

TEXAS A&M UNIVERSITY-TEXARKANA

Spring 2010 Class Schedule

Full Term	January 19 – May 12
1st 7 week term	January 19 – March 8
10 week term	March 1 – May 12
2nd 7 week term	March 24 – May 11

Statement of Equal Opportunity

It is the policy of A&M-Texarkana not to discriminate on the basis of sex, race, creed, religion, color, national origin, disability, age, or veteran status in its academic programs, activities, or employment practices. Inquiries regarding compliance may be directed to Mr. Jerry Henry, P.O. Box 5518, Texarkana, Texas 75505, telephone (903)223-3012, the U.S. Department of Education, Washington, D.C., or the Office of Civil Rights Division of the Texas's Workforce Commission.

Statement of Sexual Harassment

Sexual harassment of students and employees at A&M-Texarkana is unacceptable and will not be tolerated. Guidelines governing the policy are available upon request from the Office of Student and Academic Support Services for students, and the Office of Human Resources/EEO for employees.

Accreditation

A&M-Texarkana is accredited by the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033, telephone (404) 676-4501.

Directory Information

In compliance with the Family Educational Rights and Privacy Act of 1974, A&M-Texarkana gives notice that the following directory information will be released upon request: student's name, address (permanent and local), telephone listing, photograph, date and place of birth, enrollment status (undergraduate, graduate, classification, etc.), major field of study, participation in officially recognized activities and sports, dates of attendance, degrees, certificates and awards received, type of award received, full or part-time status, and most recent previous educational agency or institution attended by the students.

Any student who objects to the release of all or any part of the directory information on file in his or her name must notify the Admissions Office, in writing, that he or she does not wish to have such information released. This request will be honored, and all of the information will be held confidential.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Class Changes

Classes are subject to change at any time. Any course may be withdrawn from the current listing if the enrollment is too small to justify conducting the course or as a result of a reduction in funding.

Room Assignments

Room assignments that appear on the confirmation of class enrollments that are received during registration are tentative. Students should always check the room listings that are posted throughout the building at the beginning of each semester for final classroom assignments.

Semester Calendar

Please note registration dates and deadlines, tuition payment due dates, transcript deadlines and drop/withdrawal dates.

Spring Term

- Priority deadline for submitting Application for Admission and official transcripts for Spring Term 2010 Dec 1 (T)
- Regular Registration for Spring Term Jan 11, 12, 13 (M, T, W)
8:30 am-6:00 pm
- Last day to pay tuition for spring full term and 1st 7 week term Jan 13 (W)
- Holiday – University closed Jan 18 (M)
- First class day for full term and 1st 7 week term Jan 19 (T)
- Late Registration for full term and 1st 7 week term (\$25.00 late fee) Jan 19, 20, 21 (T, W, R)
8:30 am-6:00 pm
- NOTE: Payment due by close of business on the day you late register.
- Last day to drop a course without receiving a grade for 1st 7 week term. Jan 25 (M)
- Last day to drop a course without receiving a grade for full term. Feb 1 (M)
- 2nd Installment Payment due Feb 19 (F)
8:00 am-5:00 pm
- Last day to pay tuition for 10 week term Feb 24 (W)
5:00 pm
- Last day to drop or withdraw from 1st 7 week term Feb 26 (F)
- First class day for 10 week term March 1 (M)
- Late Registration for 10 week term (\$25.00 late fee) March 1, 2 (M, T)
8:30 am-6:00 pm
- NOTE: Payment due by close of business on the day you late register.
- Last class day for 1st 7 week term. March 8 (M)
- Last day to drop a course without receiving a grade for 10 week term March 9 (T)
- Last day to apply for August 2010 graduation March 12 (F)
- Spring Break March 15–19 (M-F)

<u>Final Installment Payment due</u>	March 26 (F) 8:00 am-5:00 pm
Last day to pay tuition for 2 nd 7 week term	March 12 (F)
First class day for 2 nd 7 week term	March 24 (W) 5:00 pm
Late Registration for 2 nd 7 week term (\$25.00 late fee)	March 24, 25 (W,R) 8:30 am-6:00 pm
NOTE: Payment due by close of business on the day you late register.	
Last day to drop a course without receiving a grade for	
2 nd 7 week term	March 30 (T)
Last day to drop or withdraw from full term April 27 (T)	
Last day to drop or withdraw from 2 nd 7 week term May 4 (T)	
Last day to drop or withdraw from 10 week term May 5 (W)	
Last class day for 2 nd 7 week term May 11 (T)	
Last class day for full term and 10 week term May 12 (W)	
Final grades due for graduating students	May 13 (R) 9:00 am
Commencement	May 15 (S) 10:00 am
Final grades due for all students	May 17 (M) 9:00 am

TWO-YEAR COURSE SCHEDULE

A two-year schedule of course offerings has been placed on our website to assist students in planning the courses to be taken each semester. The two-year schedule will assist students in planning their courses so they may progress smoothly toward the completion of degree requirements. To access the two-year schedule, please go to our website at www.tamut.edu, click on Class Schedule, and click on College Two-Year Schedules. Questions regarding these schedules should be directed to the Dean of the College.

WEB FOR STUDENTS

Access Web for Students to view your Admissions Status, Account Summary, Register for Classes, Pay Tuition, Financial Aid Inquiry, Grade Inquiry, Hold Inquiry, Address Updating and to obtain transcripts.

How to use Web for Students:

1. Access A&M-Texarkana's website at: <http://www.tamut.edu>
2. Select Current Students and click on "Web for Students"
3. Select "Enter Secure Area"
4. Enter your User ID. The User ID has been provided to you in all previous correspondence.
5. Enter your PIN - The first time you access Web for Students, it will be your date of birth (example - April 15, 1975 = 041575). You will be asked to change your PIN. Select another six-digit number that is not your date of birth.
6. If this is your first time to access Web for Students, you must set up a Pin Question and Answer.

7. Follow instructions on screen to select your desired information.
8. To register for classes, select "Registration" and Add or Drop Classes.
9. To check grades, select "Student Records" and Final Grades.

NOTE: To register for classes using Web for Students you will be required to enter the 5 digit course registration number (CRN) for the course. The CRN is located in the course listing. Students may access Web for Students on any computer with internet connectivity. Students who do not have access to the web from home may use computers available in the library or access the web via a computer terminal available in the Admissions Office. Please be aware that once classes begin, students will not be allowed to drop classes or withdraw from the university on Web for Students. Contact the Admissions Office if you wish to drop or withdraw.

Blackboard Courses

A&M-Texarkana uses Blackboard web course management software that allows easy access to all of your web-based and web-enhanced courses, including a student orientation course designed to familiarize you with the basic course functions of the Blackboard tools.

Information about Blackboard, including information on how to log on, may be found on the university web site (www.tamut.edu). Choose Current Students (at the top of the page) and then Blackboard. When you are ready to access your course, please select [Go To My Blackboard](#). (Please note: Faculty may not give you access to Blackboard until the first day of the term.)

Repeated Courses

Students who attempt a course for a third or more times at A&M-Texarkana since Fall 2002 will be charged out-of-state tuition for the repeated course. The bill you receive at registration may not accurately reflect the additional tuition and fees for courses attempted three or more times. A&M-Texarkana reserves the right to adjust the student's tuition as a result of registering for a course for the third or more time.

The following courses are exempt from this rule:

1. Thesis or Dissertation courses.
2. Courses that may be repeated for credit because they involve different or more advanced content each time they are taken.
3. Independent Study courses.
4. Special Topics and Seminar courses.
5. Continuing Education courses that must be repeated to retain professional certification.

Limitation on In-State Tuition Rates For Some Undergraduates

New undergraduate students enrolling in an institution of higher education in Fall 1999 or afterward are subject to the conditions of Senate Bill 345 passed in the 76th Legislative Session. The law states that a resident undergraduate student whose attempted hours exceeds, by at least 45 semester credit hours, the number of hours required for completion of the degree program may be charged tuition at a higher rate. The higher rate will

not exceed the rate charged to non-resident undergraduate students. A resident student is one who pays the in-state rate for tuition purposes. For students who enroll in college for the first time Fall 2006 or afterward, the excessive hours limit changes to 30 semester credit hours.

Limitation on Dropping Courses

Under section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applied to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-drop limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.” Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause.

Contact the Office of Admissions for more information before you drop a course.

A Texas A&M University-Texarkana student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution’s policies on dropping courses.

Semester Grades

Semester grades are NOT mailed at the end of the term. Students should log on to Web for Students to obtain grades (instructions are listed above). If you have any questions, please contact the Registrar’s Office at (903) 223-3069.

Early Registration Dates

Early registration will continue until January 8th in the Admissions Office or January 10th in Web for Students.

Regular Registration dates are listed in the semester calendar.

Students who have applied to graduate May 2010

November 9-10 8:30 am-5:00 pm

Continuing Students.

November 11-13 8:30 am-5:00 pm

Returning students (students who

return to the same level undergraduate/graduate)

November 16 8:30 am-5:00 pm

BAAS Orientation

For information on orientation sessions for the Bachelor of Applied Arts & Sciences (BAAS) program please contact Dr. Gaynell Green at (903) 223-3165.

Transfer Days

A&M-Texarkana will conduct Transfer Days as follows. *Note: Students must submit an application for admissions to the university prior to the Transfer Day in order to be eligible to register for classes.

Northeast Texas Community College, Sub 101

Dec 1 11:00 am – 1:00 pm
 4:00 pm – 6:00 pm

Texas A&M University-Texarkana, TBA

Dec 3 11:00 am – 1:00 pm
 4:00 pm – 6:00 pm

Enrollment Requirements and Procedures

Undergraduate Admissions

Undergraduate students must have prior college level transfer work before enrolling. Students must have a minimum of 30 semester credit hours and meet minimum GPA and Texas Success Initiative (TSI) requirements. Please contact the Admissions Office if you have questions regarding TSI requirements.

Graduate Admissions

Graduate students must provide official transcripts reflecting at least a bachelor's degree from an accredited institution. Please note: Admission to the university does not assure admission to a graduate program for a degree. In order to be admitted to a master's degree program, students must meet the graduate program admissions requirements by the end of the first semester of enrollment. See the Graduate Program Application available in the Graduate Office, Room 363, for details in order to progress smoothly toward your degree. The application is also available on the university web page (www.tamut.edu) under Current Students and select Graduate Studies Office. Consult the current General Catalog for complete information about degree requirements. (Graduate work offered by the university differs from undergraduate work in requiring you to demonstrate increased maturity in scholarship, seriousness of purpose and ability to do independent thinking.)

Adult Learners (special category)

A special category of admissions is available to adult learners not immediately interested in pursuing a degree but who wish to enroll to satisfy a career or personal goal. All students are required to meet the TSI requirements. Those persons lacking a high school diploma or GED must request permission to enroll as an audit student.

How do I enroll?

The following list is provided to assist you in completing all the necessary requirements for admission to A&M-Texarkana. Please contact the Admissions Office at (903) 223-3069 or by e-mail at Admissions@tamut.edu if you need additional information.

1. APPLICATION

Priority application deadline for Spring 2010 is December 1st. **Please note: Students with access to the internet are encouraged to complete their Admissions Application online. Please go to www.applytexas.org to complete an online application.**

- a. All new students must complete and submit an enrollment application.
- b. A new application is required for former or continuing students if you have not enrolled within the past calendar year.

2. BACTERIAL MENINGITIS CONFIRMATION

At the time of submitting an initial application, students must submit confirmation of receiving information regarding Bacterial Meningitis. Information is available in the Admissions Office, or students may go online (www.tamut.edu), click on Admissions, scroll down the page to Admissions Resources, and click on "Important Information on Bacterial Meningitis" to submit confirmation online. NOTE: Students who complete their application online will document this requirement during the application process.

3. TRANSCRIPTS

Prior to registering, official transcripts must be mailed directly to A&M-Texarkana from all previous colleges or universities. You may be admitted for one semester pending receipt of all official transcripts. Transcripts must be mailed from the college or university. Hand carried transcripts, transcripts marked "issued to student" or transcripts mailed by the student will not be accepted. It is your responsibility to request your transcripts as follows:

- a. All undergraduate students (degree seeking and non-degree seeking) must provide official transcripts from each college previously attended.
- b. Degree seeking graduate students must submit official transcripts showing all academic credit and grades (undergraduate and graduate). Transcripts must show possession of a bachelor's degree from an accredited institution.
- c. Non-degree seeking graduate students must submit an official transcript from the last college attended and verification of at least a bachelor's degree.
- d. Students may be admitted for one semester pending receipt of all official transcripts (please contact the Office of Admissions). Failure to comply will prevent reenrollment and the issuance of an A&M-Texarkana official transcript until all transcripts are received.

4. TEXAS SUCCESS INITIATIVE (TSI)

Undergraduate students must submit official evidence, **prior to enrolling**, that they have met the TSI by meeting the minimum standards of the THEA (Texas Higher Education Assessment) test or by meeting one of the following exemptions (please contact the Registrar's Office for more information on these exemptions):

- a. ACT: Composite score of 23 or higher with a minimum individual Math and/or English score of no less than 19. ACT scores can be no more than five years old. (Students meeting the composite and English scores will be exempt from both the Reading and Writing sections of TSI.)

SAT: Composite score of 1070 or higher with a minimum of 500 on the Math and/or Reading (former verbal) section. Residual SAT cannot be used for TSI exemption. SAT scores can be no more than five years old. (Students meeting the Composite and Reading scores will be exempt from both the Reading and Writing sections of TSI.)

TAAS: A minimum scale score of 1770 or higher on the Writing test and a Texas Learning Index (TLI) of 86 or higher on Math test and 89 or higher on Reading test. TAAS scores can be no more than three years old.

Eleventh grade exit-level TAKS: A minimum score of 2200 or higher on the Math section and/or a minimum scale score of 2200 on the English Language Arts section with a Writing subsection score of at least 3. (The English Language Arts section and Writing subsection must be met together. If only one area is met, students must take both the Reading and Writing sections of TSI.)

- b. A student who has graduated with an associate or baccalaureate degree from a regionally accredited Texas public institution of higher education.
- c. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least 3 years preceding enrollment.
- d. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
- e. Earn a "C" or better in approved courses from an out-of-state or private institution. (Contact the Registrar for more information.)
- f. Achieve minimum scores on one of the approved alternative tests. (Contact the Registrar for information on approved tests.)

NOTE: For students needing to take the THEA Test, A&M-Texarkana is a test site for the THEA Quick Test (QT). Please see University Tests and Seminars in this schedule for scheduled test dates.

Students who are allowed to enroll pending documentation of the Texas Success Initiative (TSI) will be withdrawn from the university if satisfactory documentation is not received by the first class day of the semester.

5. REGISTRATION PERMIT

A Registration Permit Card is required of all degree-seeking students at the time of initial enrollment. Undergraduate students, please contact a faculty advisor or the Office of Academic Services. Graduate students, please contact the Dean of the College offering the desired degree. Students who are not seeking a degree are not required to have a Registration Permit. Undergraduate degree-seeking students whose Registration Permit Card is not signed by a faculty advisor will be required to meet with their advisor prior to registering for the following semester. NOTE: Students who receive their undergraduate degree from A&M-Texarkana will be required to

6	912.90	2,574.90
7	1,063.55	3,002.55
8	1,214.20	3,430.20
9	1,364.85	3,857.85
10	1,515.50	4,285.50
11	1,666.15	4,713.15
12	1,816.80	5,140.80
13	1,967.45	5,568.45
14	2,118.10	5,996.10
15	2,268.75	6,423.75
16	2,419.40	6,851.40
17	2,570.05	7,279.05
18	2,720.70	7,706.70

Graduate Tuition Spring Term

Hrs	Resident	Non-Resident
1	\$ 179.65	\$ 456.65
2	350.30	904.30
3	520.95	1,351.95
4	691.60	1,799.60
5	862.25	2,247.25
6	1,032.90	2,694.90
7	1,203.55	3,142.55
8	1,374.20	3,590.20
9	1,544.85	4,037.85
10	1,715.50	4,485.50
11	1,886.15	4,933.15
12	2,056.80	5,380.80
13	2,227.45	5,828.45
14	2,398.10	6,276.10
15	2,568.75	6,723.75
16	2,739.40	7,171.40
17	2,910.05	7,619.05
18	3,080.70	8,066.70

Credit Card Payment

Tuition and fees for Spring 2010 may be charged to MasterCard, Visa and/or American Express over the Web, by mail with a check/money order, or in person with a check, cash or credit card. Please follow these instructions to pay on the web:

- Access A&M-Texarkana's website at: <http://www.tamut.edu>
 Select Current Students
 Select Web for Students
 Enter Secure Area
 Log In
- After you log in:
 Click on the Student tab
 Select Student Account
 Click on Credit Card Payment
 Select Spring 2010

Please contact the Fiscal Office at (903)223-3115 if you need assistance with making payment of tuition and fees with a credit card.

Tuition and Fees Installment Plan

Students attending A&M-Texarkana shall be allowed to pay all tuition and mandatory fees during the fall and spring semesters using the installment payment alternative described in Section 54.007, Education Code, as amended.

Installment Payment Plan Terms:

- A. Students electing the installment payment plan option shall be obligated to pay the full amount of all tuition, mandatory fees and incidental fees specified in this installment plan agreement.
- B. The installment payment plan option selected may not be changed after a student's fee schedule has been produced.
- C. The first installment payment shall be due at the time of registration and shall be equal to 1/2 of all tuition and mandatory fees due for the semester, plus the full amount of the processing fee.
- D. Failure to make any installment payment by the end of the semester shall not cancel the obligation to pay the total installment payments and late payment fees.
- E. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for work done that semester. The university shall notify a student of any delinquent tuition or fee payment as soon as practicable. University records may be adjusted to reflect the student's failure to have properly enrolled for that semester.
- F. A student seeking reinstatement to the university after withdrawing from the university without paying the full amount of tuition and fees, or having been dropped from the rolls of the university for failure to make installment payments when due, shall pay all past due installment payments and applicable late payment fees before reinstatement will be processed.

Processing and Incidental Fees:

- A. A student paying tuition and required fees in three (3) installments shall pay a processing fee of twenty-five dollars (\$25.00).
- B. A student making an installment payment after the due date shall also pay a late payment fee; each installment payment must be received at the university Cashier's Office by the due date specified in the installment payment plan agreement.

NOTE: If you would like to be on the Installment Plan, you MUST have a signed Promissory Note on file in the Business Office for the current semester. Please call (903)223-3115 before attempting to make your first payment. If partial payment is made without a signed Promissory Note, you WILL BE DROPPED from your classes and your payment refunded.

Installment Payment Dates for Spring 2010

1 st payment (1/2 of tuition plus \$25.00 service charge)	January 13 th
2 nd payment (1/2 of remaining tuition) by 5:00 pm	February 19 th *
Final payment (remaining tuition) by 5:00 pm	March 26 th *

*\$25.00 delinquent fee added if payment is not received by the due date.

NOTE: Students paying on the installment plan, who withdraw from classes, please see Withdrawal Refund Schedule.

Outstanding Financial Obligations

Students are responsible for paying all financial obligations owed to the university when due. Prior to the end of each semester or term, each student should determine that all accounts are paid. In the event your account becomes delinquent, you will be responsible for all costs of collection. These costs include collection agency fees, attorney fees, court costs, judgment interest and any other allowable charges in accordance with state regulations. Non-payment of any accounts will be entered on the student's record and the Registrar's Office will be prohibited from registering the student for classes or providing an official A&M-Texarkana transcript until full payment is made.

Laboratory Fees

ART 369 - \$10.00	BSC 307 - \$10.00	BSC 308 - \$10.00
BSC 310 - \$10.00	BSC 402 - \$10.00	BSC 405 - \$10.00
BSC 410 - \$10.00	BSC 411 - \$10.00	BSC 436 - \$10.00
BSC 437 - \$10.00	BSC 438 - \$10.00	BSC 449 - \$10.00
BSC 450 - \$10.00	BSC 464 - \$10.00	BSC 466 - \$10.00
BSC 472 - \$10.00	BSC 481 - \$10.00	BSC 489 - \$10.00
BSC 497 - \$10.00	CHEM 405 - \$10.00	CHEM 410 - \$10.00
CHEM 411 - \$10.00	CHEM 472 - \$10.00	CHEM489 - \$10.00
CJ 472 - \$10.00	COUN 517 - \$20.00	ED 321 - \$20.00
EDAD 588 - \$25.00	EDAD 590 - \$25.00	IS 390 - \$20.00
PSY 571 - \$30.00	PSY 572 - \$30.00	SCED 503 - \$10.00
SCED 504 - \$10.00	SCED 505 - \$10.00	SCED 506 - \$10.00
SCED 507 - \$10.00	SCED 508 - \$10.00	SCED 529 - \$10.00
SCED 589 - \$10.00	SCED 597 - \$10.00	

Distance Education Fee

A \$15.00 per credit hour fee will be assessed to each course taught as web-based, web-enhanced, or distance education.

General Property Deposit

A \$10 property deposit will be assessed to each person who registers as a student at A&M-Texarkana. This fee will remain on deposit until the student either graduates or permanently withdraws from the university. This is a one-time \$10 charge as long as the fee remains on deposit. If the \$10 deposit is refunded, or any claim for damages is filed against it, the student will again be assessed the \$10 property deposit.

Parking Permits

All students attending A&M-Texarkana, and parking a vehicle on the Texarkana College campus, are required to purchase a parking permit. Permits may be purchased Monday-Friday 8:00 am-5:00 pm in the Business Office. Rates are as follows:

\$25.00 September—August; \$20.00 January—August;
\$12.00 May—August; \$5.00 - Additional Parking Permits

Residence Status

Tuition is assessed each student on the basis of residence classification and the number of semester credit hours for which he registers. The definition of a Texas resident is a U.S. citizen who is gainfully employed and has resided in the state of Texas for 12 months (prior to enrollment) for the purpose of establishing legal residency.

Oath of Residency

The student is responsible for registering under the proper residence classification and for providing documentation as required by the institution. If there is any question as to an individual's right to be classified as a resident of Texas, it is the student's obligation, prior to or at the time of enrollment, to raise the question with the Admissions Office for official determination. Students classified as residents must affirm the correctness of that classification as part of the admissions procedure. If the student's classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the Admissions Office. Failure to notify the institution constitutes a violation of the Oath of Residency and will result in disciplinary action. (Consult the current General Catalog for further information.)

Note: A Non-Resident is a U.S. citizen who resides outside the state of Texas or has not been a resident of Texas for 12 months immediately preceding the date of enrollment. An Alien is a person who is a citizen of another country or has not yet received U.S. citizenship.

Arkansas and Oklahoma Resident Tuition Adjustment

Based on provisions of House Bill 1384, 75th Legislature, residents of Arkansas and Oklahoma are eligible to pay in-state tuition rates.

Refund of Fees

Refunds for drops or withdrawals are based on the total tuition being paid. Students who drop or withdraw are responsible for any remaining tuition payments.

Refund Schedule for Dropped Courses

Refunds are based on total assessed tuition, not total tuition paid. A class dropped by the date listed below will result in a reduction in total assessed tuition provided the student remains enrolled for the semester. No reduction in fees will be given for courses dropped after the date listed below:

1st 7 week term. January 25
Full term February 1
10 week term. March 9

2nd 7 week term. March 30

Refunds for courses dropped by a student who later withdraws are calculated according to the withdrawal schedule below. If a scheduled course fails to materialize because it lacks the required number of students, all fees for that course will be refunded.

Refund Schedule for Withdrawals

A student who officially **withdraws from all courses** will receive a refund of fees according to the following schedule. **NOTE: The semester's first class day is always the first official day of the semester, not the first day of an individual's classes.**

Note: Students may not withdraw from all courses through Web for Students. You will be required to contact the Registrar's Office to withdraw. You may contact us by emailing Admissions@tamut.edu.

Spring Term

Full Term

Until 5:00 pm Jan 15.	100%
Jan 19-25	80%
Jan 26 – Feb 1	70%
Feb 2 - 8	50%
Feb 9 – 15	25%
Feb 16 and thereafter	No Refund

First 7 Week Term

Until 5:00 pm Jan 15.	100%
Jan 19-21	80%
Jan 22, 25 – 26	50%
Jan 27 and thereafter	No Refund

10 Week Term

Until 5:00 pm Feb 26.	100%
March 1 - 4.	80%
March 5, 8 - 10	50%
March 11 and thereafter	No Refund

2nd 7 Week Term

Until 5:00 pm March 23.	100%
March 24 - 26.	80%
March 29 – 31	50%
April 1 and thereafter	No Refund

Withdrawal refunds for students paying in installments are calculated as follows:

- 100% means you will receive a 100% refund of tuition paid
- 80% means you will receive a refund of 30% (50% paid less 20% owed = 30% refund)
- 70% means you will receive a refund of 20% (50% paid less 30% owed = 20% refund)
- 50% means you will not receive a refund and do not owe any additional tuition (50% paid less 50% owed = 0)

25% means you owe an additional 25% of total assessed tuition (50% paid less 75% owed = 25% balance due)

Financial Aid Refunds

All Financial Aid refund checks will be mailed to the student's current address on file in the Admissions Office.

Financial Aid Students Who Withdraw from all Classes

Students who have received financial aid that withdraw from A&M-Texarkana **on or before the 60% point in the semester** must repay a portion of his/her financial aid as specified by the Federal formula. The student is only eligible to maintain the amount of financial aid he/she has earned at the time attendance ceases. The student will be required to repay both the Federal programs **and** A&M-Texarkana for institutional charges. A&M-Texarkana will use the Federal formula in determining the amount the student must repay. All financial aid students must contact the Financial Aid Office before withdrawing from classes in order to understand the adverse affects of his/her withdrawal.

Financial Aid Students Who Drop Classes

The student's financial aid award is based on his/her enrollment status on the university's official census date report. If the student drops below the number of hours for which he/she was paid on or before the official census date, repayment for some or all of the financial aid may be required. If the student drops after the census date, make-up hours may be required.

Financial Aid Students and Non Attendance

Students who are awarded financial aid that fail to attend any of his/her classes must repay **ALL** financial aid he/she received.

Courses abandoned without processing an official drop or withdrawal in the Admissions Office will result in a grade of "F", regardless of the time the student ceases to attend class.

Steps for Teacher Certification

1. THEA (Texas Higher Education Assessment) Test or Accuplacer

All parts of the THEA or Accuplacer must be successfully completed prior to enrollment in Professional Development education courses (Ed and Sped). Passing scores for Education students are as follows:

THEA

Reading: 240 Math: 230 Writing: 220 Essay: 6

Accuplacer

Rdg Comprehension: 84 Elementary Algebra: 63
Sentence Skills: 80 Essay: 6

Registration materials are available in the Office of Teacher Certification. A&M-Texarkana is a test site for the THEA Quick Test. Please see THEA Quick Test on page ???? for test dates and times.

2. Teacher Preparation Orientation

All education students seeking their first teaching certificate must complete the Teacher Preparation Orientation during their first semester. The Teacher Preparation Orientation is now offered through Blackboard and is required for all new undergraduate education students. Students should contact the Teacher Certification Office (903) 223-3048 or bonnie.johnson@tamut.edu for information on how to access orientation.

3. Faculty Advisor Conference

New education students must meet with their faculty advisor during their first semester of enrollment or they will be blocked from enrolling for the following semester.

4. Minimum GPA Requirement

Education students must achieve/maintain a minimum cumulative GPA of 2.60 for all completed courses.

5. Field-Based Semester

The semester preceding the resident teaching semester, students must enroll in appropriate field-based courses. Application for the field-based semester must be completed and returned to the Office of Teacher Certification the semester **prior to student's field-based semester.** Contact the Office of Teacher Certification for additional information at (903) 223-3048.

Deadline for field-based semester application:

Oct. 1st for Spring Intern

March 1st for Fall Intern

6. Resident Semester

Students will complete Resident Teaching in their final semester (fall or spring only).

7. TExES Exams

The TExES is usually taken during your last semester of course work (resident semester). Students seeking teacher certification must successfully complete the TExES. These exams are administered at A&M-Texarkana under the guidelines of the State Board of Educator Certification. A&M-Texarkana students must be approved through the Office of Teacher Certification to take the exams. The proposed schedule for the Spring and Summer semesters is listed below:

<u>Test Date</u>	<u>Registration Deadline</u>
February 6, 2010	January 8, 2010
April 4, 2010	March 19, 2010
June 26, 2010	May 28, 2010

The test fee is \$120 per test. For test dates or additional information on the TExES, please contact the Office of Teacher Certification at (903) 223-3048. A&M-Texarkana is now a site for the computer Administered TExES (CAT) administration. Contact the Teacher Certification Office or Bonnie.Johnson@tamut.edu

Tests for Graduate Students

Comprehensive Final Exam Schedule

Comprehensive Final Exams for master's level students who plan to graduate in May 2010 will be held as follows:

Saturday, April 3

9:00 am-1:00 pm

THEA Quick Test

Students who have not satisfied the Texas Success Initiative (TSI) may take the Texas Higher Education Assessment (THEA) Test to satisfy this requirement for admission. Students may take the THEA Quick Test as scheduled below. Please contact the Testing Center at (903) 223-3072 for additional information. Due to limited seating, you must contact the Testing Center and schedule a time to take the THEA Quick Test. (NOTE: Students may take the THEA Quick Test only once every 30 days.)

Place: Testing Center
Date: December 17, 19, and 21 – 23
January 4 – 9, 11-15, 18
February 2, 4, and 10
March 12, 22
April 3, 12, 14, 24, and 27
May 8, 18, 20, 25, and 28.

All tests are scheduled from 9:00 am – 2:00pm. Walk-ins are welcomed.

The cost for taking the THEA Quick Test is \$29.00 payable to National Evaluation Systems.

Campus Security

A&M-Texarkana produces an annual Campus Crime Report that can be viewed on our website at <http://www.tamut.edu>, under the Administrative section. The Campus Crime Report provides information on campus security, crime prevention practices, reporting crimes, drug and alcohol information, sexual assaults and crime statistics showing the amount of crime occurring on campus over the last three-year period. A paper copy of the Campus Crime Report can be obtained by calling the Risk Management/Security Office at (903) 223-3114.

Sex Offender Registration Information

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to advise the campus community where law enforcement agency information concerning registered sex offenders may be obtained.

In the State of Texas, the Texas Department of Public Safety (DPS) is the statewide source of information on sex offenders required by law to register. The DPS Sex Offenders Registration open records information may be obtained at the Internet location:
[https://records.txdps.state.tx.us/DPS WEB/Sor/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/Sor/index.aspx)

Computer Lab Access

Access to computers is available during all university operating hours with a lab assistant available in the open lab during posted hours. A computer account is required to utilize computers both in classes and in open lab. Computer accounts at A&M-Texarkana are available to all enrolled students for use in university classes and are generated automatically for current students. This account will be valid as long as the student continues to enroll in classes.

A student account includes an e-mail account and a personal directory. Information sheets containing account information are available in all computer labs and in the Technology & Distance Education office. Students may access their e-mail accounts by selecting "TAMU-T Student Page" under the Quick Links menu on the university web page: www.tamut.edu and selecting "check your email".

NOTE: It is the responsibility of the student to save copies of all data created while using computers in the labs. Lab computers are restored to a default condition each time they are restarted, therefore, student data must be saved on a floppy disk, zip disk, personal directory (Network Drive S:) or class directory (Network Drive U:). Data stored to Drive C: on lab computers will be erased when the unit is restarted.

If you have questions or comments, please contact the Tech/DE office through the website at: www.tamut.edu/techde/index.php.

Procedures

The computer labs are available for students in order to provide an effective and convenient resource to help accomplish academic goals and to promote a quality learning experience at A&M-Texarkana. Therefore, students must adhere to the following:

1. Password/account information must not be shared with others.
2. Only current A&M-Texarkana students and authorized personnel are permitted in the computer labs.
3. Cell phones and pagers must be turned off or placed on vibrate. No phone calls can be taken in the computer lab. Students must leave the lab if necessary to make or answer a call.
4. Students must be considerate of others and keep the computer labs quiet.
5. No food, beverages, or tobacco may be consumed in the computer labs.
6. Contact Technology and Distance Education, ext. 3083, for information or to report problems in the computer labs.

Eagle Alert – Emergency Notification

Eagle Alert is our emergency notification system that is capable of sending notifications instantly and simultaneously to all registered cell phones, Blackberry's, wireless PDA, pagers, Smart or Satellite phones, and everyone's e-mail address. They can also "pop up" to anyone using Google, Yahoo, or AOL as your home page.

This system will only be used to send Emergency messages and weather related events such as campus closures. This is a very secure site and is SPAM free. You will never receive anything other than emergency information. (We will send out a text text message twice annually to ensure the system is working properly.)

PLEASE REGISTER – it only takes a minute and it's FREE!

To sign up: simply go to the A&M Texarkana web site. In the lower left corner of the home page are the words "Eagle Alert" and a picture of a cell

phone. Click on the cell phone picture and this will take you to a user ID and password page. Enter your user ID and password that you use to log onto the A&M-Texarkana computer lab or your student email account. This will take you to the "create an account" page. You can then pick your own user ID and password. Enter your cell phone number and the Carrier name from the drop-down box. Once you enter those, the system will immediately send you a text message with a 4 digit validation number. You enter the validation number in the box and you're all set up. It should take about 5 minutes to complete this process.

Once you are signed up you can go back to the site and add up to 2 e-mail addresses and another phone, pager, PDA, etc.

** If the "Eagle Alert" button is not on your web site, you will need to close your web browser and open it back up.

***We will also have "text-to-voice" capability. If you do not have a cell phone and want your office or home phone to receive the emergency message, please let me know. All of our classroom phones will be set up to receive emergency voice messages.

If you have questions about Eagle Alert, please contact John Gann at (903)223-3114.