

Services Available on Campus

Academic Support Office

2500 WSC
(801) 422-2723
E-mail: academic_support@byu.edu

The purpose of the Academic Support Office is to promote students' academic success and assist students experiencing academic difficulties. Programs offered or coordinated by the office include academic advising, policy development, student notification, and research.

Students with deficient academic standings are notified by the office following each semester or term of a student's enrollment. This notification and the follow-up contact programs are intended to be positive in nature and are designed to increase academic effectiveness and help students attain their educational goals.

Faculty members may request information about the academic status of a student enrolled in one of their classes for the purpose of assisting the student, as well as materials to improve the student's study skills. Faculty are also encouraged to refer students who show academic deficiencies to the Academic Support Office for help.

See the Academic Standards section at the front of this catalog for details of BYU's academic standards.

Alumni Association

Background

The Alumni Association was organized in 1893 to promote the general welfare of Brigham Young University. Today it serves more than 350,000 alumni and provides several valuable services and programs for students still at the university.

Membership Prerequisites

All graduates and former students with 24+ credits are considered members of the Alumni Association. There are no dues or membership drives; the association encourages contributions to BYU.

Services to Students

Services to students on the campus include the college-related Student Alumni Relations Committee, BYU Alumni Association Replenishment Grants (for students), meeting facilities in the Alumni House, the commencement checklist for graduates, and operation of the Student Alumni Association.

Services to Alumni

Services to alumni include many on-campus programs during Homecoming and commencement and other times during the year. Alumni have access to bookstore, library, and physical education facilities; they can receive counseling and job placement assistance; and they can get discounts at select BYU events by using a BYU Alumni Membership benefits card, which is available at the Alumni House. Other benefits include life, health, auto, and home insurance programs; access to an alumni directory; BYU and other merchandise on the Web site; and use of the Aspen Grove Family Camp behind Mt. Timpanogos. Graduates also receive the *BYU Magazine*.

Off-campus, BYU has an active chapters program with more than 145 organizations worldwide designed to reconnect alumni and further the mission of BYU. This community of alumni meet for education programs, firesides, athletic and cultural events, and

other activities, including raising Replenishment Grants for students in their chapter boundaries.

Information

For information about these and other benefits, contact the Alumni Association, Alumni House, 133 ALUM, (801) 422-4663 or 1-800-437-4663, or visit the alumni Web site at alumni.byu.edu/.

Bookstore

3970 WSC, Provo, UT 84602-7904
Information: (801) 422-2400 (hours, information, sales promotions)
Receptionist: (801) 422-3007
Fax: (801) 422-0061
E-mail: bookstore@byu.edu
Internet: www.byubookstore.com

The BYU Bookstore is an institutionally owned auxiliary support unit of Brigham Young University. As a department of Student Auxiliary Services, the BYU Bookstore has retail responsibilities unique to the university environment and distinctive to a religious university governed by The Church of Jesus Christ of Latter-day Saints.

The BYU Bookstore's central purpose is to be a partner in the university educational process by providing course materials and merchandise at the lowest possible prices to Brigham Young University students, faculty, and staff. At the end of each semester the Bookstore buys back used textbooks needed on campus for the following semester or term.

Augmenting the Textbook Department are a convenience store and fifteen other departments that exist to meet the ever-changing needs of students and employees: men's clothing, women's clothing, children's book, general book, religious book, computer, computer repair, school supplies, art and frame, candy, photo, Cougarwear, music and video, shipping, and gift departments. A Wells Fargo Bank branch is located inside the store, as well as an ATG Wireless stand.

The BYU Bookstore Web site provides access to textbook information and allows 24-hour shopping from an ever-expanding merchandise selection.

Bookstore Hours

Monday–Friday 7:50 a.m. to 6:00 p.m.
Saturday 10:00 a.m. to 6:00 p.m.

Twilight Zone Convenience Store Hours

Monday and Friday 7:30 a.m. to 7:00 p.m.
Tuesday–Thursday 7:30 a.m. to 9:30 p.m.
Saturday 9:30 a.m. to 6:00 p.m.

Campus Life

University Accessibility Center

1520 WSC
(801) 422-2767 / 422-0436tty
Video phone: (801) 422-4472
Fax: (801) 422-0174
E-mail: uac@byu.edu
Internet: <http://campuslife.byu.edu/uac>

The UAC works to assure that students with disabilities are provided access to university programs. A variety of services and

extensive information is available. Provision of services is contingent upon appropriate documentation of a disability.

Students with mobility impairments and chronic illnesses are encouraged to seek help in ensuring accessibility to classes and other accommodations. Deaf and hard of hearing students may obtain the services of qualified sign language interpreters, real-time captioners, assistive listening devices, and notetakers. Students with visual impairments may have the assistance of volunteer readers, volunteer notetakers, library lockers, VisualTeks, alternative format textbooks, braille writers, or an adapted computer with enlarged characters and speech synthesis. Other appropriate academic accommodations are available as needed.

Possible services for students with learning disabilities, attention-deficit /hyperactivity disorders, or qualifying psychiatric disabilities include educational assessment, educational/learning advisement, and, as needed, classroom or curriculum accommodations. In addition, help is offered in determining appropriate class loads and preparing for a career.

Students with a disability may contact the office Monday through Friday, 8–5 p.m., (801) 422-2767, to schedule an appointment with a counselor. Deaf students may contact the office by e-mail or video phone.

Women's Services and Resources

1520 WSC
(801) 422-4877

Women's Services and Resources is a place of support for all women on the BYU campus. WSR offers help for reentry students, single mothers, victims of sexual assault or relationship violence, loved ones of men with pornography problems, and women struggling with depression, anxiety, body image, eating problems, or relationship issues. A wide variety of support groups and other activities are offered by WSR throughout the year in an effort to support, educate, and inspire the women of BYU.

Campus Craft and Floral

1021 WSC
(801) 422-2840

Campus Craft and Floral is the on-campus source for flowers, scrapbooking supplies, and gifts. Located on the bottom floor of the BYU Wilkinson Student Center, it provides students and faculty with quality products, guaranteed service, timely delivery, and competitive prices.

Campus Craft and Floral specializes in custom designs for special occasions and has the resources, reputation, and knowledgeable staff to help with any floral needs, including offering daily on- and off-campus delivery.

Campus Visits

Students desiring to visit campus are encouraged to schedule a tour through the Office of School Relations—Campus Visits, Visitors Center (VCTR), (801) 422-4431. Tours are tailored to the individual student's needs, and appointments with advisement centers can be arranged as requested. Please schedule tours at least two weeks prior to your campus visit.

Comprehensive Clinic

Judy Norman, Director
239 TLRB,
(801) 422-3628

The Comprehensive Clinic is a training and research center that houses several of the clinical training programs of the university. These include clinical psychology, marriage and family therapy, social work, and communicative disorders. Available to community people and BYU families, services of the Comprehensive Clinic include:

1. Counseling for depression, anxiety, low self-esteem, strong fears, marital discord, divorce adjustment, child behavior and family problems, premarital concerns, and sexual dysfunction.
2. Speech disorders and voice disorders.
3. Evaluation of hearing loss, adequacy of hearing aids.

Depending on the services provided, fees may be charged, ranging from a minimal charge to full professional rates. Family size and income, university affiliation, equipment utilized, and other factors are considered.

LDS Family Services, Provo, offering individual and family counseling, as well as adoption, foster care, and unwed mother services, is also located in the Comprehensive Clinic.

Computers

Students who are considering the purchase of a personal computer should note the following information:

BYU offers a discount on the purchase of various computer hardware and software products, saving students a significant amount on new computer merchandise. These educational discounts are available to registered students, faculty, and staff. (Some vendors do require full-time status.) The Computer Department also offers a large selection of used computers and refurbished iPods.

For specific information please contact the Bookstore, (801) 422-7119.

Counseling Services

The clinical counseling area offers treatment or referral for developmental, emotional, or interpersonal difficulties that arise during the educational process. Counseling services are oriented toward short-term interventions designed to help students develop self-reliance and succeed in their role as students. Counseling is available for a broad range of emotional concerns, including depression, anxiety, eating disorders, interpersonal challenges, sexual addictions, sexual assault or abuse issues, and gender identity issues, among others.

Counseling Services

1500 WSC
(801) 422-3035
Fax: (801) 422-0173
Web: <http://ccc.byu.edu/counseling/>

Eligibility: Full-time and 3/4 time matriculated students at the BYU Provo campus are eligible to receive counseling services provided by professional counselors and counselors in training, who operate within established limits of confidentiality. Without written permission from the student, personal information is not released to any third party. Services include individual, couples, and group counseling as well as psychiatric consultation for clients of the center. Individual and group counseling services are oriented toward short-term intervention to help students surmount obstacles to a successful academic experience.

Stress Management/Biofeedback Lab

1582 WSC
(801) 422-7261
Web: <http://ccc.byu.edu/counseling/managing.php>

The Stress Management Lab is available to full-time students desiring to improve their skills in dealing with stress in their academic and personal lives. Audio tapes, printed materials, consultations with a stress-management specialist, and biofeedback training, which increases the ability to relax and reduce tension in the body with the aid of electronic instruments, are all available. Lab resources are tailored to individual concerns, and students are encouraged to visit the lab about four weeks to give their training a chance to work. Those desiring help beyond the skill training available in the lab can sign up for time with a professional counselor.

Dining Services

Dean A. Wright, Director
180 SASB
(801) 422-4935
E-mail: dining@byu.edu
Internet: www.byu.edu/dining/

BYU Dining Services is nationally recognized as a leader in collegiate food service programs, serving an average of 30,000 meals daily. Options range from full-service dining to grab-and-go meals. The new **Legends Grille**, located in the Student Athletic Center, features a wide range of fresh, healthy choices served in a sports setting that features eleven plasma-screen TVs. The **Skyroom Restaurant**, on the sixth floor of the WSC, offers full-service dining weekdays for lunch plus on-campus delivery. The **Cougareat Food Court**, on the main level of the WSC, includes choices such as Taco Bell, Teriyaki Stix, and Subway in addition to grill items, salad and soup, Italian selections, grab-and-go, pastries, and sweets. The **Museum Café**, in the Museum of Art, features specialty sandwiches, organic salads, soups, desserts, and beverages. The **Marketplace Café** in the atrium of the Tanner Building provides an old world marketplace and café featuring custom-made salads, a panini grill, and much more. The **Morris Center** and **Cannon Center** cafeterias are located at Deseret Towers and Helaman Halls, respectively, and provide students and guests buffet-style all-you-care-to-eat selections for every meal. Menus and hours for each area are posted on the Web. The **Creamery**, a dairy outlet and convenience store; the **Creamery on Ninth**, a full-service grocery with a 1950s-style ice cream counter and grill; and **Take-Out Catering**, a carry-out service for all food products produced at BYU, are located at the northeast corner of campus. **BYU Catering** can provide refreshments for a small group or a complete meal for thousands. Tomassito's Pizza is also available for free delivery campuswide.

BYU Concessions is unique in that fans may enjoy many local restaurants' food in the Marriott Center and the LaVell Edwards Stadium.

The Signature Card is welcomed in all Dining Services locations.

Equal Opportunity Office

Sue DeMartini, EEO Manager and 504 Coordinator
D-282 ASB
(801) 422-5895; 24-hour contact number: 367-5689

Brigham Young University does not allow unlawful discrimination based on race, color, national origin, religion, sex, age, veteran status, pregnancy, or disability in the academic or employment setting. This includes unlawful sexual harassment, which is a violation of university standards, as well as state and federal laws, and may be considered grounds for discipline. Persons who believe they have been unlawfully discriminated against or unlawfully sexually harassed should contact the Equal Opportunity Office. Training on Title VII and Title IX issues is available by calling 422-3863.

First-Year Experience Office

R. Steven Turley, Associate Dean
185 TMCB
(801) 422-4243
E-mail: fye@byu.edu

In support of the mission of undergraduate education, the First-Year Experience Office has the primary purpose of coordinating and strengthening programs aimed at students during their first year at the university. To improve these experiences the office collects data, reviews literature, examines current and proposed programs, and collaborates with other units. Major initiatives at present are Freshman Academy, leadership of New Student Orientation (a collaborative effort of several campus units), and development of a first-year seminar and peer mentors for first-year students.

Office of Information Technology

Kelly J. Flanagan, Information Technology Vice President and CIO
C-366 ASB
(801) 422-3142

Kelly C. McDonald, Assistant Information Technology Vice President
246 MB
(801) 422-5025

The Office of Information Technology offers a variety of products, services, and support to meet the technology needs of the campus community. Following are a few examples:

- **Route Y:** AIM, basic e-mail, Blackboard, personal information, scholarship application, the Student Handbook, and the BYU Telephone Directory are some of the numerous campus applications available to students.
- **Network Access:** Computer labs, offices, resident halls, and public ports receive high-speed access to BYU's network, e-mail, and the Internet.
- **Computer Labs:** Open computer labs are available with basic applications such as MS Office, an Internet browser, and printers.
- **Computer Rental:** Refurbished computers preloaded with software are available for student rental.
- **Media Equipment Delivery:** Students needing equipment, such as CD or DVD players and video projectors, for classroom presentations may place orders through their class instructor.

For more information about the above products or other Office of Information Technology products, see our Web site at <http://it.byu.edu>, or call (801) 422-4000.

Multicultural Student Services

1320 WSC
(801) 422-3065
Internet: <http://multicultural.byu.edu>

Office Management

Lisa M. Muranaka, Director
Darin Eckton, Assistant Director
Diane Hill, Office Manager

Multicultural Student Services Staff

Anthony Bates, Advisor
Sam Brown, Advisor
Lucky Fonoimoana, Advisor
Jean Rainer, Advisor
Lynette Simmons, Advisor
LaVay Talk, Advisor

Office Mission

Multicultural Student Services is a unique team of multicultural specialists who value the total development of the multicultural student within the aims of a BYU education. The staff seeks to develop a BYU environment of "fellow citizenry" where multiculturalism can flourish: "Ye are no more strangers and foreigners, but fellowcitizens" (Ephesians 2:19).

Services Available to Students

Multicultural Advisement

Multicultural Student Services is an available support system that helps multicultural students to be successful in the university community. Advisors take advantage of every opportunity to assist the students and help them discover resources on campus that will further their academic, social, and spiritual success and help them work toward graduation.

Multicultural Scholarships

Students interested in applying for scholarships must be admitted to the university. Applications are available on the Web at <http://saas.byu.edu/admissions>. The comprehensive scholarship application must be completed at http://saas.byu.edu/dept_scholarships/application. Prospective students should apply for admission and scholarships simultaneously.

On-Campus Education

Multicultural diversity contributes positively to the development of students, staff, faculty, and the community. We value students for what they bring culturally to campus. Special programs are designed to awaken students to a sense of value and self-worth, provide leadership-training opportunities, educate and inform BYU students and the community, and promote inclusion.

Publications

Students report on campus interests, activities, and issues in the *Eagle's Eye*, a multicultural student magazine published once a year. The publication has a national circulation list that includes alumni, universities, businesses, and a wide range of minority organizations.

Recruitment and College Preparation Programs

Brigham Young University values diversity and seeks to enrich the campus environment with students from diverse cultural backgrounds. The MSS Office actively recruits multicultural students who are spiritually, academically, socially, and culturally prepared to enjoy and contribute to the campus community. In coordination with Admission Services, the MSS Office encourages prospective multicultural students to prepare for and seek opportunities in higher education.

Risk Management and Safety

Glenn Johns, Managing Director
TOMH
(801) 422-4468

The Risk Management and Safety Department seeks to find and eliminate or reduce risks associated with the operation of the university, its programs, activities, and other endeavors. Risk Management and Safety consults with individuals and departments to eliminate risks and procures insurance as necessary.

The department ensures proper safety programs and procedures, consults with campus personnel regarding safety concerns, and provides safety-related training. Training topics include hazardous communication (HazCom), radiation safety, driving courses (van, defensive, straight truck, CDL, and equipment), lab safety, fire safety, and CPR/first aid.

Compliance and training in federal, state, and local life safety, OSHA, and environmental regulations are also coordinated by the department, as are university insurance and workers' compensation programs for all full- and part-time employees.

The department manages the university emergency preparedness programs and coordinates with local and state emergency preparedness agencies to furnish information to all BYU personnel and students. This information includes CERT training, earthquake preparedness, building evacuation, and stake, ward, personal, and department preparedness.

Services for Single Parents

"The Resource Book for Successful Single Parent Students" is available at the Women's Services and Resources Office (1520 WSC). Individuals interested in networking with other single parents on campus can contact the Single Parents Association through LaNae Valentine at (801) 422-4877.

Signature Card

2310 WSC
(801) 422-3866
E-mail: signature_card@byu.edu
Internet: <http://www.signaturecard.byu.edu/>

The Signature Card is a debit account, utilizing the university ID card. Nearly all retail outlets on campus accept the Signature Card, including Dining Services, vending machines, the Bookstore, WSC retail operations, copy centers, designated copy machines, ticket offices, and computer labs. Deposits, account monitoring, and balance inquiries may be made through RouteY by selecting the Signature Card and Meal Plans icon. Deposits may also be made at Student Financial Services and at most locations displaying the Signature Card logo.

Billing and Customer's Rights

This notice contains important information about the cardholder's rights and Student Auxiliary Services' (SAS) responsibilities under the Federal Electronic Funds Transfer Act. To preserve the rights under this act the cardholder must notify SAS of any clerk, billing, or statement error within sixty days of the date when the error appeared on the cardholder's statement. The cardholder may contact SAS in writing at any time or call/visit the SAS office during regular office hours from 8:00 a.m. to 5:00 p.m. Monday through Friday, (801) 422-3866, Signature Card Office, 2310 WSC, Provo UT, 84602.

Should the cardholder lose the ID card, he or she should call the Signature Card Office at 422-3866 or notify a Dining Services cashier immediately. A flag will be placed on the cardholder's account to protect it from unauthorized users. Failure to notify the Signature Card office within two business days may increase the cardholder's liability for unauthorized transactions.

The Signature Card account is not a demand deposit account like a savings or checking account. Money "deposited" in the cardholder's Signature Card account purchases points that may be redeemed for services at locations displaying the BYU Signature Card logo. Money may be withdrawn from the cardholder's account for emergency purposes only. A \$10 processing fee is charged for this type of transaction, and it can take up to 10 days to process the check.

There is a \$10 processing fee to refund unused balances at the time when a Signature Card account is closed. Cardholder's are encouraged to spend the remaining balance in their account to avoid the check-processing fee.

Declining balance accounts that have remained inactive for a period of six months will be assessed a \$5 service fee for each month they remain inactive. Inactive accounts without a balance will be closed. Patrons may contact Student Auxiliary Services to reopen a closed account.

At Dining Services' locations contracted meal plans are automatically assessed first. If sufficient funds are not available in a contracted meal plan to satisfy a transaction, the system will automatically cascade to the Signature Card account. Following automatic cascading if an account still does not have sufficient funds to complete the transaction, the remaining balance will need to be paid with cash.

Brigham Young University reserves the right to set the account balance to a negative amount when the account balance has insufficient funds to post an *off-line-card read* transaction.

Signature Card ID Center

2310 WSC
(801) 422-3866

Hours:	Monday–Friday	7:00 a.m. to 7:00 p.m.
	Saturday	10:00 a.m. to 3:00 p.m.

The Signature Card ID Center provides BYU photo identification cards. In addition to identification on campus, these cards may be used for library services, building access, Signature Card debit accounts, and meal plans. Students desiring a new ID card should

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bring a form of photo identification. There is no fee for the initial card. Dress and grooming standards as outlined by the university must be observed to obtain a card. Please see our Web site, <http://www.signaturecard.byu.edu/idcenter/>, for more information.

Wilkinson Student Center

Dean of Students
3500 WSC
(801) 422-4771

The Wilkinson Student Center is the community center of Brigham Young University. With a primary focus on student services, it enriches the quality of university community life for faculty, staff, alumni, and guests. The WSC houses organizations that enhance student development and personal growth, and it provides a place for building character, strengthening spirit, and enlarging intellect, which lead students to lifelong learning and service. It also provides essential services and conveniences for members of the university community and creates an environment for formal and informal social interaction. The Wilkinson Student Center celebrates traditions, fosters the "Spirit of the Y," and cultivates an enduring sense of belonging to the university. Under the direction of the dean of students, the center offers a variety of programs, activities, services, and facilities that, when taken together, bless and strengthen lives.

The WSC is open on the following schedule:

Monday–Thursday	6:00 a.m. to 11:00 p.m.
Friday	6:00 a.m. to midnight
Saturday	6:00 a.m. to 11:30 p.m.
Sunday	6:00 a.m. to 10:00 p.m.

First Floor

Businesses: Cougar Creations (1010) (copy center), Barbershop (1030), Campus Craft and Floral (1021), Games Center (1171), Outdoors Unlimited (1151) (rental, sales, repairs, and programs), and the Post Office (1131).

Services: Computer Lab (1111), Multicultural Student Services (1320), International Services (1351), Women's Services and Resources (1520), University Accessibility Center, Counseling and Career Center (1500–1520), custodial offices and supply area (1086), Lost and Found (1086), and EMT's office. Two lounges and a vending area are also on this floor.

Second Floor

Businesses: Jamba Juice (2040), and the Cougareat.

Services: Memorial Hall, Varsity Theatre (2030), Signature Card and ID Center (2310), Information Center, Dining Services, and Off-Campus Housing (2170), Student Employment Offices (2024), the Center for Service and Learning main office (2010), and the Involvement Center (2330). The Counseling and Career Center includes: Job Search Assistance (2410), University Advisement and Academic Support (2500), and Career and Learning Information (2590).

Rooms Available to Schedule Through Campus Scheduling: The Terrace, Garden Court, east and main ballroom, east lounge, 2142, and 2152.

Third Floor

Services: Dean of Students Office (3500), Student Leadership Offices (3400), Campus Scheduling (3371), WSC Business Support (3371), Guest Services (3326B), Preprofessional Advisement (3526), and Catering Offices (3243 and 3245).

Rooms Available to Rent Through Campus Scheduling: Rooms 3211 to 3290 (and 3380). (Note: Rooms 3260 to 3264 are entrances to the President's Room and are not available for rent.)

Fourth Floor

Services: Faculty Center (4450), Honor Code Office (4440), and Center for Conflict Resolution (4412).

Fifth Floor

Services: Dining Services.

Rooms Available to Schedule/Rent Through Campus Scheduling: Various conference and/or meeting rooms.

Sixth Floor

Businesses: Skyroom Restaurant.

WSC Information Center

Main Floor WSC
(801) 422-4313

The WSC Information Center answers questions for hundreds of people each day. It has current pamphlets, directories, catalogs, class schedules, bus schedules, and other informational packets. Fall/Winter hours are Monday through Friday from 8 a.m. to 6 p.m. and Saturday from 9 a.m. to 1 p.m. Spring/Summer hours are Monday through Friday from 9 a.m. to 5 p.m. and Saturday from 9 a.m. to 1 p.m. It also serves as an outlet for ticket sales for various campus activities.

BYU Lost and Found

First Floor, WSC
(801) 422-3024

The BYU Lost and Found serves both those who have lost items of value and those who find them. The university strongly urges students and others to put their names and other personal information on their possessions and encourages everyone to turn found items in to the Lost and Found immediately.

Approximately 60 percent of the items turned in to Lost and Found are quickly returned to their owners. All unclaimed items are held for two months then stored and eventually sold at an annual sale.

Hours are from 9 a.m. to 5:30 p.m. Monday through Friday.

BYU Student Service Association (BYUSA)

Third Floor, WSC
(801) 422-3901

The mission of the BYU Student Service Association is to strengthen students in their social relationships, civic duty, and service to humankind. Through student leadership the university community works together to achieve our goal that all who "enter to learn" will be prepared by training and experience to "go forth to serve." BYUSA houses the Student Advisory Council, which serves as a resource to the university administration regarding students' concerns.

Any student who wants to serve as a volunteer in community service programming or campus activities, in a campus club, on the Homecoming committee, or with programs such as Y Days is invited to become involved.

Ideas for making our university community a better place to learn and to live are also warmly accepted. Students may either come to the Involvement Office or call. There is a place for everyone in the BYU Student Service Association.

Guest Services

Third Floor, WSC
(801) 422-5672

The mission of Guest Services is to provide customer service at dances and events held in the Wilkinson Student Center. This includes building and customer safety and liability. The Guest Services staff includes the WSC after-hours building coordinators, events staff, and student assistants.

Employment Services

Student Employment Office

2024 WSC
(801) 422-3561
E-mail: student_hire@byu.edu

The Student Employment Office is located on the main floor of the Wilkinson Student Center. Its primary purpose is to assist students in finding jobs on campus.

Many job opportunities are available, ranging from custodial to clerical positions. Although many employers offer flexible work hours, it is easier to obtain work if students can arrange their schedule to have a four-hour block available at the same time each day. Some of the more common work shifts are:

- 4:00 a.m.–8:00 a.m.
- 8:00 a.m.–Noon
- 9:00 a.m.–1:00 p.m.
- 1:00 p.m.–5:00 p.m.

Most jobs on campus are listed through the Student Employment Online System. However, some academic departments select from their own students for reading, grading, and research and teaching assistant positions. The Missionary Training Center (MTC) accepts applications from returned missionaries and those who have native foreign language skills. Applications should be submitted online at <http://mtc.byu.edu>.

The Office Skills Test (OST) is offered in the Student Employment Office from 8:00 a.m. to 4:00 p.m. Monday through Friday. This test is required for most clerical jobs. The OST offers tests in a variety of areas, including typing, filing, and data entry. Students may take any or all of these tests. Math, spelling, and ten-key tests may be taken as requested by the department.

U.S. undergraduate students are required to carry and maintain a minimum of 9 credit hours per semester during fall and winter. International undergraduate students are required to take a minimum of 12 credit hours per semester during fall and winter. U.S. graduate students are required to carry 2 credit hours per semester and be accepted into a graduate program. International graduate students are required to take 9 credit hours per semester and be accepted into a graduate program.

Certain governmental restrictions are placed on students from foreign countries. All international students are required to contact International Services, 1351 WSC, to determine their work eligibility prior to going to the Student Employment Office.

Federal immigration regulations require everyone hired in the U.S. to prove work eligibility and establish identity. To be employed on campus all students must provide a U.S. social security card for Internal Revenue Service (IRS) purposes. U.S. citizens may use either a passport to establish identity and prove employment eligibility or a combination of two forms of acceptable ID. International students must provide acceptable ID that includes an I-20 and a current passport with an I-94 attached.

Students hired for on-campus jobs through Student Employment agree to observe the BYU Honor Code and the Dress and Grooming Standards.

Student Health Center

2300 SHC, (801) 422-2771

Rulon J. Barlow, Administrative Director
Keith D. Willmore, MD, Medical Director
Gary B. Brimley, Assistant Director

Student health services are available at the Student Health Center for all students, spouses, and dependents of students at rates lower than those the community offers. Any student may receive services at the Health Center regardless of his or her insurance policy, although students can receive health care at an even greater discount by utilizing the student health plan. The Student Health Center is not a Medicare, Medicaid, or TriCare/Champus provider.

Health services are available from 8:00 a.m. until 6:00 p.m. Monday through Friday and from 8:00 a.m. until noon on Saturday. The Health Center is closed on Sunday and on all BYU holidays. Students can make an appointment by calling (801) 422-2771.

Services available at the Health Center include:

1. Consultation with a physician or nurse practitioner
2. Immunizations
3. Pharmacy
4. Physical therapy
5. Laboratory services
6. X-ray services
7. Pediatrics
8. Gynecology
9. Urgent care
10. Consultation with specialists in ENT, ophthalmology, orthopedics, internal medicine, podiatry, psychology and psychiatry, surgery, gynecology, and dietary and nutritional counseling, etc.

For more information contact the Student Health Center. The Student Health Center is bound by federal confidentiality laws. Personal information will not be released to a third party without written permission from the patient.

University Police, Parking Services, and Security

The University Police Department is established for the benefit and protection of students, faculty, and staff. The department's state-certified police officers are entrusted with enforcing laws. Student security, traffic, and parking-control employees are also utilized by the university to enforce campus rules and regulations.

All persons requiring emergency police assistance or fire or ambulance services should call 911. Non-emergency police assistance is available by calling (801) 422-2222 or by visiting the department at 2120 JKB.

Parking control is the responsibility of the University Police Parking Services, also located at 2120 JKB. All BYU students must register their motor vehicles and obtain a student parking permit with Parking Services.

Automobile Registration

Parking Services hours are from 7:30 a.m. to 5:00 p.m. Monday through Friday, except when the office is closed during the Tuesday devotional. To obtain a parking permit, register online through Route Y, or to obtain a permit in person, present the following:

1. Current state vehicle registration certificate
2. University identification card

Parking Permits

Parking permits are available at no cost to students, faculty, and staff. Parking is restricted according to the zones listed.

Zone G: Graduate permit (valid in G and Y lots)

Zone Y: Students living off campus (valid in Y lots)

Note: Those living in family or foreign language housing are required to display a Y permit designated for those areas.

Zone Y/C: Student motorcycle (valid in student motorcycle areas)

Zone C: On-campus single housing (valid in C lots)

Zone A: Faculty and staff parking

Bicycle Registration

All bicycles operated or parked on campus must be licensed with a Utah County municipality. Provo city licenses are available for a fee of \$1 at Parking Services.

Bicyclists must:

1. Always park bicycles in racks.
2. Never ride on sidewalks during class breaks.

Services Available on Campus

3. Yield to pedestrians.
4. Obey *all* traffic rules.

Bicycles not parked in racks will be impounded. BYU will not be responsible for cut locks, chains, or cables. Locks, chains, or cables may be cut only when uniformed police or traffic personnel are present.

Other Regulations and Information

Neighborhoods adjoining campus are sometimes inundated with parked vehicles. Students are encouraged to obtain BYU parking permits and to park in university parking lots authorized by the permit.

Traffic regulation information may be obtained from Parking Services. It is the responsibility of all students, faculty, and staff members to obey all traffic rules and regulations.

Questions may be directed to Parking Services personnel at (801) 422-3906.

Appeals must be made within *fourteen* calendar days of the citation issue date. Otherwise the opportunity to appeal is

forfeited. Hearing Office hours are from 9:00 a.m. to 4:00 p.m. Monday through Friday, except when the office is closed during the Tuesday devotional.

Individuals receiving seven or more citations in a twelve-month period (*whether paid or unpaid*) will have their campus driving and parking privileges revoked.

Veterans Support

A-41 ASB

(801) 422-2768

E-mail: veterans@byu.edu

Internet: <http://saas.byu.edu/depts/veterans/>

The Veterans Support Office certifies the enrollment of eligible veterans or their dependents for educational benefits from the U.S. Department of Veterans Affairs (VA). Information and help in applying for these benefits are available from this office.