



**EAST TEXAS A&M**  
— UNIVERSITY —

# **GRADUATE STUDENT GUIDE**

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# **WELCOME!**

**Welcome to your chosen graduate program at  
East Texas A&M University!**



## **WHO IS YOUR TEAM?**

### **Faculty Advisor or Graduate Advisor**

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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**

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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

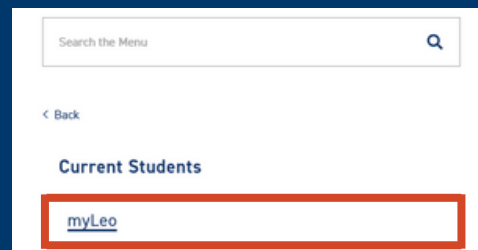
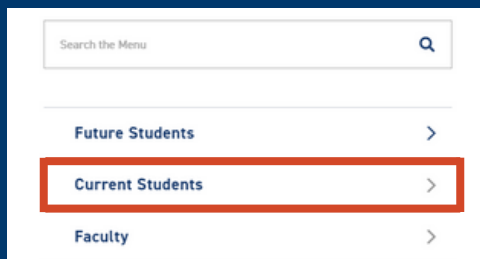
View the [MyLeo User Guide](#) for more information.

1. Navigate to our website: [www.tamuc.edu](http://www.tamuc.edu)

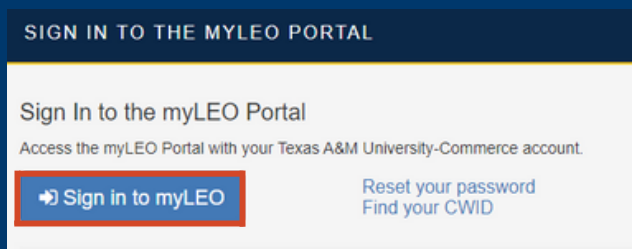
2. Select the login icon in the top right corner:



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](mailto: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 processional certifications are ineligible for financial aid.

Questions about DegreeWorks?  
Contact [GradDegreeWorks@tamuc.edu](mailto: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](mailto: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 are withdrawing from the semester; not the university.*

You can withdraw from courses by filling out a [withdrawal form](#). Contact [RegOfc@tamuc.edu](mailto: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.
- 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:

## Schedule Of Classes

Select Term to view Schedule Fall 2023 ▼

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	Cheng, Cheng	Instructor name	25	6
<div> <div>Meets 8/28/2023 through 12/15/2023</div> <div>Web Based Class</div> <div> <a href="#">Vita</a> <a href="#">Syllabus</a> <a href="#">Books/Materials</a> </div> <div>**Applied Linguistics students only**</div> <div>Prerequisites: Lvl G ENG 555 Min Grade C</div> </div> <div> <div>Meeting info</div> <div>Instructor info, syllabus, and course books</div> <div>Prerequisites</div> </div> <div>Total seats</div> <div>Enrolled</div>					

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](mailto: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](mailto: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](mailto: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)

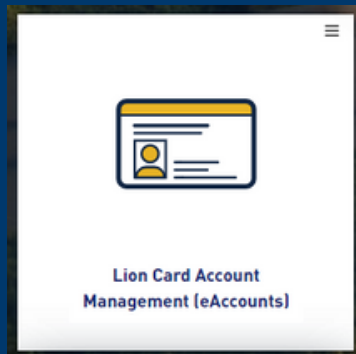
- If you are on our Commerce campus, you can have a Lion Card made and printed in person.
- The Lion Card Office is in Halladay Student Services, Suite 104.
- If you're an online student or at another location, you can submit your photo through the Lion Card Account Management App in MyLeo and have your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

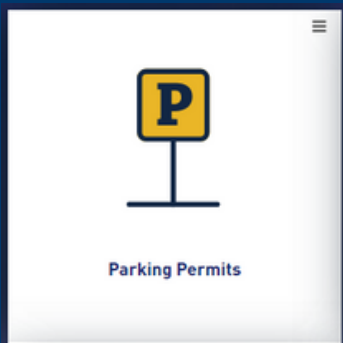
You can access the online parking permit form under the Apps tab in MyLeo.

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](#).

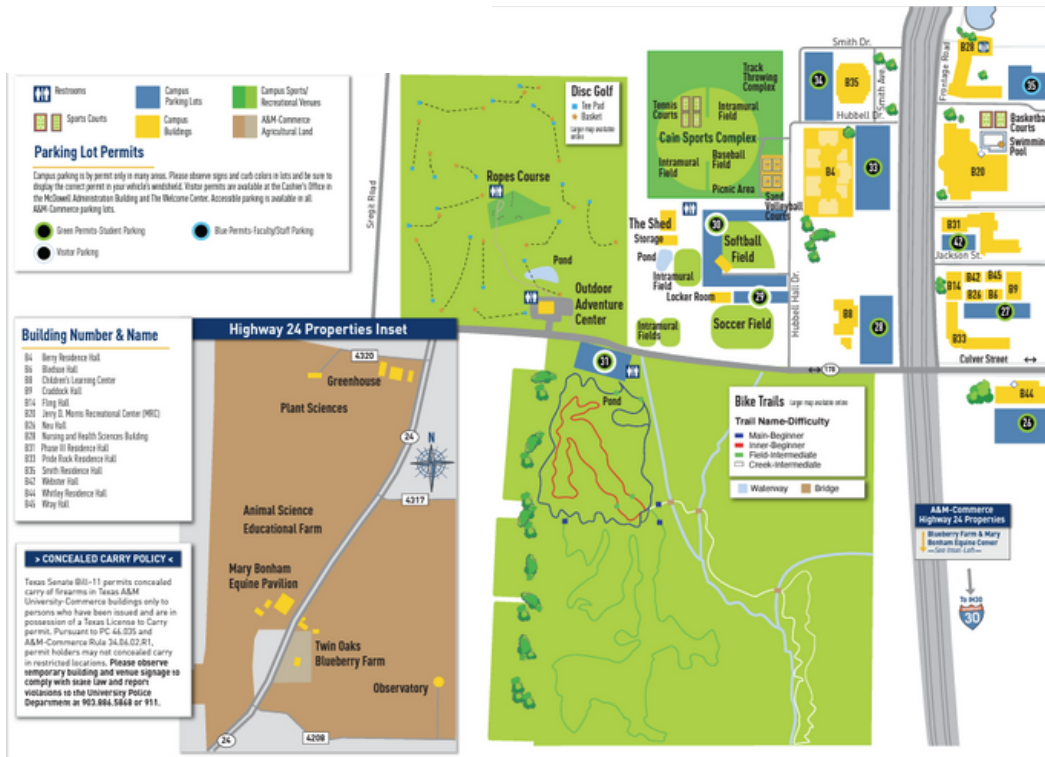
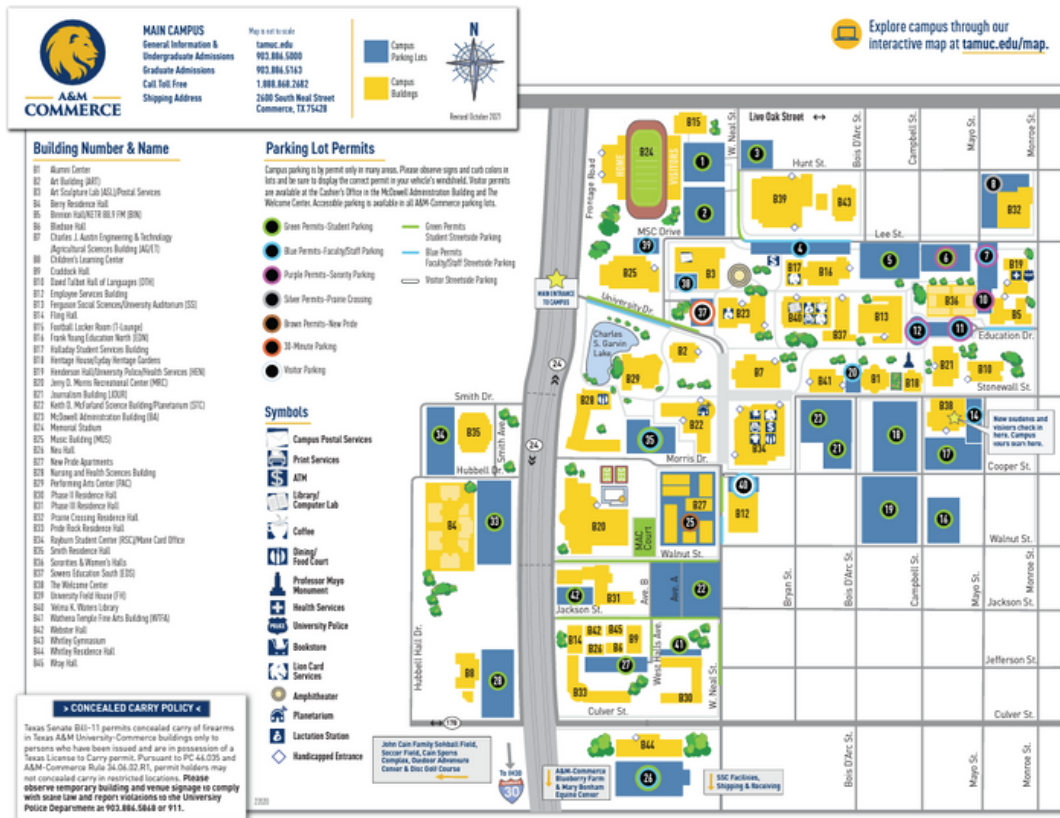


# CAMPUS DIRECTORY

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.

[Download PDF](#)

# 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](#)

