Welcome EAGLES to Texas A&M University-Texarkana!

Eagle Essentials - Registrar’s Office

Jana Boatright
University Registrar
Registrar’s Office

Located in the Enrollment Services area on the 1st floor of the Academic & Student Services (BASS) building.

Academic & Student Services (BASS) building
7101 University Ave
Texarkana, TX  75503
Phone: 903-334-6601
Fax: 903-223-3140
Email: registrar@tamut.edu
Website: http://www.tamut.edu/registrar
Eagle Essentials - Registrar’s Office

- FERPA
- ACE mail
- Web for Students
- Schedule Planner
- Class Attendance
- DegreeWorks
- Drop For Non-Payment
- Academic Calendar
FERPA

(Family Educational Rights and Privacy Act of 1974)

Federal Law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Student Rights
Parent Access to Student Records
Certificate of Dependency
Directory of Information

http://tamut.edu/ferpa
Directory Information

The following items are considered Directory Information and can be disclosed to 3rd parties without consent (if student record is not confidential):

- Students full name
- University email
- Major field of study
- Dates of Attendance
- Full or part time status
- Telephone listings-local and permanent
- Participation in officially recognized activities and sports
- Most recent previous educational agency or institution attended
- Addresses- local, permanent
- Date and place of birth
- Photograph
- Degrees and awards received
- Enrollment Status

Any student who objects to the release of the above directory information must notify the Registrar’s Office in writing by submitting the “Request to Prevent Disclosure of Directory Information”.

http://tamut.edu/ferpa
ACE mail is the university email issued to students that serves as the official means of communication between students and faculty/staff.

Offices like **Financial Aid, Business Office, Admissions, and the Registrar’s Office** will use ACE mail to send important notices to students. Examples include:

- All financial aid communications (financial aid awards, student academic progress status, etc)
- payment deadlines
- attendance notices (administrative drop notices)
- FERPA notices (Request to Prevent Disclosure of Directory Information)
- Graduation information
- And much more!!

It’s important students check their ACE Mail often to ensure they are not missing any important, time sensitive information or deadlines.

Example username: [firstname.lastname@ace.tamut.edu](mailto:firstname.lastname@ace.tamut.edu)
Example password: 01152013!Ace (DOB in format MMDDYYYY with !Ace added to the end)

Need help with ACE email? Contact [ISITE@tamut.edu](mailto:ISITE@tamut.edu) or call 903-334-6603
Web for Students

Web based student portal where students can access their student records and conduct the following:

- Register for classes
- Monitor financial aid status
- Pay tuition and fees
- Print unofficial transcripts
- View holds
- View midterm/final grades
- Perform degree audit thru DegreeWorks
- Apply for graduation
- Certificate of Dependency

Requires CWID and pin # to access. (Students must share log in credentials with parents if they require access).
DegreeWorks

A student’s **ACADEMIC GPS** to navigate their way to graduation successfully.

- DegreeWorks provides an online audit of the students’ progress toward a specific degree.
- Students should regularly check their DegreeWorks audit, especially before registering for classes to ensure they remain on track.

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>Catalog Year: 2013</th>
<th>GPA: 3.1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGL 1301 &amp; 1302 must be completed with a grade of C or better</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Composition 1</strong></td>
<td>ENGL 1301 Satisfied by</td>
<td>C</td>
</tr>
<tr>
<td>Composition 1</td>
<td>ENGL1301 - Texarkana College</td>
<td></td>
</tr>
<tr>
<td><strong>Introduction to Public Speaking</strong></td>
<td>Still Needed: 1 Class in SPCH 1315</td>
<td></td>
</tr>
<tr>
<td><strong>MATHEMATICS REQUIREMENT</strong></td>
<td>Still Needed: 1 Class in MATH 1314 or 1324 or 1332 or 2412 or 2413</td>
<td></td>
</tr>
<tr>
<td><strong>LIFE AND PHYSICAL SCIENCES</strong></td>
<td>Still Needed: 6 Credits in BIOL 1306 or 1307 or 1308 or 1309 or CHEM 1311 or 1312 or EE 2301 or CS 2301 or ENVR 1301 or PHYS 1301 or 1302 or 1315 or 2325 or 2326</td>
<td></td>
</tr>
<tr>
<td><strong>LIFE AND PHYSICAL SCIENCES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LANGUAGE, PHILOSOPHY and CULTURE</strong></td>
<td>Still Needed: 1 Class in HIST 2321 or 2322</td>
<td></td>
</tr>
<tr>
<td>Language, Philosophy and Culture</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CREATIVE ARTS</strong></td>
<td>Still Needed: 1 Class in ENGL 2321 or 2326 or 2331 or ARTS 1301 or DRAM 1310 or MUST 1306</td>
<td></td>
</tr>
<tr>
<td><strong>CREATIVE ARTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HISTORY REQUIREMENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. History I</td>
<td>HIST 1301 Satisfied by</td>
<td>B</td>
</tr>
<tr>
<td>U.S. History I</td>
<td>HIST1301 - Texarkana College</td>
<td></td>
</tr>
<tr>
<td><strong>U.S. History II</strong></td>
<td>Still Needed: 1 Class in MTET 1307</td>
<td></td>
</tr>
</tbody>
</table>
Schedule Planner

A web based schedule planning tool for students. The Schedule Planner helps students search and prepare course schedules that work around their busy life and time commitments.

**ADD COURSES**
To Take Next Term

**ADD BREAKS**
To Block Off Times For No Class

**GENERATE**
All Possible Schedules

**VIEW**
To See Each Schedule

**SEND TO SHOPPING CART**
From the "View" Screen, Click the "Shopping Cart" Button to Begin Registration!
Class Attendance

A&M University-Texarkana monitors class attendance through the **Administrative Drop Policy**.

Faculty will report absent/non-participating students during the 1st week of classes. Students **may be dropped** from a course if he/she does not communicate with the instructor and the Registrar’s Office by the deadline.

Students will be notified via their **ACE email** regarding any pending and processed administrative drops.

**Attendance is essential, communication is key!!**
Drop for Non-Payment

To comply with Texas Education Code section 54.007, students **must pay in full, enroll in an installment plan, or apply for an emergency loan** by the tuition payment deadline to prevent being dropped for non-payment.

**Notices will be sent to the students’ ACE email account regarding payment deadline.**

**Fall 2020 pre-registration tuition payment deadline=** Friday, August 14, 2020.

**Drop for non-payment=** Mon, Aug 17

**Classes begin=** August 24
The academic calendar provides a list of dates and deadlines for the following and much more. Make sure to check it often each semester so you don’t miss any important dates.

- Registration dates
- Drop/withdrawal deadlines
- Payment deadlines
- Apply for graduation deadlines

http://catalog.tamut.edu/academic-calendar/

Academic Calendar and Final Exam Schedule

Fall 2020 calendar

16 week session (Fall I): August 24 - December 9

<table>
<thead>
<tr>
<th>April 13 - Aug 23</th>
<th>Priority Registration (according to classification) for 16 week (full term) session</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 3-26</td>
<td>Emergency Loans &amp; Book Vouchers available for Fall I</td>
</tr>
<tr>
<td>August 14</td>
<td>Pre-Registration tuition payment deadline for 16 week (full term) session. First installment due by August 31</td>
</tr>
<tr>
<td>August 14</td>
<td>Due date for Housing and Meal Plans (for payment options contact Business Office)</td>
</tr>
<tr>
<td>August 17</td>
<td>Drop for non-payment (pre-registration)</td>
</tr>
<tr>
<td>August 24</td>
<td>First class day - 16 (full term) session</td>
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<tr>
<td>August 24</td>
<td>Pre-registration tuition payment deadline for 16 week (full term) session. First installment due by August 31</td>
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Access the academic calendar by going to:

- www.tamut.edu
- Click on Quicklinks menu
- Select Academic Calendar
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Questions??

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