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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 and math, online tutoring for writing and math, 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 tutoring program 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 online writing tutoring and workshops 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 offers a full schedule of workshops and seminars for academic success or academic recovery. Academic Success Peer Mentors are available for one-on-one assistance for students seeking improvement in study habits.

On the main campus, the Academic Success Center (<http://www.shsu.edu/centers/academic-success-center/>) is located in the Newton Gresham Library. The ASC can be contacted by calling (936) 294-3680.

Advising (Student Advising and Mentoring Center)

At the Student Advising and Mentoring Center (SAM Center), we value each student as an individual and believe that advising is a shared responsibility with the student.

Our professional advisors are highly skilled experts in student development and degree planning, and we strive to provide students with personalized, holistic, success-based academic advising and support. We strongly believe in the importance of academic advising in student achievement, retention, and degree completion.

Whether you are an entering freshman, returning student, transfer student, prospective student, or a current undergraduate student, you can expect to learn about campus processes, be directed to beneficial resources for your success, and work with advisors on career and major exploration along with course planning to build the best university experience possible for you.

The SAM Center is located on the Huntsville campus on the first floor, Suites 170 and 190, of the College of Humanities and Social Sciences Building (CHSS). We also offer advisement services at The Woodlands Center, Suite 410. You can reach the SAM Center (samcenter@shsu.edu), at either location, by e-mailing or calling at 936-294-4444, or toll free at 866-364-5211.

Not sure who your advisor is or how to make your appointment? Visit the SAM Center Website (<https://www.shsu.edu/centers/sam-center/>) to view Who is My Advisor (<https://www.shsu.edu/centers/sam-center/whos-my-advisor/>) and How to Get Advised (<https://www.shsu.edu/centers/sam-center/how-do-i-get-advised/>).

English Language Institute

The mission of the English Language Institute (ELI) is to provide the necessary English language skills for students that are enrolled in the First University or Huayin Normal University Cohorts to be successful in academic courses. Students who complete Level 5 successfully qualify for a TOEFL waiver that satisfies SHSU's English proficiency requirement for undergraduate studies. The ELI will offer one eight-week session a year- during the summer. The ELI's intensive 8-week format, paired with quality instruction, enables students to move into their academic classes as quickly as possible. Throughout the summer, the ELI will offer extra-curricular activities that give students the opportunity to learn about American culture. For more information, visit the English Language Institute (<http://www.shsu.edu/dept/international-programs/english-language-institute/>)

Institutional Effectiveness

The Office of Institutional Effectiveness (IE) is a Sam Houston State University administrative service and support unit, incorporating Institutional Research, Administrative Program Review, and Legislative Research, aligned under the Division of Enrollment Management (<https://www.shsu.edu/dept/enrollment-management/>).

Institutional Research

It is the mission of the **Institutional Research** function to collect, analyze, appraise, report and disseminate data on behalf of the University, its executive administration and its educational leaders for the purpose of promoting evidence-based reflection, planning, and action. The IE office provides information and conducts research studies to comply with federal, state and other reporting mandates, and to assess policy, programs and special initiatives.

To request assistance with obtaining data, access to existing reports, and information about external data resources, SHSU employees with network access may submit a work order request/request a report (<https://cherwell.shsu.edu/CherwellPortal/Employee/>). A data dictionary, Data Cookbook (<https://shsu.datacookbook.com/>), is available to individuals with SHSU network log in credentials to review descriptions of existing reports (specifications) and data terms (definitions). SHSU uses Cognos as the reporting tool, and links to the Cognos reports are included in Data Cookbook.

Various reports require prior training and/or approval, and SHSU Cognos users are encouraged to read about these details in Data Cookbook. A Data Cookbook introductory tutorial (<https://www.youtube.com/watch?v=n8VowQurkWo&feature=youtu.be>) is available for additional assistance. Questions about Cognos and Data Cookbook can be directed to IE (<http://www.shsu.edu/dept/institutional-effectiveness/aboutus.html>) or to SHSU Information Resources Service Desk (<http://www.shsu.edu/dept/client-services/service-desk.html>) personnel.

Administrative Program Review

Administrative Program Review consists of the review and evaluation of non-academic programs/departments for the purpose of identifying, planning and documenting continuous improvement.

Legislative Research

Legislative Research activity includes coordination of state and federal legislative and policy matters along the University's administrative structure, horizontally and vertically. Application of state and federal laws, preparation of fiscal notes, and potential legislative impact analysis are examples of the nature of these matters. IE relies on Governmental Relations staff in the office of the Texas State University System for communication with legislators and for guidance in coordinating system-wide legislative initiatives.

IT@SAM

IT@Sam provides a variety of technology services to enable student success.

Support of Teaching/Learning Environments

IT@Sam supports and maintains instructional environments, including computer labs and classrooms. These spaces are equipped with: Windows and Macintosh computers, up-to-date software, web cameras, printers, and scanners. A few labs have additional, course-specific software titles available. For a complete list of labs and their available technology equipment, view the IT@Sam Computer Lab website (<https://www.shsu.edu/computerlabs/>).

In addition, the SamNet wireless network (<https://www.shsu.edu/dept/it@sam/tech-tutorials/samnet/>) is available throughout all buildings and most outdoor locations at each campus. This allows you to use your own device to access online resources while on campus.

Some resources, including Microsoft Office 365, are available for off campus use. For a full list of off campus resources visit the IT@Sam Work and Learn Remotely (<https://www.shsu.edu/dept/it@sam/tech-tutorials/working-remotely/>) website.

For additional questions or assistance regarding technology at SHSU, contact the IT@Sam Service Desk (<mailto: servicedesk@shsu.edu>).

Contact Info

IT@Sam Service Desk ([servicedesk@shsu.edu](mailto: servicedesk@shsu.edu))
(936) 294-1950
Academic Building I, Room 145

Newton Gresham Library

The Library contains more than 1.4 million print books, periodicals, audio and visual materials, and microforms. Students have access to 436,000 eBooks, 104,134 online journals, magazines, and newspapers, and 64,000 streaming media resources through the Library website. The Library also houses a Federal and State government document depository, allowing access to 180,000 print, microform, and online documents. 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. The Newton Gresham Library's collection includes popular and recreational reading materials, a children's literature collection, a music and score collection, and materials to help teachers create lesson plans. A 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. The library maintains licenses to over 340 online databases. A complete list of the electronic databases and electronic journals can be viewed at the Library's webpage (<http://library.shsu.edu/>). Books, articles, documents, and other items which are not available locally may be requested via the Library's Interlibrary Loan service.

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 (<https://shsulibraryguides.org/?b=p>) available on the Library's website. 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.

SHSU Online

Within SHSU Online, there are three units that provide a wide-range of services for SHSU faculty, students, and staff. These units are Online Operations, Creative Services, and Online Promotions.

- **Online Operations** provides the SHSU Online Support Desk (24/7 technical call center), Online Faculty Development, Online Course Development & Instructional Design, as well as Online System Management & Online Data Reporting services.
- **Creative Services** provides Educational Video Production, Digitization of media, Guest Lecture Recordings, Video Hosting, Marketing and field video production, Live Streaming events, and Video technology consulting.
- **Online Promotions** provide support for the SHSU Online webpages and social media sites, and manage SHSU Online events, including state and regional conferences, clinics, remote professional development events, and other system-wide/state-wide training events.

Support of Teaching/Learning Environments

SHSU Online engages in ongoing strategies for delivering quality online education and promoting online student success.

- In support of a successful online learning experience, SHSU provides the best in class troubleshooting and technical support through the SHSU Online Support Desk, open 24 hours a day, seven days a week. Contact at blackboard@shsu.edu or 936-294-2780.
- In support of the development and ongoing care of the University's digital course infrastructure designed to foster the academic transformation of its students, SHSU Online provides Instructional Design Services via appointed instructional designers in every College.
- In support of a successful online learning environment, SHSU Online provides access to relevant and robust tools for learning and academic development, including Blackboard Learn, Kaltura, Blackboard Mobile, Blackboard Collaborate, Blackboard Student, and numerous others. In partnership with the NGL, SHSU Online offers a wide range of library resources from within Blackboard, including Embedded Librarians, Library Guides, and OER.
- In support of an engaging and relevant student learning experience within the Learning Management System, SHSU Online supports the development of dynamic, multimedia course content, including Video Lectures & Video Demonstrations, Graphic Design, Course Photography, Animations, and Simulations.
- In support of academic integrity, SHSU Online provides a fully-funded exam proctoring solution for all SHSU students.
- In support of accessibility, SHSU Online provides ongoing ADA Compliance support through responsible Instructional Design as well as by funding captioning of video in online courses.
- In support of quality standards in online education, SHSU Online provides online course review services through the Technical Evaluation process and the use of the SHSU Online Rubric for Online Course Design.
- SHSU Online provides Faculty Development for Online Teaching, via a variety of formats, including face-to-face, online, webinar, one-on-one, faculty lunch-and-learns, and on-demand training sessions.
- SHSU Online also hosts an annual Conference (Digital Education Summit) designed to bring together faculty, higher education practitioners, and university leaders from the region and across the State, to network and exchange discussion on best practices for delivering online education. In addition, SHSU Online hosts state-wide and TSUS-wide training events in technology, online pedagogy, and andragogy, which are delivered at no cost to K12 teachers and HE educators.
- SHSU Online provides TSUS Level services to other institutions within the Texas State University System. Such services, undertaken under Memorandums of Understanding, include faculty development, instructional design; 24/7 technical support; and Blackboard access and administration of academic tools for online, hybrid, and emergency remote courses.
- In support of the University's enduring traditions, SHSU Online provides year-round video production and live streaming services for certain campus events, including graduation ceremonies.
- In partnership with Enrollment Management, SHSU Online participates in all Orientation Events, including Freshmen Orientation, Transfer Orientation, Graduate Orientation, and Online Orientation.
- SHSU Online actively promotes success beyond the classroom by providing SHSU students with opportunities to develop marketable skills. SHSU Online hires, trains, and prepares student workers with on-the-job training and market experience in the fields of academic technology, online education, data analytics, GIS, recruitment, video production, graphic design, and more, effectively improving Texans' marketable skills for gainful employment. In partnership with SHSU Athletics and the College of Fine Arts and Mass Communication, SHSU Online provides internship opportunities in various positions, including Audio Techs, Graphics Operators, Camera Operators, Production Assistants, Sports Anchors, Teleprompter Operators, Floor Directors, and Digital Media Assistants.

Testing Center

The Testing Center provides institutional and national testing opportunities to students and non-students in an atmosphere which enables examinees to perform to the best of their abilities. This atmosphere relies on test administration practices which (1) adhere to nationally recognized professional testing standards and government regulations, (2) maintain the integrity of the testing process by incorporating ethical standards and security measures, and (3) treat all examinees in a professional yet personable manner. The Sam Houston State University Testing Center adheres to the Professional Standards and Guidelines of the National College Testing Association.

Admissions Exams

ACT: The ACT test is a college entrance exam accepted by Sam Houston State University for admittance into the university. A student may receive college credit for a high score received on the English section of the ACT exam (see Credit by Exam section). Additional information may be obtained by visiting the Testing Center (<https://www.shsu.edu/centers/testing-center/>) or by visiting ACT (<http://www.act.org/>).

SAT: The SAT test is a college entrance exam accepted by Sam Houston State University for admittance into the university. A student may receive college credit for a high score received on the Evidence-Based Reading and Writing section of the SAT exam (see Credit By Exam section). Additional information may be obtained by visiting the Testing Center (<https://www.shsu.edu/centers/testing-center/>) 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. For more information, visit the Testing Center (<https://www.shsu.edu/centers/testing-center/>) or TOEFL (<http://www.ets.org/toefl/>). Additional information may also be obtained by contacting Admissions (<http://www.shsu.edu/admissions/>).

Graduate Admissions Exams

Graduate Management Admission Test (GMAT): The GMAT exam is designed to test skills that are highly important to business and management programs. It assesses analytical writing and problem-solving abilities, along with the data sufficiency, logic, and critical reasoning skills that are vital to real-world business and management success. Additional information may be obtained by visiting the Testing Center (<https://www.shsu.edu/centers/testing-center/>) or by visiting GMAT (<http://www.mba.com/us/>).

Graduate Record Examinations (GRE): The GRE is used by graduate schools as one assessment indicator for comparing the qualifications of applicants who come from a variety of colleges and universities. The GRE measures verbal reasoning, quantitative reasoning, critical thinking, and analytical writing skills. Additional information may be obtained by visiting the Testing Center (<https://www.shsu.edu/centers/testing-center/>) or by visiting GRE (<https://www.ets.org/gre/>).

Millers Analogies Test (MAT): The MAT is a high-level mental ability test requiring the solution of problems stated as analogies. Additional information may be obtained by visiting the Testing Center (<https://www.shsu.edu/centers/testing-center/>) 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 an internet-based test with results available immediately following completion of the test. Additional information may be obtained by visiting the Testing Center (<https://www.shsu.edu/centers/testing-center/>) or by visiting ACCUPLACER (<https://accuplacer.collegeboard.org/students/>).

ACCUPLACER-ESL: The ACCUPLACER-ESL test is a placement exam used by the English Language Training Office 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 (<https://www.shsu.edu/centers/testing-center/>) or ACCUPLACER (<https://accuplacer.collegeboard.org/students/>).

TSI ASSESSMENT 2.0: The Texas Success Initiative Assessment (TSIA2) test is a placement exam offered at this institution for evaluating a student's performance in reading, writing, and mathematics. It is an internet-based test with results available immediately following completion of the test. Additional information may be obtained by visiting the Testing Center (<https://www.shsu.edu/centers/testing-center/>) or by visiting TSI Assessment (<https://accuplacer.collegeboard.org/students/prepare-for-accuplacer/tsia-texas-success-initiative-assessment/>).

Professional Entrance and Certification Exams

CERTIPOINT: Certiport is dedicated to helping people succeed through certification. Certiport's globally recognized credentials are aimed at enhancing individual productivity, marketability, and value. Additional information may be obtained by visiting the Testing Center (<https://www.shsu.edu/centers/testing-center/>) or Certiport. (<http://www.certiport.com>)

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. Additional information may be obtained by visiting the Testing Center (<https://www.shsu.edu/centers/testing-center/>) or LSAT (<http://www.lsac.org/>).

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

SCANTRON: Scantron offers tests for the certification or licensure of professionals, to assess the knowledge and skills of employees for training purposes or as a pre-employment check for potential hires. Additional information may be obtained by visiting the Testing Center (<https://www.shsu.edu/centers/testing-center/>) or SCANTRON (<http://www.castleworldwide.com/home/>).

TCEQ: The Testing Center is a testing site for the Texas Commission on Environmental Quality (TCEQ) Occupational Licensing examinations. Additional information about TCEQ exams can be obtained by visiting the Testing Center (<http://www.shsu.edu/centers/testing-center/>) or TCEQ (<https://www.tceq.texas.gov/>).

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

TEExES: The **Texas Examinations of Educator Standards (TEExES)** are criterion-referenced examinations designed to measure a candidate's knowledge in relation to an established criterion. Additional information may be obtained by visiting the Testing Center (<http://www.shsu.edu/testing/>) or TEExES (<http://tx.nesinc.com>).

Distant Education Exams

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

Departmental Exams

The **Counselor Preparation Comprehensive Examination (CPCE)** is an evaluation tool that assesses students' competence of foundational, counseling-related knowledge. The CPCE is designed to assess students who have completed graduate-level courses. Additional information may be obtained by visiting the Testing Center (<http://www.shsu.edu/testing/>) or the Department of Counselor Education (<http://www.shsu.edu/academics/counselor-education/>).

Credit By Exam

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 (<http://catalog.shsu.edu/archives/2021-2022/search/?P=ENGL%201302>).

SAT: A score of 700 or above on the Evidence-Based Reading and Writing 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 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>).