# Serving Our Undocumented & DACA Students at St. Edward’s University

## Need to Know Information

*Our students and their stories are important to us. Serving our undocumented students is part of our Holy Cross mission. Below you will find information about current support on the Hilltop in alphabetical order by department.*

**Campus Ministry**

WHAT: Liza Manjarrez, Associate Director of Campus Ministry serves as the point of contact in Campus Ministry for undocumented students. In addition to helping students access resources on and off campus, she also helps plan prayer services, spiritual programs and justice education in support of undocumented students and their families and immigration reform.

HOW: Call Liza at 512.448-8534to schedule an appointment or email Liza at lizama@stedwards.edu.

**Career and Professional Development**

WHAT: Our Career and Professional Development Office is dedicated to supporting all students throughout their process of career exploration and professional development, regardless of citizenship status. Our website lists a variety of resources specifically available to our undocumented and DACA students, and students can schedule 1:1 appointments with our Career Coaches to discuss specific goals.

HOW: Students can access resources online (<https://www.stedwards.edu/career-and-professional-development/students-and-alumni>; scroll down to identity based tools and resources) or they can make an appointment with their designated Career Coach (<https://stedwards.joinhandshake.com/login>).

**Catholic Charities of Central Texas Legal Aid**

WHAT: Thanks to our Congregation of Holy Cross and the work of Campus Ministry, there is limited funding for SEU students and their families to receive legal services regarding family-based immigration, removal defense, permanent resident card, naturalization and asylum. Our students will receive both a consultation and assistance completing necessary paperwork. Be sure to indicate in the email you are a St. Edward’s University student. More information can be found [here](https://stedwards.box.com/s/w5g8o6wzmze08vlukyefw7w5ud2acmxu).

HOW: Our student can contact Catholic Charities directly at 512-651-6125 to schedule an appointment (be sure to identify yourself as a current SEU student and take your SEU ID card and a printout of your current class schedule to the appointment) or the SEU staff or faculty member calling on the student’s behalf can provide student contact information and Catholic Charities staff will reach out to our student directly. Catholic Charities is located at 1625 Rutherford Lane, Austin, TX 78754.

CONFIDENTIALITY: Catholic Charities will not share the identity of students seeking this service.

**College Assistance Migrant Program (CAMP)**

WHAT: CAMP staff serve first generation migrant students with counseling services, transition programs, and academic counseling. Due to the federal grant, only students who are green card holders or U.S citizens are eligible for the CAMP scholarship. We do assist CAMP families regardless of status.

HOW: The CAMP scholars or their family can call the CAMP office for resources or referrals at 512-418-8625.

**Dean of Students Office**

WHAT: Connie Rey Rodriguez, Associate Dean of Students, serves as the point of contact and will work with undocumented students individually and confidentially to ensure the student has access to all types of resources both on and off campus.

HOW: Call the Dean of Students Office at 512-448-8408 to schedule an appointment or email at connierr@stedwards.edu.

**Health & Counseling Center**

WHAT: A therapist from the HCC hosts a group for Students of Color centered around experiences of racism and discrimination. During the group meeting there is an opportunity to check in and support one another, as well as enjoy refreshments and access resources.

Individual health and counseling services are provided at the HCC, including confidential appointments with medical and mental health providers. All full-time therapists have completed training on trauma-informed care. If needed services are beyond the scope of the HCC, our student will be referred to community resources where quality care can be provided.

HOW: Call the HCC at 512-448-8686 to schedule an individual appointment and learn when group meetings are scheduled.

Students can also call the Hilltopper Helpline at 833-434-1217 to speak with a licensed counselor 24 hours a day to provide immediate support for student concerns.

**International Student Services**

What: The International Student Services office offers programming to foster college life resiliency, both socially and academically.

How: Contact the International Student Services office at iss@stedwards.edu. The phone number is 512-428-1051.

**Monarchs on the Hilltop**

WHAT: Leadership from Monarchs on the Hilltop works in collaboration with the university and fellow students to raise awareness and action towards issues that press the undocumented community at St. Edward’s University. As a student organization, Monarchs on the Hilltop aims to provide an inclusive and welcoming space for undocumented students, allies, and people in mixed status households. We serve our community by putting on events and setting up programs to further enrich the student experience at St. Edward’s as well as ensure students have the necessary tools to thrive academically and personally on the Hilltop and later as alumni.

HOW: To reach us contact our email at Monarchs\_Hilltop@stedwards.edu.

**Office of Student Belonging and Inclusive Excellence**

WHAT: Director Erica Zamora, ezamora2@stedwards.edu, and Assistant Director Lionel Lopez, llopez14@stedwards.edu, from the Office of Student Belonging and Inclusive Excellence, work in collaboration with Student Involvement to support Monarchs on the Hilltop student organization and are a great resource for training and student support.

HOW: Call the Office of Student Belonging and Inclusive Excellence at 512-428-1338 or email at diversity@stedwards.edu.

**Student Financial Services**

WHAT: Students are considered for both Merit and Institutional need-based grant funds. Merit aid is awarded based on the admission application. Institutional need-based funds are awarded to students who demonstrate financial need. Students interested in applying for need based funds should complete the [Texas Application for State Financial Aid](http://www.collegeforalltexans.com/index.cfm?objectid=A3119543-CBF8-C202-F1B0EEFD5F4B9805) (Texas Residents) and/or the [Free Application for Federal Student Aid](https://studentaid.gov/h/apply-for-aid/fafsa). A paper application can also be submitted. Additional documentation may be requested. **The process may be intimidating. We understand that. Student Financial Services Counselors can help guide a student through the process and you can learn more on our webpage (**[**https://www.stedwards.edu/billing-and-financial-aid/types-aid/undocumented-students**](https://www.stedwards.edu/billing-and-financial-aid/types-aid/undocumented-students)**).**

HOW: Wilson Ramirez, Financial Services Counselor, is the main point of contact for students. Wilson can be reached at 512-448-8522 or email at wramirez@stedwards.edu. However, all SFS counselors can assist. A student can [schedule an appointment directly with an SFS Counselor](https://www.stedwards.edu/billing-and-financial-aid/meet-your-financial-services-counselor). Student Financial Services is located in the Main Building Room 204, Monday – Friday from 8am - 5pm. No appointment is required. Main Phone: 512.448.8523.

**University Police Department**

WHAT: St. Edward’s University has its own law enforcement agency. Officers are student centered and focused on student safety and support. Our officers do not routinely inquire about citizenship or ask for documentation.

HOW: University Police are available 24 hours a day, 7 days a week, by calling 512-448-8444. Should any external law enforcement agency, including ICE, visit campus or call any office or employee requesting access to campus or to a student, the external law enforcement agency should immediately be referred to the University Police Department, Operations Building, Room 214, and the employee should call 512-448-8444 to immediately alert UPD.

Please refer all law enforcement requests for student information, whether received via email, phone, mail or during an in-person visit to campus, to Associate Vice President for Business Services Rebekah Desai, rebekahn@stedwards.edu, during normal business hours, and copy Dean of Students Steven Pinkenburg, stevep@stedwards.edu. If an immediate or after hours consult in needed, contact University Police Department at 512-448-8444 and they will engage appropriate personnel for consultation.