New Student Orientation is an important and mandatory step in becoming a part of the A&M-Commerce family. All new undergraduate students are required to participate in New Student Orientation.

Once students successfully complete this session, they meet the University's orientation requirement and their orientation holds are updated. Then, new students meet with their academic advisors or their designees to register for classes!

As students continue through their academic programs they continue to reference this document for helpful information. A copy of this entire document is sent to the students university email addresses.
Welcome!
3. Your Legacy
4. General Information
6. Information Technology
7. Student Accounts
12. Registrar
18. Financial Aid
33. Rules & Procedures
34. Title IX
39. Academic Advisement
43. Class Schedule
44. How to Register
45. Student ID Card
46. Textbooks
47. Student Resources
53. Corsicana Information
56. Midlothian Information
59. Social Media
SINCE 1889, Texas A&M University-Commerce has upheld a tradition of excellence in education, empowering promising students like you to excel and succeed.

The fifth oldest university in the state, A&M-Commerce was founded by William Leonidas Mayo, whose creed of "ceaseless industry, fearless investigation, unfettered thought, and unselfish service to others" has inspired our educational mission for more than a century.

Even after you graduate, you remain a member of the Lion family for life. As part of the A&M University System, you also will be among one of the largest and most active alumni networks around – an established legacy of excellence.
A&M-Commerce
By the Numbers

Locations  Commerce (main campus), Rockwall, Mesquite, McKinney, Dallas, Midlothian, Corsicana, and robust online offerings

Main Campus  2,203 acres located on the rolling prairie of Northeast Texas

Programs  80 undergraduate, 61 graduate, 6 doctoral

Number of Students  approximately 13,000

Student-to-Faculty Ratio  20:1

Tuition Cost and Fees (based on 15 hours)
$ 4,004 (state residents)
$10,874 (non-residents)

Books (estimated)  $700 per semester
In 1889, William L. Mayo founded East Texas Normal College to provide Northeast Texas residents with opportunities for higher education. The University has since evolved from "Old ET" to join the Texas A&M University System in 1996.

Through the Navarro College Partnership we have been offering local degree completion options since 1999 in Corsicana. And 2016 marks the 10th year anniversary of the Midlothian Higher Education Center.

Chances are good that your favorite teachers are Lions. A&M-Commerce is one of the state's top producers of teachers, counselors, superintendents, and principals.
Information Technology Support

Email your service request to helpdesk@tamuc.edu
Call in your service request or problem to 903-468-6000

Services offered to students by Technology Services:
- Dial-in Support
- E-Mail Support
- Hardware Support
- Network Support
- Software Audit
- Software Downloads
- Software Support Instructions
- Spyware Help
- Web Support

myLEO Support
Don't know your login information? Login information with myLEO will be provided by Undergraduate Admissions at Admissions@tamuc.edu or 1-888-868-2682
STUDENT ACCOUNTS

Great Web Site for FAQs, Book Credits, Cashier Info, Short Term Loans, Explaining Your Bill & more!

www.tamuc.edu/studentaccounts

Commerce Phone: 903-886-5050 or 903-886-5501
Commerce Fax: 903-886-5899
Commerce Hours: Monday - Friday 8 am - 5 pm

*** Note: Cashier services are offered at the main campus in Commerce, Texas only! Also, students may process payments online or by telephone. ***
Our [in]tuition plan locks in tuition costs and mandatory fees for your academic program from registration to graduation. It's one less thing to think about in college planning.

[in]tuition Includes:

* Texas resident statutory tuition*

<table>
<thead>
<tr>
<th>Texas resident statutory tuition*</th>
<th>mandatory fees^</th>
</tr>
</thead>
<tbody>
<tr>
<td>designated tuition</td>
<td>nursing differential tuition</td>
</tr>
</tbody>
</table>

* To check tuition rates and mandatory fees or to use the net price calculator visit: [www.tamuc.edu/tuitioncostbreakdown](http://www.tamuc.edu/tuitioncostbreakdown)
The financial agreement form is an agreement between the university and the student acknowledging that tuition and fees will be billed to the student’s account and it explains the diverse payment choices available to the student.

How to access the Form:

- Log onto myLEO and select Registration, Records and Grades
- Next screen select Registration
- Next screen Select Register/Add or Drop Classes
- Scroll to the bottom of the financial agreement form and checkmark the acknowledgment box and Continue to open the registration window.
Refer to your Financial Responsibility Agreement for additional information on the payment methods.

**OPTION 1.** I may choose to pay/and or use financial aid to pay my balance in FULL on or before the payment due date established by TAMU-C.

**OPTION 2.** FALL AND SPRING SEMESTERS ONLY – I may choose to pay my balance on the Installment Payment Option. TAMU-C offers a 4-Payment Installment Plan.

**OPTION 3.** Tuition Loan (course charges only) - I may choose to borrow through the Tuition Loan program to defer payment of course charges (tuition and fees) until later in the current semester. Other term charges (housing, meal plan, or other fees) must either be paid in full as in option 1 or put on the installment payment plan (option 2).
- Make a payment at the Student Accounts office located on the main campus in Commerce, Texas in the lobby at the cashier window on the first floor of the McDowell Administration Building or at the One Stop Shop. The university accepts personal check, cash, money order, cashier's check, or credit card (Visa, MasterCard, Discover & American Express)

- Mail a payment to Texas A&M University-Commerce, P.O. Box 3011, Commerce, TX 75429, Attention: Tuition Payment

- Make a payment online through myLEO by logging into your myLEO account and clicking on the LEOpay tab.

- Make a payment through a Wire Transfer.

- To pay by phone: 903-886-5050

*** Note: Cashier services are offered at the main campus in Commerce, Texas only! Also, students may process payments online or by telephone. ***
The Office of the Registrar maintains the academic records for all students as well as assists with requesting transcripts, enrollment verifications, grading, and graduation. Most all of our services and forms are online for faster service and can be accessed through your myLEO or our website. Our staff is eager and willing to assist you!

Location: Main Campus in Commerce, Texas  
Commerce Phone: 903-886-5068  
Commerce Fax: 903-886-5888  
Email: RegOfc@tamuc.edu  
Web: www.tamuc.edu/universityregistrar
Summer I 2017 Important Dates
- Payment Due Date: June 2, 2017
- First Class Day: June 5, 2017
- Late Registration Fee: May 29, 2017
- Last Class Day: July 6, 2017
- Census Date: June 8, 2017

Summer II 2017 Important Dates
- Payment Due Date: July 7, 2017
- First Class Day: July 10, 2017
- Late Registration Fee: July 10, 2017
- Last Class Day: August 10, 2017
- Census Date: July 13, 2017

Fall 2017 Important Dates
- Payment Due Date: August 25, 2017
- First Class Day: August 28, 2017
- Late Registration Fee: August 12, 2017
- Last Class Day: December 9, 2017
- Census Date: September 14, 2017

Spring 2017 Important Dates
- Payment Due Date: January 13, 2017
- First Class Day: January 17, 2017
- Late Registration Fee: January 16, 2017
- Last Class Day: May 12, 2017
- Census Date: February 1, 2017
Basic Skills Policy

- Requires all students to be enrolled in an English course (Eng 101) and a math course (Math 141, 175, or 179) until first college-level English and Math course are successfully completed.

- Developmental English and Math classes and Basic Skills required courses CANNOT be dropped.

Grades

- A "C" letter grade is required in all major specific courses.

- A "D" letter grade is acceptable in University Studies courses; however, a student must maintain a 2.0 GPA in University Studies area.
Six Drop Rule

- You cannot drop more than 6 courses during your academic career. Course(s) dropped after the census date of a semester will be counted toward the six course limit. Withdrawals do not count toward drops.
- This applies to all coursework taken at Texas A&M University-Commerce or any other Texas institution.

Three-Peat Rule

- If you are required to repeat a course three or more times you will be required to pay additional tuition in the class being repeated.
- Drops and withdrawals after the census date count as attempted hours toward this rule.
Academic Probation/Suspension

- Probation = when cumulative GPA < 2.0
  - Results in a limitation of hours in which the student can be enrolled.
- Suspension = required to sit out one full calendar year.
  - Students can appeal to the dean of your college to come back sooner than one year.
  - Based upon cumulative GPA and reviewed every semester.
Undergraduate students who maintain sufficiently high academic averages each semester are placed on the University’s special honor rolls.

The Dean’s List includes the names of those undergraduate students, who, during the semester, have been registered for not less than 12 hours of academic work, not counting non-academic service courses, and who have maintained a minimum semester academic grade average of at least 3.25.

The President’s Honor Roll includes the names of those undergraduate students who have met the above requirements and have maintained a semester academic grade average of 4.00.
Financial Aid

- Financial aid off-site support calendar
  - Corsicana
  - Midlothian

- Financial Aid Emails –
  - General financial aid inquiries: FAO.Web@tamuc.edu
  - Verification inquiries: FAO.Verification@tamuc.edu
  - Financial aid and scholarship appeals: FAO.Appeals@tamuc.edu
  - Special circumstances: FAO.SpecialCircumstances@tamuc.edu

- myLEO financial aid checklist: myLEO
  - Refer to your admissions correspondence for user name and first-time password.

- Web: www.tamuc.edu/financialaid
- Mail: P. O. Box 3011 | Commerce, TX 75429
- Shipping: 2600 South Neal Street | Commerce, TX 75428
- Commerce Fax: 903.886.5098
- Commerce Telephone: 903.886.5096
Undergraduate Funding Limit Rules

If you are a Texas resident and you enrolled in any Texas public institution of higher education for the first time in Fall 1999 or later, the following provision applies to you:

The state of Texas limits the number of hours an undergraduate Texas resident may attempt while paying in-state tuition. If you exceed the number of credit hours required for your degree as listed below you will be charged the out-of-state tuition rates for the excess hours. Drops and withdrawals are counted as attempted courses for this rule.

- Entering Fall 1999 - Summer 2006 = 45 or more credit hours beyond your degree requirements will result in an out-of-state tuition rate.
- Entering Fall 2006 - present = 30 or more credit hours beyond your degree requirements will result in an out-of-state tuition rate.
1. Apply for admissions to Texas A&M University-Commerce [www.ApplyTexas.org](http://www.ApplyTexas.org).

2. If Texas A&M University-Commerce is not listed on your FAFSA, you will need to add it by making a correction to your FAFSA online. Simply go to [www.fafsa.gov](http://www.fafsa.gov), select make a correction and go to the school section and add code - 003565. Please make sure that you "RESUBMIT" your FAFSA.

3. Notify your current school's financial aid office of your transfer to Texas A&M University-Commerce. They will need to cancel any aid you may have for the upcoming semester.

4. Priority deadline for FAFSA for each academic year is March 15. The FAFSA must be completed each year. Typical time frame to process a FAFSA after this date is 4-6 weeks. Keep this in mind when making a late transfer. Payment options are available through the Office of Student Accounts, while your aid is being processed.

5. Make sure that you are checking your university email. This is the only way our office will correspond with you regarding your financial aid.
6. When sending emails or documents to our office please make sure to always include your Campus Wide Identification number (CWID).

7. Needed items to complete your financial aid file can be seen in your myLEO. Go to Financial Aid Resources, Check Financial Aid Status, Eligibility, Student Requirements.

8. If you are selected for Verification, you must complete the Verification process at Texas A&M University-Commerce before any awards can be finalized.

9. Students have 14 business days to accept any award offers through myLEO. Anything left at an offered status may be cancelled. If cancellation occurs on a grant or scholarship, we may not be able to re-offer it back to the student. It is important to watch your university emails for award notification.

10. You may contact our office via email at FAO.Web@tamuc.edu or call 903-886-5096. Always check out our website for updates, information and forms at http://www.tamuc.edu/financialaid.
More about Tip #4: Priority deadline for FAFSA for each academic year is March 15. The FAFSA must be completed each year. Typical time frame to process a FAFSA after this date is 4-6 weeks. Keep this in mind when making a late transfer. Payment options are available through the Office of Student Accounts, while your aid is being processed.

To receive the best possible combination of financial assistance, an applicant should submit all required application forms to the Office of Financial Aid and Scholarships by the priority deadline dates.

Applications received after these deadline dates are awarded based on funds available:

Fall/Spring-March 15  Spring Only-November 15th
Financial aid continues to award applications received after the priority deadline on a rolling basis. Funding becomes available through cancellations and is re-awarded enabling awarding to continue. Disbursement starts 10 days prior to the first day of classes. State awards may change based on final funding from the state.

Due to the large volume of applications submitted by students after the priority deadlines, financial aid may be awarded to students after the first day of classes. For payment options, book credits or short term loans, students may contact the student accounts office for eligibility requirements at www.tamuc.edu/studentaccounts.

- Download forms, award dates, basic information, and frequently asked questions (FAQs) are posted at www.tamuc.edu/financialaid
Satisfactory Academic Progress (SAP) Review by Financial Aid

• The Financial Aid office reviews grades at the end of each semester.

• Following is the list of items under review: 1) Your end of semester GPA, 2) Your institutional cumulative GPA, 3) The number of hours attempted vs. the number of hours completed, and 4) Overall length of time you are taking to complete the degree.

• This review begins after grades are posted by your instructors. When this process is complete, an email will be sent to your myLEO account called “Subject Line: Financial Aid Satisfactory Academic Progress Is Updated.”
How to View your Financial Aid Status

• Step 1: Login to myLEO
• Step 2: Select Financial Aid in the Main Menu
• Step 3: Select Financial Aid Status in the Financial Aid Menu
• Step 4: Select Aid Year (Example – “Award Year 2017-2018”)
• Step 5: You will see the current Academic Progress Status. After grades are posted and the Financial Aid office finishes its review, then you see the status for the next semester of enrollment.

SAP Requirements

• Go to www.tamuc.edu/financialaid and click on the link called “Satisfactory Progress.” (Link is the 14th tab from the top, left-hand side of the Financial Aid web page.)
1. Complete a FAFSA application each year. Some scholarships require this to determine financial need.

2. Regularly check your university email account for the initial scholarship application announcement and, then, continuous updates and important information.

3. Apply for inside scholarships as early as possible through the myLEO university scholarship portal. Dates are critical as these funds are limited.

4. Do spelling and grammar checks on scholarship applications and essays!

5. Accept any offers within the time frame specified. Offers not accepted within the time frame are cancelled, and reinstatement is usually not possible.
6. Write a thank you note for any scholarships you are awarded.

7. For scholarships with renewal criteria, keep this in mind to be sure that you are eligible for a renewal award. (Credit hour requirements, GPA, Completion hours, etc.) You will need to update your General Scholarship Application each year for department scholarships to be renewed.

8. University general and departmental scholarship applications are completed through the link in myLEO.

9. Always check out the university scholarship website, your myLEO portal, and the outside scholarship web page for updates, information, and forms.

10. You may contact our office via email to Scholarships@tamuc.edu or call 903-886-5096.
Students who receive financial aid and wish to be enrolled in courses at A&M-Commerce and the community college during the same semester are required to complete a consortium agreement form. Students must be enrolled in at least six hours with A&M-Commerce and must be enrolled only in those transfer courses which are required for their bachelor's degree. Official updated transcripts are required at the conclusion of each semester in which the student takes classes at another institution.
What needs to occur for a Consortium Agreement to be in place?

1. The student needs to complete part 1 of the **Consortium Agreement** (This may take a few seconds to open.)
2. The student attaches a print out of his/her course schedule from the "Host" institution for verification of course enrollment. **
3. The student takes the form to the host school's financial aid office to complete Part 3. This serves to confirm that the host school is not additionally trying to process financial aid on you.
4. The student returns the signed agreement to the TAMU-Commerce advisor to complete part 2, and the student submits the form to the TAMU-C Office of Financial Aid & Scholarships.

** The "Host" institution is the school you are taking classes at and that will transfer to your degree at Texas A&M University-Commerce.
At Texas A&M University-Commerce, soldiers, sailors, airmen, and marines are an important part of our legacy. This commitment to you includes helping you build on your strengths so you can achieve the well-respected bachelor's or graduate degree you deserve.

- Apply for admissions at Texas A&M University-Commerce.
- Visited the Financial Aid & Scholarships website to learn about grants, loans, scholarships and the FAFSA form.
- Visit the Registrar's Office website for information on federal VA and Texas state programs of education.
- Visit the Veterans & Military Services webpage to apply for VA education benefits.
- Submit required paperwork (certificate of eligibility, VA application and DD-214 or NOBE).
- Fill out your VA Enrollment Card/Gold Card (PDF)
- Fill out your VA Application/Transfer (VONAPP) form for the benefit in which you are qualified.
During the semester...

- Each semester, it is your responsibility to notify the A&M-Commerce Veterans & Military Services office if you:
  - Change your degree program major and/or minor
  - Change your address
- In addition, you should report any:
  - Added/dropped classes
  - Withdrawal from the university
  - Incomplete or missing grades
- The changes are required to be reported to the veterans' affairs regional office. We report these changes on your behalf, when we receive your notification.
Veterans and Military Services Office
Commerce Location: One Stop Shop, Student Access & Success Center
2200 Campbell Street
Commerce Phone: 903-886-5123
Commerce Fax: 903-886-5210
E-mail: veteransservices@tamuc.edu
Hours: Monday - Friday 8 am - 5 pm
Student Guidebook
The Student Guidebook is the main resource for campus information each year. It contains the academic calendar, campus contact information, and university rules and procedures.

The Student Complaint Resolution Matrix
At Texas A&M University-Commerce, the Dean of Campus Life and Student Development Office is here to help students resolve concerns, problems, or conflicts with regards to University policies, procedures, and decisions.

Online University Catalog
This catalog is for informational purposes only. Students are held individually responsible for the information contained in the University Catalog. Failure to read and comply with University regulations will not exempt students from whatever penalties they may incur.
Texas A&M University-Commerce supports academic, housing, and work environments that are free of discrimination, harassment (including sexual harassment and sexual violence), and retaliation. Discrimination based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation whether or not discrimination or harassment occurred.

Confidentiality

Conversations with the administrator are kept as confidential as possible, but information about incidents of sexual misconduct must be shared with relevant administrators if the University needs to take action for reasons of community safety. In all cases, the wishes of the person initiating the conversation are given full consideration.

Law Enforcement

A&M-Commerce recognizes the importance of protecting the privacy of persons impacted by sexual assault and takes seriously its obligation to balance that privacy interest with legitimate concerns for the safety of others. When necessary to address the risks to the campus community (or specific persons), information regarding reported incidents may be shared with law enforcement personnel (UPD or other agencies, as appropriate). A&M-Commerce emphasizes the importance of encouraging victims of sexual assault to report to law enforcement directly. Assistance with how to make a report to law enforcement may be obtained from any of the offices listed on this brochure.
**Retaliation:** A&M-Commerce prohibits retaliation against individuals who engage in the protected activity of filing complaints of sexual harassment, sexual misconduct, domestic violence, dating violence, and stalking or who participate in complaint processes. Retaliatory action is regarded as a basis for a separate complaint under the University’s procedures and can lead to sanctions.

**The Law:** Sexual harassment and sexual violence is prohibited in the education context by Title IX of the Education Amendments of 1972 and in the employment context by Title VII of the Civil Rights Act of 1964, as amended, and Section 304 of the Violence Against Women Reauthorization Act of 2013.

**DEFINITIONS**

**Consent** – The affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity. A person who is incapacitated by alcohol or other drugs, is unconscious or asleep, is physically or mentally unable to resist, is unaware of what is occurring, or does not understand the nature of the activity cannot give consent.

**Dating Violence** – An act, other than a defensive measure to protect oneself, by an individual against a victim with whom there is or was a romantic or intimate relationship or marriage, and that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably results in a fear of such harm. (Texas Family Code 71.0021)
DEFINITIONS

**Domestic or Family Violence** – An act against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault, or the threat of which reasonable causes fear of such harm. (Texas Family Code Section 71.004)

**Sexual Assault** – Intentionally or knowingly (a) causing the penetration of the sex organ or anus of another person by any means; (b) causing the penetration of the mouth of another person by the sex organ of the actor; or (c) causing the sex organ of another person to contact or penetrate the mouth, anus, or sex organ of another person, including the actor; without the other person’s consent.

**Sexual Exploitation** - A situation in which an individual takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. For example, sexual exploitation could include such actions as secretly videotaping sexual activity, voyeurism, sexually-based stalking, invasion of sexual privacy, and knowingly transmitting a sexually transmitted infection to another person.

**Stalking** – Knowingly engaging in conduct, including following a person, that one reasonable believes is threatening the bodily injury or death of themselves, a member of their family or household, or their property. (Texas Penal Code 42.072)

**Sexual Violence** – Physical sexual acts perpetrated against a person’s will or when a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including sexual assault, sexual battery, sexual abuse, sexual coercion, and sexual exploitation.
DEFINITIONS

**Sexual Harassment** – Sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment. Unwelcome means that an individual did not request or invite it and considers the conduct to be undesirable or offensive. Submission to the conduct or failure to complain does not always mean that the conduct was welcome. Sexual harassment includes non-consensual sexual contact, non-consensual sexual intercourse and sexual exploitation.

**REPORTING**

The University can only respond to allegations of sexual harassment, sexual misconduct, domestic violence, dating violence, retaliation, or stalking if they are reported. Reporting enables the University to promptly provide support to the impacted student(s), and to take appropriate action against the responding party to prevent a recurrence and protect the campus community. Any student who believes she or he may be the victim of sexual harassment, sexual misconduct, domestic violence, dating violence, retaliation, or stalking is encouraged to report to A&M-Commerce.
Any student, faculty or staff member, or applicant for admission who has concerns about sex discrimination or sexual misconduct is encouraged to seek the assistance of the Title IX Administrator. The Human Resources office encourages anyone who is aware of incidents that may violate the policy to contact the Title IX Administrator so we can look into the matter. And under the university's regulation, all employees are required to report complaints of discrimination, harassment, or sexual violence.

- Emergency Response: 911
- Texas A&M University-Commerce Police Department 903-886-5868
- Title IX Coordinator: Michele Vieira, 903-886-5025 or TitleIX@tamuc.edu

CONFIDENTIAL RESOURCES

In addition to the previous resources, students may report confidentially to the following resources that provide support and guidance:

Student Judicial Affairs (903) 886-5087
Crisis Center of Northeast Texas (903) 454-9999
24 Hour Hotline (800) 656-Hope

Counseling Center (903) 886-5145
Academic Advising

Sue Sanders
Associate Director

Bachelor of Science
Degree Programs:
Criminal Justice
Environmental Science
Computer Information Systems
Computer Science

Degree Programs:
Bachelor of Applied Arts & Sciences
Bachelor of General Studies
Bachelor of Business Administration

Euradella Yarbough
Academic Advisor

Bachelor of Science Degree Programs:
Interdisciplinary Studies leading to teacher certification in
- Early Childhood (EC) to Grade 6 Generalist
- Grades 4 to 8 Mathematics
- Grades 4 to 8 Science
- Grades 4 to 8 Mathematics & Science

Jeanetta Groce
Director

Navarro Partnership Corsicana
Bachelor of Science Degree Programs:
Interdisciplinary Studies leading to teacher certification in
- Early Childhood to Grade 6 Generalist
- Early Childhood to Grade 6 Bilingual Generalist
Online Degree Plan - DegreeWorks

myLEO degree plan  myLEO  Refer to your admissions correspondence for user name and first-time password.

DegreeWorks is a web based planning tool to help students and advisors monitor students’ academic progress. In an easy to read format, it lists the courses that students still need to complete to achieve their degrees. It is not a substitution for consultation with a professional academic advisor.
Navarro Partnership Corsicana

Web: www.tamuc.edu/Corsicana
Mail: 3200 W 7th Ave. | Corsicana, TX 75110
Corsicana Fax: 903.872.2019
Corsicana Telephone: 903.875.7617
Sue Sanders: 903.875.7618, Sue.Sanders@tamuc.edu
Euradella Yarbough: 903.875.7646, Euradella.Yarbough@tamuc.edu
Jeanetta Groce: 903.875.7619, Jeanetta.Groce@tamuc.edu

Midlothian Higher Education Center

Web: www.tamuc.edu/Midlothian
Mail: 899 Mt. Zion Rd. | Midlothian, TX 76065
Midlothian Fax: 972.775.7233
Midlothian Telephone: 972.775.7231
Stephanie Tinnard: 972.775.7232, Stephanie.Tinnard@tamuc.edu
Jeanetta Groce: 972.775.7236, Jeanetta.Groce@tamuc.edu
## Class Schedule

### How to Read a Section Number

<table>
<thead>
<tr>
<th>Section</th>
<th>Call #</th>
<th>Meeting Times &amp; Locations</th>
<th>Max Seats</th>
<th>Students Enrolled</th>
</tr>
</thead>
</table>
| ACCT 221 | 01E 80010 TR 9:30a-10:45a | Location: BA106 Taggart, Annette  
Meets 8/29/2011 through 12/16/2011 Vita | 50 | 50 |
| 01W 80009 | Web Based Class | Taggart, Annette | 38 | 38 |
| ACCT 562 | 81E 81355 M noon-2:20p | Location: UCD Meadors, Christopher  
Meets 8/29/2011 through 12/16/2011 Vita | 45 | 28 |

### Prefix Suffix Code

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Campus Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Texas A&amp;M University - Commerce</td>
</tr>
<tr>
<td>2</td>
<td>Texsacoma</td>
</tr>
<tr>
<td>3</td>
<td>Rockwall</td>
</tr>
<tr>
<td>4</td>
<td>Mesquite</td>
</tr>
<tr>
<td>5</td>
<td>Collin County (formerly McKinney)</td>
</tr>
<tr>
<td>6</td>
<td>Midlothian</td>
</tr>
<tr>
<td>7</td>
<td>Navarro</td>
</tr>
<tr>
<td>8</td>
<td>Universities Center Dallas (UCD)</td>
</tr>
<tr>
<td>9</td>
<td>Miscellaneous (e.g. Commerce, High School, Sulphur Springs High School, etc.)</td>
</tr>
</tbody>
</table>

### Suffix Description

<table>
<thead>
<tr>
<th>Suffix Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Course includes both F2F and Online instruction. P2P rate may be reduced</td>
</tr>
<tr>
<td>E</td>
<td>The course meets regularly. Technology is supplementary</td>
</tr>
<tr>
<td>L</td>
<td>Lab Course</td>
</tr>
<tr>
<td>M</td>
<td>Mini Term (2.5 week course)</td>
</tr>
<tr>
<td>P</td>
<td>Sub Term</td>
</tr>
<tr>
<td>R</td>
<td>Reciprocity site</td>
</tr>
<tr>
<td>S</td>
<td>Sending site</td>
</tr>
<tr>
<td>T</td>
<td>Classes extended over several terms</td>
</tr>
<tr>
<td>X</td>
<td>Ten week course over summer</td>
</tr>
<tr>
<td>W</td>
<td>100% online course</td>
</tr>
</tbody>
</table>
1. Complete new student orientation.
   2. Schedule appointment with academic advisor.
   3. Complete registration worksheet with academic advisor.
   4. Login to myLEO and select Registration, Records and Grades
   5. Next screen select Registration
   6. Next screen select Register/Add or Drop Classes
   7. Scroll to the bottom of the financial agreement form and checkmark the acknowledgment box and Continue to open the registration window.
   8. Click on Select Term and select the semester.
   9. Type Call Registration Numbers (CRNs) in text boxes and Submit Changes.
      or Click on Class Search to select and register for courses.
   10. Click on Return to Menu and select Your Schedule Detail.
   11. Print Your Schedule Detail.
Official Identification Card

Students must wear an A&M-Commerce student ID any time they are on the Navarro College campus. To obtain your ID, you need a printout of your A&M-Commerce schedule, and you need to know your A&M-Commerce campus wide identification number (CWID). The ID is free.

Corsicana: You may obtain a student ID in the Gooch One Stop Student Center between 8 am and 5 pm.

Midlothian: You may obtain a student ID in Building #1 at the admissions office between 10 am and 2 pm.
The Schedule of Classes includes course syllabi, textbooks, and course materials under each course and section number.

The Texas A&M University-Commerce, Main Campus Bookstore carries textbooks online. Students should follow the "Purchase Textbooks Online" link in their myLEO account.

Commerce: Location Rayburn Student Center  |  Phone 903-886-5830  
http://www.amcbookstore.com/home.aspx

The Navarro College Corsicana and Midlothian bookstores carry textbooks for face-to-face and web-enhanced A&M-Commerce courses. The full purchase price of the books is due at the time of purchase.

Corsicana: Location 3200 West 7th Avenue  |  Phone 903-874-6501 x346  
http://navarrocollege.skyo.com/  
Midlothian: Location 899 Mt. Zion Road  |  Phone 972-775-7241
The Texas A&M University-Commerce James G. Gee Library offers the following services at the main campus in Commerce, Texas: reference materials, photocopying, book checkout, wireless Internet access, computer labs to print material from different data sources or course assignments, digital research databases that provide electronic access to books, magazines, journals, newspapers, and a variety of other sources.

http://www.tamuc.edu/library/

The Navarro College Library offers Navarro Partnership students access to the Navarro College Library.

http://www.navarrocollege.edu/library/
The Academic Success Center (ASC) is focused on providing academic resources to help each student reach their intellectual potential and achieve academic success. In the near future the ASC will be offering online tutoring service to all undergraduate students. Through the Tutor.com site you will be able to archive each session and go back and view the same session again if you need. You will have an allotted time limit of hours per semester for these services. The tutoring sessions are geared toward the freshman and sophomore level courses.

Commerce Location:
One Stop Shop, Student Access & Success Center, 2200 Campbell Street
Commerce Phone: 903-468-8620
Website: www.tamuc.edu/ASC
Email: Jodi.Oelrich@tamuc.edu
Hours: Monday - Friday 8 am - 5 pm
Career Development

- Online Job Database: Hire A Lion
- Web-based Career Assessment: MyPlan [www.myplan.com](http://www.myplan.com) Please call the office to get the access code.
- Resume Consultation - email resume to the Career Development office
- Mock Phone Interviews - call the Career Development office to schedule

Commerce Location:
One Stop Shop, Student Access & Success Center, 2200 Campbell Street
Commerce Phone: 903-468-3223
Commerce Fax: 903-886-5015
Email: Tina.Boinott@tamuc.edu
Hours: Monday - Friday 8 am - 5 pm
Online Writing Center

The online writing center is designed to help writers at all stages of the writing process from brainstorming to polishing a final draft. Our goal is to improve student writers through improving their individual writing abilities. We are here to give you feedback and guidance, but we cannot take over your work. This is your paper. We are only here to assist you. Email us to start the assistance process.

Commerce Location: Hall of Languages (Room 103)
Commerce Phone: 903-886-5280
Email: writing.tamuc@gmail.com
Student Disability Resources and Services (SDRS) provides services to students with disabilities to ensure accessibility to university programs. Services include accommodations counseling, evaluation referral, disability-related information, interpreter services, distraction-free testing environment, adaptive technology information and equipment, and interpreter services for academically related purposes.

Commerce Location: Gee Library (Room 132)
Commerce Phone: 903-886-5150
Commerce Fax: 903-468-8148
Website: www.tamuc.edu/SDRS
Email: Studentdisabilityservices@tamuc.edu
Hours: Monday - Friday 8 am - 5 pm
Other Resources Available

- **Campus Recreation**
- **Counseling Center**  We provide academic skills assistance, assessment and screening, consultation and referral, crisis intervention, educational outreach, individual and group counseling, legal advising, a relaxation room and biofeedback.
- **Student Health Services**
- **TRIO Support Services**  TRIO is a federally-funded educational outreach program that motivates and supports students from disadvantaged backgrounds from middle school through post-graduate study, providing academic tutoring, personal counseling, mentoring, financial guidance, and other supports.
Parking
Student parking on the Corsicana campus is free, but requires a parking permit. You may obtain a free parking sticker at the Gooch One Stop Student Center located on the Navarro College campus in Corsicana between 8 am and 5 pm. Student parking is available at multiple locations throughout the campus. You will need to know your license plate number, make, model, year and color of the vehicle when requesting your parking permit.

Navarro College Facilities
Partnership students have access to Navarro College facilities. This includes the use of the Navarro College library, computer labs, testing center, and dining facilities.

A current A&M-Commerce ID card is required to access the facilities. For operating hours call 903-875-7364
Wi-Fi Access
Students in or near the Bain Center may access the A&M-Commerce Wi-Fi service on their mobile devices by choosing the "TAMUC" network and following the login directions provided.

Food and Drink
Picnic tables and park benches in the Bain Center courtyard offer a place to enjoy a snack and study or socialize with friends. Although food is not allowed in any Navarro College classroom, drinks with lids are permitted. Vending machines are available near our classes in the Bain Center courtyard and Drane Hall. Rick and Rosie's Deli, located near the Walker Dining Hall, offers a variety of drinks, snacks, and quick meals from 7:30 am - 8:00 pm Monday through Thursday and from 7:30 am - 4:00 pm on Fridays. There are a number of fast food and restaurant options conveniently located on 7th Avenue.
Computer Access & Printing
The computer lab located directly behind the A&M-Commerce office in the Bain Center is available for your use. Services include computer and web access, small document printing and copying. Use of copier is free. The lab is open during regular business hours.

Smoking
Behind the Bain Center in the designated smoking area.

Campus Police/Security
The Navarro College Police Department may be reached at 903-654-3999.

Campus Closures
In the event of campus closures, students will be notified via email and through the PAWS (Pride Alert Warning System) alert. Closure announcements will also be made available on our webpage and Face Book. To sign up for PAWS alert notifications please log into your myLEO account and enter your cell phone and email address.
Parking
Student parking on the Midlothian lot is free, but requires a parking permit. You may obtain a free parking sticker at the TAMU-C office located on the Midlothian Higher Education Center campus, Building 2, in Midlothian between the hours of 9 am and 1 pm and 3 pm to 6 pm Monday-Thursday. You will need to know your license plate number, make, model, year and color of the vehicle when requesting your parking permit.

Navarro College Facilities
MHEC students have access to Navarro College facilities. This includes the use of the Navarro College library, computer labs, testing center, and bookstore.

A current A&M-Commerce ID card is required.
Computer Access & Printing
MHEC students may utilize Navarro College's computer lab located in Building 1. Printing is available free of charge inside the lab. A current A&M-Commerce ID card is required.

Wi-Fi Access
Students in or near Building 2 may access the A&M-Commerce Wi-Fi service on their mobile devices by choosing the "TAMUC" network and following the login directions provided.

Food and Drink
An outdoor court yard and atriums located in both buildings offer a place to enjoy a snack and study or socialize with friends. Although food is not allowed in any Navarro College classroom, drinks with lids are permitted. Vending machines are available near the bookstore in Building 1. There are a number of fast food and restaurant options conveniently located on Main Street.
Smoking
All Navarro College campuses are smoke and tobacco free. Smoking is not permitted anywhere on campus.

Campus Police/Security
The Navarro College Police Department may be reached at 972-935-2857.

Campus Closures
In the event of campus closures, students will be notified via email and through the PAWS (Pride Alert Warning System) alert. Closure announcements will also be made available on our webpage and Face Book.

To sign up for PAWS alert notifications please log into your myLEO account and enter your cell phone and email address.
Social Media

TEXAS A&M UNIVERSITY-COMMERCE

Facebook | Twitter | Blog | Instagram | YouTube

Social Den – Join the Network!

Navarro Partnership—Corsicana

Midlothian Higher Education Center