

UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES

Chapter 2	General Policies and Procedures	Effective:	April 2000
Section 2.4	Administrative and Support Departments	Revised:	June 2017
Policy 2.4.5	Student Services	Responsibility:	Vice President for Academic, Faculty and Student Affairs

STUDENT SERVICES

Responsibilities

The University of Texas Health Science Center at San Antonio provides student support in a dual approach. Schools have decanal officers who provide services that promote academic and professional success as they recruit and retain students in their educational programs. The University also provides institutional support for services such as:

1. counseling services;
2. student health care;
3. financial aid assistance;
4. management of academic records, including management of program curricula, and course registration;
5. assistance in the development of orientation programs and extracurricular activities;
6. assistance to students in the protection of their rights against discrimination; and,
7. coordination of the official commencement.

Vice President for Academic, Faculty and Student Affairs

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

The Vice President works in collaboration with the schools regarding extracurricular and co-curricular programs. The Vice President also develops and recommends policies affecting student life on campus, and oversees the promulgation and enforcement of institutional rules

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that govern student conduct, and administration of non-academic student discipline on campus. Disciplinary matters relating to academic performance or professional ethics (e.g., stealing to gain a grade to which a student is not entitled or to satisfy academic requirements) are the responsibility of the dean of each school.

Areas of responsibility under the Vice President include the Office of the Registrar, Student Financial Aid, the Student Counseling Center, and Student Life.

Registrar

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

1. provides for the security of the official student academic records;
 2. provides for the confidentiality and accessibility of student academic records in compliance with federal and state regulations and institutional policy;
 3. assists each school in the processes of admissions, promotions and graduation;
 4. certifies the record of enrollment, promotion, and graduation; and,
 5. prepares reports to federal, state and the University of Texas System offices regarding enrollment and graduation.
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Director of Student Financial Aid

The Director of Student Financial Aid assists students in:

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

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

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

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