



Sam Houston State University
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

The Woodlands Center

Student Information Guide

2015 – 2016

Contact Information

3380 College Park Drive
The Woodlands, Texas 77384
Phone: 936-202-5000
Fax: 936-202-5090
www.shsu.edu/woodlands
thewoodlandscenter@shsu.edu

Official Facebook Page:
www.facebook.com/SHSUTheWoodlandsCenter
Official Twitter Page: [@SHSU_TWC](https://twitter.com/SHSU_TWC)
University Police: 936-202-5030 or 936-294-1794

Welcome

Dear Students and Prospective Students,

Welcome to The Woodlands Center! Our facility opened May 30, 2012 and provides state-of-the-art technology to enhance your learning experience while you pursue one of our upper-division bachelor's, master's, or doctoral degrees. Our location is accessible, convenient, and provides quality higher education close to home. On behalf of all the staff members at The Woodlands Center, I would like to welcome you and tell you a bit about the services we offer.

The facility features a One Stop Center where students can speak with representatives about admissions, financial aid, registration, online tuition payments, and obtain a Bearkat OneCard, the official student ID of SHSU. Academic advisors regularly visit The Woodlands Center to advise students. The third floor includes a computer lab with 80 computers, onsite IT technicians, and a full time information resource librarian. Aramark's Provisions On Demand (P.O.D.), located on the first floor, reinvents the campus store experience by blending "corner store" quick convenience with modern market style and service.

Please let me know if I may be of any assistance during your time at The Woodlands Center.



Janet Mullings, Ph.D.

Executive Director, The Woodlands Center

mullings@shsu.edu

936-202-5005

Hours of Operation

***Hours are subject to change during breaks and holidays*

Building Hours	
Monday – Thursday	8:00 am – 10:00 pm
Friday – Saturday	8:00 am – 5:00 pm
Sunday	Closed
Computer Lab Hours	
Monday – Thursday	8:00 am – 10:00 pm
Friday – Saturday	8:00 am – 5:00 pm
Information Resource Center Hours	
Monday – Thursday	10:00 am – 10:00 pm
Friday – Saturday	8:00 am – 5:00 pm
One Stop Center Hours	
Monday – Thursday	8:00 am - 6:30 pm
Friday	8:00 am – 5:00 pm
Saturday	Closed
Academic Success Center	
Monday – Thursday	10:00 am – 7:00 pm
Friday	10:00 am – 5:00 pm
Saturday	12:00 pm – 5:00pm
Aramark P.O.D. Hours	
Monday – Thursday	10:00 am – 7:00 pm
Friday	8:00 am – 12:00 pm
Saturday	Closed
ADA Testing Center Hours	
Monday – Thursday	4:00 pm – 9:00 pm
Friday – Saturday	Closed
Community Counseling Clinic	
Varies by semester	Please call 936-202-5012 for details

****Inclement Weather.** The decision to close TWC campus or discontinue normal campus operations is made by the University President. Notifications will be posted on the University homepage at www.shsu.edu.

BUILDING HOLIDAY HOURS

*** Times are tentative and are subject to change.*

The Woodlands Center building is closed:

Labor Day, September 7, 2015
Thanksgiving, November 26 – November 28, 2015
Fall Graduation, December 12, 2015
Winter Holiday, December 23, 2015 – January 2, 2016
Martin Luther King Jr. Day, January 18, 2016
Spring Holiday, March 11-12, 2016
Spring Graduation, May 7, 2016
Memorial Day, May 23, 2016
Independence Day, July 4, 2016
Summer Graduation, August 6, 2016

MAJOR EVENTS AT THE WOODLANDS CENTER

Welcome Week

- Every First Day of Class
- August 26, 27, 31, and September 1, 2015
- January 19, 20, 25, and 26, 2016

Speaker Series

- October 6, 2015
- Additional Dates TBA

Tree of Lights

- December 1, 2015

Graduation Reception

- December 10, 2015
- May 5, 2016

Bearkat All Paws In

- March 2016

Student Research Symposium

- April 9, 2016

Health Fair

- April 2016

Community Job Fair

- May 2016

*** Dates are subject to change. Please check our website (www.shsu.edu/woodlands) for the most current closure dates.*

****Dates are tentative and are subject to change.**

Student Services

One Stop Center – room 131

The One Stop Center offers information and guidance for Undergraduate Admissions, Financial Aid & Scholarships, Registrar's Office, Bearkat OneCard, and the Bursar's Office.

Academic Advising – room 141

Undergraduate Academic Advisors from the main campus make arrangements to advise students at The Woodlands Center. The academic advising schedule can be located on our website at www.shsu.edu/woodlands.

- General Advising - He will be available for walk in students Mondays - Thursdays from 9:00am – 6:00pm and on Fridays 8:00am – 5:00pm.
- Education Advising - Students wishing to speak with an Education Academic Advisor will need to call Arielle White (936-294-3384) to schedule an appointment.
- Pre-Nursing/Health Profession Advising - Students wishing to speak with the Pre-Nursing/Health Professions Academic Advisor will need to schedule an appointment online at <http://www.shsu.edu/academics/health-sciences/medical-and-allied-health/>.
- Criminal Justice Advising - Students wishing to speak with a Criminal Justice advisor will need to call Fabia Mendez (936-294-1702) to schedule an appointment.

All other majors can be seen on a walk-in basis by the General Academic Advisor at The Woodlands Center.

Career Services – room 141

A representative from Career Services, Cenayda Carranza, will be at The Woodlands Center Monday, Wednesday, and Friday from 1:00pm – 5:00pm and Tuesday and Thursday 10:00am – 6:00pm. Services provided include: career counseling, interpretation of career assessments (MBTI and SII), resume critiques, and mock interviews. For an appointment, call 936-294-1713.

VetSuccess on Campus – room 141

The VA has placed a full-time, experienced Vocational Counselor on the SHSU main campus in Huntsville. The counselor serves as a “one-stop liaisons” for Veterans, active duty military and their eligible family members who attend or plan to attend SHSU. To make an appointment please contact Roberta Ardoin at 936-294-2263. The VetSuccess Counselor is at The Woodlands Center one Thursday of every month.

Office of International Programs

The purpose is to facilitate, encourage and initiate the process of internationalizing SHSU. The areas of service directly under the office include Study Abroad, International Student and Scholar Services, International Student Admissions, The English Language Institute, International Agreements, and Globalizing the Curriculum. The Office of International Programs is located on the main campus in Huntsville. Please contact the Office of International Programs at 936-294-4737 for more information.

Graduate Admissions – room 141

A representative will be at The Woodlands Center on the first and third Wednesday of every month from 1:00pm-6:00pm. For an appointment, call 936-294-1971.

SHSU Testing Center

The SHSU Testing Center at The Woodlands Center can help with placement, credit-by-exam, graduate, and licensure exams. The Testing Center is at The Woodlands Center approximately once per month tentatively. Please regularly check the Testing Center webpage for the most current hours of operation at The Woodlands Center.

- TCEQ, TSI assessment, DSST, Compass, Accuplacer, placement, credit-by-exam, graduate, and licensure exams, and more.
- Contact us at test_ctr@shsu.edu or call 936-294-1025
- Register online: www.shsu.edu/testing

Student Legal and Mediation Services

Sam Houston State University has an attorney on staff to advise students about their legal rights and responsibilities. This service is available to students seeking counsel prior to signing or entering into a legal relationship, as well as those who may be in the middle of a controversy, assuming they are otherwise unrepresented by counsel.

How We Help Students:

- **Legal Consultation**
The majority of our advising is in one-on-one consultation, reviewing individual concerns, discussing the potential legal issues and providing information on next action steps/solutions.
- **Legal Speaker for your Programs**
Student Legal Services is available to speak on legal issues, or recommend other expert speaker, for student organization meetings and classes.
- **Mediation**
Student Legal Services also offers mediation. This is a fast, economical, and confidential way to resolve disputes. If all parties agree, we can provide mediation for student to student, as well as student to community disputes.

Confidentiality:

All matters presented to Student Legal Services are confidential. No communication is disclosed without the student's signed consent.

Student Legal and Mediation Services will be at The Woodlands Center the 1st and 3rd Tuesday of each month from 1:00pm – 6:00pm. Schedule your appointment by calling 936-294-1717 or online at <http://www.shsu.edu/dept/student-services/legal/>

Student Money Management Center

The Student Money Management Center (SMMC) is a financial outreach and educational program provided in the form of workshops, classroom presentations, and personal consultations.

In an effort to help combat financial illiteracy and the growing amounts of debt among college students, Sam Houston State University, Division of Student Services initiated the Student Money Management Center (SMMC) at the beginning of the Fall 2008 semester.

The goal of the Student Money Management Center outreach program is for students to:

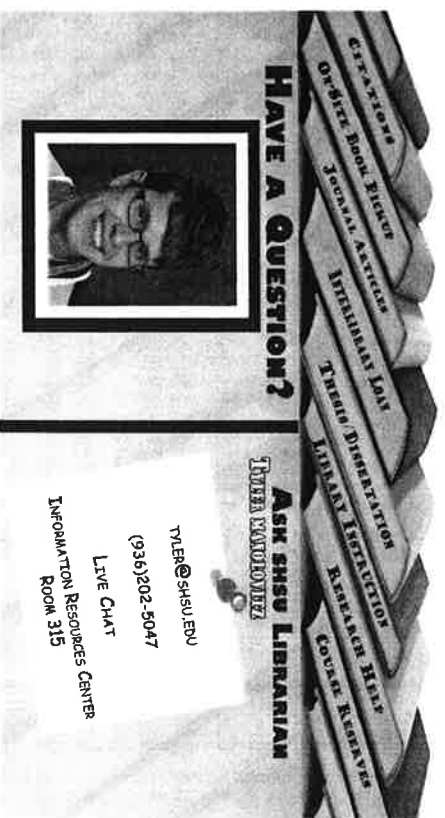
- Learn how to identify and track expenses during and after college
- Create a financial survival plan for college
- Graduate with a plan for repaying your student loans and personal debt
- Locate external financial education resources
- Talk to trained professionals about personal financial decisions and issues in a confidential and comfortable environment.
- Create a personalized budget for your upcoming semester or year at SHSU
- Learn how to obtain, interpret, and understand your personal credit report/score.
- Understand employee benefits packages and retirement plans prior to accepting a career opportunity

Please contact the Student Money Management Center on main campus at 936-294-2600 for more information.

Full-Time Librarian Support – room 315

Newton Gresham Library employs a librarian at SHSU – TWC to support the students and faculty in order to bring the library's resources and services directly to where they are needed.

- **Online Access to Research Materials**
Online access to over 100,000 combined online scholarly journals, e-books, newspapers, videos, etc.
- **Research Assistance**
Get help with your research – and library-related needs, such as locating research materials, completing citations, completing your research papers and projects, and more!
- **On-Site Pick Up**
Request print materials from Newton Gresham Library or Interlibrary Loan materials and pick them up at TWC.



Tyler Manolovitz

Information Resource Specialist

tyler@shsu.edu

936-202-5047

Academic Support – room 141

The Woodlands Center offers academic support in the form of Bernice Strauss, Ph.D. Dr. Strauss provides a range of programs across the spectrum of performance including Study Skills, Seminars, First Alert (a faculty referral for academic remediation), Graduate School Information Sessions, Thesis and Dissertation Support Groups. Dr. Strauss is available to meet with students on Tuesday's and Wednesday's from 10:00am – 6:00pm and every other Saturday. For more information contact Dr. Strauss at sam_bss@shsu.edu or 936-202-5027.

Academic Success Center (ASC@TWC) – room 101

ASC@TWC serves students, faculty, and staff at SHSU – The Woodlands Center. ASC tutors provide individual and small group instruction in reading, writing, and math.

- Reading/Writing tutors help students with writing assignments ranging from English composition essays, to science lab reports, to scholarship letters. Resumes and job application letters, M. A. theses, and Ph. D./Ed. D. dissertations can be discussed as well. Reading/Writing tutors can assist students with reading assignments by discussing research-based textbook reading strategies, including time management and concentration strategies. Appointments are required for reading/writing tutoring sessions and can be made by calling 936-294-3680 and specify The Woodlands Center.
- Math tutors are available to assist students with math and statistics assignments, and in the process tutors will help them develop an understanding of mathematical and statistical concepts and problems solving strategies. To schedule a math/statistics tutoring session, please call 936-294-3680 and specify The Woodlands Center.

The ASC@TWC also provides review sessions for the TEXES teacher certification exams, and prep sessions for the verbal sections of the GRE and GMAT exams. To schedule appointments for these sessions, please call the ASC@TWC at 936-202-5103.



The Woodlands Center Student Ambassadors

Sam Houston State University – The Woodlands Center is seeking Ambassadors for the 2015-2016 academic year. This is a great leadership opportunity for students. The Ambassadors consist of student volunteers whose primary role is to serve as a campus guide for prospective students and visitors at SHSU – The Woodlands Center during special events and group tours.

Applications are available in The One Stop Center.

Selection Process – Applications are reviewed and potential candidates are invited for a personal interview. Those selected will be required to know basic information about The Woodlands Center. The Woodlands Center works closely with these students to enhance interpersonal communication and problem solving skills, etc.

Please return applications to the One Stop Center (room 131)

The Woodlands Center Student Research Symposium

“Sharing Research... A Community of Scholars”

The second annual Woodlands Center Student Research Symposium is scheduled for **April 9, 2015**. The program will consist of a series of 30 minutes concurrent sessions. Students will have a valuable opportunity to present their own research and be recognized for their scholarship and professional contribution. Following the presentations is a luncheon for the presenters, mentors, and faculty.

Registration is **FREE**

Everyone who registers and participates receives a free lunch and gifts.

Paper Presentations

Panels consist of 3 or 4 presenters of written papers and a panel chair. Presenters make formal presentations of completed works or works near completion. The panel chair opens and closes the session and coordinates questions and comments from the audience. Participants are expected to send their completed abstract to Dr.

Bernice Strauss at sam_bss@shsu.edu.

Abstract Deadline: February 1, 2016

Final Submission Deadline: March 15, 2015

Please contact the Dr. Strauss (sam_bss@shsu.edu) to register or for more information.

SERVICES FOR STUDENTS WITH DISABILITIES (SSD)

Key Steps for Students to Schedule Test Appointments at The Woodlands Center

- 1) Discuss the arrangements for your test appointment with your instructor prior to each exam.
- 2) Contact the SSD Staff Assistant in person at the Testing Suite 303 or by telephone at 936-202-5045 to schedule your test appointment at least three (3) working days prior to the date of the classroom exam, ten (10) working days in the case of final exams (see chart below). Please note that the SSD Staff Assistant is available for scheduling from 4:00 pm to 9:00 pm, Monday through Thursday. Students are encouraged to schedule their test appointments for the entire semester at the outset of the term.

Scheduling Chart for Test Appointments

For a test appointment on:	Contact the SSD Staff Assistant by:
Monday	Wednesday, 9pm, of the previous week
Tuesday or Wednesday	Thursday, 9pm, of the previous week
Thursday	Monday, 9pm, of the same week
Friday	No test appointments are available on Fridays
Finals Week	Ten working days prior to exam date

****The regular hours for proctored, accommodated testing at The Woodlands Center Testing Suite are 4:00 pm to 9:00 pm, Monday through Thursday.**

- 3) Inform the SSD Staff Assistant of any special arrangements that you will need to take the exam, such as the assistance of a reader and/or scribe or the use of a computer and/or adaptive technology.
Note: Such accommodations require prior SSD approval.
- 4) Provide your instructor with advance notice of the date and time of your test appointment according to the time lines indicated above and request that he/she deliver or forward a copy of the exam and a completed, SSD Testing Form (available at <http://www.shsu.edu/disability>) to the SSD Staff Assistant in the Testing Suite 303 (fax 936-202-5092, twcdisability@shsu.edu) at least one (1) working day prior to the appointment date, three (3) working days in the case of final exams.

ADA Compliance – TWC Testing Procedures

SHSU – The Woodlands Center has a Testing Suite (Room 303) and additional rooms and offices that may be utilized for proctored, accommodated exams. **Advance notification on the part of the student and the instructor is required for the use of The Woodlands Center’s Testing facilities.**

***With regard to accommodated testing, The Woodlands Center’s testing facilities are to be used only for the testing purposes of academic courses held on site and are not available for testing in courses held on the Huntsville campus.*

Instructor’s Responsibilities

- The instructor is responsible for completing the **Services for Students with Disabilities (SSD) Testing Form**, available in hard copy from The Woodlands Center staff (Suite 131) or in electronic format from the SSD home page.
- The instructor is responsible for delivering or forwarding the exam and the SSD Testing Form to The Woodlands Center staff at least one (1) working day prior to the student’s test appointment date, three (3) working days in the case of final exams. Such test materials may be hand delivered by the instructor or a teaching assistant, faxed to 936-202-5092, or emailed to Kendis Smith at Kendis.smith@shsu.edu. When sending an exam and the SSD Testing Form by email attachment, the instructor is advised to request a receipt confirmation.
- The instructor is responsible for making the necessary arrangements to collect the exam from The Woodlands Center staff once staff has notified him/her of its completion or indicating his/her preferred method of return. The instructor may indicate on the SSD Testing Form whether he/she or a teaching assistant will collect the exam in person or whether the exam is to be returned by fax, email attachment, inter-campus mail, or in a sealed envelope sent with the student.

Community Counseling Clinic – room 151

The faculty of the Counseling Program in the Department of Educational Leadership and Counseling is proud to offer direct counseling services for the surrounding community in this unique state-of-the-art training facility. Students in the Counselor Education Program complete required hours of face-to-face counseling as they take master’s level courses leading to a career as a Licensed Professional Counselor, a Licensed Marriage and Family Therapist, or a Certified Professional School Counselor.

Our students conduct individual, couple, family, and group counseling, and some students conduct a specialty type of counseling called play therapy with children aged three to about ten. Students work from a large variety of theories and techniques depending on the client and the problem situation. There is no charge for counseling services, however a minimal fee for assessments is required.

We are pleased to offer these services to the public. We see clients in the evening hours. Our phone number is 936-202-5012.

Prospective clients can leave a brief message with a name and phone number, and our receptionist will call back to schedule an appointment. If we are booked, we will be happy to include names on our waiting list and will call people in the order that the calls were received as soon as the clients’ preferred times become available.

The Community Counseling Clinic is located on the first floor in room 151.

Clinic Director
Dr. David Lawson
936-294-4659
dx1028@shsu.edu



UNIVERSITY POLICE DEPARTMENT (UPD)

Room 117

Emergency 9-1-1

Non-Emergency 936-202-5030

Alcohol and Tobacco

All alcohol and tobacco products are prohibited on University property without prior approval by the President of SHSU.

Escorts

In the interest of safety of the faculty, staff, students and visitors to the campus, UPD provides an Escort Service. This service is available to all persons going to on-campus destinations. To use this service, call UPD at TWC at 936-202-5030 or to speak with UPD's communications operator, call 936-294-1794.

Lost and Found

Lost and found items should be taken to the One Stop Center (room 131).

Parking

At this time, parking permits will be provided free of charge for The Woodlands Center students during Welcome Week. Should this policy change, all SHSU faculty teaching at TWC and students will be notified by email. Parking citations will be issued to illegally parked vehicles, including, but not limited to handicap parking areas, fire zones, and no parking areas.

Unattended Children

Children should not be left unattended in vehicles or in the building at The Woodlands Center at any time.

Reporting Issues

In the event that you observe a crime in progress, believe a crime may be in progress, or are the victim of a crime, contact SHSU University Police Department at 936-202-5030 (if no answer please call UPD's communications operator at 936-294-1794). Report all suspicious persons or activities.

Do not attempt to apprehend or interfere with any criminal except in cases of self-protection.

If safe to do so, take time to record a mental description of the suspect (i.e. height, weight, sex, hair color, approximate age, clothing, method and direction of travel, and name if known). If the suspect is entering a vehicle note the license number, make and model, color and outstanding characteristics.

Computer Lab for Student Use

- General Lab Support
- Computer Technician available in the lab.
- Lab Supplies
- Headphones (available by check out w/ Bearkat OneCard)
- Toner
- Paper
- Stapler, Hole Puncher, Paper Cutter, and Tape

Accounts and Access Support

- Computer Account
- SHSU E-mail
- T-Drive Access
- Samm Web
- SamMenu

Email Support

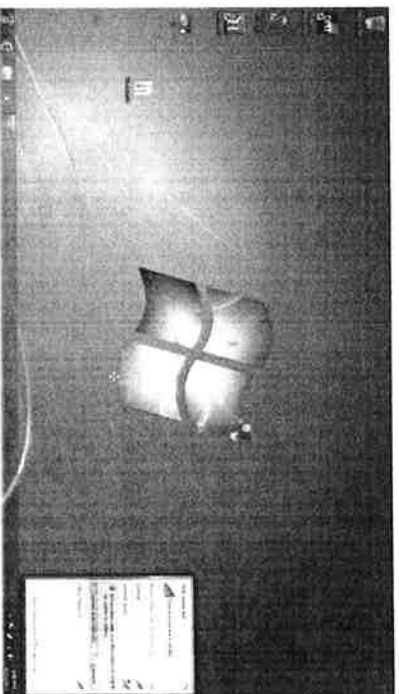
Supports access to SHSU email on various devices, which includes installation, configuration, troubleshooting, and forwarding.

Network & Wireless Support

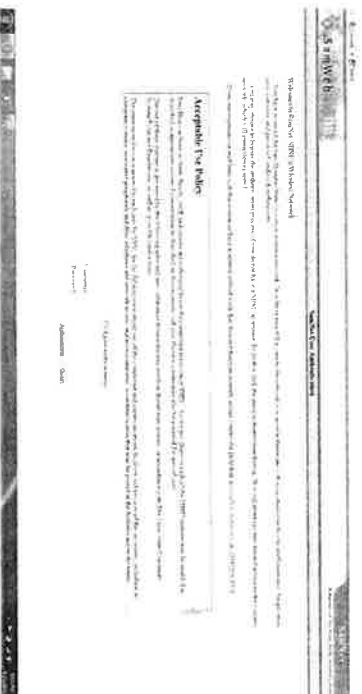
Supports and facilitates network access to computers, phone, and other devices.

Connecting to the SHSU Wireless Network

Step 1: Choose the “Samnet-guest” connection in the list of available wireless connections and check the box marked “Connect Automatically.”



Step 2: Once you launch the internet browser of your choice, you'll be presented with the SamNet User Authentication page. Please check “I agree to these terms”. Then select the “Guest” button, OR log-in with your SHSU credentials, and click “Authenticate”.



Food

If you have any questions or suggestions, contact:

Aramark P.O.D.

Provisions On Demand (P.O.D.) reinvents the campus store experience by blending “corner store” quick snack food convenience with modern market style and service. The P.O.D. is located on the east end of The Woodlands Center, closest to the parking garage.

Hours:

Monday-Thursday	10:00am-7:00pm
Friday	8:00am-12:00pm
Saturday	Closed

NOTICE

No Food or Drinks in the classroom.

Your class can enjoy meals in the common spaces.

****To keep our facility clean, no food or drink (with the exception of water) is to be consumed within the classroom. This policy applies to ALL students, both Undergraduate and Graduate.**

Vending Machines

Soda and snack vending machines are located on the 1st floor near the P.O.D. at the east end of the building.

A vending machine with scantrons and other school supplies is also located in the vending area.

****To report issues for the Barnes & Noble University Bookstore vending machine please contact the main campus bookstore at 936-294-1862.**

Dr. Janet Mullings

Executive Director

The Woodlands Center

936-202-5005

mullings@shsu.edu