

# STUDENT

GUIDEBOOK

2024-2025

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## **ABOUT US**

Discover East Texas A&M

At East Texas A&M University, we transform lives! With campuses across Dallas and surrounding regions, we proudly deliver 140+ academic degrees and serve around 13,000 students. In November 2024, we changed our name from Texas A&M University-Commerce to East Texas A&M University. Our new name celebrates our East Texas heritage and connects us to the communities we serve.

### **OUR VISION**

We transform lives by providing an accessible education in an environment where faculty and staff care and are dedicated to the success of all our students throughout their academic career. We empower our students, faculty and staff to become the best version of themselves by supporting their continuous development and growth. Fueled by our resilience, tenacity, and talents, we strengthen the rural and urban communities we serve. Innovation is the heartbeat of East Texas A&M University, with career preparedness as a cornerstone of our educational mission. We are committed to ensuring our graduates are well-prepared for the challenges and opportunities that lie ahead.

## **OUR MISSION**

We Transform Lives. As a premier institution of higher education in East Texas, we are a student-ready university. We lead in social mobility, achieving academic excellence in a wide range of traditional and interdisciplinary programs and serve as a national leader in the advancement of competency-based education. We further knowledge through impactful research and creative activity that benefits the region we serve and beyond. Recognized nationally for our innovative spirit and unique rural-urban identity, we promote an environment where all are valued, providing access and opportunities to ensure student success, career preparedness, and professional development for all members of the university community.



Dear Students,

Welcome to East Texas A&M University! Whether you're a first-year student or a senior preparing to graduate, we're so glad you're here!

With award-winning academic programs, world-class professors, and supportive academic resources and career services, East Texas A&M University is ready to help you prepare for your successful future.

This year, consider joining a student organization (there are more than 100 to choose from) or attend an exciting campus event. When you step out on campus and engage with your classmates, you can find new friends, gain leadership skills, and have some fun!

Remember: When you face challenges, whether academic or personal, please ask for help. The Counseling Center, Student Health Center, and Office of Student Advocacy and Support are just a few supportive services provided just for you.

Study hard and have a productive year, Lions!

Sincerely,

Dr. Mark Rudin, Ph.D.

President

Texas A&M-University-Commerce

## **UNIVERSITY EXECUTIVE TEAM**



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# UNIVERSITY DEANS

# **IMPORTANT LINKS**

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**MANE SYNC - EVENTS CALENDAR** 

**LION ATHLETICS APP** 

myLEO

**CAMPUS MAP** 

STUDENT CODE OF CONDUCT

**UNIVERSITY POLICE DEPARTMENT (UPD)** 

**LION SAFE APP** 

**RESIDENTIAL LIVING & LEARNING** 

**CAMPUS DINING - SODEXO** 



# DIVISON OF ACADEMIC AFFAIRS

#### **Academic Advising Team**

903.886.5622

advisingteam@tamuc.edu

The Academic Advising Team is here to ensure you find success at East Texas A&M. Your academic advisor will help you navigate registration and your degree plan. You are able to schedule appointments with your advisor on the <u>EAB Navigate App</u>.

#### **Office of Career Preparedness**

Waters Library, 225 903.468.3223 hirealion@tamuc.edu

The Office of Career Preparedness provides students and alumni with individual career coaching, resume assistance, job search strategy, and placement assistance. If you are searching for jobs (on campus or off), please be sure to check <u>Handshake</u>. Follow our <u>Twitter</u> and <u>Instagram</u> to learn more about events, programs and job search information.

#### Office of International Programs

903.886.5097

intl.stu@tamuc.edu

The Office of International Programs is here to support you in your international education. Take advantage of our study abroad opportunities, international student advising services, international student advocacy and more. Our office fosters global relationships to advance research, innovation and collaboration at East Texas A&M.

International Student and Scholar Services (ISSS) serves as a welcoming presence for our international students and scholars at East Texas A&M. The staff is here to help you navigate in the U.S. and find your place on campus. We host both on- and off-campus events for international students and scholars. We also work with the East Texas A&M and DFW communities to help you make the most of your time in the U.S. Our role is to provide international admissions and immigration support to international and exchange students seeking an education at East Texas A&M.

#### **TRiO Programs**

Halladay Student Services Building, Third Floor 903.886.5833

trio@tamuc.edu

TRIO is a set of seven federally-funded educational opportunity outreach programs and one staff training program that seek to motivate and support students from disadvantaged backgrounds, namely low-income and first-generation students.

#### Velma K. Waters Library

903.886.5718

<u>askwaters@tamuc.edu</u>

Velma K. Waters Library's mission is to provide an accessible and collaborative environment for research, learning, and innovation. The library provides learning resources, services, and collections to all students, faculty and staff regardless of location.

The library <u>website</u> serves as the access point for all of the library's electronic resources. Students gain access to library resources on the first class day and access will continue between semesters if they are enrolled for the next semester. To access the electronic resources when off-campus students will be asked to enter their MyLeo (CWID and password) information.

Velma K. Waters Library on the Commerce campus provides access to print materials, a computer lab, study rooms, and multi-media (cameras, camcorders, projectors etc.) equipment. There are two Knowledge Imaging Centers (KIC) scanners with the ability to email documents or save to a USB drive and two multi-function printers. Printing is available wirelessly through an email to print program. There are laptop kiosks located on East Texas A&M main campus in Velma K. Waters Library, The Rayburn Student Center, Phase 2 and Phase 3 Student Housing.

Off-campus students have access to all of the library electronic resources and can request print materials from the Commerce location. All students have access to interlibrary loan, which will borrow items that Velma K. Waters does not have access to from another library. Off-campus students can have print materials and interlibrary loan items shipped to their homes with return postage included.

Research assistance is provided to all students via email, chat, text, and in-person. Students can utilize the ASK-A-Librarian feature to email, chat or text a librarian. Students can also schedule virtual or in-person research appointments with a librarian. Additional research services include: Research Guides, which are collections of materials and information curated by a librarian that provide assistance on a topic or library resource, video tutorials and in-person and virtual workshops.

#### **Student Transition & Support**

903.468.8174

The Student Transition and Support initiative provides entering undergraduate students with guidance and services necessary for success at the University. Student Transition and Support supports the University's vision through application of high academic standards, high quality programs and a personal educational experience for each student. Student Transition and Support is comprised of Student Success courses, Peer Mentoring, College Life Coaches and campus-wide events.

#### **Undergraduate Tutoring Services**

Velma K. Waters Library, 201 903.468.8620

uts@tamuc.edu

Undergraduate Tutoring Services provides undergraduate tutoring in core subjects and Supplemental Instruction (SI) in select courses to assist students in reaching their academic goals. ASC offers one-on-one tutoring by appointment and walk-in tutoring in core subjects (subjects vary) at Velma K. Waters Library. Supplemental Instruction (SI) in traditionally difficult courses provides additional support by a peer tutor who works closely with the instructor, attends lectures, and facilitates regular study sessions. For undergraduate students, four hours of online tutoring services are available through <a href="https://www.tutor.com/tamuc">www.tutor.com/tamuc</a>. If more hours are needed students may contact uts@tamuc.edu .

#### **JAMP Room**

Science Building, 110

Science tutoring in JAMP room (STC 110) located in McFarland Science Building this location supports biology, chemistry and physics. For more information, click <u>here</u>.

#### Math Skills Center (Math Lab)

Binnion Hall, 328

https://www.tamuc.edu/dept-of-mathematics/

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.

#### **Writing Center**

Talbot Hall, 103 903.886.5280

writingcenter@tamuc.edu

Take your writing to the next level! 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. The Writing Center offers one-on-one, 45-minute sessions, both in-person and online! They also have online sessions take place in <u>WCOnline</u>, a platform that provides audio, video, screen sharing and a shared document so writers and consultants can collaborate. Both face-to-face and online sessions are booked in <u>WCOnline</u>.

#### **Planetarium and Observatory**

McFarland Science Building 903.468.8650

planet@tamuc.edu

The Planetarium is a state-of-the-art facility including a 40-foot dome, and a Digistar 5 all-digital projection system, which fills the dome with sights and sounds beyond imagination. The Planetarium is open to the public on Friday nights, and special showings can be arranged through the Planetarium office. With each show, the current night sky is presented, including seasonal constellations, planets and special astronomical occurrences. The facility's 87 reclining seats, and outstanding sound system, create a truly unique viewing experience. The Planetarium is used for teaching astronomy classes and can also be used for showing DVDs. For the latest show schedule, call our information line at (903) 468-8652 or visit our website.

#### Overview of East Texas A&M University Main Campus and Instructional Sites

East Texas A&M University offers courses at its main campus in Commerce and at multiple instruction sites in the Dallas/Ft. Worth and Northeast Texas area. Off-campus instructional sites offering graduate courses include the Mesquite Metroplex Center, Collin Higher Education Center in McKinney, East Texas A&M at Frisco (Collin College – Preston Ridge), Navarro College Partnership in Corsicana, and East Texas A&M at Dallas. This catalog serves the graduate student population of both the main campus and all five off-campus sites.

In addition to classes that are taught in the traditional classroom setting on the Commerce campus and at off-campus sites, a large array of graduate courses are offered via telecommunications and by internet-based instruction.

#### **EAST TEXAS A&M UNIVERSITY**

2200 Campbell Street, Commerce, Texas 75428 886.649.4919

East Texas A&M University covers 2,081 acres of land in and near Commerce. The University is located eight blocks southwest of Commerce's business center, and has a book value in excess of \$218 million. The town of Commerce has a population of 8,650 and is located 65 miles northeast of Dallas, one of the world's leading metropolitan areas. Surrounding the Commerce campus are several recreational lake areas. Commerce is in Hunt County, and Greenville, the county seat, has a population of more than 25,000 and is located just 14 miles west of Commerce.

#### **COLLIN HIGHER EDUCATION CENTER**

3452 Spur 399, McKinney, Texas 75069 972.599.3100

East Texas A&M University has partnered with Collin College to provide undergraduate and graduate degrees at the Collin Higher Education Center (CHEC) in McKinney. CHEC is a great alternative for students that live in the Collin County area and want an education from East Texas A&M University minutes from their home.

Students who have already earned an Associate's degree or have a substantial number of college academic credit hours are able to complete their baccalaureate and graduate degrees offered at CHEC. East Texas A&M offers four undergraduate degree programs, BA/BS Education in Education (EC-6 with Teacher Certification), BS in Sport and Recreation Management, BS in Psychology, and three graduate degrees, a MED/MS in Counseling, MED/MS in Curriculum and Instruction, and a Masters of Social Work (MSW). CHEC also offers a Ph.D in Counselor Education and Supervision. For additional information regarding the location of programs, please contact East Texas A&M University at the Collin Higher Education Center here.

#### **MEQUITE METROPLEX CENTER**

3819 Towne Crossing Blvd., Mesquite, Texas 75150 972.613.7591

The Mesquite Metroplex Center Site is conveniently located between I-30, LBJ 635 and Hwy 80 in Mesquite, approximately 2.5 miles east of Dallas College's Eastfield Campus. This facility consists of 7 traditional classrooms, 2 interactive video (ITV) rooms, a computer lab, study area, library, conference room and faculty/staff offices. Degree programs offering courses at this site are master's degrees in Curriculum & Instruction (MED/MS, Secondary Education (MED/MS), Special Education (MED/MS), Counseling (MED), Early Childhood Education (MED/MS), Reading (MA/MED/MS), Mathematics (MS), and School Psychology (SSP). Undergraduate programs include a BSW in Social Work (upper level courses), a BA in Spanish and a BA/BS in Education (Early Childhood-6th Grade Generalist). Also available are courses toward a doctoral degree in Supervision, Curriculum, and Instruction (EDD) and an 18 semester credit hour graduate certificate in Teaching History. To learn more about degree programs at the Mesquite Metroplex Center contact us here.

#### **NAVARRO COLLEGE - PARTNERSHIP CORSICANA**

3200 W. 7TH Ave., Corsicana, Texas 75110 903.875.7617

The East Texas A&M-Navarro College Partnership - Corsicana offers a bachelor's degree in Education (BA/BS) with a concentration in EC-6 available for students pursuing a career in teaching. Students may also earn a bachelor's degree in Criminal Justice. Advising for various online degrees, including a Bachelor's of Applied Arts and Sciences, Business Administration, and Liberal Arts is also available at the Corsicana location. Contact the Navarro Partnership location in Corsicana here.

#### **EAST TEXAS A&M AT DALLAS**

8750 North Central Expressway, Dallas, Texas 75231 214.954.3600

<u>Academic Advisor</u>

East Texas A&M at Dallas conveniently offers a variety of undergraduate and graduate degree programs from East Texas A&M University in the heart of Dallas. Undergraduate programs include a Bachelor of Fine Arts in Visual Communication with an emphasis in the following: Art Direction, Design Communication or New Media. Graduate programs include the MA/MFA in Art with emphasis in Visual Communication, MSA in Accounting, MED in the Art of Teaching, MS in Higher Education, MBA in Business Administration, MS Management and the MSF in Finance. Also offered at this location is the 18 semester credit hours graduate certificate in Teaching History. For additional information contact East Texas A&M at Dallas here.

#### **RELLIS**

3100 Texas Highway 47, Bryan, Texas 77807 979.317.3410

The Texas A&M University RELLIS Campus is a unique, innovative partnership that brings education, workforce development, industry, and research together on a single campus. The Academic Alliance at RELLIS includes a community college district along with academic program offerings by A&M System universities. East Texas A&M offers three bachelor's degrees at RELLIS, including a BS in Computer Science, BS in Computer Information Systems, and a BS in Cybersecurity. For additional information, contact RELLIS here.

# STUDENT AFFAIRS

#### Vice President for Student Affairs and Dean of Students

McDowell Business Administration Building, 296 903.886.5171

#### deanofstudents@tamuc.edu

The Vice President for Student Success Affairs and Dean of Students is responsible for supporting the goals of the University as the senior student affairs officer by providing vision, leadership and supervision for personnel, facilities, programs, and other resources to ensure an atmosphere conducive to the holistic development of students. Follow us on <u>Facebook, Instagram</u> and <u>Twitter</u>.

#### **Campus Recreation**

Jerry D. Morris Recreation Center 903.468.3181

#### campusrec@tamuc.edu

We connect, educate and inspire people to lifelong activity and wellbeing. We offer activities including sports, fitness, outdoor adventures, nutrition, and aquatics. Check out the <u>ETAMU Campus Rec app</u> for all events, programs, and facility hours. We manage several facilities that students can use:

Morris Recreation Center: Includes two multi-purpose basketball courts, a 45-foot climbing and bouldering wall, three lane jogging track, four multi-purpose racquetball courts, a three tiered space dedicated to cardiovascular & weight equipment and functional training, fitness activity room, classroom, lounge, and men's and women's locker rooms. The Morris Recreation Center has two outdoor areas. The Great Out-Roars features a heated leisure pool, two-tier spa, two outdoor basketball courts, picnic tables, and a sunbathing area. The MAC is a turf field for all outdoor sports.

Outdoor Adventure Center: Features several facilities: A five-mile Bike and Jogging circuit comprised of four different loops; Challenge Course that offers 13 low element and 18 high element challenges; an 18 hole disc golf course; and an Outdoor Gear Rental and Bike Shop.

Cain Sports Complex: Features two lighted multi-purpose grass fields, 4 tennis/pickleball courts, and 4 sand volleyball courts. There is also an equipment rental box where students can checkout a variety of sports equipment.

Please follow Campus Recreation on <u>Facebook</u>, <u>Twitter</u> and <u>Instagram</u> to learn more about upcoming events and important information.

#### **Counseling Center**

Halladay Student Services Building, 203 903.886.5145

The Counseling Center provides free mental health and well-being services to currently enrolled University students. Counseling is available face-to-face or by teletherapy and individual, couples, and group counseling is provided. The Counseling Center offers a warm and welcoming environment that offers programs and services to help maximize students' potential for academic and personal success. Confidentiality is respected and counseling records are not included as part of a student's academic record. We also provide consultations and referral services for students, faculty, and staff; educational outreach and prevention services; and crisis intervention services 24/7. Psychiatric evaluation and medication management is available for students utilizing counseling services. We encourage all students to take advantage of the services the Counseling Center has to offer. Our mission is to support, connect, and empower.

If you are experiencing a life-threatening emergency, call 911. To speak to a crisis counselor 24/7, call 903.886.5145. To contact the National Suicide Prevention Lifeline, call 988.

Please follow Counseling Center on Twitter and Instagram to learn more about upcoming events and important information.

#### Sam Rayburn Student Center

903.886.5400

#### rsc@tamuc.edu

The Rayburn Student Center (RSC) is the heart of campus: it is a place to gather with friends, attend events or grab a bite to eat. The RSC is home to the bookstore, multiple dining options, the offices of Student Engagement and Intercultural Engagement and Leadership, as well as scheduling and event operations. As a student center, the RSC prioritizes recognized student organization requests for space, followed by the university community and then external groups. Reservations can be made online <a href="here">here</a>. Click <a href="here">here</a> for a price list for rooms, building policies, and other resources.

#### **Residential Living & Learning**

Halladay Student Services Building, 100 903.886.5797

#### housing@tamuc.edu

On-campus living integrates students with the total university educational program in the context of a supportive and safe environment. We encourage students to become involved in their residence hall or apartment community, campus organizations, athletic events, and academic offerings. Through on-campus living you have the opportunity to learn more about yourself and others. All of the on-campus communities have a well-trained and enthusiastic student- and professional-staff who provide opportunities for connection, one-on-one guidance, and crisis management; and are these staff are your first stop for questions and concerns.

ETAMU requires all single, recent high school graduates who are not commuting from the home of a parent or legal guardian (within 50 miles of the Commerce campus) to reside in University housing for one academic year. This policy covers all beginning students who are starting college in the academic year after their high school graduation date. Students who have been out of high school for one year or more are exempt from this policy.

Students planning to live at home must complete a Commuter Authorization Request from within the housing application portal found in myLEO.

All students living on-campus are required to purchase one of the meal plans appropriate to their classification. Additional Housing and Dining information is available <u>here</u>.

#### **Student Advocacy & Support**

Halladay Student Services Building, 107 903.886.5783

Student Advocacy & Support provides holistic services to aid, educate, and advocate for students when encountering life's challenges. The department consists of Case Management, Victim Support Services, The Lion Food Pantry, The Lion Wardrobe, and Foster Care Liaison Services.

Case Management assists with challenges which may include homelessness, family crisis, food insecurity, or any number of things. If you are experiencing an issue that is not listed, please reach out to us at CARE@tamuc.edu so that we can assist you or connect you to the correct resource.

The Lion Food Pantry is a direct response to the hunger gap found in many communities. The pantry helps students access tangible resources, such as food and toiletry items to ensure student wellness so that they can focus on their academics. Contact us here.

Victim Support Advocates provide support, resource information, and advocacy services to survivors of crime to assist in the journey after trauma. Our advocates provide information about rights, legal processes, and options available to the individual, as well as accompaniment to any legal or Title IX interviews. Victim Advocates are a confidential reporting option. Contact us <u>here</u>.

Student Advocacy and Support Case Managers work to identify and assist students who have been impacted or involved with the foster care system or were adopted to ensure they are supported and have access to the resources and benefits they qualify for.

The Lion Wardrobe is a student-run professional clothing shop maintained by the Office of Student Advocacy & Support.

#### **Student Disability Services (SDS)**

Velma K. Waters Library, 162 903.886.5150

studentdisabilityservices@tamuc.edu

Student Disability Services (SDS) is committed to promoting an academic, recreational, and social experience for disabled students that is fully inclusive and accessible. Disabled students at East Texas A&M University are encouraged to participate in all aspects of campus life. SDS offers accommodations counseling, disability-related resources, access to adaptive technology, assistive equipment, and academic/non-academic accommodations. All students with disabilities who need accommodations must file an application for eligibility, as well as provide current documentation of disability.

In order to receive disability-related accommodations and services, you should abide by the following process:

- · Apply and be accepted for admission to East Texas A&M through the regular admissions process.
- Complete the <u>Student Disability Services application packet</u> and provide current and comprehensive documentation of a diagnosed disability which requires accommodations. See <u>guidelines for documentation</u> information sheet.
- Request your accommodation letters from Student Disability Services at the beginning of each semester.

#### Office of Student Engagement

Sam Rayburn Student Center, 257 903.886.5891

ose@tamuc.edu

Student Engagement is the center of your college experience. We can help you make the most of your East Texas A&M University experience through student organizations, campus activities, fraternity and sorority life and special events and programs such as Lion's Roar Weeks of Welcome and Homecoming. Follow us on <u>Twitter</u> and <u>Instagram</u> for upcoming events and important information.

#### **Student Government Association (SGA)**

Sam Rayburn Student Center, 257 903.886.5822

The Student Government Association (SGA) of East Texas A&M University is the official student governing body of the institution. It serves and represents all of the students enrolled at this University. The purpose of SGA is to serve the student body of East Texas A&M University, to operate as the voice of the student body, to function as a channel of communication with the faculty and administration of the University, and to promote and improve relations between the City of Commerce and the students of East Texas A&M. There are three elected offices of the Student Government Association: the SGA Student Body President, the SGA Vice-President/Senate Chair, and the SGA Vice-President Senate Affairs. The Senate is composed of up to 25 East Texas A&M University student representatives, elected at large by the student body. Each senator and officer serves a one-year term, with elections being held each Spring. To find out more information about the Student Government Association, including how to get involved, please visit their website.

#### **Student Organizations**

The University recognizes the importance of student involvement in activities as an integral part of the educational process which enriches and develops students' special interests and needs. The purpose of all recognized student organizations shall be consistent with the main objectives of the University and they shall abide by regulations appropriate for student organizations. The specific rights and responsibilities of recognized student organizations may be found in the approved policy for student organizations. Information on the establishment of new student organization, information on existing and active organizations, student organization handbook, and other forms and resources can be found online here.

#### **Campus Activity Board (CAB)**

The East Texas A&M University Campus Activities Board strives to provide a diverse range of student-led entertainment and events to the university community. Our Programs complement, cultivate, unify, and contribute to the efforts of East Texas A&M University. We remain true to our founder William L. Mayo's creed of "ceaseless industry, fearless investigation, unfettered thought, and unselfish service to others." Some of our well-known events you can expect to see are the Haunted House, Homecoming Talent Show and CABFEST!

#### Fraternity & Sorority Life

The purpose of Fraternity & Sorority Life at East Texas A&M University is to stimulate the intellectual and personal growth of each of its members, to challenge its members to be the best versions of themselves and live purposeful, fulfilling lives, to give back to the community through education, service & philanthropy and to enrich the overall college experience. With nearly 400 members at 21 chapters, Fraternity & Sorority life makes up about 7% of the student population at East Texas A&M. While each chapter is unique in their own way, we, as a community, strive to uphold our pillars, scholarship, leadership, service & philanthropy, and brotherhood/sisterhood.

#### **Civic Engagement**

903.468.5811

Be Change. Our ever-changing world needs people like you. Learn how to drive positive change in your community and on a global scale. As our world becomes increasingly interconnected, civic engagement fosters the ability to inspire and guide teams toward shared objectives.

#### **Omicron Delta Kappa (ODK)**

Omicron Delta Kappa's mission is to honor and develop leaders; encourage collaboration among students, faculty, staff, and alumni; and promote ODK's ideals of collaboration, inclusivity, integrity, scholarship, and service. New ODK members are inducted each semester and enjoy leadership development programs, career resources and access to national scholarship opportunities and a network of like-minded students working to make a difference in their communities. Omicron Delta Kappa is not associated with any specific major or profession and welcomes students across all colleges that meet eligibility requirements. Current ODK members will benefit from continued leadership development opportunities and trainings as well as assist the organization in developing and hosting events to provide leadership development for the entire campus community.

#### Eligibility

Sophomores, juniors, seniors and graduate students with leadership experience in one of the five areas (Academics and research, athletics, service to campus and community, communications and creative and preforming arts) and a grade-point average of 3.5 or higher are encouraged to apply online at the beginning of each fall and spring semester. Applications are generally due about three weeks after the start of the semester. New members are inducted at the end of each semester during a formal ceremony, which is followed by a reception for current and new members and their families and guests.

For more information please contact us here.

#### **Student Health Services**

Henderson Hall 903.886.5853

Student Health Services located in Henderson Hall, offers students affordable medical care to undergraduate and graduate student of East Texas A&M University. Some of the primary health care services include acute care, minor injuries, allergy injections, birth control, EKG's, immunizations, flu shots, TB testing, lab testing, minor surgical procedure, physical exams, splints, STI testing & treatment, stiches, women's health, wound care, asthma management, X-Rays and telemedicine. For more information please visit our website. To schedule an appointment, click here.

#### **Student Rights & Responsibilities**

Halladay Student Services Building, 201 903.886.5195

Student Rights & Responsibilities fosters learning and personal accountability by educating the University community on behaviors that promote civility and ethical standards. The office addresses behavioral misconduct, provides a resource for students concerning their rights and responsibilities and provides assistance to faculty, staff and students regarding student conduct matters. The office addresses issues of both undergraduate and graduate student populations.

Students are informed about their student rights and responsibilities primarily through the Student Code of Conduct which is produced by the Office of Student Rights & Responsibilities annually. The Code of Student Conduct is applicable to every student enrolled at the University, whether the student is in residence, participating in study abroad, or completing coursework at an off-site location or online. Each student is expected to be fully acquainted with and held responsible for compliance with all published University policies. The student code of conduct is available online to all students, faculty and staff.

#### **Behavioral Intervention Team (BIT)**

The Behavioral Intervention Team (BIT) is an advisory group to the Dean of Students that is focused on students of concern and students in crisis. The focus of BIT is to focus on prevention and timely intervention before a crisis arises. The office addresses issues of both undergraduate and graduate student populations. For more information about the BIT, please visit our <u>website</u>.

#### **Pregnant & Parenting Students**

East Texas A&M is committed to creating an accessible and inclusive environment for pregnant and parenting students. For more information, resources and a list of lactation rooms please check our website <u>here</u>.

#### **Civil Rights & Title IX**

McDowell Administration Building, 120 903.886.5991

Students and staff at East Texas A&M are protected from discrimination based on sex, sexual orientation, race, color, national origin, gender identity, disability or pregnancy in education programs or activities according to federal legislation under Title IX of the Education Amendments of 1972. Title IX states further that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity that receives federal financial assistance.

The office of Civil Rights & Title IX processes complaints and investigates cases according to East Texas A&M policy, The Texas A&M University System Ethics and Compliance Office, and the Office of General Counsel. For further information about your rights as a victim, contact the Title IX coordinator here. For more information visit our website.

# DIVISON OF ENROLLMENT MANAGEMENT

#### **University Registrar**

Welcome Center 903.886.5068

regofc@tamuc.edu

Registrar's Office is the custodian of student's permanent academic records. The Graduation/Degreeworks Coordinator, also located in the Registrar's Office, is responsible for the certification of university candidates for graduation. For more information, visit our website.

#### **Educational Records and Personally Identifiable Information**

East Texas A&M University (East Texas A&M or University) is committed to protecting the privacy of education records and has processes in place to ensure that all persons and third parties that access or maintain education records on behalf of the University understand their responsibilities with respect to those education records and comply with FERPA. This rule serves to outline the processes in place to protect education records, as defined by FERPA, and permit students to exercise their FERPA rights in conjunction with <a href="System Regulation 16.01.02">System Regulation 16.01.02</a>, <a href="Privacy">Privacy</a>.

#### Office of Financial Aid and Scholarships

Welcome Center 903.886.5098

fao.web@tamuc.edu

East Texas A&M University is dedicated to helping students attain a quality education. Numerous university scholarships are available to assist students with the costs associated with higher education. The general university scholarship application is accessed through the student myLEO portal. Some, but not all, of the competitive scholarship programs may act to reduce an out-of-state student's tuition charges from nonresident to Texas resident levels. This status is determined by legislative act and is subject to change. All students who have been admitted into the University may apply for scholarships. There are priority deadlines for aid with limited funding. Information on priority deadlines can be found on the Financial Aid and Scholarships website.

Freshman Entering East Texas A&M University—Effective with the 2021-2022 year, incoming freshman students who have been admitted to the University, except those admitted through the Program for System Admission (PSA) program\* are considered for institutional freshman scholarships. Eligibility for a freshman institutional scholarship is based on class ranking and high school GPA. The institutional scholarships available to entering freshman are the: Blue and Gold, and Presidential Scholarships. The review process does not guarantee that a student will receive a scholarship offer since funding is limited. For consideration of donor funded scholarships, students are encouraged to complete the General Scholarship Application in the myLEO student portal. Additional information is available at the Financial Aid and Scholarships website.

Transfer Students—Effective with the 2021-2022 year, students who have submitted official college transcripts to the Office of Admissions and have been admitted to the University will be considered for a transfer scholarship if they meet at least the minimum of 45 college-level credit hours or Associate's Degree and minimum 3.0 GPA requirement. The review process does not guarantee that a student will receive a scholarship offer since funding is limited.

Additional information is available at the Financial Aid and Scholarships website.

#### **Financial Aid**

A student planning to enroll at East Texas A&M University who seeks financial aid should complete a Free Application for Federal Student Aid (FASFA). The FAFSA is completed <a href="https://example.com/here.com

Most financial aid granted at East Texas A&M University is based upon a student's financial need and is awarded on a priority basis according to the FAFSA completion date in our office. Dependent students who do not demonstrate financial need may be eligible for the Federal Student Unsubsidized Direct Stafford Loan and for the Federal Parent PLUS Loan. More information about the Parents PLUS Loan and how to apply is available <a href="https://example.com/here-en/limits-serv

Priority for these funds is given to full-time students who have completed their financial aid file by the priority deadline. The State of Texas has set the priority deadline for the Texas Grant only to be January 15th. The priority deadline for other grants, except Pell, is January 15th.

Academic progress and scholastic standing are taken into consideration when aid is awarded. Recipients are required to maintain and complete the number of hours for which they are paid. Pro-rated repayment of aid is expected from students who withdraw or drop hours. Information on requirements, priority deadlines, and standards of academic progress for financial aid eligibility can be found here.

#### Withdrawing on Financial Aid/Return of Title IV Aid

A student who receives Federal Student Aid (Title IV aid) and withdraws, or receives semester grades of all F's, or is suspended from the University during a term in which the student began attendance, will have his or her financial aid eligibility recalculated as prescribed by the 1998 amendments to the Higher Education Act of 1965.

Federal Student Aid (Title IV aid) is earned in a prorated manner on a per diem basis up to and through the 60% point in the term. After the 60% point of the term, all aid is considered earned. The percentage earned is calculated by dividing the number of days completed by the total number of days in the term. It is the unearned percentage of aid that determines the amount that must be returned to the Federal Government (Title IV program(s)). The University, as well as the student, may be required to return the unearned portion of the Title IV funds to the Federal government. When the University returns its unearned portion of the Title IV funds, a portion of the student's institutional charges may be left outstanding. The University will require students to pay any portion of institutional charges that are left outstanding after the University returns Title IV funds. As a result of this process, the student may owe both the University and the Federal government.

#### Withdrawal Consequences for Financial Aid

When a student who is receiving Federal Financial Aid withdraws from a semester, the Financial Aid Office is required by the Department of Education to perform a Return to Title IV calculation. This Return to Title IV calculation is used to determine how much Federal Financial Aid the student had earned prior to the withdrawal using the student's last day of academic engagement. If the calculation determines that the student has participated in over 60% of the semester, the student has earned all of their Federal Financial Aid for the semester.

If the calculation determines that the student has not participated in over 60% of the semester, then the Financial Aid Office is required to return any unearned Federal Financial Aid to the Department of Education. This return of Federal funding may result in a balance due to the university and the student would be required to pay this amount to the university.

Withdrawing from the semester may either place students on a Financial Aid Warning or a Financial Aid Suspension, depending on their current Satisfactory Academic Progress status. A student who is considering withdrawing is encouraged to contact the Office of Financial Aid and Scholarships for additional information. Students may visit the Office of Financial Aid & Scholarships website for the most up-to-date information on financial aid and scholarships.

#### Satisfactory Academic Progress Procedure (SAP)

The Higher Education Amendment Act of 1965, as amended, mandates institutions of higher education to establish a minimum standard of "Satisfactory Academic Progress" for students receiving financial aid. The Office of Financial Aid and Scholarships has outlined the Satisfactory Academic Progress on the <u>website</u>.

For additional information, visit the Office of Financial Aid and Scholarships website.

#### **Veterans and Military Services**

Welcome Center 903.886.5123

veteransservices@tamuc.edu

Veterans and Military Services Office administers Veteran's Administration educational benefit programs for veterans and their dependents that may be eligible to receive benefits under any one of several programs. Applications and further information are available on the Veterans and Military Services Office <u>website</u>.

#### **New Student & Family Programs**

Welcome Center 903.886.5117 nsfp@tamuc.edu

The Office of New Student & Family Programs serves as one of the first steps for prospective and admitted students as well as their family members. This office is responsible for overseeing the programming for College Readiness initiatives, Rising Lion and the Lion Family Experience. College Readiness programming serves prospective students and their family members with transitioning successfully to institutions of higher education. The program includes topics such as applying to college, exploring your academic majors and careers, paying for college and student leadership and civility.

Rising Lion programming is an exciting summer opportunity that prepares incoming freshmen for academic success. The academic program provides resources and support that will help students transition smoothly into college life. As a participant, students will take two classes during the Summer II semester. There are wrap-around services such as a personal mentor, small class sizes and an Academic Success Team to help with academic advising, counseling and career exploration. To learn more about this program, visit the website or email.

Lion Family members have an important role during their student's transition to University life. As a family member, you can learn more about the services and programs offered to your student while they are away at college. We are committed to providing an environment where your student can grow and flourish.

# DIVISON OF FINANCE & ADMINISTRATION

#### **Lion Card Office**

Halladay Student Services Building, 104 903.468.6022

#### lioncard@tamuc.edu

Your lion card is more than just an ID. It is your key to Lion life! 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.

#### **Transportation Services**

Ferguson Social Sciences Building, 102 903.468.3093

transportation@tamuc.edu

Our transportation services get you where you need to go, safely. We offer extensive shuttle routes and schedules for all your needs.

The shuttle system, <u>Pride Ride</u>, has two routes to assist you in getting around campus. <u>Campus parking</u> allows you to park in designated areas according to your <u>parking decal</u> around campus. <u>Fleet Management</u> serves your transportation needs by operating a motor pool of nine vehicles for conducting an official East Texas A&M business.

Those with classes at the University Farm & Dallas Campus must <u>email</u> with their class day, start time and stop time and receive confirmation from the Transportation Office before being eligible to ride the shuttle to the farm area.

The shuttle will make stops at Brookshires or Walmart upon request. Get on the shuttle at any stop and let the driver know you want to be dropped off at either grocery store. The final pick-up from either store will be no later than 8:30 p.m.

There are no shuttles on weekends except on days with a university football game at Memorial Stadium. Gameday shuttles start around three hours before game time.

#### **Center for IT Excellence**

McDowell Business Administration Building, 156 903.468.6000

helpdesk@tamuc.edu

The CITE Support Center provides end-user support for hardware and software issues for computers, Macs, network printer setups, telecommunications; ethernet, on-campus wireless access, myLeo portal, LEOmail, and access account management. CITE also provides software information/opportunities for personal devices (limited).

The mission of CITE Support Services is to become a value-centric organization that provides the highest level of service while focusing on continuous process improvement and knowledge transfer. CITE seeks to establish trust with customers through professionalism, high quality customer service and a commitment to partnership and collaboration. The CITE Support Center may be reached via email and by calling the 24/7 helpdesk at 903-468-6000. The helpdesk observes University holidays.

#### **Adobe Creative Campus**

East Texas A&M University has partnered with Adobe to provide students and staff with access to the full Creative Suite.

#### **Dell Laptop Partner Program**

East Texas A&M has partnered with Dell to offer students, staff, and faculty discounted pricing on recommended devices for personal purchase (not be used for departmental purchasing of state assets). In addition to a purchase, Dell may include further incentives. Learn more <u>here</u>.

#### **Student Accounts**

McDowell Business Administration Building, 197 903.886.5044

#### studentaccounts@tamuc.edu

The Student Accounts Office is responsible for billing and collection of student charges such as tuition, fees, housing and meal plan charges. Account information (statements, charges, payments, and current balance) can be accessed online through MyLeo using the LeoPay link. Account statements are posted to student LeoPay accounts in the MyLeo portal prior to all payment due dates. Please contact the Student Accounts Office if you have any questions regarding charges or payments reflected on your student account. This office also provides year-end tax information (1098-t). In addition to payment by cash, check or money order, the University accepts VISA, MasterCard, American Express and Discover credit/debit cards. Payments can be made in person at cashier windows located in the lobby of the McDowell Administration Building. For important dates and deadlines please check our website.

#### **University Police Department (UPD)**

903.886.5868

#### upd@tamuc.edu

UPD provides police services and all security functions for the university and its faculty, staff, students, and visitors. The department is responsible for the enforcement of Texas criminal and motor vehicle law, the investigation of criminal activity, crime prevention programs, safety awareness, public service assistance for motorists, event security, and parking enforcement. All motor vehicles parking on the East Texas A&M campus must be registered at the cashier and the parking permit must be properly displayed.

Officers of the department are certified by the State of Texas as commissioned Peace Officers and have full law enforcement authority.

The University Police Department is open 24 hours a day for assistance. The office is located on the first floor of Henderson Hall at 1901 Monroe Street. For emergencies using a university telephone, dial x5111; persons calling from a cell phone should dial (903) 886-5111 or 911. For all other inquiries, please dial (903) 886-5868.

The East Texas A&M Annual Security Report can be obtained, in person, from the University Police Department, or you may visit us online.

Emergency alerts are automatically sent to all East Texas A&M email addresses. Those students, faculty, and staff who have an East Texas A&M Single Sign-On (SSO) and password can register to receive text message alerts. The system also pushes the emergency notification message to <u>LionSafe</u>, Twitter, and RSS. To register, visit: "<u>MyLEO</u>", select "Apps", and select "Alert System Settings".

#### **Fire Safety**

East Texas A&M is committed to your safety. For any building you enter, have an exit strategy. Pay attention to where the nearest exits and fire extinguishers are located. If the fire alarm system is activated, please exit the building. For more information about fire safety, please contact 903.468.3129.

#### **Severe Weather**

To protect you from weather-related dangers, we have implemented several warning systems to alert our faculty, staff and students when there is a danger of lightning strikes or severe weather.

#### Severe Weather Lightning

The university has a system in place called ThorGuard. ThorGuard is a lightning detection system that will sound through a series of air horns in the event that weather conditions are conducive to a lightning strike.

- If such conditions exist, the system will sound a Red Alert. This is an air horn blast that is 15 seconds in length, the air horns are located throughout campus. If ThorGuard goes into red alert, you should proceed immediately to an indoor location until an all-clear signal is sounded.
- The 'All Clear' blast consists of three air horn blasts of five-second lengths.

#### **Outdoor Warning**

The university has an outdoor warning system that was installed throughout the city to alert citizens of Commerce and the campus community when a severe weather warning such as a tornado, 70 mph or greater winds, or golf ball-sized hail.

- It is manually activated by either the University Police or Commerce Police. Its warning sound is a loud siren that sounds for up to three minutes. The outdoor warning system does not have an all-clear signal.
- It is very important to note that this is an outdoor warning system only. It is recommended that everyone purchase a NOAA Weather Radio for monitoring indoors.

#### **Texas Book Company**

Sam Rayburn Center 903.886.5830

bookstore@tamuc.edu

The University partners with Texas Book Company to operate the Campus Bookstore located in the Sam Rayburn Student Center. Services include all textbooks and supplies required for campus and Web courses that the University offers. The bookstore provides a large supply of used textbooks for your educational needs, offering new books and rental copies whenever available. In addition, reference materials to assist in course-related studies, and a wide variety of East Texas A&M University apparel, graduation services, and a large selection of gift items are available. The bookstore buys textbooks from students on a year-round basis. The web site is available for your convenience to easily order your textbooks, apparel, and gift items. For online orders and other information including store hours, please visit our website.

# **LION ATHLETICS**



East Texas A&M University is home to 14 Division I intercollegiate athletic programs competing in the Southland Conference.

#### Men's Teams

Basketball Cross Country Football

Track & Field (Indoor & Outdoor)

#### Women's Teams

Basketball Cross Country Golf

Soccer

Softball

Track & Field (Indoor & Outdoor)

Volleyball

As a student, you receive free tickets to all home athletic events. Make sure to download the Hometown Ticketing App <u>here</u> to get your free tickets.

Be sure to follow the Lions at all times with the ETAMU Lion Athletics App for fan engagement opportunities.

The entire Lion Athletics Schedule can be found here.

# **COMMUNITY RESOURCES**

#### **City of Commerce**

1119 Alamo Street, Commerce, Texas 75428 903.886.1100

The City of Commerce has an emergency alert system that will give you notice on any important information such as severe weather, tornado threats and other emergencies. It can be used as a notification for possible outages, water issues, road closures and maintenance. You are able to sign up for here.

#### **City of Commerce - Chamber of Commerce**

1114 Main Street, Commerce, Texas 75428 903.886.3950

#### **Drivers License Office**

2801 Stuart Street, Greenville, Texas 75401 903.458.7374

#### Hunt County Vehicle Registration & Titling (Wednesday only)

1114 Main Street, Commerce, Texas 75428 903.408.4001

#### **Municipal Court (Traffic Tickets or Citations)**

1119 Alamo Street, Commerce, Texas 75428 903.886.1132

#### **Commerce Food Pantry**

1216 Monroe Street, Commerce, Texas 75428 903.886.3783

#### commercefoodpantry@gmail.com

- Open Thursdays from 2:00 p.m. 4:00 p.m.
- Bring your ID, utility bill or Lion Card

#### **Hands of Compassion**

2701 St. John Street, Greenville, Texas 75401 903.461-8636

- Open Wednesday from 9:00 a.m. 11:00 a.m.
- Bring your ID

More Community Resources can be found <u>here</u>. This list includes resources for substance abuse, health services, mental health services, food, children, veterans, housing, women, legal aid, seniors and more.