Welcome to our partnership program.

The following information is vital to keeping you on track with your university program and aware of new developments at our Corsicana location.

Please take note of the information regarding your university email account as this is the format in which we will be contacting you.
It would be to your benefit to set our web page as the home page on your computer. The link is http://web.tamuc.edu/academics/locations/navarroPartnership/default.aspx

Here you will find links to:

- Consortium Agreement Forms to print off for dual enrollment
- Current & future semester schedule of classes
- Textbook information with ISBN for each course
- News Flash items of current interest to local students
Once you are admitted to the university, you are assigned a campus wide identity (CWID).

Your CWID enables you and your advisors to access your account without having to use your social security number.

You may originally receive this CWID in a letter from the admissions department notifying you that you have been admitted.

You may also initially call our offices to obtain this information, but you need to memorize this number as we will be asking you for it every time we access your account for any reason.
This is your student account for the university. You will access it from the university’s home page www.tamuc.edu

- Select myLeo, then input your CWID and password or PIN. Your PIN is originally set to your six digit birth date. Birthday, written MMDDYY. Example: Sept 23, 1945: 092345. You may change this at any time.

- Here you may update your personal information at any time such as address, phone number, etc.

- You may also check your application status, register for classes, look at your records, get your grades, check financial aid status, obtain degree audits, order official transcripts, check holds, pay fees by credit card and obtain tax information for previous years.
The university assigns each student an email account. Your myLeo account also gives you access to your Leomail account.

If the university needs to contact you, this is the email address we will use, not your home email account. Please check this account every week and delete the messages after you have read them.
Begin the application process by going to the FAFSA government website (http://www.fafsa.ed.gov/) to complete your information and input TAMU-C’s school code of 003565.

When applying for financial aid through TAMU-C, you may NOT apply for financial aid at any other institution.

Please complete either http://www.tamuc.edu/fiscal/studentaccounts/refundsnew.htm a direct deposit form (if two weeks prior to starting classes) or a refund by mail form and submit to the Financial Services Office or to our offices. You are responsible for seeing that Navarro College is paid.
Go into your MyLeo account and select “Financial Resources” and follow the links. There you should see if you are offered any of the following:

- Pell: $2,025.00 (examples only)
- Subsidized Loan: $1,075.00
- Unsubsidized Loan: $1,500.00

You may accept part or all, but please indicate which, for each award.

Or you may select “Accept ALL Awards.”

Go to [www.tamuc.edu](http://www.tamuc.edu). Under “Quick Links” select “Financial Aid.”

Select “Entrance Counseling & Other Links.” There you will do a tutorial and quiz. At the end it will ask to which school you would like your report sent. Type in A&M and it will give you a drop down list to choose from where you will select “TAMU-Commerce.”

Go to [https://dlenote.ed.gov/empn/index.jsp](https://dlenote.ed.gov/empn/index.jsp)

This government website will allow you to complete your Master Promissory Note online.
Your first semester with the university, you are required to register for classes with your academic advisor.

After the first semester, you may register for classes through this myLeo account.

After deciding on what courses you wish to enroll in, write down the 5 digit CRN for each course and section. This is all the information you need to input on the registration screen to enroll for classes.
Dual Enrollment

- If you are taking Navarro College courses, you should complete a Consortium Agreement form and return it along with a print out from the registrar of your enrollment to our offices.

- This will allow you to combine hours with NC and TAMU-C for financial aid purposes.

- When the university receives your financial aid, they will take out what you owe to the university and refund the remainder to you.

- You are responsible for seeing that Navarro College is paid.
TAMU-C student I.D. cards and parking permits are made available through Navarro College’s campus police located in Navarro’s One Stop Center.

Since they provide this service to our students free of charge, they ask that our students come to be processed only between the hours of 1:00-4:30 pm Monday thru Friday.

Take with you a print out from your myLeo account that shows your registration for the current semester and your CWID (campus wide I.D.)
Library Use

- TAMU-Commerce students have full access to Navarro College’s Sanchez Library. You will need to present your TAMU-CWID to check out materials.

- TAMU-Commerce students also have access to the James Gee Library on the Commerce campus.
  - To access the Gee Library online, please select the library link from the library databases for journal articles.
  - When asked for login and password, you must use your CWID and password for your myLeo account.
Change of Name

If you need to change your last name, please bring a driver’s license and social security card with the new name on it to our offices.

You will complete a form to have your last name formally changed on the university system.
I have read and understand the orientation material presented to me. I know to check the myLeo email account every week for important information and to keep in touch with my academic advisor.

____________________________________________________  _______________________
Student’s Printed Name                                        CWID

____________________________________________________
Student’s Signature                                            Date