestern traces its genesis to Rutersville and three other early Texas Methodist institutions that were founded later: Wesleyan



The Rutersville Bell signals the start of community gatherings and dates back to Southwestern's first root institution, Rutersville College.

College in 1844, McKenzie College in 1848 and Soule University in 1856.

In 1868, Francis Asbury Mood, a teacher at the South Carolina State Normal School, agreed to become Soule's president. Mood found Soule in disarray. He quickly formulated a plan to sponsor and support one central Methodist institution. Mood was

elected president of the new institution, which later became Southwestern, located in Georgetown. Two years after opening its doors as Texas University in 1873, the state of Texas granted the institution's Union Charter under the name South Western University. The name Texas University was relinquished to the state. At that time, Southwestern was

the most southwest-located Methodist college in the country.

During the next several decades, Southwestern emerged as Texas' central 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. The 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. 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, *U.S. 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 challenge brought in more than \$31 million, which provided funds for the University's first endowed professorships, established the annual Brown Symposium and funded the Brown Scholars program, which offers full scholarships for outstanding students.

Today, Southwestern is considered one of the nation's premiere undergraduate liberal arts colleges. Its Paideia® Program, started in 2002 with the help of an \$8.5 million grant from the Priddy Charitable Trust of Wichita Falls, Texas, sought to bring together traditional academics with civic engagement and intercultural learning. Now the signature element of the University's academic program, Paideia will be available to and required of all student entering in the fall of 2014

## Southwestern University: 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 11 of the society's 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 Faye 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 the Paideia® Program 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 began offering Living-Learning Communities

to further strengthen its First-Year Seminar program.

Also 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. In 2010, Trustees extended the campaign in order to raise funds for priorities in the Strategic Plan for 2020.

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 2008 edition of *The Best 366 Colleges*, published by Princeton Review, ranked Southwestern number seven in the country for Best Career/Job Placement Services. The list was compiled from a survey of 120,000 students at colleges included in the book.

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 President's 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."

In Sept. 2011, Southwestern President Jake B. Schrum outlined a series of "Bold Initiatives" designed to support Southwestern's strategic direction, including proposals for several new degrees and a January Term.

On Oct. 28, 2011, the Board of Trustees voted to add football and women's lacrosse to Southwestern's compliment 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 Southwestern students.

For more information, visit [www.southwestern.edu](http://www.southwestern.edu).

## Office of the Provost

The Office of the Provost and Dean of the Faculty is responsible for the University's total educational program. The Office of the Provost is charged with administering the academic program in such areas as institution-wide planning; faculty recruitment, evaluation, promotion and development; library 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; and certification of graduates. These duties are performed in consultation and collaboration with the University Council, the Academic Affairs Council and the Faculty Affairs Council.

Those reporting to the Office of the Provost include division/school chairpersons, academic department/program chairs, dean of the Sarofim School of Fine Arts, assistant dean of academic success and director of records, director of intercultural learning, director of Paideia, associate dean of faculty development and academic assessment, associate dean of the Brown College of Arts and Sciences, director of the language learning center, director of the Deborah S. Ellis Writing Center, director of civic engagement and director of the Upward Bound Program.



Jim Hunt, Provost and Dean of the Faculty; Professor of Education



Julie Cowley, Associate Vice President for Academic Administration

### Provost's Office

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## Academic Life

### Frequently Asked Questions

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

First-semester students must pass at least six credits with a 2.0 semester grade point average. After the first semester, students must pass at least eight credits each semester with a 2.0 overall grade point average. 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. Students who do not pass six credits in the first semester or who do not meet the terms of their probation in subsequent semesters may be dismissed. Additional information on academic standing may be found in the *University Catalog*.

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

New students are assigned an academic adviser (a faculty or professional staff member), using information provided by the student in the various materials mailed during the summer. Because all advisers are trained to advise first-year students in any major, students may be initially assigned to an adviser outside their intended major. After the student's first semester or when

a major is selected, he or she may choose a new adviser. Although advisers are concerned with their advisee's academic welfare, it is ultimately the student's responsibility to initiate contact with the adviser. Advisers help students understand academic expectations and requirements, choose classes and understand how to access campus resources. Generally, advisers 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 (6/17–6/21) using information sent home in late May. 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 adviser to make any necessary schedule modifications. Typically,

students take an average of 16 credits each semester; the First-Year and Advanced-Entry Seminar classes are two credits, so many first semester students take 14 or 16 credits.

**Do academic advisers 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 Office of Career Services outlines a four-year career planning process and helps students solidify major and career choices via interest testing and individual appointments. The CASAR also offers major choice resources and hosts the exploratory student meeting during Orientation Week. Academic advisers 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 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 advisers 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 adviser, 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 Office of Counseling Services 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. Most students in courses which do not have tutors receive help directly from the professor during regular office hours or by appointment. 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 may alert CASAR staff to specific problems in a student’s performance, attendance or engagement. When these situations occur, CASAR staff follow up with 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 to access to student data. When students sign a release to issue their grades to their parents, the release only covers grades, not performance. 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 60.

**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. The Honor Code Council is composed of at least 12 students and at least 12 faculty members representing the Division of Humanities, the Division of Social Sciences, the Division of Natural Sciences and the Sarofim School of Fine Arts. 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 [www.southwestern.edu/academics/honorcode](http://www.southwestern.edu/academics/honorcode).

#### **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.

#### **Center for Academic Success and Records**

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## Financial Aid

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 is 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

#### **What is the schedule of tuition payments?**

Twice per year: end of July for fall term; mid-December for spring term. Financial aid is disbursed on a similar schedule.

#### **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 Ruter, Mood, Cody and Pirate 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 at [www.southwestern.edu/aid/types/scholarships/continuing.php](http://www.southwestern.edu/aid/types/scholarships/continuing.php).

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

The deadline for submitting a FAFSA for the upcoming academic year is March 1.

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

Students can visit the Pirate Link page, accessible through the Office of Career Services at [www.southwestern.edu/offices/careers/](http://www.southwestern.edu/offices/careers/). A student is not required to have a work-study award in his or her financial aid package in order to work on campus.

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

This information is available through your WebAdvisor account.

**How can I contact the Office of Financial Aid?**

[www.southwestern.edu/assistance](http://www.southwestern.edu/assistance)  
Email: [finaid@southwestern.edu](mailto:finaid@southwestern.edu)  
Phone: 512-863-1259  
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James Gaeta, Director of Financial Aid

**Financial Aid**

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## 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 [www.southwestern.edu/academics/registrar/forms/index.php](http://www.southwestern.edu/academics/registrar/forms/index.php).

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.

### Frequently Asked Questions

**When will my student receive bills from Southwestern?**

Official bills are typically mailed in mid-July for the fall semester, and in mid-November for the spring semester. You may receive additional bills for charges accrued during the semester such as traffic tickets, library fines, residence hall damages and/or course fees. Bills are sent via email and mail.

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

- ▶ In Person – Bring cash, check, money order or cashier’s check to the Business Office,

located on the first floor of the Cullen Building.

- ▶ By Mail – Send check, money order or cashier’s check to Southwestern University, P.O. Box 770, Georgetown, TX 78627-0770
- ▶ Credit Card or ACH Online through WebAdvisor – After logging in to WebAdvisor, pay by credit card with a 2.75% processing fee or by electronic check/ACH with no fee. Students have to set up a “Parent PIN” for a parent or

other authorized individual to make payments online.

- ▶ ECSI Payment Plan – Enroll in an interest free payment plan that allows you the option to make monthly payments. See the next section on the ECSI payment plan for more information.

### **How does the ECSI Payment Plan work?**

The optional payment plan divides the tuition bill amount into interest-free monthly payments. To enroll or for more information visit [www.southwestern.edu/businessoffice](http://www.southwestern.edu/businessoffice) and select "Payment Plan." Select the ECSI link under the "Sign Up" section to access the application. Once you have completed the application, send the \$40 application fee and the first payment to ECSI. Southwestern will be notified that your payment plan has been successfully established. This is not a loan and does not require a credit check. If you have further questions, contact Susan Moore at 512-863-1928 or by email at [moores@southwestern.edu](mailto:moores@southwestern.edu). If two separate payment plans are needed (if, for example, a student has divorced parents), please contact Susan Moore before applying online.

### **What does my student need to provide to Southwestern to use the Texas Guaranteed Tuition Plan?**

If your student participates in the Texas Guaranteed Tuition Plan, send an "In-State Enrollment Verification" to the Business Office so that Southwestern is aware of your student's participation in the plan.

### **What if my student does not need a vehicle permit?**

All Southwestern students are automatically charged a Vehicle Registration of \$100 per semester. If your student does not have a vehicle or is studying

abroad for a semester, the charge may be waived by completing the Vehicle Registration Waiver form and turning it in to the Business Office. The form can be found at [www.southwestern.edu/studentlife/safety/](http://www.southwestern.edu/studentlife/safety/) or can be obtained at the University Police Department office. The completed waiver must be returned to the Business Office each semester to receive the credit.

### **What is the Dewar Tuition Refund Plan?**

The Dewar Tuition Refund Plan is an optional insurance plan that provides a refund of tuition, room and board charges in the event that your student has to withdraw from Southwestern University before the semester is complete due to medical reasons. This refund amount is in addition to the University's normal refund plan and helps to minimize the financial obligation of such a loss. The tuition refund plan provides up to a 100 percent refund (60 percent for mental health withdrawals) of insured tuition and fees in the event of a complete withdrawal under the terms of the plan.

All 2013-2014 first year students are automatically enrolled in the program for the academic year and billed for coverage by Southwestern University at the time of initial tuition billing. Students can waive coverage by completing the online waiver form on Dewar's website. Students can also change the amount of coverage, such as excluding financial aid grants, by calling the Business Office at 512-863-1928. Students who have waived this coverage and then determine that they would like to reapply should contact Dewar directly before classes begin. Any 2013-14 returning undergraduate students wanting coverage should contact Dewar directly. Changes cannot

be made to the Dewar Tuition Refund Plan after the first day of class.

### **Business Office**

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## Student Life

The Division of Student Life provides services and activities that both support and extend the educational mission of Southwestern University.

Acquiring knowledge in a classroom is just one part of what takes place during a student's college career. Building character, becoming an active citizen and developing leadership skills all play important roles in the educational experience. One of the most important challenges students face is finding congruence between values and behaviors. The Office of Student Life aims to engage and support every student in a positive way throughout this extraordinary, life-changing time, ensuring that the uniqueness of each individual is respected and celebrated.

Many of Southwestern's high-quality student life programs have achieved national recognition. Counseling and health services, intramurals and recreation activities, and diversity education programs have all been recognized nationally for excellence by the National Association of Student Personnel Administrators. Southwestern's Office of Career Services was ranked seventh in the United States by Princeton Review, and with the Southwestern Police Department's excellent work, the University received an A+ safety rating by College Prowler.

Parents can assist by encouraging their students to utilize the services and programs designed to promote growth and achievement. It is especially helpful to your sons and daughters when you urge them to advocate for themselves.



Jerry Brody, Vice President  
for Student Life

### Student Life

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## Residence Life

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 are not subject to a residential requirement; however, most juniors and seniors choose to live on campus. Overall, 78 percent of Southwestern students live on campus.

The Office of Residence Life professional staff are responsible for physical and educational programs in the halls, which include program development 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. Eleven full-time professional staff members live on campus. Although Southwestern considers its students young adults, it also recognizes the adjustments college students are attempting to manage, especially first-year students. Two assistant directors of residence life, as well as nine resident associates, are employed by the University to help with 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 (30 per RA in upper-class halls and 15 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. Also, student organizations must register parties where alcohol will be allowed. These parties may be held in fraternity houses, the Dorothy Manning Lord Community Center, the Sharon Lord Caskey Center, the Julie Puett Howry Center 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?**

RAs, and sometimes professional staff, use roommate contracts and meetings between the two roommates 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 per load. Laundries 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 ice machines, vending machines or microwaves?**

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

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

Students may bring small refrigerators no larger than 4.3 cubic feet in size.

**How can we call our student?**

The University acknowledges that students rely on cell phones to stay connected to family and friends. Land-line telephones are not provided in student residences on campus.

**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 parents. About 70 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. (See Page 42.)

**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.

**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.



Jaime J. Woody  
Dean of Students;  
Director of Residence Life

**Residence Life**

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# Student Activities

The Office of Student Activities acts as an adviser, ally, administrator, educator and mentor to Southwestern students by facilitating learning experiences through leadership opportunities, student organizations, social activities and other services that promote personal growth and the empowerment of students for success in our diverse community and beyond.

The Office of Student Activities is located in the Red & Charline McCombs Campus Center, Suite 340.

There are approximately 100 student organizations on campus, including student publications, a student-run coffeehouse, student government groups, a University Programming Council that organizes all-campus events, nine national Greek social organizations, national service organizations, religious groups, and academic, honor and departmental organizations.

The Office of Student Activities also coordinates New Student Orientation, organizes student committees, schedules meetings and events in the McCombs Campus Center and more.

## Frequently Asked Questions

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

There will be a Student Organizations Fair the week after classes begin 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 [www.southwestern.edu/studentlife/orgs](http://www.southwestern.edu/studentlife/orgs).

### **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!

There is also an annual concert during the academic year. Enhanced on-campus entertainment, combined with Georgetown and Austin entertainment opportunities, greatly contribute to student life at Southwestern. The University Programming Council is a group of students who plan, organize and execute campus activities. Student Activities can provide more information.

### **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 Congress and other University-wide committees. The Student Congress 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. Recruitment information will be available during the first semester. Students may also choose to wait until their sophomore year.

### **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 five national social sororities (Alpha Delta Pi, Alpha Xi Delta, Delta Delta Delta, Kappa Delta Chi and Zeta Tau Alpha).

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## Diversity Education

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 six cultural/identity based groups within the coalition: SU Allies, EBONY, Kappa Delta Chi, Latinos Unidos, SU Native, and Pan Asian Association. 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
- ▶ Latino Heritage Symposium
- ▶ Dr. Martin Luther King Jr. Community Dinner
- ▶ Black History Month
- ▶ SU Native Powwow
- ▶ Drag Ball



Terri Johnson  
Assistant Dean for  
Student Multicultural Affairs

### **Office of Diversity Education**

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## Spiritual and Religious Life

The University Chaplain is available to offer counsel, information and referrals to students seeking spiritual support and to those interested in learning about opportunities for religious activities.

### Frequently Asked Questions

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

The Office of the University Chaplain provides a listing of local area houses of worship and the services they provide on the Spiritual and Religious Life website: [www.southwestern.edu/offices/spiritualandreligiouslife/](http://www.southwestern.edu/offices/spiritualandreligiouslife/). For additional listings and religious offerings in the greater Austin area, visit [www.interfaithtexas.org](http://www.interfaithtexas.org).

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

Southwestern offers a variety of programs through campus student organizations, the University Chaplain and campus lectures. Voluntary mid-week chapel services are held each Thursday during the regular semester from 11:30 a.m. to noon, and Tuesday evenings at 9 p.m. Other worship opportunities are offered during special seasons and as evening study breaks. Activities include informal studies and discussions, lectures, retreats and Destination: Service (a volunteer

service program conducted during spring break). Many students find support through involvement in one of our student religious organizations (see Page 30) 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 the University Chaplain is located in the Julie Puett Howry Center.

## Student Religious Organizations

- ▶ A. M. Levy Jewish Student Association
- ▶ Canterbury (Episcopal)
- ▶ Catholic Student Association
- ▶ Fellowship of Christian Athletes
- ▶ Kappa Upsilon Chi (Men's Fraternity)
- ▶ Muslim Student Organization
- ▶ Sigma Phi Lambda (Women's Sorority)
- ▶ SU Buddhist Meditation Group
- ▶ United Methodist Student Movement



Beverly Jones, University Chaplain

### Religious Life

Beverly Jones, Ph.D.  
University Chaplain  
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## Counseling Services

The Office of Counseling Services provides free, 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 or romantic relationships. Counseling Services 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 Counseling Services 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.



Judy Sonnenberg, Director of Counseling Services

### Counseling Services

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## Health Services

The Office of Health Services provides students with confidential, timely, accessible, quality health care services and education. We strive to promote student wellness by enhancing students' ability to seek, obtain and follow appropriate health care advice and treatment. We believe Health Services is an extension of the learning experience at Southwestern University.

A collaborative team that includes physicians, a physician assistant, a nurse practitioner and a registered nurse provide comprehensive and confidential services. Working as a team, we are able to treat common health concerns and provide health maintenance of chronic conditions, including routine women's and men's health issues as well as any necessary laboratory work.

We are open Monday–Friday, 9 a.m. to 4 p.m. during fall and spring semesters on days when school is in session. Appointments are strongly recommended to allow for personal attention. Same-day appointments are also available on a first-come, first-served basis. There is no out-of-pocket fee for services rendered at Health Services.

Due to limited resources and facilities on campus, not all health care needs may be met. When the situation warrants,

the on-campus team will make appropriate off-campus referrals to physicians and other health care specialists in the community. Consideration will be given to the student's private insurance requirements or out-of-pocket costs. Excellent emergency room care is available 24-hours-a-day at St. David's Georgetown Hospital, Scott & White Healthcare-Round Rock, and Seton Medical Center Williamson.

The Health Services staff also provides individual counseling on nutrition, exercise, stress management and other health-related topics, and offers presentations to residence halls, classes and other groups on health-related issues. Tapes, videos, books and brochures on many health-related topics are available for students' personal information or as resources for research or presentations.

The Office of Health Services is located on the second floor of the Charles and Elizabeth Prothro Center for Lifelong Learning.



Dinorah Martinez-Anderson,  
Director of Health Services

### **Health Services**

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## Career Services

The Office of Career Services helps students figure out what they want to do and how to get there—a big and important task for liberal arts students with diverse interests. Internships and other career-related experiences are key, not only to testing the fit of possible career futures but also to being marketable 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 internships they learn, with the support of Career Services, career management skills they'll use throughout their lives:

- ▶ Self-assessment of interests, values, skills and personality, such as TypeFocus Careers and the Strong Interest Inventory.
- ▶ How to research opportunities.
- ▶ How to market themselves via resumes and interviewing.
- ▶ Graduate and professional school options, and when and how to pursue them.
- ▶ How to implementing a job search strategy, especially via networking.

Through personalized, one-on-one advising and a wide variety of special events, such as the “Careers in...” series, the alumni/student networking “Career Connections Barbecue,” “Getting into Graduate School,” “Etiquette Dinner,” and many more, students in all academic disciplines can get help from the Office of Career Services with major and career exploration and planning. Other resources include:

- ▶ Career Resource Center library of more than 500 print publications.
- ▶ Extensive website of links for exploring and pursuing internship, career and graduate school opportunities.
- ▶ Online job board, PirateLink, for local and national part-time, on-campus, summer, internship and full-time positions.
- ▶ Resume critiques and resume development assistance, including a detailed Resume Guide of samples.
- ▶ Mock interviews personalized to students’ target opportunities.
- ▶ Transportation to job fairs in the Austin area and an internship fair on campus each spring.
- ▶ Alumni and parent networking connections, including LinkedIn.
- ▶ On-campus recruiting with local and national employers, from school districts to businesses

to government opportunities like Teach for America, Peace Corps and the Foreign Service.

When should students visit Career Services? Early and often! Exploring options and building experience take time. Students should visit as early as possible, even in the first semester, and check in all four years.



Roger Young, Director of Career Services

### Career Services

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## Intercollegiate Athletics



Southwestern University competes in the NCAA Division III as a member of the Southern Collegiate Athletic Conference. All members of the conference are small, independent, academically competitive liberal arts institutions that, like Southwestern, see athletics as a part of the total educational experience. As a Division III member, Southwestern does not award athletics scholarships. Members of athletics teams participate for the love of the sport. The University offers basketball, soccer, cross country, tennis, golf, swimming and diving, and track and field for men and women as well as lacrosse and baseball for men and volleyball and softball for women. Beginning in the fall of 2013, the Athletics Department will be fielding two new sports—football and women’s lacrosse—bringing the total number of varsity teams to 20.

The opportunity to participate in intercollegiate athletics is open to any full-time student. Athletics Department programs place the highest priority on the overall quality of each participant’s educational experience. The staff’s primary goal is to develop a model sport program that incorporates honesty, integrity, sportsmanship, respect for others, fairness and leadership opportunities with the physical challenges of excelling in the sport. Athletics Department programs and services provide fair and equitable treatment of men and women.

### Frequently Asked Questions

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

Rarely. The average GPA for student-athletes is usually as high or higher than 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. Athletes must work closely with their professors and discuss missed class work in advance of the absence.

Southwestern faculty are 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 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. During the last several years our teams have won multiple conference championships and a number of our teams have competed in NCAA Regional and National Championships. Our goal is to become one of the top Division III programs in the country!



Glada Munt, Associate Vice President;  
Director of Intercollegiate Athletics

### **Intercollegiate Athletics**

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## Intramural and Recreational Activities

Southwestern Intramural and Recreational Activities (SIRA) provides the University community with opportunities for physical, social and educational development through participation in intramural, fitness/wellness, sport club and outdoor recreation programs. Intramurals provide competition on organized teams and individual sports at various skill levels. More than 20 leagues, tournaments and special events are offered annually with men's, women's and co-rec divisions of play.



Ultimate Frisbee is one of many intramural sports offered at Southwestern University.

Available to students are fitness and wellness activities including, but not limited to: personal training, Zumba, Pilates, yoga and more.

Sport clubs are student organizations focused on a specific sport or physical activity. A club may be instructional, recreational and/or competitively oriented depending upon the interest of the club members. Current sport clubs include fencing, handball, SU Dancers and Cheerleaders.

Outdoor Recreation offers students a wide variety of camping equipment that can be checked out for weekend use. Workshops give novices the opportunity to learn about equipment and basic skills necessary before planning an outing. In addition, outdoor trips (e.g., kayaking and rock climbing) are offered each semester. A nominal registration fee is required for each trip.

Finally, more than 40 students are employed annually in important positions within the Intramural and Recreational Activities Department. Each of these positions allows for personal growth, a sense of accomplishment and contribution to the University community.

### **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?**

Most activities are free to current students. However, some sport clubs charge annual dues and all fitness classes and outdoor trips do have a subsidized participation fee.



Derek Timourian, Director of Intramural and Recreational Activities; Assistant Dean for Student Life

### **Intramural and Recreational Activities**

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# Information Technology

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/audio-visual technology support for classrooms and computer labs and the technology support HelpDesk. 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 in his or her room at no additional charge.

Visit our “New to SU” website: [www.southwestern.edu/its/newtosu](http://www.southwestern.edu/its/newtosu) for more information.

## 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 will be open for the first time this year 24 hours-a-day, 5 days-a-week (Sunday morning through Friday evening with limited hours Saturday).

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

A personal printer is not a necessity, but many students have them for

convenience. Our student labs and various accessible locations are equipped with high-speed laser printers; color laser printing is also available. When buying a personal printer, consider the cost of the ink cartridges carefully as their cost can easily exceed the price of the printer.

### **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 (eg. 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 Microsoft Office and software specified by faculty pertinent to their classes. Students may purchase Microsoft software at attractive educational prices from Scholar Buys, an academic reseller.

For details and pricing, visit our “New to SU” website: [www.southwestern.edu/its/student](http://www.southwestern.edu/its/student) and click on the link “Buying a Computer.”

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

Yes. Wireless access is available in all campus buildings and many outside areas. Southwestern partners with Apogee Telecommunications to provide network service for students. The “APOGEE” wireless network appears in all buildings on campus. 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)

### **Information Technology**

Todd Watson  
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# University Police Department

All Southwestern University Police officers are licensed and certified by the Texas Commission on Law Enforcement Officer's Standards and Education as meeting the training requirements of the State of Texas for peace officers. Southwestern's police officers are recognized as peace officers under Article 2.12 of the Texas Code of Criminal Procedure. They make arrests pursuant to the code for crimes defined in the Texas Penal Code and ordinances of the City of Georgetown. Southwestern officers are armed and in uniform to be highly visible for the campus community and to act as a deterrent against crime. Students are encouraged to notify University Police any time criminal activity or anything suspicious is observed on campus, or if he or she has been threatened. University Police offer a community policing model which provides education for self-protection and crime prevention awareness.

## 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 a brochure per the Campus Safety and Security Act of 1990 and are available upon request or by accessing [www.ope.ed.gov/security](http://www.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?**

Grounds are patrolled 24 hours a day, 365 days a year by uniformed, armed, state-certified police officers. Officers patrol in highly visible vehicles, on foot and by golf cart 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 and staff about on-campus emergencies via telephone, email and 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. The cost of a parking permit is \$200 per year. Students must register their vehicles with the University Police by filling out a registration card, showing proof of insurance, paying the fee and affixing a parking permit to the back window of the vehicle.



Deborah Brown, Chief of Police

### **University Police**

Deborah Brown

Chief of Police

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

Brad Dunn

Assistant Chief of Police

Pat Murray

Sergeant

Randy Dillard

Officer

Tom Leggitt

Officer

Donald Klepac

Officer

Anne Hines

Director of Emergency

Communications

Phone: 512-863-1944

("0" from on-campus phones)

Fax: 512-863-1114

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

# 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 processes 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 Datal 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 advisers, 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, 2003.

## **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 pre-determined 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 [www.southwestern.edu/offices/counseling/selfhelp.php](http://www.southwestern.edu/offices/counseling/selfhelp.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 adviser is probably the first step, but the Center for Academic Success 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 Quick Reference of Departmental Contact Information at the back of the *Parent Handbook*, or contact the Office of 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

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 Registrar's Office (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 Center for Academic Success and Records, 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 mentor, 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 mentor or stop by the Center for Academic Success. 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 adviser. Most advisers at Southwestern report wishing they would see their advisees more often than just at preregistration time. All advisers 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 advisers 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 advisers are the first line for your student. At Southwestern, advising is a matter of great importance for the vast majority of advisers. Here is what one adviser has to say about his frustration when parents involve themselves with the advising relationship:

*“When parents override a decision by a student and an adviser, it undermines both the student and the adviser.*

*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 of a C 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 bear."*

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 Office of Health Services, 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.

# What Parents and Guardians Should Know About 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 available copies of the federal regulations.

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 512-863-1286. However, please understand that the amount of information we are able to discuss without written student consent is limited.

# Quick Reference of Departmental Contact Information

We want you to feel equipped to direct your student to various resources on campus. Below is a list of offices and the types of information they can provide.

## ACADEMIC SUPPORT RESOURCES

### Center for Academic Success and Records

Charles and Elizabeth Prothro Center for Lifelong Learning (First Floor); 512-863-1286

- ▶ 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.

## 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.

### Business Office

Roy and Lillie Cullen Building (First Floor); 512-863-1928

- ▶ Billing statements.
- ▶ Tuition payments.
- ▶ Pirate Buc\$ deposits.
- ▶ Vehicle Registration Waiver.

### Office of Student Financial Aid

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.

### Office of the Dean of Fine Arts

The Alma Thomas Fine Arts Center;  
512-863-1504

- ▶ Fine Arts scholarships.
- ▶ Fine Arts scholarship auditions.

### FAMILY EVENTS

#### Office of University Relations—Events

Roy and Lillie Cullen Building  
(Second Floor); 512-863-1483

- ▶ Commencement tickets.

#### Office of University Relations —Alumni and Parents

Roy and Lillie Cullen Building  
(Second Floor); 512-863-1410,  
800-960-6363

- ▶ Southwestern Ring Program, including ring orders.
- ▶ Family Days registration.
- ▶ Homecoming registration.
- ▶ Parent Orientation registration.
- ▶ Regional events.
- ▶ Updating alumni and parent contact information.

### STUDENT LIFE RESOURCES

#### Office of Career Services

Charles and Elizabeth Prothro Center  
for Lifelong Learning (First Floor);  
512-863-1346

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

#### Office of Counseling Services

Charles and Elizabeth Prothro Center  
for Lifelong Learning (Second Floor);  
512-863-1252

- ▶ Individual counseling.
- ▶ Relational counseling.
- ▶ Group counseling.
- ▶ Motivation and stress management.

#### Office of Health Services

Charles and Elizabeth Prothro Center  
for Lifelong Learning (Second Floor);  
512-863-1252

- ▶ Comprehensive health care.
- ▶ First aid.
- ▶ Alcohol awareness information.
- ▶ Birth control information and prescriptions available through a physician's assistant appointment.
- ▶ Diet, nutrition and wellness counseling.
- ▶ Dressing, Ace wraps, ice/heat packs, ointments and other treatments for minor trauma.
- ▶ Immunizations and flu vaccines.
- ▶ Meningitis vaccine information.
- ▶ HPV vaccine (Gardasil) information.
- ▶ STD education.
- ▶ Other health-related issues and education.

#### Pirate Card Office

Charles and Elizabeth Prothro Center  
for Lifelong Learning (First Floor);  
Contact: Dave Wilmot, 512-863-1600

- ▶ Pirate Card replacement.
- ▶ Pirate Buc\$ deposits.

#### Student Life/Residence Life/ Dean of Students

Red & Charline McCombs Campus  
Center (Third Floor); 512-863-1582,  
512-863-1670, 512-863-1624

- ▶ Fraternity and sorority life.
- ▶ Honor code.
- ▶ Judicial affairs.
- ▶ Residence hall programs.
- ▶ Roommate problems and mediation.
- ▶ Sexual misconduct.
- ▶ Student advocacy.
- ▶ Student organizations.

## 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.

### *You're on Your Own (But I'm Here if You Need Me): Mentoring Your Child During the College Years*

Marjorie B. Savage, 2003  
ISBN: 0-7432-2912-6

Parents whose children are away at college have a difficult tightrope to walk: they naturally want to stay connected to their student, yet they also need to let go. What's more, college students often send mixed messages: they crave space, but they rely on their parents' advice and assistance. Not surprisingly, it's hard to know when it's appropriate to get involved in your child's life and when it's better to back off.

*You're on Your Own (But I'm Here if You Need Me)* helps parents identify the boundaries between necessary involvement and respect for their student's independence. Marjorie Savage, as a parent herself, empathizes with moms and dads, but as a student services professional, understands young adults and offers advice on wide-ranging issues, including:

- ▶ How to cope with your family's mood changes in the months before move-in day on campus.
- ▶ Why students complain about the food but still manage to gain 15 pounds their first year.
- ▶ How to teach basic financial responsibility, including the handling of credit cards and academic expenses.
- ▶ When parental intervention is critical.

With anecdotes and suggestions from experienced parents and college staffs nationwide, the strategies and tips provided throughout will help you create a loving, supportive partnership responsive to the needs of both you and your student.

## Local Accommodations

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

### GEORGETOWN

#### **Candlewood Suites**

451 N. IH 35  
512-591-7888  
www.candlewoodsuites.com

#### **Comfort Suites of Georgetown \*§**

11 Waters Edge Circle  
512-863-7544  
www.comfortsuites.com

#### **Best Western Plus \*§**

600 San Gabriel Blvd.  
512-868-8555  
www.bestwestern.com

#### **Holiday Inn Express \*§**

431 N. IH 35  
512-591-7890  
www.hiexpress.com

#### **HomeAway Rentals in Georgetown**

www.homeaway.com/search/  
keywords:Georgetown%2C+Texas

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

333 N. IH 35  
512-869-2541  
800-531-5900  
www.lq.com

#### **Quality Inn \***

1005 Leander Road  
512-863-7504  
www.qualityinn.com

#### **San Gabriel House B&B**

1008 E. University Avenue  
512-930-0070  
www.sangabrielhouse.com

[\*] 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 [www.southwestern.edu/orientation](http://www.southwestern.edu/orientation) or call 800-960-6363.

## ROUND ROCK

### **Best Western**

1851 N. IH 35  
512-255-3222  
888-821-5578  
www.bestwestern.com

### **Candlewood Suites**

521 S. IH 35  
512-828-0899  
877-660-8543  
www.candlewoodsuites.com

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

609 Chisholm Trail  
512-244-2700  
www.comfortsuites.com

### **Days Inn and Suites**

1802 S. IH 35  
512-246-0055  
www.daysinn.com

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

110 Dell Way  
512-765-9999  
800-426-7866  
www.hamptoninn.com

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

2310 N. IH 35  
512-341-8200  
800-445-8667  
www.hiltongardeninn.com

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

2340 N. IH 35  
512-733-2630  
800-315-2621  
www.holidayinn.com

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

2370 Chisholm Trail  
512-246-7000  
www.holidayinn.com

### **Homewood Suites**

2201 S. Mays

512-341-9200  
www.homewoodsuites3.hilton.com

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

2004 N. IH 35  
512-255-6666  
800-531-5900  
www.lq.com

### **Courtyard by Marriott \***

2700 Hoppe Trail  
512-255-5551  
888-236-2427  
www.marriott.com

### **Marriott North**

2600 La Frontera Boulevard  
512-733-6767  
800-865-0546  
www.marriott.com

### **Residence Inn by Marriott**

2505 N. I-35 Frontage Road  
512-733-2400  
www.marriott.com

### **SpringHill Suites \***

2960 Hoppe Trail  
512-733-6700  
888-287-9400  
www.marriott.com

### **Wingate Hotel & Conference Center \***

1209 N. IH 35  
512-341-7000  
800-228-1000  
www.wingateroundrock.com

[\*] 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 [www.southwestern.edu/orientation](http://www.southwestern.edu/orientation) or call 800-960-6363.

## Local Banks

### GEORGETOWN

#### **A+ Federal Credit Union**

804 S. I-35  
Phone: 512-302-6800

#### **Bank of America**

624 S. Austin Avenue  
Phone: 512-863-4511

#### **Capital One**

1011 W. University Avenue  
Phone: 512-342-6200

#### **Central National Bank**

1103-A Williams Drive  
Phone: 512-869-5822

#### **Chase Bank**

1027 W. University Avenue  
Phone: 512-869-4725

#### **BBVA Compass Bank**

10 Spring Street, #100  
Phone: 512-942-4010

#### **BBVA Compass Bank**

3003 Williams Drive  
Phone: 512-930-4555

#### **First State Bank of Central Texas**

711 San Gabriel Village Boulevard  
Phone: 512-863-6315

#### **First Texas Bank**

900 S. Austin Avenue

Phone: 512-863-2567  
*Bank ATM on campus*

#### **Regions Bank**

100 E. Morrow Street  
Phone: 512-930-1776

#### **Union State Bank**

1100 Williams Drive  
Phone: 512-869-8181

#### **Wells Fargo Bank**

700 S. IH 35  
Phone: 512-869-0361

#### **Wells Fargo Bank**

1111 S. Austin Avenue  
Phone: 512-869-1299

#### **Wells Fargo Bank**

4505 Williams Drive  
Phone: 512-863-0442

TRANSPORTATION TO/FROM  
AUSTIN-BERGSTROM AIRPORT

#### **Airport Flash**

512-930-2700  
www.airportflash.com

#### **SuperShuttle Transportation Systems**

512-929-3900  
www.supershuttle.com

### Southwestern University's Core Purpose

Fostering a liberal arts community whose values and actions encourage contributions toward the well-being of humanity.

### Southwestern University's Core Values

- ▶ Cultivating academic excellence.
- ▶ Promoting lifelong learning and a passion for intellectual and personal growth.
- ▶ Fostering diverse perspectives.
- ▶ Being true to oneself and others.
- ▶ Respecting the worth and dignity of persons.
- ▶ Encouraging activism in the pursuit of justice and the common good.

ENGAGING  
MINDS  
TRANSFORMING  
LIVES

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