

# Programs Assisting Student Study

## **P.A.S.S. Office**

The Office for Programs Assisting Students Study (PASS) is a multiple resources center for students. This office provides both direct and indirect services to all students.

## **Americans With Disabilities Assistance.**

The office provides information about accommodations and provides services to students with disabilities. Students admitted to the University should contact the office one month in advance to set up services.

## **Career Services**

The U. T. Permian Basin Career Services Office, which is located in the PASS Office, serves as a liaison between students seeking employment and prospective employers. Services available include job listings, placement files, on-campus interviews, and resources pertaining to job-hunting skills. Credentials files contain a student's resume, transcripts, letters of recommendation, and other pertinent information. Career services are available to all students and alumni.

## **Career Guides**

Resource books and handouts are available for students to use in obtaining career information. Resources are also available for assisting students who are preparing resumes and who are preparing for interviews.

**Computer Support** Personal computers are available for use by students in the PASS office. Word processing, tutorial, and standardized test preparation for the GRE, GMAT, and LSAT software are provided for student use. Reading, writing and mathematics review guides and computer assisted skill sessions are available in the PASS Office. Students are encouraged to use these tutorials as needed.

## **Counseling Services**

Academic counseling in the areas of study skills, career counseling and career interest testing and short-term problem solving counseling services are available.

## **Study Skills Seminars**

Study skills seminars are scheduled throughout the semester. The seminars are professionally presented by video and lecture and include topics such as: time management, speed reading, listening, study strategies, overcoming procrastination, stress reduction and TASP non-course skill development.

## **SUCCESS Program**

The SUCCESS Program, as part of the PASS Office, is designed to assist students with their academic work and any problems related to success at the University. Students are selected to participate in the program for one semester. The SUCCESS Program provides tutoring, mentoring, counseling and personal support to succeed in college.

## **Testing**

The PASS Office provides testing services for self-paced, correspondence courses and make-up exams. The office also administers the Institutional SAT, Quick TASP and placement in Math.

## **Tutoring Services**

In the fall and spring semesters several courses are identified in which students may have some difficulty. To support students who are taking those courses, a class tutor/mentor attends the class sessions and conducts study sessions at another scheduled time for all the students in that class. There is no additional cost for this supplementary instruction service and students who take classes in which these tutor/mentors are available are encouraged to take full advantage of the opportunity. Research suggests that students participating in these study sessions make significant gains in their classes. Tutors may be available at no cost through the PASS office. The PASS Office also maintains a list of tutors and will provide students with a list of available tutors who will tutor for a fee.

## **Other Services**

Typewriters, part-time and full-time job posting study guides, videos and college catalogs.