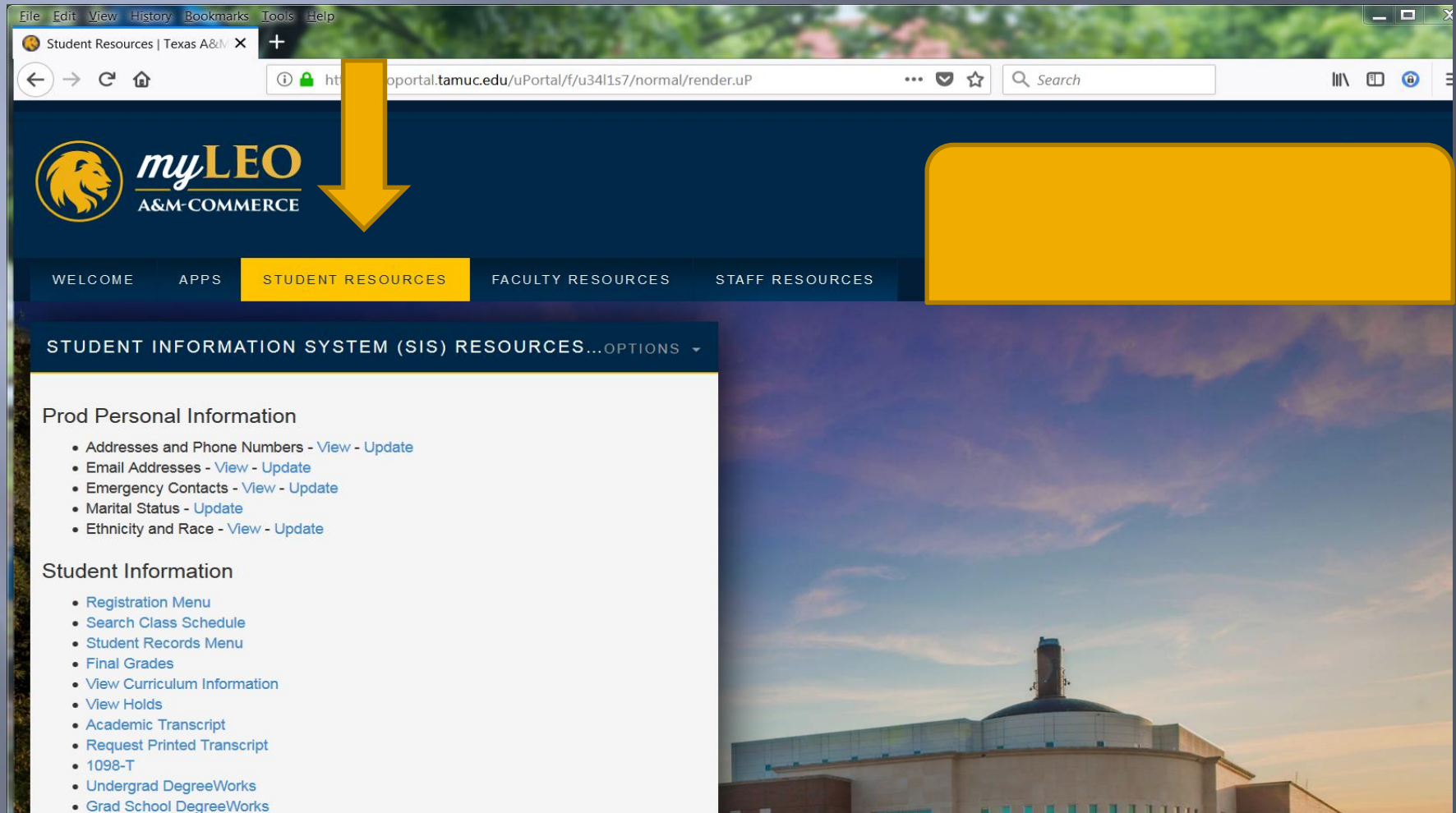




HOW TO REGISTER USING MYLEO

Select : Registration, Records, and Grades




The screenshot shows the myLEO A&M-COMMERCE website interface. A large yellow arrow points to the 'STUDENT RESOURCES' menu item, which is highlighted in yellow. Below this menu, the 'STUDENT INFORMATION SYSTEM (SIS) RESOURCES...OPTIONS' dropdown is visible, containing two main sections: 'Prod Personal Information' and 'Student Information'. The 'Prod Personal Information' section lists links for 'Addresses and Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Marital Status', and 'Ethnicity and Race', each with 'View' and 'Update' options. The 'Student Information' section lists links for 'Registration Menu', 'Search Class Schedule', 'Student Records Menu', 'Final Grades', 'View Curriculum Information', 'View Holds', 'Academic Transcript', 'Request Printed Transcript', '1098-T', 'Undergrad DegreeWorks', and 'Grad School DegreeWorks'. The background of the website features a large image of a building with a dome under a blue sky.

File Edit View History Bookmarks Tools Help

Student Resources | Texas A&M

portal.tamuc.edu/uPortal/f/u34l1s7/normal/render.uP

Search

 myLEO A&M-COMMERCE

WELCOME APPS **STUDENT RESOURCES** FACULTY RESOURCES STAFF RESOURCES

STUDENT INFORMATION SYSTEM (SIS) RESOURCES...OPTIONS

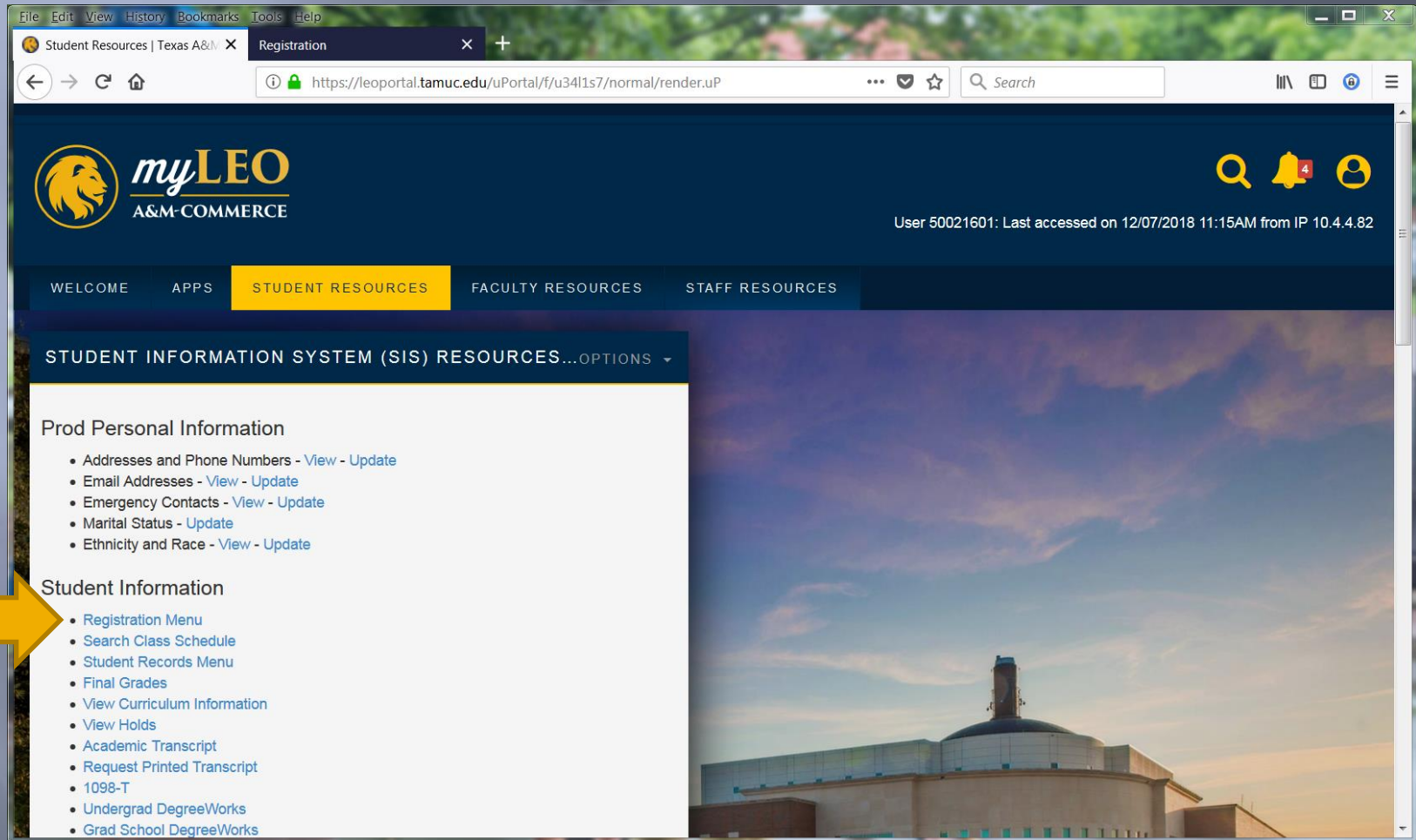
Prod Personal Information

- Addresses and Phone Numbers - [View](#) - [Update](#)
- Email Addresses - [View](#) - [Update](#)
- Emergency Contacts - [View](#) - [Update](#)
- Marital Status - [Update](#)
- Ethnicity and Race - [View](#) - [Update](#)

Student Information

- [Registration Menu](#)
- [Search Class Schedule](#)
- [Student Records Menu](#)
- [Final Grades](#)
- [View Curriculum Information](#)
- [View Holds](#)
- [Academic Transcript](#)
- [Request Printed Transcript](#)
- [1098-T](#)
- [Undergrad DegreeWorks](#)
- [Grad School DegreeWorks](#)

Select: Registration Menu



The screenshot shows a web browser window displaying the myLEO A&M-COMMERCE website. The browser's address bar shows the URL <https://leoportal.tamuc.edu/uPortal/f/u341s7/normal/render.uP>. The website header includes the myLEO A&M-COMMERCE logo and a user login status: "User 50021601: Last accessed on 12/07/2018 11:15AM from IP 10.4.4.82". The main navigation bar has tabs for WELCOME, APPS, STUDENT RESOURCES (highlighted), FACULTY RESOURCES, and STAFF RESOURCES. Below the navigation bar, the "STUDENT INFORMATION SYSTEM (SIS) RESOURCES...OPTIONS" dropdown menu is open, showing two sections: "Prod Personal Information" and "Student Information". The "Student Information" section is highlighted with a yellow arrow, and the "Registration Menu" is the first item in this list.

myLEO
A&M-COMMERCE

User 50021601: Last accessed on 12/07/2018 11:15AM from IP 10.4.4.82

WELCOME APPS **STUDENT RESOURCES** FACULTY RESOURCES STAFF RESOURCES

STUDENT INFORMATION SYSTEM (SIS) RESOURCES...OPTIONS ▾

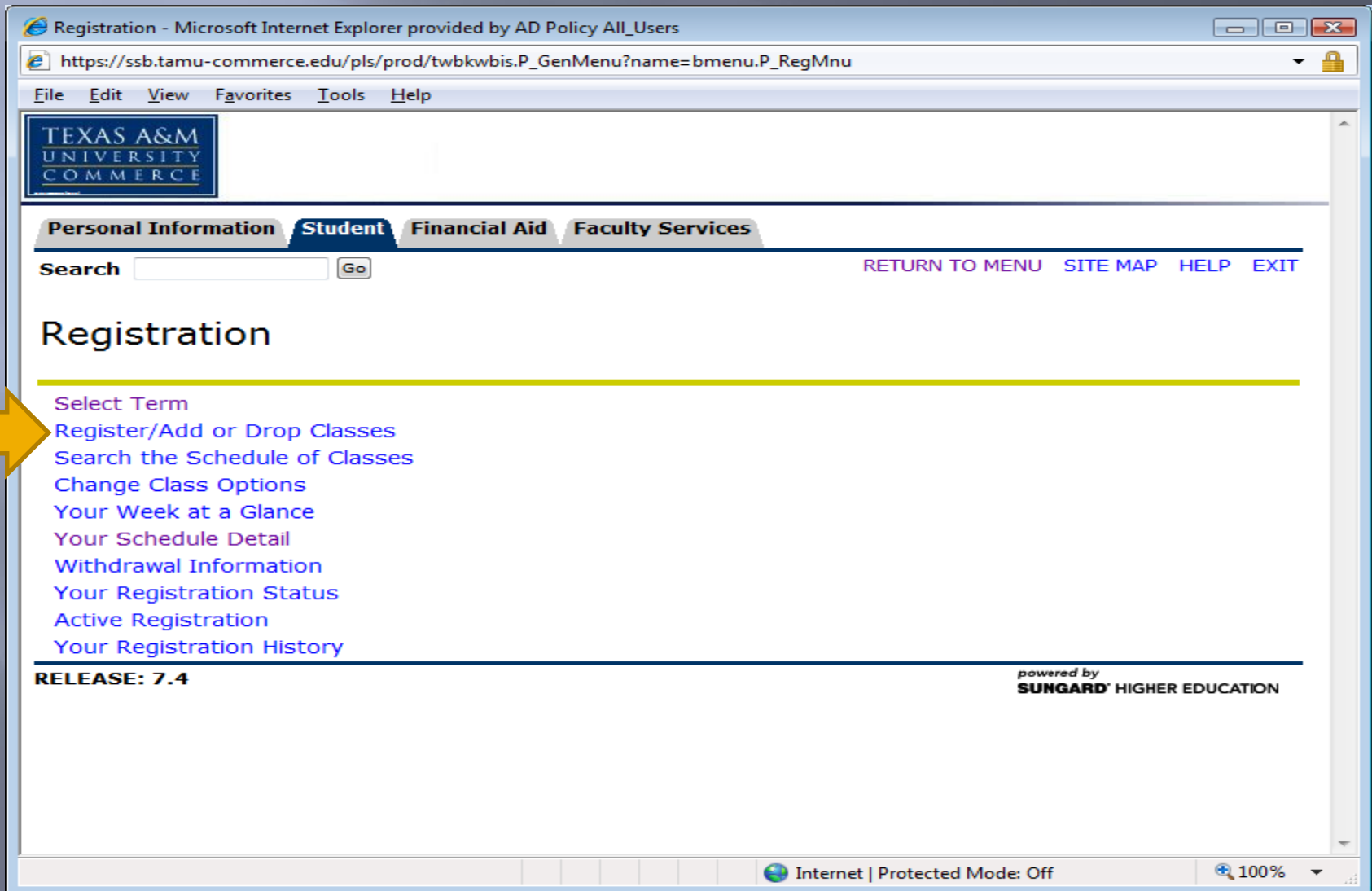
Prod Personal Information

- Addresses and Phone Numbers - [View](#) - [Update](#)
- Email Addresses - [View](#) - [Update](#)
- Emergency Contacts - [View](#) - [Update](#)
- Marital Status - [Update](#)
- Ethnicity and Race - [View](#) - [Update](#)

Student Information

- **Registration Menu**
- Search Class Schedule
- Student Records Menu
- Final Grades
- View Curriculum Information
- View Holds
- Academic Transcript
- Request Printed Transcript
- 1098-T
- Undergrad DegreeWorks
- Grad School DegreeWorks

Select: Register/Add or Drop Classes



Registration - Microsoft Internet Explorer provided by AD Policy All_Users

https://ssb.tamu-commerce.edu/pls/prod/twbkwbis.P_GenMenu?name=bmenu.P_RegMnu

File Edit View Favorites Tools Help

TEXAS A&M UNIVERSITY COMMERCE

Personal Information **Student** Financial Aid Faculty Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

Registration

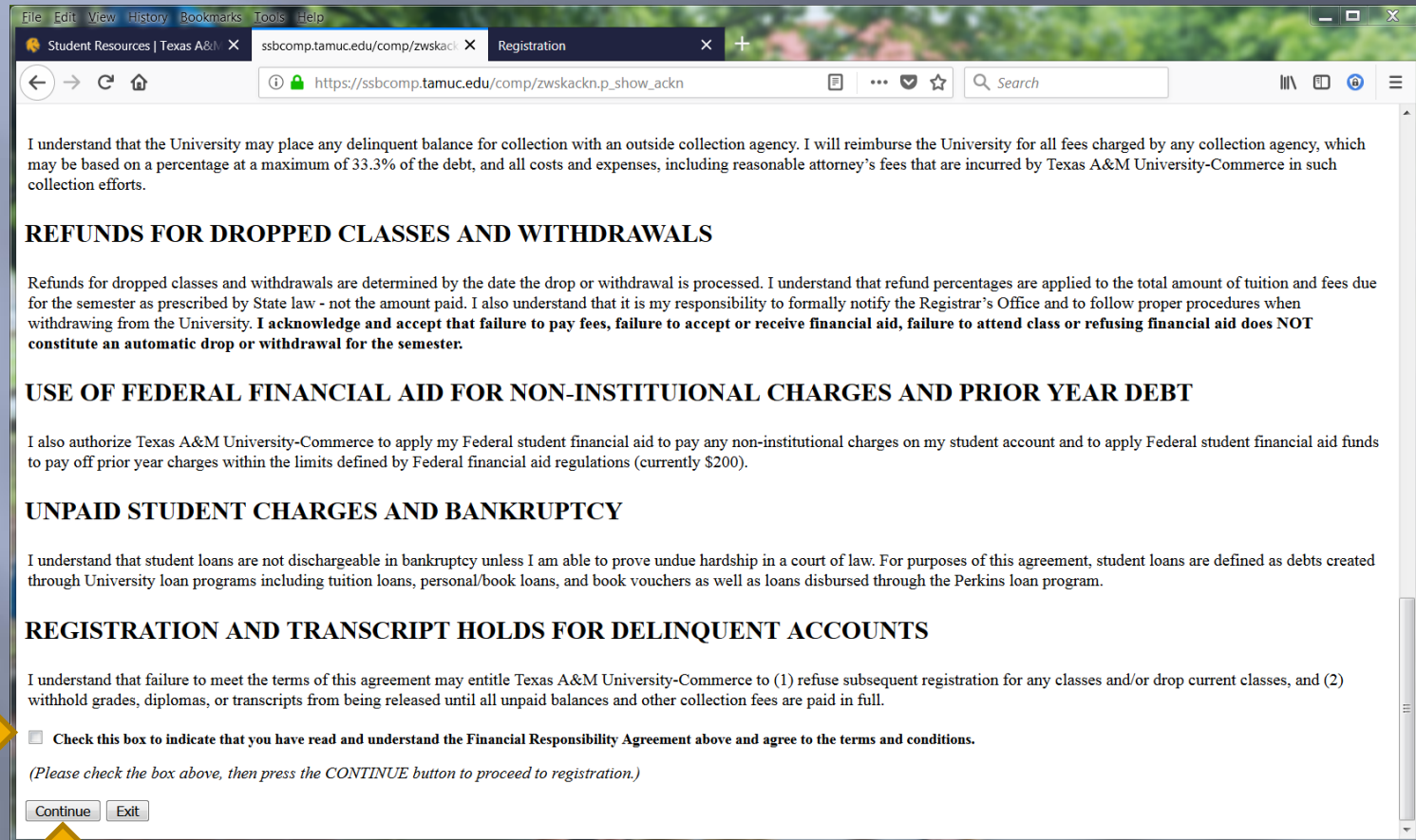
- Select Term
- Register/Add or Drop Classes**
- Search the Schedule of Classes
- Change Class Options
- Your Week at a Glance
- Your Schedule Detail
- Withdrawal Information
- Your Registration Status
- Active Registration
- Your Registration History

RELEASE: 7.4

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SUNGARD HIGHER EDUCATION

Internet | Protected Mode: Off 100%

Accept your financial agreement



I understand that the University may place any delinquent balance for collection with an outside collection agency. I will reimburse the University for all fees charged by any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees that are incurred by Texas A&M University-Commerce in such collection efforts.

REFUNDS FOR DROPPED CLASSES AND WITHDRAWALS

Refunds for dropped classes and withdrawals are determined by the date the drop or withdrawal is processed. I understand that refund percentages are applied to the total amount of tuition and fees due for the semester as prescribed by State law - not the amount paid. I also understand that it is my responsibility to formally notify the Registrar's Office and to follow proper procedures when withdrawing from the University. **I acknowledge and accept that failure to pay fees, failure to accept or receive financial aid, failure to attend class or refusing financial aid does NOT constitute an automatic drop or withdrawal for the semester.**

USE OF FEDERAL FINANCIAL AID FOR NON-INSTITUTIONAL CHARGES AND PRIOR YEAR DEBT

I also authorize Texas A&M University-Commerce to apply my Federal student financial aid to pay any non-institutional charges on my student account and to apply Federal student financial aid funds to pay off prior year charges within the limits defined by Federal financial aid regulations (currently \$200).

UNPAID STUDENT CHARGES AND BANKRUPTCY

I understand that student loans are not dischargeable in bankruptcy unless I am able to prove undue hardship in a court of law. For purposes of this agreement, student loans are defined as debts created through University loan programs including tuition loans, personal/book loans, and book vouchers as well as loans disbursed through the Perkins loan program.

REGISTRATION AND TRANSCRIPT HOLDS FOR DELINQUENT ACCOUNTS

I understand that failure to meet the terms of this agreement may entitle Texas A&M University-Commerce to (1) refuse subsequent registration for any classes and/or drop current classes, and (2) withhold grades, diplomas, or transcripts from being released until all unpaid balances and other collection fees are paid in full.

☐ Check this box to indicate that you have read and understand the Financial Responsibility Agreement above and agree to the terms and conditions.

(Please check the box above, then press the CONTINUE button to proceed to registration.)

Continue Exit



Search

Registration Term

Select a Term:

Use the drop down box to select the term you would like to register for, then click the SUBMIT button.

RELEASE: 7.2

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SUNGARD HIGHER EDUCATION

- Add the Course Reference Number (CRN) for each class in the spaces provided
- If you need to search for a class use the Class Search button or view the schedule of classes at www.tamuc.edu/schedule
- When all classes are entered hit Submit Changes

Add Classes Worksheet

CRNs

80889

81225

80773

81586

Submit Changes

Class Search

Reset

[[View Holds](#) | [Change Course Options](#)]

RELEASE: 7.3.3

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Schedule of Classes

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Mar 25, 2009	None ▾	80889	JOUR	114	001	Undergraduate	3.000	Grade - Standard Letter	US-Mass Commun in Society
Registered on Mar 25, 2009	None ▾	81225	MKT	306	002	Undergraduate	3.000	Grade - Standard Letter	Marketing
Registered on Mar 25, 2009	None ▾	80773	SOC	320	001	Undergraduate	3.000	Grade - Standard Letter	Deviant Behavior
Registered on Mar 25, 2009	None ▾	81586	BAAS	345	01W	Undergraduate	3.000	Grade - Standard Letter	ORGANIZATIONAL LEADERSHIP

Total Credit Hours: 12.000

Billing Hours: 12.000

Maximum Hours: 19.000

Date: Jun 17, 2009 01:52 pm

Add Classes Worksheet

CRNs

Done

Internet | Protected Mode: Off

100%

Things to Remember

1. Check your MyLEO e-mail often.
2. Check your week at a glance or schedule detail after registering.
3. If you have any questions please contact the Registrar's Office at 903-886-5068.