

# REGISTRATION AND RECORDS

## Registration

The university publishes a schedule of classes for fall, spring, and summer terms. Students may find current schedule information and registration dates (<https://www.tamut.edu/enrollment-services/registrar/registration/>) on the Registrar website.

The university encourages students to register for classes online through Web for Students ([https://banssbtexp.tamut.edu/texp/twbkwbis.P\\_WWWLogin/](https://banssbtexp.tamut.edu/texp/twbkwbis.P_WWWLogin/)). Students needing assistance with registration may visit Enrollment Services located on the 1st floor of the Academic & Student Services (BASS) building, contact us via phone at 903-334-6601, or by e-mail at [Registrar@tamut.edu](mailto:Registrar@tamut.edu).

To be eligible to register, students must be admitted to the university, have all vaccination requirements, financial obligations, and testing requirements cleared as well as have no current holds on their academic record.

## Web for Students

*Web for Students* is a web-based interface to Texas A&M University-Texarkana's student-information system. Students can access *Web for Students* to view their admission status, view their account summary, register for classes, access financial-aid information, access grade information, access holds information, and obtain unofficial transcripts.

How to use *Web for Students*:

1. From the home page of the Texas A&M University-Texarkana (<https://www.tamut.edu/>) website, select "**Quicklinks**" and click on "**Web for Students/Faculty**".
2. Enter the User ID (CWID). *The university has provided the student with his or her Campus Wide ID in previous correspondence.*
3. Enter the six-digit PIN number. *When students first access Web for Students, the default pin number will be their date of birth in the format of MMDDYY, (example - April 15, 1975 = 041575). The system will ask the student to change the PIN by selecting another six-digit number that is not his or her date of birth.*
4. The student must set up a Pin Question and Answer the first time he or she accesses *Web for Students*.
5. Follow the instructions on the screen to select the desired information.
6. To register for classes, select "Registration" and "Add or Drop Classes."
7. To check grades, select "Student Records" and "Final Grades."

Note: To register for classes using *Web for Students*, the student must enter the five-digit call number (Call#/CRN) for the course. The Call#/CRN is located before the section number in the course listing. Students may access *Web for Students* on any computer with Internet connectivity. Students who do not have access to the Internet from home may use computers that are available in the library or access the Web via a computer terminal available in Enrollment Services. Once online registration has closed, students may not withdraw from the university on *Web for Students*. A student who wishes to drop or withdraw may view the Drop and Withdraw Policies (<http://catalog.tamut.edu/academic-information/drop-withdraw-policies/>) in this catalog, as well as view Drop/Withdraw deadlines on the Registrar website. Students who have questions regarding the drop/withdraw process may contact the Registrar's Office at 903-334-6601 or [registrar@tamut.edu](mailto:registrar@tamut.edu).

## Canvas Courses

Texas A&M University-Texarkana uses Canvas a course-management software that allows easy access to all of the Web-based and Web-enhanced courses.

How to access Canvas:

1. From the home page of the Texas A&M University-Texarkana (<https://tamut.edu/>) website, select "**Quicklinks**" and click on "**Canvas**".
2. Log-in using your EagleID and password. EagleID is the first four letters of your last name, combined with the last four numbers of your Campus-wide ID (CWID).
3. Courses will appear on the student's dashboard. ***Faculty may not allow access to courses until the first day of the term.***

**Note:** You can find additional information and support by visiting the Technology Innovation and Digital Education (<https://tamut.edu/tide/>) (TIDE) website.

## Concurrent Enrollment

Students may enroll concurrently with Texas A&M University-Texarkana and with another college or university (including correspondence course work). No written permission for concurrent enrollment is necessary. However, the university will require a transcript once the student completes the courses. The issuing college or university may directly mail this transcript to the Texas A&M University-Texarkana campus. The university will accept hand-delivered or mailed official transcripts if they are in a clearly sealed, university-issued envelope. Students may not enroll concurrently during their final semester at Texas A&M University-Texarkana.

## Data Maintained by the University

The university accumulates data and maintains records to enable staff and faculty to plan educational opportunities to meet the needs of individual students, to understand students better, to counsel more effectively with them, and to assist them in continuing in graduate education or securing employment after graduation.

The university maintains student records in the Offices of Admissions, Financial Aid, Fiscal Affairs, Academic Affairs, Teacher Certification, Deans, Faculty, Placement, Institutional Advancement, and Planning and Institutional Effectiveness. These offices make provisions for students and the parents of dependent students to review and challenge the accuracy of records when appropriate and upon request. A student must file all changes regarding name, address, and major with the registrar's office during the current semester. The university regards students' records as confidential.

The Office of Admissions retains the minimum of the following documents in a student's permanent-education record:

- admission application
- transfer transcripts
- test scores (if applicable)
- correspondence
- any other documents pertaining to the student's academic career at Texas A&M University-Texarkana

The university releases student records only for the faculty and professional staff's use for authorized university-related purposes. The university releases a student's academic records only with written consent of the student or due to a court subpoena.

## Updating the Student Record

The university bases records of a student's biographical information, address, etc. upon the information on the student's application for admission.

Students must report changes made to their records **after** they have registered in writing to the registrar's office. Once a student has attended the university, the university **will not** process name changes on the student e-mail account.

The student is responsible for any university communication the university mailed to the name and address on record. A student must present sufficient documentation when he or she changes his or her name. Students may locate these listed items on the student-update form on the Admissions and Registrar Web sites.

## Prior to Registration

Each institution of higher education must assess the academic skills of each entering undergraduate student to determine the student's readiness to enroll in freshman-level academic coursework. Any student who does not satisfy ALL sections of the Texas Success Initiative (TSI) must complete a learning contract with an academic advisor. Students must also complete necessary coursework or tutorials as appropriate to increase their skills in areas in which they have not satisfied the TSI.

All **non-exempt** incoming students must complete the mandatory Pre-Assessment Activity and then take the TSI assessment test before registering for classes. For more information regarding TSI assessment please visit the TSI (<http://catalog.tamut.edu/admissions/undergraduate-admissions/tsi/>) section of this catalog.

### The following tests can be used to exempt a student from one or more parts of the TSI Assessment:

- ACT: The composite ACT score must be 23 or higher with a minimum individual math and/or English score of no less than 19. ACT scores can be no more than 5 years old. (Meeting the composite and English scores will exempt students from both the reading and writing sections of TSI.)
- SAT: The composite SAT score must be 1070 or higher with a minimum of 500 on the math and/or reading (former verbal) section. Students may not use residual SAT scores for TSI exemption. SAT scores can be no more than five years old. (Meeting the composite and reading scores will exempt students from both the reading and writing sections of TSI.)
- Eleventh-grade, exit-level Texas Assessment of Knowledge and Skills (TAKS): Students must achieve 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. (Students must meet the English-language-arts section and written subsection requirements together. If students meet the requirements of only one area, they must take both the reading and writing sections of TSI.) TAKS scores can be no more than 5 years old.
- STAAR: Students must attend college within five (5) years of their end-of-course (EOC) test in order to use the scores for an exemption. A minimum score of Level 2 on the English III (score of 2000 in Writing and/or 2000 in reading) shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II (score of 4000) EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.

### Students may be exempt from the TSI Assessment test if they:

- has graduated with an associate or baccalaureate degree from a regionally accredited Texas public institution of higher education;
- is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or a reserve component of the armed services of the United States and has been serving for at least 3 years preceding enrollment;
- was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States, the Texas National Guard, or a reserve component of the armed forces of the United States on or after August 1, 1990;

- transferred from a private, independent, or accredited out-of-state institution of higher education after earning a "C" or better in A&M-Texarkana-approved college-level courses. (Contact the registrar for more information.)
- achieved minimum scores on one of the approved tests (TSI Assessment). (Please contact the registrar for information on approved tests.)
- satisfied all readiness requirements at another Texas institution of higher education and provided official documentation of the status.

The university requires all new undergraduate students to attend Student Orientation, Advising, and Registration (SOAR) to register for classes. The SOAR dates are available in the current schedule.

## **After Registration**

### **Class Changes**

Classes are subject to change at any time. The Registrar's Office may withdraw any course from the current schedule if the enrollment is too small to justify conducting the course or as a result of a reduction in funding.

### **Enrollment Changes**

Students should make changes or adjustments in enrollment schedules during the designated-registration period. Students must finalize any subsequent changes by the deadlines posted in the schedule of classes published each semester. Once classes have started for the semester/session, students must obtain the signature of the instructor or dean prior to dropping or withdrawing from courses. (See "Dropping a Course" or "Withdrawing from the University.")

### **Administrative Cancellation of Student Registration**

The university reserves the right to cancel a student's registration including, but not limited to, the following:

- non-attendance (Administrative Drop Policy (<http://catalog.tamut.edu/academic-information/class-attendance/>))
- non-payment of tuition and fees per the Business Office deadline (Drop for non-payment)
- low class enrollment
- not meeting prerequisite requirements as listed in the course description or at the instructor's discretion

### **Student Initiated Cancellation of Enrollment**

If a student has registered for classes for a specific semester, and they have decided not to attend, it is very important they follow the proper withdrawal process outlined in the Drop and Withdrawal Policies (<http://catalog.tamut.edu/academic-information/drop-withdraw-policies/>) section of this catalog, as well as the Registrar website (<https://www.tamut.edu/enrollment-services/registrar/>).

It is the student's responsibility to ensure all accurate paperwork is submitted to the Registrar's Office in a timely manner to ensure prompt withdrawal from all classes. Not following the precise withdrawal process can have academic and financial consequences.