

THE ROBERT JAMES TERRY LIBRARY

The combined facilities of the Robert James Terry Library at Texas Southern University support the curricular and research needs of the University community through the development of pertinent collections and the provision of services designed to facilitate access to information. The principal research collections, numbering over 266,000 volumes, over 1,700 periodical subscriptions, and over 462,000 microforms, are housed in a centrally located facility providing seating for over 1,000 patrons. To augment study, a number of closed study rooms and individual study carrels are provided on most floors. With the exception of the special collections, the entire library has an open stack arrangement.

The Robert James Terry Library is conveniently arranged with three major public-access service areas on the first floor: reference, circulation, and special collections. The fifth floor contains the business and economics collection. The Library has automated circulation, cataloging, acquisitions, and serial control systems. Online public-access catalog terminals are located on each floor and in the College of Pharmacy and Health Sciences Reading Room. Computer based bibliographic search services offer over 200 databases. CD-ROM access to databases is also provided to students.

The Library provides interlibrary loan via direct link with most major libraries in the U.S. by means of the computer and telecommunications facilities of the OCLC bibliographic utility. Tours of the Library can be arranged to cover areas from general orientation to in-depth bibliographic instruction in specific fields of study. Electronic access to library files is available through the University Web Site.

Equipment has been added to comply with the Americans with Disabilities Act (ADA) requirements. Included are a closed circuit television system (CCTV), which can enlarge the size of printed material up to 60 times its original size, and a Kurzweil reader, which can scan printed material, convert the text to synthesized speech and read it aloud in seconds. On each floor of the Robert James Terry Library are tables which are designed to accommodate library users in wheelchairs. For users of computers, televisions, etc., there are screen enlargers available to enhance viewing. In the Reference Department, first floor, some reference materials are available in large print editions.

Finally, one of the unique features of the Library is its special collections, housing the “treasures” of the University. These unique holdings provide a varied repository of collections with international significance. The collections include the **Barbara Jordan Archives, the Traditional African Art Gallery, the Heartman Collection on African-American Life and Culture, and the University Archives.**

FEES AND EXPENSES

Resident Status

Students enrolled at the University can be classified as resident, non-resident, or foreign. All students attending Texas Southern University who are non-residents of this state will be charged additional tuition in accordance with state law. The burden of registering under proper resident status is the responsibility of the student. Non-residents are persons residing in the state of Texas less than twelve (12) months immediately preceding their initial registration.

A request for a change of resident status for tuition purposes should be made as soon as the student has met the requirements for residency change, but no later than the 4th class day for a summer session or the 12th class day for a fall or spring semester. Changes made after the fourth/twelfth class day will apply only for future semesters. All required documents must accompany the Residency Application form, which is available in the Office of the Registrar on the second floor of Bell Hall.

The determination of resident classification for tuition purposes is governed by statutes enacted by the Texas Legislature and by rules and regulations promulgated by the Texas Higher Education Coordinating Board. These regulations may be reviewed in the Robert J. Terry University Library in the Reserved Area.

Required Residency Documentation

The Texas Higher Education Coordinating Board requires that Texas Southern University document each student's residency. In order to apply for Texas residency status for tuition purposes, one must be either a U.S. citizen or permanent resident. The following documents indicating that the student has resided in the state of Texas for 12 continuous months prior to registration may be **REQUIRED**:

Documentation To Support Domicile And Residency

The following documentation may be requested by the institution in order to resolve issues raised by responses to the Core Residency Questions. The listed documents may be used to establish that the person is domiciled in Texas and has maintained a residence in Texas continuously for 12 months prior to the census date.

PART A: Documentation that can Support the Establishment of a Domicile and Demonstrate the Maintenance of a Residence in Texas for 12 Months

1. An employer's statement of dates of employment (beginning and current or ending dates) that encompass at least 12 months. Other documents that show the person has been engaged in activities intended to provide an income to a person or allow a person to avoid the expense of paying another person to perform the tasks (as in child care or the maintenance of a home) may also be used, as well as documents that show the person is self-employed, employed as a homemaker, or is living off his/her earnings, or through public assistance. Student employment, such as work-study, the receipt of stipends, fellowships or research or teaching assistanceships do not qualify as a basis for establishing a domicile.
2. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attests to the provision of services to the homeless person for the 12 months prior to the census date of the term in which the person enrolls.

PART B: Documentation, which (if accomplished and maintained for the 12 months prior to the census date of the term in which the person enrolls and if accompanied by at least ONE type of document listed in Part C), can Support the Establishment of a Domicile and Demonstrate the Maintenance of a Residence in Texas for 12 Months

1. Title to real property in Texas
2. Marriage Certificate with documentation to support that spouse is a domiciliary of Texas
3. Ownership of business in Texas with documents that evidence the organization or the business as a partnership or corporation and reflect the ownership interest of the person or dependent's parent.
4. State or local licenses to conduct a business or practice a profession in this state.

PART C: Documents that May be Used to Demonstrate Maintenance of a Residence for 12 Months

These documents do not show the establishment of a domicile. They only support a person's claim to have resided in the state for at least 12 months. Activities in Part A and B of this Chart may be used to establish a domicile.

1. Utility bills for the 12 months preceding the census date;
2. A Texas high school transcript for full senior year preceding the census date;
3. A transcript from a Texas institution showing presence in the state for the 12 months preceding the census date;
4. A Texas driver's license or Texas ID card with an expiration date of not more than four years;
5. Cancelled checks that reflect a Texas residence for the 12 months preceding the census date;
6. A current credit report that documents the length and place of residence of the person or the dependent's parent.
7. Texas voter registration card that has not expired.
8. Pay stubs for the 12 months preceding the census date;
9. Bank statements reflecting a Texas address for the 12 months preceding the census date;
10. Ownership of real property with copies of utility bills for the 12 months preceding the census date.
11. Registration or verification from licenser, showing Texas address for licensee;
12. Written statements from the office of one or more social service agencies, attesting to the provision of services for at least the 12 months preceding the census date.
13. Lease or rental of real property, other than campus housing, in the name of the person or the dependent's parent for the 12 months preceding the census date.

Photocopies of the above items are required with the completed application. Students who do not provide required documentation will be charged non-resident tuition.

If there is a question of a student's legal resident status under state law and University rules, it is the duty of the student to obtain an opinion from the Student Resident Status Advisor prior to registration. **Any attempt on the part of the non-resident to evade the non-resident fee will be taken seriously and may lead to expulsion.**

Non-resident students are given official notice of their non-resident classification at the time of admission. A student who is classified as a non-resident but who pays the resident fee at any subsequent registration after he or she has been officially advised in writing of non-resident status will receive a penalty of loss of credit.

Tuition and Fees

The University reserves the right to adjust fees without prior notice. Tuition and regular fees paid by all students enrolled for any semester hours have been listed and are available through the Office of the University Comptroller. In addition to these, estimates of special laboratory fees and the cost of books and supplies must be added to arrive at an approximate total amount needed at the time of registration.

All payments to the University should be made by online payment, by credit card, or by cashier's check, money order, or personal check made payable to Texas Southern University. Personal checks will not be accepted for any amount in excess of the total amount due. Post-dated checks will not be accepted. There will be a \$25.00 charge for checks returned for any reason. **Temporary checks are unacceptable.**

Tuition. In all colleges and schools of the University, except the Thurgood Marshall School of Law, each student who is a resident of the State of Texas is required to pay tuition at a rate of not less than \$100.00 per semester or \$50.00 for each six-week term. A non-resident or foreign student is required to pay tuition per semester hour. Information on specific rates may be secured from the Office of the University Comptroller. **This fee is refundable.**

Designated Tuition. The Building Use Fee, of a prorated amount per semester hour, is charged to all students. This fee is used to construct, equip, repair, and renovate buildings and facilities. **This fee is refundable.**

Student Service Fee. The Student Service Fee is used to support certain extracurricular activities, such as student publications, special cultural programs, the marching band, and the athletic program. This fee also provides for general health counseling, minor medication, and treatment in the Student Health Center. **It does not include special medicines, dental care, treatment by specialists, or hospitalization.** The amount of the fee depends on the number of credit hours for which the student is enrolled, and it is charged to all students enrolled at the University during a regular semester.

Students enrolled for 12 or more credit hours during both semesters of a school year are entitled to receive one copy of the University annual. Students enrolled full-time for only one semester may also receive the annual by paying an additional fee. **This fee is nonrefundable.**

Student Union Fee. The Student Center Fee is used for operating, maintaining, improving, and equipping the student center and acquiring or constructing additions to the student center. **This fee is nonrefundable.**

Library Service Fee. The Library Service Fee is used for operating, maintaining, improving, and equipping the Robert J. Terry Library and for providing library services to students. **This fee is nonrefundable.**

International Education Fee. The International Education Fee is used to assist students participating in international student exchange or study programs in accordance with guidelines jointly developed by the student governing body and administration. **This fee is nonrefundable.**

Recreational Facility Fee. The Recreational Facility Fee is used for constructing, operating, maintaining and equipping the recreational facility and program. **This fee is refundable.**

Medical Service Fee. The Medical Service Fee is used for operating, maintaining, improving, and equipping the medical service facility; acquiring and constructing additions to the medical service facility; and providing medical services to students. **This fee is refundable.**

Computer Service Fee. The Computer Service Fee is assessed per semester to all students enrolled at the University to help support the provision of computer services to students. **This fee is nonrefundable.**

School Fee. The School Fee is assessed by each college or school, to all students enrolled in its component major programs, to support administrative costs. **This fee is nonrefundable.**

Late Registration Fee. Texas Southern University reserves the right to conduct registration according to students' last name, major area, or any other delimiting factor. Students are required to register at the time indicated by the class schedule. Failure to complete registration on the date specified, but before the absolute deadline, may result in a late fee assessment. **This fee is nonrefundable.**

Drop/Add Fee. A student making a course change or changes after payment of initial tuition and fees may be charged for each change. **This fee is nonrefundable.**

Installment Handling Fees. Tuition and fees during the fall and spring semesters may be paid by one of two options:

1. Full payment of tuition and fees by the twentieth day of class or
2. One-half payment of tuition and fees by the twentieth day of class, one-fourth by the start of the sixth week, and one-fourth by the start of the eleventh week.

Students electing to pay their tuition and fees on the installment plan will be assessed a handling fee for the three-payment plan. Students are assessed a fee for each delinquent payment. **These fees are nonrefundable.**

A student who fails to make full payment or a first installment payment of tuition and fees, including any incidental fees, by the due date may be barred from classes until full payment is made. A student who fails to make full payment prior to the end of the semester may not receive credit for the work done that semester. University records may be adjusted to reflect the student's failure to enroll properly for that semester.

Late Payment Fee. A student who fails to pay tuition and fees by the posted deadline will be assessed a late payment fee. **This fee is nonrefundable.**

Laboratory Fee. Fees are assessed for studio and laboratory courses in the following academic disciplines: art, biology, chemistry, education, geology, human services and consumer sciences, music, pharmacy, human performance, physics, and technology. **This fee is nonrefundable.**

SEVIS International Fee. International students are required to pay an administration fee for University compliance with the federal student exchange system. **This fee is nonrefundable.**

Orientation Fee. First-time students are required to pay a fee for the orientation program and related activities. **This fee is nonrefundable.**

Health Insurance. The University provides minimal health care for students. All residence hall occupants are required to be covered by hospitalization insurance. For students without such coverage, a student hospital, medical, and surgical insurance policy is available through the Student Health Center.

Room and Board. Residence hall occupants will be required to sign a Housing-Food Service Contract for the entire academic year before being admitted to the facilities. **The Housing-Food Services Contract is personal and may not be transferred or assigned to another person.** Any violator will be subject to immediate disciplinary action. **Room and Board Charges are assessed on an annual basis.**

Parking Fee. Students who have need to park vehicles on the campus must pay for parking decals to attach to their vehicles for designated student lots. This fee is assessed on a semester or term basis. **Refunds for parking fees must be applied for separately through the Department of Public Safety.**

Other Fee(s). Other fees, not specified in this section, may be charged by colleges, schools, departments, or other offices at the University. Students will be apprised of these fees and their designated purposes at the time that they are incurred.

REGULATIONS GOVERNING REFUNDS

Dropped Courses

Any student who drops courses within the first twelve (12) days of a fall or spring semester or within the first four (4) days of a summer term and remains enrolled in the University will receive refunds applicable to tuition paid for those courses.

Withdrawals

Refunds for courses enrolled in during a fall or spring semester by a student who officially withdraws from the University are calculated according to the following percentage schedule:

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|-----------------------------------|------|
| • Prior to the first day | 100% |
| • During the first week of class | 80% |
| • During the second week of class | 70% |
| • During the third week of class | 50% |
| • During the fourth week of class | 25% |
| • After the fourth week of class | 0% |

Refunds for courses enrolled in during a summer term by a student who officially withdraws from the University are calculated according to the following percentage schedule:

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|------------------------------------------------|------|
| • Prior to the first day | 100% |
| • During the first, second, or third class day | 80% |
| • During the fourth, fifth, or sixth class day | 50% |
| • Seventh day of class and thereafter | 0% |

Refunds are granted for those fees designated as “refundable.” The refundable fees assessed at registration are tuition and designated tuition. These fees are calculated based upon the number of semester credit hours for which a student registers. Refunds of refundable fees are calculated based upon the total amount of these fees assessed at registration and not on the basis of the amount of the total that has been paid if a student is paying on an installment basis.

Students who are not indebted to the University should expect to receive checks by mail after the fourth week of class during a regular semester and after the third week of class during a summer term. Students who pay fees through financial aid/assistance (including Guaranteed Student Loans) will receive refunds only if the Office of Student Financial Assistance determines that refunds are due.

Students who register for courses that are either paid for directly or paid through the use of financial aid/assistance are considered enrolled at the University until they officially withdraw through the Office of the University Registrar. **Ceasing to attend classes or stopping payment of checks for fees owed without officially withdrawing from the University will result in semester grades of “F”. Thus, any remaining balance owed to the University by a student who ceases to attend classes, but who does not officially withdraw through the Office of the University Registrar, is still due and NOT subject to reduction.**

Refund of Room and Board Fees

Dormitory residents are required to sign a Housing-Food Service Contract for the entire academic year. The University’s policy concerning refunds associated with room and board fees is stated in the contract. Where refunds are applicable, application for such refunds must be made within one year after official withdrawal.

Refund of Graduation Fees

Graduation fees cannot be transferred to another graduation period. Applications for refunds of the May diploma fee must be made in writing at the Bursar’s Office prior to March 1. No other refunds shall be granted.

Summer graduates have no refund grace period inasmuch as orders are placed immediately upon receipt of their applications for graduation.

Financial Obligations

No person who is indebted to the University in any amount will be permitted to graduate, receive transcripts, re-enroll at the University, or receive any refunds.