

**GRADUATE STUDENT
ORIENTATION BOOKLET**



**PUBLISHED BY
THE OFFICE OF GRADUATE STUDIES
July, 2007**

SAM HOUSTON STATE UNIVERSITY
A Member of The Texas State University System

GRADUATE STUDENT ORIENTATION BOOKLET

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SAM HOUSTON STATE UNIVERSITY
A Member of the Texas State University System



Welcome from the Dean of Graduate Studies

Congratulations on embarking on your post-baccalaureate career! Whether you are in a doctoral program, master's program, certification program, or taking classes for your personal growth, I am confident you will find your time at SHSU to be a challenging and rewarding experience. The University presents graduate students the opportunity to pursue individual educational programs through carefully directed intellectual activity. Above all, Sam Houston State University offers graduate education that is both professional and personal.

If you are new to Sam Houston State University or a Bearkat alumnus, the *Graduate Student Orientation Booklet* is designed to help you make a smooth transition to life as a graduate student. Many of the academic and life lessons will be learned at their own pace. However, there are some things that you must accomplish in the first few days of your graduate career at Sam Houston State University. Among them are:

- Meet with your academic advisor.
- Set up your SHSU computer account.
- Register and pay for your first semester course load (it may be paid in installments).
- Obtain your student identification card (Bearkat OneCard).
- Check in at the Office of International Programs, Farrington 116 (international students only).

This information contained within this booklet is provided to help you accomplish the above items as well as serve as a valuable source of useful information. I encourage all graduate students to obtain and read the pertinent sections of the graduate catalog and *Student Guidelines* (available in hard copy and online). This booklet is not meant to replace either the graduate catalog or *Student Guidelines*. Rather, the *Graduate Student Orientation Booklet* is intended to serve as a quick reference for many of the topics addressed in those publications. Please be aware that all procedures and policies are subject to change. Please visit the Office of Graduate Studies' website at www.shsu.edu/graduate for the most up-to-date information.

As you start your new academic career, please be aware that the academic expectations placed on graduate students far exceed those you experienced as an undergraduate. Please familiarize yourself with the academic requirements outlined in this booklet. Your specific program may set higher standards. You have been admitted because you have exhibited the necessary qualities to succeed. At the graduate level you will be working with a group of dedicated and enthusiastic students and faculty. I am confident that you will put forth the effort needed to excel in your chosen field.

Thank you for choosing Sam Houston State University. I wish you the best of luck with your graduate studies.

Mitchell J. Muehsam, Ph.D.
Dean of Graduate Studies

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Contact Information

Administrative List of Contacts

| <u>University</u> | Contact | E-mail | Phone 936-294- |
|---|-------------------------|--------------------|----------------|
| Dean of Graduate Studies | Dr. Mitchell J. Muehsam | graduate@shsu.edu | 1971 |
| <u>College of Arts and Sciences</u> | | | |
| Dean | Dr. Jaimie Hebert | hebert@shsu.edu | 1401 |
| Associate Dean | Dr. Tamara Cook | tcook@shsu.edu | 1557 |
| Associate Dean | Mr. Dana Nicolay | dnc_den@shsu.edu | 1356 |
| Associate Dean | Dr. Keri L. Rogers | krogers@shsu.edu | 1401 |
| <u>College of Business Administration</u> | | | |
| Dean | Dr. Dean Lewis | deanlewis@shsu.edu | 1254 |
| Associate Dean | Dr. Leroy Ashorn | lashorn@shsu.edu | 1239 |
| Assistant Dean | Dr. Valerie Muehsam | pepper@shsu.edu | 3712 |
| <u>College of Criminal Justice</u> | | | |
| Dean | Dr. Vincent Webb | vjw002@shsu.edu | 1632 |
| Associate Dean | Dr. Janet Mullings | icc_jlm@shsu.edu | 1646 |
| <u>College of Education</u> | | | |
| Dean | Dr. Genevieve Brown | edu_gxb@shsu.edu | 1101 |
| Associate Dean | Dr. Karen Smith | edu_kssl@shsu.edu | 1103 |
| <u>College of Humanities and Social Sciences</u> | | | |
| Dean | Dr. John de Castro | jmd018@shsu.edu | 2200 |
| Associate Dean | Dr. Terry Thibodeaux | thib@shsu.edu | 2200 |
| Associate Dean | Dr. Kandi Tayebi | eng_kat@shsu.edu | 2200 |

List of Contacts

Graduate Advisor Telephone/E-mail

| Program | Master's | Doctoral | Graduate Advisor | Telephone 936-294- | E-mail |
|--|-----------------|-----------------|---------------------------|-------------------------------|---------------------|
| Administration | M.A., M.Ed. | | Dr. Shirley Johnson | 1144 | elc_saj@shsu.edu |
| Agriculture | M.S. | | Dr. Bobby Lane | 1225 | agr_ral@shsu.edu |
| | | | Dr. Stanley Kelly | 1189 | agr_sfk@shsu.edu |
| | | | Dr. Doug Ullrich | 1188 | agr_dru@shsu.edu |
| Biology | M.A., M.S. | | Dr. Anne Gaillard | 1549 | argaillard@shsu.edu |
| Business Administration | M.B.A. | | Dr. Leroy Ashorn | 1246 | gba_lwa@shsu.edu |
| Certification | | | Ms. Pat Sprott | 1045 | Ed.prep@shsu.edu |
| Chemistry | M.S. | | Dr. Thomas Chasteen | 1533 | chm_tgc@shsu.edu |
| Computing and Information Science | M.S. | | Dr. Jiahuang Ji | 1579 | csc_jxj@shsu.edu |
| Counseling | M.A., M.Ed. | | Dr. Mary Nichter | 3858 | edu_msn@shsu.edu |
| Counseling Cohorts | | | Dr. Judy Nelson | 4659 | elc_jan@shsu.edu |
| Counselor Education | M.A. | Ph.D. | Dr. Richard Watts | 4658 | rew003@shsu.edu |
| Criminal Justice | M.S. | Ph.D. | Ms. Doris Powell | 3637 | icc_dcp@shsu.edu |
| Criminal Justice and Criminology | M.A. | | Ms. Doris Powell | 3637 | icc_dcp@shsu.edu |
| Criminal Justice Management | M.S. | | Ms. Doris Powell | 3637 | icc_dcp@shsu.edu |
| Curriculum & Instruction | M.A., M.Ed. | | Dr. Eren Johnson | 1140 | edu_mej@shsu.edu |
| Dance | M.F.A. | | Dr. Cindy Gratz | 1311 | dnc_clc@shsu.edu |
| Digital Forensics | M.S. | | Dr. Peter Cooper | 1569 | cooper@shsu.edu |
| Educational Leadership | | Ed.D. | Dr. Stacey Edmonson | 1752 | sedmonson@shsu.edu |
| Educ. Ldrshp. (Higher Educ./Cmnty. College Doct.) | | | Dr. Anthony Harris | 1155 | edu_ajh@shsu.edu |
| English | M.A. | | Dr. Paul Child | 1412 | eng_pwc@shsu.edu |
| Family and Consumer Sciences | M.S. | | Dr. Claudia Sealey-Potts | 1250 | clapotts@shsu.edu |
| Finance | M.S. | | Dr. Leroy Ashorn | 1246 | gba_lwa@shsu.edu |
| Forensic Science | M.S. | | Ms. Doris Powell | 3637 | icc_dcp@shsu.edu |
| Health | M.A., M.Ed. | | Dr. Martha Bass | 1183 | hpe_mab@shsu.edu |
| History | M.A. | | Dr. Ken Hendrickson | 1482 | his_keh@shsu.edu |
| History | | Ph.D.* | Dr. James Olson | 1486 | his_jso@shsu.edu |
| Industrial Technology | M.A. | | Dr. Nedom Muns | 1190 | ith_ncm@shsu.edu |
| Instructional Leadership | M.A., M.Ed. | | Dr. Barbara Polnick | 3859 | bpolnick@shsu.edu |
| Instructional Technology | M.A. | | Dr. Bobby Ezell | 1123 | bobbyezell@shsu.edu |
| Kinesiology | M.A., M.Ed. | | Dr. Jon Gray | 1170 | jpg005@shsu.edu |
| Library Science | M.L.S. | | Dr. Mary Berry | 1150 | lis_mab@shsu.edu |
| Mathematics | M.A. | | Dr. Max Coleman | 1570 | math_mwc@shsu.edu |
| Mathematics | M.S. | | Dr. Jon Short | 1471 | math_jws@shsu.edu |
| Mathematics Education | | Ph.D.* | Dr. Mark Klespis | 1577 | klespis@shsu.edu |
| Music Education | M.M. | | Dr. Scott Plugge | 1393 | mus_sdp@shsu.edu |
| Political Science | M.A. | | Dr. Corliss Lentz | 1459 | pol_ccl@shsu.edu |
| Psychology | M.A. | | Dr. A. Jerry Bruce | 1173 | bruce@shsu.edu |
| Psychology - Clinical Psychology | M.A. | | Dr. A. Jerry Bruce | 1173 | bruce@shsu.edu |
| Psychology - School Psychology | M.A. | | Dr. A. Jerry Bruce | 1173 | bruce@shsu.edu |
| Psychology - Clinical Psychology | | Ph.D. | Dr. Mary Alice Conroy | 3806 | maconroy@shsu.edu |
| Public Administration | M.P.A. | | Dr. Corliss Lentz | 1459 | pol_ccl@shsu.edu |
| Reading | M.A., M.Ed. | | Dr. Joyce McCauley | 3754 | edu_jkm@shsu.edu |
| Reading | | Ed.D. | Dr. Debra Price | 1135 | dprice@shsu.edu |
| Sociology | M.A. | | Dr. Gene Theodori | 1512 | gt002@shsu.edu |
| Special Education | M.A., M.Ed. | | Dr. Sharon Lynch | 1122 | edu_sal@shsu.edu |
| | | | Dr. Cindy Simpson | 1238 | lls_cxs@shsu.edu |
| Speech Communication | M.A. | | Ms. Francis Brandau-Brown | 4669 | fbb@shsu.edu |
| Statistics | M.S. | | Dr. Cecil Hallum | 3706 | math_crh@shsu.edu |
| Superintendent Certification | | | Dr. Beverly Irby | 1134 | edu_bid@shsu.edu |

* Subject to action by the Texas Higher Education Coordinating Board.

List of Contacts

Graduate Advisor Office Locations

| Program | Master's | Doctoral | Graduate Advisor | Office Location |
|--|-------------|----------|---------------------------|-----------------|
| Administration | M.A., M.Ed. | | Dr. Shirley Johnson | TEC 319 J |
| Agriculture | M.S. | | Dr. Bobby Lane | THOM 313 D |
| | | | Dr. Stanley Kelly | THOM 313 C |
| | | | Dr. Doug Ullrich | THOM 222 D |
| Biology | M.A., M.S. | | Dr. Anne Gaillard | LDB 105 H |
| Business Administration | M.B.A. | | Dr. Leroy Ashorn | SHB 103 A |
| Certification | | | Ms. Pat Sprott | TEC 217 A |
| Chemistry | M.S. | | Dr. Thomas Chasteen | CFS 317 E |
| Computing and Information Science | M.S. | | Dr. Jiahuang Ji | AB1 212 B |
| Counseling | M.A., M.Ed. | | Dr. Mary Nichter | CEC 114 |
| Counselor Cohorts | | | Dr. Judy Nelson | CEC 125 |
| Counselor Education | M.A. | Ph.D. | Dr. Richard Watts | CEC 130 |
| Criminal Justice | M.S. | Ph.D. | Ms. Doris Powell | CJC A212 |
| Criminal Justice and Criminology | M.A. | | Ms. Doris Powell | CJC A212 |
| Criminal Justice Management | M.S. | | Ms. Doris Powell | CJC A212 |
| Curriculum & Instruction | M.A., M.Ed. | | Dr. Eren Johnson | TEC 247 |
| Dance | M.F.A. | | Dr. Cindy Gratz | AB3 237 |
| Digital Forensics | M.S. | | Dr. Peter Cooper | AB1 214 A |
| Educational Leadership | | Ed.D. | Dr. Stacey Edmonson | TEC 319 M |
| Educ. Ldrshp. (Higher Educ./ Cmnty. College Doct.) | | | Dr. Anthony Harris | TEC 319 K |
| English | M.A. | | Dr. Paul Child | EV 204 |
| Family and Consumer Sciences | M.S. | | Dr. Claudia Sealey-Potts | AB2 224 |
| Finance | M.S. | | Dr. Leroy Ashorn | SHB 103 A |
| Forensic Science | M.S. | | Ms. Doris Powell | CJC A212 |
| Health | M.A., M.Ed. | | Dr. Martha Bass | HKC 217 |
| History | M.A. | | Dr. Ken Hendrickson | AB4 453 |
| History | | Ph.D.* | Dr. James Olson | AB4 443 |
| Industrial Technology | M.A. | | Dr. Nedom Muns | THOM 203 |
| Instructional Leadership | M.A., M.Ed. | | Dr. Barbara Polnick | TEC 319 C |
| Instructional Technology | M.A. | | Dr. Bobby Ezell | TEC 315 |
| Kinesiology | M.A., M.Ed. | | Dr. Jon Gray | HKC 209 |
| Library Science | M.L.S. | | Dr. Mary Berry | AB4 431 A |
| Mathematics | M.A. | | Dr. Max Coleman | LDB 417 F |
| Mathematics | M.S. | | Dr. Jon Short | LDB 432 |
| Mathematics Education | | Ph.D.* | Dr. Mark Klespis | LDB 421 E |
| Music Education | M.M. | | Dr. Scott Plugge | MUS 225 E |
| Political Science | M.A. | | Dr. Corliss Lentz | AB1 315 C |
| Psychology | M.A. | | Dr. A. Jerry Bruce | AB4 341 |
| Psychology - Clinical Psychology | M.A. | | Dr. A. Jerry Bruce | AB4 341 |
| Psychology - School Psychology | M.A. | | Dr. A. Jerry Bruce | AB4 341 |
| Psychology - Clinical Psychology | | Ph.D. | Dr. Mary Alice Conroy | FOR 106 |
| Public Administration | M.P.A. | | Dr. Corliss Lentz | AB1 315 C |
| Reading | M.A., M.Ed. | | Dr. Joyce McCauley | TEC 107 C |
| Reading | | Ed.D. | Dr. Debra Price | TEC 107 A |
| Sociology | M.A. | | Dr. Gene Theodori | AB1 316 |
| Special Education | M.A., M.Ed. | | Dr. Sharon Lynch | TEC 147 |
| | | | Dr. Cindy Simpson | TEC 139 |
| Speech Communication | M.A. | | Ms. Francis Brandau-Brown | CB 322 J |
| Statistics | M.S. | | Dr. Cecil Hallum | LDB 420 C |
| Superintendent Certification | | | Dr. Beverly Irby | TEC 319 F |

* Subject to action by the Texas Higher Education Coordinating Board.

Getting Started

Computer/E-mail Accounts

Each student accepted to Sam Houston State University is eligible for a computer account which may be used for e-mail, Blackboard, and accessing the Local Area Network. There are over 70 software packages on the network for student use including stat packages, browsers, Microsoft Office, Dreamweaver, and Photoshop. Computer Services issues a "roaming profile," providing you with the flexibility of using any of the University computers----and having the system remember what you have previously installed for your use.

Activating/Managing Your Account

To activate your account or to change your password, link to *SamWeb* from the main University site (www.shsu.edu), and select *Computer Accounts* and then the desired link. Alternatively, if you are on campus, you may use any computer, and enter "saminfo" for the username and password; you will be prompted to activate your account. When the computer account is activated, you may access any computer in any of the Computer Services computer labs.

E-Mail

Your student account includes e-mail privileges. Your e-mail address will be your username@shsu.edu. The University will be using this account to maintain contact with you. If you have another e-mail account such as Hotmail or Yahoo that you prefer to use, you may forward your SHSU account e-mail to this account. You can use SamMail, Netscape, or Outlook for your e-mail access. You may also create an alias for your SHSU e-mail address. You may handle the forwarding and alias creation through SamWeb.

Internet Access

On-campus residents: With an Ethernet card, you may use the high-speed connection from your room. For additional information, call the Helpdesk at (936) 294-1950. Please be sure to keep your personal computer up-to-date with virus scanners, updates, and patches.

Remote Access

You can have access to your profile and therefore your files by using a remote connection. This function will also allow you to access some of the software packages available on-campus. The website is <http://www.shsu.edu/remote/>.

Blackboard

Many of your courses will provide an online component through Blackboard, SHSU's course management system. To access Blackboard, use the same username and password as for your e-mail and campus PC logon.

The University Helpdesk is staffed 24/7. You may phone the Helpdesk at (936) 294-1950, e-mail at helpdesk@shsu.edu or come by the Academic Building I, room 208.



Identification Card / Bearkat OneCard

The Bearkat OneCard is the official ID card of Sam Houston State University and signifies a student's status as an active member of the Sam Houston State University community. The OneCard is an innovative, all-in-one student ID and has been designed to be an efficient, multi-purpose card which provides students easy access to university facilities and services. The card can also double as a debit card connected to the OneAccount, a fully functional FDIC-insured FREE checking account. As a MasterCard Debit Card, NOT A CREDIT CARD, the Bearkat OneCard can be used for purchases at million of merchants around the world.

An active Bearkat OneCard is used for SHSU Library Card, parking garage access (OneAccount), applying Financial Aid, managing financial aid and other refund preferences, access to the Health and Kinesiology Center and Raven's Nest Golf Course, debit card for the Bearkat OneAccount, Bearkat Express access, meal plan access, and residence hall parameter Access.

The Bearkat OneCard serves as the vehicle which a student chooses the manner in which financial disbursements from the university are received. Preferences may be set when activating the Bearkat OneCard on-line. Students have the option of (1) sending disbursements to the OneAccount, which is the fastest delivery method; (2) sending disbursements directly a third party bank of choice through ACH processing (federal banking procedures requires two to three business days for processing); and (3) utilizing a paper check, which is mailed from Connecticut, and can take up to 7 to 10 business days for mailing.

To obtain your Bearkat OneCard you must:

- Have your photo taken in the Bearkat OneCard Office. It is mandatory to present a government issued ID at the time that the photo is taken.
- Have a valid address on file with Sam Houston State University
- Be registered for classes

When these steps have been completed, your Bearkat OneCard will be mailed to your address of record. Upon receipt, the OneCard must be activated at www.BearkatOne.com for on campus usage. At the time of activation a student can choose to activate the optional, free FDIC-insured, no minimum balance checking account. This debit/checking account has been carefully designated with the needs of students in mind.

The Bearkat OneCard Services staff provides assistance in taking ID photos, activating cards, configuring options, and providing information related to refund disbursements to students. For more information, please call (936) 294-2273 or visit www.shsu.edu/onecard.

Lost or Stolen Bearkat OneCards

A lost or stolen ID card must be immediately reported to the Bearkat One Card Office by coming to the LSC Room 330 during normal business hours, logging on to your account at www.bearkatone.com, or call the toll free number at 1-877-BEARKAT.

A \$25.00 fee will be assessed for replacement cards. This fee will be charged through the student accounting system and a new card will be issued by mail. Temporary ID cards can be provided for access to residence halls, meal plans, and on campus use until the new card arrives. If the student is unable to locate their Bearkat OneCard but unsure if it is officially lost, the student has the option of requesting a temporary ID card at a cost of \$10.00 which will be active for a two week period. If the student is still unable to locate their permanent ID card after the two week period, a permanent card will need to be ordered and a \$25.00 charge will be placed on the students account.



Registration

Once accepted to Sam Houston State University, students may register for classes during the scheduled registration periods. Registration schedules may be found in the *Schedule of Classes* at www.shsu.edu/schedule/.

Students are encouraged to visit with their graduate advisor prior to registering. A list of graduate advisors and contact information may be found on pages two and three of this publication.

During scheduled periods of registration, students may register via the internet. Internet registration may be accessed by selecting the SamInfo link on SHSU's homepage (www.shsu.edu) and then Registration. Students will need their Sam ID number and PIN (Personal Identification Number) in order to access the registration menu. For further information please contact the Office of the Registrar at (936) 294-1528. Once accepted to Sam Houston State University, students may register for classes during the scheduled registration periods. Registration schedules may be found in the *Schedule of Classes* at <http://www.shsu.edu/schedule/>.

Change of Schedule (Add/Drop)

Students may make schedule changes during periods of registration or the schedule change period via the internet by selecting the *SamWeb* link on SHSU's homepage (www.shsu.edu) and then *Registration*. No schedule changes may be made after the deadline specified in the Academic Calendar. It is the responsibility of the student to ensure that additions and/or dropping of courses have been processed and are reflected in the student's schedule.

After the initial payment of tuition, those students who make schedule changes resulting in enrollment for additional semester credit hours are responsible for payment of additional tuition and fees. Additional costs incurred for classes added after established payment dates are due on the day they are added. Failure to meet these payment deadlines will result in the classes being dropped from the student's schedule or resignation of the student from the University by the Business Office.

What should students consider when adding or dropping courses?

- Adding or dropping courses can impact financial aid. Students receiving financial aid and/or scholarships are encouraged to visit with a financial aid representative prior to adding or dropping courses.
- Adding courses will result in tuition and fee charges to be paid by 4:00 pm on the date the course(s) are added.

Notification of Name Change

Appropriate documentation substantiating a legal name change for a student must be submitted to the Registrar prior to the student's next registration. Registration under a name different from that used in the student's last enrollment cannot be accomplished without the above certification, which becomes a part of the student's permanent file. All degrees, grade reports and transcripts are issued under the student's legal name as recorded in the Registrar's Office.

A change of name can impact Financial Aid when the lender is unaware of the name change. Students are encouraged to visit with a financial aid representative prior to changing their name.

A Change of Name form has been provided in the Forms section of this publication. Change of Name forms are also available online from the Registrar's homepage (www.shsu.edu/~reg_www/). For further details, please contact the Office of the Registrar at 936-294-1040.



Change of Address

It is necessary to have on file with the University a correct residency address. A student who changes an address after completing registration should immediately up-date their address by logging on to SamWeb and selecting Address Change under Student Records. The University assumes no obligation for failure of a student to receive communications. The Registrar's Office may be contacted at 936-294-1040 for further information.

It is also important for graduate students to report any change of address to his/her major department, as communications may also be sent from this location. Please reference the departmental contact list located in the front of this publication for specific listings.

Re-application/Reinstatement

A student must submit a new application if he/she wishes to enter a different degree program or if he/she does not attend during a fall or spring semester. One of two forms, the Graduate Studies Application for Reinstatement or the Graduate Studies Application for Admission, must be submitted. In either case, the application fee does not need to be paid a second time.

A student should use the Graduate Studies Application for Reinstatement if:

- he/she wishes to continue in the same degree program, and
- the absence from the program has been for less than three years.

A student should use the Graduate Studies Application for Admission if:

- he/she wish to change his/her degree/major sought, degree-seeking status, or certification-seeking status, or
- the absence from the program has been for three years or more.

A Graduate Studies Application for Reinstatement and a Graduate Studies Application for Admission have been provided in the Forms section of this publication or may be obtained through the Graduate Studies home page at <http://www.shsu.edu/graduate>. For more information, please call 936-294-1971.

Enrollment Verification

Sam Houston State University is pleased to provide a no-cost program that will allow students the freedom and ease to obtain an Enrollment Verification Form from their own computers that can be forwarded to a health insurer, housing provider, credit issuer, or other student services providers.

The National Student Clearinghouse, as agent for Sam Houston State University, is provided with certified enrollment records after the Official University Census Date as indicated in the respective semester/summer term Academic Calendar:

12th Class Day for Fall and Spring
4th Class Day for Summer I and/or Summer II Terms

NOTE: The Enrollment Verification Form will indicate the dates of the latest semester/term for which enrollment data has been certified. An Enrollment Verification form may be obtained by selecting *SamWeb* and then *Registrar* from the SHSU homepage or at <https://www.shsu.edu/saminfo/deg-verify.cgi>.



Parking Permits

All SHSU faculty, staff, and students and other governmental employees, full or part time, who operate or expect to operate a vehicle on University property, regularly or occasionally, are required to register the vehicle with the Department of Public Safety Services, University Police, and obtain a parking decal/hangtag assigning a designated color area for parking. The university reserves the right to require proof of ownership of vehicle being registered. Any person who wishes to register a vehicle other than one of which the title is in their name must have approval from Director of Public Safety Services.

PARKING PERMITS ARE REQUIRED 24 HOURS A DAY.

Students may register their vehicles during the regular fall and spring registration periods. At all other times student vehicles may be registered at the Department of Public Safety Services, University Police Department, located at 2424 Sam Houston Avenue in the Sam South Complex. Faculty and staff are required to register their vehicles at the Department of Public Safety Services, University Police Department. Office hours are 7:30 a.m. to 4:00 p.m., weekdays. Arrangements may be made to pick up a parking permit after 4:00 p.m. by calling the University Police Department at (936) 294-1790.

Fees for Vehicle Registration (Students)

The vehicle registration fee is payable only once during the academic year and is in effect from the date paid to the end of the academic year. There will be no refund made on the vehicle registration fee. All fees are subject to change.

- | | |
|---|---------|
| • Fall Registration (August to August) | \$60.00 |
| • Spring Registration (January to August) | \$50.00 |
| • Summer I Registration (May to August) | \$40.00 |
| • Summer II Registration (July to August) | \$35.00 |

Please visit http://www.shsu.edu/~upd_www/parking.html or call (936) 294-1794 for more details regarding parking policies and vehicle registration on campus.

Financial Information

Student Financial Aid

Financial aid consists of grants, scholarships, loans and work study. Most aid, except for scholarships, is based upon individual need and eligibility. It is intended to supplement, rather than replace, student and parental financial contributions toward the Cost of Attendance (COA). The COA includes typical expenses such as tuition and fees, books and supplies, room and board, transportation and miscellaneous expenses.

Types of Aid

- Grants - are gift aid and do not have to be repaid.
- Scholarships - are generally merit-based gifts that do not require repayment.
- Loans - have to be repaid with interest.
- Work Study - provides wages for part-time employment.

Reasonable Academic Progress (RAP) Requirements

Graduate and Professional Students receiving financial aid funds from federal and/or state financial aid programs must, be regularly admitted into a graduate program and, meet the following minimum academic requirements:

I. Qualitative – Graduate students must maintain a 3.0 SHSU CGPA. Applicants are evaluated for minimum SHSU CGPA after each semester.

II. Quantitative – Applicants are evaluated for maximum hour limitation and/or percentage of hour completion requirement at least once annually, usually after the spring semester and if applicable, after the summer sessions, preceding award year application as follows:

- Master's Degree - must be completed within three (3) academic years of full-time study, 54 credit hours (including any post-graduate work).
- 2nd Master's Degree – will be considered for financial assistance up to any remaining portion of the original three (3) academic years of full-time study, or 54 credit hours, from the 1st Master's Degree program.
- Doctoral Degree – will be handled on an individual basis. Generally, the Doctoral Degree should be completed with four and one-half (4½) academic years of full-time study. Programs requiring more than 60 hours or IP courses will be evaluated on an individual basis.

Students must complete at least 75% of all credit hours attempted per academic year, regardless of whether or not financial aid was received. Hour completion rate is measured at the end of each spring semester. Definition for financial aid purpose of Credit Hours Attempted are enrolled hours as of census date of given semester, including hours dropped after census, incompletes, resignations, etc.

- Credit hours will be considered satisfactorily completed if a grade of A, B or C is earned.
- Grades of F, Q, X, I, WP, WF, IP or NC are not satisfactorily completed.
- Repeat courses (taken to replace grade of C or higher) are not counted as completed hours.

Deficiencies in GPA and/or hours may be made up during summer enrollment at SHSU. Students are not eligible for financial aid while resolving deficiencies.

Information on programs, eligibility requirements, student budgets, deadlines and the method of aid processing is available online at www.shsu.edu/fao. A student may also request the information by inquiring in person in the Estill Building, 2nd floor, or by writing to the Office of Student Financial Aid, Sam Houston State University, Box 2328, Huntsville, Texas 77341-2328; (936) 294-1774.



Tuition and Fee Information

Tuition and Fees Schedule

Please reference http://www.shsu.edu/~csh_www/financial.html for the most up-to-date tuition and fee information.

Explanation of Fees

The following information is not intended to be comprehensive and is subject to change. Tuition, fees, and charges are subject to change by legislative or Board of Regents action, and changes become effective on the date enacted. The following tuition, fees, and charges information should be used only as a guideline for estimating costs. For clarification of any matter relating to payment or refund of tuition, fees, charges, and deposits, contact the office or administrative unit from which the charge or refund originated.

Tuition and Designated Tuition: Resident students pay \$50 tuition per semester credit hour during fiscal year 2007-08; and \$50 tuition per semester credit hour during fiscal year 2008-09. Nonresident and foreign students currently pay \$328 tuition per semester credit hour during fiscal year 2007-08 and \$328 tuition per semester credit hour during fiscal year 2008-09. The Texas Higher Education Coordinating Board calculates each year the nonresident and foreign tuition. The designated tuition is \$84 per semester credit hour for fiscal year 2007-08 and \$84 per semester credit hour for fiscal year 2008-09. Students enrolled in the same course for the third or more time will be charged the non-resident tuition rate for the hours associated with the course even if the student normally qualifies for in-state tuition.

Graduate Tuition: A graduate tuition differential of \$50 per semester credit hour will be assessed for fiscal years 2007-08 and 2008-09.

Student Service Fee: The student service fee is \$23 per semester credit hour for fiscal years 2007-08 and 2008-09 (not exceeding \$207 per each fall and spring semester and \$115 per summer session). The fee covers services at the University Health Center, Intramural Program, Student Life Support Programs, and Extramural Programs. The fee provides admission to athletic events at Sam Houston State University under the auspices of the Department of Athletics.

Student Center Fee: The student center fee is \$60 per semester (\$30 per summer session) for fiscal year 2007-08 and fiscal year 2008-09 and is used to fund Lowman Student Center programs and activities.

Medical Fee: A Medical Fee of \$33 is charged per student for each fall and spring semester and \$16.50 per student for a summer session in accordance with the provisions of V.T.C.A. Education Code, Section 54.5089. This fee is assessed and collected to update clinical services, to make additional medications available for pharmacy services, and to increase health education.

Computer Use Fee: The computer use fee is \$15 per semester credit hour for fiscal year 2007-08 and 2008-09 and issued for the training of students, faculty and staff, and for providing support services for operation, maintenance, and replacement of computer hardware and software.

Recreational Sports Fee: The recreational sports fee is \$75 per each fall and spring semester (\$37.50 per summer session) for fiscal years 2007-08 and 2008-09. It is used to purchase equipment and/or construct, operate, and maintain recreational sports facilities and programs.

International Education Fee: The international education fee is \$1 per semester or summer session and will be used only to assist students participating in international student exchange or study abroad programs.



Library Fee: The library fee is \$35 per each fall and spring semester and \$17.50 per summer session for fiscal years 2007-08 and 2008-09. The Newton Gresham Library uses this fund to purchase books, electronic databases, and journal subscriptions.

Advising Center Fee: The advising center fee is \$50 for each fall and spring semester and \$25 for each summer term (session). The fee is used to fund the Student Advising and Mentoring Center (SAM Center).

Records Fee: The records fee is \$12 per each fall and spring semester, (\$6 per summer session) for Fiscal 2007-08 and 2008-09. It is used to provide official transcripts to students in attendance and eliminates the add/drop fee and late registration fee. The enrolled student may receive five official transcripts per semester and five official transcripts over the course of a year following a confirmed degree from SHSU.

Matriculation Fee: A matriculation fee of \$15 is charged if a student resigns before the 1st class day of the semester or summer session.

Miscellaneous Fees (not included in the previously listed Tuition and Fees Schedules):

Audit Fee (per course) \$50

Distance Learning (per course and in addition to tuition and fees) \$303

(Student Service, Student Center, and Recreational Sports fees are waived if only on-line courses are taken and the Distance Learning fee is charged).

Laboratory Course Fee (per course) \$8

Music Fee for Individual Instruction (per course with suffix of "X"):

1 semester credit hour \$30

2 semester credit hours \$60

3 semester credit hours \$75

4 semester credit hours \$75

University Center Fee: Classes provided at The University Center in The Woodlands will have an additional fee of \$50 per credit hour for FY 2007-08 and \$50 per credit hour for FY 2008-09.

General Property Deposit. Each student is required to make a General Property Deposit of \$10 which will remain with the University through his/her career here except as noted below. All charges for property losses, damages, and breakages in libraries or laboratories must be settled promptly. However, any unpaid current charges will be deducted from the deposit before a refund is made.

Refund of General Property Deposit. The General Property Deposit, less charges, will be returned to the student at the end of his/her career as a student. However, any General Property Deposit which remains without call for refund for a period of four years from the date of last attendance at this university shall be forfeited. The deposit will then become a part of, and operative to, the permanent use and purpose of the University Student Deposit Fund.

Residence Classification for Tuition Purposes

The Texas Legislature and the Texas Higher Education Coordinating Board establish the Rules and Regulations for determining residence classification. Texas residency for tuition purposes is generally obtained by residing and/or being gainfully employed in Texas for 12 consecutive months immediately prior to enrollment in any college or university, by being a dependent of a Texas resident (individual who is claimed as a dependent for federal income tax purposes by the individual's parent or legal guardian at the time of registration and for the tax year preceding the year in which the individual registers), or by being classified as a Texas Resident for the first five of the six years immediately preceding registration (not living out of the state more than 12 months immediately prior to registration).

A nonresident student may qualify to pay in-state tuition by meeting the requirements of a tuition waiver. Current tuition waiver options include but are not limited to: 1) the student or his/her spouse or parent is a member of the U.S. Armed Forces and is stationed in Texas; 2) the student or his/her spouse or parent is employed at least half-time by an institution of higher education in Texas as a teacher or professor; 3) the student or his/her spouse or parent has a teaching or research assistantship at any Texas institution of higher education on at least a half-time basis; 4) the student holds a competitive scholarship awarded by the University of at least \$1,000 for the academic year or summer; or 5) the student or student's family has been transferred to Texas by a company in keeping with the state's Economic Development and Diversification Program.

By state law, the student has the responsibility of registering under the proper residence classification. If a student has knowledge of an error in his/her residence classification for tuition purposes, it is the student's responsibility to notify the Residence Classification Officer immediately. For more information concerning the Rules and Regulations for determining Texas residence classification, please contact the Residence Classification Officer, Sam Houston State University, Box 2418, Huntsville, Texas 77341-2418, or by calling (936) 294-3783 or 294-1828.

Payment Information

Financial Responsibility

Students are expected to meet financial obligations to the University within the designated time allowed. Payment deadlines are listed in the academic calendar and available through the Cashier's Office. Students will not be admitted to classes until their financial obligations are met.

Failure to pay the amount owed in full, including appropriate penalty and late fee charges, prior to registration for a future semester or prior to the last class day for the current semester or summer session can result in any or all of the following sanctions: 1) withholding of future registration privileges; 2) withholding award of degree; and 3) withholding of an official transcript.

Payments

Payments made for registration purposes may be made by cash, cashier's check, personal check, money order, or credit card (VISA or MasterCard only). All checks and money orders are accepted subject to final payment. Students may access account balances online. For additional information, see www.shsu.edu/saminfo/financial-menu.html. To make credit card payments online, visit www.shsu.edu/saminfo/credit.cgi.

Payments may be mailed to the Cashier's Office, Sam Houston State University, Box 2273, Huntsville, TX 77341-2273 or paid in person in the Cashier's Office, Estill Building, Suite 103, 1903 University Avenue, Huntsville, TX 77341.

Installment Payment Plan

The Texas Legislature has authorized collection of tuition and fees during a fall or spring semester by one of two methods: payment in full or one-half payment of the tuition and fees at registration and separate one-quarter payments due prior to the sixth and eleventh class weeks. Parking permits and late registration fees **are examples of charges** which must be paid in full and are not eligible for installment payment. There is an additional processing fee of \$30 for administration of the installment payment plan. Failure to make timely installment payments will cause accrual of late charges (\$15 per installment).

Any financial aid, tuition waivers, grants or deferments will be used to reduce the amount owed by the student, with the remaining balance eligible for the installment payment plan. During a summer session, the tuition and fees are collectible in full. The Texas Legislature has reserved the right to discontinue the installment payment plan.



Students will not be allowed to attend classes until their tuition and fees, excluding that portion of the registration fee that may be temporarily deferred, but payable later in scheduled payments as part of an installment payment agreement, are paid.

Nonpayment of Tuition and Fees

Failure to pay the amount owed in full, including appropriate penalty and late fee charges, prior to registration for a future semester or prior to the last class day for the current semester or summer session can result in any or all of the following sanctions: 1) withholding of future registration privileges; 2) withholding award of degree; and 3) withholding of an official transcript.

Students who pay fees with a returned check may suffer the above sanctions as well as those shown in the Returned Check Policy section of this catalog.

Collections for Nonpayment

Nonpayment by the end of the semester may result in transfer of the student's account to a contracted collection agency and assessment of a collection fee of at least 25 percent of the outstanding balance. The University may also choose to litigate an account on advice of University legal counsel. Should an account be litigated, the student will be responsible for all litigation expenses including attorney's fees and court costs. Accounts that are referred to a contracted collection agency may also be reported to credit bureaus.

Returned Check Policy

A returned check, written by the student or on behalf of the student by another party, is defined as one returned to the University rightfully unpaid due to no fault of the bank or the University. **The University reserves the right to refuse personal checks of any student who previously has had checks returned.**

Each returned check is subject to a \$25 check processing fee. Students have 10 days from the date on which notice is sent from the Business Office in which to pay the returned check and the returned check processing fee or inform the Business Office of their intent. Thereafter, the student may be resigned from the University. It should not be assumed the University will resign the student. A student who discontinues going to class without officially resigning from school, will be subject to the grade of "F.") Students who have been resigned are eligible for reinstatement upon redemption of such check or checks, plus the returned check processing fee and the payment of a reinstatement charge of \$50. A student who fails to make payment prior to the first day of final exams may not receive credit for the work done that semester and will not be allowed to register for future semesters until the delinquent amount is paid. In addition, unpaid returned checks may be turned over to other agencies for prosecution and collection.

Students will be given the opportunity to be heard regarding any special circumstances. Such circumstances will be given full and fair consideration, and exceptions to the returned check policy may be granted by the Director of the Business Office or a delegated employee, based on the evidence presented.

Refund Information

Tuition and Fees Refund Policy

A student enrolled at Sam Houston State University may receive financial refund of tuition and fees as outlined in the following schedules.

Refunds and credits from one department will be applied to any other outstanding balances in other departments. Any remaining refund will be distributed per the student's Bearkat OneCard preferences. The University may refund tuition and fees paid by a sponsor, donor or scholarship to the source rather than directly to the student who has withdrawn if the funds were made available to the University.



Refund policies were established by Senate Bill No. 604 of the 65th Legislature and adopted by the Board of Regents, The Texas State University System, in August of 1977 and by the applicable federal regulations dealing with first semester financial aid students.

Dropping Courses (see following NOTE)

A student who submits a request to drop one or more courses in any given semester or summer session but remains enrolled in at least one course may be eligible for refunds. The refund schedule for dropping courses follows.

| Fall and Spring Semesters | | Summer Sessions | |
|----------------------------------|------|------------------------|------|
| First 12 class days | 100% | First 4 class days | 100% |
| After 12th class day | none | After 4th class day | none |

NOTE: Class days are university class days, not the number of days an individual class meets. Class days are to be counted from the first class meeting of on-campus daytime courses as indicated in the Academic Calendar.

Resignations/Withdrawals (see following NOTE)

A student who officially withdraws from all courses at Sam Houston State University in a given semester or summer session may be eligible for a refund of tuition and the specified fees, based upon the courses in which the student is enrolled on the official date of withdrawal. Refunds are made in accordance with the following schedules.

State Statutory Refund Schedule of Tuition and Fees

Fall and Spring Semesters Refund Schedule

| | |
|---------------------------------------|------------------------------------|
| Before the 1st class day | 100% (Less \$15 Matriculation Fee) |
| 1st class day through 5th class day | 80% |
| 6th class day through 10th class day | 70% |
| 11th class day through 15th class day | 50% |
| 16th class day through 20th class day | 25% |
| Thereafter | No refund |

Summer Session Refund Schedule

| | |
|-------------------------------------|------------------------------------|
| Before the 1st class day | 100% (Less \$15 Matriculation Fee) |
| 1st class day through 3rd class day | 80% |
| 4th class day through 6th class day | 50% |
| Thereafter | No refund |

NOTE: Class days are university class days, not the number of days an individual class meets. Class days are to be counted from the first class meeting of on-campus daytime courses as indicated in the Academic Calendar.

Students who receive Title IV aid and resign on or before completing 60% of the semester will be required to repay the percentage of unearned financial aid according to the federal "Return to Title IV Aid" formula derived from the 1998 Reauthorization of the Higher Education Act. The percentage of aid to be repaid to Student Financial Aid programs is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester.

Refunds are to be returned to lenders or program accounts in the following statutorily specified order provided the student has received funds from the account:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loans
4. Federal PLUS Loans
5. Other federal, state, private or institutional sources of aid
6. The student

The previous schedule assumes that all fees have been paid in full. A different schedule applies to the installment payment plan participants — the primary difference in the schedule being the requirement for the University to compute the refund based on the assumption that the full amount of tuition and fees has been collected. Therefore, it is possible, and probable, that a student in the installment plan could owe more in tuition and fees than already collected by the University. These extra amounts, if any, would be due and payable before the student would be allowed to resign from the University.

Academic Requirements

Academic Requirements

In order to achieve and remain in academic good standing at Sam Houston State University, a graduate student must maintain an overall grade point average of at least 3.0 (B) on all graduate course work attempted in the program.

A 3.0 overall grade point average is the absolute minimum required for graduation. A graduate student who falls below a 3.0 overall grade point average at the close of any semester or summer school during which one or more semester hours are attempted will be placed on probation. Summer school (two sessions) is considered to be a unit equivalent to a semester. If an enrolled student on probation fails to achieve a minimum 3.0 overall grade point average at the close of the next semester or summer school following the starting of the probation, the student will be suspended.

A committee of the department or college graduate faculty will review the graduate status for any student earning two grades of "C" in any combination of graduate courses. The committee will consider the advisability of the student's continued enrollment in the graduate program. A student who earns three grades of "C" or one grade of "F" will be terminated from graduate studies; A student who earns a third grade of "C" or a grade of "F" during the semester or summer of the anticipated graduation will be terminated from graduate studies and will not be eligible to graduate. The appropriate academic dean may place on probation, retain on probation or suspend any student deficient in grade points without regard to the regulations previously stated. Any appeal for a review of the termination of graduate status should be directed in writing to the appropriate academic dean.

Grading Policy

Four grades are given in graduate courses at the University: "A" denotes academic excellence; "B" denotes acceptable performance; "C" denotes insufficiency in achievement, although it is a passing grade; and the grade "F" denotes failure. The mark "IP" denotes "in progress" and is given in thesis and other courses which cannot be completed within one semester. The mark "CR" denotes "credit" and is given in one-hour workshops and may be given on transferred courses. The mark "WP" denotes "withdrew passing" and the mark "WF" denotes "withdrew failing." Effective spring 2008 marks of "WP" and "WF" will no longer be awarded and resignations will be identified with a mark of "W." The mark "X" denotes an incomplete course. If the student meets the prescribed requirements of the course before the end of the next academic semester after the "X" is given, the student will receive the grade earned; otherwise, the mark "X" will be automatically changed to an "F." The mark of "Q" will be given to students who drop courses from the thirteenth class day, for a semester, or from the fifth class day, for a summer session, until the last day for dropping courses without grade of "F" as stated in the Academic Calendar. Courses with the mark of "Q" will not be counted as courses attempted and will not be included in determining grade point averages. The graduate student who elects to drop all courses, i.e., to resign from the University, must notify the Registrar's Office and process a Resignation Request.

Academic Honesty

The Graduate Faculty of Sam Houston State University expects students to conduct academic work with integrity and honesty. Acts of academic dishonesty will not be tolerated and can result in the failure of a course and dismissal from the University.

Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, collusion (the unauthorized collaboration with another person in preparing work offered for credit), the abuse of resource materials, and misrepresentation of credentials or accomplishments.



The University's policy on academic honesty and appeal procedures can be found in the manual entitled Student Guidelines, distributed by Division of Student Services.

Final Examinations

Final examinations schedules can be found in the current *Schedule of Classes* at www.shsu.edu/schedule/. Final examinations are not given before the designated time in the official examination schedule. A student is not permitted to take a final examination before all other work for the course is completed. A student who is compelled to be absent from a final examination may petition the chair of the academic department involved to permit a mark of "X" in the course. This permission is granted only by the academic department chair with the recommendation of the instructor concerned.

Comprehensive Examinations

All candidates for a graduate degree must pass integrative comprehensive examinations. The major department will establish whether the comprehensive examinations are written, oral, or a combination of the two. In lieu of comprehensive exams, some programs have been granted permission to use a comprehensive capstone course or portfolio submission.

The major department will organize a committee for the administration of the examinations. A grade of "high pass," "pass," or "fail" for each exam must be filed in the office of the appropriate academic dean. Should a student fail one or more examinations, a re-examination shall be permitted per departmental or college guidelines, as appropriate. A third examination may be permitted only with the approval of the appropriate academic dean and the department. Students should consult the major department for specific guidelines regarding comprehensive examinations. Students must be enrolled in the University the semester or summer in which the comprehensive exams are administered.

Thesis/Dissertation

Continuous Enrollment

A graduate student at Sam Houston State University writing a thesis or dissertation must enroll in the appropriate thesis or dissertation courses. Typically, a master's student is required to take at least six hours of thesis courses. Depending on the specific program, a doctoral student is required to take a minimum of either nine or twelve hours of dissertation courses. Once a student enrolls in a thesis or dissertation course, the student must continuously enroll in such a course every fall, spring, and summer semester until the signed thesis/dissertation route sheet is received by the Registrar's Office.

A student who is unable to work on the thesis or dissertation for a period of time may present to the appropriate academic dean a written request for a leave of absence of up to one year. The dean's approval of such a request must be in writing. A student granted a leave of absence may not be enrolled in any coursework during this period. A student on a leave of absence will lose access to University services and must submit an application for reinstatement to re-enter the program.

Thesis/Dissertation Manual

The Thesis/Dissertation Manual provides valuable guidelines students must follow when writing their thesis or dissertation. The manual is available at <http://www.shsu.edu/graduate/current/>.

The Office of Graduate Studies posts the most up-to-date timelines relating to thesis and dissertations at www.shsu.edu/graduate/current/thesisdissertationtimeline.html.



Applying for Graduation

Effective Spring 2008, for Fall and Spring graduates, a formal application and payment of the degree/diploma fee must be made in the Registrar's Office on or before the 12th class day of the semester in which the degree is to be confirmed. Summer graduates will be required to file a formal application and pay the degree/diploma fee prior to the semester in which the degree is to be confirmed. Specific dates can be found in the Academic Calendar, which is located in the current catalog and with the online Schedule of Classes. A student filing a degree application after the published deadline will be assessed a late fee. A student who is completing the last semester of course work at an institution other than SHSU must provide the Registrar with an official transcript of this course work no later than one day prior to the graduation date. An application for a degree and further details are available online at www.shsu.edu/saminfo/registrar-menu.html.

Student Absences on Religious Holy Days

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student who is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

Student Resources/Support Areas

Bookstores

Students may purchase text books from a variety of vendors, including but not limited to area bookstores, online book vendors or through person to person used book sales. Prior to the start of each semester local bookstores are provided with a list of books/materials to be utilized by professors in courses during the current and upcoming semester. Students may use these lists to purchase required books prior to the first class meeting. Most area book stores offer a selection of new and used books.

Sam Houston State University's campus bookstore is located in the Lowman Student Center on the SHSU Campus in Huntsville, Texas. Hours of operation and store information may be found at <http://shsu.bkstore.com/>. A further listing of area bookstores may be obtained through the Huntsville phone directory.

Career Services

The Career Services staff assists students and graduates of Sam Houston State University in their search for employment appropriate to their interests, skills, academic preparation and personal aspirations. Opportunities and resources are provided to assist students in learning and implementing the life-long process of career exploration, career choice and ultimately, obtaining rewarding employment.

Specific services include:

- Career Assessment tools
 - MBTI®
 - DISCOVER
 - The Strong Interest Inventory®
- Career Counseling
- Mock interviews
- On-campus interviews
- Resume referrals to employers
- Web-based registration and resume service
- Job/Internship vacancy announcements and listings
- Workshops and individual instruction on resumé writing and interview skills

The Career Services office sponsors special events such as the annual Teacher Job Fair (fall and spring semesters), Career Expo held each fall semester, and the Summer Job and Camp Fair. As a member school in the Houston Area Consortium of Career Centers, SHSU Career Services also participates in the Texas Job Fair which attracts a large number of Houston-area employers each spring.

The Career Library contains many resources to assist students in finding:

- career choices
- internships
- summer jobs
- professional employment

Printed materials in the Career Library include:

- employer information for new college graduates
- information and applications from area school districts
- job market information and applications for federal and state governmental positions
- materials on summer camps and internships



Numerous video tapes and books provide information on job searching skills and specific employers. A small computer lab is available for Internet job-searches and resume writing.

The Career Services department also provides many free materials such as career magazines, brochures, literature from employers, and informational hand-outs covering various career-related topics. Career Services is located at the corner of Avenue J and Bearkat Boulevard. Further information may be obtained by calling (936) 294-1713 or by visiting www.shsu.edu/careerservices/.

Student Employment

Information about student job opportunities and applications for student employment may be obtained from Career Services, located at the corner of Avenue J and Bearkat Boulevard. Career Services is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The telephone number is (936) 294-1713.

Computer Services

The University has developed a high-speed fiber optic network connecting all major campus buildings including residence halls. Attached to this network are servers for administrative functions, academic computing, and research computing. This network is also connected to the Internet, providing all students access to Internet mail, Web servers, and many more valuable network resources.

From the University web site, students can activate and begin using SHSU computer accounts upon acceptance to the University. To ensure prompt communications, the University will send official statements and documents via the students' e-mail addresses. These accounts will remain available to students after graduation, allowing continuity for job searches and alumni interactions.

Client computers supported are PC and Macintosh workstations. Computer labs are operated by the Department of Computer Services and workstations are available 24 hours a day during the week, with extensive weekend hours. Software for campus computers is provided on all University computers connected to the campus network (SAMnet).

Wireless access for SHSU students is currently available at locations throughout campus. Students can reach the Internet while studying in the library, eating in the LSC, or sitting outside in the mall area. Current details are available online: www.shsu.edu/~ucs_www/wireless.

Students are encouraged to apply for part-time employment with Computer Services. Opportunities exist to participate in building and maintaining the computing infrastructure at the University. The Computer Services department employs more than 100 students as lab assistants, telephone operators, night time system operators, web designers, programmers, helpdesk assistants, and software/hardware technicians. These students gain valuable experience for the future and provide an essential part of the operations of the department and University. For more information visit: www.shsu.edu/~ucs_www/staff/grads.html.

SHSU's Computer Services website is www.shsu.edu/~ucs_www/. Questions regarding SHSU's computer resources may be addressed to helpdesk@shsu.edu.

Health Center

The Student Health Center, located at the corner of Avenue J and Bearkat Boulevard, provides comprehensive routine health services and education to all currently enrolled students. The Health Center is open 8:00 a.m. to 5:00 p.m., Monday through Friday. Patients may schedule appointments in person, or by phone up to one day in advance. The Health Center is equipped with an in-house pharmacy and laboratory providing convenient and affordable access to routine healthcare services.



The cost of office visits are covered by the Medical Service Fee paid at the time of registration. Modest fees are charged for laboratory tests, prescription drugs and certain procedures. These charges are due when services are rendered. However, most of these charges are at discount rates that are well below market value.

In addition to medical treatment, the Health Center offers health education, prevention programs, and general health information. Students with questions about any health issue are encouraged to contact the Health Center.

In the case of medical emergencies, Emergency Medical Services (EMS) should be called (911). Persons experiencing a serious or potentially life threatening medical condition should seek medical attention at Huntsville Memorial Hospital.

Information regarding student health insurance is available through the Health Center. The student policy is required for international students unless clear proof of equivalent insurance coverage is provided and is recommended for all other students. Please visit the Health Center's website at www.shsu.edu/healthcenter or call (936) 294-1805 for more information.

Office of Graduate Studies

The Office of Graduate Studies serves as the administrative oversight office for graduate programs at SHSU. The Office administers the initial processing of all applications for graduate and post-baccalaureate programs at SHSU. The Office of Graduate Studies is located in room 203 of the Bobby K. Marks Administration Building.

Travel Funds

In support of academic excellence, the Office of Graduate Studies provides financial assistance to partially offset travel costs for graduate students making presentations at professional conferences. Students seeking such funding should submit a Travel Funds Request form. The form may be accessed at www.shsu.edu/graduate/current.

Sam Houston Press & Copy Center

Sam Houston Press & Copy Center is the University's in-house printing and copying facility. It provides year-round service for students, faculty, and staff of Sam Houston State University. All types of copying, binding, fax services, and printing services are offered to students and student organizations.

Sam Houston Press & Copy Center is located on the first floor of the Thomason Building. The facility is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. For information or to arrange an appointment for placing an order, call (936) 294-1856.

Student Advising and Mentoring Center (SAM Center)

Located in Academic Building IV (south of the Lee Drain Building, corner of Avenue I and Bowers Blvd.), the Student Advising and Mentoring Center (SAM Center) at Sam Houston State University offers academic counseling and enrichment services to students. The Student Advising and Mentoring Center is a resource dedicated to helping students adjust to academic life at Sam Houston State University. Services available include career testing, aid with time management and/or study skills.

The SAM Center also offers a GRE/GMAT review for graduate students and prospective graduate students to aid them in their pursuit of full graduate status.



The Center can be contacted by e-mail at SAMCenter@shsu.edu or by any of the following telephone numbers: (936) 294-4444; toll free, (866) 364-5211; in Houston area, (281) 657-6432.

Support Centers

Reading Center

The Reading Center was created to assist students, faculty, and staff with professional and academic endeavors. The primary goal of the instructors is to empower all students with effective reading strategies and the confidence to excel in their expository reading. To this end, the Reading Center tutors provide students with one-on-one and small group reading instruction. To facilitate faculty members, instructors can make reading strategy presentations in the classroom. One-session workshops on various reading strategies will be offered throughout the school year.

In addition to serving undergraduates to develop reading strategies and/or prepare for the THEA, the SHSU Reading Center can also be used by those whose first language is not English to prepare for the TOEFL. Also, students preparing for post-baccalaureate educational endeavors can use computer-assisted tutorials for the reading/verbal sections of the: GRE, GMAT, LSAT, PCAT, or MCAT.

The Reading Center is an entity of the Language, Literacy, and Special Populations Department in the College of Education. The staff includes a full-time Reading Specialist and graduate assistants who are trained as reading tutors. For assistance, visit the Farrington Building, Office 109, or contact the Reading Center by telephone at (936) 294-3114 or FAX (936) 294-3560. Web: www.shsu.edu/~rdg_www/.

Writing Center

The Writing Center was created to help individuals become better writers and develop more confidence in their writing abilities. To this end, the Writing Center tutors provide one-on-one and small group writing instruction. The Sam Houston Writing Center helps all University students, staff, and faculty.

Graduate students may seek assistance for any type of writing needs ranging from M.A. theses, and Ph.D. dissertations to lab reports, case studies, research papers, as well as résumés, scholarship and job application letters. Writing Center tutors do not merely correct a student's writing, but rather help students learn prewriting, revising, and editing skills. The Writing Center also provides distance tutoring for graduate students enrolled in off-campus or internet classes.

The Writing Center's staff includes full-time members of the English faculty, and graduate and undergraduate students from a variety of majors who are trained as writing tutors. Tutors have received training in working with non-native English speakers.

Phone: (936) 294-3680

Fax: (936) 294-3560

E-mail: wctr@shsu.edu

Website: www.shsu.edu/wctr

Testing

Located in Academic Building IV, Room 102 (south of the Lee Drain Building, corner of Avenue I and Bowers Blvd.), the Testing Center at Sam Houston State University provides test site opportunities for students to utilize through a variety of state and/or national standardized college entrance, vocational, guidance, state-mandated, and/or placement exams. Mailing address: Testing Center, Sam Houston State University, Box 2240, Huntsville, TX 77341-2240; telephone (936) 294-1025; web address: www.shsu.edu/~tst_www/.

This section addresses some of the testing choices a student may utilize for counseling purposes, program entrance, and/or receiving college credit. SHSU accepts a maximum of thirty (30) hours of undergraduate course work credit through a combination of national standardized exams and/or locally designed departmental exams (except when transferred from another college or university).

College Level Examination Program (CLEP). Sam Houston State University is an open national testing center for the College Level Examination Program (CLEP). Additional information may be obtained by contacting the Testing Center at (936) 294-1025 or by visiting the CLEP website at www.collegeboard.com/clep.

The DANTES Subject Standardized Tests (DSST) Program. The DSST Program is a credit-by-examination testing service used by colleges and universities to enable students to earn college credit in subjects they have learned outside the traditional college classroom. Sam Houston State University is a testing site for DSST exams. Additional information may be obtained by contacting the Testing Center at (936) 294-1025 or by visiting the Thomson Prometric website at www.getcollegecredit.com.

Graduate Management Admissions Test (GMAT). This test is required for admission to graduate study in the College of Business Administration at Sam Houston State University. Registration for this test may be arranged by calling 1-800-GMAT-NOW or by visiting the GMAT website at www.gmac.com. For additional information about the GMAT, please contact the College of Business Administration's Coordinator of Graduate Studies at Box 2056, Huntsville, TX 77341-2056; phone: (936) 294-1239; FAX: (936) 294-3612; e-mail: busgrad@shsu.edu. The College of Business Administration's internet address is coba.shsu.edu.

Graduate Record Examination (GRE). This test is required for admission to most programs of graduate study at Sam Houston State University. Registration for the computer-based examination may be scheduled by calling 1-800-GRE-CALL or by visiting the GRE website at www.gre.org. Additional information may be obtained by contacting the Testing Center at (936) 294-1025.

Law School Admissions Test (LSAT). This exam is required for admission to law school. The exam is given at SHSU three times per year with all registration handled through the testing company. Additional information may be obtained by contacting the Testing Center at (936) 294-1025 or from the Law School Admission Council's website at www.LSAC.org.

Miller Analogies Test (MAT). The Miller Analogies Test is a test often accepted and/or required for graduate school admission and is administered in the Testing Center. Additional information may be obtained by contacting the Testing Center at (936) 294-1025 or by visiting the MAT website at www.milleranalogies.com.

Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) Tests. Prospective police officers and/or jailers may take tests that are required by the Texas Commission on Law Enforcement Officers Standards and Education for certification by the State of Texas. An Endorsement of Eligibility form, signed by the instructor of the course or academy, must be provided by the student before the test(s) may be administered. This test is administered by the Testing Center and individuals may schedule an appointment or obtain additional information by calling (936) 294-1025.

Test of English as a Foreign Language (TOEFL). The TOEFL is required of non-native speakers of English. The TOEFL is administered several times per year, and there is a fee for administration and scoring services. The test is available in paper-based, computer-based, or internet based formats. For more information refer to the appropriate edition of the TOEFL Information Bulletin or visit their website at www.toefl.org. For further information, contact the English Language Institute, Box 2030, Sam Houston State University, Huntsville, Texas 77341; telephone: (936) 294-1028; website: www.shsu.edu/~www_eli/.

The University Center

Sam Houston State University in conjunction with five universities and the North Harris Montgomery Community College District formed The University Center, a multi-institutional teaching center, to provide unduplicated bachelor's and master's degree programs to the north Houston, north Harris County and Montgomery County service area. Courses completed as part of these programs carry residence credit.

The University Center serves as the site for multi-level instruction in a classroom/laboratory facility of approximately 72,000 square feet adjacent to the Montgomery College campus providing an interactive, technology-based extension that connects all of the colleges of NHMCCD and the partner universities. The goal is to provide a facility and an interconnected telecommunications system for delivery of unduplicated baccalaureate, master's, and doctoral degree programs, advanced work training, and professional development at the same quality level as the university home-base of the programs.

Sam Houston State University has approval from the Texas Higher Education Coordinating Board to offer various degree programs at The University Center.

Master's & Professional Degrees/Graduate Programs:

| | | |
|--|----------------------|----------------|
| Business Administration | Dr. Leroy Ashorn | (936) 294-1239 |
| Criminal Justice | Ms. Doris Powell | (936) 294-1702 |
| Curriculum and Instruction: Elementary Education | Dr. Charlene Crocker | (936) 294-1146 |
| Curriculum and Instruction: Secondary Education | Dr. Eren Johnson | (936) 294-1140 |
| Educational Leadership: Administrators/Instr. Leadership & Principalsip | Dr. Beverly Irby | (936) 294-1147 |
| English | Dr. Paul Child | (936) 294-1412 |
| History | Dr. Ken Hendrickson | (936) 294-1482 |
| Kinesiology – Sports Management | Dr. Jon Gray | (936) 294-1170 |
| Political Science | Dr. Corliss Lentz | (936) 294-1459 |
| Psychology | Dr. A. Jerry Bruce | (936) 294-1173 |
| Public Administration | Dr. Corliss Lentz | (936) 294-1459 |
| Sociology | Dr. Gene Theodori | (936) 294-1512 |
| Special Education: Educational Diagnostician Cert. | Dr. Cindy Simpson | (936) 294-1108 |

Special Programs

| | | |
|--|---------------------|----------------|
| Educational Leadership Doctorate | Dr. Stacey Edmonson | (936) 294-1752 |
| Post Baccalaureate Teacher Certification | Ms. Pat Sprott | (936) 294-1045 |

To access the most current list of SHSU graduate programs and advisors, please visit www.shsu.edu/graduate/programs.

Student Services at The University Center. To assist those Sam Houston State University students enrolled solely at The University Center in The Woodlands, student services are available with career services, legal services, and personalized counseling frequently utilized. A special CD-ROM, The University Center Electronic Handbook, provides in-depth information on student services and other important University information. Additionally, packets of information on all student services are provided to students at The University Center. To coordinate specific requests for student services, telephone (936) 294-1717.

SHSU Contact Information at The University Center:

Dina Flores-Mejorado(936) 273-7518

Mailing Address:

Sam Houston State University
The University Center
3232 College Park Drive
The Woodlands, Texas 77384

Library Resources

Newton Gresham Library

Research and Information Resources

The Newton Gresham Library (NGL), open 100 hours per week, provides access to a collection of over 1.2 million books and journals, a variety of electronic resources including nearly 50,000 licensed books, over 55,000 journals, and 123 bibliographic/full-text databases. A complete listing can be found on the library's webpage under [Databases and Indexes](#) and [Find A Journal Title](#) (<http://library.shsu.edu/>).

What Help is Available?

The Newton Gresham Library provides all users with a program of instructional services designed to develop information retrieval and library research skills. Librarians working with instructors develop presentations focused on specific research/information sources and services needed for that class or program. Students both on and off campus are encouraged to contact Reference Librarians and other subject specialists for assistance in answering questions, developing search strategies, and identifying useful resources (see the [Subject Bibliographers List](#), <http://library.shsu.edu/about/subject.php>). Students can send questions to a librarian or chat with a librarian by using a virtual reference service, **ASK A LIBRARIAN**, from the NGL homepage; e-mail addresses for subject specialists are provided on the NGL homepage (see link above). Students can call **1-866-645-4636** or **1-866-NGL-INFO** for help accessing databases, developing research strategies or clarification of services.

How can I get help from home?

ASK A LIBRARIAN provides students with real time access to a librarian or assistant who can demonstrate how to successfully search a database, help develop a research strategy or suggest appropriate resources on a given topic. With Virtual Reference, users will:

- Be directed to reliable and accurate information for papers and projects.
- Receive assistance in identifying and using databases appropriate for research.
- Find out if the library has a particular book or journal.

Chat online with a Reference Librarian/Assistant during the following hours:

- Sunday 2 PM – 1 AM
- Monday-Wednesday 7:30 AM – 1 AM
- Thursday 7:30 AM - 12 Midnight
- Friday 7:30 AM – 6 PM
- Saturday 10 AM – 7 PM

To connect to the “Virtual Reference Desk” click on **ASK A LIBRARIAN** from the library's homepage then go to the chat icon. Users may also send an e-mail, or call or visit the library reference desk in person for assistance during regular library hours.

Is specialized help available when I start my thesis/dissertation?

The library provides a “**1 to 1**” program designed to provide individual assistance in utilizing library resources to doctoral and master's students engaged in dissertation or thesis research. A librarian is assigned to work with the student for the duration of their doctoral program or thesis research. The librarian is available by appointment to assist the student in conducting library research and to provide guidance in the use of various library services and resources, including the resources of other libraries.

Why do I need this service?

Even for an experienced researcher, library research can be frustrating. The organization of information in academic libraries is complex and necessitates a systematic and sophisticated approach in order to achieve a thorough exploration of all available resources. The Online Catalog, web-based bibliographic and full-text databases, government documents, microform collections, and interlibrary loans are examples of resources which should be explored and require specialized knowledge and skills for maximum utilization. A sound, logical search strategy "translating" needs for research into the "language" of the library's systems can be provided best by professionals possessing specialized knowledge of information systems.

What will this service provide?

You will be assigned to a librarian in User Services who will work "one to one" with you for the duration of your doctoral program or thesis research. "Your" librarian will be available by appointment to assist you in conducting library research by the formulation of logical search strategies and through guidance in the use of the various services and resources of the library, including utilization of the resources of other libraries.

How do I apply?

To take advantage of this service, request an application form from your advisor or from library personnel. Complete the application form and drop it in the mail. Or, if you wish, you may bring it to the reference desk of the Newton Gresham Library, 2nd floor. Be sure to have your faculty advisor (or thesis chairman) fill out the relevant part of the form and sign it.

Once an assignment is made, you will be contacted for an interview. This initial session will include a personal orientation of the library and a thorough discussion of your studies and research needs. After this meeting, you may initiate a "one to one" conference by appointment as needed.

What will it cost me?

This service is free. In fact it should save you hours of unproductive research.

Is online instruction available for databases and the catalog?

In addition to "one to one" help from a reference librarian or subject specialist, NGL provides the following online instructional aids:

- Subject guides providing lists of selected resources and in many instances links to web resources.
- Guides to specific databases developed by NGL librarians; many of the databases contain online tutorials.

SHSU Librarians are using new instructional technology tools to provide online instruction in the "best practices" for acquiring information. A series of **Virtual Instruction** sessions is available for on-demand use by the user for databases and the online catalog (click on *Online Instruction Series* on the NGL webpage). The Series consists of short 5-10 minute streaming audio/video presentations that are available on and off campus. The topics discussed in the Virtual Instruction Series include how to access the library catalog and databases, perform keyword searching, construct search strategies, and acquire information resources such as books and journal articles. The video series contains:

- **Find a Book and Advanced Catalog Functions**
These two modules provide an introduction to searching the library catalog for books and journals. Provides steps on how to perform keyword, author, title, and periodical title searching.
- **Find an Article**
Demonstrates search strategies for finding articles and provides an example of searching Academic Search Premier, a general database.
- **Boolean Operators**

This module will explain what Boolean Operators are, how to use them, and why they're a good tool for research.

The online **Tutorials** listed below teach users how to evaluate and locate information throughout the library, including using the library catalog, online databases and the Internet. This series includes:

- **Information Literacy Tutorial** - Designed to help students effectively use the library and its resources. Six modules teach students how to select a research topic, define information needs, select sources, locate and evaluate information, and cite sources.
- **Understanding Call Numbers** - Developed to help users competently locate books and other materials in the library. Topics include library terminology and the classification scheme used to organize library materials.
- **Internet Tutorials** - Devised to teach Internet basics and how to carefully evaluate information found on the web.

How do I Find Information for my Research, Articles or Books?

To Identify Books and Other Materials:

SAMCAT, the library's Online Public Access Catalog, is a complete listing of all books, journals, government documents and audio visual materials held in the library. Electronic journals and books are also listed in SAMCAT. The catalog can be searched by keyword, author, title and subject. It is available from the library's webpage at <http://library.shsu.edu/>.

To Identify Articles in Journals, Magazines or Newspapers:

Articles in journals (scholarly and peer reviewed), magazines or newspapers can be identified by using a variety of bibliographic and full-text databases. The library provides access to over 100 web-based databases; 60 are provided by TexShare, a resource sharing program for the citizens of Texas. A complete list of the databases available to the SHSU community can be found on the library's webpage under *Databases and Indexes*.

Basic instructions for searching these databases can be found on the library's homepage. Online help is available within the specific databases. For help determining the best database to use, developing a search strategy or identifying search terms, Librarians may be contacted by phone or e-mail.

The library currently has access to over 55,000 electronic journals. A complete list of journals available to the SHSU community in electronic format is available on the library's webpage under Resources. This page provides links to journals in aggregate databases and to the journal's website when available. Many of the bibliographic electronic databases have links to full-text resources as well as links to the library's catalog. Not all journals held by the library are in electronic format. You can use the library's catalog to identify the journals held in the library.

How do I Borrow Library Material?

Who May Borrow Library Material?

- All University students have borrowing and recall (request from another patron) privileges after they have enrolled and paid (or have financial aid award letter) for the current or next semester. The exception is students who have been blocked for fines, lost material, or damaged material.
- Faculty and staff have privileges from the first day of employment with the University.
- Courtesy Card holders have borrowing but not recall privileges.
- TexShare Card holders from other institutions have borrowing but not recall privileges.

University students, faculty and staff must have a valid Sam Houston State University I. D. card and must present it at the time of checkout. Please remember that if you check out material for someone else, you are responsible for any overdue or lost book charges incurred.

Distance Education Students

Students who are only taking classes held off campus may be eligible for Distance Education Services provided by the library. In order to obtain these services you must register via the Internet. Information and forms are accessible by selecting [Distance Education](#) on the NGL homepage.

Sam Houston State University (SHSU) I.D. Cards

A valid *BearKat OneCard*, the SHSU I.D. Card, is required when checking out material in the library. This includes checking books out of the library and using Reserve Materials.

Student Loan Periods

- Undergraduate students: 2 weeks
- Graduate students: 2 weeks with automatic 2 week renewal
- Distance Education: 4 weeks (includes time in mail from and to NGL)

There is a two day grace period after which fines begin accruing.

All material is subject to recall after a patron has had the book 14 days.

All materials, with the exception of reserve material, may be **renewed in person** at the Circulation Desk **or electronically** from the library's webpage.

Reserves

Material that has been placed on reserve by a faculty member is housed in Reserves behind the Circulation Desk. Reserve materials may include books, book chapters, journal articles, class notes, tests, etc. There are two general types of reserves: print and electronic.

Electronic reserves include book chapters, articles, class notes, tests, etc. Although some are also located in print reserves, most are not. Electronic reserves are accessed via the library's webpage. You must be an enrolled student, faculty or staff to access this material. Your instructor will provide the required password to access the reserved materials for the class.

Print reserves include books, CDs, and files containing book chapters, class notes, articles, tests, etc. These materials have checkout times that are specified by the faculty member who has placed them on reserve. Most reserve items are in-building use only for 2 hours. Only 3 reserve items may be checked out at one time. Reserve materials cannot be renewed. A *BearKat OneCard*, SHSU I.D., is required in order to check out reserve materials.

Circulating Materials

Most material in the Main collection circulates so it can be checked out. Books in the library's reference collection, periodicals (newspapers, magazines, journals), either current or bound, cannot be checked out. You are welcome to take notes or photocopy the pages you need.

Book Drops

The library has three book drops. Only books should be returned in the drops. Please do not use the book drops to return material that is damaged or appears fragile, as the drop and weight of other books may increase the damage. Overnight reserve material must be returned to the Circulation/Reserves Desk. The book drops are located at the following locations:

- Outside on veranda at the Northeast corner of the library
- On the wall at the front of the library next to the right entrance door



- Inside the library on the right side of the Circulation Desk

Book drops are emptied regularly throughout the day. Books that are returned after the library has closed will be checked in early the next working day.

How do I Borrow Material that is Not Available at SHSU?

There are two ways to borrow materials not available on the SHSU campus. The first is Interlibrary Services (interlibrary loan) and the other is to go in person to a library with a TexShare card.

Interlibrary Services

To request items from other libraries online, we now use an interlibrary loan program called *Illiad*. To use *Illiad* you must establish an account; to establish an account go to the library's webpage and click on *InterLibrary Services*.

How much does it cost?

If the Newton Gresham Library does not own a book or journal article you need, Interlibrary Services will make every attempt to provide that item through another source, usually another library. Most of the time there is no charge for an interlibrary loan. However, there is a place in the *Illiad* request form for you to choose a fee limit, including free, in the event that the lending source does charge a fee.

What is the procedure for requesting books or articles via Interlibrary Loan?

Through *Illiad*, the Interlibrary Loan system used by Newton Gresham Library, place a request for each item that you need. If help is needed, library personnel at Reference can assist in locating the information needed to complete a request and/or determining if the material may already be available in or accessed through the library.

How long does it take and how will I know when the materials arrive?

Please allow 1-3 weeks for materials to arrive. Normally, requests received from Newton Gresham Library patrons are processed within 24 hours of receipt. The time it takes for an item to arrive depends on the lending library, so it is wise to plan ahead and allow sufficient time when considering an Interlibrary Loan request. Interlibrary Services staff will send you e-mail notification when a request has arrived.

How do I pick up the requested material when it arrives?

Printed materials can be picked up in the Interlibrary Services Office, Room 142, which is located on the 1st floor of the library across from Copy Services. After office hours and on weekends, see Copy Services staff (Room 141) for access to Interlibrary Loan items.

Electronic distribution many articles are sent electronically. You will receive an e-mail notifying you that the requested article or the book chapter is available; the e-mail will contain links to the article/s you requested.

If I return an item after the due date, must I pay a late fee?

Yes, for books borrowed through Interlibrary Loan, there is a \$3.00 per item per day fine for overdue books. The due dates for books borrowed through Interlibrary Loan are set by the lending library and cannot be changed by Newton Gresham Interlibrary Services staff, so be aware of due dates and plan to return books on time! If you do need an extension of time, a renewal may be requested using your *Illiad* account, keeping in mind that it is up to the lending library to grant or not grant the renewal.

How can I renew a book obtained via Interlibrary Loan?

Since the lending library sets the due date, books received through Interlibrary Loan cannot be renewed without the consent of the lending library. If you need an extension, use your *Illiad* account to request a renewal at least 48 hours before the due date. Generally the longest renewal time granted is for 2 weeks.

TexShare Cards

Sam Houston State University students, faculty, and staff who intend to use libraries at other institutions may apply for a TexShare Card. The TexShare Card allows you to borrow material at another participating library.

- Applications are available at the Circulation Desk.
- Applications will be approved if:
 - you are currently enrolled or employed at SHSU.
 - there are no overdue books on your account .
 - there are no fines on your account.
- Card holder is responsible for abiding by the rules and policies of the library from which books are borrowed.
- Card holder is responsible for any fines or charges accrued at the lending library.

Additional information and access to the electronic application is on the library's webpage (*Distance Education* then *TexShare*.)