The Woodlands Center
Student Information Guide
Academic Year 2013 – 2014

Contact Information
3380 College Park Drive The Woodlands, Texas 77384
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
University Police: 936-202-5030 or 936-294-1794
Hours of Operation

Hours are subject to change

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
Sunday Closed

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 – Sunday Closed

Aramark P.O.D. Hours
Monday – Thursday 8:00 am – 7:00 pm
Friday 8:00 am – 2:00 pm
Saturday – Sunday Closed

Testing Center Hours
Monday – Thursday 4:00 pm – 9:00 pm
Friday – Sunday Closed

Community Counseling Clinic
Tuesday – Thursday Evenings

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

The Woodlands Center building is closed:

Labor Day, September 2, 2013
Thanksgiving, November 28 – November 29, 2013
Fall Graduation, December 14, 2013
MLK Jr. Day, January 20, 2014
Energy Conservation Day, March 14 – March 15, 2014
Spring Graduation, May 10, 2014
Memorial Day, May 26, 2014
Independence Day, July 4, 2014
Summer Graduation, August 2, 2014

The Woodlands Center reduced building hours:

Wednesday, November 27, 2013 8:00 am – 5:00 pm
Thursday, January 2, 2014 8:00 am – 5:00 pm

Note: Times are tentative and are subject to change.

Students are encouraged to frequently visit TWC’s website (www.shsu.edu/woodlands), Facebook page (www.facebook.com/TheWoodlandsCenter), and to follow us on Twitter (@SHSU_TWC) to learn about additional services available as well as upcoming events and programs at The Woodlands Center.
SCHEDULE OF EVENTS

► **August**
1 – Last day of Summer School
3 – Graduation
5 – Luncheon with SGA President Ramiro Jaime
11 – Move It Movement
21 – Graduate Studies Orientation

► **September**
3, 4, 5, 9 – Welcome Back Week
11 – Patriot’s Day
17 – Constitution Day
24 – Learning to Lead Workshop

► **October**
2 – Discover SAM
7, 8, 9, 10 – Be the Match (Bone Marrow)
9 – Flu Shot Clinic – SHSU Student Health Center
14-18 – Homecoming week
15 – Speaker Series
26 – Discover Your Strengths Workshop

► **November**
2 – Heart Walk
11 – Veterans Day
13 – Tastes from Around the World
28, 29 – Thanksgiving Holiday

► **December**
2-6 – Stress Relief Week
3 – Tree of Light Ceremony
6 - Graduation Reception
12, 13 – Graduation
23-1 – Winter Break
➤ **January**
13 – The Woodlands Center Transfer Orientation
15 – First day of class
15, 16, 21, & 27 – Welcome back week
➤ **February**
4 – Study Skills
18 – Speaker Series
➤ **March**
10-14 – Spring Break
➤ **April**
5 – Student Research Conference
10 – Community Job Fair
24 – Graduation Reception
28-2 – Stress Relief Week
➤ **May**
9, 10 – Graduation

*Dates are tentative and are subject to change.*

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There will be popcorn days scheduled throughout the year, so be sure to “Pop into the One Stop Center.”
Student Services

One Stop Center

Located on the first floor in room 131, the One Stop Center will offer information and guidance for Undergraduate Admissions, Graduate Studies, Financial Aid & Scholarships, Registrar’s Office, Bearkat OneCard, and the Bursar’s Office.

Academic Advising

Undergraduate Academic Advisors from the main campus make arrangements to advise students at The Woodlands Center. The academic advising schedule is on our website at www.shsu.edu/woodlands. Students need to schedule an appointment by calling 936-202-5000 or stopping by the One Stop Center (room 131).

Career Services

Representatives from Career Services will be at The Woodlands Center on the 3rd Wednesday of each month, 8am-5pm. Services provided include: career counseling, interpretation of career assessments (MBTI and SII), resume critiques, and mock interviews. For an appointment, call 936-202-5000 or stop by the One Stop Center (room 131).

Graduate Studies

Graduate Studies will have representatives at TWC on every other Wednesday 4:00pm-6:00pm. For an appointment, call the One Stop Center at 936-202-5000.

Information Technology General 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
- Lost and Found
- Wireless Network Support
- Library Services available through the Librarian stationed in the General Lab.

Accounts and Access Support

- Computer Account
- SHSU E-mail
- T-Drive Access
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.

Note: For help connecting to SHSU-The Woodlands Center wireless, please see last page.

Full-Time Librarian Support
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.

Office of International Programs
There are five areas of service under the office but we also work with colleges and departments to promote and highlight all international efforts and initiatives across campus. Our 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
- Globalizing the Curriculum

The Office of International Programs will be at The Woodlands Center every Wednesday 8:00am – 5:00pm. To schedule an appointment, please contact the Office of International Programs at 936-294-4737.
**VetSuccess on Campus**

The VA has placed full-time, experienced Vocational Counselors on the SHSU campus. These counselors will serve as “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 TWC the last Thursday of every month.

**Student Legal and Mediation Services**

Sam Houston State University has an attorney on staff dedicated 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. Make an appointment today! 936-294-1717

**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 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. Learn more about our services.

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
The Woodlands Center
Student Ambassadors

Sam Houston State University – The Woodlands Center is seeking Ambassadors for the 2013-2014 academic year. The Ambassadors consist of student volunteers whose primary role will be to serve as a campus guide for prospective students and visitors at SHSU – The Woodlands Center during recruitment events such as: Welcome Back Week, Discover SAM, Tree of Light Ceremony, group tours, and other events hosted at The Woodlands Center.

Applications are available in The One Stop Center (room 131).

Selection Process – Applications will be reviewed and potential candidates will be invited for a personal interview. Those selected will be required to attend a full day of training to outline basic information about The Woodlands Center Campus. Training will be designed to enhance interpersonal communication and problem solving skills etc.
The Woodlands Center
Student Research Conference

The first annual Woodlands Center Student Research Conference is scheduled for Spring 2014. The program will begin with a luncheon for presenters, mentors, and faculty. The lunch will be followed by a series of concurrent sessions of 30 minutes each. Students will have a valuable opportunity to present their own research and will be recognized for their scholarship and professional contribution.

More information to follow

Please contact the One Stop Center or Dr. Mullings. mullings@shsu.edu

Start thinking about your research project today!
ADA Compliance – TWC Testing Procedures

SHSU – The Woodlands Center has a Testing Suite (Suite 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.** Note: 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**

1. 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.

2. 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 Tim Hunt at thunt@shsu.edu. When sending an exam and the SSD Testing Form by email attachment, the instructor is advised to request a receipt confirmation.

3. 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.
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

<table>
<thead>
<tr>
<th>For a test appointment on:</th>
<th>Contact the SSD Staff Assistant by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Wednesday, 9:00 pm, of the previous week</td>
</tr>
<tr>
<td>Tuesday or Wednesday</td>
<td>Thursday, 9:00 pm, of the previous week</td>
</tr>
<tr>
<td>Thursday</td>
<td>Monday, 9:00 pm, of the same week</td>
</tr>
<tr>
<td>Friday</td>
<td>No test appointments are available on Fridays</td>
</tr>
<tr>
<td>Finals Week</td>
<td>Ten (10) working days prior to exam date</td>
</tr>
</tbody>
</table>

Note: 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, twedisability@shsu.edu) at least one (1) working day prior to the appointment date, three (3) working days in the case of final exams.
Sam Houston State University Testing Center is coming to The Woodlands to serve YOU!

- Placement, credit-by-exam, graduate, and licensure exams
- Testing approximately once per month
- Tentative hours: 5:00 p.m. – 8:00 p.m.
- Tentative start: September 2013

Exams and testing schedules are subject to change. Please check for updated information on our website at www.shsu.edu/testing.

Please note: The Woodlands Center services provided by the SHSU Testing Center are subject to change. Please check the Testing Center’s website for most current information.
Food

Aramark P.O.D.

Provisions On Demand (P.O.D.) reinvents the campus store experience by blending “corner store” quick 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 8:00am-7:00pm  
Friday 8:00am-2:00pm  
Saturday Closed

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. To report issues please contact Aramark P.O.D. during business hours.

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.*
Alcohol and Tobacco
All alcohol and tobacco products are prohibited on University property.

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 University Police Department (room 117) or 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.

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. All calls are kept confidential.

Do not attempt to apprehend or interfere with the 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.

Unattended Children
Children should not be left unattended in vehicles or in the building at any time. SHSU – The Woodlands Center is not responsible for your child’s well-being.
Community Counseling Clinic

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. The counseling program charges a one-time fee of ten dollars per semester for couple and individual counseling to cover the counseling and assessment costs. When children are seen, parents do not pay a fee. No family pays more than twenty dollars if several children are seen. This is a one-time charge for ten to twelve weeks of counseling.

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.

The clinic will be open on Monday, Wednesday and Thursday evenings.

Clinic Director
Dr. Judy Nelson
936-294-4659
Elc_jan@shsu.edu
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”.
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