

Welcome

NEW DUAL CREDIT

Students *to East Texas A&M University.*



TAMUC.EDU





Hey NEW LION!

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East Texas A&M’s Philosophy of Dual Credit

Over 125 years ago, East Texas A&M University began with William Leonidas Mayo’s dream to bring higher education opportunities to North East Texas. Today, East Texas A&M is a regional state university, educating over 12,000 students with diverse backgrounds and personal goals. However, the provision of opportunity through education remains a core value. East Texas A&M will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained. East Texas A&M and our dual credit program is governed by the Texas Higher Education Coordinating Board (THECB): <https://www.highered.texas.gov/> and accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC: <https://sacscoc.org/>, Texas A&M System, and our own University policies and procedures, and Institutional Effectiveness department: <https://www.tamuc.edu/sacscoc/>.

East Texas A&M limits its dual credit offerings to courses that will apply to the Texas Core Curriculum. The core varies a bit from one institution to the next, but the basics are the same. East Texas A&M currently has dual credit partnerships with 29 schools.

Advantages of Dual Credit

Students in dual credit are not preparing for college. They are in college. Dual credit courses are taught according to approved syllabi, grappling with University-level content, evaluated by University-level assignments, and receive a University grade along with credit. Dual credit students are students of East Texas A&M University. Successful completion of dual credit awards credit towards a degree. This is a distinct advantage of dual credit over other advanced high school programs. Dual credit also offers an opportunity for high school students to grow intellectually, develop better study and work habits. A student who had doubts about whether he or she could be successful in college might prove to themselves that higher education is for them! However, there are potential pitfalls students and families need to consider.



Dual Credit Student Eligibility

TAC Rule 4.85 (b) Student Eligibility – outlines dual credit requirements and eligibility, with changes effective May 16, 2024.

Cautions

There are three major areas of concern:

- 1. Different expectations and methods.
- 2. Grade Point Average (GPA) and its impact.
- 3. Earning unneeded hours.

College-level Expectations:

Dual credit courses are University courses. Expectations are higher. Students must be adaptable, and they must be resilient. The challenges posed by dual credit will vary by student and course. But some generalizations apply.

- Note-taking or good study habits are critical for dual credit success.
- Students find reading expectations—both amount and complexity—challenging.
- College writing expectations require attention to detail and longer preparation time.
- Students struggle balancing their high school obligations with dual credit.
- Students do not understand grading systems for University courses. College courses have fewer assignments, so each is worth more to the course grade. Smaller assignments may exist but have less of a cumulative impact on the course grade
- Students sometimes struggle with material presented in class that challenges their personal belief systems. College courses deal with controversial or difficult topics. Instructors might have different beliefs or opinions on issues of the day. Dual credit instructors know they are working with high school students. Their aim is to help their students learn and grow. Academic freedom protects such exploration so long as it is legitimately connected to course content.
- chools may have more permissive approaches to personal technology than the dual credit instructor.

- Schools may take more permissive approaches to classroom behavior than the dual credit instructor.
- Grades are not negotiable.
- Students are often unaware of what constitutes cheating in a college course setting. East Texas A&M’s procedure on academic dishonesty for undergraduates can be found at the following: tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf . This procedure governs instances of academic dishonesty in dual credit courses. Within the parameters of this policy, instructors may establish and enforce their own policies regarding cheating for their courses.

What is the Texas Core Curriculum?

The Texas Core Curriculum is a forty-two semester credit hour, state-mandated block of courses required at any state-supported two or four-year institution. The core curriculum semester credit hour allocation can be seen in the chart below: Registrars and Admissions Officers utilize this number to identify core curriculum offerings as part of a particular Foundational Component Area (FCA) to help with correct transfer and application of the course. The Texas Core Curriculum helps assure greater transferability and applicability than existed before its adoption in 2014. A student does not need any more hours in any FCA for core curriculum purposes than is indicated in the table above. So, for instance, unless a student’s future degree program or intended

institution requires it, there’s no need for a tudent to take more than three hours (or one course) for the Social and Behavioral Sciences FCA.

Transferability vs. Applicability
While dual credit often easily transfers—that is move with the student from one institution to another—it is more essential that dual credit applies to an actual degree plan. As families consider dual credit, they should carefully consider course selection, thinking ahead to future college plans of the student. Four important points should guide that thinking:
1.) Dual credit meets high school curriculum requirements as well as awards college credit. That means students could take courses satisfying separate high school requirements, but those courses duplicate each other for college.
2.) Private colleges or universities will be more restrictive on what courses they accept in transfer and apply to a degree. Consult that college/university to determine what will transfer and apply.
3.) More selective Texas state universities may require students to enter calculus ready for certain programs. East Texas A&M’s MATH 1314 and MATH 142 might transfer to such an institution but won’t apply to the degree. The two courses, though, prepare the student to take calculus upon arrival.
4.) Highly specialized academic programs, particularly in science, engineering, and related fields, require very specific math and science courses. Selection of dual credit in math and science should be carefully considered with the student’s academic plans in mind.
East Texas A&M offers only courses that apply to the Texas Core Curriculum as part of its dual credit program. However, in response to school district requests the number and scope of those offerings have broadened. That means families must be careful consumers of dual credit opportunities.

Foundation Component Area	Texas Core Curriculum Semester Credit Hours Required	Foundational Component Area Transcript Code (TACRAO††)	East Texas A&M Core Curriculum Course Requirements*
Communication	6	010	ENG: 1301 & 1302
Mathematics	3*	020	MATH: 1314*, 1324*, 1325, 1332, 1342, 2312, or 2413
American History	6	060	HIST: 1301 & 1302
US and Texas Government	6	070	PSCI: 2305 & 2306
Social and Behavioral Sciences	3	080	AEC 2317; ANTH 2351; COB 1301; ECO: 1307, 2301 or 2302; HHPH 331; PHIL 2303; PSY:211, 2301, 2306, or 2315; SOC: 1301 or 1306
Language, Philosophy and Culture	3	040	AFAM 200; CID 1301 or 2301; COMS 1311; ENG: 200, 202, 205, 2326, or 2331; GDRS 200; HIST: 264 or 265; LALS 101; MMJ: 1307 or 1335; PHIL: 1301, 331, 332, 360, or 362
Creative Arts	3	050	ART 1301, 1303, or 1304; ENG: 432 or 434; MUS: 1308, 1310, or 1315; PHO 1301, THE 1310
Life and Physical Sciences	6**	030	ANS 1319; ASTR: 120, 203, 260, 1103, 1303, or 1304; BSC: 1309, 1406, 1407, 1409, 1411, 1413, 2401, or 2402; CHEM: 1105, 1107, 1111, 1112, 1305, 1307, 1311, or 1312; ENVS: 103 or 1301; GEOL: 1303, 1304, 1403, or 1404; IS 1315
Component Area Option	6	090	CID: 1300 and 2301

Figure 1 To avoid taking duplicate courses, check needs/requirements of particular majors/programs before selecting. **Specific mathematics and science courses are often required for business, science, and engineering fields. Care should be taken before taking dual credit courses in these areas. †Not all courses listed are offered at all East Texas A&M dual credit partner schools. ††The Texas Association of Collegiate Registrars and Admissions Officers utilizes this number to identify core curriculum offerings as part of a particular Foundational Component Area to help with correct transfer and application of the course.



Welcome to THE PRIDE

How to apply

Complete an East Texas A&M University Dual Credit Application

The dual credit application is available through ApplyTexas. Once the application is submitted and it has been processed by the Admissions Office, you will be notified by email. The email will also provide you with your Campus Wide ID (CWID) number, your LeoMail email address, and instructions to login to myLeo.

Submit an Official High School Transcript

After you apply, please promptly send your official high school transcript to our university. Admission cannot be granted without it. Dual Credit applicants don't need to wait for confirmation of our receipt of the Apply Texas application. If we receive your high school transcript while processing applications, we may be able to make a quick decision on your application.

Acceptance

Acceptance Email Once we have your application and high school transcript, you'll get an acceptance email at the provided address. If there are questions about your application, watch out for urgent communications from the university.

After Acceptance

Submit TSI Scores and/or Exemptions If you've done TSI testing, please submit official scores. Access instructions here: <https://accuplacer.collegeboard.org/students/scores/getting-scores>. If not, contact your high school counselor for test dates. If you have qualifying SAT or ACT scores, send them to our university electronically via CollegeBoard or ACT website.

Submit College Transcripts If you have taken dual credit courses at another college, Official College transcripts must be submitted to our university.

Submitting Proof of Bacterial Meningitis Vaccination Only dual credit students that are physically taking a class on one of our campuses are required to submit proof of the vaccination. For submission instructions, please visit tamuc.edu/meningitis-req/

Accessing MyLeo

- Go to the myleo.tamuc.edu
- Select 'Sign in to MyLeo' on the right side of your screen:
- Enter your username and password and select 'Login'

First time logging in to MyLeo?

- Your username is your CWID (campus wide ID number). The university will email you this information after your application is processed.
- Your password is your birthdate in this format: (example...Jun081979).
- Our university now requires two-factor authentication – the system will direct you to Duo Mobile

What's in MyLeo?

- View your Admissions Status
- Check your LeoMail
- Access the online library
- View your Online Classes in D2L
- Pay your tuition or setup a payment plan
- View class schedule
- Check Final Grades
- Order College Transcripts
- See Academic Holds

What is Duo Mobile?

Duo Mobile is a two-factor authentication app that provides increased security for your online account logins. It allows you to generate security keys for Duo's own security accounts as well as a wide variety of third-party accounts.

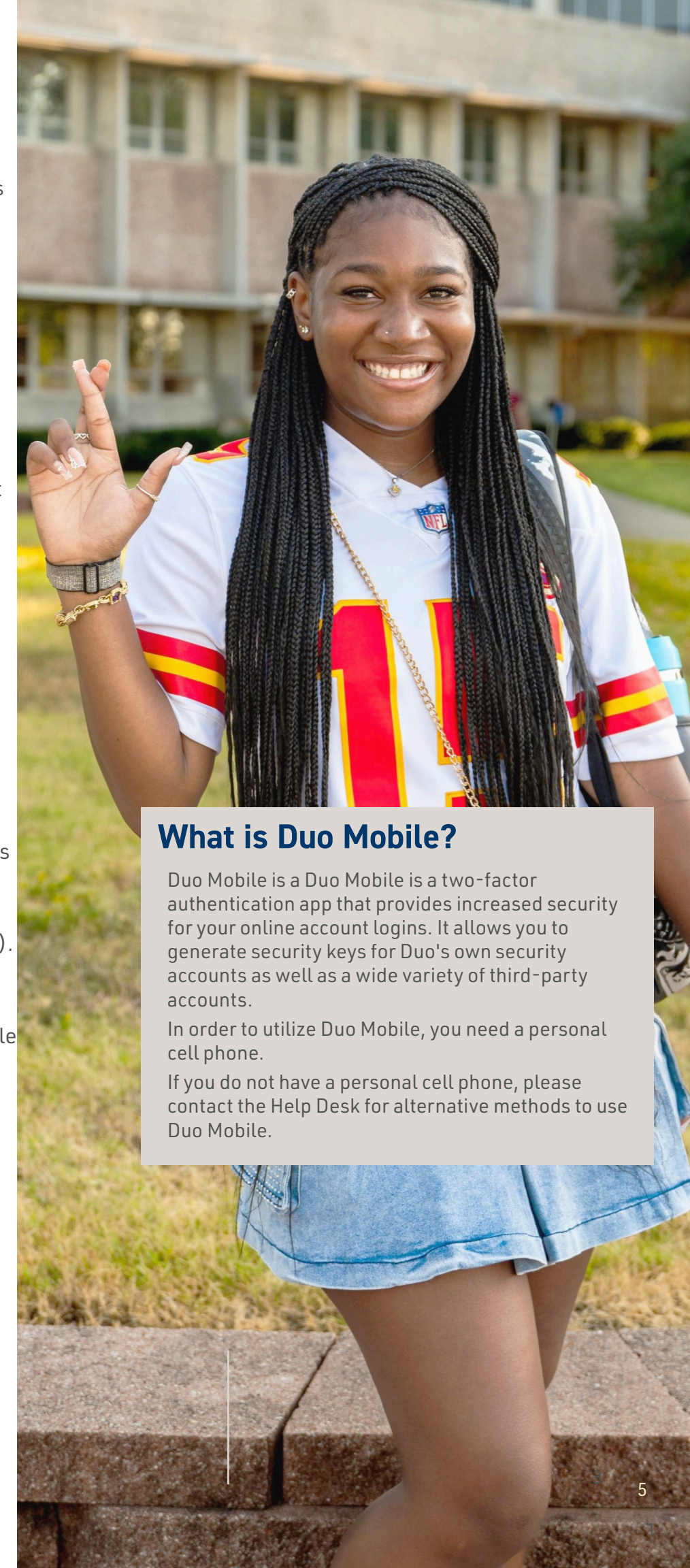
In order to utilize Duo Mobile, you need a personal cell phone.

If you do not have a personal cell phone, please contact the Help Desk for alternative methods to use Duo Mobile.



How do I know if I need to apply?

If you have never been a dual credit student at ETAMU, you will need to apply. Also, if you are a returning student that has not taken a dual credit class in over two semesters, you will need to reapply.



Academic Tools and Support Services

Class Registration: Registration for dual credit students is different since students are unable to register themselves. Each semester your high school counselor will send us your schedule and we will register you for your classes.

Class Schedule: To access your class schedule, log into your myLeo account and select the "Student Resources" tab. Under the "Student Information" section, click on "Registration Menu" to locate the "Schedule Detail" area. Next, select the term and click "Submit" to view your class schedule. The schedule will show you the name, location, days of the week, times of the day and faculty member associated with each course.

D2L: D2L is home to your online courses and any virtual components of your in-person courses. You can access D2L through myLeo by clicking on the "Apps" tab in the top left corner. Scroll down to find the laptop icon labeled "D2L Brightspace." Once you enter D2L, you will have access to all your classes. From D2L, you can complete assignments, take exams and quizzes, communicate with classmates and instructors, view upcoming projects and track grades.

Academic Calendar: The Academic Year at East Texas A&M University is defined as beginning with the Fall semester (16 weeks), and running through the Spring (17 weeks) and Summer semesters (8 weeks) starting at the end of August and ending after Summer Commencement (usually mid August).

Syllabus: The course syllabus will be linked in the welcome announcement on the homepage of the course in D2L. They are also available to view on the University website.

- An online course isn't accessible until the first class day
- Confirm with your professor that you are on the class roster on the first day of class.
- If you are still having issues viewing your class days after classes has started, let your high school counselor know

Grades: Your achievement will be assessed at five weeks for early intervention and at eight weeks for mid-terms. It is recommended that you meet with your instructor and high school counselor during the semester if you are struggling. Don't be afraid to use all of the resources available to you to help you succeed.

Grade Point Average

The GPA is the number of grade points earned by a student divided by the number of semester hours taken. A student's dual credit GPA follows them. GPA can affect a student's applications to other colleges/universities, perhaps slow progress towards a given degree or major or otherwise limit opportunities. It also has a bearing on the student's eligibility for financial aid and scholarships.

In the table below, you will see an example of a student who earned a 3.0 GPA. In the fall semester, this student earned a 3.0 GPA. He completed all his courses and earned nine hours credit. The spring semester did not go as well. He had a "deficient," in other words "going backwards/losing ground" GPA in spring. His overall for the year is 2.16 or a low C. Since dual credit is equates to high school

Since dual credit is equates to high school grades/credits, the student may have to do credit recovery or attend summer school. The only way to effectively improve this GPA is to retake MATH 1314, perhaps even HIST 1302.

Dropping and Withdrawing from a Dual Credit Class

- If you have a D or F at eight weeks, you will be dropped from the course and placed in a high school-level class.
- If you wish to drop or withdraw from a dual credit class, you are required to meet with your high school counselor first. The high school will then submit the drop/withdraw documentation.
- Please be aware that there are deadlines for dropping or withdrawing from a class. These deadlines will be noted on the Academic Calendar.

FALL				SPRING			
Course	Grade	Semester Credit Hours	Grade Points Earned	Course	Grade	Semester Credit Hours	Grade Points Earned
ENG 1301	A	3	12	ENG 1302	B	3	9
HIST 1301	B	3	9	HIST 1302	D	3	3
MATH 1314	C	3	6	MATH 2312	F	3	0
		Semester/Overall GPA	3.0/3.0			Semester/Overall GPA	.75/2.16

Academic Support Services

Undergraduate Tutoring Services

Unleash your full academic potential with Undergraduate Tutoring Services. Resources are provided help you succeed in your classes. Take advantage of face-to-face or online tutoring from peer tutors who have already taken the courses.



- **Science Tutoring** Face-to-face tutoring is available in biology, chemistry, organic chemistry, physics and other science-related subjects.
- **The Math Lab** The Math Lab is designed to supply free tutoring for students and is aimed at helping students at the remedial, freshman and sophomore levels. Tutoring for higher-level courses is available, dependent on each tutor's ability. Please remember to sign in when you use the Math Lab.
- **The Writing Center** Work one-on-one with one of our consultants or join us for an event designed to make the writing process more fun and approachable.
- **Online Tutoring** Tutor.com is available 24/7 to help you with over 80 subjects, including math, science, social studies and English. Learn more at tutor.com/TAMUC.
- **Supplemental Instruction Leader** SI courses feature an SI leader, often an undergrad, who attends all lectures, takes notes, and hosts 3-4 study sessions. Students can ask questions, solve problems, and more during these sessions.

Waters Library

Velma K. Waters Library serves as a research and community hub on campus. You can access many resources, such as research assistance from the friendly staff, study rooms, interlibrary loan program, student computer labs, etc. Waters Library is also home to the Office of Student Disability Services, Career Development and the Academic Success Center. The library also has a collection of Dual Credit resources for instructors and students you can access by scanning the QR code to the left. Learn more at tamuc.edu/Library

Student Disability Services

Accessibility for all students is a priority at A&M-Commerce. The Office of Student Disability Services (SDS) offers accommodations counseling, disability-related resources, access to adaptive technology, assistive equipment, and academic or non-academic accommodations for students with disabilities.

Learn more at tamuc.edu/Student-disability-services.



Reach out to your instructor

If you are struggling with your classes, do not be shy! Your instructor is an importance resource that who can provide you with help. .



Explore Your Campus: Land of the Lions

Admissions Office

The Admissions Office is responsible for processing:

- Applications
- High School & College Transcripts
- SAT & ACT Scores
- Proof of Bacterial Meningitis Vaccination

They can also help with questions about Residency Status, which refers to whether a student is a resident or non-resident for college tuition purposes in the state where they attend school.

If you are needing to submit college transcripts or SAT/ACT test scores, you can send official documents to the Admissions Office. Learn more at tamuc.edu/admissions.

Secondary Partnerships and Initiatives

East Texas A&M is proud to partner with area high schools to provide high school students the opportunity to earn college credits. Our specific course offerings are determined through written agreements between the independent school districts and East Texas A&M and is limited to core curriculum coursework. The Texas Core Curriculum helps assure greater transferability and applicability. Please confirm course offerings with your high school counselor. Learn more at tamuc.edu/dual-credit-program/.

Registrar

The Office of the Registrar maintains the academic records for all students. They also assist with registration, transcript requests, enrollment verifications, grades and graduation. As a senior, don't forget to send your official East Texas A&M college transcripts to your college. Learn more at www.tamuc.edu/registrar/.

Student Accounts

Refunds, parking passes, student paychecks and more are available at the payment window located in the lobby of McDowell Administration Building. Learn more at www.tamuc.edu/office-of-student-accounts/.

Student Rights and Responsibilities

The Office of Student Rights and Responsibilities has established standards of conduct described in the Student Code of Conduct (the Code). The Code creates and fosters an environment that facilitates student learning and development. Our office is a resource for students who find themselves out of compliance with the Code or who believe they may be impacted by another student who is not upholding the Code. Learn more at www.tamuc.edu/office-of-student-rights-and-responsibilities/.

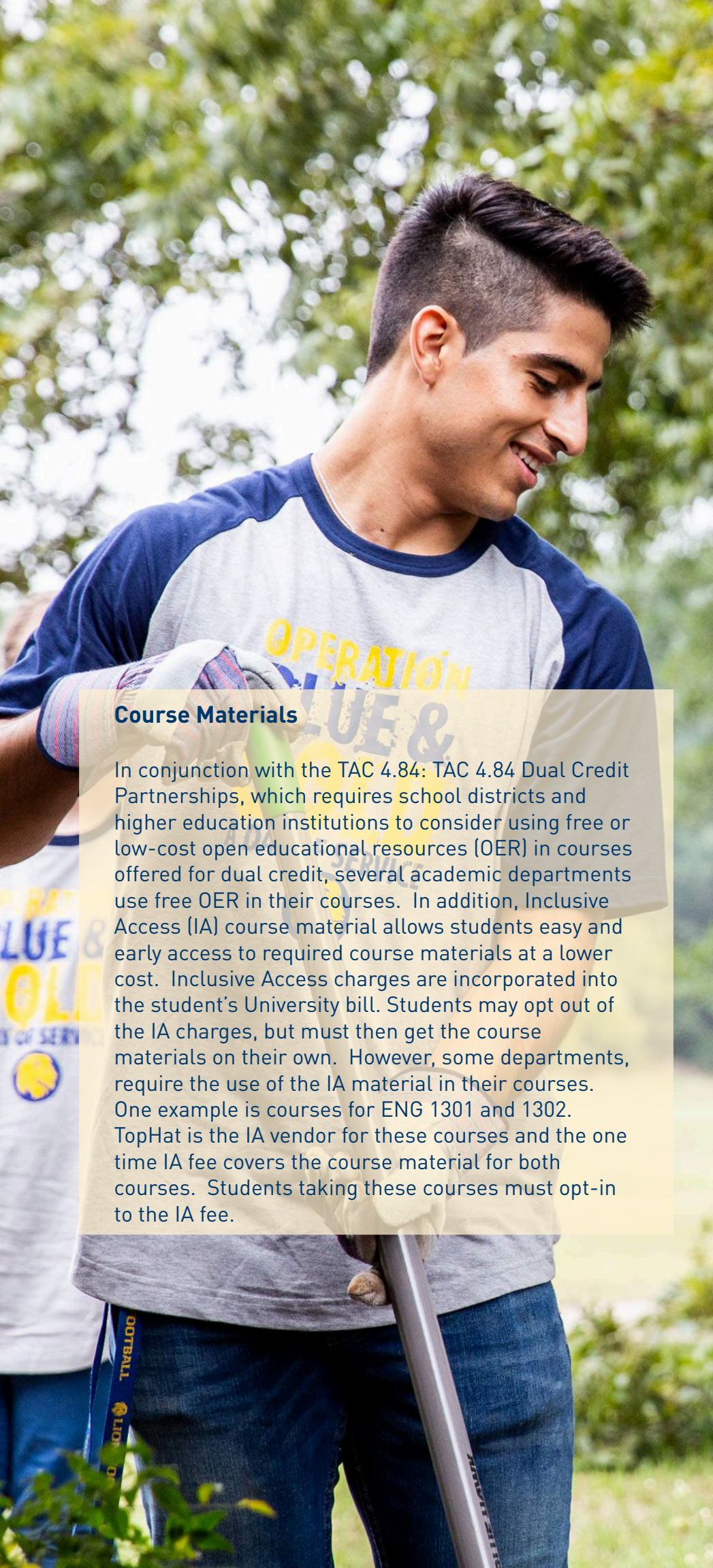
Center for IT Excellence

The University's Center for IT Excellence (CITE) offers a Help Desk and Call Center providing technical assistance to faculty, staff and students. If you are needing help logging in or changing a password, you will be required to provide a form of identification. The Help Desk can be reached by:

- Phone 903-468-6000
- Email helpdesk@tamuc.edu

Lion Card Office

Your Lion card is more than just an ID. It is your key to Lion life! You will have the option of choosing a physical card or a digital card. With it, you have access to the Morris Recreation Center, the Velma K. Waters Library, print labs, academic resources as well as residential dorms and meal plans. Additionally it gets you in to sporting events free or at discount pricing and functions as a debit card accessing prepaid Lion Cash accounts. Dual Credit students who are taking classes at one of our physical campuses must obtain a Lion card. Learn more at www.tamuc.edu/auxiliary-services/lion-card-office/.



Course Materials

In conjunction with the TAC 4.84: TAC 4.84 Dual Credit Partnerships, which requires school districts and higher education institutions to consider using free or low-cost open educational resources (OER) in courses offered for dual credit, several academic departments use free OER in their courses. In addition, Inclusive Access (IA) course material allows students easy and early access to required course materials at a lower cost. Inclusive Access charges are incorporated into the student's University bill. Students may opt out of the IA charges, but must then get the course materials on their own. However, some departments, require the use of the IA material in their courses. One example is courses for ENG 1301 and 1302. TopHat is the IA vendor for these courses and the one time IA fee covers the course material for both courses. Students taking these courses must opt-in to the IA fee.

East Texas A&M Bookstore

The East Texas A&M bookstore is a one-stop shop for all of your class needs! We carry textbooks, including e-books. For most books, you have the option to either rent or purchase.

We also stock all of your Lion gear, from t-shirts to sweatshirts and even merchandise for mom and dad. We strive to offer the best prices on everything you need for Lion life! Learn more at amcbookstore.com.



Veteran Services Office

The Veteran Services Office (VSO) serves over 1,000 veterans and their dependents annually by providing connections to resources on and off campus, identifying federal or state education benefits for which you may qualify, and serving as a liaison during your academic career. We strive to provide a sense of community with individuals who have served in the military to support a seamless transition to civilian college life. Learn more at tamuc.edu/Veterans.

Health and Wellness

We want you to stay well. Your mental and physical health is important to us. The following departments and services are dedicated to your health, wellness and success.

Counseling Center (Halladay 203)

The Counseling Center provides mental health and well-being services to help students reach their academic and personal goals and maximize their success potential. The Counseling Center offers appropriate mental health care, consultations, outreach and prevention services. It also serves as a training site for future mental health professionals. Feel free to stop in or give them a call at **903.886.5145** to schedule an appointment or to reach after-hours crisis counselors. The National Suicide Prevention Lifeline is **1.800.276.8255**. In case of imminent danger, call the University Police Department emergency line at **903.886.5111** or **911**. Support. Connect. Empower. at tamuc.edu/Counsel.

Student Health Services (HEN)

Student Health Services (SHS) offers affordable medical care. It's tough to feel a little under the weather when you're away from home, but the staff will care for you. SHS accommodates acute care and inquiries, allergy injections, birth control, labs, and women's health.

Once you are enrolled at A&M-Commerce, you may see the SHS medical provider at no cost. There are additional charges for labs, x-rays and minor procedures. SHS accepts student health insurance from various providers, such as Blue Cross and Blue Shield, United HealthCare, Aetna Health Insurance and Cigna. Learn more at tamuc.edu/SHS.

Finances and Aid

PAYING FOR YOUR EDUCATION

Credit/debit card payments are accepted through MyLeo. Required information for credit card payments includes: term, credit card number, expiration date (MMYY) and the 3 digit security code on the back of your card. The University accepts Visa, MasterCard, American Express and Discover. You may also pay online using your checking or savings account information. A payment using this option will require you to enter the routing number for your bank and your checking or saving account number.

Payment Options

Besides LeoPay, there are other ways you can pay your balance. If you are responsible for making sure your tuition is paid, you can use the following methods to get the balance on your account taken care of:

1. LeoPay located inside of myLeo portal
2. Parent LeoPay
3. Mail payments
4. Telephone payments
5. In-person payments

Additionally, through LeoPay, you can authorize a parent or third party to make payment arrangements on your behalf through Parent LeoPay. After you have granted them access, they will be able to view bills, make payments or manage your account. You can also setup an installment payment plan. For additional questions or concerns about student billing, you can contact Student Accounts.

Types of Financial Assistance

FAST Some dual credit students may qualify for Financial Aid for Swift Transfer (FAST). The FAST program provides funding to participating public institutions of higher education so they can offer dual credit courses to educationally disadvantaged students at no cost.

The State College Tuition Waiver is a state law that exempts or waives payment of tuition and fees at state supported colleges or universities for youth who are currently or formerly in the conservatorship of the Texas Department of Family and Protective Services (DFPS) and for those adopted from DFPS. To see if you qualify for an exemption, visit DFPS State College Tuition Waiver. If you qualify, please complete the DFPS State College Tuition and Fee Waiver Form and submit it to Student.Accounts@tamuc.edu. To explore other available resources for students who have been in foster care, check out the Foster Care Liaison Program which helps students with campus navigation, life skills coaching, advocacy and support.

Veterans Tuition Assistance in the form of the Hazlewood Act or the Post-9/11 GI Bill can help pay for tuition for qualifying veterans and/or their dependents. For more information, contact the Veterans Services Office at 903.886.5123 or email veteransservices@tamuc.edu.

Waivers and Exemptions To view other qualifying waivers and exemptions, you can learn more at <https://inside.tamuc.edu/admissions/registrar/paymentMethods.aspx>

Payment Deadlines:

Beginning Fall 2024, the State of Texas adopted the Financial Aid for Swift Transfer program:

- Because of the FAST process, East Texas A&M will apply a waiver to clear dual credit balances until it can be determined which students are eligible for FAST and who are not.
- The waiver will also keep dual credit students off the drop list. Once we are notified by the THECB of students eligible for FAST, we will bill non-FAST students directly or their school district, depending on the agreement for their charges.
- Non-fast students will receive a message from Student Accounts notifying them that their bill is due. Payments may be made in full or over the remaining months on a payment plan. FAST students will not receive a bill for their tuition/fees or course materials. School districts will be billed for course materials.





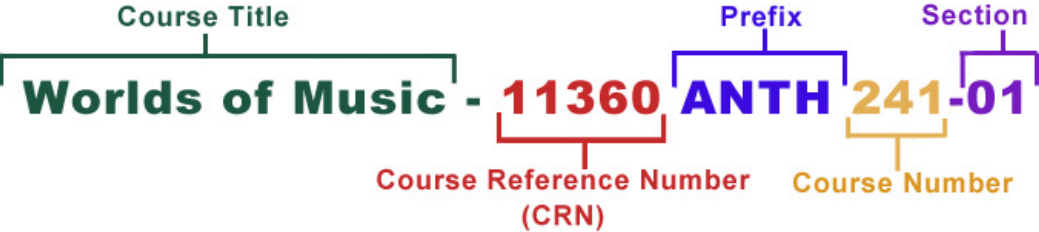
Setting up Parent Pay

- 1 Once logged into myLeo (www.leoportals.tamuc.edu), select the "Apps" tab in the top menu and click on the "LeoPay" Icon.
- 2 Under "My Profile Setup" click "Authorized Users" and then select "Add Authorized User."
- 3 Proceed to enter the email address of the person who you are giving access to make payments on your behalf and then click "continue".
- 4 Afterwards, an "Agreement to Add Authorized User" will popup. You will need to agree to the terms by checking the "I Agree" box and clicking "continue."
 - A confirmation statement will appear on the screen. You can delete this person at any time through the LeoPay app
 - The Authorized User will receive two separate emails. One with the Username and another with the password. The Authorized User will need to click the link in the email to access the payment page.



- 5 Once the Authorized User accesses the payment page, they will select "Authorized User" and proceed to enter the Username and Password that was provided in the emails
- 6 A new window will appear where the Authorized User will need to setup their profile and enter in a new password.
- 7 The "My Profile" Page will populate after setup is complete. The Authorized User can make any changes to their information on this screen including saving a credit card, setting up text message notifications, and security settings
- 8 In order for the Authorized User to make any payments on your behalf, they will need to click on "Make Payment" or "Payment Plans" tab on the yellow menu
- 9 Information required to make a payment or to setup a payment plan must be filled out. Once filled out, a payment confirmation receipt will appear and can be printed for recordkeeping.

Frequently Used Academic Terms



COURSE REGISTRATION NUMBER (CRN): The CRN is a unique five-digit identifier assigned to a class for registration purposes. Your advisor will assign your CRN during advising so that you may register.

SECTION NUMBERS: Each course is assigned a section number that includes a number and letter combination. The number indicates the class’s campus location and the letter the modality. For example, a course with a section number labeled 01E means that the course is located on the A&M-Commerce campus (01), and technology is supplementary (E). A course with a section number labeled 21B means that the course is located at the Frisco Extended University (21), and the course includes both face-to-face and online instruction (B). A guide to these codes is posted at tamuc.edu/Schedule.

CREDITS: The number of credits assigned to each class equals the number of hours you will spend in the class (either in person or online). For example, classes are usually three credits each, which means you will spend three hours per week in that class.

GRADE POINT AVERAGE (GPA): You will earn a semester GPA and an overall GPA calculated from your grades in every course you have taken at A&M-Commerce. Each semester, undergraduate students with at least a 3.5 GPA (on a 4.0 scale) who have been enrolled in at least 12 credit hours will be included on the dean’s list. At graduation, a high GPA may mean you will graduate with honors!



DROP/ADD: Classes may be dropped or added from your schedule during the first five days of the fall or spring semesters or the first two days of summer sessions. This time frame is known as the “change of schedule period.” Classes dropped after Census Date will show up with a “Q” as a grade on your transcript

WITHDRAWAL: If you need to be dropped from **all** of your classes for the semester, a withdrawal form needs to be submitted by your counselor. These courses will show a “W” as your assigned grade on your transcript.

ACADEMIC PROBATION: Students on probation will need to talk with their advisors. They may be ineligible for financial aid and participation in organizations and activities. Students on probation will be urged to take advantage of the university’s tutoring and academic resources to ensure their success.

ACADEMIC SUSPENSION: A student who enters a semester on academic probation and fails to earn a semester GPA of 2.0 or higher at the end of the semester will be suspended unless the student’s cumulative GPA or combined GPA (A&M-Commerce GPA plus transfer GPA) is 2.0 or higher at the end of the semester.

GOOD STANDING VERSUS ACADEMIC PROBATION/ SUSPENSION: A student with an overall GPA of at least 2.0 is considered good standing. A student whose GPA falls below 2.0 will be placed on academic probation or suspension. See the definitions for probation and suspension below.



Safety and Transportation

Lion Safe App

The Lion Safe app provides safety tools for students, faculty and staff. Students and family members can download this app and quickly access the tools outlined below. Download on Google Play or the App Store.

EMERGENCY CONTACTS:

You can call 911, the University Police Department or Commerce Police Department directly from the Lion Safe app for any emergencies. For non-emergencies, please contact University Police or Commerce Police.

EMERGENCY PLANS: You can review the various university emergency plans on the Lion Safe app, such as a crime in progress, severe weather, fire evacuation, a severe injury or accident, alcohol/drug overdose, or heat-related injury.

FRIEND WALK: If you do not feel comfortable walking alone, you can send your location in real-time to a friend via the Lion Safe app. They can watch you as you walk to your destination and trigger a call to emergency services if necessary.

MOBILE BLUELIGHT SAFETY

TOWERS: BlueLight safety phones are located across campus. If you feel uncomfortable in any situation, just hit the button on the phone. The blue lights will flash and you will be connected to the University Police Department, which will dispatch an officer to your location. You can also trigger a mobile BlueLight from the Lion Safe app.

NAVIGATING CAMPUS: You can review the campus map, parking information and bike information from the Lion Safe app. This section also houses the campus shuttle map. Typically, two routes transport students, faculty, and staff around campus and throughout parts of Commerce, Texas. You can watch live footage to locate campus shuttles at any time.

REPORT A TIP: You can report a tip to the University Police Department by calling, texting or writing a report in the Lion Safe app.

LION SAFE APP SUPPORT

RESOURCES: In the Lion Safe app, you can access some of the most common support services, including Student Health Services, Student Disability Services, Title IX resources, student mental health support and the National Suicide Hotline.

Pride Alert Warning System

The Pride Alert Warning System (PAWS) is a mass notification system used to inform students, faculty and staff of school closings and emergencies. Please sign up on myLeo under "Apps." In the event of severe weather, school closings or any other emergency, you will be contacted via phone, text and email. Everyone is urged to sign up for this free service.

Title IX Compliance (BA 259)

A&M-Commerce supports academic, housing and work environments free from harassment (including sexual harassment and sexual violence) and retaliation. No individual will—based on race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity—be excluded from participation in, denied the benefit of, or be subject to discrimination under any university program or activity. Learn more about confidentiality, reporting and the Civil Rights Policy at tamuc.edu/TitleIX.

University Police Department (HEN 132)

The University Police Department (UPD) exists to protect, serve and educate. UPD is staffed 24 hours a day, seven days a week, including holidays and closures. They offer many services, including crime prevention, vehicle assistance, and more. Officers respond to all calls for service and emergencies on campus. If you have a question or need help, don't hesitate to contact them at **903.886.5868**. In an emergency, call **911** or the UPD emergency line at **903.886.5111**.



Texas Success Initiatives

What is the TSI Assessment?

The Texas Success Initiative (TSI) is a State of Texas legislatively mandated program designed to guide public institutions of higher education determine if a student is ready for college-level course work in the general areas of Reading, Writing and Mathematics.

If you are an incoming college student in Texas, you are required to take the TSI Assessment — unless you are already exempt (see exemption requirements below under "Do All Students Have to Take the TSI Assessment?") — to determine your readiness for college-level work. Within the Dual Credit program, students must meet the minimum required score(s) (see below for qualifying scores) in the areas of ELAR (Reading/Writing), and/or Math to take certain courses.

How does the TSI Assessment Work?

If you are not exempt from taking the TSI Assessment based on the list of exemptions listed on the next page, you will need to take the TSI Assessment in the area(s) relevant to the Dual Credit course you wish to take (if applicable) within the test and

where necessary, you may be given an additional diagnostic test in a particular subject. The assessments are computer adaptive, which means that questions increase or decrease in difficulty level depending on how you respond. The assessments are untimed.

How can students study for the TSI Assessment?

Prior to testing, all students are required to complete a mandatory Pre-Assessment Activity (PAA) and schools are required to document that student's participation. The PAA supplies students with test content, sample questions, practice tests, and sample essay questions. Students will complete the PAA prior to testing. Students can also utilize CollegeBoard's FREE Web Based Study App available at: <https://practice.accuplacer.org/login>

Upon completion of the TSI Assessment, students who do not meet the cut scores receive personalized learning resources to address specific areas that need improvement.

Test	Exemption Requirements from TSI Assessment (TSIA)		Expiration
SAT	A minimum Math score of 530 to be exempt from the Math section of the TSIA A minimum Evidence-Based Reading & Writing score of 480 to be exempt from the Writing and Reading sections of the TSIA PSAT scores CANNOT exempt you from the TSI Assessment. You must take and meet the minimum requirements on the official SAT.		Valid for 5 years from test date
ACT	A Composite score of 23 or higher AND: <ul style="list-style-type: none"> A minimum Math score of 19 to be exempt from the Math section of the TSIA A minimum English score of 19 to be exempt from the Writing and Reading sections of the TSIA Before February 7, 2023	No Combined Score: <ul style="list-style-type: none"> A minimum Math score of 22 to be exempt from the Math section of the TSIA A combined core of 40 on English and Reading tests to be exempt from the Writing and Reading Sections of the TSIA After February 7, 2023	Valid for 5 years from test date
College Prep Course	Students who complete an approved Prep Course through the high school may be exempt. Proof of course completion with a grade of 70 or higher must be listed on the HS transcript, including the PEIMS code		2 years after HS graduation date
STAAR	A minimum Algebra II score of 4000 to be exempt from the Math section of the TSI Assessment A minimum English III score of 4000 to be exempt from the Writing and Reading sections of the TSI Assessment		Valid for 5 years from test date

What are the qualifying “cut” scores for Dual Credit enrollment?

“Cut scores” are the minimum qualifying scores required to enroll in a college level course relevant to that subject area. Students must meet the following scores to be considered College Ready:

TSIA 2.0 Effective January 11, 2021 (Valid 5 years from test date)		
ELAR English Language Arts Reading	College-Ready Cut Score	
	945-990 + Essay 5-8 ENG 1301	910-944 + Diag 5-6 + Essay 5-8 ENG 1301
MATH	College-Ready Cut Score	
	950-990 Math 1314, 1324, 1332 or 1342	910-949 + Diagnostic 6 Math 1314, 1324, 1332 or 1342

To learn more about TSI and Dual Credit eligibility, please visit the following links in the Texas Administrative Code for guidance:

- [TAC Rule 4.85 \(b\) Student Eligibility](#)
- [TAC RULE 4.52 Texas Success Initiative \(TSI\) Applicability](#)
- [TAC RULE 4.53 TSI Definitions](#)
- [Texas Education Code 51.9685 \(c-2\) Required Filing of Degree Plan](#)
- [TAC RULE 4.54 TSI Exemption](#)
- [Dual Credit Frequently Asked Questions](#)

A smiling man with a beard and mustache, wearing a light-colored straw cowboy hat. He is wearing a dark blue t-shirt with yellow text that reads "TEXAS COMMERCE" and "EST. 1889" below it. He is holding a red and white striped lasso in his left hand. His right arm is raised, and he is wearing a white wristband. He is also wearing a gold chain. The background is bright and out of focus, suggesting an outdoor setting.

