

2022 – 2023 SWTJC Student Handbook Changes/Updates

Page 3: Where it is reads, “Advising and Counseling Centers” replace with “**Academic Advising**”

Uvalde Campus 830-591-7271

Del Rio Campus 830-703-1593 **1505**

Eagle Pass Campus 830-758-4156 **4523**

Crystal City Campus 830-374-2828

Pearsall Campus 830-334-5004

Hondo Regional Training Center 830-426-2018

Page 5: Director of Student Success & Academic Advising **Senior Director of Student Success Services** Uvalde, Flores Building 830-591-7376

Page 6: To assure quality advising, advisor **Success Coach** training will be available each semester to supplement the advising hand book that is provided to each advisor at all campuses. In addition, advisors **Success Coaches** work with students who are on scholastic probation and suspension. The advisors **Success Coaches**, in collaboration with other college departments, identify strategies to assist students in improving their academic status. These strategies are in alignment with the institution’s strategic plans and mission. Staff are fully trained to provide these services at their locations (Eagle Pass, Del Rio, Crystal City, Hondo, and Pearsall). These services are available through various modes: face-to-face advising, **virtual**, scheduling advising days at other locations, via e-mail, via telephone, and by visiting the advising website.

Page 8: Vocational interests, aptitude and personality inventories are available to support career planning or personal **guidance by SWTJC Success Coaches**. Students are advised to make an appointment with their assigned **Success Coach** in order to discuss these options.

Page 9: Career **Coaching**/Planning

Career assessment, exploration, and planning are vital components for students in making career decisions. The ~~Advising and Counseling Centers~~ **Academic Advising and Transfer and Career Center** assists students with career planning, identifying their career objectives and exploring future needs, likes and dislikes, career paths, long-term and short term goals. Counselors **Transfer and Career Success Coaches** may suggest that students take various interest and career tests, including a computerized career exploration system. Students may also visit our Transfer/Career Center for assistance with transferring or career interest inventory assessments.

Page 10: Students with permanent disabilities who qualify for support under Section 504 of the Rehabilitation Act and Americans with Disabilities Act must self-identify and register with the DSS advisor **Success Coach** at the campus they plan to attend. To be eligible for disability related services, students must have a documented disability condition as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.

Page 15: Personal Counseling- **Student Wellness**

Various circumstances can inhibit academic performance. Counselors **Success Coaches** are professionals who care about the personal and academic well-being of students. Counselors assist SWTJC students at all locations requiring short term services. Counseling services are available face to face, by telephone, and email. Counselors travel to Hondo, and Pearsall to provide services to students. Uvalde, Eagle Pass, Del Rio, and Crystal City have counselors on site that provide services to students. When appropriate, counselors **Success Coaches** will refer the student to community or private resources may provide students with information on resources in the community that may help them meet their basic needs and overall wellness. They also can help students become academically successful by referrals to various college resources such as time management, stress management, lesbian, gay, bisexual, transgender (LGBT), SAVE Act training, developing effective study habits, enhancing communication skills, minimizing test anxiety, and exploring opportunities for the evolution of critical and independent thinking. The counselor's **Success Coaches'** role is to assist students in developing self-awareness and **self-satisfaction** as well as taking individual responsibility for personal growth and development.

Page 19: Report enrollment as of the official census date. **New addition to handbook*

The official census dates are the twelfth class day of the fall and spring semesters and the fourth class day of each summer session. The 1st and 2nd 8 week semester census dates are on the 6th class day. On or before the official census date, each student eligible for inclusion shall have paid in full the amount set as tuition by the respective governing board or, where applicable, have valid accounts receivable on record. Do not include students who withdraw from a class on or before the census date.

Students are allowed to pay their tuition and fees in installments. Such students are required to have a fully operational installment contract by the payment due date (census date) to be in good standing. This includes receipt of a first installment payment prior to the beginning of the semester. Students with non-payment or payment arrangements for tuition will be dropped from courses for each semester.

Page 28: Students planning to transfer SWTJC coursework to another college or university must contact their designated SWTJC advisor **Success Coach**. It is extremely important that students work with their advisor **Success Coach** on all transfer related questions. SWTJC has established transfer agreements with area colleges and universities.

Page 31: Official home school transcripts must be submitted to Registrar's Office in appropriate transcript template with signature of parent/school official and graduation date. If necessary, home school transcript template to place student data/records may be accessed from SWTJC page "[Registrar Forms](#)". **This paragraph is a new addition to handbook*

Page 41: LEVEL ONE

A student who has a complaint shall request a conference with the department chairman or counselor **success coach** as appropriate, who shall schedule and hold a conference with the student.

Page 42: LEVEL TWO

If the outcome of the conference with the department chairman **or success coach** is not to the student's satisfaction, the student has ten workdays to request a conference with the Vice President of Academic Affairs or Vice President of Student Services, as appropriate, or designee(s), who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the department chairman **or success coach**.