

University of Mary Hardin Baylor



Student Handbook

2021-2022

REVISED 08-26-2020

Welcome from the President



Welcome, Crusader! We are excited that you have chosen to pursue your education at the University of Mary Hardin-Baylor, where it has been our goal since 1845 to provide the finest in Christian higher education.

I am confident that you will find a community of fellow students, faculty, staff, and alumni at UMHB who will care about you and help you achieve your potential in the classroom and in life's experiences.

Make the most of your time here and make memories that will last a lifetime. It is our hope that when you graduate from UMHB, you will leave not just with your diploma, but also with a clear vision of how to live a successful life wherever God may lead you.

A handwritten signature in black ink that reads "Randy O'Rear". The signature is written in a cursive, flowing style.

Randy O'Rear, Ed.D.
President

Purpose of the Student Handbook

The university informs students of its rules, policies, and guidelines through this student handbook, its academic course catalog and other sources.

The handbook is available online and may be accessed from any computer with access to the university's website. It is the responsibility of the student to obtain, read, and comprehend the purpose, policies, and procedures of the Student Handbook.

The specific policies outlined are not presented as an exhaustive list of behavior concerns, and each one should be interpreted broadly in the context of the highest Christian standards of honesty, ethics, and morality. Students enrolling in the university agree to conduct themselves in a manner consistent with UMHB's identity as a Christian educational institution, both on and off campus.

The university reserves the right at any time to create additional policies, or modify existing ones, as needs may dictate. Any such changes will be communicated with the students through email, the UMHB website, or both.

The term **campus** shall mean UMHB owned, leased, or controlled buildings, land, parking lots, and walkways.

In the entirety of this handbook, the terms **university** or **UMHB** shall mean University of Mary Hardin-Baylor.

Events or circumstances outside the University's control may require the University to make changes in its housing, classes, labs, clinical rotations, or other aspects of its education programs. Examples of such events or circumstances, sometimes referred to as a "force majeure," include fires, earthquakes, floods, windstorms, or other severe weather or "acts of God;" war, riots, or civil unrest; governmental orders, directives, or recommendations related to health or safety; or any similar situation beyond the University's control.

If such events occur, the University may be required to relocate its programs, shift classes to an online format, or, in an extreme case, discontinue part of its education program. If a student is required to isolate or quarantine, the student may be required to move to online instruction even if the class continues with in-seat instruction.

The University charges the same tuition and fee rate structure for face-to-face and online classes. If a class moves to an online format, in most cases students will be required to continue the class online or make a timely withdrawal under the University's normal withdrawal policies.

Some courses cannot be conducted in a wholly online format. For example, most labs and clinical rotations cannot be completed online. Such classes are subject to cancellation by the University if necessary; cancellation by a hospital or other clinical or laboratory affiliate; or to extended time frames if courses must be continued or Incompletes awarded until instruction can resume. The University cannot guarantee that students will complete coursework or graduate on any particular schedule.

If a class can neither continue in-seat nor be moved online, students will be allowed to withdraw from the course without any academic penalty and receive a full refund. Otherwise, all withdrawals and refunds will be handled according to the University's normal policies included in its course Catalogs, found here:

<https://go.umhb.edu/resources/registrar/catalog#1845>

Mission and Vision of UMHB

Mission

The University of Mary Hardin-Baylor prepares students for leadership, service, and faith-informed discernment in a global society. Academic excellence, personal attention, broad-based scholarship, and a commitment to a Baptist vision for education distinguish our Christ-centered learning community.

Vision

The University of Mary Hardin-Baylor will be the university of choice for Christian education in the Southwest.



History of UMHB

The University of Mary Hardin-Baylor traces its distinguished history to the days when Texas had yet to gain statehood and when Baptist missionary work was just beginning in the partially civilized new territory. As early as 1839, representatives of churches in Washington County issued an appeal to the Home Mission Board of New York to inaugurate a missionary movement in Texas. Missionaries Rev. James Huckins and Rev. William M. Tryon were sent, and soon afterwards, Judge R.E.B. Baylor came to Texas as a teacher, lawyer, soldier, and preacher. These leaders inspired the desire for Christian education in the area and, at a meeting of the Union Association in 1841, recommended forming an education society. War prevented action until 1843, when the Texas Baptist Education Society was organized.

Tryon and Baylor were appointed to prepare a charter to establish a Baptist university. On February 1, 1845, a charter was granted by the 9th Congress of the Republic of Texas, approved by President Anson Jones at Washington-on-the-Brazos, and the long-awaited Baptist university became a reality. The school initially included a Preparatory Department in addition to co-educational classes for college students. In 1851, the Female Department and the Male Department were separated, ending co-education. In 1866, the Female Department obtained a separate charter and its own board of trustees, and the name was changed to Baylor Female College.

In 1886, due to changing transportation and economics in the area, it was deemed necessary to move both schools. The Male Department consolidated with Waco University in Waco, Texas, retaining the name Baylor University. The Female Department, under its new name, Baylor Female College, moved to Belton, Texas. Since the move to Belton, the school has undergone several name changes, including Baylor College for Women (1925), Mary Hardin- Baylor College (named in honor of a benefactor in 1934), and University of Mary Hardin-Baylor (1978). In 1971, the oldest college for women west of the Mississippi became co-educational.

UMHB's illustrious history includes such notable occurrences as claiming the first work- study program for women in a college west of the Mississippi (1893); serving as the campus model for the Baptist Student Union (1920); establishing the first school of journalism in a college for women in America and being the second institution in Texas to offer the degree of Bachelor of Journalism (1921); hosting and winning the first intercollegiate debate between college women in Texas (1921); and being recognized as the first Texas Baptist college accepted into full membership in the Southern Association of Colleges and Schools (1926). Since these auspicious "firsts," UMHB has continued to make history as a leader in the fields of education, nursing, business, and church leadership; in athletics through conference and national play; and in other important areas of campus life. Today, UMHB enjoys a robust faculty and staff committed to Christian higher education.

Presidents have included Dr. Horace Clark, Col. W. W. Fontaine, Dr. William Royall, Rev. John Hill Luther, Dr. P. H. Eager, Dr. E. H. Wells, Dr. W. A. Wilson, Dr. E. G. Townsend (acting president), Dr. J. C. Hardy, Dr. Gordon S. Singleton, Dr. Albert C. Gettys (acting president), Dr. Arthur K. Tyson, Leonard L. Holloway, Dr. William G. Tanner, Dr. Bobby E. Parker, Dr. Jerry G. Bawcom, and Dr. Randy O'Rear, the current president of the university.

Values of UMHB

Broad-based Education: We believe an educated person is one who not only has mastered a chosen field of study but also has gained an understanding and appreciation for the intellectual and cultural traditions of a diverse world. Through traditional liberal arts programs and professional programs at both the undergraduate and graduate levels, the university seeks to develop graduates of strong Christian character and integrity who are able to communicate effectively, think critically, and solve complex problems. In addition, we strive to inspire a lifelong love for learning so that graduates may face challenges successfully in an ever-changing world.

Christian Faith and the Intellectual Life: We recognize that all truth, whether revealed in Scripture or creation, has its origin in God. Since all truth is grounded in God, we believe that the pursuit of truth and the Christian faith are mutually reinforcing. We strive to develop graduates who integrate Christian perspectives and attitudes into every dimension of life: character, relationships, vocation, and service. To empower students to integrate a passionate Christian faith with human knowledge, we dedicate ourselves not only to grounding them in the basics of Scripture and in the historical beliefs of the Christian faith, but also to broadening their horizons, deepening their insight, sharpening their intellect, and cultivating their ability to appreciate the good, the true, and the beautiful. We seek committed Christians for our faculty and staff who will support the university's mission. In short, our goal is to produce graduates who love God with their whole mind.

Teaching Excellence: We value well-qualified educators who are committed to effective, innovative teaching that prepares students to excel in their particular fields, to think creatively and critically, and to integrate facts across disciplines. Our faculty members exhibit an intellectual curiosity and passion for their fields of study, which in turn, stimulate our students to excel academically. To that end, the university is committed to maintaining an atmosphere of academic freedom and providing faculty members with resources and opportunities to enhance teaching effectiveness and to be engaged in a wide range of scholarly activities. The university seeks to identify, recognize, and reward faculty members who exhibit exceptional teaching ability.

Service: We value our role as a Christ-centered university, which addresses educational, cultural, civic, and economic needs by providing service opportunities for students, faculty, and staff. We strive to instill within students an awareness of people in need and a commitment to seeking solutions, both locally and globally.

Students as Individuals: We respect each student as a unique individual who has a distinct perspective on the world. Therefore, we welcome students from diverse backgrounds and understand that exposure to different cultures and experiences within a Christian environment enriches the educational process. The university strives to create an atmosphere where every student is an integral part of our learning community. We place student achievement first and emphasize this through personal attention, small class sizes, teaching excellence, campus activities, athletic programs, and leadership opportunities. The university is committed to encouraging each student to reach his or her potential spiritually, academically, socially, and physically.

Notice of Nondiscriminatory Policy

Statement of Non-Discrimination

The University of Mary Hardin-Baylor (UMHB) admits qualified students of any race, color, sex, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not unlawfully discriminate on the basis of race, color, sex, religion, age, nationality, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, UMHB does not unlawfully discriminate on the basis of handicap in the recruitment and admission of students and the operation of any of its programs and activities, as specified by federal laws and regulations.

UMHB is authorized under federal law to enroll non-immigrant alien students. The university is a private institution and reserves the right to deny admission to an applicant for any lawful reason.

The University is required not to discriminate unlawfully on the basis of sex by Title IX of the Education Amendments Act of 1972 and its implementing regulations at 34 C.F.R. Part 106. This requirement extends to admission, except that the University may discriminate on the basis of sex in undergraduate admissions and is exempt from provisions of Title IX which conflict with the University's religious tenets.

The University has grievance procedures to provide students, employees, or applicants an opportunity to file a complaint of illegal discrimination of any kind. In order to file a grievance, contact the appropriate person below or see the grievance procedures published online. A student or applicant with a question about the university's non-discrimination policies or who claims to have experienced unlawful discrimination in connection with any university program or activity should contact the designated coordinator for university compliance with nondiscrimination policies: Susan Owens, Vice President for Human Resources, Title IX Coordinator and non-discrimination compliance officer, Sanderford Administrative Complex, 900 College Street, Belton, Texas 76513, 254-295-4527, susan.owens@umhb.edu.

UMHB Profile

Date Established

1845

President

Dr. Randy O'Rear

Religious Affiliation

Baptist General Convention of Texas

Mascot

The Crusader

Nickname

The Cru

Colors

Purple, White and Gold

School Newspaper

The Bells

School Yearbook

The Bluebonnet

Website

www.umhb.edu

2020-2021 Student Population

3,876



Even youths grow tired and weary, and young men stumble and fall; but those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.

Isaiah 40:30-31 (NIV)

UMHB Traditions

Dubbing Ceremony – August 8, 2021

In the spring of 1995, students requested a ceremony to create closer emotional ties to the university. Subsequently, a “Dubbing Ceremony” became part of Welcome Week. Each fall new students are “dubbed” with a ceremonial sword by the university administration as “Crusaders Forever.” Prior to the ceremony, students will light candles and sing the Alma Mater. Immediately following the ceremony, the sophomores ring the sophomore bell the number of years the university has been in existence.



Ring Ceremony – September 10, 2021

When the university marked its sesquicentennial in 1995, students, alumni, faculty, and staff began establishing new traditions to propel UMHB into the 21st century. An important step in this direction was to custom design an official school ring. The ring carries symbols and features chosen to distinguish a UMHB student from all others, and serve as a lasting symbol of proud traditions. The UMHB ring is a visible, tangible manifestation of that ever-present bond between UMHB and its alumni.



Stunt Night – September 23-24, 2021

Stunt Night is a competition among the four classes that builds a bond between members and creates class spirit. It began in 1909 when George Rosborough, the physical education instructor, initiated Stunt Night to give the campus residents, who could not go home, an activity during the Christmas holidays. The Stunt Night committee selects a theme for the event, allowing the class directors time to prepare a skit and an original song. The winning class has the honor of decorating the Stunt Night blanket, which is then displayed in the Musick Alumni Center and Museum at the Parker House for a year.



Homecoming – September 24-25, 2021

Homecoming provides opportunities for graduates and former students to return to campus and connect with former classmates and the university. The first Homecoming was held in 1909 and over the years has been held in either the fall or spring. Students and alumni celebrate Homecoming together in the fall to include football activities. Selection of the Homecoming Court and the pep rally with fireworks are some of the newer events established by students.



Miss Mary Hardin-Baylor Pageant – October 30, 2021

The Miss Mary Hardin-Baylor Pageant provides opportunities for young women to gain confidence, poise and to develop friendships through competition. Formerly called Miss Bluebonnet, the recognition of campus beauties was sponsored by the staff of the yearbook, the Bluebonnet. During the 1940s, the student body selected 15 nominees who submitted two photos of themselves which were judged by various celebrities. The pageant evolved over the years, and the current pageant is student-produced event. Classes, residence halls and student organizations select their representatives. Judges interview the

contestants, listen to their platforms, and evaluate them on their individual talents and evening gown presentations. Miss MHB and four runners-up are crowned.

Charter Day – February 2, 2022

Charter Day celebrates the history and heritage of the university, and commemorates the initial signing of the school's charter on February 1, 1845. Observed the first week of each February, the students, faculty, staff, and alumni honor the founders and acknowledge the university's history. Sophomores ring the college bell and Student Foundation places a wreath at the grave of Judge R.E.B. Baylor, located in Heritage Plaza.





Crusader Knights – February 26, 2022

Crusader Knights began in 1993 as a fundraiser led by and for the Senior Class. Men are selected by campus organizations to compete for the title of “Mr. Crusader Knight.” The men are judged on their unique video skit, group dance, individual walks and ability to answer interview questions. The winner is crowned and dubbed Mr. Crusader Knight by the university president.

Midnight March April 22, 2022

Midnight March provides an opportunity for students to honor their friendships with each other, and exhibit their loyalty to the university. During the week prior to Midnight March, seniors give candles to special friends, faculty, staff, and administrators, and invite them to attend the event. In the past, seniors walked through each dorm, covering each floor of the dorm as they sang “Up with the Purple.” As seniors passed the rooms of special friends, they “dipped” their candles in a sign of friendship. Today, it is held outside and concludes with seniors leading the student body in the “Alma Mater” and ringing the senior bell.



Easter Pageant – April 13, 2022

The Easter Pageant, an outdoor drama depicting Christ's last days on earth, is presented yearly on the Wednesday afternoon prior to Easter Sunday. The idea for the first pageant is credited to Dr. Gordon Singleton, UMHB president 1938-1952. The drama teacher, Cynthia Sory, was given \$25 to spend on the production for costumes and props. Increased participation over the years has necessitated extending the pageant to three performances with attendance to more than 5,000 people. The set has grown from a few stones and tables, to a complete village, temple, palace, live animals, and crucifixion site. In addition, children of faculty and staff members play an important role in depicting families in the day of Christ. The university president appoints the students who portray the roles of Christ and Mary. To be selected for one of these positions is a great honor.



Robing Ceremony April 22, 2022

Robing symbolizes the passing of the student leadership from the Senior Class to the Junior Class. The specific origin of the robing ceremony is not known, but it may have occurred as early as 1902. Seniors place their caps and gowns on the juniors, and this is the first time the juniors are allowed to sing the alumni/senior song, "Up with the Purple."

School Songs and Campus Map

- Listen to and learn our school songs at <http://umhb.us/1lz>
- Download a campus map or take the virtual tour at <http://umhb.us/1m0>

Section 1: Academics

The UMHB Undergraduate and Graduate Course Catalogs are published each summer for the following academic year. These catalogs include detailed information for students regarding registration, academic standards, financial aid, scholarships, classroom expectations and ethics, course information, student awards and honors, and much more.

The university will revise these catalogs from time to time in order to provide students with current and complete information. UMHB reserves the right to add, delete, or amend provisions at any time regarding requirements, deadlines, fees, curricula, courses, or other information. Students are expected to remain familiar with the contents of the catalog.

Catalogs

- [Undergraduate Catalog](#)
- [Graduate Catalog](#)
- [MyWay Catalog](#)

Academic Policies

- [Absences](#)
- [Academic Appeal Process](#)
- [Academic Decorum](#)
- [Academic Honors](#)
- [Academic Integrity](#)
- [Academic Probation](#)
- [Academic Standards](#)
- [Academic Suspension](#)
- [Admissions](#)
- [Class Attendance Policy](#)
- [Classroom Expectations and Ethics](#)
- [Dropping or Adding Courses](#)
- [Financial Information](#)
- [Grade Point Average \(GPA\)](#)
- [Grade Reports](#)
- [Grading System](#)
- [Graduation](#)
- [Incomplete Grades](#)
- [Registration](#)
- [Repeating a Course](#)
- [Transfer Credit](#)
- [Withdrawal From the University](#)

Intellectual Property

Information regarding the university's Intellectual Property policy can be found [here](#).

Section 2: Student Life

Higher Calling

We believe that a higher education means more than advancing intellect. We believe it should build character, inspire faith, and prepare our students for lives of meaningful service and leadership.

Endless Opportunities

At UMHB, students will find a full calendar of activities, from recreational sports and fitness to concerts, student organizations and special events. With so many opportunities, it's easy to get involved.

An Atmosphere of Excellence

UMHB is here to give students the support, opportunities, and resources they need to help them develop as creative and critical thinkers.

Spiritual Life

Church Participation

All students are encouraged to attend and participate in a local church. Students looking for a church in the Belton area should check with [Spiritual Life](#) for college ministries, worship times, and locations.

Spiritual Formation

Various Bible studies and small groups are held on campus throughout the week led by the Baptist Student Ministries, campus ministries, student organizations, local churches, and various parachurch organizations.

Prayer Requests

Student prayer requests may be submitted to the [UMHB Prayer Wall](#) or directly with the Dean of Spiritual Life and University Chaplain.

Chapel

An education offered by UMHB includes experiences to develop the mind, the body, and the spirit. Chapel attendance and participation is considered an integral part of the educational process. It is recognized and appreciated as one of the distinctive features of a Christian university.

Chapel services are held each Wednesday at 10:00 a.m. and 11:00 a.m. in W. W. Walton Chapel during fall and spring semesters. Students register for and attend one section in order to complete chapel attendance requirements. A [schedule of speakers and archived chapel messages are available](#) online.

All students are encouraged and welcomed to attend chapel services, whether chapel attendance credit is needed or not.



Chapel Etiquette

Great care is taken to provide meaningful programs with quality program personnel. The spirit and attitude of the student is important in making the chapel program all it is designed to be. Appropriate chapel etiquette is as follows:

- Being on time.
- Being respectful, courteous, and responsive to our guest speakers, musicians, and artists.
- Being fully present. Participation through reverence (refrain from talking, whispering, or texting).
- Offering the same worshipful attitude given to any worship service.
- Silencing cell phones.
- Remain in your seat until the chapel program is dismissed.
- Refrain from using chapel for study time (reading books, magazines, newspapers, etc.).



Baptist Student Ministry

The [Baptist Student Ministry](#) (BSM) is the primary campus ministry charged with encouraging and equipping students in spiritual growth. While Texas Baptists sponsor BSM, we encourage and include students from diverse backgrounds. We offer many experiences and the support of a community as students GROW, GIVE, and GO, becoming closer to and more like Jesus. The BSM office is on the first floor of the Bawcom Student Union.

Global Outreach

UMHB [Global Outreach](#) (GO) is the primary mobilization office for students outside the classroom. GO seeks to educate students about vocation as mission, Christian responsibility, and the practice of intentionality. The objective of our program is to equip students to understand and live out these five core identities of being a learner, story teller, servant, worshiper, and mobilizer while serving on the field and after they return. Along with the BSM, Global Outreach offers numerous domestic and international engagement opportunities over, Christmas break, spring break, and summer. Contact the Global Outreach office for more information.

Campus Activities

The Campus Activities office is located on the second floor of the Bawcom Student Center in the Student Activities Office. This office is the student information center of the university. Campus Activities oversees various events, activities, and traditions. The Campus Activities Board is a student organization that plans and staffs these activities for students and their families throughout the year. Membership is open to all students. Campus Activities meets Monday nights at 5:30p.m. on the second floor of the Bawcom Student Union.

[Learn more about Campus Activities](#)

Campus Recreation

Campus Recreation offers CRU-FIT group fitness classes daily throughout the semester and are free to all UMHB students. In addition, they offer intramural leagues, sports tournaments and special events. Students should download the Cru Rec app on apple and android phones in order to receive schedules and register for leagues and events.

All students participate in recreational activities at their own risk.

Informal Recreation: Recreational facilities are available to all UMHB students, faculty and staff. This includes the McClinton Family Intramural Fields, outdoor sport courts that include 2 tennis courts, 6 pickleball courts, 3 sand volleyball courts, 2 basketball courts, and the Campus Rec Office.

When other groups are not using the Mabee-Farris recreation gym or Barbara Chaney Natatorium in the Mayborn Campus Center, students are welcome to use these facilities for informal pick-up games or lap swimming in addition to the weight and cardio equipment in the Brentham Fitness Center.

Rec Field: The McClinton Family Intramural Fields are located just off University Drive. The Rec Field may be used any time there is not a scheduled event or activity class. In order for the lights to be turned on at the rec field, a minimum of 8 students/participants must be present. The majority of participants must have a valid CruCard. No golf practice is allowed on the rec field. Pets are not allowed on the Rec Field.

Sport Courts: The sport courts are located just off Crusader Way between McLane Hall and Beall Hall. The sport courts may be used any time there is not a scheduled event or activity class. Lights for the sport courts can be turned on any time after dusk. Participants using the UMHB sport courts must present a valid CruCard. Students may bring 1 guest to the sports courts.

Outdoor Adventure Recreational Center: The Outdoor Adventure Recreational Center (OARC) is located at the back of campus, on the beautiful Nolan Creek. There are nearly 60 acres in this area with trails to enjoy, a disc golf course and plenty of trees for hammocking.

Outdoor Sports Equipment Check-Out: Tennis/Pickleball equipment, basketballs, volleyballs, and other outdoor recreational equipment like disc golf equipment, Spike Ball, hammocks, ball of all type, etc. may be checked out from the Campus Recreation Office located between the Rec Field and the sport courts. Open until 11pm every evening.

[Learn more about Campus Recreation](#)

UMHB Sader Belles

The Sader Belles promote spirit and sportsmanship at school functions, and serving as a performing group representing the university. They can be seen performing at UMHB Football, Volleyball, and Basketball games, as well as various community events and dance competitions.

[Learn more about Sader Belles](#)



UMHB Cru Cheer

The Crusader cheer program promotes school spirit in support of the university's athletic teams, student body, faculty, staff and alumni. CRU Cheer strives to serve as elite representatives of the UMHB student body as well as ambassadors of the university throughout the community. The team can be seen on the sidelines of CRU football and basketball games as well as several events throughout the community.

[Learn more about Cru Cheer](#)



Community Service

UMHB sponsors an annual student-led event called The Big Event that provides students with opportunities to participate in Gospel-motivated community service. This initiative aims to supplement students' involvement in local churches and offers a catalyst for ongoing engagement in various area organizations. All parties benefit as students invest their diverse skills in the surrounding community. Contact the Baptist Student Ministry (BSM) office on the first floor of Bawcom Student Union for more information.

Cultural Activities

The University of Mary Hardin-Baylor provides for student programs, symposiums, seminars, and performance art opportunities that promote and celebrate the cultural diversity of the university family. In addition, we emphasize and encourage students to be involved in community service.

International Student Services

This office is the first personal contact with UMHB for most international students. Its staff assists with documents that enable international students to obtain visas to enter the United States. Once at UMHB, these students will find assistance in many areas, such as adjusting to life in an American university setting, starting in their UMHB academic experience, complying with university policies, and immigration rules and regulations.

An orientation program, required of all new international students, provides basic information for the start of their academic career at this university. The students should maintain close contact with the office of International Student Services during their entire tenure at UMHB, especially for issues relating to their immigration status.

[Learn more about International Student Services](#)

Student Government Association

The Student Government Association (SGA) is the official voice of the students. SGA is charged with submitting recommendations to the President's Council that are consistent with the wants and needs of the UMHB student body.

SGA is comprised of two branches: 1) Legislative - six class officers from each of the four classes and 2) Executive – three elected and four appointed executive cabinet offices. Each class has a president, vice president, secretary, treasurer, senator, and chaplain. The executive cabinet consists of three elected positions: Student Body President, Student Body Vice President, and Speaker of the Senate. The executive cabinet then appoints the Director of Finance, Director of Organizations, Director of Public Relations, Director of Spiritual Life, and Director of Resources.

[Learn more about SGA](#)

Student Organizations

UMHB has approximately 60 chartered student organizations, including, special interest, community service, honor societies, academic, religious, leadership, service, and athletic/spirit groups.

All organizations seeking recognition must be approved by the Student Government Association, Vice President for Student Life and ultimately, the President of UMHB. Organizations will not be recognized if their goals and purposes are contrary to the goals and purposes of the university.

[Learn more about Student Organizations](#)

The [Student Organizations Manual](#) contains important information for organizations regarding: planning a student event, reserving space for a student event, roles of an advisor, resources available, fundraising and media rules.

Student Publications

The Bells, UMHB's university newspaper is one of the oldest college publications in Texas. UMHB is a member of the Texas Intercollegiate Press Association and Associated Collegiate Press. The university's newspaper is published in print and online every two weeks during the fall and spring semesters by mass communication students, who have won numerous journalism scholarships and state, regional and national awards, including Society of Professional Journalists collegiate awards. A limited number of paid staff positions are available during the fall and spring semesters to students who excel in their publications work and are interested in writing, editing, photography, videography, broadcast, and page design.

The Bluebonnet is UMHB's yearbook. It depicts student activities, campus organizations, athletics, and various other events that occur throughout the academic year. First published in 1904 as a senior class project, today the yearbook is produced by an all-student staff of editors, designers, writers, and photographers. A limited number of work study positions are available for students who have experience with yearbook layout and design.

Section 3: Student Housing

The University of Mary Hardin-Baylor offers a variety of student housing options including traditional residence halls, apartment-style housing, and campus houses. Each facility is directed by a Resident Director (RD) who is a full-time university employee residing on the premises. [To view information about each residential facility, please click here.](#)

Living in residence of University of Mary Hardin-Baylor carries with it a distinctive set of privileges and responsibilities. Students who reside on campus live in a community with their peers and are entrusted with the responsibility to encourage and support each other in a respectful, cooperative, and communicative fashion. This environment provides students with enriching experiences to help promote healthy interpersonal relationships.

Students at the University of Mary Hardin-Baylor are required to reside in student housing unless one of the following criteria is met:

- Will reside with a spouse, parent, or guardian within commuting distance
- Will have 48 accumulated hours
- Will be 21 years of age on or before the first day of class
- Will attend the university as a part-time student

EXCEPTIONS: It is within the discretion of the Dean of Students to make exceptions to the residence living requirement. The basis for exceptions may include cases of significant hardship, documented medical necessity, and/or lack of available on-campus housing.

[Please click here for information on how to apply for the exception to student residency requirement.](#)

The university normally accepts applications for occupancy in the traditional residence halls from full time, degree-seeking students who have no dependents living with them.

Students over the age of 25 may be eligible for placement within multi-occupancy units in apartment-style housing. Student housing is limited and typically not available for all students who desire to live on campus.

Resident students are responsible for obtaining a physical or online copy of the [Guide to Campus Housing](#) and abiding by the policies stated therein.

Only students may reside in student housing. Visitors are only allowed in the student housing areas under certain circumstances. For more information about visitors, see the [Guide to Campus Housing](#).

The university reserves the right to change student room or housing assignments at its sole discretion and to withhold or withdraw housing from students for cause.

Circumstances may change suddenly during the term. Federal, state or local officials may direct the University to close the campus or any of its areas, or the University's administration may consider it necessary to change your housing assignment or to close one or more residence halls. The University reserves the right to make these changes.

If the University considers it necessary to make changes to your housing assignment for a good faith reason related to health or safety, no refunds will be made. If you are required to vacate University housing prior to the end of the scheduled term, the University may elect to refund a portion of your housing charges. Any refund will be determined by the University in its sole discretion.

Except as provided above, all withdrawals and refunds will be handled according to the University's normal housing policies. See [Guide to Campus Housing](#) for further

Housing Application and Assignment Process

To be eligible for student housing, an individual must be enrolled and attend as a student in the university and carry a minimum of 12 undergraduate semester hours or 9 graduate semester hours (full-time status). A student who does not maintain full-time student status, but wishes to continue residing in student housing, may request an exception to the Director of Residence Life.

New applicants: Once a student is accepted for admission to UMHB, a student housing application may then be submitted. Completing the process includes submitting the following:

- Housing application
- Required deposit amount
- Health form
- Required meningitis vaccine documentation (required of all UMHB students, regardless of housing status).
- Waiver

[For more information about the housing application process and the requirements for submitting meningitis immunization records, click here.](#)

Student Housing Occupancy License

Each resident student will be required to sign a Housing License prior to occupancy of student housing. By signing this form, the resident student acknowledges the following:

- Acceptance of a housing assignment for a specified period.
- Acceptance of financial responsibility for payment of housing charges owed on the assigned space. This includes responsibility for payment even if the space is not occupied and the resident did not make appropriate notification to the Residence Life Office.
- Other sanctions for violating the rules about living on campus may apply, as determined by the Dean of Students.

Guidelines for Apartment-Style Student Housing

- Students who have at least 48 accumulated hours or who are 21 years of age or older are eligible to apply for apartment-style student housing. A student must have full-time status during the semester of occupancy.
- The university reserves the right to make assignments outside of the general guidelines when necessary.
- The university reserves the right to move students to other apartments, off-campus apartment complexes, or into other residence halls when necessary.

Student Housing Cancellations, Withdrawals, and Refunds

All cancellations must be made in writing directly to the Residence Life Office. For new applicants, the entire UMHB enrollment deposit amount is refundable until May 1st. After May 1st, only one-half of the housing deposit can be refunded until June 1st when all of the deposit is forfeited.

[View details in the Guide to Campus Housing](#)

Inspections of Student Housing

Members of the Residence Life staff or other UMHB employees, agents, and contractors authorized by the University will, at times, be required to enter a resident's room, apartment, or campus house, without prior notice for custodial or maintenance work, to handle emergencies, to check for health or fire hazards, to inspect for drugs, alcohol, or other contraband, or to otherwise ensure compliance with University rules and regulations. If it is necessary to enter a room, the staff member will knock first, but if there is no answer or the student does not open the door, entry with a key may be required. Residents should respond by opening the door when a staff member identifies him/herself.

The university reserves the right to remove, store and/or dispose of any prohibited item(s) found in a student's housing, belongings, or assigned storage. In most cases, the student will be required to remove the item. If contraband, such as weapons, alcohol, drugs, drug paraphernalia, or any item that could potentially present a danger to residents is found, university staff can remove or dispose of the item immediately.



Section 4: Student Services

Campus Store

The UMHB Campus Store provides official University of Mary Hardin-Baylor course materials, apparel and supplies. Purchase of new, used and used digital course materials, official University of Mary Hardin-Baylor gear, apparel, and gifts may be ordered online. The UMHB Campus Store is located on the first floor of the Bawcom Student Union Center, and is institutionally owned and operated by the University of Mary Hardin-Baylor.

[Learn more about the Campus Store.](#)

Bursar's Office

The Bursar's Office provides billing and receipting of student tuition and fees along with various university cashiering functions. The office is located in the Sanderford Administration Building. Students are responsible for reviewing their account statements online on the MyCampus website and monitoring Sadermail for important communications from the Bursar's Office. Discrepancies in billing should be reported to the Bursar's office during the first two weeks of each semester. [For student Financial Information, click here.](#)

Return of Title IV Funds - If a student withdraws or stops attending classes before 60% of a semester is completed, a portion of Title IV funds (federally funded financial aid, including loans) must be returned in accordance with U.S. Department of Education regulations. This may result in an amount being owed to UMHB by the student. If a student fails to earn a passing grade in at least one class, the student is deemed by the U.S. Department of Education to have unofficially withdrawn. The student must provide evidence of participation in an academically related activity after 60% of the semester to avoid return of Title IV funds.

Career Services

UMHB Career Services assists students and alumni in the discovery of their unique talents and gifts, knowledge of career and job-related resources, and leadership in purpose and vision as they pursue their vocation. Services include:

- Career Coaching
- Focus 2 Assessments and Career Planning Tool
- Job Exploration and Outlook
- Individual Job Search Strategy
- Resume and Cover Letter Writing
- Mock Interviews
- Handshake Online Career Management
- Job Fairs and Campus Interview Days
- Professional and Graduate School Information
- Business Manners, Dress for Success, and Etiquette Programs
- Mentor Belton Professional Mentoring Program

[Learn more about Career Services](#)

Academic Support (Center for Academic Excellence)

The Meadows Center for Academic Excellence (CAE) is designed to support students in their pursuit of academic success. The center is located on the second floor of Mabee Student Success Center. The CAE provides individual support for students seeking academic assistance as well as academic advising services. Personalized success plans are developed through a partnership between the student and a CAE staff person and are intended to map clear directions for improving academic performance.



FREE tutors, mentors and supplemental instruction are provided for a variety of courses. Generally, tutors are available in most lower level courses. Tutors may be secured and scheduled via the Navigate Student Mobile App. Tutors are recommended by faculty to the (CAE) staff. Private rooms are available for tutoring or studying. A larger Study Area provides individual study space and areas for groups to work. Tutor.com is also available 24/7 for students to gain immediate access to a free online tutor.

The Writing Cru is also located on the second floor of Mabee and provides **FREE tutoring** for students needing writing assistance or feedback on their writing. The Writing Cru provides feedback on writing from all disciplines and offers **FREE SEMINARS** throughout the semester on various writing topics. Tutors are recommended by the faculty and undergo certification training. Writing tutoring takes place in private tutor rooms or in the larger Study Zone.

Resources Library

College success, note taking, listening, test taking, stress management, time management, and other such topics are addressed through a number of different resources available to students upon request. Private rooms are also available for studying and tutoring.

Advising

Throughout a student's time at UMHB, a faculty member or Center for Academic Excellence freshman advisor will serve as an academic advisor. Advisors genuinely care about students' academic success, and will meet with students to ensure their needs are met. The following are ways in which advisors may be of service to students:

- Establish a trusting, confident, working relationship with students
- Serve as a source for information related to a student's major
- Assist in selecting a major and choosing classes
- Assist in solving various academic concerns that arise

[Learn more about the Center for Academic Excellence](#)

Identification Cards (CruCard Services)

Campus Police, located on the first floor of the Mabee Student Success Center, issues identification (ID)cards (CruCard) for all members of the campus community.

Each student is required to have a CruCard card, which must be carried at all times. Students will use this card in the following ways:

- as a library card
- as the meal card
- to record attendance at chapel
- for photo identification to cash checks or receive student work checks
- to gain admission to free activities on campus, most athletic events, and campus concerts
- to get student discounts to events
- to gain access to residence halls and certain apartments after closing hours.

[Students are strictly prohibited from allowing another person to use their CruCard.](#)

[If a student loses his/her CruCard, he/she should immediately report it lost here](#) (online) in order to disable the lost card and then visit the Campus Police as soon as possible to obtain a replacement card. The replacement fee is \$10. All funds and privileges are automatically transferred to the new CruCard.

If a student withdraws during the year, he/she must surrender his/her identification card to the Registrar.

A student ID may be credited with CruCash, a university and participating local merchant student cash account system. A wide range of local merchants accept a student's ID for payment of goods and services.

The university is not responsible for lost funds due to loss or theft of a student's CruCard.

[Learn more about Cru Card](#)

Student Counseling Services

Professional and confidential clinical counseling services are available to students in need of assistance with a wide variety of issues. Crisis counseling, stress management, and a range of other emotional issues are addressed, as appropriate, on an individual and support group basis. In person or video counseling options are available to currently enrolled students.

Free counseling services are offered to currently enrolled students on a short-term basis by appointment only. When appropriate, referrals are made to mental health providers in the local area. Confidentiality is maintained in accordance with state regulations and disclosure of information is made only with the written consent of the student, unless required by law.

Please note: Due to ethical conflicts of interest, faculty from the academic departments of Psychology, Social Work, Master of Arts in Counseling program, Nursing programs, Physical Therapy, Occupational Therapy, Physician Assistant programs, and the Cru Community Clinic do not provide student counseling or other health services, and are not affiliated with the UMHB Student Counseling Center.

[Learn more about Counseling Services](#)

Copy Services

For services including copies, color copies, lamination, binding, media duplication, and transparencies, please visit Copy Services on the first floor of the Mabee Student Success Center.

[Learn more about Copy Services](#)

Disabled Student Services and Accommodations

The University of Mary Hardin-Baylor does not discriminate on the basis of disability in the recruitment and admission of students, or in the operation of any of its programs and activities. The UMHB Disability Services Office is available to assist students with disability-related issues including reasonable accommodation under Section 504 of the Rehabilitation Act of 1973. It is the student's responsibility to request disability accommodations. Accommodations cannot be granted retroactively.

[Learn more about Disability Support Services](#)

Resources for Pregnant Students

The University of Mary Hardin-Baylor continues to provide equal access to its education programs to students during pregnancy and childbirth. Any student may meet with UMHB's Title IX Coordinator to learn how the university supports and encourages pregnant students in continuing their education. Depending on the circumstances, the university may be able to help students with excused absences, a leave of absence from school, or other reasonable alterations to academic programs in order to help students remain in school in spite of limitations which may be recommended by a health care provider.

Pregnant students who anticipate a need for assistance with their academic program are encouraged to contact the Title IX Coordinator rather than individual faculty members. The Title IX office will work with the student and with faculty as needed to develop an individualized education plan that will insure equal access to the university's programs and provide pregnant students the best opportunity to complete their education. Contact: Susan Owens, Vice President for Human Resources, Title IX Coordinator and non-discrimination compliance officer, Sanderford Administrative Complex, 900 College Street, Belton, Texas 76513, 254-295-4527, susan.owens@umhb.edu

Financial Aid

The University of Mary Hardin-Baylor makes available a broad range of financial assistance to qualified students. Most financial aid is awarded according to the demonstrated need for assistance, as determined by using of the Free Application for Federal Student Aid (FAFSA). Specific university scholarships are awarded upon the basis of excellence in academics, or proficiency in a particular field of study or activity.

All financial aid is granted for no more than a nine-month academic period. Financial aid is renewable each year, upon reapplication, if the student is in good academic standing. Possible changes in the amount of aid for each succeeding year may occur due to changes in funding levels applicants' financial data, or residency (on-campus/off-campus). There is no deadline to apply for financial assistance; however, the priority date is October 15th of each year.

[Learn more about Financial Aid](#)

Food Services

UMHB's dining service is operated by Sodexo. A variety of dining options are available.

- Bawcom Student Union
 - Resident Dining
 - Chick-fil-A
 - 1845 Grill
 - Starbucks

 - Hardy Hall
 - Moe's Southwest Grill
 - Depot

 - Mabee Student Success Center
 - Mabee Market
-
- Resident Dining offers an “all you care to eat” experience and uses the student’s CruCard (UMHB studentID card) as the meal card.
 - CruCards are accepted at all dining locations on campus.
 - Guests are welcome to eat in the dining hall or take their meal to go using Sodexo’s “Choose to Reuse” program by paying the attendant on duty.
 - Sack lunches are available to the students who cannot go to the dining hall during dining period(s). Timely arrangements must be made through the dining service manager.
 - Every student who resides in the traditional residence halls must purchase a meal plan. This is included in the cost of housing. The Dean of Students may grant exceptions on a case by case basis. Note: All students living in apartment style housing receive \$275 CruCash included in housing rate to be used anywhere CruCash is accepted (on or off campus).
 - If an exception or a special diet is requested due to medical necessity, the university reserves the right to require supporting medical documentation. Most special diet requests can be met. Students who require a special medical diet must contact the Disability Support Services directly, rather than Sodexo.
 - **Students are expressly forbidden to allow others to use their CruCard to purchase meals.** A person who allows another person to use his/her CruCard may be subject to disciplinary action.
 - If a student loses their CruCard, they should immediately report it lost in order to disable the lost card and visit the CruCard Office as soon as possible to obtain a replacement card. A \$10-dollar fee must be paid for a replacement card in the CruCard Office. All funds and privileges are automatically transferred to the new CruCard.
 - In the university’s dining facilities, students are expected to:
 - Present their CruCard promptly to the cashier. The manual entering of a CruCard number is for emergency use only, and will be determined by the cashier on duty.
 - Conduct themselves in a courteous and orderly manner.
 - Avoid yelling and making excessive noise.
 - Wait courteously in line.
 - Avoid lengthy visiting with friends who are employees of the dining hall.
 - Keep all food or drink in the dining hall, unless special permission is obtained.
 - Clean up their table, and return dishes and utensils after eating.

[Learn more about Dining Services](#)

Student Health Services

A vital component of the university experience for UMHB students is a healthy lifestyle. The goal of the Student Health Services Center is to educate students on health issues and encourage healthy lifestyles. Health fairs, wellness screenings, and health topic presentations are examples of UMHB's effort to educate and empower students to make informed decisions about their health.

A full-time Registered Nurse serves as Coordinator of the Student Health Services Center and provides a range of student health services, including first aid, nursing assessment for wellness and illness, immunizations, patient education, and referrals to local healthcare providers and community health resources as needed.

The Student Health Services Center is available at no cost to UMHB students during regular business hours, with or without an appointment. Tele health options are available as well. The Student Health Services Center is located in the Mabee Student Center.

UMHB assumes no responsibility for medical expenses incurred by students, and strongly recommends all students maintain individual medical insurance. Students may be required to show proof of individual medical insurance acceptable to UMHB as a condition of participation in some university programs or activities.

Various health insurance applications are available for the student's convenience at the health center. It is up to the individual student/parent to choose which healthcare plan would best meet their needs. A recommended site for resources if a student becomes ill after hours is found on the UMHB Health Center Website. [Click the link for: Healthier at School](#)

Some medical insurance policies require students to use an approved network of doctors, hospitals, and clinics. Students should contact their insurance carrier for details and if applicable, obtain a list of approved healthcare providers in the Belton/Temple area and determine what steps, if any, are necessary to change their point of service (POS) to this area. Belton's zip code is 76513.

Students should have their medical insurance card with them while attending UMHB.

Immunizations

UMHB strongly recommends that students maintain current immunizations. U.S. Department of Health and Human Services Centers for Disease Control and Prevention publishes a list of suggested immunizations for each age group. [To view this list and more information regarding immunization, please visit the Texas Department of State Health Services.](#)

COVID-19

The Center for Disease Control recommends COVID-19 vaccinations. Find more information [here](#).

Symptoms: People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as they learn more about COVID-19. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

More information about COVID-19 can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If students test positive for COVID-19 or have been exposed to someone who is confirmed positive for COVID-19, they should consult with their primary healthcare provider about whether/how long they should self-isolate or self-quarantine. UMHB's Disability Services Office is available if students have questions or need assistance regarding COVID-19.

A COVID-19 FAQ for students can be found here:

Bacterial meningitis immunization is REQUIRED by state law.

Meningococcal Vaccine is REQUIRED by Texas State law for incoming first-time &/or transfer students who are 21 years or younger (effective January 2014 regarding age requirement). A student must receive vaccination or booster at least 10 days prior to the first day of class or moving into campus housing, whichever is first. This vaccine must be obtained within the last five years preceding enrollment or a booster is required. For additional information, including the importance of consulting a physician about the need for immunization to prevent the disease and a student's right to claim an exemption from the vaccination requirement [please visit the Texas Department for State Health Services](#).

Vaccine records must be submitted to admissiondocs@umhb.edu or fax to (254) 295-5049.

The local health department offers this immunization at a reduced rate; students are encouraged to contact them or a local healthcare provider if immunizations are needed.

Texas law also requires that all new college students be provided with information regarding meningococcal disease. Bacterial meningitis is a serious, potentially deadly disease that can progress very quickly. 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.

What are the symptoms?

- High fever
- Stiff neck
- Light sensitivity, confusion, and sleepiness
- Nausea/Vomiting
- Lethargy
- Severe headache
- Rash or purple patches on skin
- Seizures

The more symptoms, the higher the risk, so if these symptoms appear, seek immediate medical attention.

How is 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 do I get meningitis?

- 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.
- Coming into close contact with carriers, sharing such items as drinking glasses, and even kissing are ways of spreading and/or becoming infected with the disease.
- Examples of such carriers would be roommates, close friends, or classmates in a relatively small classroom. Because of these factors, students at institutions of higher education are considered to be at increased risk.

What can happen to me if I catch meningitis?

- Death (in 8 to 24 hours from perfectly healthy to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Multiple other medical problems

What can I do?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Meningococcal vaccination reduces the risk of catching the disease.

For additional information regarding meningitis:

- Contact your primary care provider
- Contact the UMHB Health Center
- Contact the Texas Department of State Health Services (1-888-963-7111)

Additional Student Health requirements

A medical history form is required for all students who reside in campus housing

TB Tests - If a student has been outside the U.S. in the last year for more than a two-week period, a TB skin test is recommended.

Tuberculosis (TB) Testing for International Students:

If you live or were born in a country which is considered to be high risk for tuberculosis (TB), you must submit a written document which proves a negative TB test. [To determine if your home country is included in this list, please visit Stop TB.](#)

If your home country is on the list, you must be tested. You have two options for TB testing that meet UMHB's specifications:

1. You may be tested by a licensed medical professional within the United States and submit the written negative test results to UMHB by email to healthservices@umhb.edu. This document must be received by UMHB no later than the report date on your I-20.
2. You may be tested in person at the UMHB Campus Health Center at least 2 days before the report date on your I-20.

You are responsible for ensuring that your travel plans allow time to complete this TB testing requirement.

[Learn more about Health Services](#)

Library Services

The Townsend Memorial Library contains resources to support research in disciplines leading to degrees and collateral material for breadth of comprehension and leisure reading. The library acquires materials in greater depth in those disciplines for which graduate work is offered. Faculty and librarians select materials specifically to support the curriculum. Monographs, full-text journals, and databases provide infrastructure to both undergraduate and graduate research.

Library services are directed to increase the successful delivery of pertinent information. Professional librarians teach skills that allow the student to determine the extent of information needed from the wide array available. Effectively and critically surveying a subject to identify needed information, and evaluating its validity and authority are research techniques taught in classroom and personal instruction that contribute to information literacy and lifelong learning.

The library contains total volume holdings of over 220,000 items, including books, audiovisual materials, and electronic books. More than 160 subscription databases are available for scholarly research. The library subscribes to about 163 print journals and there is online access to more than 1,060,000 electronic books, electronic journals, streaming audio/video, classical music tracks, and electronic newspapers. There is access to more than 29,000 electronic book titles, which are searchable through the library's online catalog. Current UMHB students who have a valid library account may access library resources electronically from off-campus locations.

[Learn more about the Library](#)

Mayborn Campus Center

All students currently enrolled at UMHB are eligible to become members of the Mayborn Campus Center. To become a member, visit the front desk of the Mayborn Campus Center and complete a registration form, or fill out a registration form online.

Students are required to scan their ID card at the card reader for entry into the fitness center, pool, and recreation gym every time they enter the facility. Lockers are available for rent at the Control Desk. Mayborn Center Staff are available to give free equipment orientations to any member upon request.

Students are expected to exhibit conduct in accordance with the university's student code of conduct when using Mayborn Campus Center and all university facilities.

Members are allowed to bring guests into the facility for a fee of \$5. A guest fee will grant an individual access to the facility for 24 hours after the point of sale.

Members are only allowed to bring one guest at a time, and the guest must be accompanied by the member at all times. Guests must follow all Mayborn Center rules and will be required to complete a waiver and health risk questionnaire before using the facility.

University dress code is enforced. Additionally, closed-toe, clean athletic shoes must be worn. For personal safety, no sandals/flip flops, steel-toed, or non-athletic shoes are permitted. No bare midriffs, ultrashort shorts, see through clothing, excessively tight clothes, or cut t-shirts that expose one's sides are allowed. Blue jeans will not be allowed when using equipment, as rivets can damage upholstery.

Recreation gym “open gym” hours vary due to scheduled activities.

[Learn more about the Mayborn Campus Center](#)

Post Office

The UMHB Post Office is located on the first floor of the Mabee Student Success Center. The Campus Post Office offers all the benefits of a U.S. Postal System Post Office including first class and package mail service to all students. Summer hours are 8:30 a.m. to 3:30 p.m. Monday –Friday. Fall hours are 8:30 a.m. to 4:30 p.m. Monday –Friday.

All residence hall students will obtain their mail by coming to the Post Office and retrieving their mail from an assigned mailbox. A valid picture ID will be required to retrieve packages or items needing a signature. Mailing addresses will be available to all students living in the residence halls by logging into their [myCampus](#) two weeks prior to school beginning in the fall.

The Post Office accepts cash, check, credit and Cru Card as methods of payment. Contact the Post Office at (254) 295-5665 for more information.

[Learn more about the Post Office](#)

Student Voter Registration

UMHB encourages all students to vote. In Texas, voter registration is required at least 30 days prior to voting in an election. [Current students who are United States citizens and are of voting age can find voter information specific to their state of residence by visiting this link.](#)

Various student organizations set up tables to get students registered to vote throughout the year.

Constitution Day

Each year in September, UMHB hosts a Constitution Day educational program to commemorate the signing of the Constitution of the United States on September 17, 1787. Students are encouraged to attend!

Technology Services

Help Desk

For assistance with any UMHB Information Technology services, contact the help desk at (254) 295-4658 or infotech@umhb.edu.

Network Access

The UMHB Information Technology department strives to provide students with the technology needed to succeed. Info Tech offers wired and wireless internet in the residential and academic buildings plus online access to registration, grades, and finances.

MyCampus

The online portal for courses, grades, registration, and finances can be accessed at:

<https://mycampus.umhb.edu>.

[Learn more about Information Technology](#)

Please see Section 7, Rules of Student Conduct regarding technology usage, including social media.

Testing Services

Student Disability and Testing Services administers course exams and quizzes for students with a documented disability approved through Disability Services and ensures appropriate testing accommodations are provided.

Testing Services also provides students the opportunity to receive credit in areas of demonstrated academic proficiency through credit by exam. These exams are provided in cooperation with the university registrar and respective academic departments. Credit by exams offered are CLEP (College Level Examination Program) and FLATS (Foreign Language Achievement Testing Service through BYU). Credit may also be granted, if proficiency is demonstrated, through the ACT (American College Testing) program. Testing Services also administers the On-Campus ACT for students accepted to attend UMHB.

All testing is administered by appointment. Students must schedule an appointment online at least 2 business days before the desired test date. Final exams must be scheduled at least 5 business days in advance.

The following examinations are utilized and/or accepted in the Testing Program:

- American College Testing (ACT) Program - National and Residual Assessments
- College Board Advanced Placement (AP) Examinations
- College Level Examination Program (CLEP) Examinations
- DANTES Subject Standardized Tests (DSSTs)
- International Baccalaureate (IB) Examinations
- Departmental Examinations

The Testing-Center facilitates protocols and procedures for test administration. These functions are in cooperation with the university registrar and respective academic departments. Academic departments establish criteria for performance required on Credit by Examination tests and other testing for which credit is waived or granted.

Miscellaneous testing services offered at the university include foreign language testing and correspondence course test proctoring. Exams not offered, but for which information bulletins are available, include GRE, GMAT, MCAT, LSAT, MAT, ExCET, TExES, NTE, TOPT, and TOEFL. Townsend Memorial Library offers a variety of online practice tests including the GRE, MCAT, LSAT, TOEFL, GMAT, and NCLEX. Simply access the library's homepage and look for Learning Express Advantage in the list of databases.

[Learn more about Testing Services](#)

UMHB Alumni Association

The UMHB Alumni Association is dedicated to cultivating relationships, promoting the university, preserving traditions, and instilling loyalty in both alumni and current students. The Alumni Association offices are located in the Musick Alumni Center and Museum at the Parker House, which allows both alumni and current students the opportunity to learn about and experience the history and traditions of the university.

All students are invited to visit the Musick Alumni Center and Museum at the Parker House to learn more about our history and heritage. The museum is open Monday-Friday from 8:00 a.m-5:00 p.m.

[Learn more about the Alumni Association](#)



Section 5: Athletics

UMHB is a member of NCAA Division III and the American Southwest Conference. Students are encouraged to attend athletic events, and **admission to all regular season (non-playoff) home contests is free to enrolled students.**

The American Southwest Conference and UMHB encourage your support of “Be Loud, Be Proud, Be Positive,” a campaign to raise the level of sportsmanship among our spectators.



“Be Loud, Be Proud, Be Positive” asks fans to respect the following principles of good sportsmanship:

- Cheer for your team, not against the visitors
- Don't get personal in your comments about players, coaches, or officials
- No profanity, vulgarity, racist, or sexist comments
- Give players, coaches, and officials their space by keeping away from the playing and team bench areas

Athletics Programs offered by UMHB include:

- [Women's Acrobatics and Tumbling](#)
- [Baseball](#)
- [Men's](#) and [Women's](#) Basketball
- [Men's](#) and [Women's](#) Cross Country
- [Football](#)
- [Men's](#) and [Women's](#) Golf
- [Men's](#) and [Women's](#) Soccer
- [Softball](#)
- [Men's](#) and [Women's](#) Tennis
- [Volleyball](#)
- Beach Volleyball (Spring 2022)

[Learn more about Cru Athletics](#)



Section 6: Campus Safety and Security

University Police

The University of Mary Hardin-Baylor Police Department provides law enforcement, traffic enforcement and security services for the university. As commissioned peace officers, UMHB officers have full authority to enforce the law and make arrests both on campus and off campus when acting within the scope of their assigned duties.

UMHB Officers work closely with their local, state, and federal counterparts and routinely share and receive information from these sources.

[Learn more about Campus Police](#)

Inclement Weather and University Cancellation Notices

During inclement weather, university officials will use the CruAlert system and local news media outlets to disseminate information regarding changes to university class schedules, office operations, and/or special events. In addition, information pertaining to change in the university's normal schedule is available on the university's website.

The university's CruAlert system is used to disseminate information by one or more of the following modes of communication email, text messaging, and phone calls.

Please do not contact the university police for routine schedule information during times of a weather emergency.

[Learn more about the university's CruAlert system](#)

Weapons on Campus

As a private religious university, UMHB policy, as allowed by state law prohibits the possession of firearms, explosives, weapons, or any item that may be construed as such, on the premises of the university or in any building/property under university control. This prohibition applies regardless of whether a state license to carry a firearm has been issued to the possessor. There are some limited exceptions to this policy including, but not limited to certified and licensed law enforcement personnel who are authorized to carry a firearm. Anyone found violating the university's weapons policy shall be subject to the disciplinary policies and procedures applicable to students, as well as criminal prosecution.

University policy does not prohibit the storage or transportation of a firearm or ammunition in a locked, privately owned or leased motor vehicle by any person who holds a valid Texas license to carry a handgun and lawfully possesses the firearm or ammunition in such vehicle while located on a street, driveway, parking lot, parking garage, or other parking area on UMHB's campus.

Reporting a Crime or Emergency

First, call 911 directly:

1. To summon an ambulance to the UMHB campus for medical emergencies

2. To summon the Fire Department for on-campus fires

3. To report a crime in progress

In addition to dispatching medical and fire personnel, 911 dispatchers should also notify our campus police department. **Tell the 911 dispatcher your specific campus location (especially if you are calling from a cell phone).**

Second, as time and circumstances allow:

- Call the University Police Department at (254) 295-5555 immediately after you disconnect from 911
- Send a reliable person outside to watch for the emergency vehicles and direct them to the scene

Third, as time and circumstances allow:

- For MEDICAL EMERGENCIES: provide basic first responder care as needed (within the scope of your training) until emergency personnel arrive
- For FIRE: activate nearby fire alarms, evacuate the area and assist others
- For CRIMES IN PROGRESS: evacuate or shelter in place, as appropriate to the situation

For non-emergency situations on campus

Call UMHB Campus Police directly at (254) 295-5555.

In addition, reports of suspected criminal activity or past fires may be made to an individual identified as a Campus Security Authority.

“Never Walk Alone” Safety Escort

The UMHB Police Department provides safety escorts for any member of the university community from the hours of dusk to dawn. Safety escorts during daylight hours may be provided when documented safety concerns exist. This service is limited to locations on campus.

Security Awareness and Crime Prevention Programs

During orientation programs and at other events on campus, students are informed of services offered by the UMHB Police Department. In addition to seminars, information is also disseminated through crime prevention packets, security alert posters, displays, videos, articles in The Bells, and during residence hall meetings. [Additional information on Security Awareness Programs can be found here.](#)

Victims of Criminal Activity

The university encourages all victims of criminal activity to report their victimization to the UMHB Police Department or another Campus Security Authority. [Information regarding reporting options and services is available at here.](#)

Voluntary Confidential Reporting

Victims of a crime who do not want to pursue action within the university system or the criminal justice system may still consider making a confidential report. At the request of the victim, a member of the UMHB Police Department may be able to file a report of the incident while keeping the victim's identity confidential. The purpose of a confidential report is to comply with a wish to keep the matter as confidential as possible, while

taking steps to protect the future safety of the victim and others. With such information, the university can keep an accurate record of the number of incidents involving students, determine a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to any potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the university.

For information on reporting sexual harassment, sexual assault, dating violence, domestic violence or stalking, refer to the section later in the Handbook – [“Policy Against Discrimination or Harassment”](#)

Emergency Preparedness and Alert Systems

In the event of an emergency on campus, the university will, to the best of its ability, activate its Mass Notification System. This system uses a variety of methods to provide information to the UMHB community. The following means of communication comprise the mass notification system:

- Two outdoor sirens
- Telephone notification
- Text notification
- Email notification
- Intranet/internet notification
- UMHB TV and Public Broadcast Stations.

[Additional information is available here.](#)

It is the responsibility of each student to maintain updated and accurate contact information with the UMHB Registrar’s Office

Timely Warnings

When a situation arises either on or off campus that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat to the campus, a campus-wide warning may be issued.

Anyone with information warranting a timely warning should report the circumstances to the UMHB Police Department by phone at (254) 295-5555 or in person at the office located at 905 Moore Street in the Mabee Student Success Center.

Parking and Vehicle Rules

Purchasing a vehicle parking decal does not guarantee a parking place, nor does the absence of a parking space constitute a valid justification for violation of parking regulations. Also, the fact that a citation is not issued for an offense does not indicate the regulations have been modified to exclude that offense. The university’s parking regulations are in effect 24 hours a day, 7 days a week, including holidays. Enforcement areas include all property owned and/or under the control of the university.

- Student parking spaces are marked with YELLOW lines.

- Students may not park in spaces marked with WHITE lines. These spaces are reserved for faculty, staff, handicapped parking or visitors.
- Certain parking lots are designated for commuter students ONLY.

A motor vehicle includes, but is not limited to, automobiles, trucks, mopeds, motorcycles, etc. Off-road vehicles, other than those operated by the university, are prohibited on campus. Students, faculty, and staff who park a vehicle on campus are required to have a valid parking decal properly displayed on their vehicle. Guests and vehicles driven on a temporary basis are issued visitor passes.

All individuals operating a vehicle on campus are expected to know and obey all university regulations and state law regarding the operation of a motor vehicle. [Information regarding university parking regulations is available here.](#)

The UMHB Police Department makes an effort to provide protection for vehicles parked on campus. However, UMHB assumes no responsibility for losses or damage. When a vehicle is parked, it should be locked and valuables removed or locked in the glove compartment or trunk.

The operation of a motor vehicle on campus is a privilege granted by the university. Traffic and parking regulations are established by the university to assure university business is conducted in a safe and orderly manner, and to provide parking as conveniently as possible within the limits of space available.

By bringing a motor vehicle onto the university's private property, the operator of the vehicle consents for the university to inspect that motor vehicle, including the trunk and glove compartments, and to remove and dispose of, as appropriate, any items which are prohibited on campus including alcohol, drugs, or weapons.

Public Access to UMHB Campus

The University of Mary Hardin-Baylor is considered to be a private property, accessible to members of the public who have a legitimate need to visit campus. The times in which campus buildings as well as recreational areas are secured will fluctuate throughout the year. Once a building is secured, access is restricted to authorized personnel only. Students needing access to "closed" buildings must provide the university police department with written authorization from their instructor or other authorized university administrator (i.e. the dean, associate dean, etc.).

University buildings and facilities are open during normal business hours Monday-Friday and for limited hours on Saturday and Sunday. The campus is considered closed during university approved holidays and at other times designated by the university. Any individual found in or trying to enter a "closed" building is subject to disciplinary action and/or criminal prosecution.

Information regarding student and visitor access to residential buildings may be found in the [Guide to Campus Housing](#).

Roller Blades, Skateboards, and Bicycles

These modes of transportation are for outside transportation only and should not be ridden inside any university facility. Excessive speed, stunts, tricks, and jumps are prohibited on campus property.

Roller blades and skateboards are permitted on sidewalks and must yield to pedestrians. Bicycles are permitted on streets and should comply with all local and state laws.

Bicycles must be locked to bicycle racks. Bicycles attached to any other device or surface are subject to removal. All bicycles must be removed from campus at the end of the spring semester. Any bicycle left on campus after May graduation will be removed and disposed of at the university's discretion.

Theft or Loss of Personal Property

The university is not liable for the theft or loss of personal items housed in campus facilities or taken from university property. Students are encouraged to take every precaution against theft, such as locking their doors, identifying personal property and carrying private property insurance. Many students are covered for loss or theft by their parents' homeowner's insurance policy. If this is not the case, students are strongly encouraged to consider a renter's insurance policy for protection. Valuable property should be secured before leaving campus for holidays. All reports of lost or stolen property should be reported to the UMHB Police Department or other Campus Security Authority.

Fire Safety, Fire Drills and Fire Alarms

The university has adopted a number of procedures designed to prevent fires on campus, including prohibitions regarding open flames, cooking devices, space heaters, etc. Additional information is located in the [Guide to Campus Housing](#) for students who reside on campus.

If you discover a fire or any signs of a fire in a UMHB building, parking lot, or on the grounds of the campus, you should immediately call 911. If time allows, also call the UMHB Police Department at (254) 295-5555.

If you observe smoke or other signs of fire in a building, exit immediately. As you approach the exit, you will find a red fire alarm pull station. Follow the directions on the pull station to activate the building's fire alarm system.

If you find evidence of a fire that has already been extinguished and you are not sure whether the police department has responded, please notify the police department so they have the opportunity to investigate and document the incident.

Upon activation of any fire alarm system, all occupants of a building are required to evacuate the building and follow staff directions to the nearest assembly point. When evacuating a building you should:

1. Use the nearest unaffected exit.
2. Use stairs and not the elevator.
3. Use your hand to test the door for heat prior to attempting to open any closed door.
4. Stay low to the ground and proceed to the nearest exit or shelter in place if you encounter smoke.
5. Close all doors during the evacuation to limit the spread of fire and/or smoke.
6. Once you are safely away from the building, call 911. If time allows, call the UMHB Police Department at (254) 295-5555.

All alarm activations are investigated and documented by the UMHB Police Department. In addition to the police department's response, the City of Belton Fire Department is also dispatched, and responds to all alarm activations.

Fire drills

Each residence hall conducts two fire drills during each full-length semester. Residence Hall staff will announce the first fire drill and provide information pertaining to exit routes and other rules. Residential students are trained in the drill procedure by residence hall staff.

Fire drills are not conducted in academic buildings. It is the responsibility of all occupants of university buildings to be familiar with building exits, and follow all instructions given during an evacuation.

Fire alarm locations

Each residence hall and most academic facilities are equipped with a fire alarm system, which may be activated, by one or all of the following means;

- activation of a manual pull
- activation of a heat detector
- activation of a smoke detector
- activation of a sprinkler system
- activation of a standpipe system

Upon activation, an audio/visual warning device will alert the buildings occupants of a potential hazard.

Some of the university's apartments and houses are equipped with single-station automatic smoke detectors. These devices will sound an alarm at the device once smoke is detected.

All of the university's alarm systems are local alarm systems, and are not monitored at a remote location. In addition to fire detection equipment, all UMHB facilities have fire extinguishers located throughout the building. Please use good judgment to determine your capability to extinguish a fire. Never attempt to extinguish a fire unless it is small and manageable and you have been trained to do so. Fire extinguishers are meant for small fires. Again, it is safer to evacuate the building than try to extinguish a fire if you are unfamiliar with how to properly use a fire extinguisher.

Automatic sprinkler systems are located in several buildings on campus.

All fire alarm systems and fire suppression systems are inspected on an annual basis by a licensed contractor. In addition, UPD personnel also inspect fire extinguishers on a routine basis.

Annual Campus Fire and Safety Report (CLERY ACT REPORT)

In compliance with federal reporting requirements contained in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of Mary Hardin-Baylor Police Department publishes an Annual Security and Fire Safety Report. This report includes statistics for the previous three years concerning reported crimes and fires that occurred on-campus in certain off-campus buildings or property owned or controlled by UMHB and on public property within, or immediately adjacent to and accessible from the campus. This report also includes UMHB's policies concerning campus security.

A copy of the University of Mary Hardin-Baylor Annual Campus Fire and Safety Report is available for your review. A printed copy of this report can be obtained by contacting the University of Mary Hardin-Baylor's Campus Police Department at (254) 295-5555 or at <https://go.umhb.edu/resources/police/policies-reports>

Each year, an e-mail notification that provides the web site containing this report is sent to the UMHB email address of all current students, faculty and staff. Additionally, all prospective students and prospective employees are entitled to request a copy of the University of Mary Hardin-Baylor Annual Campus Security and Fire Report. Printed copies of the report may also be obtained at the University Police Department located in suite 107 of the Mabee Student Success Center, by calling (254) 295-5555, by emailing police@umhb.edu or by writing to:

UMHB Police Department
UMHB Box 8350
900 College
Belton, Texas 76513

The full text of the annual report can be located on our web site at:

<https://go.umhb.edu/resources/police/policies-reports#1845>

Daily Crime and Fire Log

The University Police Department maintains a combined Daily Crime and Fire Log. This log provides limited information pertaining to all crime and fire incidents reported to the Department. The University Police publishes the Daily Crime and Fire Log, Monday – Friday, when the University is opened. This log is available for inspection at the UMHB Police Department located at 905 Moore Ave, Belton Texas.

Alcohol and Other Dangerous Drugs Biennial Report.

The university also publishes an Alcohol and Other Dangerous Drugs Biennial Report. The purpose of this report is to comply with the Drug-Free Schools and Campuses Regulation (EDGAR Part 86). Institutions of Higher Education (IHE) receiving federal funds or financial assistance are required to maintain programs which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. To comply with this regulation, IHE, such as the University of Mary Hardin-Baylor, are required to complete biennial reviews of their Alcohol and Other Drug (AOD) program to determine effectiveness and consistency of enforcement of sanctions, along with the number of alcohol and drug violations.

For a printed copy of either report, please contact the UMHB Police Department at (254) 295-5555, or visit in person at 905 Moore Avenue, Belton, Texas, 76513.

Information on Registered Sex Offenders

In compliance with federal law, Texas requires current address registration by residents of the State, and non-residents who have entered the State to work or attend school, who have been convicted of sexually violent offenses or offenses involving sexual abuse or exploitation of minors. [Information on registered sex offenders may be obtained from the Texas Department of Public Safety.](#)

Federal law permits UMHB to publish the names of all registered sex offenders on campus. For more information, please contact the UMHB Campus Police Department at (254) 295-5555.

Student Physical or Mental Health Emergencies

UMHB is concerned about the well-being of its students. Behavior by a student, including verbal conduct, which demonstrates a desire to inflict harm upon oneself or others is taken seriously.

The university can impose restrictions or sanctions on a student as the result of a physical or mental health emergency in the manner described below. As with all university policies, UMHB will apply this policy in a manner which does not illegally discriminate against students on the basis of race, color, national origin, sex, disability, age or status as a member or veteran of the United States uniformed services.

Physical or Mental Health Emergency Procedures

If a student requires assistance because of an immediate crisis or life-threatening situation, immediately call 911. If time allows, also contact the UMHB Police Department at (254) 295-5555.

If a student observes anyone harming, attempting to harm, or stating intent to harm himself, herself, or another person, the student should report the matter immediately to the UMHB Police Department, the Dean of Students, or the UMHB Student Counseling Center.

Individual Risk Assessment

The Dean of Students, or his designee, will initiate an individual risk assessment of any student if the Dean has reason to believe that the student has:

1. engaged in or threatened to engage in behavior which creates a direct threat to the health or safety of another person or a high probability of substantial harm to the student himself or herself;
2. contracted a contagious disease or virus which creates a direct threat to the health or safety of another

person or a high probability of substantial harm to the student;

3. caused or is likely to cause a substantial disruption in the university's academic or extra-curricular programs; or
4. damaged or threatened to damage another's property.

The assessment will be made by the Dean of Students, or his designee, along with such other persons as the university may select to form a Student Threat Assessment Team.

1. The assessment will be based upon the student's conduct, actions, and statements in order to create an individualized and objective assessment of the student's ability to participate safely in the school's programs.
2. The team will consult, when necessary, with medical or mental health professionals to assist in collecting or interpreting any information.
3. Unless the circumstances make it impractical or impossible, the student will be notified that a threat assessment is being made and provided an opportunity to be heard and to provide relevant information from his/her health care provider before any adverse action is taken with respect to the student.
4. Any appropriate accommodations or adjustments will be considered.

The university will act with respect to a particular student only if it is determined that the situation creates a high probability of substantial harm rather than merely a slightly increased, speculative, or remote risk of harm. Action will never be taken on the basis of generalizations or stereotypes about the effects of a particular disability or condition.

Responses and Interventions

The Dean of Students, or his designee, will notify the student of any restrictions, interventions, or sanctions imposed on the student as a result of the assessment, which may include:

- A required course of medical treatment or mental health counseling;
- Removal from university housing;
- Removal from one or more classes or activities;
- Removal from the campus;
- Withdrawal from the university; or
- Other or additional sanctions or precautions as may be appropriate.

Sanctions imposed on a student under this procedure are not disciplinary in nature and will not be entered in the student's educational records as arising from disciplinary violations. However, if the student violates any restrictions imposed, the violation may result in disciplinary action in accordance with the student disciplinary process.

It is the sole responsibility of the student to obtain, at his/her expense, any services which are necessary as a result of restrictions imposed by the Dean of Students, such as medical treatment, alternative lodging, or academic tutoring. All alternative lodging arrangements must be approved by the Dean of Students, or his designee.

Appeals Process

A student may appeal the Dean of Student's decision by making a written appeal to the Vice President for Student Life within 10 calendar days after the decision. The student may submit medical evaluations, statements, or other pertinent information along with the appeal.

The Vice President for Student Life shall review any material provided by the student, the individual assessment, the decision of the Dean of Students, and such other information as he/she may consider appropriate. A decision on the appeal shall be typically made within 5 business days or as soon thereafter as practical. The student shall be notified in writing of the Vice President for Student Life's decision, which shall be final.

Any restrictions, interventions, or sanctions shall remain in effect before and during the appeal unless the Vice President for Student Life determines otherwise.

Reinstatement Process

The restrictions, interventions, or sanctions imposed may be removed only with express permission from the Dean of Students. Upon the student's request for reinstatement, the Dean of Students will clearly communicate to the student a specific reinstatement process, which may include:

- Evaluation by a qualified health care professional. If the situation constitutes a medical or psychological emergency, the student may use a local emergency room physician. If the student is currently under the care of a qualified health care professional, that person may evaluate the student. If the student is not currently in treatment, he/she will need to contact the qualified health care provider of his/her choice. If the student needs assistance with this process, he/she may contact the Student Development Office.
- Communication of evaluation results by the qualified health care professional to the Dean of Students. This will require written authorization by the student to the healthcare professional. Evaluation results must substantiate (1) the readiness of the student to return to residential facilities, classes, and/or activities, and (2) any recommendations for continuing treatment. For preliminary purposes, the health care professional may communicate this information verbally; however, it is mandatory that written evaluation results be provided promptly.
- Reinstatement interview with the Dean of Students. The student must schedule an interview with the Dean of Students during office hours (8 a.m. – 5 p.m., Monday – Friday). If the dean is not available, the student may contact the Vice President for Student Life or the Associate Dean of Students and Director of Residence Life.

If the Dean of Students determines that the student is able to resume regular or limited activities, the student will be provided a reinstatement letter.

Missing Students

The University of Mary Hardin-Baylor takes student safety seriously. Anyone who believes a student (whether a residential or commuter student) is missing should immediately report their concern to the University Police, the Dean of Students, the Provost, the Vice President for Student Life, or other university administrative staff.

In compliance with Section 488 of the Higher Education Act of 2008, **the university has specific procedures regarding missing students who live in on-campus housing.** Upon notification from any source that a resident student may be missing, UMHB personnel will notify the university police and attempt to locate the missing student, which may include:

- Inspecting the student's assigned room
- Conducting a search of campus locations to find the student (library, cafeteria, etc.)
- Attempting to contact known friends or faculty members for last sighting or additional contact information

- Accessing card entry logs to determine last use of the student's ID card and track the card for future uses
- Accessing student's vehicle registration information for vehicle location and distribution to authorities
- Reviewing email logs for last login and use of the UMHB email system

Within 24 hours of the time the university determines that a student is missing, the university will:

1. Contact the student's parent or legal guardian if the student is a minor,
2. Contact any person identified in the student's file as the emergency contact person for this purpose, and
3. Notify external law enforcement agencies as appropriate.

Additional Information

More topics related to campus safety and security can be found by following these links:

- [UMHB Campus Police Services and Crime Prevention General Safety](#)
- [Report It!](#)
- [Sexual Violence](#)
- [Vehicle Parking Permits and Restrictions](#)
- [Vehicle Parking Permit Display](#)
- [Traffic Violations and Fines](#)
- [Disability Accommodations for Parking](#)
- [Visitor Parking](#)

Section 7: Rules of Student Conduct

General Rules of Student Conduct

A student's enrollment at the University of Mary Hardin-Baylor is considered by the university to be a declaration of acceptance of the university's standards of conduct. While attending UMHB, a student is expected to obey the laws of the United States, the State of Texas and the City of Belton. Each student is a representative of UMHB and its Christian standards and is therefore expected to demonstrate appropriate conduct **both on and off campus**.

All local, state, and federal laws are supported by the university. Therefore, any such violations are subject to discipline by civil authorities as well as university officials. Students who engage in these behaviors on or off campus may expect disciplinary action to be imposed by the university. The Dean of Students can suspend a student pending action for serious infractions.

Change of Name or Address

Students who change their local or home address after registration, or change their name after enrollment are expected to notify the Registrar of this change immediately. A legal document, such as a marriage license, divorce decree allowing a name change, or a court document is required for any name change. Any communication mailed from the university to the name and address on record in the Registrar's Office will be considered to have been properly delivered, and the student is responsible for the information contained therein.

Forwarding Address:

Students are expected to leave a forwarding address with the UMHB Post Office when withdrawing or graduating. Address/name changes (documentation required for all name changes) after graduation should be completed through the **UMHB Alumni Office**.

Children in the Classroom

One of the advantages employees and students have at UMHB is the family atmosphere created by the small size of the UMHB classes and the value placed on people in our learning community. The value placed on people also makes it necessary for the university to provide employees and students a comfortable, safe, and non-distracting work or study environment.

Students and employees should not bring children into the classroom. Occasional needs or emergency situations should be discussed with students' instructors.

This policy is designed to be people-sensitive both in emergencies and in the day-to-day function of the university.

Policy Regarding Alcohol and Drug Use

The university is committed to the spiritual, mental, social, and emotional development of students and believes that growth in these areas is greatly impaired by mind-altering substances. Education and learning are especially impaired by alcohol abuse and other drug use. It is the goal of the university to provide an alcohol and drug-free environment in which to live, work, and learn, to discourage the use of alcohol and drugs and to promote sobriety. The UMHB community cares deeply about the health and safety of our students. Furthermore, UMHB recognizes the heightened dangers associated with alcohol and drug use. The consequences of life choices and decisions that students make extend far beyond the college experience.

Therefore, the possession, use, sale, purchase, manufacturing, or distribution of alcohol, illegal or controlled substances, mind or perception altering drugs, or the misuse of chemicals such as glues or solvents, is strictly prohibited on campus and at all University sponsored events and trips. Intoxication or impairment, on or off campus is a violation of the Student Standards of Conduct. Any student who engages in conduct that violates the UMHB Student Standards of Conduct or federal, state, or local laws is subject to discipline whether or not civil or criminal penalties are also imposed for such conduct.

If a student violates this policy, at a minimum, the university will impose a disciplinary penalty of disciplinary probation for a specified period of time. Other penalties that may be imposed include suspension from school, suspension of rights and privileges, payment for damage to or misappropriation of property, expulsion, or such other penalty deemed appropriate under the circumstances. The university reserves the right to require students to submit to an alcohol or drug test for reasonable cause and/or periodically after a violation of this policy has occurred.

If a student violates this policy, the Dean of Students may also notify other university officials, such as the student's work supervisor (if the student is also employed at UMHB), a Dean or Program Director of an academic clinical program in which the student is enrolled (i.e. nursing, PT, OT, PA), and Athletics or other co-curricular programs in which the student participates. The student may be subject to additional sanctions from these university officials, including suspension or dismissal from that employment, academic program and/or co-curricular activity.

The university may allow students under some circumstances to voluntarily submit an alcohol or drug test result from a drug testing facility approved by the university, in conjunction with a code of conduct review process. The Dean of Students will serve as the point of contact for this type of alcohol and drug testing, unless the testing is in conjunction with specific program requirements, as described in the next paragraph.

In addition to the University's Drug and Alcohol Policy, certain programs within the university have a drug and alcohol policy (which may include requirements for drug screening, testing for cause and/or random drug testing) applicable specifically to participants in that program. Information will be published and made available directly to program participants.

The only exception to this policy is the lawful use of prescription medications by the person for whom the medication was intended, or the reasonable use of over-the-counter medications for their intended purpose.

Exceptions to Disciplinary Action: In order to encourage students to seek medical attention if necessary for themselves or other students and to promote students' safety, the university will not impose disciplinary sanctions for violation of the alcohol policy against a student who:

- requested emergency medical assistance in response to the possible alcohol overdose of the student or another person;

- was the first person to make the request for medical assistance; and
- if the student requested emergency medical assistance for the possible alcohol overdose of another person, remained on the scene until the medical assistance arrived; and cooperated with medical assistance and law enforcement personnel.
- If the student voluntarily reports a sexual assault to the university. (see Title IX section for more on this topic).

Available Drug or Alcohol Counseling and Rehabilitation Services

UMHB Student Counseling Center Services offers confidential and anonymous referral information regarding community substance abuse resources. UMHB Alcohol and Drug Education Program offers a variety of educational programs related to college students and the use of alcohol or other drugs. Printed information and confidential educational consultations are available to students to assist them with alcohol and/or other drug-related questions or concerns. For information on the health risks of alcohol and drugs, [click here](#).

Call (254) 295-4696 or come to the UMHB Student Counseling, Center (8 a.m. to 5 p.m. weekdays) to obtain information, request assistance, or schedule an appointment. [Click here](#) for more information.

Dress Code

Students at the University of Mary Hardin-Baylor are given the responsibility to dress appropriately and in accordance with the university's standard of Christian ethics. Within these parameters, students are expected to avoid personal appearance that is distracting while concurrently meeting additional rules related to special events or occasions such as chapel, graduation, or other ceremonies. Clothing which displays sexually suggestive materials, or advocates alcohol, drug use, profanity, tobacco, racism, or other concepts in conflict with Christian principles are strictly prohibited.

Faculty may publish in the syllabus specific expectations regarding dress code for attendance in class.

The absence of more specific rules on standards of dress does not excuse students from the duty to exercise individual responsibility for appropriate dress as a member of a Christian academic community.

Policy Against Hazing

The University of Mary Hardin-Baylor prohibits all forms of hazing, including solicitation to engage in hazing and aiding and abetting another person who is engaged in hazing.

The following is a summary of Chapter 37, subchapter F. (§§ 37.151-157) of the Texas Education Code, which prohibits hazing in Texas public or private high schools. Texas Education Code §51.936 applies Chapter 37's prohibition on hazing to institutions of higher education. This summary of Chapter 37 is provided as required by § 51.936(d).

Hazing is a criminal violation under Texas law. A person commits an offense if the person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing, recklessly permits hazing to occur; or has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge to the Dean of Students, campus police or other appropriate university official.

Both failing to report hazing and hazing that does not result in serious bodily injury are Class B misdemeanors. Hazing that results in serious bodily injury is a Class A misdemeanor. Hazing resulting in a death is a state jail felony.

If an organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing, the organization may be fined \$5,000 to \$10,000 or, for incidents causing personal injury or property damage, an amount double the loss or expenses incurred because of the hazing incident. It is not a defense to prosecution that the person hazed consented to the hazing activity.

Any person voluntarily reporting a specific hazing incident to the Dean of Students or other appropriate institutional official is immune from civil and criminal liability if (1) the person reports the incident before being contacted by the University concerning the incident or otherwise being included in the University's investigation of the incident; and (2) the Dean of Students determines that the person has cooperated in good faith throughout the University's investigation and disciplinary processes regarding the incident. Immunity does not apply if the person is reporting his or her own act of hazing or if the report is made in bad faith or with malice.

State law does not limit or affect the university's right to enforce its own penalties against hazing.

The Education Code defines hazing as "any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

- (A) is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- (B) involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- (C) involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by Paragraph (E), that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- (D) is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code; or
- (E) involves coercing the student to consume a drug, or to consume an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated.

Coercion is defined by Texas law and includes, among other things, a threat, however communicated, to expose a person to contempt or ridicule.

Some examples of activities that may meet the definition of hazing and that the university prohibits include, but may not be limited to:

- Paddling in any form, pushing, hitting, or physical threats
- Creation of excessive fatigue, or forced or coerced participation in calisthenics
- Physical or psychological shocks
- Misuse of authority by virtue of one's class rank or leadership position
- Striking another student by hand or with any instrument
- Any form of physical bondage of a student
- Taking a student to an outlying area and dropping him/her off
- Forcing a student into a violation of the law or a university rule such as indecent exposure, trespassing, violation of visitations, etc.

- Forcing, requiring, or endorsing another student to drink alcohol or any other substance and/or providing such alcohol or other substance
- Theft of property under any circumstances
- Defacing trees, ground, or buildings
- Unapproved quests, treasure hunts, scavenger hunts, road trips, or other such activities
- Causing a person to wear, publicly, apparel that is conspicuous and not normally in good taste
- Engaging in public stunts, buffoonery, or morally degrading or humiliating games or activities
- Late work sessions
- Other activities not consistent with the rules, regulations, and policies of the University of Mary Hardin-Baylor.

Reporting Hazing

To make a report of hazing, or to determine if a proposed activity constitutes hazing, contact the Office of the Dean of Students or, if the Dean of Students is not available, contact the Campus Police Department. If the hazing incident is currently occurring, it should be reported without delay. If you have immediate safety concerns, first **call 911**, then call the Campus Police at (254) 295-5555.

Disciplinary Procedures for Hazing

Any allegations of hazing will be investigated. If the investigation yields evidence of hazing, appropriate disciplinary action will be taken against the individual and/or organization deemed responsible for the hazing. Disciplinary action will follow the processes outlined in the Student Handbook for violations of the student rules of conduct.

[Report It!](#)

Sadermail

Email is the designated form of communication for sending official messages to students at the University of Mary Hardin-Baylor. In support of this, the university will provide each student a Sadermail account. The university expects that each student will read their email on a frequent and consistent basis. A student's failure to receive and read university communications in a timely manner does not excuse that student from knowing and complying with the contents of such communications.

While the easiest way to receive electronic university communication is by using the university's email service directly, an individual may choose to forward their email to another email address at his or her own risk. The university will not be responsible for the handling of email by outside vendors. Having email redirected does not excuse a student from the responsibilities associated with university communications sent to his or her university email address.

Policy Regarding Signs, Sidewalk Chalk and Posters

All signs, postings, and sidewalk chalk messages must be approved by the Student Activities Office prior to being distributed. All signs, posters, and sidewalk chalk messages must be removed by the organization/individual distributing these items at the conclusion of the event.

Chalking must to be approved by the Student Activities Office. Only events that are campus-wide or appeal to a major segment of the campus community will be approved. Messages may be placed on UMHB sidewalks and streets with white chalk. **Never use colored chalk! Violators will be billed for damages caused by colored chalk stains.** Do not chalk on any portion of the buildings, including steps, walls, or on bricks.

More information can be found in the [Student Organizations Manual](#).

Policy Regarding Smoking, Tobacco Products and E-Cigarettes

The University of Mary Hardin-Baylor is dedicated to supporting the health and well-being of its students and employees, and strongly encourages them to abstain from the use of cigarettes and other tobacco products, in accordance with the Surgeon General's health warnings. Therefore, students who smoke or use other tobacco products or electronic cigarettes (E-Cigarettes and Vapors) are strongly encouraged to seek education, support and assistance in smoking cessation from healthcare providers and community resources (i.e. American Cancer Society).

Smoking, the use of tobacco products, the use of electronic cigarettes (E-Cigarettes), and tobacco/smoking paraphernalia are strictly prohibited:

- inside or within 50 feet of any university-owned building or residences
- while operating or riding in university-owned vehicles (including carts and mowers)
- in any other area designated by the university as tobacco or smoke-free
- by any person younger than age 21, as provided by Texas law.

The university has designated certain outdoor smoking areas on campus, which are equipped with appropriate signage and receptacles. Students are required to use receptacles (or to furnish their own, such as spittoon cups) when disposing of cigarettes and other tobacco products.

When students are off-campus representing the university at meetings and other events and/or wearing apparel with the university logo in public venues, they must abide by the smoking/tobacco use rules of that venue. Failure to adhere to these rules regarding smoking, the use of tobacco products and the use of electronic cigarettes (E-Cigarettes) may result in disciplinary action, up to expulsion from the university.

Policy Regarding Solicitation on University Premises

The University of Mary Hardin-Baylor is a private property and as such has the right to control access to university facilities and grounds. It is the policy of the university to restrict solicitation of services and/or products on university property. Solicitation should be reported immediately to the campus police or other campus official.

Students should not allow any solicitor into a residence or other building on campus. Students who are approached by or observe a solicitor on campus should immediately contact the UMHB Police Department at (254) 295-5555.

All campus organizations/entities that solicit involvement and/or sales to members of the university community must have prior approval from the Dean of Student Leadership and Engagement. Any member of the university who distributes fliers, samples, or posts signs must have in his/her possession authorization from the Student Activities office while engaged in these activities. No form of solicitation that defaces university property or grounds will be permitted.

Policy Regarding University Information Systems Usage

The information systems (including computers, computer accounts, printers, network access, servers, host systems, network wires, wireless devices, bandwidth, software, electronic mail, Web pages, video systems, voice-over IP, and document imaging systems) at the University of Mary Hardin-Baylor are the property of the university and are provided for the use of UMHB students in support of the programs of the university.

The use of information systems is a privilege, not a right, which may be revoked at any time for misuse. Users may not, under any circumstances, transfer or confer these privileges to other individuals.

- The information systems are owned by the university and are to be used for university related activities only. All access to central information systems, including the issuing of accounts, must be coordinated through the Information Technology Department based upon approval of authorized personnel.
- Information systems are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-university related activities. Use of university information system resources should complement the university's mission and purpose. Registration of domain names using UMHB IP addresses is prohibited.
- Students should treat computer programs, electronic mail, and electronic files of other users as confidential unless they have explicitly been made available to other authorized individuals. Authorized personnel (Information Technology Department) may access others' files when necessary for the maintenance and security of information systems. When performing maintenance, every effort will be made to provide the user with advance notice and to insure the safety and security of users' files as well as the information systems as a whole. Violations of policies regarding use of university information systems will be reported to the appropriate personnel.
- Fraudulent, harassing, sexually explicit, pornographic, offensive or obscene messages or materials are not to be requested, sent, exchanged, printed, displayed, downloaded or stored. UMHB information systems resources should not be used in a manner "that would embarrass or bring discredit to the Baptist General Convention of Texas or to UMHB in the view of their constituencies." Chain letters and other forms of mass mailings are not allowed.
- The university has the right at any time to retrieve and view any information stored on its servers and host systems, including email messages. While the university does not routinely monitor users' email, the university may do so at its discretion in the course of an investigation or in order to enforce the university's rules.
- Individuals must use their assigned credentials to access university resources, users must not share their credentials with anyone. Users must not access any data or account without prior authorization. Each user is responsible for the proper use of the resource, including proper password protection. UMHB students, faculty, and staff must log out of unattended computers. All passwords must remain confidential and must not be revealed to anyone.
- Information system accounts that expire or are terminated, along with the files in the accounts, will be deleted. Restrictions on storage space for e-mail files and messages will necessarily be imposed upon e-mail accounts due to physical hardware limitations.
- Copyrighted material is not to be copied from or into except as permitted by law and/or by the contract or license agreement with the owner of the copyright. The use of copyrighted material on the UMHB local area network or on UMHB equipment must be in accordance with copyright license agreements.
- No one should tamper with or deliberately attempt to degrade the performance of UMHB information systems and network services. Any malfunctioning or defective computer equipment and any device

performing unauthorized network operations (i.e.: DHCP, DNS, POP3, SMTP, FTP Host, HTTP Host, etc.) will be disconnected without prior notification.

- UMHB information systems and network services may not be extended to provide access to anyone outside of the UMHB community for any purpose without prior authorization from UMHB's Information Technology Department. Network services, including wires, network jacks, and wireless network access, may not be modified, extended, or expanded beyond the original access point. Unauthorized network devices (i.e. routers, switches, hubs, wireless access points, etc.) are not permitted to be connected to the UMHB network. Such equipment will be disconnected and may be removed without prior notice.
- UMHB reserves the right to restrict or deny access to any service that may be detrimental to its performance or utilize excessive bandwidth, such as audio or video downloads and online gaming.
- Loopholes in the security of information systems must not be used to damage information systems, obtain extra resources, remove resources from another user, or gain access to or use unauthorized resources or files. Knowledge of such loopholes must be reported to the Information Technology Department immediately.

A student's information systems usage privileges may be suspended immediately upon the discovery of a possible violation of these policies. If the violation is confirmed, the full range of disciplinary sanctions is available, including the loss of information systems usage privileges, dismissal from the university and legal action. Violations of some of the above policies may constitute a criminal offense under the Texas Penal Code (see V.T.C.A., Penal Code section 33.01 et seq).

UMHB students should be aware that social networks such as Facebook, Twitter, Instagram, Snapchat, and others are public domain and may be used by the university to determine student conduct.

The university also reserves the right to inspect a student's personal computer if it is suspected that illegal and/or pornographic material or other content that violates university policy is being viewed or stored on, or transmitted from that computer using the university internet connection within a university facility, including a residence hall or apartment.

Policy Regarding Student Social Media Usage

The Bible provides each of us with powerful wisdom and guidance to live our lives in a manner that is pleasing to God. We are called to a high standard of behavior. Accordingly, all students are encouraged to consider the Bible's instruction as they make choices about their speech, both in person and through the use of technology such as social media.

Internet services such as Twitter, Facebook, YouTube, Instagram, Google and others enable individuals to interact with an expansive universe of people and to connect with friends and family. While the university supports and encourages individual freedom of expression, it also has concerns about the safety and well-being of students, faculty, staff, and the University's image.

What you post may affect your future. Postings by students on personal profiles, groups and chat rooms are often in the public domain and easily accessible by anyone including parents, potential employers, graduate school admissions officials, and even predators. Even after it has been deleted, information posted on a web site can sometimes be retrieved by persons with sufficient technical computer skills.

You are expected to monitor your own social media, and post (or retain, if sent to you by others) only information and images that appropriately represent the university and its Christian standards. You must promptly remove anything posted by someone else which violates this policy.

Educating and protecting students is a primary concern of the university. The following information was developed to provide you with some guidance as to what type of behavior is appropriate for your social media. These guidelines are not all inclusive; rather, they are intended to be used as a foundation for **sound decision making**.

General Guidelines for participating in social media sites:

1. Before participating in any online community, understand that anything posted online is often available to anyone in the world.
2. Do not post your home address, local address, phone number(s), birth date or other personal information (e.g., class schedule, social plans) as it could lead to unwanted attention, stalking, identity theft, etc.
3. Set your security settings so that only individuals known to you can view your profile.
4. Do not post any information that would violate UMHB's Christian standards, its student rules of conduct, or state or federal laws.
5. Do not post or permit any information, photos or other items online that could embarrass you, your family, or UMHB. This includes (but is not limited to) information, photos, quotes, and other items that may be tagged to you from another user.
6. Do not add a "friend" unless it is someone you actually know.
7. Do not comment on matters that could reasonably be expected to be confidential regarding your fellow students or UMHB.

Guidelines for the use of words, abbreviations, acronyms, and/or phrases not permitted anywhere on student's social media sites, **regardless of who posted them**, include (but are not limited to) the following:

1. Any words or phrases considered to be harassing and/or discriminatory in nature on the basis of sex, race, color, religion, disability, national origin, or sexual orientation.
2. Any demeaning or disparaging statements.
3. Sexually explicit language.
4. Using profanity, including symbols, abbreviations, acronyms, or other inappropriate or offensive language.
5. Words or phrases to describe inappropriate social activities (e.g., partying, boozing and smoking) are not appropriate activities for students.
6. Words or phrases you would not want attributed directly to you should they be released publicly (e.g., newspaper, television story).
7. Threats of violence.

Photo and Video Guidelines - examples of inappropriate or offensive behaviors posted on students' social media sites, **regardless of who posted them**, include (but are not limited to) depictions or presentations of the following:

1. Hazing, an activity that is strictly prohibited.
2. Posting pictures, videos, posters or other media that condone drug related activity. This includes but is not limited to images that portray the use of marijuana or other illegal drugs or drug paraphernalia.

3. Posting pictures, videos, posters or other media with obscene, lewd or lascivious gestures or behavior. This could include the use of alcohol, tobacco or similar products in a manner that is offensive or degrading to the University and its mission.
4. Posting pictures, videos, posters or other media that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
5. Any words or phrases considered to be harassing and/or discriminatory in nature on the basis of sex, race, color, religion, disability, national origin, or sexual orientation.
6. Posting pictures, videos, posters or other media that depict violence
7. Posting pictures, videos, posters or other media meant to demean the individuals included in the photo.
8. Posting pictures, videos, posters or other media you would not want publicly released on television or in a newspaper.

Social networking sites may be regularly monitored by a number of sources within UMHB (e.g., Athletics Division, Student Life, Information Technology, and Campus Police) or authorized vendors engaged by UMHB to monitor social media.

1. If you participate in certain high-profile student activities, you may be required to provide full access to your personal social media to selected employees of UMHB or authorized vendors.
2. If you discover inappropriate information on the social media site of any UMHB student, you are required to contact the Dean of Students or other UMHB administrative staff member. You must not act on your own accord (e.g., hazing or any form of punishment).

Any violation of law or university policy (e.g., the University's Policy on Prohibited Harassment and Discrimination, Student Rules of Conduct, or Hazing Policy) or evidence of such violation in your social media content is subject to investigation and sanction by the university and/or law enforcement agencies.

University sanctions for violations of this policy can include, but are not limited to reprimand, fines, suspension from practice or competition, dismissal from a university program and expulsion. The student disciplinary process can be found in this handbook. For some student programs, including athletics, a more specific usage policy and disciplinary process may also be provided to students.

The goal of UMHB is to achieve a level of behavior that is pleasing to God and reflects positively on you and the University community. If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of the university. Remember to always present a positive image, and don't do anything to embarrass yourself, your family, or the university.

Section 7B: Rules of Student Conduct

Policy Against Discrimination or Harassment

The University of Mary Hardin-Baylor does not unlawfully discriminate in admissions or any of its programs or activities on the basis of race, color, national or ethnic origin, sex, age, or disability. The university reserves the right to take its religious convictions and principles into account in connection with its policies and decisions.

The university strives to create a campus environment that is free of unlawful discrimination and harassment for all of its students and employees. Students who violate the university's discrimination and harassment policies are subject to disciplinary sanctions up to and including expulsion and/or termination of student employment status, and may be subject to criminal charges.

Retaliation Is Prohibited

No university employee or student shall retaliate in any way against a person for making a complaint, testifying, assisting, or participating in any manner in an investigation or complaint proceeding. Retaliatory actions which are prohibited include intimidation, threats, coercion, or discrimination against any such individual. Any person may report retaliation to the University's Title IX Coordinator and Non-Discrimination Compliance Officer:

Susan Owens, Vice President for Human Resources
900 College St., Belton, Texas 76513
254-295-4527
susan.owens@umhb.edu

Complaints of retaliation will be investigated by the university under the same complaint processes and standards, which applied to the original underlying complaint.

[Report It!](#)

On and Off-Campus Conduct

Students and employees are expected to comply with the university's policies that prohibit unlawful discrimination, including sexual harassment, gender harassment, sexual misconduct, sexual assault, and stalking, **whether on or off campus**. Any student who witnesses or experiences such conduct on campus or off-campus is encouraged to report the matter as described later in this section.

Title IX (Male/Female Equal Rights in Education)

Title IX is the comprehensive legislation passed in 1972, which is related to equal rights between men and women in education. It applies to all institutions or organizations, which receive any federal funds for education purposes.

The intent of Title IX is to eliminate sex discrimination in admission policies, the treatment of students, and employment practices. Institutions are required to establish a complaint procedure and appoint a Title IX Coordinator who will deal with inequalities and maintain equal opportunity policies. Any student who has a complaint related to discrimination on the basis of sex or gender equality at UMHB is encouraged to contact:

Title IX Coordinator	Susan Owens, Vice President for Human Resources 900 College St. (Sanderford Administrative Complex) Belton, Texas 76513 (254) 295-4527 susan.owens@umhb.edu
Deputy Title IX Coordinator	Dr. Brandon Skaggs, Vice President for Student Life 900 College St. (Bawcom Student Union Building) Belton, Texas 76513 (254) 295-4496 bskaggs@umhb.edu

For detailed information regarding the university’s policy regarding Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking, [click here](#)

This UMHB [Title IX website](#) also provides information on sexual violence awareness and prevention, reporting, training and other important topics.

Section 8: Student Misconduct and Discipline

Philosophy of Discipline

UMHB maintains a learning community of Christian discipline, promoting a way of life that reflects and honors the teachings of Jesus Christ. Therefore, community life at UMHB is a disciplined life. Community standards reflect biblical principles, and traditional Christian teaching and encourage students, staff, and faculty to live their lives accordingly.

Our desire is that all people reach their greatest potential in Jesus Christ. The intent of all discipline is to enhance growth, maturity, responsibility for one's own behavior and accountability for one's own actions.

Students are called to a high standard of behavior in order to establish and maintain an environment conducive to learning and personal growth. Within the context of UMHB's mission and Christian standards, students are expected to develop and maintain high personal and behavioral values. These expectations include, but are not limited to, the following:

- Respect for the personal worth, dignity and rights of others.
- Respect for the right and necessity of UMHB to develop and maintain a Christian atmosphere conducive to academic study and personal growth.
- Respect for UMHB's longstanding tradition of honesty, moral and ethical integrity.
- Respect for the diverse backgrounds, personalities, convictions and spiritual traditions of students, staff, and faculty who comprise the UMHB learning community.
- Respect for local, state, and federal laws and ordinances.
- Respect for the discipline, policy, procedures, and authority established by UMHB for the management of university activities, the well-being of the members of the university community, and the integrity of the university.
- Willingness to offer service, support, guidance, and friendship to others.
- Regard for the nature of a moral community by embracing the need to hold accountable members of the UMHB learning community whose conduct falls outside the boundaries of Christian behavior, university policy, and state and federal laws.

Purpose of Disciplinary Responses

In order to preserve a moral community, it sometimes becomes necessary to hold students accountable for their actions. Procedures have been designed to provide a loving disciplinary response, balanced by justice and mercy. Justice requires that those who violate standards are held accountable, and those who are innocent are protected. Mercy requires an understanding that all people are fallen sinners in need of God's grace and a mandate to encourage hope rather than condemnation. At its best, discipline must be both corrective and restorative. The goal must be to redeem individuals and to restore relationships so that people can grow and develop in knowledge and grace.

The purpose of the disciplinary response is:

- to redirect behavior
- to protect the rights of others in the community
- to encourage and teach responsibility
- to maintain a Christian environment compatible with the educational mission of the university

In all disciplinary procedures, the University of Mary Hardin-Baylor will seek to be redemptive in the lives of the individuals involved and to witness to the high moral standards of the Christian faith.

Student Misconduct Defined

The term misconduct refers to personal behavior on or off campus that interferes with UMHB's pursuit of its educational and Christian objectives, fails to exhibit a regard for the rights of others, fails to meet the expectations described above, or shows disrespect for the safety of persons or property. The following examples of misconduct are not inclusive but are intended to give a student an idea of the types of behavior that may result in disciplinary action.

- Obstruction or disruption of teaching, research, administration, public service, or other activity or function of the university, or threatening such obstruction or disruption.
- Acting in a manner, which, without adequate reason, creates or increases the risk of harm to the person or property of oneself or another member of the university community.
- Using force, violence, or threats of force or violence toward students, employees, visitors or others.
- Interference with, failure to cooperate with, or failure to provide identification to any UMHB administrator, faculty member, or staff person.
- Physical or verbal abuse of any person, or indecent or obscene conduct, while: attending a university-sponsored event, on university premises, wearing apparel or other identification of the university, in the presence of university students, or in public venues where a reasonable connection could be made between the conduct and the university.
- Actions, which evidence disregard for appropriate professional boundaries between students and university faculty and staff. University employees are directed not to engage in a personal relationship with a student if the employee has the ability to influence the student's employment, housing, financial aid, disciplinary or academic record. Students should not solicit, encourage, or participate in such a relationship.
- Threats, physical abuse, or harassment directed toward a member of the UMHB faculty, staff, student body, or toward a visitor to the campus.
- Any conduct, including speech or writing that is in opposition to the Christian ideals, which the University of Mary Hardin-Baylor strives to uphold.
- Violating the university's written policies regarding alcohol, tobacco, or other drugs.
- Theft, abuse, damage or the threat thereof, of university resources or the resources of any employee, student, vendor or visitor of the university.
- Use or possession of firearms, explosives, fireworks, missiles, or weapons on campus without the approval of the Vice President for Student Life.
- Unauthorized entry or use, unsafe use or inappropriate use of university vehicles, facilities, property, equipment, or electronic mail.
- Forgery, alteration, or unauthorized use of university transcripts, documents, records, information, logos, letterheads, publications, trademarks, service marks, or other identifying documents or symbols.
- Contemptuous, disrespectful, or disorderly behavior.
- Intentionally giving false or misleading testimony, evidence, or information to any person acting for the university in an official capacity.
- Failure to follow established university rules, regulations, and policies.
- Promoting or advocating activities or behaviors that are contrary to the mission of UMHB including, as examples, abortion, drug abuse, violence toward others, or sexual misconduct as defined in this handbook.

- Unlawfully conducting, organizing, or participating in an activity involving a game of chance, including but not limited to casino, Calcutta, or lottery.
- Violating the university policies on hazing.
- Sexual misconduct as defined in this student handbook.
- Tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights; tampering with or pulling under false pretenses a fire alarm; or propping stairwell fire doors open.
- Violation of an international, federal, state, or local law or ordinance.
- Recording or causing to be recorded by audio, photograph, video or other technology, the voice or image of a member of the university's governing board, an administrator, faculty member, staff employee, or other student without first obtaining the recorded person's expressed, written permission.
- Violating the university's social media policy.
- Obscene, lewd, indecent media exhibition: the use, display, or exhibition of pornographic movies, video tapes, records, cassettes, posters, magazines, CDs, computer graphics, or other media is strictly prohibited.
- Officially representing the university in any activity, including, but not limited to, media activities, political campaigns, and lobbying activities (which are prohibited by the university), without the express prior approval of university administration.
- Engaging in behavior that could reasonably be construed as harassment or discrimination, which is prohibited by university policy.
- Failure to cooperate with university officials in the course of a university investigation, except to the extent cooperation may be excused by law.
- Failure to self-report to the Dean of Students (or to submit the report by another legitimate source such as spouse or legal counsel) the existence of any charge or indictment or information filed in connection with an alleged violation by the student of any Federal, state, or local statute, rule, or regulation punishable as a crime within three (3) calendar days of charges being filed.

Sanctions for Misconduct

The university will normally use a progressive system of discipline for students, but reserves the right to consider the totality of a situation (including mitigating or aggravating factors, previous incidents, current academic performance, etc.) and may impose one or more sanctions for any instance of misconduct. The university may use the following sanctions or another sanction which the university deems appropriate under the circumstances:

- **Censure:** Oral or written warning to the student that he or she is engaging in conduct which violates university rules, regulations, or policies.
- **Reprimand:** Written warning that continuation or repetition of misconduct may result in a more severe sanction.
- **Fines:** a monetary fine may be assessed as part of a disciplinary process.
- **Probation:** Written notice explaining the serious nature of misconduct and outlining the terms of probation. The terms of probation may prohibit a student from participating in co-curricular activities.
- **Restitution:** Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student's misconduct. Common assessment or group billing may be made to students in a residence hall for damages occurring in common areas shared by groups of residents.
- **Eviction:** Probation or removal from residence halls or other campus facilities as designated in the written notification. The housing deposit will not be refunded to a student who is evicted from the residence halls.

- **Suspension:** Termination of student status at the university for a specified period of time. A student who has been suspended will be given a reasonable time in which to leave the campus and remove his or her property.
- **Expulsion:** Termination of student status at the university permanently or for an indefinite period of time. A student who has been expelled will be given a reasonable time in which to leave the campus and remove his or her property.

Interventions and services such as mentorship, educational resources, and recommendation or requirement to engage in a course of counseling with a counselor recommended by the university or selected by the student with the university's consent may be used in addition to sanctions in order to assist the student.

If a student is found responsible for misconduct, the Dean of Students may also notify other university officials, such as the student's work supervisor (if the student is also employed at UMHB), a Dean or Program Director of an academic clinical program in which the student is enrolled (i.e. nursing, PT, OT, PA), and Athletics or other co-curricular programs in which the student participates. Depending on the nature of the misconduct and the nature of the employment or program, the student may be subject to additional sanctions from these university officials, including suspension or dismissal from that employment, academic program and/or co-curricular activity.

Sexual Misconduct

UMHB will be guided by the understanding that human sexuality is a gift from the creator God and that the purpose of this gift includes the procreation of human life and the uniting and strengthening of the marital bond in self-giving love. These purposes are to be achieved through heterosexual relationships within marriage. Misuses of God's gift will be understood to include, but not be limited to, sexual abuse, sexual harassment, sexual assault, incest, adultery, fornication, and homosexual behavior.

Note: Sexual harassment, Sexual Assault and Sexual Violence are discussed in more detail elsewhere in this manual.

UMHB will strive to deal in a constructive and redemptive manner with all who fail to live up to this high standard. Nothing will be done to encourage abortions or other drastic actions that might bring great harm to those involved. Dealing individually with each case, efforts will be made to counsel and assist those involved. Constructive forgiveness will guide all efforts. Consistent with the statement of UMHB concerning sexual misconduct, the university shall thoroughly review the facts and circumstances of each allegation of sexual misconduct involving a student and determine if the allegation is supported by credible evidence. The university may impose a sanction against the individual that is appropriate for the act committed. In doing so, the university shall offer counsel and assistance to the individual so that the sanction imposed may be a catalyst for redemption in his or her life.

The sanctions the university may impose against a student for an act of sexual misconduct are those set forth in the section entitled "Sanctions for Misconduct" of the student disciplinary policy and range from censure to expulsion.

Student Disciplinary Process

Unless this handbook or the university's course catalog provides a separate disciplinary process for a specific infraction, the following is the standard process when a student is suspected of violating the university's rules

of conduct.

1. The Dean of Students, or a person designated by the Dean of Students, will request a meeting with the student to discuss concerns regarding the student's conduct. Students are required to meet with the Dean of Students upon request and to cooperate in the disciplinary process.
2. In the course of the informal interview, the Dean of Students and the student may agree on whether misconduct occurred and any appropriate discipline. The student may withdraw such an agreement by notice to the Dean of Students within three days, not counting weekends or school holidays.

If no agreement is reached, at the conclusion of the informal interview the student may request a written description of any misconduct with which the student will be charged. If requested, the written description will be furnished within a reasonable time.

3. If the student fails to meet with the Dean of Students, or in the absence of an agreement between the Dean of Students and the student suspected of misconduct, the Dean of Students may interview other persons who may have pertinent information about the charges, including any person identified by the student who may provide information on the student's behalf. The Dean may also request information or counsel from other persons as the Dean may consider appropriate and conduct additional interviews with the accused student.
4. The preceding steps may not occur in the order listed. In particular, the Dean of Students may conduct some background investigation before meeting with the student.
5. The Dean of Students will make a decision regarding the charges against the student and any sanctions imposed within a reasonable time, normally within two weeks after the initial interview, although the school schedule may require a longer period of time. The Dean will notify the accused student of the decision either in person or in writing at the Dean's discretion. The Dean shall provide the student a written copy of the Dean's decision if any discipline is imposed or if the student requests.
6. Under normal circumstances, sanctions imposed by the Dean of Students are not effective until the time for appeal has expired or a student has exhausted the appeal process. However, the Dean of Students may direct that any sanction imposed will take effect immediately if the Dean of Students determines that immediate sanctions are reasonably necessary to protect the health or safety of any member of the university community or to comply with applicable law.
7. The student has the right to appeal any part of the decision of the Dean of Students by delivering a letter of appeal to the Vice President for Student Life within seven (7) calendar days after the decision by the Dean of Students. The letter of appeal shall state the portions of the Dean's decision which the student wishes to appeal, the reasons why the student disagrees with the Dean's decision, and the relief requested by the student.
8. The Vice President for Student Life shall review the Dean's decision in light of the letter of appeal. The Vice President may interview anyone who may have pertinent information about the charges and request information or counsel from other persons as the Vice President may consider appropriate. The Vice President for Student Life may also suspend any sanctions which took effect during the appeal process.
9. The Vice President for Student Life will provide a written decision on the appeal to the student and the Dean of Students within a reasonable time, normally within ten (10) days after receiving the appeal, although the school schedule may require a longer period of time. The Vice President for Student Life may affirm the decision of the Dean of Students, make a different determination of the facts, or change any sanctions imposed on the student. The decision of the Vice President for Student Life is final.

Any student who is interviewed as a part of a disciplinary proceeding shall treat any information disclosed to the student in the course of the interview as confidential. A violation of this rule of confidentiality is misconduct, which is subject to discipline.

A student who is unable or unwilling to participate in the disciplinary process, whether the student is a witness or suspected of misconduct, remains subject to discipline and sanctions. Students are always entitled to consult

any advisor, including legal counsel, but students are not entitled to have an advisor present in any university meeting or interview except for proceedings related to charges of sexual harassment, gender harassment, sexual assault, dating violence, domestic violence or stalking.

No permanent record of disciplinary action shall be made unless there is a demonstrable need for it related to the basic purposes of the university. In most cases, student disciplinary records may be kept for a period of five years upon separation from the university, at which time minimal statistics may be retained and the full document may be destroyed. Records for student disciplinary actions which resulted in the student being ineligible to reenroll and a corresponding transcript notation made will be retained permanently.

Disciplinary Notation on Transcript

If a student is ineligible to reenroll at UMHB for a reason that is neither academic nor financial, the university is required by law to note that fact on the student's transcript.

If a student withdraws from the university with pending disciplinary charges that may result in the student becoming ineligible to reenroll for a reason that is neither academic nor financial, the university may not end the disciplinary process until it makes a final determination of responsibility and eligibility to reenroll.

Any transcript issued while such charges are pending may be reissued with the required notation by the university (1) once the disciplinary charge is concluded (and the student is found responsible), and (2) the student's appeal rights are either concluded or expired. For purposes of this policy, a disciplinary charge is pending as soon as an allegation of student misconduct has been made to the university official who is responsible for making an investigation or determination with respect to such misconduct.

The university may remove a notation described in this paragraph from a student's transcript if the student requests the removal and the university determines that good cause exists to remove the notation.

Section 9: Student Suggestions and Complaints

Student Suggestions

The thoughts, opinions, and suggestions of students are valued at UMHB, and appropriate consideration is given to all suggestions. Action regarding suggestions or complaints is not guaranteed.

- **Student Government Association:** SGA provides a voice for each student regarding university related matters.
- **Student Speak:** An informal discussion with the Vice President for Student Life and members of SGA Executive Cabinet takes place several times throughout each semester for students to openly discuss matters, ask questions, and offer suggestions.

Student Complaints and Concerns

For complaints or concerns regarding academic appeals, crimes, sexual assault or sexual violence, discrimination, harassment, hazing, anxiety/depression, alcohol/drugs, financial aid appeals, or other concerns, this site is a one-stop resource for students.

[Report It!](#)

Section 10: Student Records

How is college different from high school?

College students are accountable for their own actions and decisions, including unpaid parking tickets and missed homework assignments. Bells will not ring to let students know that it is time for them to go to their next class. Professors may not remind students of upcoming assignments or other things to which high school students are accustomed. College students may experience a greater amount of freedom than they did in high school, but that freedom may create greater distractions.

At UMHB, students are expected to take responsibility for their own education and for following all rules and policies. The role of the family and of the parents will never end; it will only change.

Once a student enters UMHB, he or she will be under a new set of laws that protect the privacy of their records. It may come as a surprise when family members call UMHB and find they cannot gain access to all information concerning their student's records. Under the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, the University must honor a student's legal right to privacy. FERPA was put into place to protect student records and privacy. Student medical, disciplinary, academic and financial records are restricted to access by the student and those the student approves through signed privacy release documents.

The law requires a student's written consent prior to the release of personally identifiable data to anyone other than those included on a specified list of exceptions. Therefore, the University is not always able to honor a parent's request to obtain information about the educational records of a student. **Even if a student has signed written consent for parents or others to have access to his/her educational records, UMHB may not always release them.**

For example: With the appropriate FERPA release on file, a parent may access the student's financial records and contact the Bursar's office to discuss those financial records. With the appropriate FERPA release on file, a parent may also access the student's posted grades on MyCampus, in those cases where faculty utilize that system to post grades.

However, a student's parent should not contact faculty members to discuss that student's grades or inquire about how the grade was determined. Instead, parents should encourage their student to utilize professors' office hours to discuss grades and academic progress in a particular course.

Students are expected to assume responsibility for their own affairs, including any responsibility they may have for keeping parents informed of their academic progress and concerns.

While parents are encouraged to let students navigate his or her UMHB experience as independently as possible, if a parent has an urgent concern about the health, safety or well-being of a student or others, there are offices available to provide a parent immediate assistance including the Campus Police, Student Life Office or Title IX Coordinator.

There are times when the university will initiate contact with a parent.

As stated in the current university catalog, a student's dependency status is determined according to the Internal Revenue Code 1986, Section 152.

When a dependent student receives a disciplinary response of suspension or dismissal, the parents of the dependent student may be notified by mail. Furthermore, parents of any student under the age of 21 may be notified should their student be placed on conduct probation for violating the UMHB alcohol policy. The university also reserves the right to contact parents when the administration believes that parental contact is in the best interest of the student and/or the university, to the extent allowed by law.

More about FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. For more information and a notice of your rights under FERPA, [click here](#).

In compliance with Public Law 93-380, Section 438 of the General Educational Provisions Act of 1974, students will be allowed to have access to their records. This act is often referred to as the Buckley Amendment, and it pertains to the privacy rights of parents and students. In order to minimize the risk of improper disclosure, disciplinary records are kept separate from academic transcripts. No permanent record of disciplinary action shall be made unless there is a demonstrable need for it related to the basic purposes of the university. **Areas in which student records may be maintained:**

- Academic Records
 - Registrar’s Office
 - Deans’, departments’ and faculty’s offices
 - Academic advisors’ offices
 - Center for Academic Excellence
 - Student Development Office
 - Career Services Office
- Student Life Records
 - Counseling and Testing Office
 - Student Development Office
 - Career Services Office
 - Student Health Office
 - Title IX Coordinator
- Student-Athlete Records
 - Athletics Division Office
- Financial Records
 - Business Office
 - Financial Aid Office
- Directory Information
 - Public Information Office
 - Registrar’s Office
 - Student Development Office
 - Athletic Office

All student information is available to university officials on a need-to-know basis.

Responsibility for Disciplinary and Other Records

The Dean of Students retains responsibility for the maintenance, storage, and release of student records related to disciplinary proceedings in keeping with FERPA.

The Athletics Division retains responsibility for the maintenance, storage and release of student records related to disciplinary proceedings regarding student-athletes in keeping with FERPA.

The Title IX Coordinator and other designated coordinator for university compliance with nondiscrimination policies retains responsibility for the maintenance, storage and release of student records related to discrimination complaints, investigations, resolutions and disciplinary actions in keeping with FERPA.

In most cases, student disciplinary records may be kept for a period of five years upon separation from the university, at which time minimal statistics may be retained and the full document may be destroyed.

Campus police retain separate records that are created for a law enforcement purpose and may be retained or used in a manner consistent with that purpose.

Section 11: Withdrawal From The University

The UMHB course catalogs provide information regarding withdrawal from the university. Please contact the Registrar's Office for questions.

<http://catalog.umhb.edu/2020-2021/Undergraduate-Catalog/Registration-Policy-and-Procedures/Withdrawal-from-the-University>

Section 12: Abandoned Property Policy

Students are responsible for removing all personal property from campus in the event of withdrawal, on in conjunction with campus housing rules (found in the guide to Campus Housing).

Property which is left behind in any campus facility will be considered abandoned by the student and will be disposed of. The university may, at its option, attempt to contact the student (if known) to discuss reclaiming abandoned property.

Section 13: Students Participating in Online Courses

As a general matter, all university policies including the Student Handbook apply to students participating in both traditional courses and non-traditional distance learning or hybrid courses unless: (1) the policy states otherwise, or (2) the context renders a provision clearly inapplicable. Any questions about policies and their application to the online environment may be addressed to UMHB's Dean of Students or to the Vice President for Student Life.

Addendum to Academic Decorum Policy

For online courses, students should exhibit good digital citizenship:

- respond to others in a respectful way
- use appropriate language on posts (i.e. professional and no foul language)
- if posting pictures, make sure they are appropriate and that you have permission

Digital Citizenship is a synonym for "Netiquette," both of which are shorthand terms of respectful behavior in the online environment.

Addendum to Library Services information

Library Policies for Distance Education

According to the Association of College and Research Libraries' Standards for Distance Learning Library Services, "every student, faculty member, administrator, staff member, or any other member of an institution of higher education, is entitled to the library services and resources of that institution, including direct communication with the appropriate library personnel, regardless of where enrolled or where located in affiliation with the institution. Academic libraries must, therefore, meet the information and research needs of all these constituents, wherever they may be."

The aim of Townsend Memorial Library is compliance with the principles stated above. Currently-enrolled distance education students have remote access to the library's website, catalog, and subscription databases as well as printed materials housed at the library's physical location. Students may also obtain materials not owned by the library through TexShare or interlibrary loan. Assistance from librarians is available via email, phone, text, or the Ask-a-Librarian service. Instruction in basic research skills is provided through an online interactive tutorial.

Distance education services are provided for students who are enrolled in a distance learning class and not attending a class that meets on campus.

Policies and Procedures

Patrons who reside in Bell County may come to campus to check out library materials. Patrons who reside outside Bell County may request library materials using the Distance Education Book Request Form.

Borrowing Books

1. The loan period for distance education students is twenty-eight (28) days.
2. Graduate students may check out a total of twenty-five (25) books; undergraduates may check out a total of ten (10) books.
3. Library materials will be mailed to distance education students who reside outside Bell County.
4. Materials not loaned include reference books, print journals, and audiovisual materials (DVDs, CDs, audiobooks).

5. Materials may be renewed twice after the initial checkout.
6. Renewals are not permitted if someone else has requested the book or a late fee has accrued on the materials.
7. Late fees are \$0.10 cents per day per item.
8. The circulation manager will assess fees for damaged items.
9. If an item is lost, the patron should notify the library immediately
10. Shipping
 - a. The library will pay shipping costs to mail library materials to distance education students.
 - b. A return book label will be included with the books. The patron is responsible for paying return shipping and insurance.
 - c. The patron is responsible for books checked out until the books are returned to the library.
 - d. To avoid late fees, books should be returned in a timely manner by the due date.

If you are mailing more than one book, please insure for more than \$100. Wrap or box the books securely and mail them to:

Townsend Memorial Library
University of Mary Hardin-Baylor
900 College Street, UMHB Box 8016
Belton, Texas 76513

Requesting Journal Articles

1. To request articles from magazines, journals, or newspapers owned by the library but not available online, use the Distance Education Journal Request Form.
2. The method of delivery will be via email unless another method is preferred.
3. The library does not loan printed issues of periodicals.

Accessing Other Libraries

Interlibrary Loan

1. Interlibrary loan requests for journal articles not owned by the library may be requested directly through the databases (Request via Interlibrary Loan) or on the library's homepage by using the link Order an Article through our ILL Services. All interlibrary loan policies apply to distance education students.
2. Interlibrary loan requests for books not owned by the library may be requested through the WorldCat ILL request option or on the library's homepage by using the link Order a Book through our ILL Services. Extra time should be allowed to receive book requests.
3. If a renewal is needed, please notify the library as soon as possible. Many lending libraries do not allow renewals.
4. Books must be returned to Townsend Memorial Library. A return book label will be included with the book(s). The patron is responsible for paying return shipping and insurance.
5. Another option for requesting book materials is through interlibrary loan services at your local public library. This option may be less cumbersome and costly for distance education students.

Online Databases

Townsend Memorial Library offers more than 160 subscription databases that provide access to thousands of articles from scholarly journals, magazines, newspapers, and other information sources. Many offer the full text of articles to read online or print from your computer.

Each semester, distance education students residing in Texas will receive a TexShare card from the library for use at other libraries in the state of Texas. Locate a local public or university library, which participates in the TexShare program.

1. TexShare cards are issued only to currently-enrolled students who are in good standing and must be renewed each semester.
2. If you did not receive a TexShare card from the library, please contact the library's circulation desk at (254) 295-4637.

Accessing databases requires an authentication process that consists of entering your UMHB username and password. Follow the instructions on the authentication page. If you receive a login error, please contact the library using the form on the library's verification page or by phone: (254) 295-4637 or (877) 316-3313 (toll free).

Assistance from a Librarian

1. Students who need assistance with library research may submit questions through the Ask-a-Librarian service on the library's homepage or telephone the library.
2. Students may learn about basic library research using the interactive tutorial link on the library's homepage.
3. Research guides (available on the library's homepage) on a variety of topics and for specific courses are available as starting points for research.
4. Students who have the opportunity to come to campus may schedule a research consultation with a librarian.

Addendum to Students with Disabilities Information

Online Accommodations

Online study creates the need for accommodations that are different from those for traditional, in-class study, which makes determining which accommodations you wish to request a unique process. Your request should be based on a review of the functional limitations of your disability.

Disability affects each student differently, depending largely on your ability to compensate for its effects. Areas may be:

- comprehending written instructions
- participating in online discussions
- viewing and/or hearing online video postings
- hearing online audio postings
- managing your time to complete assignments
- others unique to your situation

All accommodations are determined on a case-by-case basis using the information you provide to the Director of Disability and Testing Services and the accommodations you have requested.

Is Online Learning for Me?

Asking yourself these questions may assist you:

- **How well do I manage my time?**

The independent nature of online study requires a firm grasp on the ability to manage your time. You will need to set a regular study schedule, keep track of assignments and due dates, and participate in online discussions.

- **Does my disability affect my ability to process and comprehend written information?**

For individuals with certain disabilities, managing the content, directions and discussion in an online course may pose challenges. Information in an online course is frequently delivered via written material on the study's website. The instructor will not be immediately available to deliver the information auditory or to provide clarification for any misunderstood concepts or assignments.

- **Will I need to utilize assistive technology to complete this course?**

For some students with disabilities, the use of assistive technology is necessary. It is important to determine if the online course-management system is compatible with the assistive technology you are using on your personal computer. We recommend you consult with Information Technology if you have questions about technology compatibility.

- **How comfortable am I with computers and technology?**

It is important to be aware of your current comfort level with technology and computers. Accessing all course information and instruction in an online format may be more stressful for some students than engaging in guided independent study. Knowing your comfort level with computers and technology will allow you to determine whether or not online study is for you.

- **What do I expect of the online study?**

It's important to be aware of your expectations of the online study. What kind of interaction are you expecting from the instructor? Are you expecting a lot of personal interaction or a little? Do you think that you will have a lot of writing to do or not as much? What information are you basing your expectations on? You should find out as much as possible about the format of the online study, the expectations the instructors have of you and what you need to do to successfully complete the course. The more information you learn about the study prior to enrolling and beginning it, the better you can determine if online study is for you.