



NEW STUDENT & FAMILY EXPERIENCES

FAMILY SYLLABUS

This syllabus is written for you as a family member or supporter so you can better understand the learning environment, how to help your student navigate campus resources, and see the format for the syllabus they receive for each course.

What Your Student's Syllabi Will Include:

- **Brief description:** An overview of major topics or skills covered in the course.
- **Learning outcomes:** What your student should know or be able to do by the end of the semester (key concepts, critical thinking skills, or professional practices).
- **Major graded work:** A list of exams, projects, and other major assignments, with approximate timing during the semester.

ABOUT OUR OFFICE



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TEXAS STATE UNIVERSITY
New Student & Family Experiences

FAMILY OVERVIEW - KEY ACADEMIC POLICIES:

This section summarizes selected university-level policies that often appear in syllabi so you can talk with your student about expectations and resources. Families cannot see grades directly due to federal privacy law (FERPA), but you can encourage your student to check Canvas and discuss their progress using the grading information provided in the course syllabus.

Academic integrity

- Texas State has an Honor Code that applies to all academic work, on campus and online.
- Violations include cheating on exams, plagiarism, collusion, falsifying data, and misuse of resource materials.
- Consequences can include failing an assignment or course and additional university sanctions; families can help by encouraging students to ask instructors for clarification when unsure about collaboration, citation or use of artificial intelligence (AI).

Students' Rights and Responsibilities

- Students are expected to show respect for the rights of others, maintain academic and personal integrity, and follow federal, state, local, and university regulations.
- Texas State publishes a Code of Student Conduct and an Honor Code that outline expectations and procedures if there are concerns about behavior or academic dishonesty.

Attendance and Participation

- Individual instructors set attendance and participation expectations in their syllabi; some courses factor attendance directly into the grade.
- Missing class can affect both understanding and grades, even when formal attendance points are not listed, so families can support students in planning transportation, work, and appointments around class times whenever possible.

Health, Safety, and Substance Use

- Texas State maintains policies supporting a safe, healthy learning environment, including compliance with the Drug Free Schools and Communities Act and a tobacco-free campus.
- The university provides education, counseling, and interventions related to alcohol and other drugs through services such as Alcohol and Drug Compliance Services, Health Promotion Services, and the Student Health Center.

HOW FAMILIES CAN SUPPORT STUDENT SUCCESS

Families are critical in encouraging students to use campus resources early and often.

- Ask your student to show you their course syllabi and talk through major deadlines and exam dates.
- Encourage regular use of tutoring, writing support, and proactive advising instead of waiting until a problem arises.
- Talk openly about mental health, stress and time management, and when to reach out for help.



HELPFUL ACADEMIC SUPPORT OFFICES

These are commonly referenced resources in Texas State syllabi; families can encourage students to contact them directly.

TXST One Stop (Financial Aid, Billing, Registration)

- **What they do:** TXST One Stop helps with financial aid and scholarships, billing and payments, registration and records, and related questions.
- **Location:** J.C. Kellam (JCK) Building, Suite 240, 601 University Drive, San Marcos, TX 78666.
- **How to contact:**
 - Phone: 512.245.8978 (TXST One Stop / Financial Aid and Scholarships)
 - Online: “TXST One Stop” website and online inquiry form at onestop.txst.edu
- **Family Tip:** Encourage your student to check their Texas State email regularly for financial aid and billing notices and to contact One Stop early if they have questions about aid, holds, or payment options.

Office of the University Registrar

- **What they do:** Manage course registration, academic records, transcripts, and graduation applications.
- **Location:** J.C. Kellam (JCK), Room 620, 601 University Drive, San Marcos, TX 78666
- **How to contact:**
 - Phone: 512.245.TXST (8978)
 - Website: Office of the University Registrar site for forms, calendars, and FAQs. registrar.txst.edu
- **Family Tip:** You can remind your student to check registration times, degree audits, and graduation requirements, but only the student can authorize release of their records under FERPA.

Academic advising (example: McCoy College)

- **What they do:** Academic advising centers help students choose courses, understand degree requirements, and plan for graduation.
- **Example Contact McCoy:**
 - Email: businessadvising@txstate.edu
 - Phone: 512.245.1993 advising.mccoy.txst.edu
- **Family Tip:** Encourage your student to meet with an advisor at least once each semester, especially before registration and if they consider changing majors

UNDERSTANDING COURSE NUMBERING

- Texas State course numbers are made up of a prefix and a four-digit number that provide information on the subject, level, and number of credit hours it is worth.
- Prefix indicates the subject.
 - Examples: CJ = Criminal Justice; ANTH = Anthropology; MAN = Management; FIN = Finance; ECE = Early Childhood Education
- Four-digit course number breakdown:
 - First digit indicates student level (this is not set in stone for how many hours the student has completed, it is a guideline for general order):
 - 1xx: Freshman (0-29 credit hours)
 - 2xx: Sophomore (30-59 credit hours)
 - 3xx: Junior (60-89 credit hours)
 - 4xx: Senior (90+ credit hours)
 - 5xx/6xx: Graduate (Master's level)
 - 7xx: Doctoral (Ph.D. level)
 - Second digit indicates credit hours. Example: ENGL 1310 is worth 3 hours
 - Last two digits reflect the unique course topic based on departmental sequence, with letters sometimes denoting variable topics or electives.
 - Example: ENGL 1301
 - ENGL: English subject prefix
 - 1: Freshman level
 - 3: Three credit hours
 - 01: First in the sequence



STUDENT LEARNING ASSISTANCE CENTER (SLAC)

- **What they do:** SLAC offers walk-in and small group tutoring, Supplemental Instruction (SI), Success Coaching, the Veteran Academic Success Center, and other academic support.
- **Location:** SLAC is housed in Alkek Library on the San Marcos campus.
- **Website:** Student Learning Assistance Center (SLAC) site for schedules, subjects, and online resources. txst.edu/slac
- **Family Tip:** Suggest that your student treat tutoring and SI as part of their weekly routine, not just a last minute fix before exams.

WRITING SUPPORT (SAN MARCOS & ROUND ROCK)

- **What they do:** Writing support services assist with papers, projects, and reports for students in any major and at any point in the writing process from brainstorming to editing.
- **Round Rock Location:** Writing Center, Avery Building, Room 206.
- **Family Tip:** Encourage students to bring assignment prompts and drafts early to get the most benefit from feedback and reach out well in advance of deadlines for the best availability and time to make changes before submitting.

STUDENT SUPPORT & WELLBEING

Supporting wellbeing helps students stay engaged and succeed academically.

Counseling Center

- **What they do:** The Counseling Center supports student wellbeing and resiliency through brief counseling, consultation, crisis response, prevention programs, and workshops/webinars.
- **How to contact:**
 - Counseling Center contact details and hours are listed on the Division of Student Success programs and services page and the Counseling Center website: studentsuccess.txst.edu
- **Family Tip:** Normalize counseling as a routine resource; if you are worried about your student, encourage them to contact the Counseling Center or to speak with the Dean of Students Office for guidance.

Dean of Students Office

- **What they do:** The Dean of Students Office supports students with personal, academic, and behavioral concerns, and strives to maintain an inclusive, safe, and welcoming environment.
- **How to contact:**
 - Location: LBJ Student Center, Suite 504
 - Phone: 512.245.2124
 - Email: dosoffice@txstate.edu
- **Family Tip:** If you are concerned about a student's wellbeing or behavior and are unsure where to turn, the Dean of Students Office is a good first point of contact.



Disability Services

- **What they do:** Disability Services coordinates accommodations and support for students with disabilities.
- **How to contact:**
 - Location: LBJ Student Center, Suite 506
 - Phone: 512.245.3451
 - Email: ods@txstate.edu
- **Family Tip:** Encourage your student to register with Disability Services before or early in the semester if they may need accommodations, even if they are unsure exactly what they will use.

Protections for Pregnant and Parenting Students

- Texas State has a university policy implementing protections and accommodations for pregnant and parenting students in line with the Texas Education Code.
- The Dean of Students Office serves as a key contact for parenting students, connecting them with support services, early registration, and other accommodations.

ADDITIONAL CAMPUS RESOURCES FOR FAMILIES

- **Student Success & Support Services:** The Division of Student Success coordinates programs that help students stay productive, healthy, and engaged in campus life; its main office is in J.C. Kellam 980, phone 512.245.2152.
- **ID Services (student ID cards):** Located in the LBJ Student Center, Room 203, next to the Bobcat Store; phone 512.245.2297; helps with BobcatCard issues and replacements.
- **Student Ombudsperson / Ombuds Services:** Provides a confidential space for students to discuss concerns and explore problem solving strategies related to conflicts or disputes.



STAYING CONNECTED AS A FAMILY MEMBER

Texas State recognizes family and supporters as part of the Bobcat community and offers information specifically for you.

- **Bobcat Family Portal:** Helps families stay informed and actively engaged in their student's experience by centralizing important updates, reminders, and campus information in one place. Through the portal, families can personalize the newsletters and deadlines they receive, join interest-based communities, and – if their student approves access – view selected academic, financial, and other records in a secure, FERPA-compliant way, making it easier to support their Bobcat at the right time with the right information
- **Family & Visitors Website:** Provides an overview of student success, health and safety, campus visits, and ways families can stay engaged.



SUGGESTED FAMILY CONVERSATION STARTERS

Use these prompts alongside the course syllabus to support your student's transition.

- *“What are the three most important assignments or exams in this class, and how are you planning for them?”*
- *“Which campus office have you used so far (like advising, SLAC, or the Counseling Center)? What was helpful?”*
- *“If you start to feel overwhelmed, which person or office on campus would you contact first?”*