

**TEXAS SOUTHERN UNIVERSITY**

# **New Student Information Bulletin**

## **Fall 2008**



[www.em.tsu.edu](http://www.em.tsu.edu)

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# IMPORTANT WEB LINKS

## Academic calendar

<http://em.tsu.edu/registrar/acadcalsel.php>

## Financial assistance

<http://em.tsu.edu/financialaid>

## Scholarship assistance

<http://em.tsu.edu/financialaid/scholarships>

## Housing information

[http://em.tsu.edu/housing\\_info](http://em.tsu.edu/housing_info)

## Orientation and registration information

<http://em.tsu.edu/guac>

## Testing information

<http://em.tsu.edu/testing>

# NEW STUDENT CHECKLIST

## Have you.....

### Submitted your RSVP for Orientation?

- ✓ Please return your completed orientation form as soon as possible to General University Academic Center
- ✓ You may also respond online at <http://em.tsu.edu/orientation>
- ✓ or send an email to [orientation@tsu.edu](mailto:orientation@tsu.edu)
- ✓ or call the General University Academic Center office at (713) 313-7955

### Forwarded copies of your Official Transcripts?

- Please forward your transcript to the Office of Undergraduate Admissions. You may contact the Office of Admissions
- ✓ by email at [admissions@tsu.edu](mailto:admissions@tsu.edu)
  - ✓ or call 713-313-7071
  - ✓ High School Seniors are required to submit an official, final high school transcript that shows a graduation date and passing scores for TAKS / TAAS (Texas High School graduates only). Exemption do not qualify for admission
  - ✓ Transfer students are required to submit a final official transcript showing grades for all courses taken. Any college work currently in progress is not acceptable

### Applied for pin number (electronic signature for Free Application for Federal Student Aid - FAFSA)?

- ✓ Please apply online at <http://www.pin.ed.gov>

### Applied for Financial Aid?

- ✓ Apply online at <http://www.fafsa.ed.gov>
- Please indicate that Texas Southern University is to receive a copy of your Student Aid Report  
Our school code is 003642
- ✓ or call 713-313-7071

### Taken the placement test?

- ✓ Register to sign up for one of the assessment placement test online at <http://em.tsu.edu/testing/index.php>
- ✓ You may also contact the University Testing Center in the Education Building, Room 7  
Office hours are Monday thru Friday 8:00 A.M. - 5:00 P.M.
- ✓ or email [testing@tsu.edu](mailto:testing@tsu.edu)
- ✓ or call (713) 313-6838

### Applied for university scholarships?

- ✓ Please apply online at <http://www.em.tsu.edu/financialaid/scholarships>

### Applied for Housing?

- ✓ Please apply online for housing immediately at [http://em.tsu.edu/housing\\_info](http://em.tsu.edu/housing_info)
  - ✓ You may also contact the Residential Life and Housing department at 713-313-7206
- Fall 2008 - Dorms open 9:00 am on August 17, 2008**

### Any other questions?

- ✓ Please contact the Office of Enrollment Services at 713-313-7071, or 1-866-TSU-4-YOU

**TEXAS SOUTHERN UNIVERSITY**  
3100 CLEBURNE STREET • HOUSTON, TEXAS 77004

713-313-7071



Office of Admissions  
713-313-7071

Welcome to TEXAS SOUTHERN UNIVERSITY for the 2008-2009 academic year! Information for you to successfully enroll in Texas Southern University is enclosed. New student orientation will be held on Monday, August 18, 2008.

### **Orientation**

Orientation will be held in the Health & Physical Education Building. You should arrive no later than 8:30 a.m. so that you will have ample time to park and find seating. The program will begin promptly at 9:00 a.m.

### **Directions and Parking**

Enclosed are directions to the campus. Once you arrive at the campus, you should park at the West Garage, located on the corner of Ennis and Blodgett Streets. For this meeting no parking permit is required. The Health and Physical Education Building is adjacent to the West Garage parking lot with entrance on the corner of Ennis Street and Wheeler Avenue.

### **Testing Information**

The Texas Success Initiative is required for all Texas state schools. You cannot enroll in classes until you clear these exemptions or requirements. There are two ways to clear the TSI exemptions or requirements:

#### **Testing Exemptions**

**SAT exemption scores:** a combined verbal and mathematics score of 1070 with at least 500 on both the verbal and the mathematics sections (single test date). Scores may not be more than 5 years old at the time of exemption.

**ACT exemption scores:** a composite score of 23 with at least 19 on both the English and the Mathematics sections (single test date). Scores may not be more than 5 years old at the time of exemption.

**TAKS exemption scores:** English/Language Arts (ELA) = 2200 with a score of 3 or higher on the written essay, plus a score of 2200 on the mathematics section (exit-level TAKS). Scores may not be more than 3 years old at the time of exemption. (requirement for all Texas High School graduates)

**TAAS exemption scores:** writing = 1770; mathematics = 86; reading = 89 (single test date). **Scores may not be more than 3 years old at the time of exemption.**

#### **Military exemptions**

**Active military service** - evidence of at least three years of active duty as a member of the US armed forces, the Texas National Guard, or a reserve component of the US armed forces. These three years must immediately precede enrollment.

**Prior military service** - evidence of honorable discharge, retirement or release on or after August 1, 1990, from active duty as a member of the U.S. armed forces, the Texas National Guard or a reserve component of the U.S. armed forces.

#### **Testing Requirements**

Students who do not fall in any of the above categories must take one of the following tests before they will be allowed to enroll in classes.

**THEA ASSET COMPASS ACCUPLACER**

Again, welcome to TEXAS SOUTHERN UNIVERSITY. We look forward to seeing you on Monday, August 18, 2008. For additional information regarding your enrollment or orientation, please visit our website at [www.em.tsu.edu](http://www.em.tsu.edu) or call us at 1-866-TSU-4-YOU (878-4968).

Sincerely,

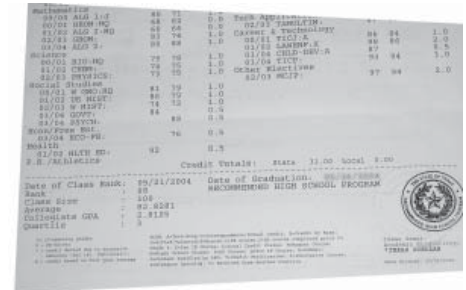
Patricia H. Lockett, Director  
Undergraduate and International Student Admissions

# SUBMITTING YOUR OFFICIAL TRANSCRIPT

## HIGH SCHOOL OR COLLEGE

Transcripts are considered official only when they bear the signature of the registrar and the seal of the issuing school, show graduation date, and are mailed directly to the TSU Office of Admissions from the registrar's office of each school attended. Hand-carried transcripts from accredited high schools or hand-carried assessments from school districts will be accepted only if they are presented in a sealed envelope and bear the stamp of the issuing institution. TAAS/TAKS exemptions DO NOT qualify for admission (Texas Graduates ONLY). If a transcript is not received by the end of the term, the student will not be allowed to register for future terms and will not be able to receive any further financial aid or scholarships. For transferring students, course credit evaluation information will be mailed directly to the student.

**Transcripts should be mailed to**  
 Office of Undergraduate Admissions  
 Texas Southern University  
 3100 Cleburne Street  
 TSU Box 1855  
 Houston, TX 77004-1855



## TRANSIENT

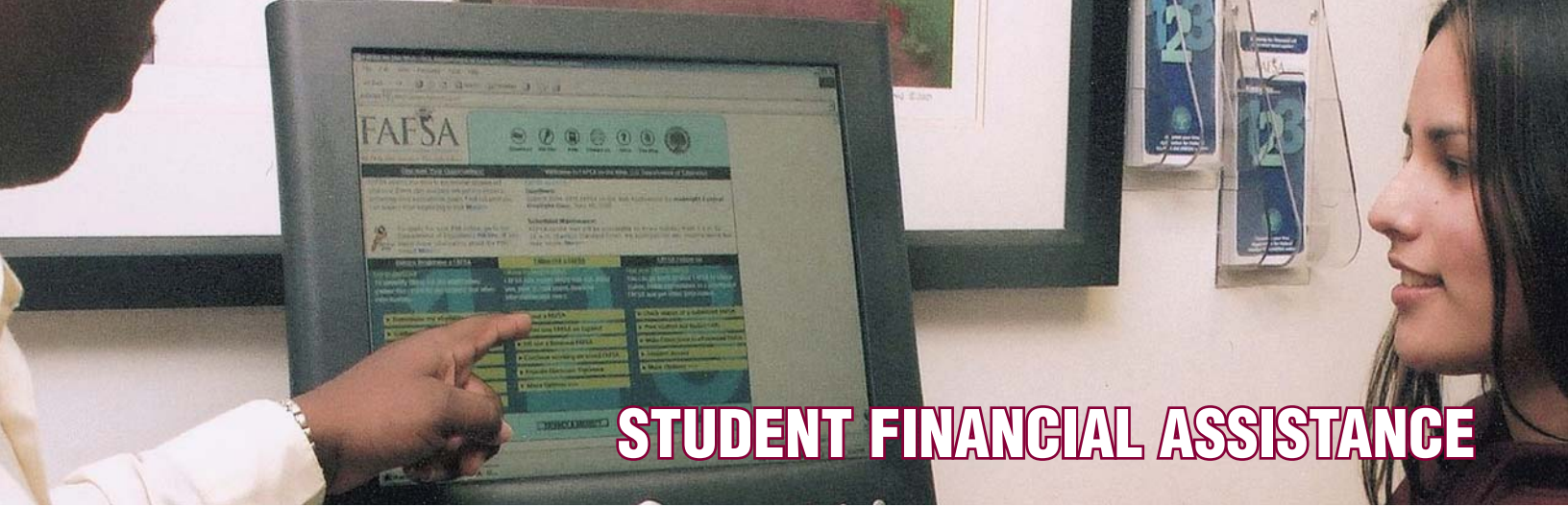
A letter of good standing from the student's home college/university is required for admission.

# ESTIMATED COST OF ATTENDANCE

(Based on 15 Credit Hours per semester)

YEARLY EXPENSES		Resident	Non-resident
<b>Education cost</b> Fall and Spring 15 credit hours per semester	Tuition+Fees	\$5,878.00	\$14,128.00
	Books and supplies	\$1,200.00	\$1,200.00
	<b>Total estimated education cost</b>	<b>\$7,078.00</b>	<b>\$15,328.00</b>
<b>Indirect Expenses</b>	Room/board (on campus)	\$6,574.00	\$6,574.00
	Personal expenses	\$3,240.00	\$3,240.00
	Transportation	\$1,591.00	\$1,591.00
	<b>Total estimated indirect expenses</b>	<b>\$11,405.00</b>	<b>\$11,405.00</b>
<b>GRAND TOTAL (ON CAMPUS)</b>		<b>\$18,483.00</b>	<b>\$26,733.00</b>

(Subject to change without notice)



# STUDENT FINANCIAL ASSISTANCE

## FINANCIAL ASSISTANCE APPLICATION PROCESS

The entire financial aid process, from the time you begin applying to the actual awarding of financial aid, may take up to ten weeks. Students are encouraged to submit the Free Application for Federal Student Aid (FAFSA) beginning January 1 of each award year and promptly submit any supporting document(s) immediately upon request.

## PRIORITY DEADLINE

The priority deadline for submitting the Free Application for Federal Student Aid (FAFSA) and all required supporting documentation is April 15th. Many financial programs are funded on an annual basis and students are advised to submit the FAFSA as close to January 1 as possible. The number of aid applicants normally exceeds the available funding and early applicants have the highest opportunity to receive funding from all available sources.

Applications received after the priority deadline is processed as time and volume permit; however, students may apply throughout the year.

## STEPS IN THE FINANCIAL ASSISTANCE PROCESS

### STEP 1 - APPLY FOR A PIN at [www.pin.ed.gov](http://www.pin.ed.gov)

The PIN Application is for students or parents who would like to receive a PIN to electronically sign the Free Application for Federal Student Aid (FAFSA)\*

### STEP 2 – COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)\*

Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Free Application for Federal Student Aid (FAFSA) is a common application that is used by all schools that award federal student aid. The TSU school code, **003642**, and the signatures must be included to ensure timely delivery of the FAFSA to TSU. The U.S. Department of Education will process the FAFSA and send an electronic copy of the results to the student and TSU within 2 to 4 weeks. You should promptly review the results of the FAFSA known as the Student Aid Report to ensure the application does not require corrections or additional information.

For the most accurate and prompt processing, we recommend the student complete the FAFSA on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you are unable to complete an electronic application, you may submit a paper FAFSA. Students may order the paper FAFSA on line (maximum 3 per student) at [www.edpubs.org](http://www.edpubs.org) or by calling the Federal Student Aid Information Center at 1-800-433-3243. The student should receive the FAFSA within 3 to seven working days. If you can not visit the Office of Student Financial Assistance in person you may request an information packet at <https://emservices.tsu.edu/forms/contact.asp>.

### STEP 3 – IF YOU ARE SELECTED FOR VERIFICATION

If Part 1 of the Student Aid Report (SAR) states you have been selected for the Verification Process, please submit the verification worksheet, a copy of your parent's (if dependent), yours (if independent) or your spouses' (if married) federal income tax return (IRS 1040, 1040A, or 1040EZ) to the Office of Student Financial Assistance. The Verification Worksheet is available at [www.em.tsu.edu](http://www.em.tsu.edu) under the Financial Aid Forms link.

### STEP 4 – ADDITIONAL REQUIREMENTS

Promptly respond to all requests for additional documents and information. You may also verify any missing documents by accessing your TSU "MY Web" account. Financial aid cannot be awarded until the official FAFSA and all supporting documentation has been received. Once all supporting documentation has been received, your federal tax returns will be compared with the information submitted on the FAFSA for accuracy.



#### **STEP 5 - COMPLETE AUTHORIZATION Form**

<http://em.tsu.edu/financialaid> or go to <http://em.tsu.edu> and click on "My Web - Do It Online"

#### **STEP 6 - PROCESSING TIME**

Once your file is complete, the OSFA will review all the forms you submitted to determine your eligibility for grants, Federal Work-Study and loans.

#### **STEP 7 - REVIEW AWARD ONLINE AT [em.tsu.edu](http://em.tsu.edu)**

Review awards that have been offered.

Federal, State, and University funds provide four types of financial aid:

**Grants** are need-based funds and do not have to be repaid.

**Loans** are federal assistance that may not accumulate interest during in-school periods and must be repaid upon the student's separation from school.

**Scholarships** are awarded based on grades and other achievements and may or may not be need-based.

**Work-study** money is need-based and is earned through part-time employment.

Please notify the Office of Student Financial Assistance if you are declining an award at [financialaid@tsu.edu](mailto:financialaid@tsu.edu)

#### **STEP 8 - LOAN REQUEST**

If your award includes a Federal Stafford Student Loan and you are a first-time Stafford Student Loan borrower,

- Complete the entrance interview on-line, (<http://mapping-your-future.org>)  
Once an entrance interview is completed, your loan will be certified within five working days, after certification.
- Select a lender from our preferred lender list.  
(<http://em.tsu.edu/financialaid/vender.htm>)
- Complete the Master Promissory Note (MPN) and online esignature.  
(<http://em.tsu.edu/financialaid>). Once you are on the page, click on, "Loans by Web")

#### **THINGS TO REMEMBER**

##### **DISBURSEMENT OF FUNDS**

All students must be admitted and enrolled at Texas Southern University before any financial aid funds can be disbursed to their accounts. An official high school transcript must be received before aid is disbursed to a student's account. All students must be enrolled in at least six hours for the disbursement of loan funds.

##### **SAP**

Satisfactory academic progress must be maintained in order for a student to continue to receive financial aid.

(<http://em.tsu.edu/financialaid/academicprogress.htm>)

##### **30 DAY HOLDS**

All first time loan borrowers and all continuing students who have previously withdrawn within the last semester attended will have their loan funds held for 30 days after the first class date.



# PLACEMENT TESTING THEA/ASSET/COMPASS

Effective Fall 2003, university students' academic skills may be assessed using the ASSET, COMPASS, THEA or ACCUPLACER tests. Incoming Texas Southern University students who are not otherwise exempted by law are recommended to attempt either the ASSET or THEA test for placement purposes. Education majors may attempt only the THEA test for admission into the College of Education. Placement testing allows the university to effectively educate all students by providing a "roadmap" of each student's strengths and weaknesses.

## Placement Test Standards

ASSET		TASP/ THEA	
Reading	41	Reading	230
Mathematics (Alg.)	38	Mathematics	230
Writing	40	Writing	220
Essay	6	Essay	5

Students who do not meet the minimum requirement for the multiple-choice portion of the Writing assessment but who earn a score of "6" or higher on the essay will be considered as having passed the Writing section.

## TRANSFER STUDENTS

Students transferring to public institutions from out-of-state or private institutions who have earned grades of "C" or higher in courses approved by the Texas Higher Education Coordinating Board to satisfy placement requirements will not have to take the area(s) in question on a placement test.

## TRANSIENT STUDENTS (SUMMER TERM ONLY)

Students enrolled at private or out-of-state institutions who enroll temporarily at Texas institutions may be exempted from placement testing requirements during the summer semester enrollment.

## INTERNATIONAL STUDENTS

All degree-seeking international students must adhere to all policies and procedures discussed herein.

## SATISFACTORY COMPLETION EXEMPTION POLICY

Students who have attempted a placement test and have earned a non-passing score that falls within a predetermined deviation of the minimum score are eligible to pursue the Satisfactory Completion Exemption for the section in question (Reading, Mathematics or Writing). Upon approval from GUALAC personnel, the student must enroll in a subject specific college-level course approved by the Texas Higher Education Coordinating Board and a GUAC Interdisciplinary Laboratory (GUAC Lab) concurrently. When the student earns a grade of at least a "C" and completes all prescribed GUAC Lab coursework, the student will receive an exemption for the section.

## IF YOU HAVE TAKEN ONE OR MORE OF THESE TESTS, YOU MAY BE EXEMPT FROM FURTHER TESTING BASED UPON THE FOLLOWING CRITERIA:

### SAT SCORES

1070 combined score on Verbal and Mathematics Sections with at least 500 on each (single test date)  
**(Valid for five years from test date)**

### ACT SCORES

Composite - 23  
English - 19  
Mathematics - 19 (single test date)  
**(Valid for five years from test date)**

### TAKS SCORES (Exit-Level)

English/Language Arts (ELA) - 2200  
Mathematics - 2200  
Writing - 3  
**(Valid for three years from test date)**

### TAAS SCORES

Writing - 1770  
Mathematics - 86  
Reading - 89 (single test date)  
**(Valid for three years from test date)**

## EVERYONE ELSE MUST TAKE ONE OF THE FOLLOWING TESTS TO BE ALLOWED TO ENROLL IN ANY CLASSES:

- THEA
- ASSET
- COMPASS
- ACCUPLACER

### ASSET SCORES

Reading - 41  
Mathematics (Algebra) - 38  
Writing - 40  
Essay - 6

### TASP/THEA SCORES

Reading - 230  
250 (Education Majors)  
Mathematics - 230  
Writing - 220  
Essay - 5

## TEST DATES

(Please select one)

### THEA

January 4, 2008	June 13, 2008
March 7, 2008	July 25, 2008
May 2, 2008	August 1, 2008
May 16, 2008	August 8, 2008
June 6, 2008	

### ASSET

January 3, 2008	July 18, 2008
January 9, 2008	July 24, 2008
January 10, 2008	August 6, 2008
January 11, 2008	August 7, 2008
January 16, 2008	August 14, 2008
January 17, 2008	August 15, 2008
January 24, 2008	August 19, 2008
January 25, 2008	August 20, 2008
May 1, 2008	August 21, 2008
June 12, 2008	August 22, 2008
June 23, 2008	August 28, 2008
June 24, 2008	August 29, 2008
June 26, 2008	September 4, 2008
June 27, 2008	September 5, 2008
July 14, 2008	September 11, 2008
July 15, 2008	September 12, 2008
July 17, 2008	

### COMPASS

January 2, 2008	May 14, 2008
January 23, 2008	June 4, 2008
January 30, 2008	June 11, 2008
February 13, 2008	July 2, 2008
February 27, 2008	July 23, 2008
March 12, 2008	July 30, 2008
April 2, 2008	August 27, 2008
April 16, 2008	September 3, 2008
April 30, 2008	

#### PRACTICE TEST

THEA - [www.thea.nesinc.com](http://www.thea.nesinc.com)

ASSET - <http://www.act.org/asset>

COMPASS - <http://www.act.org/compass>

**Test fee is nonrefundable.  
Assigned test date is not transferable.**

#### DEVELOPMENTAL SEQUENCE

When a student fails a portion of a placement test, the University prescribes an appropriate program of developmental activities which consists of:

- Completion of Developmental Coursework
  - English 129, English 130
  - Reading 130
  - Math 130, Math 131
- Computer-assisted Laboratory (GUAC 101); or
- Retaking and passing the appropriate section(s) of a placement test.

	Developmental Education	College Level w/ GUAC 101 Satisfactory Completion Exemption	College Level
READING	0-34 (READ 130)	35-40 (HIST, POLS, PSY, ENG 200) w/ GUAC 101	41+ (HIST, POLS, PSY, ENG 200)
MATHEMATICS	0-29 (MATH 130) 30-33 (MATH 131)	34-37 (MATH 133) w/ GUAC 101	38+ (MATH 133)
WRITING	0-28 (ENG 129) 29-34 (ENG 130)	35-39 (ENG 131)w/ GUAC 101	40+ (ENG 131)

#### NON-COMPLIANCE WITH PLACEMENT TESTING POLICIES

Students who do not adhere to TSU placement testing policies may be withdrawn from their classes with no tuition refund. Additionally, students who enroll in upper-division classes (300- or 400-level) prior to passing all sections of a placement test may be withdrawn from these classes. Students who enroll in Satisfactory Completion Exemption courses without approval will not be able to use the course to satisfy the exemption requirements.

#### FOR FURTHER PLACEMENT INFORMATION, PLEASE CONTACT:

General University Academic and Learning Assistance Center (GUALAC),  
<http://em.tsu.edu/guac>

### TEST REQUIREMENTS (ONLY ONE Assessment Test is Required)

#### REGISTRATION

We ask that you register prior to the testing date online at <http://em.tsu.edu/testing> or in person at the **University Testing Center, Education Building, room 007 (basement.)** When registering, please bring acceptable photo identification.

**ACCEPTABLE PHOTO IDENTIFICATION** – valid driver's license, government-issued identification, passport, high school or college ID.

#### TEST FEE

(Payable by check, money order, VISA, MC)

THEA - \$10.00 institution fee, \$29.00 test fee payable to NES

ASSET - \$40.00 test fee • COMPASS - \$60.00 test fee

#### TEST DAY REPORTING TIME

THEA - 8:00 A.M. • ASSET - 9:00 A.M. • COMPASS - 1:00 P.M.

#### TEST LOCATION

University Testing Center, Education Building, room 007 (basement.)

#### ITEMS TO BRING ON TEST DAY

1. Admission Card, issued by the University Testing Center
2. Two forms of identification. One must be acceptable photo identification.
3. Calculator, if desired





# ACADEMIC CALENDAR

Fall registration period for continuing students	April 21-August 17
EarlyStart orientation for first-time freshmen and new transfer students	June 25-27, Wednesday-Friday, OR July 16-18, Wednesday-Friday
Resident Halls open at 9:00 am	August 17
Orientation and registration period for first-time freshmen and new transfer students	August 18-22, Monday-Friday
Classes begin	August 25, Monday
Last day to pay fees without a late fee	August 25, Monday
Last day to apply for Fall Undergraduate Admission/Re-admission (eligible for late registration only)	August 25, Monday
Change of program period (drop/add classes) Paid Students	August 25-29
Late registration begins for all students (\$104.00 late fee applied)	August 25-September 8
<b>LABOR DAY HOLIDAY</b>	September 1, Monday
Last day to drop classes without a grade, with % refund	September 8, Monday
Twelfth class day (registration Ends)	September 8, Monday
<b>ALL UNPAID COURSE SELECTIONS WILL BE DROPPED AND PURGED FROM THE SYSTEM</b>	September 17, Wednesday
<b>OPENING CONVOCATION</b>	September 16, Tuesday
Mid-semester examinations (visit <a href="http://www.em.tsu.edu">www.em.tsu.edu</a> )	October (Dates pending)
Last date for students to drop classes or completely withdraw (No refund)	November 7, Friday
Spring registration period for continuing students	November 24-December 5
<b>THANKSGIVING HOLIDAYS</b>	November 27-29, Thursday-Saturday
Annual lighting of Christmas tree on the plaza	December 3, Wednesday
Last day of classes	December 5, Friday
Semester final examinations period	December 6-12, Saturday-Friday
Semester closes	December 13, Saturday
Commencement Exercises, 9:30 a.m.	December 13, Saturday
Residence Halls close at 8:00pm	December 13, Saturday
Last day to apply for spring admission	January 20, Tuesday

Note: Dates are subject to change. Please visit our website <http://www.em.tsu.edu> for possible updated information.

## PARENTAL AFFIDAVIT FOR ACADEMIC INFORMATION

Dear Parents of TSU Tiger,

Under the Family Education Rights and Privacy Act (FERPA), also known as the Buckley Amendment, Texas Southern University (TSU) is not authorized to give parents information from a student's education record without a written permission from the student. Under FERPA, schools must generally afford parents; access to their children's education records, an opportunity to seek to have the records amended, some control over the disclosure of information from the records.

Parents may access, seek to amend, or consent to disclosures of their children's educational records, unless there is a court order or other legal document specifically stating otherwise. When a student turns 18 years of age or attends a postsecondary institute, the student, and not the parent, may access, seek to amend, and consent to disclosures of the student's educational records.

If you need to have student's records, you and your child must complete the attached form to authorize this release. Please mail the completed forms to:

Texas Southern University  
P. O. Box 1855  
3100 Cleburne Street, Houston, TX 77004

If you have any questions about FERPA and privacy of student records please contact the Office of General Counsel, (713) 313-7950.

Office of the Registrar.

# TEXAS SOUTHERN UNIVERSITY

## OFFICE OF ENROLLMENT SERVICES

3100 Cleburne Street • Houston, Texas 77004

(713) 313-7071

### PARENTAL AFFIDAVIT FOR ACADEMIC INFORMATION

Name \_\_\_\_\_  
*Last First Middle*

Address \_\_\_\_\_  
*Street*

\_\_\_\_\_  
*City State Zip*

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), which is federal legislation, and based on the applicable box below, I understand I am entitled to request certain student data, such as grades, dates of attendances and other records under the custody of the Registrar at Texas Southern University.

Please check applicable box:

1. I, \_\_\_\_\_, certify that  
*Last First Middle*

\_\_\_\_\_  
*Student's Full Name*

is claimed on my Federal Income Tax form as my dependent.

2. I am the parent of \_\_\_\_\_  
*Student's Full Name*

who is currently being claimed by \_\_\_\_\_  
*Last First Middle*

MUST BE COMPLETED IF BOX 2 IS CHECKED

Please indicate person's relationship to student \_\_\_\_\_

Note: The above mentioned student must be carried as a legal dependent on the Internal Revenue form. If box 1 or 2 does not apply, the only way you can receive this type of information is for the student to request in writing that academic information be sent to you. If the student is not being claimed, do not return this form. There will be no automatic mailing of grades or other information by the Registrar to anyone other than the student without a written request.

I hereby request the following document(s) [PLEASE SPECIFY DOCUMENT AND SEMESTER]

	Document	Semester
SAMPLE:	Academic Records	Fall 20__
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please indicate purpose of request:

I understand that I must make this request for information each time it is needed.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# ORIENTATION/REGISTRATION

At Orientation, you will receive a comprehensive explanation of everything you need to do to make your post-secondary experience at Texas Southern University complete. You'll discover what services are offered on campus to help you succeed in your college career, meet members of various Student Associations, meet other new students like yourself, enjoy food and entertainment... and much more.

The purpose of the orientation is to provide new students with a smooth and helpful transition to college life. Orientation is mandatory for all First time freshman and transfer students new to Texas Southern University.

You should bring any missing documents which must be submitted to Financial Aid, the Admissions Office, or any other department on campus, they should be brought to orientation for submission. Students should also bring a picture ID and dress comfortably as you will travel on campus during the orientation session; a light jacket maybe needed for a cool room and a pen/paper.

**All students must complete the registration form found online at [www.em.tsu.edu](http://www.em.tsu.edu); or you may call 713-313-7955 to reserve a seat. Once registration is completed, students will be mailed a letter to confirm check-in time, parking and the location on campus of Orientation.**

## WHAT HAPPENS DURING THE WEEK OF ORIENTATION?

- Meet other students and make new friends
- Complete the placement test
- Meet with an academic adviser and discuss courses and majors
- Complete your course selection and registration
- Learn about academic expectations
- Meet current students who will share their experiences
- Address social and campus issues
- Learn about the University's services and resources
- Get acquainted with the TSU community
- Pay your fees
- Get a parking decal for your vehicle
- Get a TSU ID
- Purchase books and supplies

**We hope to see you there!**

## ORIENTATION CHECKLIST

- Make Personal Folder for all TSU Materials
- Admissions Documents In and Acceptance letter received
- Financial Aid Paperwork Completed and Correct
- ASSET/THEA Exam Completed
- or
- Documentation of ASSET/THEA Exemptions Available
- Personal Schedule Adjusted to Attend Orientation
- Orientation Session Request Form Returned to:  
TSU/GUAC  
3100 Cleburne FB 164  
Houston, TX 77004
- E-Mail Orientation Request to: [haynes\\_cc@tsu.edu](mailto:haynes_cc@tsu.edu)
- Check TSU WebPages for Orientation Updates
- Pen and Notebook to Take Notes During Orientation Sessions
- Ready to Become a TSU Tiger

## REGISTRATION PROCEDURES:

1. Report to Fairchild Bldg. at your registration time.
2. Fill out trial schedule with appropriate courses.
3. Secure approval of your schedule from your GUAC Advisor.
4. Go to Room 161 for schedule input and fee statement.
5. Proceed to payment station in lobby of Fairchild Building.
6. Secure Student I.D. and parking decals.

## REGISTRATION CHECKLIST

- Orientation Completion Certificate
  - ASSET/THEA Test Results
  - or
  - ASSET/THEA Clearance Form
  - Course Schedule Book
  - Trial Schedule Form
  - Core Curriculum Sheet
  - University Bulletin or
  - Degree Plan
  - Blue or Black Pen
  - Pencil
  - List of questions or concerns
- \*All new students must complete Orientation before registration.

## ORIENTATION DATES (Please choose one)

**June 25-27, 2008**

9 am

Health & Physical Education Bldg.

**July 16-18, 2008**

9 am

Health & Physical Education Bldg.

**August 18-22, 2008**

9 am

Health & Physical Education Bldg.

**Sign-up for desired orientation date online @ [www.em.tsu.edu/orientation](http://www.em.tsu.edu/orientation) or call (713) 313-7955**

**TEXAS SOUTHERN UNIVERSITY  
GENERAL UNIVERSITY ACADEMIC CENTER**

3100 Cleburne Street , Houston, Texas 77004

(713) 313-7955

**ORIENTATION SESSION REQUEST FORM**

**Orientation**

Three orientation sessions are planned for the Fall 2008 semester. Sign-up for the desired orientation period on the form provided and return it to GUAC. You may also register online at <http://em.tsu.edu/orientation> or send an e-mail stating your choice to [orientation@tsu.edu](mailto:orientation@tsu.edu). Please include name, address, and telephone number with your e-mail message. You may also call **(713) 313-7955**.

**Early Registration 2008**

June 25-27, 2008

**Early Registration 2008**

July 16-18, 2008

**Fall 2008**

August 18-22, 2008

1. Name \_\_\_\_\_  
*Last* *First* *Middle*

2. Social security number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Major \_\_\_\_\_

3. Address \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City* *State* *Zip*

4. Local phone ( \_\_\_\_\_ ) \_\_\_\_\_

5. E-mail \_\_\_\_\_ @ \_\_\_\_\_

6. Citizenship status  U.S. citizen  Permanent resident  Eligible non-citizen  Other \_\_\_\_\_

7. Ethnic origin  Black  White  Hispanic  Asian  Other \_\_\_\_\_

8. Gender  Male  Female

9. Please check one  New transfer student  First time freshman

10. Major field of study \_\_\_\_\_

Write one question you would like answered during orientation:

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Please send your form to  
TSU/GUAC  
Texas Southern University  
3100 Cleburne Street, FB 119  
Houston, Texas 77004  
or, online at: <http://em.tsu.edu/orientation>



# HOUSING AND ACCOMMODATIONS

Applications and information for on-campus housing are distributed and accepted before the student has been admitted to the university. To ensure accurate processing, you must complete all sections of the housing application. A nonrefundable application/processing fee of \$50.00 and the deposit of \$250.00 must be enclosed with the application for processing. Money orders or cashier's check should be payable to Texas Southern University. Students receiving support from Financial Aid are still required to pay a deposit before processing of the housing application takes place. Applicants will be given priority based on availability and according to the date the completed application and fees are postmarked. No application will be processed without payment. Please be advised that an application for financial aid, admission to the university, or an application for on-campus housing does not guarantee that space will be available to the applicant

### TRADITIONAL DORMITORY ACCOMMODATIONS:

You may contact The Residence Halls at (713) 313-7206.

**Lanier West Hall** – a women's residence hall for freshmen and returning students.

**Lanier East Hall** – a men's residence hall for freshmen and returning students.

### APARTMENT-STYLE HOUSING:

**The Greystone** – Located at 3600 Rosewood, this 424-bed community has custom floor plans designed exclusively for first priority occupants and other eligible students. You may contact Greystone Apartments at (713)526-2232 or visit the website at [www.campushousing.com/tsu](http://www.campushousing.com/tsu)

**University Courtyard** – Located on Blodgett and Tierwester, this facility contains unit with four bedrooms/two bathrooms with a shared living room and kitchen. You may contact University Courtyard Apartments at Toll Free 1-888-790-9171 or visit the website at [www.uchouston.com](http://www.uchouston.com)

**Tierwester Oaks** - Located on Blodgett and Tierwester, this facility includes two bedroom/ two baths and four bedroom/two baths units. Each student will have his/her own private bedroom with a twin-sized bed. You may contact Tierwester Oaks at 713-520-0533



2929 Westpark Drive • Houston, Texas 77005

**Texas Southern University Rate  
\$89.00 plus tax**

**For more information or reservations  
Contact Lisa Holdman @ 713-576-3767**



1400 Old Spanish Trail • Houston, TX 77054  
Ph: 713-796-1000 • Fax: 713-796-9075  
[www.marriott.com/hourp](http://www.marriott.com/hourp)

**To make your reservation, call  
(800) 306-5161 and ask for the  
"TEXAS SOUTHERN UNIVERSITY" rate.  
Reservations are subject to availability.**

# DIRECTIONS TO TSU

Texas Southern University is located just southeast of downtown Houston . To get to TSU, Please follow these directions listed below for I-45 South.

## Heading east on I-10

Take I-45 south. Follow the directions for I-45 south.

## Heading west on I-10

Take US 59 south. Follow the directions for US 59 south.

## Heading north on US 59

Take TX 288 and exit at Southmore Boulevard. Turn left on Southmore Boulevard . Pass lights at Dowling and Live Oak Streets. Turn left at Ennis Street (at the Stop sign). Pass the light at Blodgett Street . TSU is on the right.

## Heading south on US 59

Take the I-45 south exit and change lanes to exit the freeway. Follow the directions for I-45 south.

## Heading south on I-45

Take the Scott Street exit. Turn right on Scott Street. Pass the lights at McGowen, Elgin, and Holman Streets. Turn right at Cleburne Street (Shipley's/ Burger King). TSU will be two blocks down on your left.

## Heading north on I-45

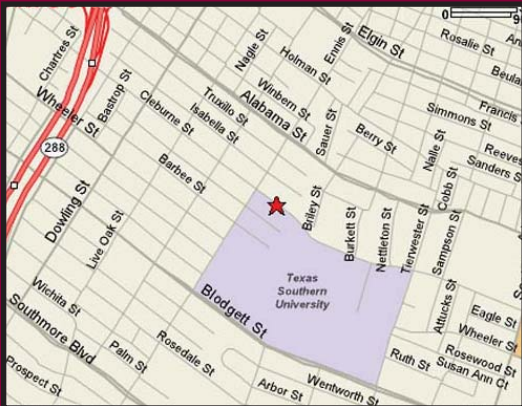
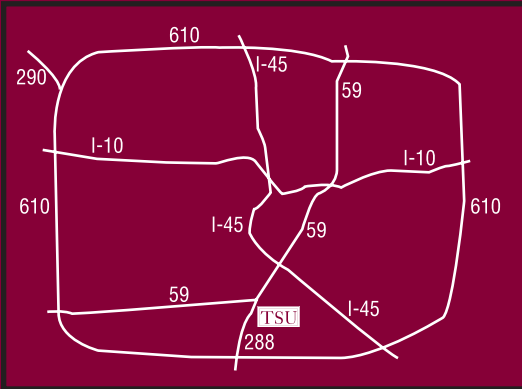
Take the Scott Street exit. Turn left on Scott Street. Pass the lights at McGowen, Elgin, and Holman Streets. Turn right at Cleburne Street (Shipley's/Burger King). TSU will be two blocks down on your left.

## Heading north on TX 288

Exit at Southmore Boulevard. Turn right on Southmore Boulevard. Pass the lights at Dowling and Live Oak Streets. Turn left at Ennis Street (at the stop sign). Pass the light at Blodgett Street. TSU is on the right.

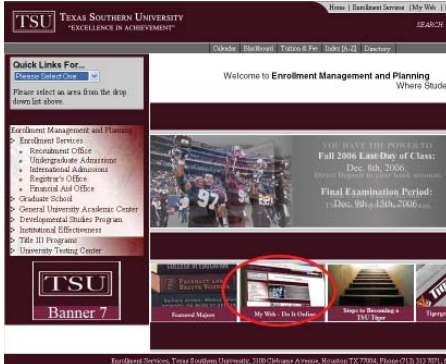
# PARKING AT TSU

The West Garage is located on the corner of Ennis and Blodgett Streets. No parking permit is required for the duration of the orientation period. The Health and Physical Education Building is adjacent to the West Garage parking lot with entrance on the corner of Ennis Street and Wheeler Avenue.



# WEB INSTRUCTIONS FOR TSU STUDENTS

1. Open your Internet browser (Internet Explorer, Netscape or other).  
Type <http://www.em.tsu.edu> on the address line at the top of the screen.  
Click "Go" to enter the Enrollment Services web site.



Click "My Web/Do it Online."  
An Enrollment Services information screen appears first and then the Login Screen appears.

2. Where indicated, enter your user ID (Student ID Number) and personal identification number (PIN).

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

Login Forgot PIN?

The first time you login:  
Your date of birth (MMDDYY) is your PIN.

You will need to change your PIN; enter it in the field marked "Re-enter Old PIN." Enter any different six-digit (0-9) number in the field marked "New PIN." Re-enter this number in the next field. Your new PIN and re-entered PIN must match.

Texas Southern University

Login Verification Change PIN

Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

Login

In the field marked "Enter Question," type a security question that only you can answer, such as "What is my mother's first name?" or "What is the name of my dog?" Type the answer in the field marked "Answer."

Remember your new PIN and the answer to your security question.

Texas Southern University

Login Verification Security Question and Answer

If you ever forget your PIN, you can reset it yourself, without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, keep it short, limit spaces, and do not use special characters. Your answer is limited to 30 characters.

Enter Question:

Answer:

Submit

In order to reset your PIN should you forget it, you will need to answer your security question.

Read the terms of usage, then click "continue."

Texas Southern University

Terms of Usage

You are entering a secure information area. Unless otherwise noted, any information you enter or change will be effective immediately. You are responsible for any changes made using your ID. Please do not share your ID or PIN with others.

If you agree to these terms of usage, click on the "Continue" button below. Otherwise, click on the "Exit" button.

Continue Exit

3. Click "Enrollment Services" to select classes and view your class schedule, system holds, unofficial transcript, charges, payments and financial aid information, OR

Click "Personal Information" to view or update addresses, phone numbers, e-mail addresses, and emergency contacts, or to change your PIN or security question.

Texas Southern University

Search  SITE MAP HELP EXIT

Personal Information Student Services & Financial Aid Employee Services

Welcome Your Name Here to the WWW Information System!

Enrollment Services  
Select classes. Display class schedule. View holds. Display unofficial transcript. Review charges and payments. Display Financial Aid information.

Personal Information  
View addresses and phone number(s). View or update e-mail address(es) and emergency contact information. Change PIN.

## BACTERIAL MENINGITIS

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

### WHAT ARE THE SYMPTOMS?

High fever	Severe headache	Stiff neck
Light sensitivity	Vomiting	Seizures
Confusion and sleepiness	Lethargy	Nausea

Rash or purple patches on skin (caused by bleeding under the skin)  
The more symptoms, the higher the risk. When these symptoms appear, seek immediate medical attention.

### HOW IS BACTERIAL MENINGITIS DIAGNOSED?

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

### HOW IS THE DISEASE TRANSMITTED?

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

### HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?

Your risk is increased through exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc., or by living in close conditions (such as sharing a

room/suite in a dorm or group home).

### WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?

Death (in 8 to 24 hours from seemingly healthy to dead)	Hearing loss, blindness
Permanent brain damage	Gangrene
Limb damage (fingers, toes, arms, legs) that require amputation	Kidney failure
Coma	Learning disability
	Convulsions

### CAN THE DISEASE BE TREATED?

- Antibiotic treatment, if received early, can save lives and increase chances of recovery. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for those living in close quarters and for college students 25 years old or younger.
- Vaccinations are effective against four of the five most common bacterial types that cause 70% of the disease in the United States (but do not protect against all types of meningitis).
- Vaccinations take seven to ten days to become effective, with protection lasting three to five years.
- The cost of vaccine varies, so check with your health-care provider.
- Vaccination is very safe. Most common side effects are redness and minor pain at injection site for up to two days.

### HOW CAN I FIND OUT MORE INFORMATION?

Contact your health-care provider or the Student Health Center at Texas Southern University, (713) 313-7173 or (713) 313-7174. Or, call your local or regional Texas Department of Health office at (713) 767-3000 (web sites: [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo); [www.acha.org](http://www.acha.org)).

**For campus visit, please contact**

Office of Recruitment  
Texas Southern University  
3100 Cleburne Street, Houston, Texas 77004  
Phone: (713) 313-7071/ Fax: (713) 313-7471  
Email: [recruitment@tsu.edu](mailto:recruitment@tsu.edu)  
TSU web site: <http://em.tsu.edu/recruitment>

**For application information, please contact**

Office of Admission  
Texas Southern University  
3100 Cleburne Street, Houston, Texas 77004  
Phone: (713) 313-7071/ Fax: (713) 313-7471  
Email: [admissions@tsu.edu](mailto:admissions@tsu.edu)  
TSU web site: <http://em.tsu.edu>  
Apply online: [www.applytexas.org](http://www.applytexas.org)

**For financial assistance information, please contact**

Office of Student Financial Assistance  
Texas Southern University  
3100 Cleburne Street, Houston, Texas 77004  
Phone: (713) 313-7071/ Fax: (713) 313-1859  
Email: [financialaid@tsu.edu](mailto:financialaid@tsu.edu)  
TSU web site: <http://em.tsu.edu>  
Apply online: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (School code 003642)

**For honors programs, please contact**

Frederick Douglass Honors Program  
Texas Southern University  
3100 Cleburne Street, Houston, Texas 77004  
Phone: (713) 313-7458/ Fax: (713) 313-1879  
TSU web site: <http://www.tsu.edu>

**For housing information, please contact**

Residential Life and Housing  
Texas Southern University  
3100 Cleburne Street, Houston, Texas 77004  
Phone: (713) 313-7206/ Fax: (713) 313-4484  
TSU web site: [http://em.tsu.edu/housing\\_info](http://em.tsu.edu/housing_info)

**For orientation and registration information, please contact**

General University Academic Center  
Texas Southern University  
3100 Cleburne Street, FB 119, Houston, Texas 77004  
Phone: (713) 313-7955/ Fax: (713) 313-7954  
TSU web site: <http://em.tsu.edu/guac>

**For testing information, please contact**

University Testing Center  
Texas Southern University  
3100 Cleburne Street, Houston, Texas 77004  
Phone: (713) 313-6838/ Fax: (713) 313-7545  
TSU web site: <http://em.tsu.edu/testing>



To find out more about  
Texas Southern University, visit us at  
<http://em.tsu.edu>  
or write us at

Texas Southern University  
Office of Enrollment Services  
3100 Cleburne Street  
TSU Box 1855  
Houston, Texas 77004  
Phone: (713) 313-7071 Fax: (713) 313-7471  
Email: [EnrollmentManagement@tsu.edu](mailto:EnrollmentManagement@tsu.edu)