



**Graduate
School**

A&M-COMMERCE

GRADUATE STUDENT GUIDE

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TABLE OF CONTENTS

<u>Welcome</u>	3
<u>MyLeo Student Portal</u>	4
<u>DegreeWorks</u>	5
<u>Registration</u>	6
<u>Getting Started</u>	6
<u>Drops and Withdrawals</u>	7
<u>Administrative Drops</u>	7
<u>Taking Outside-of-Major Classes</u>	8
<u>General Recommendations</u>	8
<u>Schedule of Classes</u>	9
<u>Transfer Courses</u>	10
<u>Registration and Financial Aid</u>	11
<u>Applying for Financial Aid</u>	11
<u>Taking Extra/Unnecessary Classes</u>	11
<u>Scholarships</u>	12
<u>Student Accounts</u>	12
<u>GPA</u>	13
<u>Grades</u>	13
<u>Graduate Program Time to Completion</u>	14
<u>Thesis vs. Non-Thesis</u>	14
<u>Academic Dishonesty/Plagiarism</u>	14
<u>Student ID (Lion Card)</u>	15
<u>Parking Permit</u>	16
<u>University Calendar</u>	17
<u>Campus Directory</u>	17
<u>Campus Map</u>	18
<u>Student Resources and Services</u>	19

WELCOME!

Welcome to your chosen graduate program at Texas A&M University-Commerce!



WHO IS YOUR TEAM?

Faculty Advisor or Graduate Advisor

Your mentor throughout your graduate program. Your faculty advisor is here to address the academic aspect of your education, such as helping with class selections, degree plans, track or emphasis changes, etc.

Graduate Enrollment Specialist

Your guide throughout your program. Your graduate enrollment specialist will:

- Keep you informed of important dates/deadlines
- Act as a liaison to university offices
- Remind you when it's time to register
- Address problems preventing enrollment

MYLEO STUDENT PORTAL

MyLeo is where you will:

- Check your student email (LeoMail) – check it often!
- Enter your online courses
- Complete registration
- Order/view textbooks
- Accept financial aid offers
- View holds on your account
- Access DegreeWorks
- Order transcripts

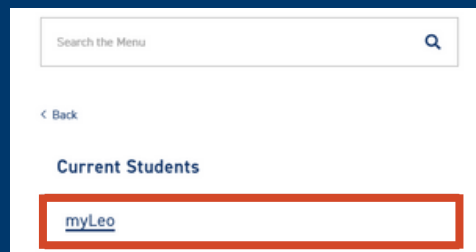
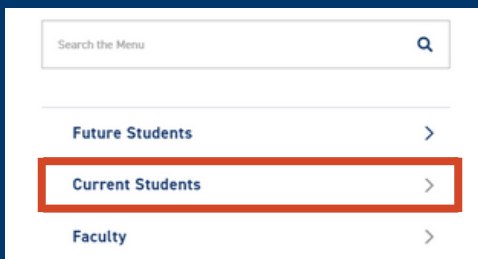
View the [MyLeo User Guide](#) for more information.

1. Navigate to our website: www.tamuc.edu

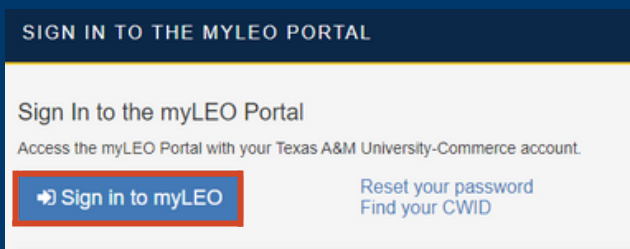
2. Select the login icon in the top right corner:



3. Click on “Current Students” and then “myLeo” in the menu:



4. Navigate to the “Sign in to myLeo” button and log in with your CWID:



Contact IT by phone at [903.468.6000](tel:903.468.6000) or by email at HelpDesk@tamuc.edu if you experience technical difficulties.

DEGREEWORKS



What is it?

- This is where your degree plan is managed
- DegreeWorks is accessed through MyLeo
- Displays the courses in your degree plan that you need to take
- Shows courses you've completed and the grade you earned
- Displays courses you're currently registered in with an 'R'
- Lists your current GPA
- Shows your type of degree, plus more!
- Indicates completion of your comprehensive exam and receipt of your graduation application

See a course listed under “non-program electives”?

This means the course does not count for credit. If you receive financial aid, you need to be enrolled in a minimum of six semester credit hours and your classes must count toward your degree plan to receive financial aid. Your aid will not disburse if it does not follow your degree plan. Some graduate certificates and professional certifications are ineligible for financial aid.

Questions about DegreeWorks?
Contact GradDegreeWorks@tamuc.edu

REGISTRATION

Getting Started

- Your graduate enrollment specialist will notify you when registration opens each semester.
- **Early registration is strongly encouraged!** Register when registration opens and pay later. Payment is not due until 3 days before the term begins.
- Registration opens in March or April for May Mini, Summer, August Mini and Fall terms.
- Registration opens in October or November for Winter Mini and Spring
- Registration is completed in your MyLeo student portal. Refer to the MyLeo User Guide for how to add classes.
- The university's financial responsibility agreement* must be accepted before the system will allow you to enroll in classes. You will be prompted to accept this agreement when you attempt registration.
- Refer to the [MyLeo User Guide](#) on how to accept the financial aid agreement.
- Registration will not be permitted if the agreement is declined. If you reject the agreement by accident, email Student.Accounts@tamuc.edu to have it reset.

* I hereby agree to pay all University charges (tuition and fees, housing charges, meal plans, or other fees) by one of the three options stated in this agreement. Payment in full for all term charges is required by the deadline stated in the semester calendar.



Drops and Withdrawals

- A **drop** is when you are enrolled in more than one class and eliminate enrollment in one of them.
 - You can drop classes in MyLeo through the drop date for each semester under the Student Resources tab/Registration Menu.
- A **withdrawal** means you are eliminating enrollment in all classes
 - If you are only enrolled in one course, you are withdrawing.
 - You can withdraw from courses by filling out a [withdrawal form](#). Contact RegOfc@tamuc.edu with questions.

- Drops & withdrawals affect financial aid! Read more [HERE](#).
- If you take out financial aid in any form, make sure to consult with a financial aid advisor before dropping or withdrawing from classes.

Administrative Drops

“Will my instructor drop me if I don’t attend class or if I’m failing?”



- **No.** Eliminating enrollment is the student’s responsibility.
- Your instructor will record whatever grade you have when grades are due
 - This usually means a grade of ‘F’ will be recorded if you never attend, making it much more difficult to complete your program.
- Eliminate enrollment to avoid negative consequences.

Taking Outside-of-Major Classes

Want to take an elective outside of your program?

- Sometimes this is possible! Contact your faculty advisor.
- If the class is approved, proceed with registration.
- Once you are registered, contact your advisor to get the course counted towards your degree in DegreeWorks. They must issue a petition to substitute the class.
- DO NOT take classes that don't count and try to get them approved later.
- Financial aid will not cover classes that do not count in your degree, which includes taking extra classes.
- It is usually advised that you stay within your academic program since you are pursuing a specialist degree.

General Recommendations

- Nine hours (three classes in most programs) is considered full time in Spring and Fall. Six hours (two classes) is full time in Summer.
- Most graduate students take six hours (two classes) in Spring and Fall, especially if working. This meets the minimum enrollment requirements for financial aid.
- Six hours (two classes in totality) is generally what is recommended in Summer. You can take two classes in Summer I, two in Summer II, OR take one class in Summer I and one in Summer II (recommended).

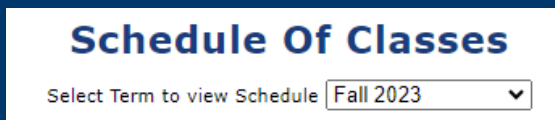


SCHEDULE OF CLASSES

The schedule of classes is where you can view all courses for previous and upcoming semesters. Courses are organized first by department and then by their course identification number.

1. Navigate to the [Schedule of Classes](#)

2. Select the desired term from the dropdown menu:



3. Select your department

4. Scroll to view classes. Graduate-level courses are 500 and above.

Course prefix Course number Course name Credit hours

ENG	558	Sociolinguistics	Hours: 3		
01W	81973	Theresa, Thompson		25	6

Course prefix → 01W

Meeting info → Meets 8/28/2023 through 12/15/2023
Web Based Class

Instructor info, syllabus, and course books → [Vite](#) [Syllabus](#) [Books/Materials](#)

Prerequisites → **Applied Linguistics students only**
Prerequisites: Lvl G ENG 555 Min Grade C

Total seats → 25

Enrolled → 6

01W

PREFIX	CAMPUS LOCATION
0	Texas A&M University - Commerce
2	Frisco
3	El Centro
4	Mesquite
5	CHEC (McKinney)
6	Rellis
7	Navarro
8	Unassigned
9	Miscellaneous (High School Dual Credit and Study Abroad)

Suffix Code	Description
B	Course includes both F2F and Online instruction. F2F time may be reduced
E	The course meets regularly. Technology is supplementary.
L	Lab Course
M	Mini Terms (2.5 week course)
P	Sub Term
R	Receiving site
S	Sending site
T	Classes extended over several terms
X	Ten week course over summer
W	100% online course

TRANSFER COURSES

Is it possible to transfer classes
from another university?



Yes, sometimes this is allowed with the approval of your program advisor and the Graduate School.

- Graduate-level courses must be earned from a U.S. accredited university and cannot be older than 6 years at the time of graduation from TAMUC.
- Transfer grades must be 'B' or better.
- Only 1/3 of the degree can be transferred for credit (12 hours in a 36-hour program and 9 hours in a 30-hour program).
- An official transcript must be on file in the Graduate School.

For additional details, see the [Transfer Course Request Form](#).
Contact your advisor for further information and approval.

REGISTRATION & FINANCIAL AID

- Graduate students must be enrolled in 6 or more hours (the equivalent of two classes in most programs) in any given semester (fall, spring, summer) to receive financial aid. Summer counts as one term for financial aid purposes, so you must be enrolled in at least 6 hours over both summer terms.
- You must be enrolled for your aid to disburse. Enroll when registration opens and financial aid will disburse later.
- Financial aid is not available in mini semesters (Winter Mini, May Mini, and August Mini).

Applying for Financial Aid

- US citizens can apply for financial aid.
- Apply by submitting a [FAFSA Application](#).
- Make sure to apply for the correct academic year.
- Our school code is 003565.
- We encourage everyone to fill out a FAFSA even if you do not plan on taking out student loans because you may in the future.
- The Financial Aid Office can be reached at FAO.Web@tamuc.edu.

Taking Extra/Unnecessary Classes

- Financial aid will NOT cover classes that do not count toward your degree.
- Registered classes that do not count towards your degree are located under the 'Non-Program Electives' section in DegreeWorks.
- Careful planning is recommended so you stay covered with financial aid throughout your program.
- If at the end of program you only need one class to graduate, you CANNOT simply enroll in two classes to get financial aid. During an audit, your aid could get taken back. Don't chance owing the university large sums of money later.
- If only one class is needed to graduate, you need to apply for the [Homer Tate Scholarship](#).

Visit the [Financial Aid Webpage](#) for more information.

SCHOLARSHIPS



- Once you are fully or conditionally admitted, you can apply for internal scholarships.
- Visit the [Scholarship Applications](#) page to view available applications.
- Scholarships award beginning in the fall term of the next academic year.
- Learn more on our [Scholarships Webpage](#).

If you have any questions, please email Scholarships@tamuc.edu or contact your financial aid advisor.

STUDENT ACCOUNTS

This is the office on campus that handles payments/payment arrangements and questions about your balance.

- We offer installment (payment) plans in fall and spring. Find more information on the [Installment Plan Webpage](#).
- Short-term tuition and Leo personal loans are also available, as well as book credits.
- Enroll in these option using the LeoPay app in MyLeo.

Contact the Student Accounts Office by phone at [903.886.5044](tel:903.886.5044) or by email at Student.Accounts@tamuc.edu with any questions or concerns related to payments or your balance.

GPA

- You must maintain an overall 3.0 GPA to remain in good standing with the Graduate School.
- After you have reached 12 semester credit hours (typically the equivalent of 4 classes) you will be placed in academic action if your GPA is below a 3.0.
- If allowed a probationary semester, you will only have one term to improve your GPA, so it is recommended that you replace any C and below grades first.
- Contact your faculty or graduate advisor if you are falling behind.

GPA also impacts financial aid. Your overall and semester GPA needs to be a 3.0 or above to maintain satisfactory academic progress (SAP). More information is on our [SAP Webpage](#). Contact financial aid as needed at [903.886.5096](tel:903.886.5096).

GRADES

- Grades are typically available the following week after classes end.
- Grades can be viewed in MyLeo under the 'Student Resources' tab and then by selecting 'Final Grades'.
- Grades can also be viewed in DegreeWorks.

Questions about your grade? Work directly with your instructor and contact the department head if needed.



GRADUATE PROGRAM TIME TO COMPLETION

- The average master's program takes around 2 years to complete.
 - This is if you take classes all year– 2 in fall, 2 in spring, 2 in summer.
- Completing a thesis in your master's program will normally take around 3 years, but it's highly dependent upon your research.
- Master's credits expire after 6 years but can be secured for a maximum of 10 years with additional approvals.
- Ed.D. programs typically take anywhere from 4-6 years and Ph.D. programs take anywhere from 4-8 years to complete.
- Doctoral credits expire after 10 years and cannot be secured beyond that.

THESIS VS. NON-THESIS

- The thesis option for our master's programs takes longer than a non-thesis.
- Writing a thesis requires full-blown, intensive research.
- Not all programs allow a thesis.
- If you are considering a thesis, contact your advisor.
- Students are automatically admitted under non-thesis.
- You must have program approval to change to the thesis-option.
- If you have approval to pursue a thesis, make sure your faculty or graduate advisor updates your degree plan in DegreeWorks.

ACADEMIC DISHONESTY AND PLAGIARISM

- We take academic dishonesty seriously – don't do it.
- Please make sure you are aware of our [Academic Dishonesty Policy](#).

STUDENT ID (LION CARD)

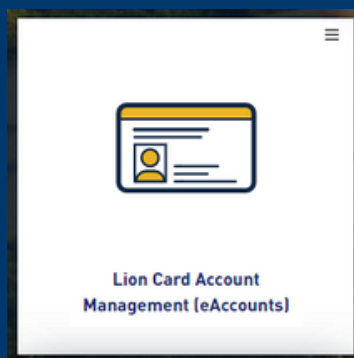
- If you are on our Commerce campus, you can have a Lion Card made and printed in person.
- The Lion Card Office is in Halladay Student Services, Suite 104.
- If you're an online student or at another location, you can submit your photo through the Lion Card Account Management App in MyLeo and have your ID mailed to you:

1. Navigate to [myLeo](#) and log in.

2. Select the “apps” tab:



2. Scroll down and select “Lion Card Account Management (eAccounts)”:



Email LionCard@tamuc.edu for directions and with any questions.
Visit the [Lion Card Webpage](#) for more information.

PARKING PERMIT

Need a parking permit for the Commerce campus?

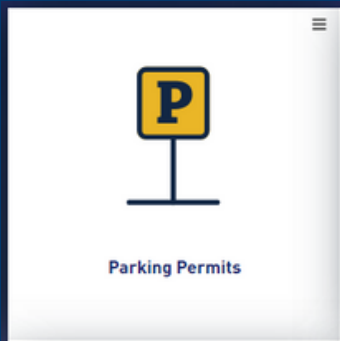
You can access the online parking permit form under the Apps tab in MyLeo.

1. Navigate to [myLeo](#) and log in.

2. Select the “apps” tab:



2. Select “Parking Permits”:



Just visiting campus?

Please fill out the free [Visitor Parking Permit Form](#).

UNIVERSITY CALENDAR

Stay informed about important dates and events happening around campus by checking the University's [calendar](#).



CAMPUS DIRECTORY

Need to locate university faculty/staff or department phone numbers/emails? View our [Campus Directory](#).*



* Some faculty office phone lines have been disconnected. If you find this is the case, please call the department's main office number or send the instructor an email.

CAMPUS MAP

[Download PDF](#)



MAIN CAMPUS
General Information & Undergraduate Admissions
Graduate Admissions
Call Toll Free
Shipping Address

Map is not to scale
Toll-free 800-942-6600
903.884.5143
1.800.848.2482
2400 South Neal Street
Commerce, TX 75428

North Arrow
Forward (Index 201)

Explore campus through our interactive map at tamuc.edu/map.

Building Number & Name

81	Alumni Center
82	Art Building (ART)
83	Art Sculpture Lab (ASL)/Postal Services
84	Berry Residence Hall
85	Bronze Hall (NETS) (B&E) (B&E)
86	Business Hall
87	Charles J. Austin Engineering & Technology
88	Children's Learning Center
89	Coastal Hall
90	David S. Taylor Hall of Languages (DSH)
91	Employer Services Building
92	Ferguson Social Science/University Auditorium (SS)
93	Fling Hall
94	Football Locker Room (F) (L)
95	Frank Young Education North (FYN)
96	Holiday Student Services Building
97	Storage/Recycling Storage Services
98	Residence Hall/University Police/Health Services (RH)
99	Jerry D. Morris Recreational Center (MRC)
100	Journals Building (JDB)
101	Keith D. McFarland Science Building/Plantation (SC)
102	McConnell Administration Building (MAB)
103	Menard Stadium
104	Music Building (MUS)
105	News Hall
106	New Pride Apartments
107	Nursing and Health Sciences Building
108	Performing Arts Center (PAC)
109	Phase II Residence Hall
110	Phase III Residence Hall
111	Phase IV Residence Hall
112	Phase V Residence Hall
113	Phase VI Residence Hall
114	Regional Student Center (RSC)/Phase Office
115	Smith Residence Hall
116	Southern & Western Halls
117	Swain Education South (SES)
118	The Welcome Center
119	University Field House (UFH)
120	Wilma K. Waters Library
121	Wilma Temple Fine Arts Building (WTFAB)
122	Widener Hall
123	Whitley Gymnasium
124	Whitley Residence Hall
125	Wray Hall

Parking Lot Permits

Campus parking is by permit only in many areas. Please observe signs and color codes in lots and be sure to display the correct permit in your vehicle's windshield. Visitor permits are available at the Cashier's Office in the McConnell Administration Building and The Welcome Center. Accessible parking is available in all A&M Commerce parking lots.

- Green Permits-Student Parking
- Blue Permits-Faculty/Staff Parking
- Purple Permits-Seniority Parking
- Silver Permits-Prisoner Crossing
- Brown Permits-New Pride
- Red Minivan Parking
- Black Visitor Parking
- Green Permits-Student Streetwise Parking
- Blue Permits-Faculty/Staff Streetwise Parking
- Water Streetwise Parking


Symbols

- Campus Postal Services
- Print Services
- ATM
- Library/Computer Lab
- Coffee
- Dining/Food Court
- Professor Myra Monument
- Health Services
- University Police
- Bookstore
- Line Card Services
- Amphitheater
- Planetarium
- Lactation Station
- Handicapped Entrance

CONCEALED CARRY POLICY

Texas Senate Bill 11 permits concealed carry of firearms in Texas A&M University-Commerce buildings only to persons who have been issued and are in possession of a Texas License to Carry permit. Pursuant to PC 44.035 and A&M-Commerce Rule 24.04.02.01, permit holders may not concealed carry in restricted locations. Please observe temporary building and venue signage to comply with state law and report violations to the University Police Department on 903.884.5848 or 911.





Restrooms

Sports Courts

Parking Lot Permits

Campus parking is by permit only in many areas. Please observe signs and color codes in lots and be sure to display the correct permit in your vehicle's windshield. Visitor permits are available at the Cashier's Office in the McConnell Administration Building and The Welcome Center. Accessible parking is available in all A&M-Commerce parking lots.

- Green Permits-Student Parking
- Blue Permits-Faculty/Staff Parking
- Visitor Parking

Disc Golf

- Tea Pad
- Basket
- Map

Trail Name-Difficulty

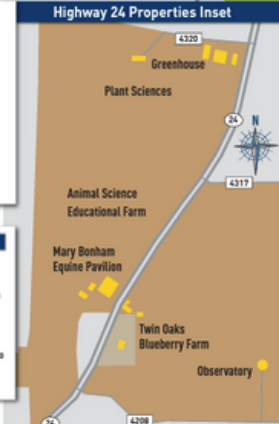

- Main-Beginner
- Inner-Designer
- Field-Intermediate
- Creek-Intermediate
- Waterway
- Bridge

Building Number & Name

84	Berry Residence Hall
86	Business Hall
88	Children's Learning Center
89	Coastal Hall
90	Fling Hall
91	Jerry D. Morris Recreational Center (MRC)
92	News Hall
93	Nursing and Health Sciences Building
94	Phase II Residence Hall
95	Phase III Residence Hall
96	Phase IV Residence Hall
97	Phase V Residence Hall
98	Widener Hall
99	Whitley Residence Hall
100	Wray Hall

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STUDENT RESOURCES AND SERVICES

Select the links below for more information:

[Adobe Creative Cloud](#)

[Campus Recreation](#)

[Career Development](#)

[Children's Learning Center](#)

[Counseling Center](#)

[Financial Aid & Scholarships Office](#)

[International Guidebook](#)

[International Programs Office](#)

[Library](#)

[Lion Food Pantry](#)

[Microsoft Office 365](#)

[Residential Living & Learning](#)

[Student Disability Services](#)

[Student Health Services](#)

[UPD Services](#)

[Veterans & Military Services](#)

[Writing Center](#)

[University Bookstore](#)

