



# Student Support Services and Programs

Academic and student support services and programs are provided to enhance students' acclimation to the University, foster professional growth and development, augment leadership skills, complement classroom instruction, promote wellness, and facilitate the attainment of students' personal and career goals and aspirations. This is achieved through orientation programs, advisement, the services of the Center for Student Success (CSS), counseling and placement, student employment, health services, student governance, student activities and residence life programs. Many services and programs are academic in nature while others may be social, cultural, athletic or recreational.

## Orientation

All newly matriculated students are required to come to campus a few days before the fall or spring semester begins for program planning, development of their class schedules, and participation in orientation. Some segments of the orientation program are designed to acquaint students with rules and regulations of the University, to explore the campus, and to meet faculty, administrators, staff and fellow students, while others are designed to enhance students' academic and social adjustment to college life. Attendance at all orientation programs and activities is mandatory.

## Advisement

The University, throughout its teaching, advising, and other relationships with students, expresses its concern for students as individuals — not to do for them what they should do for themselves — but to help them assume responsible management of their own affairs.

Because college-age adults must make many decisions of relevance to their future, students at the University of the Virgin Islands are given professional assistance in solving educational, vocational, social and personal problems. This service starts with the students' applications for admission and continues even beyond the period in which they are enrolled in the University. By the act of admitting students, the University is expressing its considered judgment that students can succeed in one of the programs of the University. During advisement and registration, students and their faculty advisors, with assistance from the CSS staff, may examine their goals and aspirations. Throughout the freshman year, students may explore emerging interests, using the resources of the counseling and placement office and the CSS staff to determine the career choices open to them. Such systematic investigation, together with any summer work or on-campus work-study experiences, should enable students to select satisfying careers in which they can succeed.

It is not uncommon for students to encounter academic difficulties. At these times, students should first consult the instructor of the class in which difficulties are being experienced or their faculty advisor who maintains office hours for these and other purposes. Additionally, assistance in improving study and test-taking skills is provided through enrollment in the Freshman Development Seminar class, by CSS staff, and by the counseling and placement staff. Tutorial services are also available. In most cases, if students do not delay action, a means of overcoming their academic difficulties can be found.

The essential point for the students to keep in mind is that they should take the initiative in taking full advantage of the academic and student support services and other advisory resources provided by the University.

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## The Center for Student Success (CSS)

The University of the Virgin Islands Center for Student Success (CSS) exists to aid our students with attaining academic, personal and professional success at UVI and globally. Our mission is to foster a social and academic environment which stimulates all students to take full responsibility for their learning, persist towards graduation and work with faculty, staff, peers and the broader community to attain academic, personal and professional success.

The Center for Student Success (CSS) provides a multi-faceted approach for students' success in

- Academic counseling and planning
- Career services (referral)
- Academic advising (freshmen to sophmores)
- Success workshops
- Tutorial services

CSS is a co-curricular resource where students receive assistance with concerns that affect their academic and personal success. Help is available directly from the CSS staff or through a referral system that connects students with other campus resources and programs, as well as local agencies.

CSS is an integral part of the freshman year experience where students are grouped into learning communities, enrolled in FDS 100: Freshman Development Seminar and freshman studies courses where they learn the academic tools, policies, practices and other skills needed to complete the Freshman-Year Program successfully. Students are further supported in their academic efforts with services available from from the learning centers (writing centers, math centers), individual tutoring and supplemental instruction sessions. CSS assists students with registration, academic advising, planning and counseling. Students also receive assistance and gain knowledge by participating in the following programs that fall under the umbrella of the Center for Student Success – University Bound, Summer Bridge, and Honors Program. The University Bound program seeks to expose high school students to college experiences and academic skills. Summer Bridge focuses on assisting students through the transitional phase from high school graduation to college. The Honors Program assists college students to become scholars through enriched intellectual, leadership, and outreach experiences.

CSS works collaboratively with the dean of students, participating in student orientation to the University and other programs. Ongoing collaboration is also maintained with the academic colleges and schools to support the needs of students in their course work.

CSS locations on both campuses maintain a computer lab where students have internet access, email and Blackboard. Lab monitors are available to assist students. The labs are also equipped with Math Excel software, an online mathematics tutorial program. Students can complete homework assignments, download a virtual instructor and take sample practice tests with this software.

**On St. Thomas**, CSS is located in rooms 101 & 118 in the Classroom Administration Building and is open weekdays. Opportunities for receiving learning assistance are available at extended hours and on weekends. The center is WiFi capable. Learning assistants help students in many subject areas, and their schedules are posted for students who want to make appointments. Walk-ins are also seen. Students can check current operating hours at the Learning Center in CAB 101 or call 693-1196 or 693-1583 for an appointment.

**On St. Croix**, CSS is located in the Evans Center suite 715 and is open weekdays. Lab monitors are available to assist students. The Albert A. Sheen Campus has a separate

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Writing Center and Math and Science Enrichment Center, both located in the modular building on the left side of the road leading to the Great House. Learning assistants help students in many subject areas, and their schedules are posted for students who want to make appointments. Walk-ins are also seen. Students can check current operating hours at the Learning Center. Call 778-1620, ext. 4218, to reach the Writing Center; and 692-4224 for the Math and Science Enrichment Center. Call CSS main office to check the center hours at 692-4140.

## **Counseling and Career Services**

Personal, academic and career counseling services are available for full-time and part-time students. As a community service, academic and career advisement are also made available to prospective students.

The counseling and career services office is unique with respect to services offered. Services provided are specifically designed to facilitate the interpersonal, personal, social and cognitive development of the student outside of the classroom.

To assist students with this process, the office sponsors a variety of programs and services including career counseling, on- and off-campus employment, graduate and professional school recruitment and advisement, career fairs, workshops on resume preparation, interviewing skills and job search techniques, credential and file services. There are also workshops on values clarification, interpersonal relationship skills, conflict resolution, and much more.

The Office of Counseling And Career Services also coordinates the National Student Exchange Program and the Who's Who Among Students in American Universities and Colleges Program. A resource library provides a wealth of information on preparing for graduate study, career choices and other life skills processes.

The Office of Counseling and Career Services, by federal mandate, is required to maintain a job bank which is used to facilitate employment searches for UVI graduates. For compliance purposes and to aid students in securing post-graduation employment, all prospective graduates must submit an up-to-date resume to the counseling and placement office prior to graduation.

## **Student Employment Services**

Student employment services are available through the Counseling and Career Services office on both campuses. Students seeking off-campus, as well as on-campus, employment, should contact the Counseling and Career Services office for further information. U.S. citizens and permanent residents who qualify for federal College Work-Study (CWS) as part of their financial aid package, and would like to work on-campus, should report to the Counseling and Career Services office. Student employment coordinators will assign work-study placements as soon as possible in the beginning of the first semester of student eligibility. To promote community service, some CWS placements are off-campus, usually in an educational setting or non-profit agency. To qualify for CWS, students must be enrolled full time and meet the March 1 deadline date for submission of the Free Application for Federal Student Aid (FAFSA) each academic year. U.S. citizens, permanent residents, and international students on F-1 Visas, who do not qualify for CWS, may apply for on-campus employment through the Institutional Work-Study (IWS) program. Application under IWS, however, does not guarantee employment as placement is based on the availability of funds. International students on F-1 Visas are eligible to apply for IWS after the completion of one year of full-time study at the University. Many departments of the University also hire students for on-campus

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employment. Student employment programs allow students to work, on average, between 12-15 hours per week.

## Health Services and Insurance

The University Health Services Center provides first-aid, health counseling and instruction, referrals to other community health facilities, and health education in the form of mini-courses, seminars, dissemination of literature and informal individual or group discussions. All enrolled students are required to have immunization documentation on file in the Health Services Center, and all full-time students are also required to have the physical examination and blood work required by the University. The campus nurse maintains regular office hours and is on call in case of emergencies. A licensed physician is available at the Health Services Center at regular intervals. Emergency care that cannot be handled on campus is referred to the local hospitals. All students are required to pay the health services fee; all students are required to pay an accidental insurance fee.

The University does not offer a medical insurance plan and all students are encouraged to enroll in a medical insurance plan prior to admission. However, the University has made available an accidental insurance plan for all full time undergraduate students. This fee is included in the student's tuition. Graduate students are not covered under the accidental insurance plan. All on-campus summer residents are also required to pay a health services fee per visit to the UVI Health Services Center. Insurance claim forms are available from the Health Services Center located in Gordon House on the St. Thomas Campus and in the Great House on the Albert A. Sheen Campus. For more information please go online to <http://www.uvi.edu> or call (340) 693-1124. The student health form can be downloaded from the Health Services webpage at <http://www.uvi.edu> under "prospective students."

## Drug and Alcohol Prevention/Education Program

The main goal of the Drug and Alcohol Prevention/Education Program (DAPEP) is to develop programs that reach all segments of the University community in order to educate and help prevent drug and alcohol abuse. The DAPEP attempts to create a healthy, drug-free environment in order to enhance learning, professional development, job performance and safety. In carrying out its mission, the DAPEP promotes healthier lifestyles for all members of the University community, sponsors on-going drug prevention and education programs, and provides referral services to community agencies for persons in need of further counseling or treatment (see the University's Drug-free Work Place Policy in the Academic Information and Regulations section).

## Students with Disabilities

Students with disabilities should contact the Counseling and Career Services office prior to registration and advisement. Counselors will be available to provide personal, career and academic counseling services. Additionally, counselors facilitate the coordination of services with other departments of the University in order to accommodate students' special needs. No student will be discriminated against because of disability. To ensure this, grievance committees in each academic college and school will include, in their area of concern, any grievances raised by the student that relate to academic programs and practices.

Accommodations made for students with disabilities may include, but not be limited to, facilitation of testing and registration processes, scheduling of back-to-back classes, scheduling of classes within the same building and other services as needed. Long-range academic program planning is essential in order for counseling staff to communicate course needs with the academic colleges and schools and personnel in charge of developing the schedule of classes. It is also recommended that students familiarize themselves with the services of the Virgin Islands University Center for Excellence in Developmental Disabilities (VIUCEDD), which

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serves students and families of students with disabilities. For more information go to <http://viucedd.uvi.edu>, or on St. Thomas call 693-1322 and on St. Croix call 692-1919.

## **Student Activities**

The Office of Student Activities assumes major responsibility for the implementation of social, recreational, cultural enrichment, and student leadership development programs as well as other co-curricular activities. It also serves as a facilitator for the development of clubs and organizations in response to student needs and interests. Because the University functions as a cultural center, many activities, lectures, musical performances and theatrical performances are open to the public as a means of drawing together the University community and the larger community.

## **Student Governance and Leadership**

Student involvement and participation in the governance of the University of the Virgin Islands is provided through representation on the UVI Board of Trustees, the Student Government Association (SGA), membership of UVI Standing Committees, and membership on committees representing the six academic divisions of the University. The office of Student Activities works closely with the SGA and other student leaders in planning their own programs. All full-time and part-time matriculated undergraduate students who have paid their SGA and student activities fees are eligible to vote and become members of the governing body of SGA. This body provides a channel for the expression of student opinions and representation of student concerns and interests

## **Intercollegiate, Intramural and Club Sports**

The University maintains an active intercollegiate, intramural and club sports program that emphasizes student development and leadership through sports competition, physical fitness and the development of recreational skills which can be enjoyed after leaving the University.

Intramural sports events are held between various components of the University community, including students, faculty, staff and alumni. Club teams compete in local amateur leagues and our intercollegiate program participates in the Liga Atlética Interuniversitaria (LAI league), based in Puerto Rico with 20 other universities and colleges. Invitational tournaments with teams from other universities in the Eastern Caribbean, Puerto Rico, Central America and, occasionally, the U.S. mainland are also a part of our collegiate program. Consequently, there is a diverse program of outdoor activities and individual and team sports at the University.

Intercollegiate teams compete in basketball, swimming, track and field, cross country, dance, soccer and volleyball. Both campuses offer outdoor athletic and recreational facilities including volley/basketball courts, tennis courts, and grounds for track and field, softball, baseball, and soccer. With the sea at the edge of the campus, the St. Thomas Campus provides an ideal setting for water sports and also offers a small golf course for physical education classes and golf enthusiasts.

The University is a member of the Caribbean Universities Sports Association (CUSA), the Liga Atlética Interuniversitaria (LAI league), an 82-year-old university league consisting of 20 U.S. accredited universities in Puerto Rico and the University of the Virgin Islands; the Organización Deportiva Universitaria Centroamericana y del Caribe (ODUCC); and is a corresponding member of the National Collegiate Athletic Association (NCAA).

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## Student Housing

Residence hall living promotes the interaction of students from various places, ethnic backgrounds, and cultures. While most students living on campus come from the U.S. Virgin Islands, British Virgin Islands, the Eastern Caribbean and the continental United States, students from as far away as Africa, Asia and Europe have lived on campus. In addition to the benefits of experiencing cultural diversity and cross-cultural exchange, the University has adopted a co-ed visitation policy on both campuses. Campus residents will find academic resources and student support programs and services, including tutoring, the library, the Center for Student Success, computer labs, counseling and many others readily accessible. Resident assistants offer a variety of residence life programs designed to provide a comprehensive living-learning environment. Only full-time students are eligible to live on campus. To maintain eligibility to reside on campus, students must comply with all rules and regulations of the University, adhere to the Student Housing Contract, and maintain full-time status (12 or more credits) at all times.

### The Albert A. Sheen Campus

The Delta M. Jackson Dorsch Complex on the Albert A. Sheen Campus is comprised of 15 three-bedroom suites; on-campus living quarters for housing supervisor; a reception area; lounge; the Office of Student Housing & Residence Life; seminar/study rooms; and laundry facilities. The Student Center, adjacent to the residence hall, houses a cafetorium, snack bar, the Office of Student Government Association, a student activities lounge, the BUCS Fitness Center, student mailroom and the campus bookstore.

### The St. Thomas Campus

Student housing on the St. Thomas Campus is comprised of five residence halls with a capacity of approximately 390 students. Residence halls South and East provide double occupancy bedrooms for females. East Hall also provides double occupancy bedrooms for males; North Residence Hall for males and Middle Residence Hall for females provide single bedroom occupancy. The West Hall provides air-conditioned accommodations for male and female students.

## Housing Procedures

- 1. Each student desiring on-campus housing** is required to submit an application for student housing and a signed Student Housing Contract by the deadline date listed below. The application for student housing must be accompanied by a \$100 room deposit (certified check or money order) made payable to the University of the Virgin Islands. The application and payment (no cash) must be submitted to the student housing office. New students should not submit an application for student housing until they have received an acceptance letter from the Office for Undergraduate Recruitment and Admissions. New students who do not register for the academic year in which they were admitted should not assume that original acceptance into the University meets the housing office's requirements for placement or that a room assignment is carried over into the next semester or the next year. Newly admitted students who do not register within the academic year of admission must formally submit an application for readmission to the University (see section on Readmission to the University).
- 2. Applicants will be mailed a room assignment notice** or will be notified in writing if space is unavailable. A room assignment will be made only after a student has been officially admitted to the University; has met the deadline for submission of the application for student housing; has signed the Student Housing Contract; and has paid the \$100 room deposit fee.

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- 3. The completed Application for Student Housing and Student Housing contract** for room and board must be received by the student housing office by the dates below:  
*For fall semester - not later than June 1*  
*For spring semester - not later than November 15*
- 4. The Student Housing Contract is binding** for the academic year in which students are enrolled.
- 5. The Student Housing Contract and room assignment notice may be canceled** and a refund of \$100 (less a \$5 administrative charge) will be made provided the student housing office is informed in writing at least 21 days prior to the opening date of the residence hall. No refund of the deposit will be made for cancellation after this date.
- 6. Students who have applied for housing but have not been assigned a room**, may transfer their \$100 reservation deposit to the next semester by indicating on the housing application their desire to be placed on the waiting list. Students who have not received official confirmation of a room assignment should seek off-campus housing.
- 7. Off-island students who have applied for housing** but have not received a room assignment and have not been able to secure off campus housing accommodations should call the housing office before arriving on campus.
- 8. The assigning of special students** who are working on special projects with the University will be determined by availability of space.
- 9. Residence hall changes, room changes, length of stay:** Students assigned to university housing are required to abide by the terms of the Student Housing Contract and the Student Handbook. The housing office reserves the right to make residence hall and room changes for the benefit of all. Students residing on campus will be allowed to remain in on-campus housing until they graduate provided that they meet the minimum number of credits each semester for on campus housing, (12 credits), and have not been found in violation of the Student Code of Conduct.
- 10. Termination of Student Housing Contract:** For all campus residents who drop to part-time status (less than 12 credits), withdraw, are suspended, dismissed, or otherwise cease studies at the University, the Student Housing Contract will be terminated and they must return keys to the housing office and vacate the premises within 24 hours. *(This policy is currently under review and is subject to change pending approval.)*
- 11. All campus residents, visitors and overnight guests are required** to observe accepted standards of social conduct at all times and to adhere to all rules and regulations governing the residence halls. Policies and procedures for visitors and fees for overnight guests are outlined in the Student Handbook.
- 12. Opening and closing of the residence halls:** University housing facilities are not available for occupancy prior to the opening dates as posted by the housing office. Residence halls are closed at the conclusion of each semester.
- 13. Summer Housing:** Summer housing is provided for matriculated UVI students who are enrolled for at least 6 credits during the summer session. Applications for housing for the summer session must be filed in the housing office by April 15 along with the Student Housing Contract and \$100 room deposit. All deposits must be paid by check, credit card or money order.

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## **Personal Property**

The University cannot be responsible for and does not insure student property at any time. If concerned, students should investigate individual or family property insurance which would provide adequate protection.

## **Off-campus Housing**

The University does not assume the responsibility for placing students in off-campus accommodations. The University assumes no control over off-campus rates.

## **Food Services**

All students residing in campus housing are required to select a meal plan option for each semester, and must pay for each plan at the time they pay for their room:

**Plan A** - \$2,890: Seven (7) day meal plan with three (3) meals per day Monday through Saturday and two (2) meals on Sunday; 20 meals weekly.

**Plan B** - \$2,025: Seven (7) day meal plan with two meals per day Monday through Sunday, 14 meals weekly.

Fees are outlined in the costs section of the catalog.