

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 2	General Policies and Procedures	Effective:	April 2000
Section 2.4	Administrative and Support Departments	Revised:	December 2008
Policy 2.4.5	Student Services	Responsibility:	Vice President for Academic Administration

STUDENT SERVICES

Responsibilities

The function of the Office of Student Services is to develop and administer support services for students to assist them in the achievement of their personal development and their educational and professional goals. The present student support services include:

1. counseling services;
2. professional health care;
3. financial aid assistance;
4. management of academic records;
5. assistance in the development of extracurricular activities;
6. assistance to Schools in the development of effective orientation programs;
7. assistance to students in the protection of their rights against discrimination; and,

In addition, the Office has the responsibilities to:

1. provide assistance in the admissions process for each School;
2. schedule curricula;
3. schedule classrooms and teaching facilities;
4. coordinate the official commencement; and,
5. Develop the *Catalog*, http://studentservices.uthscsa.edu/GI_Catalog.aspx the *Student Guide*, http://studentservices.uthscsa.edu/GI_studentGuide.aspx and other student information documents.

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Assistant Vice President for Student Services

The Assistant Vice President for Student Services (Assistant Vice President) is the administrative official directly responsible for non-academic student affairs for the Health Science Center and acts as the Chief Student Affairs Officer. The duties and responsibilities of the Chief Student Affairs Officer are set forth in the Regents' *Rules and Regulations*, [Rule 50101](#). All authority held and exercised by the Assistant Vice President is delegated by the President.

The Assistant Vice President has the primary responsibility for the supervision and development of student out-of-class programs, the development and recommendation of policies affecting student life on campus, the promulgation and enforcement of institutional rules that govern student conduct, and the administration of non-academic student discipline on campus. Disciplinary matters relating to academic performance or professional ethics (e.g., stealing to gain a grade to which a student is not entitled or to satisfy academic requirements) are the responsibility of the dean of each school.

The administrative staff of the Assistant Vice President consists of the:

1. Registrar;
2. Director of Counseling Services;
3. Director of Student Financial Aid;
4. Clinical Director of Student Health Services; and,
5. Director of Student Life.

Registrar

The Registrar is the custodian of student academic records and has the following responsibilities:

1. provides for the security of the official student academic records
2. provides for the confidentiality and accessibility of student academic records in compliance with federal and state regulations and institutional policy

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3. assists each School in the processes of admissions, promotions and graduation
 4. certifies the record of enrollment, promotion, and graduation; and
 5. prepares reports to federal, state and University of Texas System offices regarding enrollment and graduation.
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**Director of
Student Financial
Aid**

The Director of Student Financial Aid assists students in:

1. obtaining financial assistance;
 2. making requests for funds from the appropriate federal, state, and private sources;
 3. preparing student budgets;
 4. providing students with financial counseling;
 5. serving as a resource and ex-officio member of the Scholarship and Loan Committee; and,
 6. preparing student financial assistance reports as required by the various federal, state, and university agencies.
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**Director of
Counseling
Services**

The Director of Counseling Services provides and supervises aid, support, and counsel to students dealing with the personal, social, and academic demands of the professional school setting. Responsibilities include:

1. developing and implementing support services which include crisis intervention;
 2. individual counseling;
 3. group counseling;
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4. educational workshops; and,
 5. other programs to aid in student development.
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**Clinical Director
of Student Health
Services**

The Clinical Director of Student Health Services supervises the provision of professional health care by Health Science Center (family physicians) care providers to students and assists students in obtaining professional health care not supported by the Health Science Center. The Director also monitors the immunization program including tuberculosis screening and Hepatitis B vaccines. The health services provided to students by Health Science Center care providers are supported by student services fee.

**Director of
Student Life**

The Director of Student Life oversees the development of extracurricular activities for students. Those activities include, but not limited to, peer advisors, orientations, intramural events and facilities, registered student organizations and commencement.
