

Faculty Guide to Student Services

College of Human Sciences
Updated Fall 2011

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COHS Student Services

154 Human Sciences

Director: Jeff Taylor

www.hs.ttu.edu/studentservices

- **Absence Notifications:**
if a student is to be out of class for an extended amount of time the Student Services Office will contact instructors
- **Endorsed Tutoring Program:** for students requiring additional assistance in Human Sciences courses; we match up students with private tutors, endorsed by COHS
- **Resume Critiques:**
offers feedback on student resumes
- **Student Intervention/Retention:**
we can initiate contact with students that might require additional assistance
- **Other Services:**
academic advising, new student relations, parent relations

Center for Campus Life

201 Student Union

806-742-5433

Director: Amy Murphy

www.depts.ttu.edu/centerforcampuslife/

- **Mission:** To promote each student's learning experience by focusing on student transitions and connecting you to the University and campus traditions through leadership and involvement opportunities.
- **Students to Refer:** Students looking to get involved on campus



IT Help Central

2903 4th St.

806-742-HELP

Director: Shannon Cepica

www.depts.ttu.edu/ithelpcentral/

- **Mission:** To provide the highest possible quality technical support and assistance to the University community.
- **Students to Refer:** Students with computer, wireless or e-raider issues

The Learning Center

80 Holden Hall

806-742-3664

Coordinator: Michael Brown

www.depts.ttu.edu/passcntr/PLC/

- **Mission:** To empower and encourage students in their pursuit of achieving academic success within a safe and inclusive learning environment.
- **Students to Refer:** Students needing free tutoring in core curriculum classes; students that need to meet with a learning specialist



Military and Veterans Programs

108 Doak

806-742-6877

Director: Ryan van Dusen

www.depts.ttu.edu/diversity/mvp/

Mission: To assist veterans and their families to achieve academic and personal success.

Students to Refer:

Students who are military veterans and their families



Ombuds for Students

24 Student Union

806-742-SAFE

Ombuds: Drew Canham

www.depts.ttu.edu/ombuds/

- **Mission:** To provide informal, neutral, and confidential dispute resolution services. We assist people with interpersonal misunderstandings or disputes as well as those with concerns about academic or administrative issues.
- **Students to Refer:** Students who need help resolving problems



Parent and Family Relations

2010 Student Union

806-742-3630

Director: Elizabeth Massengale

www.depts.ttu.edu/parentrelations/

- **Mission:** To work with Texas Tech Parents Association leadership to create events, involvement opportunities, and informative communication for Texas Tech parents, family members, and students.
- **Students to Refer:** Students who need a short-term loan (The Raider Relief Fund); students who need a way to get home over a holiday



Student Counseling Center

201 Student Wellness Center

806-742-3674

Director: Eileen Nathan

www.depts.ttu.edu/scc

- **Mission:** To meet the mental health needs of Texas Tech students
- **Students to Refer:** Students who are dealing with mental health issues, social issues, or need help with relaxation/stress management techniques



Student Disability Services

335 West Hall

806-742-2405

Associate Director: Shelley Ducatt

www.depts.ttu.edu/students/sds/

- **Mission:** To provide programs and services for students with disabilities and education of the campus community on issues related to students' disabilities.
- **Students to Refer:** Students who disclose that they have disabilities; students looking for learning seminars



Student Health Services

Student Wellness Center

806-743-2860

Director: Evelyn McPherson

www.ttuhschool.edu/studenthealth

- **Mission:** To provide health care and health education to insure academic success of students.
- **Students to Refer:** Students requiring medical attention; students that need an on-campus source for prescription medication



Student Judicial Programs

25 Student Union

806-742-1714

Director: Sofia Rodriguez

www.depts.ttu.edu/studentjudicialprograms/

- **Mission:** To challenge students to become active participants in their individual learning experience by proactively educating the campus community and responsibly maintaining and educationally adjudicating alleged violations of the Code of Student Conduct.
- **Students to Refer:** Students with misconduct issues on campus



Student Legal Services

307 Student Union

806-742-3289

Director: Jill Stangl

www.depts.ttu.edu/sls/

- **Mission:** To provide legal advice, counsel and limited representation for currently enrolled students at TTU/TTUHSC. Services include document preparation, notary, advising, and research. The attorneys can represent students in landlord/tenant disputes, name changes, essential needs licenses, expunctions, some misdemeanors, and small claims consumer disputes.
- **Students to Refer:**
Students requiring legal advice or representation



Study Abroad

International Cultural Center

806-742-3667

Deputy Director: Elizabeth McDaniel

www.studyabroad.ttu.edu

- **Mission:** To provide opportunities for Texas Tech students to have international learning experiences which are academically challenging, professionally relevant, and personally engaging.
- **Students to Refer:** Students with a desire to take classes or internships internationally



University Career Services

150 Wiggins

806-742-2210

COHS Liaison: Stephanie West

www.depts.ttu.edu/careercenter/

- **Mission:** To assist in career development and education. University Career Services provides an extensive list of online jobs and on-campus interviews through RaiderJobs (www.raiderjobs.ttu.edu), as well as, career counseling for students to explore those factors that influence career decisions. To maximize our career counseling appointments, we help students select career paths and internship endeavors through an extensive battery of career assessments including the Strong Interest Inventory, StrengthsQuest, TypeFocus and more.
- **Students to Refer:** Students needing to hone their interview skills, discuss career options, or to take assessments to decide what they need to study

University Writing Center

175 English

806-742-2476

www.uwc.ttu.edu

- **Mission:** To provide the highest standard of excellence in writing education, foster intellectual and personal development of both its staff and clients, and stimulate meaningful research and service to Texas Tech University, its surrounding communities, and its future students.
- **Students to Refer:** Students who need proofreading assistance for papers or help with the writing process.