



ACADEMIC SUPPORT SERVICES

Please take time to review the contents of the student calendar and guide book. If you have questions during the semester, chances are that most of your answers are in here. If not, the calendar and guide book will tell you where to find the answers you need. Read the Student Guide table of contents to speed up your search!

Academic Advising

MB 1150

(432) 552-2661

The primary goal of the Office of Academic Advising of The University of Texas of the Permian Basin is to provide all students either currently enrolled or prospective with the best possible academic advice to enable them to achieve their college goals in a timely fashion. The Office of Academic Advising keeps current with The University's General Education Requirements as well as specific major requirements to provide information for faculty as well as students. Thus, the office provides both students and faculty a central location for information related to academic requirements.

Admissions

MB 1221

(432) 552-2605

(toll-free: 1-866-552-UTPB)

E-mail: admissions@utpb.edu

The Office of Admissions is in charge of the following: providing undergraduate and graduate admission application packets to domestic and international students; pre-admission counseling; evaluation of academic transcripts for degree-seeking undergraduate students; determining the students' admissibility to the University; awarding scholarships to first-time freshmen; and student recruitment.

Graduate Studies

MB 1208

(432) 552-2530

The Office of Graduate Studies implements graduate policies and perform a records management function for all graduate students. The Office builds advising files, monitors scholastic performance, assists in the acceptance process for master's degree students, and manages all of the records required for completion of the degree.

**International Students
Office of Admissions
MB 1221**

(432) 552-2605

E-mail: admissions@utpb.edu

International students provide an opportunity for US students to become more acquainted with people of other countries. All students are encouraged to take advantage of this opportunity. Students interested in the International Student application process should review the "Frequently Asked Questions" in the section marked International Student Website after accessing the Prospective Student page. Admission applications for international students may be obtained at the Office of Admissions or by applying on-line: www.utpb.edu.

PASS Office

MB 1160

(432) 552-2630

The PASS (Programs Assisting Student Study) Office, located in the Courtyard, provides a variety of services and programs for students. The PASS Office provides academic counseling in the areas of time management, study strategies, test-taking and note-taking. The Office provides a tutorial program which targets difficult courses at various levels to enhance student success. Testing services are also located in the PASS Office. Students may take the Quick THEA, CLEP, ISAT, DISCOVER Career Testing, Math Placement, correspondence courses, and make up exams. The PASS Office provides student computers for word processing, internet searches, and computer tutorials for programs such as the GRE, GMAT, MCAT, and LSAT. The Office also provides services for students with disabilities. Students must self-identify as having a disability and complete an application for services. The Career Services Office is also located in the PASS Office and provides career counseling, placement information and career testing for students and alumni. The PASS Office also has a career and study skill library which is a resource of information about careers, resume development, interview skills and job searches. Open days, evenings, and on Saturdays, the PASS Office is ready to help students in any way possible.

J. Conrad Dunagan Library

LL

(432) 552-2370

The J. Conrad Dunagan Library is located south of the Mesa Building in the Library/Lecture Center. Library services include Reference/Information, Circulation, Inter-Library Loan, reserves, and Instruction. Access to nearly 100 selected scholarly databases is available.

Materials available:

- Nearly 300,000 print volumes
- more than 700,000 microfilm volumes
- more than 700 print journal subscriptions
- more than 25,000 electronic journals (available in full-image format)
- more than 25,000 scholarly books are available in electronic text formats

The Archives contain important regional/local historical and cultural resources.

The library is open weekdays, evenings, and weekends during normal school sessions. Library hours, databases links, electronic materials, online public access catalog, and other sites of interests are available through the library's website: <http://library.utpb.edu/>.

Cell phones may not be used in the library. The library atrium-entrance area of the Library/Lecture Center provides a comfort setting for cell phone users and casual chatting.

In addition, a casual reading area has been set up inside the library, located on the first floor, where students can find daily newspapers and books for leisure reading.

Literacy Center

MB 4180

(432) 552-2154

Website: www.utpb.edu

The Literacy Center provides free literacy services to students enrolled at UTPB. The Literacy Center is an excellent resource for students in improving their reading, test taking, and note taking abilities which will aid students in academic success. We offer one hour study skills and literacy courses lined to freshman and sophomore classes. The Literacy Center is an initiative funded by the H.S.I. Grant Program, a Title V Cooperative grant funded by the U.S. Department of Education.

Services provided at the Literacy Center:

- Vocabulary Development
- Reading Comprehension Improvement
- Content Area Reading/Vocabulary Courses
- THEA Improvement
- Study Skills
- Text-book/Academic Reading
- Individual Attention
- Workshops
- Intervention Services
- Diagnostic Services
- Time Management
- Organizational Skills
- Note Taking Strategies
- Test Taking Strategies
- Essay Writing

Mentor Program (H.S.I.)

M.B. 4109

(432) 552-2127

The H.S.I. Mentor Program was developed to help incoming and current students adjust to college by providing mentors who already understand how to be successful in college. The advantages to having a mentor are huge.

Mentors help students with:

- Registering
- Locating Financial Aid
- Contacting Academic Advisors
- The "Ins and Outs" of College Life
- Stress
- Achieving Goals
- Study Skills
- Social Activities

- Problem Solving
- Time Management
- Adjusting to College

Supplemental Instruction (S.I.) Program

MB 1160 (PASS Office)

432-552-2634

Supplemental Instruction is a learning enhancement program which targets difficult by providing:

Tutors to lead study groups and study sessions

- Study Habits
- Test Taking Skills
- Help for Student to Pass their Classes
- Informational Study Sessions
- Questions Answered

The University Math and Science Center

MB 4180

(432) 552-3350

The University Math & Science Center (UMSC) is located on the fourth floor of the Mesa Building in room 4180. The Math & Science Center is dedicated to assisting students in overcoming the difficulties they are having with general mathematics and science courses. The UMSC provides group and/or individualized instructional and tutorial services in a user-friendly environment. Our main goals are enhancing students' knowledge and skills and improving test performance and course retention. The UMSC operates on a walk-in basis, but individual appointments can be arranged.

The Math & Science Center assistants are friendly, knowledgeable, ready, and willing to help. Please call us at 552-3350.

The University Writing Center

MB 2100

432-552-2302

The University Writing Center is a user-friendly, student-centered facility that focuses on helping writers of all levels and disciplines to strengthen their skills and enhance their academic performance. Our consultants assist students in every aspect of the writing process, from brainstorming and organization to thesis statements and citation styles. The Center hosts seminars throughout the year covering a variety of topics, including style guides, grammar, and plagiarism. Writers can expect a quick, effective review of their work in our 30 minute sessions.

The Writing Center staff is friendly, knowledgeable, and prepared to assist with any paper, whether it is academic, professional, or personal. Although appointments are preferred, walk-ins are welcome. Stop by MB2100 or give us a call at 552-2302.