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Academic Success Center

The Academic Success Center offers a variety of academic support programs for SHSU students. These services include CRLA-certified peer tutoring programs for writing, math, and reading; an online writing lab; and a supplemental instruction program. The ASC's services are available for all undergraduate and graduate students currently enrolled in SHSU.

The ASC's writing center offers one-on-one tutoring sessions and small group instruction designed to help individuals become more successful, more confident writers. Students may seek assistance for any type of writing, ranging from freshman essays and research papers to theses, dissertations, and resumes. The ASC also features an online writing lab and tutoring designed to improve college-level reading strategies. Additionally, the ASC's math tutoring program provides one-on-one and small-group assistance for students seeking help in math, statistics, and math-based science courses such as chemistry and physics. The ASC@TWC, located at The Woodlands Center, offers help in writing, reading, math/statistics, and test-tasking strategies for TEXES exams.

On the main campus, the Academic Success Center (<http://www.shsu.edu/centers/academic-success-center>) is located in the Farrington Building 111. The ASC also offers services online, at the Newton Gresham Library, and at The Woodlands Center, Room 101. The ASC can be contacted by calling (936) 294-3680.

Advising (Student Advising and Mentoring Center)

The Student Advising and Mentoring Center (SAM Center) at Sam Houston State University offers academic advising to all undergraduate students and academic mentoring, support, and enrichment services to all SHSU students. The SAM Center is a resource dedicated to helping students adjust to academic life at Sam Houston State University. Some of the services available include academic advising, academic mentoring, assistance with study skills (e.g., time management, taking notes, testing techniques), GRE prep, locating tutors, and special programs for student populations served at Sam Houston State University.

The SAM Center is housed on the first floor (suites 170 and 190) of the College of Humanities and Social Sciences Building. SAM Center personnel can be contacted by e-mail at samcenter@shsu.edu or at mentoring@shsu.edu or by calling any of the following telephone numbers: (936) 294-4444; toll free, (866) 364-5211; in Houston area, (281) 657-6432.

English Language Institute

The mission of the English Language Institute (ELI) is to provide the necessary English language skills for international students to be successful in academic courses. The ELI offers five eight-week sessions a year- two in the fall, two in the spring, and one in the summer. We also offer a four-week summer residential program for students who want to improve their English skills and participate in cultural activities. Throughout the academic year, the ELI offers extra-curricular activities that give students the opportunity to learn about American culture. For more information, visit English Language Institute. (<http://www.shsu.edu/dept/international-programs/english-language-institute>)

Institutional Effectiveness

The Office of Institutional Effectiveness (IE) is a University administrative service and support unit, aligned within the Division of Enrollment Management, serving the entire University. The primary department functions include Institutional Research, Administrative Program Review, and Legislative Relations and Public Policy research.

Institutional Research includes the collection, storage, analysis, appraisal, and dissemination of data for external reporting on behalf of the University, as well as for use in evidence-based review, planning, and action by University administrators and academic leaders. Institutional Research maintains longitudinal databases from numerous centralized and decentralized data sources to enable the research and reporting required internally and by federal and state agencies for the assessment and publication of policy, programs, and special educational initiatives.

The Administrative Program Review function incorporates the review and analysis of non-academic programs and functions as part of the University's commitment to ongoing, continuous program assessment and improvement for strategic planning, and for reaffirmation of accreditation by the Southern Association of Colleges and Schools and other professional and educational accreditation organizations.

Finally, IE's Legislative Relations and Public Policy research role seeks to identify and act upon opportunities to create positive relationships with lawmakers at local, state, and federal levels and to educate legislative decision-makers concerning Sam Houston State University's outstanding contributions to academia, the workforce, and local, state, and national economies.

IT@SAM

Within the Division of Information Technology (known as IT@Sam), there are five (5) departments supporting the campus: Client Services, Enterprise Services, Infrastructure and Support Services, Information Security Office, and Project Management Office.

Support of Teaching/Learning Environments

IT@Sam provides support and maintenance of instructional environments including computer labs and classrooms. In support of the University's academic programs, computer labs provide modern productivity tools. They are equipped with Windows workstations, DVD-RW drives, USB ports, web cameras, printers and scanners. All IT@Sam labs have the same software installed to ensure a consistent experience for students as they move from lab to lab. A few labs will have additional specialized, course-specific software titles available. Macintosh workstations are available in designated computer labs, with similar functionality.

Some resources, including software such as Microsoft Office 365, are available for off campus use. The Technology Benefits (<http://www.shsu.edu/dept/it@sam/technology-benefits.html>) website will have up-to-date resources listed.

Accessing SHSU Student Network & E-mail

Upon acceptance, students activate their computer accounts on the SHSU website (<https://ww2.shsu.edu/legacy/Activation>) and then have access to SHSU's academic and administrative resources including, but not limited to, computer labs, wireless network, e-mail, and registration.

The SamNet wireless network is available from any non-residential campus building and designated residence halls with SHSU credentials. All University residence halls have wired port connections available to connect to the Residence Hall Network.

To ensure prompt communications, the University will send official statements and documents to student's SHSU e-mail address. The assigned e-mail address will have the following format: `username@shsu.edu`. Former students who have completed at least 15 hours of course work at SHSU will be eligible to opt-in to keep their SHSU e-mail account.

SHSU's Acceptable Use Policy (http://www.shsu.edu/intranet/policies/information_technology_policies/documents/IT-03AcceptableUse.pdf) as well as other IT Practices and Policies (http://www.shsu.edu/intranet/policies/information_technology_policies) govern the use of University e-mail and all computing resources.

Passwords & Personal Identification Number (PIN)

During the application process, an assigned PIN will allow prospective students to monitor the progress of their application. Once accepted and a computer account is created, the PIN will be disabled.

Passwords for SHSU computer accounts will expire every six months. SHSU will never ask students to share their passwords. The Service Desk is available to help with computer accounts, passwords, and general SHSU technology questions.

Student Employment Opportunities

IT@SAM employs students in a variety of positions. Students are encouraged to apply for part-time employment through Jobs4Kats (<https://www.myinterfase.com/shsu/Account/LogOn?ReturnUrl=/shsu/student>).

Contact Info

For more information, visit the Division of Information Technology website (<http://www.shsu.edu/dept/it@sam>). The Service Desk can answer any questions students and parents may have regarding SHSU's computing resources: servicedesk@shsu.edu or (936) 294-1950.

Newton Gresham Library

The Library contains more than 1.3 million books, bound periodicals, and government documents in a variety of formats, including multimedia, microforms, microfiche, recordings, streaming video, videotape, and newspapers. The library provides access to over 50,000 journals and magazines online and over 3000,000 electronic books. As a depository for selected federal and state government publications, the Library provides a separate collection of over 230,000 print and non-print documents; the Library also serves the citizens of five adjacent counties. The Library's Thomason Room houses over 20,000 rare books and other materials on Texas, the Southwest, Mark Twain, Gertrude Stein, the Civil War, Library Science, Criminal Justice, and other topics. Other groups of materials housed in the Newton Gresham Library include paperbacks for recreational reading, current periodical issues, new books, and a children's literature collection. The music listening room, study carrels, a small lounge area furnished with vending machines, and a copy center, including a public fax machine are provided for the convenience of students and faculty. Library resources may be electronically accessed 24x7 from the Library's webpage (<http://library.shsu.edu>), as well as remotely via the Internet. The library maintains database licenses to over 250 online databases such as Web of Science, ERIC, Education Source, SociolIndex, PsycINFO, CJ Abstracts, NCJRS, Academic Search Complete, Business Source, West Law Campus, Biological Abstracts and ScienceDirect, Eighteenth Century Online, U. S. Congressional Serial Set and World Cat. TexShare, the statewide resource-sharing program, provides access to a variety of electronic databases, thousands of full-text journal

articles and print material. A complete list of the electronic databases and electronic journals can be viewed from the Library's web page at <http://library.shsu.edu/> . Books, articles, documents, and other items which are not available locally may be requested Interlibrary Loan.

Twenty librarians, twenty-nine support staff, and a number of student assistants provide reference, interlibrary loan, circulation, acquisitions, and other library services to the faculty, staff, and students of the University as well as to visiting scholars and off-campus users. Distance Learners will find librarians embedded in their online classes. A full-time librarian provides assistance to students at The Woodlands Center. University Archives, located on the 4th floor of the Library, preserves the history of the campus. A computer lab, staffed by Computer Services department, is available during regular library hours. The seventy plus networked workstations in this lab may be used to access the students' personal computer space as well as the library's resources. To assist library users in utilizing library materials and services, librarians developed online guides available on the Library's website. An online instruction series demonstrating how to use databases and find information is available to all students from the Library's homepage. Librarians also provide access to information and help in using the library's resources and services to students on- and off-campus with online chat (see Ask A Librarian on the Library's homepage), e-mail, and by phone.

Testing Center

A variety of college entrance, state-mandated, distance learning exams are available at Sam Houston State University. The Testing Center is an open testing facility (testing SHSU students as well as the general public), has limited seating, and reservations are made on a first-come, first-served basis. The Testing Center is located in Academic Building IV, Rm. #102. **Testing policies and/or fees are subject to change at any time. Contact the Testing Center at (936) 294-1025, e-mail test.ctr@shsu.edu , or visit the web at www.shsu.edu/testing for the most current information.**

College Entrance Exams

ACT: The ACT test is a college entrance exam accepted by Sam Houston State University for admittance into the university. The test is given 3-5 times each year on SHSU's campus. A student may receive college credit for a high score received on the English section of the ACT exam (see Credit by Examination section). Additional information may be obtained by visiting the Testing Center (http://www.shsu.edu/~tst_www) or by visiting ACT (<http://www.act.org>) .

ACT-Residual Test (ACT-R): The ACT-Residual test (taken at SHSU) is a college entrance exam used for admittance purposes into the university. The ACT-Residual scores are only valid at Sam Houston State University. Act-Residual scores will not transfer to another college/university. Students taking the ACT-Residual exam must have applied for admission to SHSU before registering for this test. Additional information may be obtained by visiting Testing Center (http://www.shsu.edu/~tst_www) .

SAT: The SAT test is a college entrance exam accepted by Sam Houston State University for admittance into the university. This exam is given 1-3 times each year on SHSU's campus. A student may receive college credit for a high score received on the verbal section of the SAT exam (see Credit By Examination section). Additional information may be obtained by visiting the Testing Center (http://www.shsu.edu/~tst_www) or by visiting SAT (<https://www.collegeboard.org>) .

Test of English as a Foreign Language (TOEFL): The Test of English as a Foreign Language (TOEFL) may be required of international students for admittance into the university. The TOEFL exam measures an individual's ability to use and understand English at the university level. The internet-based TOEFL is administered several times per year at the Testing Center. For more information, visit the Testing Center (http://www.shsu.edu/~tst_www) or TOEFL (<http://www.ets.org/toefl>) . Additional information may also be obtained by contacting the English Language Institute (ELI) Office (<http://www.shsu.edu/dept/international-programs/english-language-institute>) .

Graduate School Entrance Exams

Graduate Management Admissions Test (GMAT): The Graduate Management Admissions Test is offered on a weekly basis in the Testing Center. Additional information may be obtained by visiting the Testing Center (http://www.shsu.edu/~tst_www) or by visiting GMAT (<http://www.mba.com/us>) .

Graduate Record Examination (GRE): Sam Houston State University administers only the GRE subject exams; the GRE general exam is not currently administered at this location. Visit the Testing Center (http://www.shsu.edu/~tst_www) or GRE (<http://www.ets.org/gre>) for more information.

Millers Analogies Test (MAT): The MAT is a high-level mental ability test requiring the solution of problems stated as analogies. The Testing Center offers the MAT during the week. Additional information may be obtained by visiting the Testing Center (http://www.shsu.edu/~tst_www) or by visiting MAT (http://www.pearsonassessments.com/postsecondaryeducation/graduate_admissions/mat.html) .

Placement Exams

ACCUPLACER. The ACCUPLACER test is a placement exam offered at SHSU for evaluating a student's performance in reading, writing, and mathematics. It is a internet-based test with results available immediately following completion of the test. Additional information may be obtained by visiting the Testing Center (http://www.shsu.edu/~tst_www) or by visiting ACCUPLACER (<https://accuplacer.collegeboard.org/students>) .

ACCUPLACER-ESL: The ACCUPLACER-ESL test is a placement exam used by the English Language Institute for assessing a student's performance in the English language. It is a internet-based test with results available immediately following completion of the test. Additional information may be obtained by visiting the Testing Center (http://www.shsu.edu/~tst_www) , ACCUPLACER (<https://accuplacer.collegeboard.org/students>) , or English Language Institute (ELI) Office (<http://www.shsu.edu/dept/international-programs/english-language-institute>) .

TSI ASSESSMENT: The TSI Assessment test a placement exam offered at this institution for evaluating a student's performance in reading, writing, and mathematics. It is a internet-based test with results available immediately following completion of the test. Additional information may be obtained by visiting the Testing Center (http://www.shsu.edu/~tst_www) or by visiting TSI Assessment (<https://accuplacer.collegeboard.org/students>) .

Professional/Certification Exams

LSAT: The Law School Admission Test (LSAT) is an integral part of the law school admission process in the United States, Canada, and a growing number of other countries. It provides a standard measure of acquired reading and verbal reasoning skills that law schools can use as one of several factors in assessing applicants. The Testing Center administers the LSAT exam 3 times a year. Additional information may be obtained by visiting the Testing Center (<http://www.shsu.edu/testing>) or LSAT (<http://www.lsac.org>) .

MPRE: The purpose of the Multistate Professional Responsibility Examination (MPRE) is to measure an examinee's knowledge and understanding of established standards related to a lawyer's professional conduct. The Testing Center administers the MPRE exam twice a year. Additional information may be obtained by visiting the Testing Center (<http://www.shsu.edu/testing>) or MPRE (<http://www.ncbex.org>) .

NCE: The National Counselor Examination (NCE) is a requirement for counselor licensure in many states and for the National Certified Counselor (NCC) certification. The Testing Center administers the NCE twice a year. Additional information may be obtained by visiting the Testing Center (<http://www.shsu.edu/testing>) or NCE (<http://www.nbcc.org>) .

TCEQ: The Testing Center is a testing site for the Texas Commission on Environmental Quality (TCEQ) Occupational Licensing examinations. The Testing Center offers the TCEQ exams on a weekly basis. Additional information about TCEQ exams can be obtained by visiting the Testing Center (<http://www.shsu.edu/testing>) or TCEQ. (<http://www.tceq.state.tx.us>)

TEAS: The Test of Essential and Academic Skills (TEAS) is used as part of the admissions process by Nursing and Allied Health schools nationwide. The Testing Center offers the TEAS exam on a weekly basis. Additional information may be obtained by visiting the Testing Center (<http://www.shsu.edu/testing>) or TEAS (<http://www.atitesting.com>) .

TEXES: The **Texas Examinations of Educator Standards (TEXES)** are criterion-referenced examinations designed to measure a candidate's knowledge in relation to an established criterion. The Testing Center offers the TEXES exams several times throughout the year. Additional information may be obtained by visiting the Testing Center (<http://www.shsu.edu/testing>) or TEXES. (<http://cms.texas-ets.org>)

Practice Exams

Sam Houston State University Testing Center administers the practice teacher certification exam (Representative TEXES) for the College of Education on a weekly basis. Additional information may be obtained by visiting the Testing Center (<http://www.shsu.edu/testing>) or College of Education (<http://www.shsu.edu/academics/education/educator-preparation-services/program-services/texas-testing.html>) .

Distance Learning Exams

Sam Houston State University Testing Center administers several distance learning exams. Additional information may be obtained by visiting the Testing Center (<http://www.shsu.edu/testing>) .

Credit By Exam

ACE: Sam Houston State University may award college credit for the American Council on Education (ACE) on a case by case basis with an official ACE transcript received at the Testing Center. The SHSU Testing Center does not administer ACE exams. Sam Houston State University has a policy of accepting up to a maximum of thirty semester hours of credit through a combination of national standardized examinations and/or locally designed and administered departmental tests. More than thirty semester hours of credit by examination will be considered on an individual appeal basis. Please visit the Testing Center (<http://www.shsu.edu/testing>) for more information or ACE Program (<http://www.acenet.edu/news-room/Pages/College-Credit-Recommendation-Service-CREDIT.aspx>) .

ACT/SAT English Credit: Sam Houston State University has a policy of accepting high scores from the ACT or SAT test for credit in freshman English courses. The current policy is as follows:

ACT - A score of 33 or above on the English section of the ACT test qualifies a student for exemption from both ENGL 1301 and ENGL 1302. A score of 27-32 qualifies a student for enrollment in ENGL 1301H (Honors Class), an accelerated class for students with superior skills in English. Students earning an A or B in ENGL 1301H will automatically receive credit for ENGL 1302 and become eligible for sophomore English. If the student does not make a grade of A or B in the ENGL 1301H class, he/she will be required to take ENGL 1302 ENGL 1302 .

SAT - A score of 700 or above on the verbal section of the SAT test qualifies a student for exemption from both ENGL 1301 and ENGL 1302. A score of 600-690 qualifies a student for enrollment in ENGL 1301H (Honors Class), an accelerated class for students with superior skills in English. Students earning an A or B in ENGL 1301H will automatically receive credit for ENGL 1302 and become eligible for sophomore English. If the student does not make a grade of A or B in the ENGL 1301H class, he/she will be required to take ENGL 1302.

Advanced Placement Program (AP): Sam Houston State University may award college credit for the College Entrance Examination Board (CEEB) Advanced Placement Examinations based on the score(s) received. Advanced Placement exams are given at the high-school level. Sam Houston

State University has a policy of accepting up to a maximum of thirty semester hours of credit through a combination of national standardized examinations and/or locally designed and administered departmental tests. More than thirty semester hours of credit by examination will be considered on an individual appeal basis. Please visit the Testing Center (<http://www.shsu.edu/testing>) for more information or AP Program (<https://apstudent.collegeboard.org/home>) .

College Level Examination Program (CLEP): Sam Houston State University is an open national testing center for the College Level Examination Program (CLEP). All CLEP exams may be taken at SHSU, but only the CLEP Subject Exams listed on the Testing Center website will be accepted for credit at SHSU. Sam Houston State University has a policy of accepting up to a maximum of thirty semester hours of credit through a combination of national standardized examinations and/or locally designed and administered departmental tests. More than thirty semester hours of credit by examination will be considered on an individual appeal basis. For more information, visit the Testing Center (<http://www.shsu.edu/testing>) or CLEP (<https://clep.collegeboard.org>) .

DSST: Sam Houston State University is an open national testing center for the DSST exams. All DSST exams may be taken at SHSU, but only the DSST exams listed on the Testing Center website will be accepted for credit at Sam Houston State University. Sam Houston State University has a policy of accepting up to a maximum of thirty semester hours of credit through a combination of national standardized examinations and/or locally designed and administered departmental tests. More than thirty semester hours of credit by examination will be considered on an individual appeal basis. For more information, please visit the Testing Center (<http://www.shsu.edu/testing>) or DSST (<http://getcollegecredit.com>) .

International Baccalaureate Program (IB): Sam Houston State University recognizes the International Baccalaureate program for those students who earn the IB diploma. Although Sam Houston typically accepts a maximum of thirty (30) semester hours of credit through a combination of national standardized examinations and/or locally designed and administered departmental tests, students earning the IB diploma are capable of earning in excess of those 30 hours. Information on the International Baccalaureate Program may be obtained from high school counselors or by visiting the Testing Center (<http://www.shsu.edu/testing>) or International Baccalaureate (<http://www.ibo.org>) .

SAT Subject Exams: Sam Houston State University is an open national testing center for the SAT Subject examinations. All SAT Subject exams may be taken at SHSU. Only the SAT Subject exams listed on the Testing Center website will be accepted for credit at SHSU. Sam Houston State University has a policy of accepting up to a maximum of thirty (30) hours of credit through a combination of national standardized examinations and/or locally designed and administered departmental tests. More than thirty (30) hours of credit by examination will be considered on an individual appeal basis. For more information, please visit the Testing Center (<http://www.shsu.edu/testing>) or SAT Subject (<https://collegereadiness.collegeboard.org/sat-subject-tests>) .