

What Every Austin Grad Student Needs To Know...

Office Hours

We look forward to your visits, so stop by the office at any time. Our doors are open Monday, Tuesday and Thursday 8:30–5:00; Wednesday 8:30–4:30 and Friday 8:30–3:00. We are closed for lunch from 12:00–1:00 every day.

Chapel

Chapel is held every Monday at 10:30 a.m. on the 2nd floor in room 206 during the semester. Chapel services are followed by refreshments that are provided by the faculty, staff, and students. Look for the sign up sheet on the desk in the front office to sign up for your turn to bring refreshments. Please join us for this uplifting time. It is a great way to start your week.

Austin Grad Website

Be sure to check the Austin Grad website for helpful information. The website is www.austingrad.edu.

The Claude Hocott Student Commons

Austin Grad has a great place for you to have lunch, study, or just hang out. The Claude Hocott Student Commons is located on the second floor at the north end of the building. This room is equipped with tables and chairs, wireless Internet, ping pong tables, soda and snack machines, sinks, and a refrigerator and microwave for your use. We also offer free coffee. We only ask that you use a lid on your cup to help prevent spills and to keep our school clean.

T-Shirts and Mugs

Purchase an Austin Grad t-shirt -- \$12 each or 3 shirts for \$30.00. Stop by the bookstore and take a look.

Newsletter

Be sure to check our weekly newsletter to get all the latest news and noteworthy items of the week. If you have given us an email address, you will receive an email with the newsletter attached to it each week.

David Worley Library

The David Worley Library is open Monday, Tuesday and Thursday evenings until 10:00; Wednesday until 4:30 and Friday until 3:00 during the semester. We hope this makes your after-hours studying easier, and we welcome family and friends from your church to use this resource as well. A Tex-Share Library Card is available through our library (you must have an Austin Grad library card). This card allows you to have access to most libraries in Texas, including UT's library, Austin Presbyterian Theological Seminary (www.circdesk@austinseminary.edu), Episcopal Theological Seminary of the Southwest (www.ets.edu), and the Austin Public Library. Talk to the Library staff for more information.

Beyer Computer Lab

The Beyer Computer Lab is located in the David Worley Library and is open Monday, Tuesday and Thursday evenings until 10:00; Wednesday until 4:30 and Friday until 3:00 during the semester. There are Macs, PCs, and a printer available for your use. Remember that these computers are used by many people and do not leave any documents on them.

Building Access Information

Austin Grad has multiple entrances on the first and second floor. For your safety, we have developed the following access plan:

- Front doors are open during administration office hours: 8:30–5:00 Monday, Tuesday and Thursday; Wednesday until 4:30 and Friday until 3:00.
- Other doors require an access code, which will be given to students upon registration.
- *All doors require the access code from 5:00–9:30* on Monday, Tuesday, and Thursday (for evening classes and library and computer lab use).
 - A front and rear door intercom is provided for guests or others who might not have the access code during these hours. This intercom rings staff in the library who can then release the lock for entrance.
- Please see Carolyn at the front desk for the code or if you have any questions.

Mailboxes and Student ID's

Student mailboxes are available and free of charge. Photo Student ID's that will also be used as your library card cost \$5 for the year. Free library cards without a photo are also available.

Bookstore

The bookstore is located on the 1st floor next to the David Worley Library and is available for browsing any time between 8:30 and 3:30 Monday through Friday. Contact Stephanie Byers in the Bookstore by email at sbyers@austingrad.edu or by phone at 512-476-2772, and she will be happy to help you.

Bureaucratic “This and That”

You will find the following procedures and policies posted throughout the school:

1. Computer Resource Policy (I.T.)
2. Campus Crime Rate
3. Notification of student rights under the *Family Education Rights and Privacy Act*.

Parking

Student parking is located in the front and on the north side of the building. Limited parking is also available in back of the building, but only in spaces directly adjacent to the building. Other spaces belong to the building next to us at 7620 Guadalupe.

Handicap parking is located at the back of the building.

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