

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

## North Port Arthur Rotary Club Memorial Award

The North Port Arthur Rotary Club Memorial Award is a cash award honoring Capt. Glen Tronstad, who served

in the U.S. Merchant Marines and later taught at the College. It is presented each year in memory of one of the club's deceased members.

# Student Services

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**Dean:** To be announced  
**Office:** Student Center, Room 301B  
**Address:** 1500 Procter Street, Port Arthur, TX 77641  
**Phone:** (409) 984-6156  
**E-mail:** To be announced

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

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

## Advising

The Admission Advising Office is located on the third floor of the Student Center. Advisors assist students in their admission to the College and answer questions about residency, and registration for the Texas Success Initiative. Advisors also counsel students about dropping courses and withdrawing from school. They also help with the selection of courses, completion of schedules and registering for class.

In addition to services provided through the centralized Advising Office, for additional program and course level assistance, students should contact their individual Department Chairs for the appropriate faculty mentor in their major field of study.

## Bookstore

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

## Job Placement & Career Guidance

Current available positions with community employers is maintained in the Department of Business and Technology office (MMED 147). The list is posted on the college website. Office personnel will assist with computer searches of on-line job banks and job search techniques.

The Human Resources Office provides assistance to students seeking part-time positions on campus.

## Student Center

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

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

The third floor houses Admission Advising, Financial Aid, Records, Registrar and the Vice President for Student Services. The top floor has 15 faculty offices, a faculty/staff workroom and a reception area with a panoramic view of Pleasure Island, the Sabine-Neches Waterway and Sabine Lake.

## Students with Disabilities

Students with disabilities who need special accommodations must notify the Special Populations/Disabilities Coordinator at least two weeks before classes begin for the semester in which they will be enrolled. Students who need special assistance related to their program or registration should contact the College at the earliest time. Inquiries regarding special arrangements may be facilitated through the Special Populations and Disabilities coordinator, the Vice President for Student Services and respective Deans.

## Special Populations/Disabilities Coordinator

The Special Populations/Disabilities Coordinator serves individuals who have one or more disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for non-traditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals who encounter other barriers to educational achievement, including those with limited English proficiency and academic disadvantage.

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

## Student Government Association

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

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

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

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

## Student Handbook

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

contained in the Student Handbook and to comply with them.

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

## Student Identification Card (ID)

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

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

If a student is unable to produce a current Student Identification Card, they may be required to leave the campus.

Student Identification Cards must be purchased during the registration period. Lost Student Identification Cards must be reported to Student Services and replaced.

## Student Organizations

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

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

The current organizations include:

- Accounting Society
- A Class Act. An organization for students interested in enhancing performing arts and expression through theater productions.
- Allied Health Sciences Society. An organization for students interested in health care fields.
- Alpha Beta Gamma. An organization the international honor society for business students.
- Audio Engineering Society (AES). A society for Commercial Music majors with an interest in sound engineering.

- Baptist Student Ministry. A religious/social organization.
- Chi Alpha. A social/service organization dedicated to the needs of the non-traditional student.
- Criminal Justice Association. An organization for Criminal Justice majors.
- Diversity Club. An organization that fosters student appreciation of cultural and social diversity.
- Gamma Phi Gamma. A women's social/service sorority.
- Gamers United.
- International Society of Automation. An organization for Instrumentation Technology and Electronics Technology majors.
- LSC-PA History Club. A student chapter of the Port Arthur Historical Society.
- LSC-PA Speech and Debate Club. An organization for students interested in poetry, prose, public speaking and debate for competition.
- Phi Theta Kappa Academic Honor Society (Alpha Lambda Rho Chapter). The international honor society for two-year accredited colleges.
- POWER (paralegal club)
- Professional Cosmetologist Association. An organization for students interested in Cosmetology.
- Sigma Kappa Delta. A national honor organization for English majors and minors and students interested in English.

For more information about any of these organizations, visit the Student Government Association office located on the third floor of the Student Services Building or call (409) 984-xxxx.

## SKILLS, U.S.A.™

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

## SOAR Student Book Clubs

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

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

## Eligibility for Extracurricular Activities

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

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

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

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

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

## Student Publications

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

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

## The Campus SaVE Act: Campus Sexual Violence Elimination Act

The Campus SaVE Act signifies a defining moment in our nation's handling of sexual assault, domestic violence, dating violence, and stalking on college campuses. With the work of the White House Task Force to Protect Students from Sexual Assault, this issue has gained national attention signaling positive change and action to improve the lives of many thousands of students.

Effective with the Fall 2014 semester, the Campus Sexual Violence Elimination Act will address many of the secondary issues surrounding sexual assault. It defines what terms such as ‘sexual assault’ and ‘stalking’ mean within the bill, as well as outlines the rights that victims have when reporting crimes and seeking legal help. Educational programs focused on prevention and raising awareness on college campuses are also provided for within the bill. The bill requires that every college and university nationwide to provide such training for all students, faculty and staff. Any questions regarding the requirements associated with the provisions of this Act may be addressed by contacting the Vice President for Student Services and or the Human Resources Department on campus.

## Compact with Texans

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

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

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

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

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

- Determining financial aid awards: within 3 weeks of receiving completed file.
- Initial on-site assessment to begin registration process: 15-20 minutes.
- Handling receipt of payments with completed file: within 15 minutes.
- Determining results of credit by examination: 5 working days.
- Transcript evaluation: completed by end of first semester after receiving official completed file.
- Process admission applications with completed and official file: 3 working days.
- Processing transcript requests: 3 working days.
- Arranging specialized services: students are encouraged to contact the Special Populations Coordinator at least two weeks prior to class to arrange for specialized services. When special materials or equipment must be purchased, students should allow sufficient time to order, receive and install the equipment.
- Reporting ASSET results: students administered the test will have results reported within one to two

working days. The writing sample will be graded off-site and will take approximately five days.

**Complaints, Grievances and Appeals:** The goal is to provide equitable, timely, fair and accurate resolutions to problems and complaints. Initial complaints or problems should be brought to the attention of the relevant department for resolution. If an acceptable resolution is not reached within five working days, the student can then file a formal written complaint. If a student wishes to file a formal complaint, the process and procedures for filing a written complaint, grievance or appeal is available through The Texas State University

System Rules and Regulations, the LSC-PA Student Handbook, the Faculty Handbook, the college catalog and/or website.

**Student Relations Representative:** Dr. Gary Stretcher, Vice President for Academic Affairs, Lamar State College-Port Arthur, P.O. Box 310, Port Arthur, Texas 77641-0310. Phone (409) 984-6209 and fax (409) 984-6000. E-mail: [Gary.Stretcher@lamarpa.edu](mailto:Gary.Stretcher@lamarpa.edu). Additional contacts for student relations include the President, the Vice President for Finance and the Vice President for Student Services.

## Student Rights and Responsibilities

### Academic Dishonesty

In an attempt to clarify possible misunderstandings, LSCPA faculty and staff have developed some definitions and examples of two types of academic dishonesty: cheating and plagiarism. Cheating is defined as the giving or taking of information or material with the purpose of wrongfully aiding oneself or another person in academic work that is to be considered in determining a grade.

Plagiarism, or literary theft, is defined as appropriating the literary composition of another person, including the parts, passages, or language of that writing, and passing off the appropriate material as one's own. Plagiarism is the failure to give proper credit or citation to one's sources(s) of information. It includes the failure to use conventional methods of documentation for material quoted or paraphrased. Additionally, plagiarism includes allowing someone else to compose or rewrite an assignment for a student. Some examples of cheating and/or plagiarism include, but are not limited to, the following items:

1. Asking for or giving another student information during a test;
2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test;
3. Using materials prohibited by the instructor during a test;
4. Either impersonating another student during a test or having another person assume one's identity during a test.
5. Changing answers on a previously graded test in order to have a grade revised;
6. Stealing examination materials.
7. Copying material, either exactly or in essence, and not providing appropriate documentation;

8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form;
9. Allowing someone else to compose or rewrite a student's assignment;
10. Stealing, buying, selling, or otherwise providing research papers.

As with other violations of student conduct, cheating and/or plagiarism may result in disciplinary action.

### Penalty for False Statements

A student who provides false information or makes false statements to any college official or office or on an official form submitted to the College is subject to immediate dismissal.

### Computer Services Department Policies

The use of the college's computing and electronic communication resources is a privilege, not a right. That privilege can be revoked at any time if a user violates policies outlined here and contained in detail on the college website at: [www.lamarpa.edu/gen/ir\\_use\\_policy.html](http://www.lamarpa.edu/gen/ir_use_policy.html).

The Information Resource Use Policy is designed to ensure the ethical, efficient, effective and lawful use of computer hardware, software, networks and systems. Students who violate the policy will receive appropriate disciplinary action from the College and may also face legal action from civil authorities.

No provision of the college's policy supersedes or limits any state or federal laws, or any other Texas State University System or Lamar State College-Port Arthur policies regarding confidentiality, information dissemination or standards of conduct.

The College is committed to:

\* Providing students with the computer hardware and software necessary to perform their instructional assignments;

\* Protecting its computer environment from viruses;