



COLLEGE OF ENGINEERING

LAMAR UNIVERSITY™

Member The Texas State University System

WELCOME

Graduate Students

GRADUATE STUDENT
HANDBOOK

Fall 2017

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Welcome from the Dean

On behalf of the faculty, staff and students in the College of Engineering (COE), it is my pleasure to welcome you to Lamar University. The College is committed to academic excellence and providing a nurturing environment for you accomplish your educational goals. With the support of faculty and staff, each of our students is provided a unique opportunity and preparation for a productive engineering career. We are happy that you are now part of the College, and look forward to engage you in our educational and research programs.

In this handbook, you will find important degree requirements and academic policies for a successful graduate study. In addition, information regarding the opportunities that enrich your experience outside the classroom is also provided. Please contact any member of the COE team if you have any questions. I wish you success as you learn more about Lamar Engineering and as you fulfill your academic goals.

Image it. **D**esign it. **B**uild it. **I**mprove it.

Best regards,



Srinivas Palanki, Ph.D.

Dean, College of Engineering



College of Engineering Mission Statement

The mission of the College of Engineering is to provide students with high quality, accessible undergraduate and graduate engineering education; to engage and empower students with skills and knowledge to thrive in professional careers; and to serve society through economic and technological development of Southeast Texas and beyond.

Office of Graduate Programs

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Ms. Mary Givan, Assistant Director of Graduate Programs

Cherry Engineering Building #2000; Phone: 409-880-8736; Email: coe.gradprog@lamar.edu

Department Graduate Advisors

Dan F. Smith Chemical Engineering

Dr. Tracy Benson. Email: tracy.benson@lamar.edu; Phone: 409-880-7536, Cherry #3203

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Industrial Engineering

Dr. Weihang Zhu. Email: weihang.zhu@lamar.edu; Phone: 409-880-8804, Cherry #2210

Dr. Alberto Marquez. Email: amarquez@lamar.edu; Phone: 409-880-8809, Cherry #2203 (MEM)

Mechanical Engineering

Dr. Jenny Zhou. Email: jenny.zhou@lamar.edu; Phone: 409-880-8769, Cherry #2202

First Things First

(For International Students) As a visitor to the United States on a nonimmigrant visa, the Department of Homeland Security and the Student & Exchange Visitor Program of the US Custom and Immigration enforcement regulate your presence in the U.S. The system developed for tracking date for F-1 (student) and J-1 (visiting scholar) visa holders is the Student and Exchange Visitor Information System (SEVIS). It is extremely important that you understand the regulations regarding your visa. The Office of International Student & Scholar Services (ISSO) can assist you on your questions regarding the regulations and your visa. You are ***required*** to attend the orientation organized by the ISSO and the College of Engineering (COE) before the semester starts. More information is available at <http://international.lamar.edu/>. You can contact ISSO at: Wimberly Building Rm #118, 211 Redbird Lane, Lamar University, Beaumont, TX 77710-10078, USA. Phone: (409) 880-8356; Fax: (409) 880-8414; Email: international@lamar.edu. When contacting the ISSO, always indicate your Lamar ID number so that we can provide the information most relevant to you.

(For All Students) All new graduate students are required to meet with their department graduate advisor(s) before registering for courses. Advisement is typically scheduled in the week before class starts. Contact the department administrative offices or graduate advisors for the date, time and location of the scheduled advising sessions. The schedules of courses offered in the coming semester are available online at <https://students.lamar.edu/registration/course-schedules.html> and the course syllabi and instructors' vitae are available at <https://sacs.lamar.edu/opa/syllabi/public/lamarsyllabi.php>. Consider a course syllabus a "contract" between you and the course instructor in terms of what the course will entail and what the instructor will expect from you. Students are also encouraged to visit COE's faculty webpages to identify faculty expertise for research opportunities.

Students who arrive later than the scheduled ISSO and COE orientation because of visa application delay must contact the COE Office of Graduate Programs (coe.gradprog@lamar.edu) and the ISSO (international@lamar.edu) so that an alternative orientation can be arranged for you. Those who cannot arrive on Lamar campus on the first day of class are strongly encouraged to defer their admission to the subsequent semester. This can be done by re-applying for the degree program of your choice at https://www.applytexas.org/adappc/gen/c_start.WBX and there is no additional fee. Contact the Office of Graduate Admissions (<https://beacardinal.lamar.edu/how-to-apply/graduate.html>) for details of re-application process.

Knowing the Degree Requirements of Your Major

The COE offers the following graduate degree programs:

Master of Engineering (ME) – Chemical, Civil & Environmental, Electrical, Industrial, and Mechanical

Master of Engineering Science (MES) – Chemical, Civil & Environmental, Electrical, Industrial, and Mechanical

Master of Engineering Management (MEM) - Industrial

Master of Science (M.S.) in Environmental Engineering – Civil & Environmental

Master of Science (M.S.) in Environmental Studies – Civil & Environmental

Doctor of Engineering (DE) – Civil & Environmental, Electrical, Industrial, and Mechanical

Doctor of Philosophy in Chemical Engineering (PhD)

The degree plans and minimum required credit hours are summarized in the table below:

Degree	Cores	Electives	Seminar	Research	Thesis/ Dissertation	Total
MES	9	15	0	0	6	30
ME	9	27	0	0	0	36
MEM	15	21	0	0	0	36
MSEV	9	15	0	0	6(12*)	30(36)
MSVS	6	18	0	0	6(12*)	30(36)
DE	9	18(36**)	4	0	30	61(79)
Ph.D.	18	18	4	12	18	70

*: For non-thesis option, the thesis can be replaced by 12 hours of electives.

** : For those who do not have a Master's degree at time of admission.

Engineering Core Courses and Electives

Students working toward the ME, MES, MSEV, DE and PhD degrees must have the following three courses to meet the core course requirements:

ENGR 5331: Engineering Ethics & Communication

ENGR 5332: Statistical Principles in Engineering

ENGR 5333: Mathematical Principles in Engineering

The three courses are offered in Fall and Summer semesters. The elective courses vary in each engineering department. There may also be additional course requirements as pre-requisites for graduate courses at department level. Consult with department graduate advisors for the course availability and details in your major. The description of all courses at Lamar university is available at <http://catalog.lamar.edu/course-directory/>. Course syllabi and instructors' vitae are available at <https://sacs.lamar.edu/opa/syllabi/public/lamarsyllabi.php>.

Description of Degree Requirements

Completion of the degree requirements is through a series of approvals using appropriate forms administered by the Office of Graduate Studies during the course of your graduate study. Please visit <http://graduatestudies.lamar.edu/forms.html> to download the required forms. It is the responsibility of students to complete the forms. For students who are major in the thesis-option degree plans, visit <http://graduatestudies.lamar.edu/thesis-guidelines/index.html> for the guidelines and specifications of thesis preparation.

Master of Engineering (ME)

The Master of Engineering degree is a non-thesis, 36-semester-hour program designed to suit the needs of the practicing engineer in one of the engineering disciplines in the College.

- A minimum of 9 semester hours of core courses (ENGR 5331, ENGR 5332 and ENGR 5333 or those approved by Senior Academic Advisor of Engineering Graduate Programs)
- A minimum of 27 semester hours (nine courses) of electives. Other courses approved by department graduate advisor may satisfy part of this requirement
- Satisfactory completion of a final comprehensive examination

Master of Engineering Science (MES)

The Master of Engineering Science is a thesis option program that prepares students to independently develop solution in develop solution in develop solution in their selected engineering disciplines. The student should select a department academic advisor and a graduate committee must be formed before the student has completed 15 semester hours of graduate work. No credit toward a graduate degree will be granted unless approved by the student's graduate committee.

- A minimum of 9 semester hours of core courses (ENGR 5331, ENGR 5332 and ENGR 5333 or those approved by Senior Academic Advisor of Engineering Graduate Programs)
- A minimum of 15 semester hours (five courses) of electives. Other courses approved by department graduate advisor may satisfy part of this requirement
- Satisfactory completion and defense of a Master's thesis (a minimum of 6 semester hours of ENGR 5390 and ENGR 5391)

Master of Engineering Management (MEM)

The Master of Engineering Management is a non-thesis degree program, which requires 36 credit hours at the graduate level from the College of Engineering and the College of Business. Course work is designed to build upon the education received after completing an accredited bachelor's degree in engineering and the individual's professional experience. The MEM program of study is tailored for each individual student, providing the optimal set of electives for personalized career paths.

- A minimum of 15 semester hours of core courses that may include ENGR 5331, ENGR 5332 and ENGR 5333 and those approved by department program advisor (Dr. Alberto Marguez, IE)
- A minimum of 21 semester hours of electives as approved by department program advisor.
- Satisfactory completion of a final comprehensive examination

Master of Science in Environmental Engineering (MSEV)

The Master of Science in Environmental Engineering program is designed to provide engineers with the highly specialized engineering expertise needed by industry and by regulatory agencies on the federal, state, and municipal levels, to solve the large and complex environmental problems threatening the natural ecosystem. Study areas include: water quality, air quality, methods for managing toxic/hazardous wastes and fate, transport and impact of pollutants in the natural environment.

- A minimum of 9 semester hours of core courses (ENGR 5331, ENGR 5332 and ENGR 5333 or those approved by Senior Academic Advisor of Engineering Graduate Programs)
- A minimum of 15 semester hours (five courses) of electives from the following: CVEN 5325 - Fundamentals of Air Pollution, CVEN 5329 - Water Supply and Treatment, CVEN5331 - Biological Wastewater Treatment, CVEN 5338 Solid Waste Management, CVEN 5388 - Chemical Principles in Environmental Engineering, CVEN 5351 - Unit Operations in Environmental Engineering, CVEN 6339 - Hazardous Waste Management, CVEN 6387 - Hydraulics of Environmental Systems. Other courses approved by department graduate advisor may satisfy part of this requirement.
- Satisfactory completion and defense of thesis (a minimum of 6 semester hours of ENGR 5390 and ENGR 5391)*

*With the approval of the student's graduate committee, the thesis can be replaced by 12 semester hours of electives and satisfactory completion of a final comprehensive exam.

Master of Science in Environmental Studies (MSVS)

The environmental studies program is designed for students who wish to continue to work in their scientific specialty as it relates to environmental affairs. The degree is intended for individuals who wish to work in the evaluation, operations, and/or regulatory aspects of the field as opposed to the design or engineering areas. The program provides an understanding of environmental problems and processes from the point of view of the chemist, biologist, or geologist, and the interdisciplinary perspective needed to cope with environmental issues.

- A minimum of 6 semester hours (two courses) in the student's science specialty
- A minimum of 18 semester hours (six courses) of electives from the following: CVEN 5325 - Fundamentals of Air Pollution, CVEN 5329 - Water Supply and Treatment, CVEN5331 - Biological Wastewater Treatment, CVEN 5338 Solid Waste Management, CVEN 5388 - Chemical Principles in Environmental Engineering, CVEN 5351 - Unit Operations in Environmental Engineering, CVEN 6339 - Hazardous Waste Management, CVEN 6387 - Hydraulics of Environmental Systems and Engineering core courses (ENGR 5331, ENGR 5332

and ENGR 5333). Other courses approved by department graduate advisor (Dr. Renzun Zhao) may satisfy part of this requirement.

- Satisfactory completion and defense of thesis (a minimum of 6 semester hours of ENGR 5390 and ENGR 5391)*

*With the approval of the student's graduate committee, the thesis can be replaced by 12 semester hours of electives and satisfactory completion of a final comprehensive exam.

Doctor of Engineering (DE)

The Doctor of Engineering degree is designed to prepare engineers to study engineering problems of a complex nature and to develop solutions that address the most pressing engineering issues of the future. Competitive scholarship and assistantship are available for highly qualified students with research interests compatible with those of Engineering faculty.

1. All of the College of Graduate Studies general degree requirements
2. The student shall complete a residency of at least one year
3. Completion of a total of 9 semester hours of core course work (ENGR 5331, ENGR 5332 and ENGR 5333). Exceptions to this rule must be approved by the Senior Director of Engineering Graduate Programs
4. Completion of a minimum of 18 semester hours of DE dissertation preparatory courses for students with a Master's degree at time of admission, or completion of a minimum of 36 semester hours of DE dissertation preparatory courses for students with a BS degree in engineering at time of admission. The preparation includes completion of one semester of ENGR 6320, Justification of Engineering Project
5. Completion of a minimum of 4 semester hours of Professional Seminar (ENGR 6110)
6. Completion of candidacy qualifying examination designed by the student's dissertation committee. The purposes of this examination are to test the ability of the student to comprehensively relate the subjects of the study program and to ascertain the student's qualifications to perform the field study. Students who pass the qualifying examination are admitted to candidacy. Students who fail to pass the qualifying exam are allowed to schedule a re-examination within 6 weeks after the first attempt. Failing to pass the qualifying exam for the second time will remove the student from the DE program
7. After the student is admitted to candidacy, a research proposal must be presented to the doctoral dissertation committee within 6 months after passing the qualifying examination. Upon committee approval of the proposed engineering research through an oral defense, the research work is initiated
8. Completion of a minimum of 30 semester hours of DE dissertation courses (ENGR 6603 and ENGR 6604) and satisfactory defense of DE dissertation
9. The DE degree must be completed within 10 consecutive years of study

Doctor of Philosophy in Chemical Engineering (Ph.D.)

The Ph.D. degree is designed to prepare chemical engineers to advance research, development, and education for addressing national and global challenges towards a highly sustainable industrial-based focus on petroleum, petrochemical and allied industries. Competitive scholarship and assistantship are available for highly qualified students with research interests compatible with those of chemical engineering faculty.

1. All of the College of Graduate Studies general degree requirements
2. The student with a Master's degree shall complete a residency of at least one year; the student with a bachelor degree shall complete a residency of at least two years
3. Completion of a total of 18 semester hours of core course work that includes ENGR 5331, ENGR 5332 and ENGR 5333 and courses specified by department graduate advisor
4. Completion of a minimum of 18 semester hours of elective courses in chemical engineering or related fields approved by department graduate advisor
5. Completion of a minimum of 12 semester hours of research courses (CHEN 6680 for spring/fall semester; CHEN 6380 for summer) prior to admission to candidacy
6. Completion of a minimum of 4 semester hours of Professional Seminar (ENGR 6110)
7. Completion of qualifying examination. The examination is an 8-hour written examination with a selection of problems in Transport Phenomena, Thermodynamics, Kinetics, and Engineering Mathematics. The purposes of this examination are to test the student's understanding of basic concepts and principles. Students who pass the qualifying examination are allowed to prepare a dissertation proposal. Students who fail to pass the qualifying exam are granted a second and final attempt at one or more parts of the examination, or removed from the Ph.D. program
8. Completion and approval of a Ph.D. dissertation proposal. Upon committee approval of the proposed research through an oral defense, the student is admitted to candidacy. The approved proposal must be submitted to the College of Graduate Studies at least 14 weeks prior to the scheduling of the final defense of dissertation
9. Completion of 18 semester hours of Ph.D. dissertation courses (CHEN 6690 and CHEN 6691 for regular semester; CHEN 6390 and CHEN 6391 for summer) after admission to candidacy and satisfactory defense of Ph.D. dissertation
10. The Ph.D. degree must be completed within 10 consecutive years of study

Academic Policies and Tips for Academic Success

Academic policies pertinent to Lamar Graduate Studies are detailed at the webpages of the College of Graduate Studies (<http://graduatestudies.lamar.edu/>, <http://graduatestudies.lamar.edu/forms.html>, and <http://graduatestudies.lamar.edu/thesis-guidelines/index.html>). Below is a list of useful tips while you work toward your degree.

Key Numbers to Remember

- 1: First go-to person for academic questions – department graduate advisor
- 2: Maximum number of graduate courses that can be taken outside your department (except MEM/MSVS programs)
- 3: Minimum grade-point average (GPA) to be maintained – important! See “Understanding the Grading Scale” for more information.
- 9: Minimum credit hours required for full-time graduate students in fall/spring semester. Required for all international students except in the semester of graduation or students who take thesis or dissertation courses.
- 12: Maximum credit hours that can be taken during the summer period (your department may have additional requirement)
- 15: Maximum credit hours that can be taken in the fall/spring semester (your department may have other requirement)

Understand the Grading System

This may sound simple, but it is important that you understand the grading system of Lamar Graduate Studies. The grading system for graduate students is "A" (superior), "B" (good), "C" (marginal), "D" (poor), "F" (fail), "I" (incomplete), "S" (satisfactory), "U" (unsatisfactory), "Q" (drop), "W" (withdrawal), and "NG" (no grade – temporary grade hold for thesis/dissertation courses during progress). Credits applicable to graduate degrees are given only for the grades A, B, C, and S. Although C grades earned at Lamar University may be counted toward the requirements for a graduate degree, C grades are not considered acceptable graduate-level performance. Courses in which a student earns only a D or F may not be counted toward a graduate degree, although such grades are calculated in determining the grade-point average (GPA).

In computing grade-point averages, an "A" is valued at four grade points, a "B" three, a "C" two, a "D" one, and an "F" zero. An overall GPA of "B" (3.0) on all graduate work attempted is required for graduation. Thesis students must receive an "NG" for thesis/dissertation courses until the thesis/dissertation is approved by the student's graduate committee. At that time, the semester hours (6 hours for master degrees, 30 hours for DE degree and 18 hours for PhD degree) are awarded with a grade and are included in the computation of grade point averages.

IMPORTANT – KEEP YOUR GPA ABOVE 3.0 !!! A graduate student may be required to drop a course or courses or withdraw from the university temporarily or permanently if the student's academic performance fall below the standard of the College of Graduate Studies. Having a GPA lower than 3.0 triggers probation and suspension procedure (<http://graduatestudies.lamar.edu/probation->

[suspension-policy.html](#)) and a series of unfavorable academic (e.g., cannot take graduate-level courses) and non-academic consequences (e.g., losing graduate scholarship, all tuition waivers, financial aid and campus employment opportunities, etc.). Keeping GPA above 3.0 is particularly important for international students because they need to meet both academic and immigration requirements (e.g., F-1 visa status, expiration of I-20 and registered as a full-time student). Because an extension of F-1 visa cannot be granted for international students who are not in good academic standing, graduate students who have a GPA below 3.0 with an expired visa will be dropped out of the program.

Know When to Do What

It is important that you stay informed of important dates and deadlines for registration, courses changes, graduation application and other campus events by Lamar University. These important dates are listed under Lamar University academic calendars at <http://events.lamar.edu/academic-calendar-listing.html>.

Leave during Semester

The COE often receives requests from students who wish to arrive late after the semester starts or take early leave before the semester ends. The COE does NOT endorse requests for leave during a semester except unforeseen emergencies or uncontrollable circumstances. There are academic consequences in many courses (e.g., attendance as parting of grade, etc.); and students are advised to understand the consequences and the risk of absence to your academic standing.

Request for Change of Major

Request for change of major can be made AFTER at least one semester of residency in the program that you are admitted to. The request for change of major needs to be approved by the Department Chair(s) and Dean(s) of the current and new majors, and then by the Dean of Graduate Studies. The request form is available at http://graduatestudies.lamar.edu/_files/documents/graduate-studies/forms/G-16.pdf.

Grade Change Petition

Grades issued by faculty are considered a permanent academic record that cannot be changed unless there is a grading error or institutional overlook. The grade request must be initiated by the instructor and approved by Department Chair, the COE Senior Academic Director, Dean of Graduate Studies and in some cases, by the Senior Associate Provost of Academic Affairs. If you believe that your grade was issued by errors, contact the course instructor to initiate grade change request.

Get to Know Your Professors

Students are strongly encouraged to review the teaching and research profiles of the COE faculty. In addition to the information at the COE websites, an interesting and useful exercise is reading faculty members' research articles published in the peer-reviewed journals. Knowing your professors provides a number of benefits, including understanding engineering research at Lamar COE, engaging positive communication with your professors, exploring research opportunities, and seeking advises from faculty members in their areas of expertise. The best way to get faculty's attention is to talk to them about their ongoing research and published work.

Address Potential Academic Issues Early on

One important aspect of graduate studies is that students are expected to be able to assess their academic performance continuously. When you are taking courses or doing research, getting a sense of continuous progress (i.e., knowing that you are doing well in the course/research) and generating learning outcomes (i.e., research products and/or advancement in knowledge) are important indicators of good performance. The best time to address potential learning deficiency is at the time when you find that you have fallen behind. Should that happen, you should consult with your academic advisor and/or course instructor(s) immediately, and work out a method to improve your learning. Don't wait until the end of semester or after a grade is given – it is too late already!

Academic Integrity

Academic integrity is the foundation of all advancements in knowledge. Lamar University has clear policies on academic honesty (<https://students.lamar.edu/academic-support/academic-policies.html>) and students are warned against all forms of cheating and plagiarism.

Practical Training for F-1 Students

There are two types of practical training: Curricular Practical Training (CPT) and Optional Practical Training (OPT).

CPT is defined as employment which is an integral part of an established curriculum, including: “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” Source: [8 CFR 214.2(f)(10)(i)]. CPT is available only prior to the completion of your degree program and you must have a job offer at the time of application. It is important that the job offer must be closely related to the context of the student's graduate study and the CPT application will be reviewed by the Department Chair and Senior Academic Advisor of COE Graduate Programs. CPT employment may not delay completion of the academic program. The CPT petition form is available at https://engineering.lamar.edu/_files/documents/cpt_coe_procedure.pdf.

OPT is temporary employment that is directly related to an F-1 student's major area of study. Eligible F-1 nonimmigrant students with STEM degrees from Student and Exchange Visitor Program (SEVP)-certified and accredited U.S. colleges and universities (Lamar is an approved institution) may apply for a 24-month STEM OPT extension. Interested F-1 students must apply for and receive an Employment Authorization Document (EAD) from U.S. Citizenship and Immigration Services (USCIS). It is required that Your OPT must relate to your major or course of study. The best time to apply for your OPT is approximately 2 months before your graduation. To apply, download the application form at http://international.lamar.edu/_files/documents/OPT%20Application%20Package.pdf and complete the application as instructed. It typically takes 60-90 days to receive the approval from USCIS.

Lamar Campus Life

Lamar Student Handbook (<http://students.lamar.edu/student-handbook.html>) provide comprehensive information on campus life and policies.

Setzer Student Center

The Setzer Student Center (SSC) is the center of student activities on the university's campus. Mirabeau's and The Cardinal Nest are food service facilities that serve a variety of menu items.

Bookstore

Barnes & Noble at Lamar University is a one-stop shop for all textbook and academic needs including low cost rental, used, and digital textbooks. Barnes & Noble at Lamar University also provides clothing and merchandise, school supplies, convenience items, and other books and magazines.

Recreational Sports

All currently enrolled students who have paid the Recreational Sports fee have access to Lamar University Recreational Sports facilities and may participate in the wide variety of activities offered, such as intramural sports, group fitness, outdoor pursuits, aquatics, and informal recreation.

Mary and John Gray Library

The Mary and John Gray Library is located at the heart of the campus. The library provides rooms for group study, and there is a designated quiet study floor. An open-access PC laboratory is located on the library's seventh floor in the media services department. *Lamar Library subscribes many electronic journals for research activities. One of the most powerful products that Lamar has subscription is the Thomson Reuters Web of Science citation database. This is a comprehensive citation service that can be accessed from any computers connected to Lamar IT network (including connection through Lamar VPN and Office365 web login). Web of Science allows users to conduct literature review & cross-referencing as well as tracking citation metrics and publication impacts. See more details at <http://thomsonreuters.com/content/dam/openweb/documents/pdf/scholarly-scientific-research/fact-sheet/wos-next-gen-brochure.pdf>. The database can be accessed through Lamar Library website at <http://library.lamar.edu/resources/Databases%20and%20E-Journals/W.html>. Try it out and it is very likely that you will be amazed how much time it can save you for literature review!*

Disability Resource Center

The Disability Resource Center is committed to supporting students with disabilities at Lamar University through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The Disability Resource Center is located in Room 105 of the Communications Building. Call 409-880-8347 or visit lamar.edu/drc for more information.

Health and Safety

University Police Department

The Lamar University Police Department is an integral part of providing a safe and secure community. In addition, security cameras, strategically located across campus, and adjacent parking lots, are monitored by the University Police Department 24 hours a day.

For **emergencies from an on-campus telephone**, contact the University Police Dept. (LUPD) by calling 7777 or 911. For **off-campus** emergencies, call (409) 880-7777.

For **emergencies** during a campus power outage (no phone or electricity), call (409) 838-7023 or (409) 838-7024 for police dispatcher. **Non-Emergency calls on-campus**, Dispatcher 8307, Administrative Office 8305 or TDD Phone 7305.

Effective Crime Prevention

Effective crime prevention is often a matter of common sense and being aware of one's surroundings.

Some basic ways NOT to be victim follow:

- Walk with friends in well-lighted areas.
- Utilize the Shuttle Service (details below).
- Always lock your car.
- Park in well-lighted areas.
- Have your keys ready when you approach your car, and check the front and back seats before entering.
- Keep your keys secure, lock your room or apartment, and do not leave personal belongings unattended.
- Engrave your name or identification on personal property.
- Be alert for strangers.
- Report the loss or theft of keys and valuables immediately

Lamar University Campus Shuttle Service

The campus shuttle's purpose is to transport students to and from the library after business hours. This is a free service to all students attending the University operating seven (7) days a week beginning at 5:30 pm and the shuttle stops running in correlation with library hours and holidays. We also travel to Wal-Mart and central mall on Sundays between 12:00 pm- 4:00 pm. You can download an iOS or Android app at <http://universitypolice.lamar.edu/parking/index.html> to track the routing of the shuttle.

Evacuation and Lockdown Notifications

If a *life-threatening situation* has occurred or is known to be in progress or there are strong indications of probable *immediate life threatening* situation on or near campus, there may be a call for individuals

to evacuate from campus or possibly shelter in place. Therefore, every member of the campus community is encouraged to sign up for the emergency notification system (Connect-Ed). Members of the Lamar should sign up for access to the emergency notification system.

If You Are a Victim of a Sexual Assault

- Tell someone

Collect your thoughts, then call the:

- University Police Department (880-7777)
- Rape Crisis Center (835-3355)
- Student Health Center Counselor (880-8466)

Alcohol and Tobacco

Smoking in public buildings, in bars, and restaurants in Beaumont is prohibited. Smoking is generally allowed outdoors at least 20 feet from building entrances. Law also regulates alcohol use in the United States. In Texas, alcohol may not be legally purchased or consumed by anyone under the age of 21, and it may not be consumed while driving or riding in a car.

Drugs and Medications

Street drugs, such as marijuana, cocaine, amphetamines, barbiturates, and other mood altering substances that are not prescribed by a medical doctor, may not be possessed or sold legally in Texas.

Student Health Center

Located on East Virginia (next to the tennis courts and across from the dining hall). Appointment Required—please call ahead.

Open Monday thru Friday

For more information or to inquire about an appointment call 409-880-8466 or visit

<http://dept.lamar.edu/healthcenter/>.

Health Insurance

As a student, you must be covered with health insurance for the duration of your study. Lamar University requires all international students to purchase the university student insurance plan. Contact Student Health Center and the ISSO for details.

Campus Employment

The best employment that a graduate student can have is as a research assistant. Explore research opportunities with the COE faculty. A good starting point is to get to know their ongoing projects and published work. If you can establish that you can enhance faculty's research, opportunities will be there.

HireACardinal assists Lamar University students in finding on-campus employment. For more information, please visit: <http://www.lamar.edu/career-and-testing-services/lamar-jobs/index.html>.

For International Students

F-1 students are permitted to work part-time, preferably as research assistants. Consult with department advisors regarding the hiring process.

- The F-1 visa limits the number of hours international students may work up to twenty (20) hours per week on campus during academic sessions.
- On-campus employment includes work done as a research assistant as well as jobs in the school library, cafeteria, and administrative offices.
- Graduate students must maintain a 3.0 or higher GPA. Students that fall below the 3.0 scale will not be permitted to continue their employment.
- F-1 students are required to obtain a social security number (SSN) through the Social Security Administration and clear background check before any on-campus employment.

For more information, please visit: <http://international.lamar.edu/on-campus-services/employment/on-campus-employment.html>

Lamar University Campus Map

