THE INTERNATIONAL

TEXAS A&M INTERNATIONAL UNIVERSITY

GRADUATE SCHOOL

#thenextstep

ACCELERATED ONLINE GRADUATE PROGRAMS

STUDENT HANDBOOK

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Welcome to Accelerated Online Graduate Programs at Texas A&M International University!

The purpose of this handbook is to assist online students in utilizing university resources that will help them succeed. Please refer to the Student Handbook published by the Division of Student Success in conjunction with the Office of Student Conduct and Community Engagement for a complete description of the rights and responsibilities of all students enrolled at TAMIU. In addition, please refer to the Graduate Student Handbook published by the Graduate School for important information governing graduate studies.

Accelerated Semesters in 7-Week Format

TAMIU is pleased to offer accelerated options for select courses and programs by providing two 7-week accelerated semesters within each traditional semester. These semesters are referred to as Fall subterm 1, Fall subterm 2, Spring subterm 1, Spring subterm 2, Summer subterm 1, and Summer subterm 2. Students may enroll in up to two courses every subterm depending on course offerings or program. In addition, these subterms do not follow the normal academic calendar. Refer to the Subterm section of the academic calendar. You may find the official university's academic calendar online at https://www.tamiu.edu/academiccalendar/

Traditional Semester	Fall August to December	Spring January to May	Summer June to August
Accelerated Semester 1	Fall Subterm 1 August to October	Spring Subterm 1 January to March	Summer Subterm 1 May to June
Accelerated Semester 2	Fall Subterm 2 October to December	Spring Subterm 2 March to May	Summer Subterm 2 July to August

Degree Plans

Individual degree plans have been created for each accelerated online program designed to maximize a student's time and guide them towards a specific completion date. Degree plans are easy to follow by giving corresponding information on course sequence and start dates depending on your semester of entry. All degree plans can be found online on our TAMIU Graduate School website: http://www.tamiu.edu/gradschool/degreeplans.shtml. To select your correct degree plan, you must know your program of choice, semester of entry (Fall, Spring, Summer), subterm (subterm 1 or subterm 2), and your chosen route type (Expedited or Standard). For assistance in finding your degree plan, please contact Graduate School at graduateschool@tamiu.edu or 956.326.3020.

IMPORTANT INFORMATION:

Please note that not following your degree plan as prescribed or becoming scholastically deficient will result in extending your completion date. Should a student wish to register for a course out of sequence or need advising, program advisor contact information is located within each plan.

Important Dates and Deadlines

Accelerated online programs follow a different deadline calendar than the traditional long semesters because the length of the subterm is 7 weeks. Deadlines for application, documents, registration, payment, and drop/withdrawal are posted in the Graduate School's website: http://www.tamiu.edu/gradschool

Academic Expectations

Academic expectations and demands are higher for graduate-level students than undergraduates. For example, graduate students are required to maintain an overall grade point average of a 3.00 and cannot graduate with more than one "C," any "D's," or any "F's" in their academic career. Because of this difference in academic regulations, we encourage our graduate students to become familiar with the university's academic regulations and policies for graduate students available via our published Graduate Student Handbook. You can find more information in the university's catalog.

Part-Time vs Full-Time Students

The university's catalog defines part-time and full-time enrollment depending on the student's level (Undergraduate or Graduate).

Graduate Part-Time: Enrolled in 3 semester credit hours in a traditional academic semester
Graduate Full-Time: Enrolled in 6 semester credit hours in a traditional academic semester

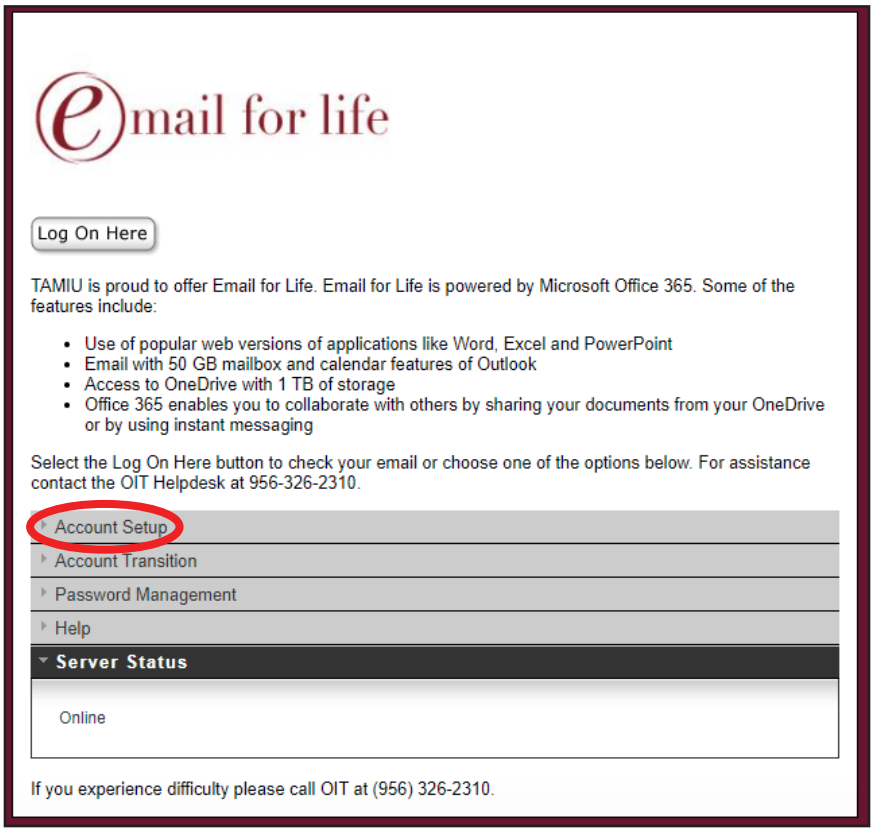
TAMIU NetID

Your TAMIU NetID is your key to access your student records at TAMIU. Use your TAMIU NetID to access your Dusty Email, Blackboard for your online courses, review and adjust your schedule, make payments, and register. All this can be done through a single point of access called UCONNECT.

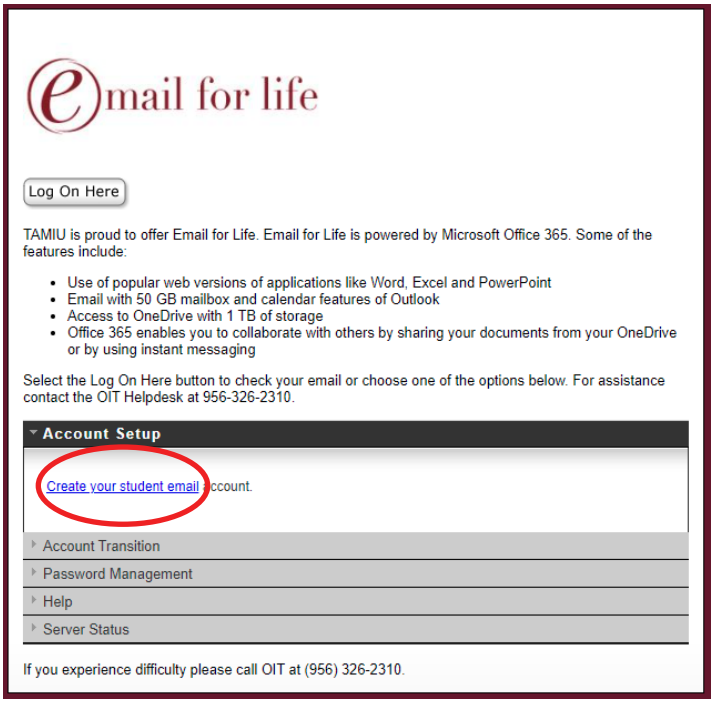
Creating a TAMIU NetID

Creating your TAMIU NetID is simple. Follow the steps to create your official TAMIU student email account. Your TAMIU NetID will consist of the first part of your email account before the "@" sign. For example, if your student email is ***graduatedustdevil@dusty.tamiu.edu***, then your TAMIU NetID will only be ***graduatedustdevil***.

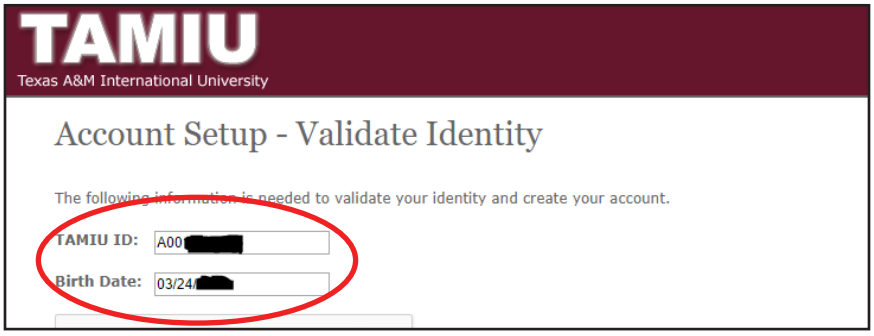
1. After you are admitted to a program at TAMIU, go to https://dusty.tamiu.edu, and click on "Account Setup."



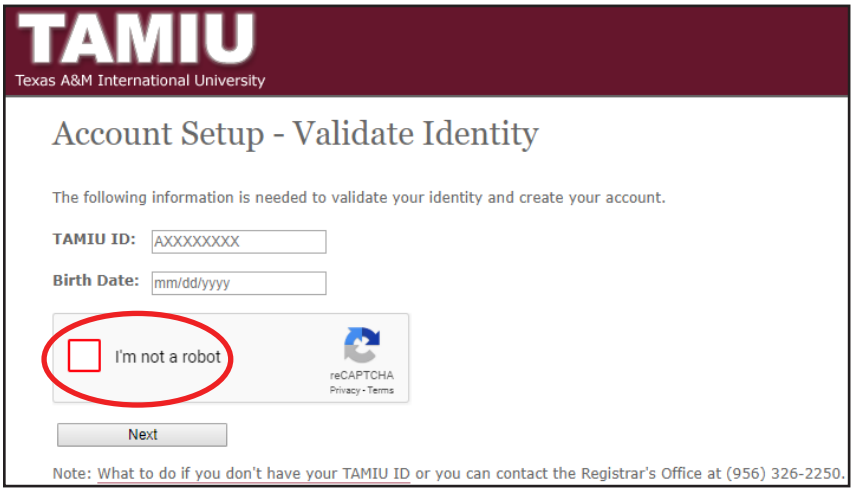
2. Click on “Create your student email”



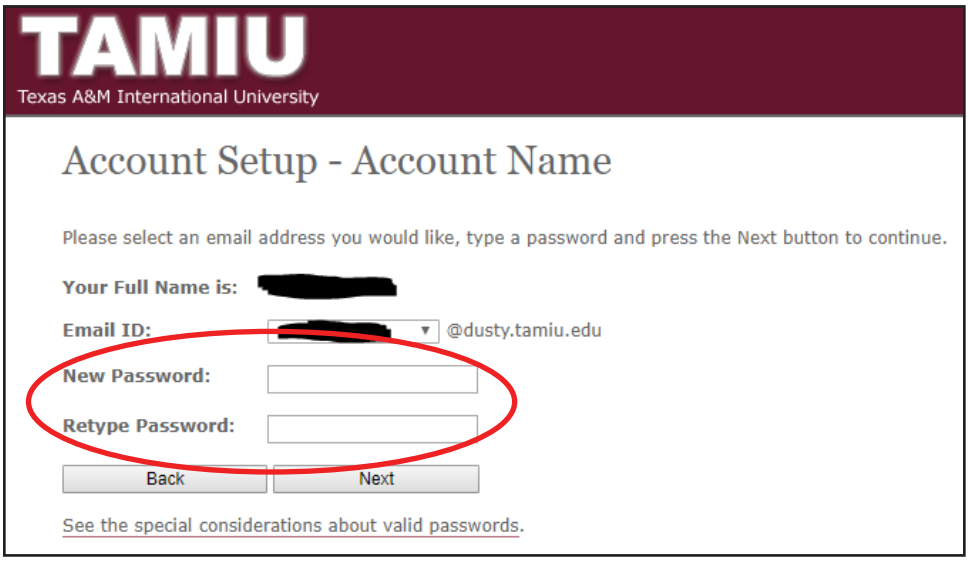
3. You will need to enter your TAMIU ID number, which has been provided to you in all admission communications and begins with an “A,” and your date of birth in the following format: MM/DD/YYYY



4. Click on the “I’m not a robot” check box and follow the instructions, and click “Next”



5. Complete the Account Setup by providing information required*

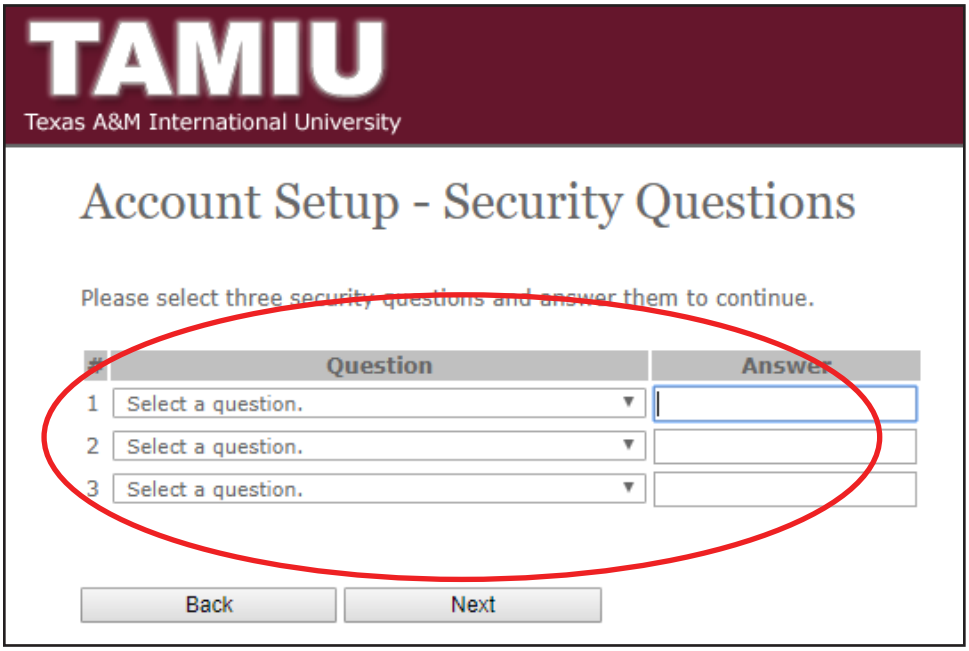


Password Rules:

- Password should not contain a significant portion of your TAMIU account, last name, first name or full name.
- Password should be at least sixteen characters in length
- Password must contain characters from 3 of the following 4 categories:
- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-Alphabetic characters (for example, !, $,#,%)

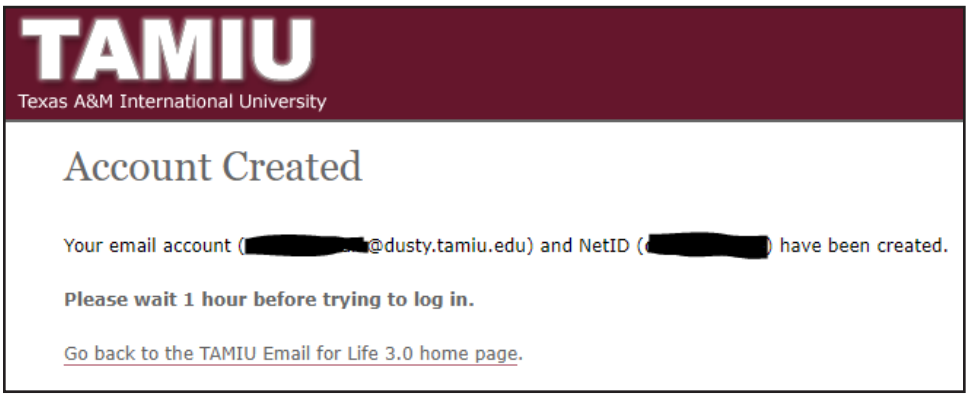
6. Click "Next"

7. Set up your Security Questions



8. Click "Next"

9. Congratulations! Your NetID and official student email account have been created.



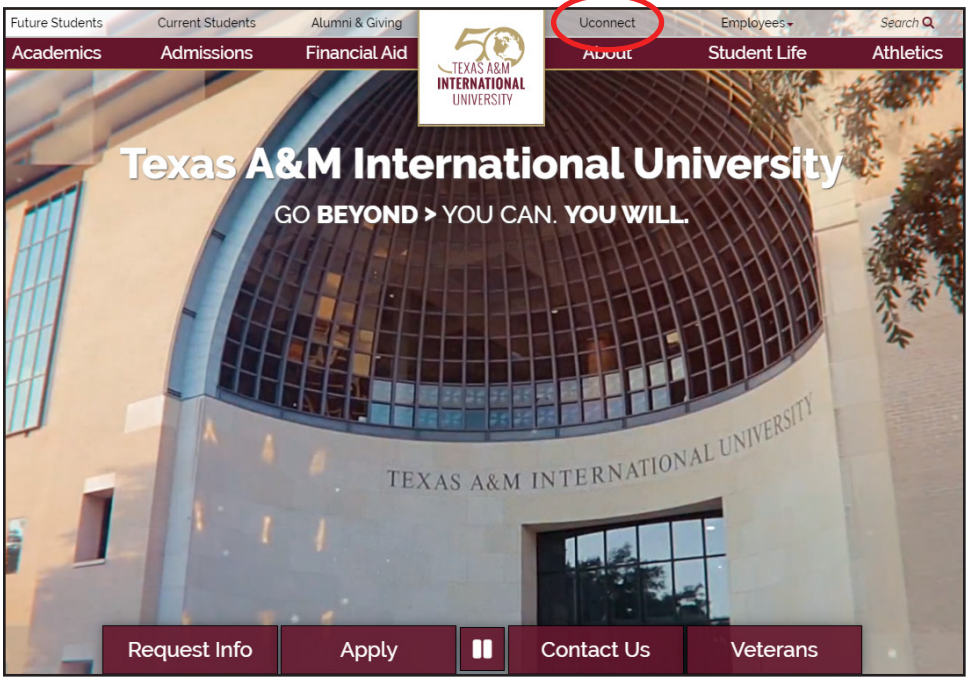
IMPORTANT INFORMATION:

All official communications from the university to students are sent to the TAMIU student's email account. It is your responsibility to activate your student email account and check the email account on a regular basis. Failure to keep up with tamiu email is not an excuse for being unaware of announcements, deadlines, or other pertinent information sent to students.

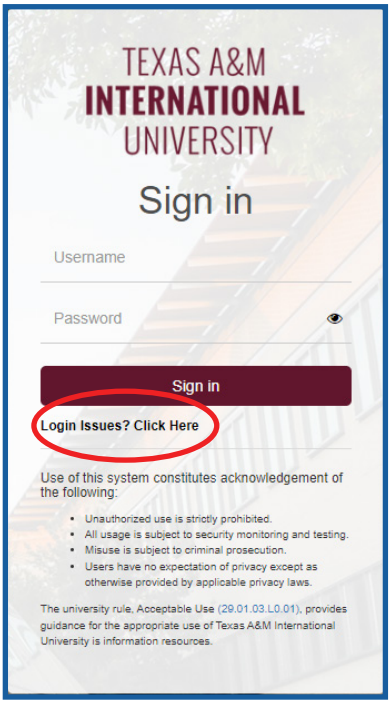
Changing your NetID password

If you have forgotten your password, follow these steps to change/reset your password:

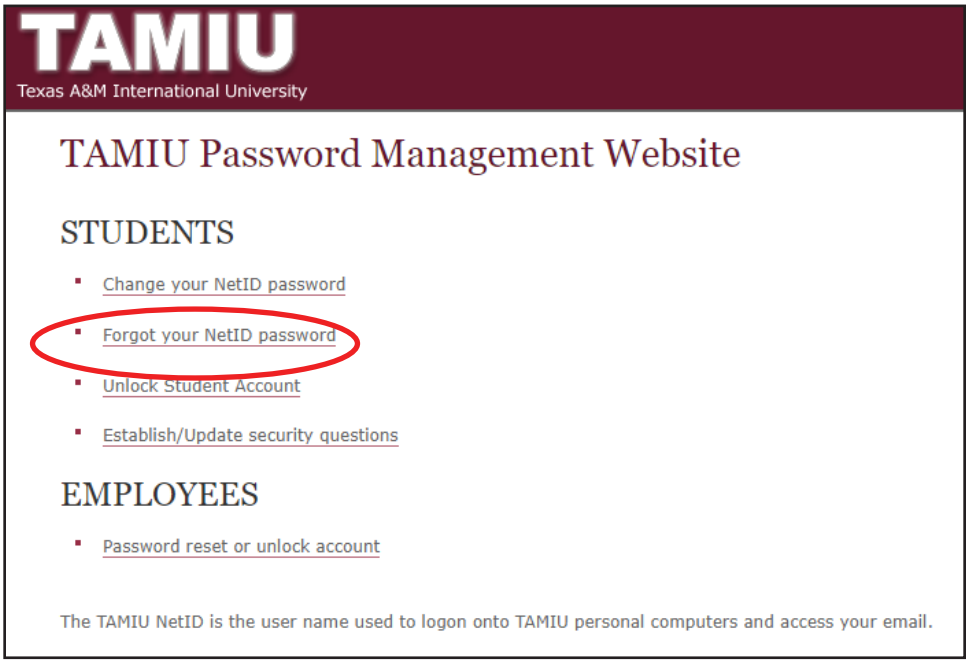
1. Go to www.tamiu.edu, and click on "Uconnect" on the navigation bar



2. Scroll to the bottom of the page and click on “Login Issues? Click Here”



3. Click on “Forgot your NetID password”



4. Follow the instructions for Password Reset process

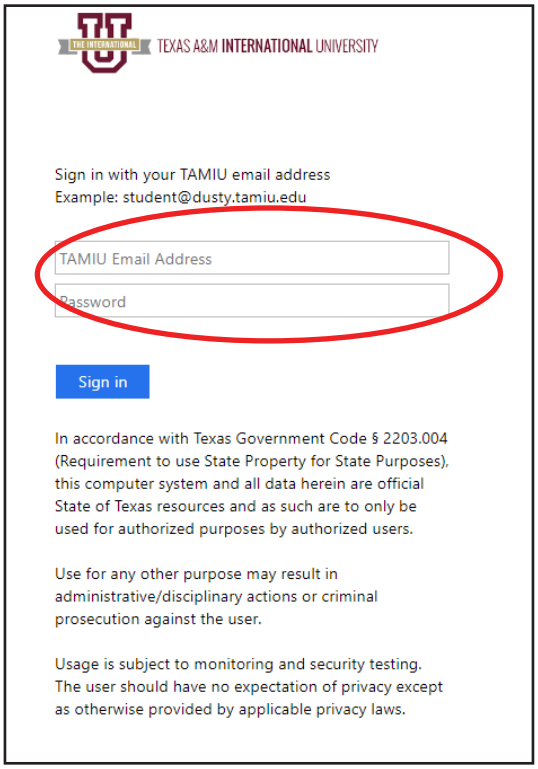
Accessing Your TAMIU Email

Monitor your TAMIU email often

All official communications from the University to students are sent through the TAMIU student's email account. It is your responsibility to activate your student email account and check the email account on a regular basis. Failure to keep up with TAMIU email is not an excuse for being unaware of announcements, deadlines, or other pertinent information sent to students.

1. Go to https://dusty.tamiu.edu
2. Click on the "Log On Here" icon

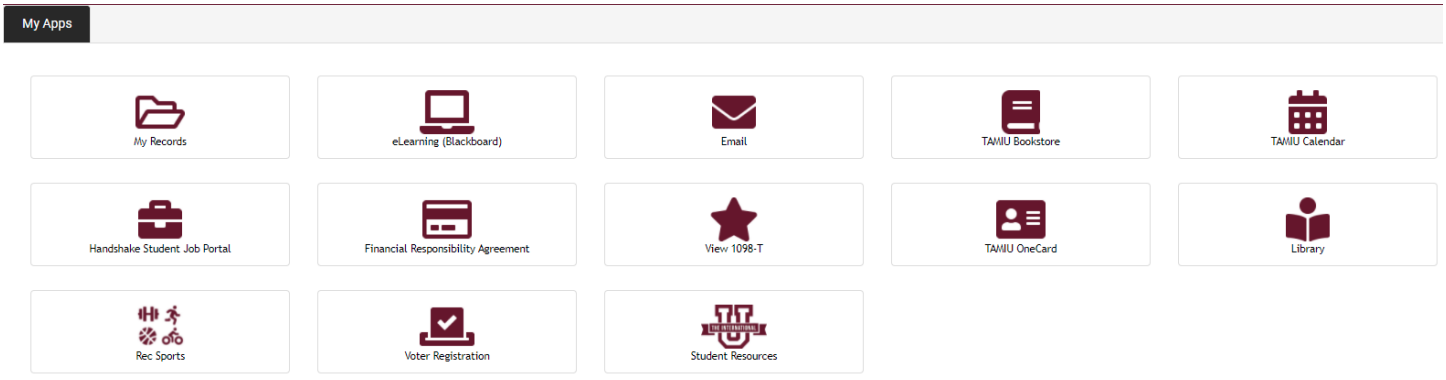
3. Sign in with your dusty email account (i.e. *graduatedustdevil@dusty.tamiu.edu*) and password



UCONNECT Portal

UCONNECT is your home base for all of your student information. Log into your account with your NetID and password at uconnect.tamiu.edu in order to:

- Register for classes
- View schedule
- View grades and request transcripts
- Submit credit card payments



How to Register for Courses

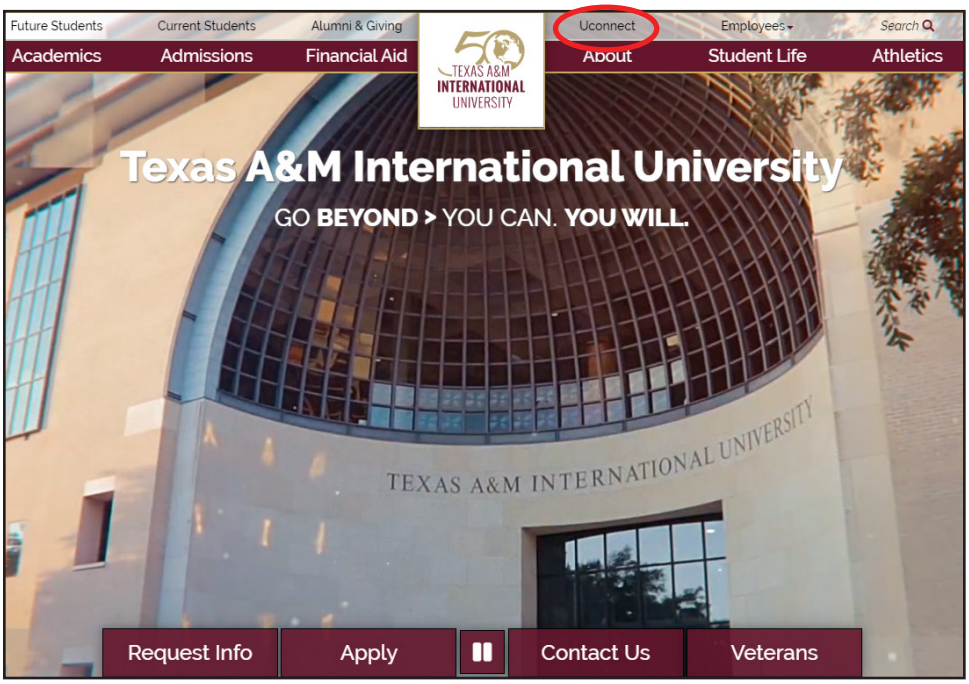
IMPORTANT INFORMATION:

Registration begins by clearing your Holds, including the Financial Responsibility Agreement. This hold is placed on all students, and reactivated every semester as a reminder to students that registration comes with the responsibility of paying tuition and fees by the deadline posted in our academic calendar and enforced by our Bursar's Office (https://www.tamiu.edu/comptroller/bursar.shtml). You may review and accept this financial agreement policy in the link below:

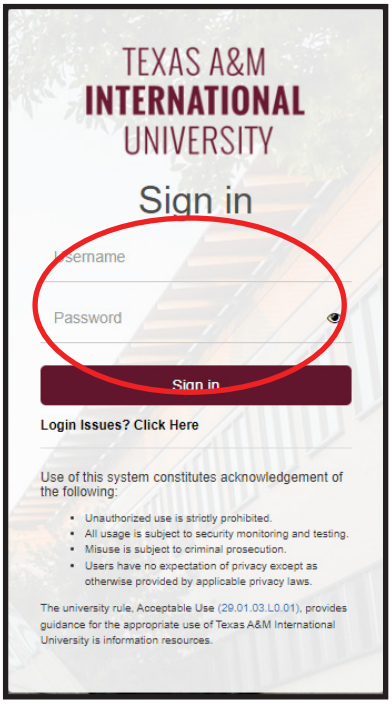
https://info.tamiu.edu/financialresponsibility/

Once you have cleared your holds, you may proceed with registration.

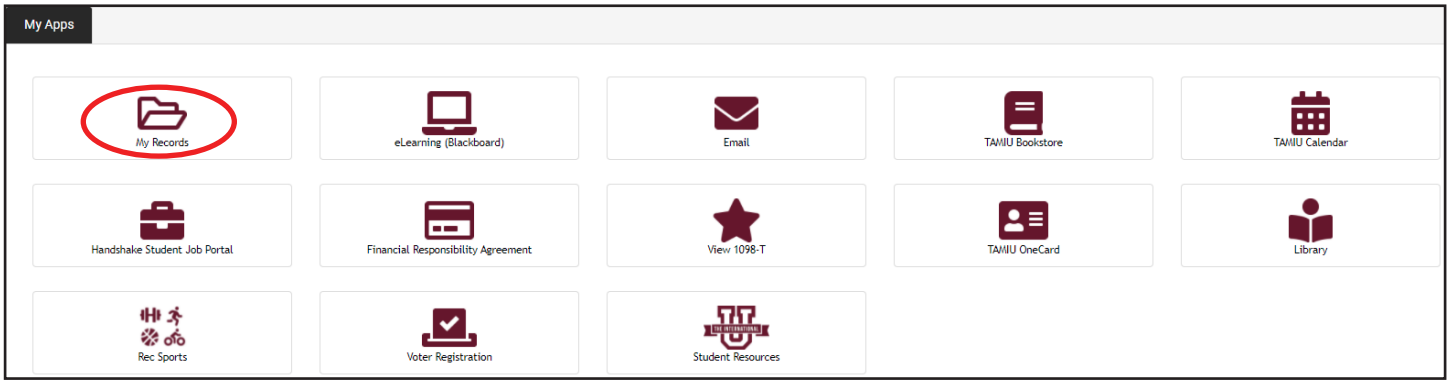
1. Go to www.tamiu.edu, and click on "Uconnect" on the navigation bar.



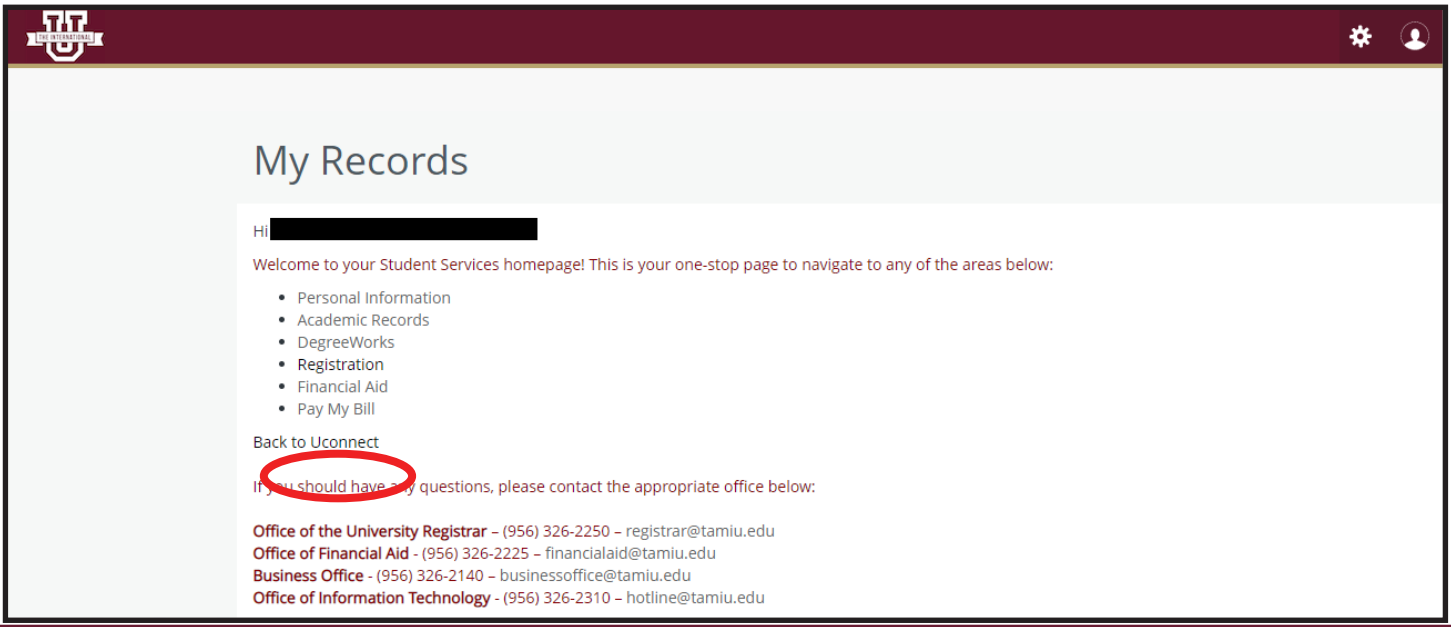
2. Log into your student portal using your NetID and Password



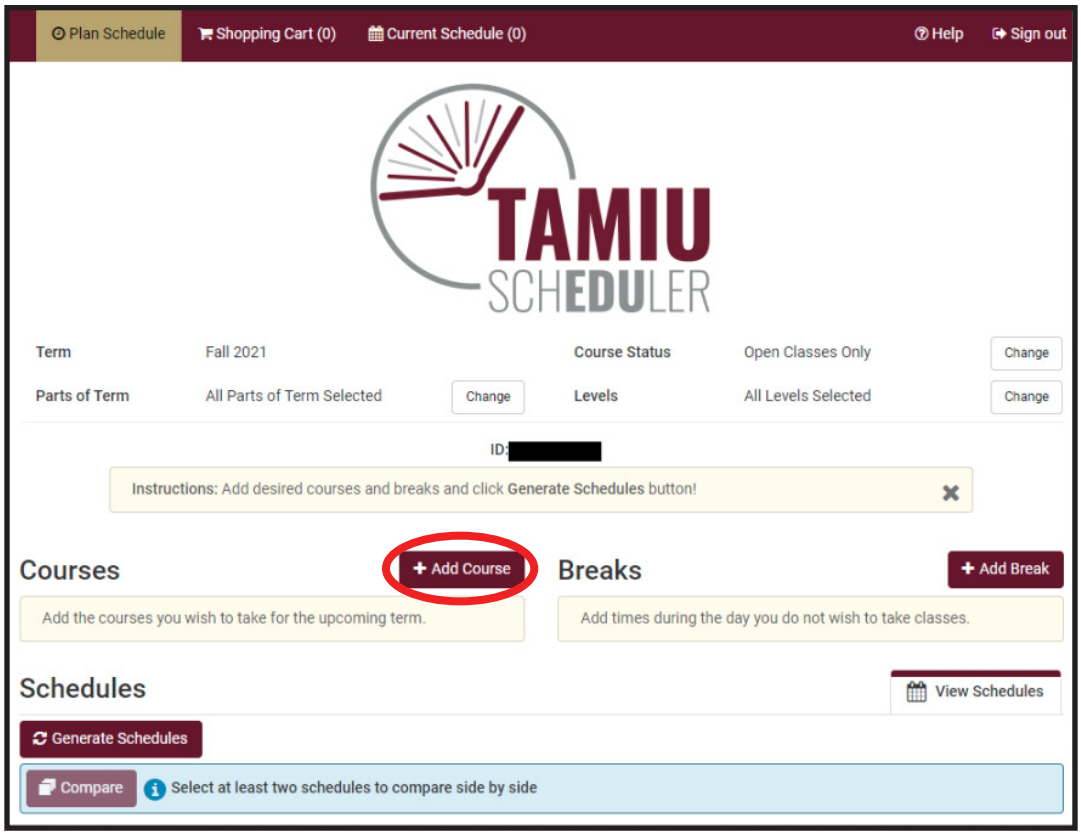
3. Click on the "My Records" icon. This will take you to your student dashboard.



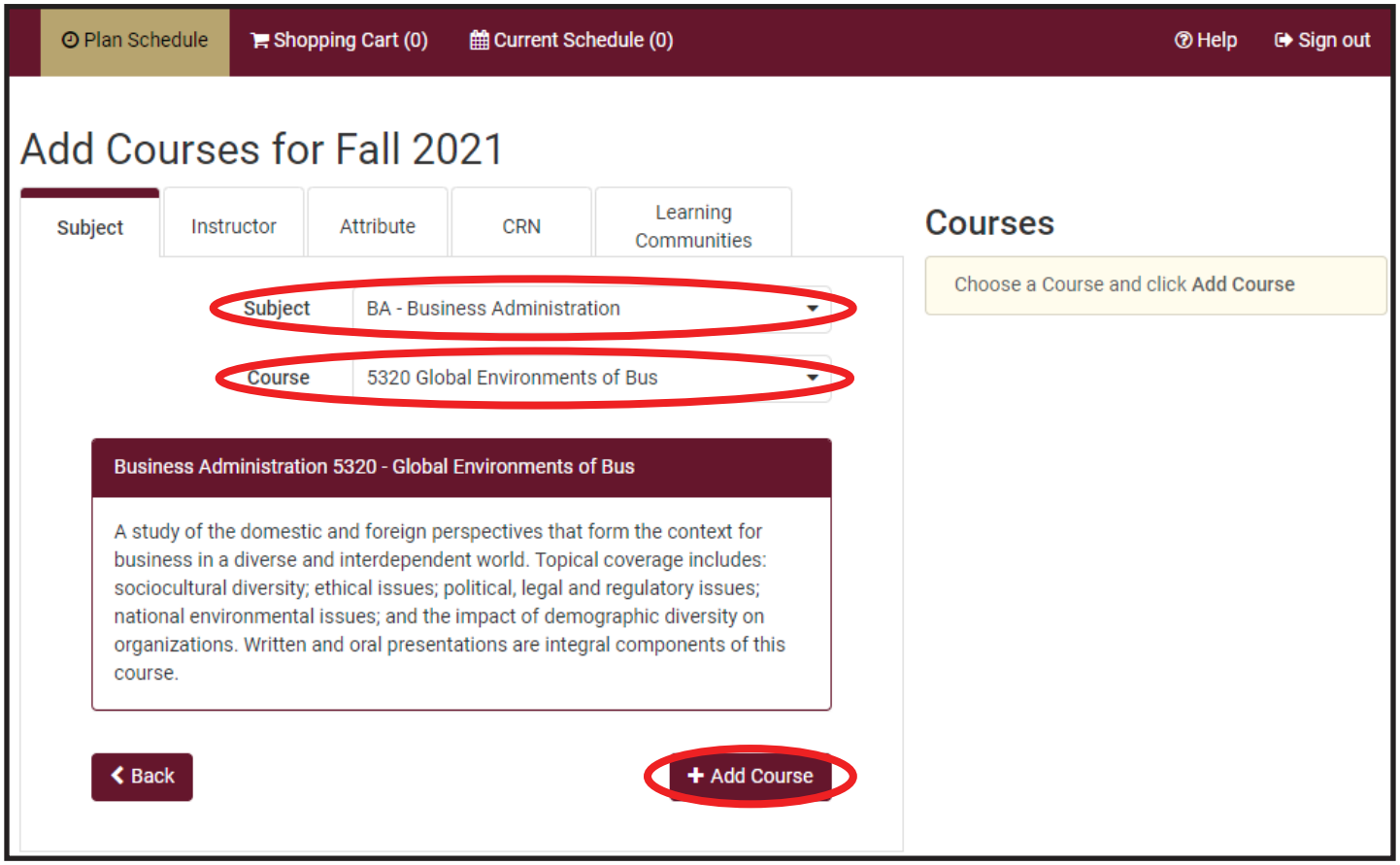
4. Click on "Registration."



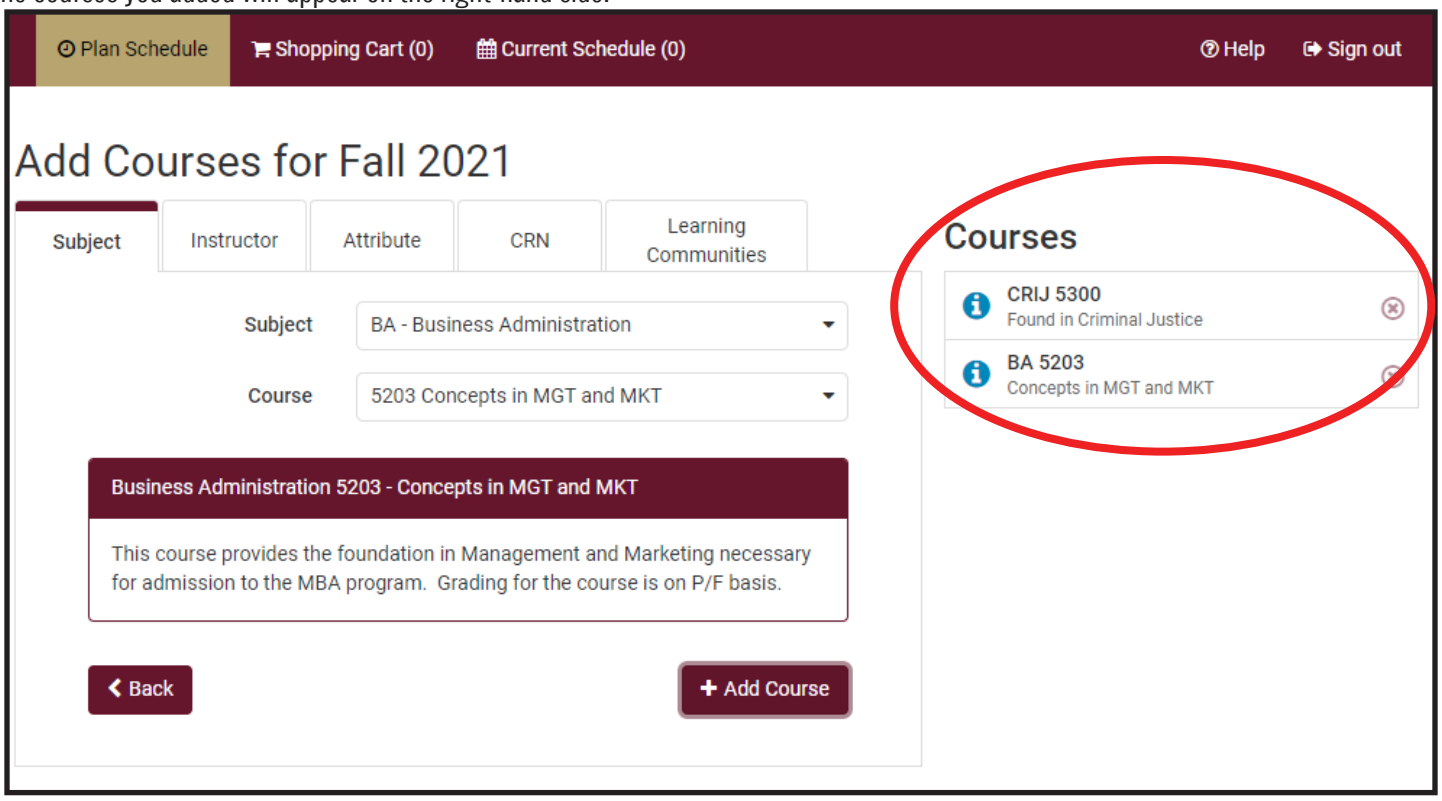
5. Click on "+Add Course" on the Scheduler to search for the courses that you are wishing to enroll in. Remember to review your degree plan, contact your advisor for guidance.



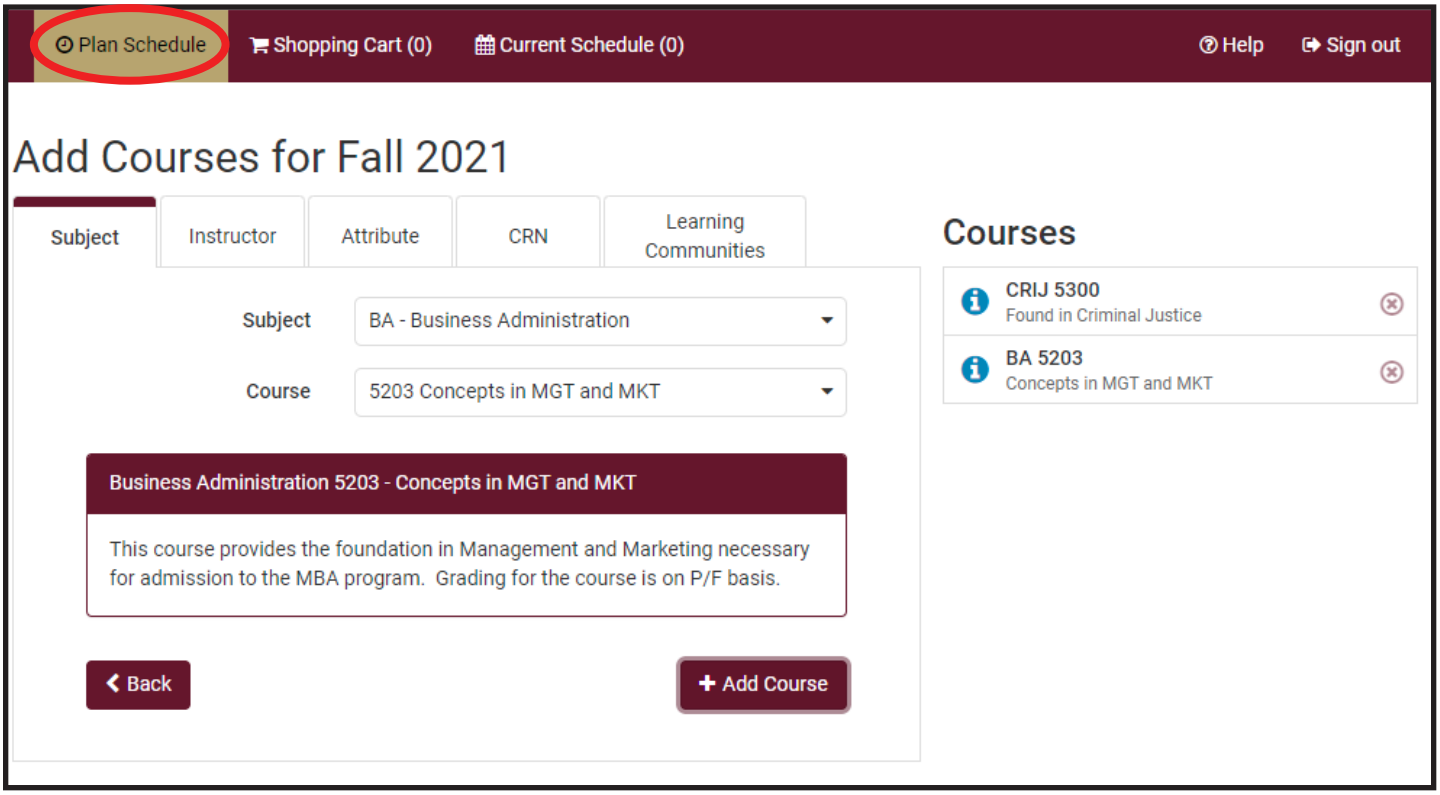
6. Select the "Subject" & "Course" of the class you wish to add, then click "+Add Course." Do this for each course you are planning to register for in the semester.



7. The courses you added will appear on the right-hand side.



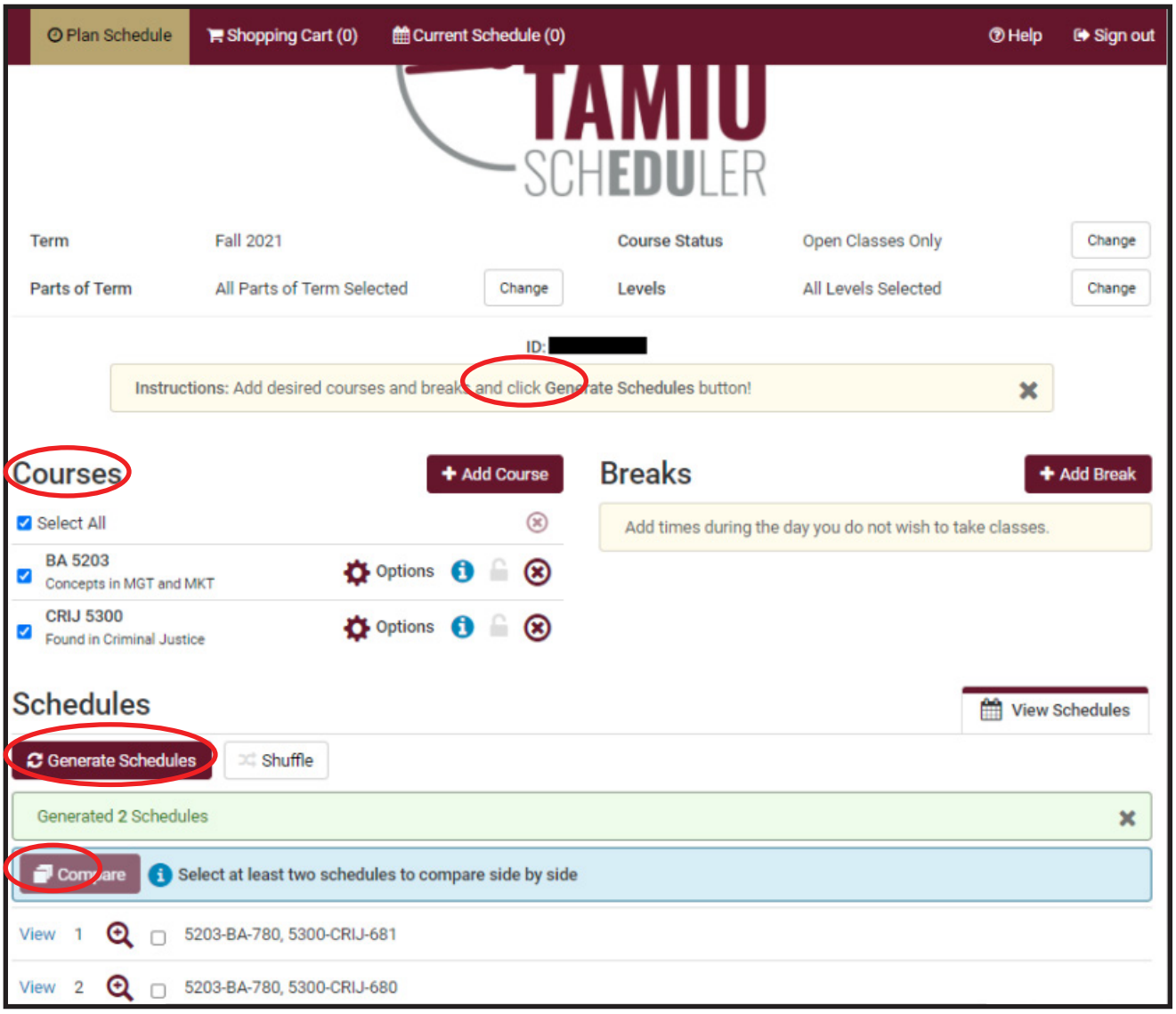
8. When finished adding all the desired courses, click on "Plan Schedule" on the top-left.



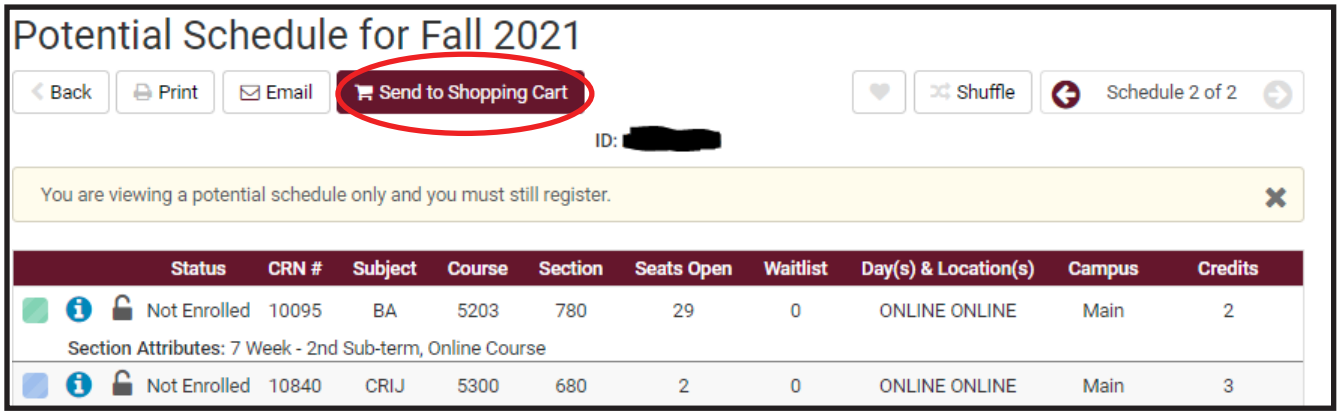
9. Your selected courses will now be under "Courses" on the TAMIU Scheduler homepage. Click on "Generate Schedules." Select the view that suits you best and click on "View."

   You can also filter graduate courses by sub-term by activating the "Parts of Term" filter.

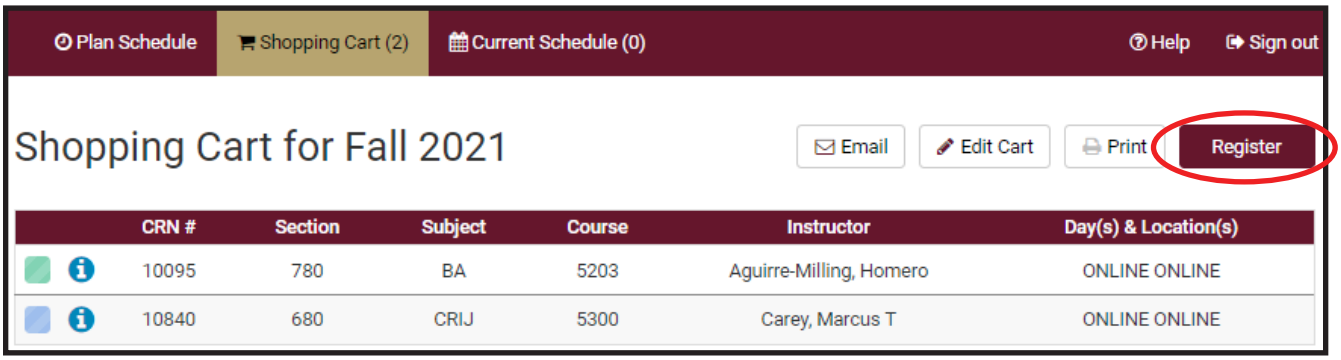
Note: The courses are listed by Course Number, Course Subject, and Section. The first number of the Section indicates the Subterm that the course is being offered. For example, if the course section begins with a "6," it means the course is offered Subterm I. If the course section begins with a "7," it means the course is offered for Subterm II. It is imperative that you follow your degree plan and advisor's suggestions to stay on track.



10. Click on "Send to Shopping Cart"



11. Select the "Register" button on the upper right-hand of the page to officially register for courses and click on "Continue when asked to confirm you registration.

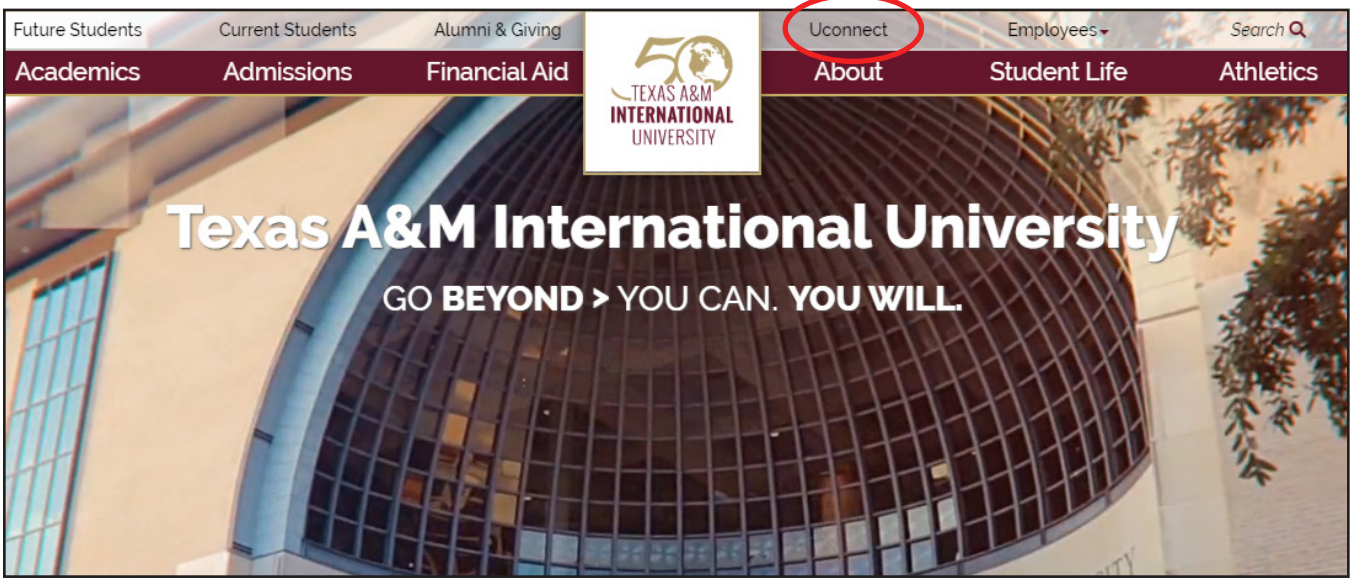


IMPORTANT INFORMATION:

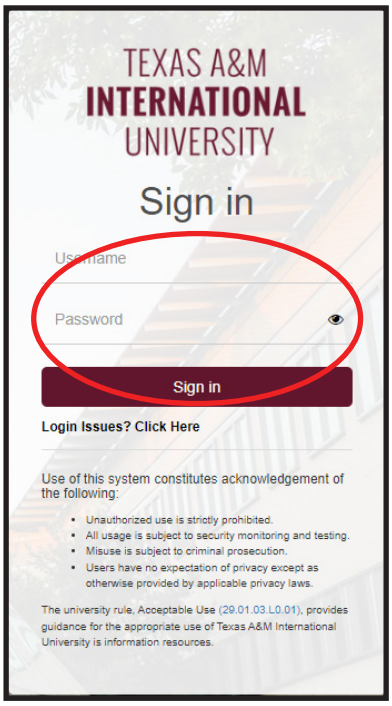
You will recieve a pop-up notification if registration was successful. Alternatively, closed course sections, Pre-requisite errors, or student holds will prevent complete registration. If you experience any registration difficulties, please contact TAMIU Graduate School at 956.326.3020 Or email graduateschool@tamiu.edu so that we may best direct you.

How to Find Your Schedule

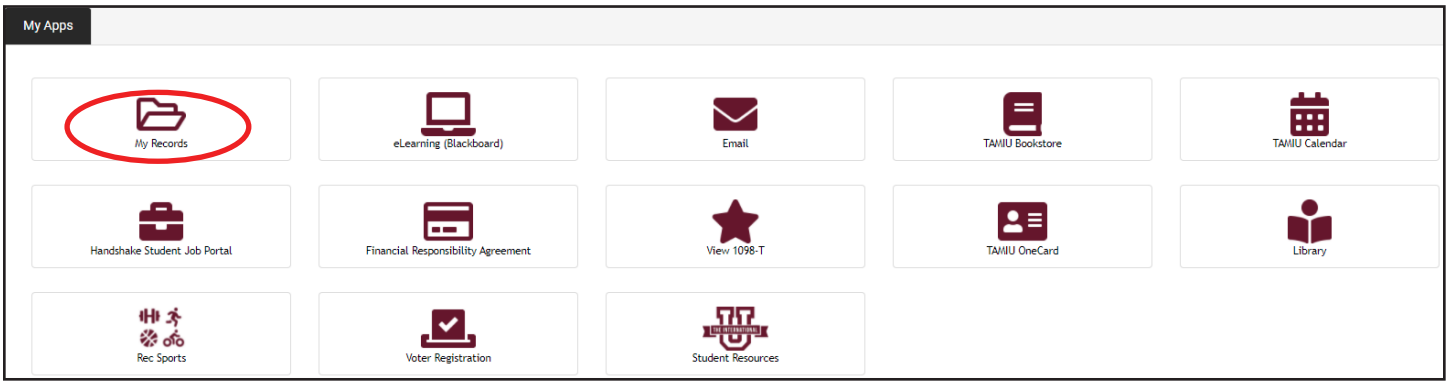
1. Go to www.tamiu.edu, and click on "Uconnect" on the navigation bar



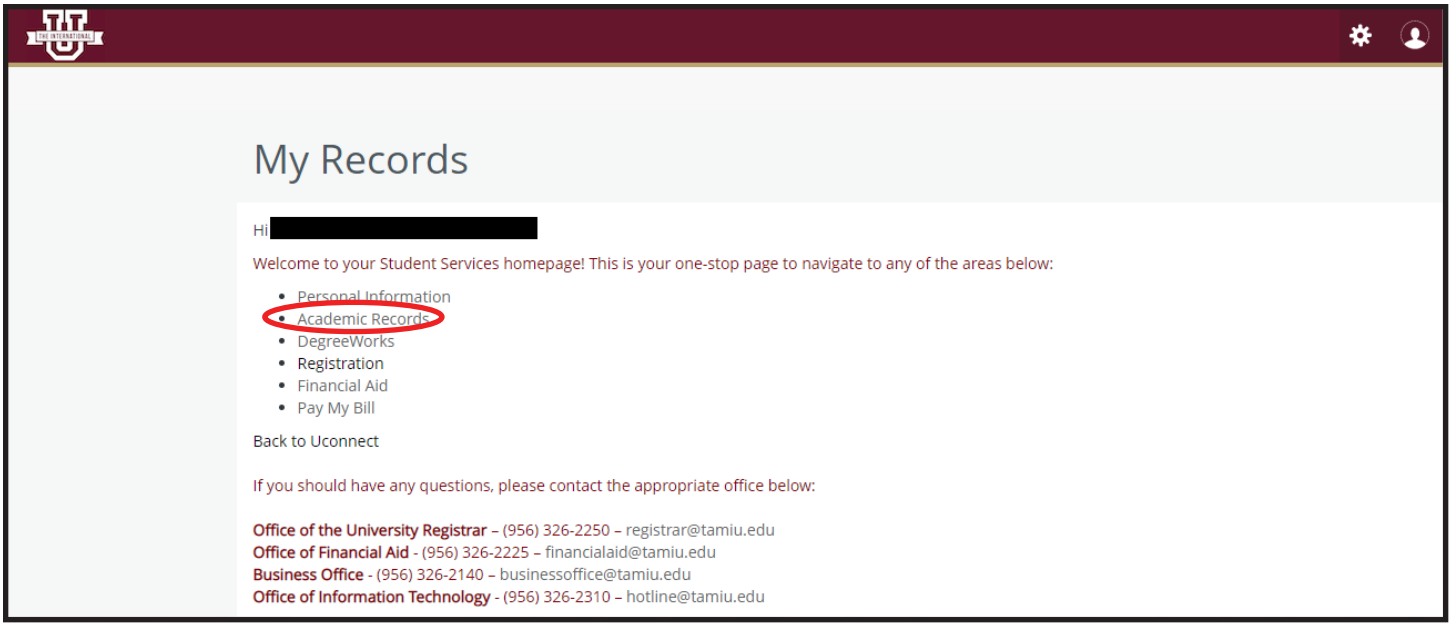
2. Log into your student portal using your NetID and Password



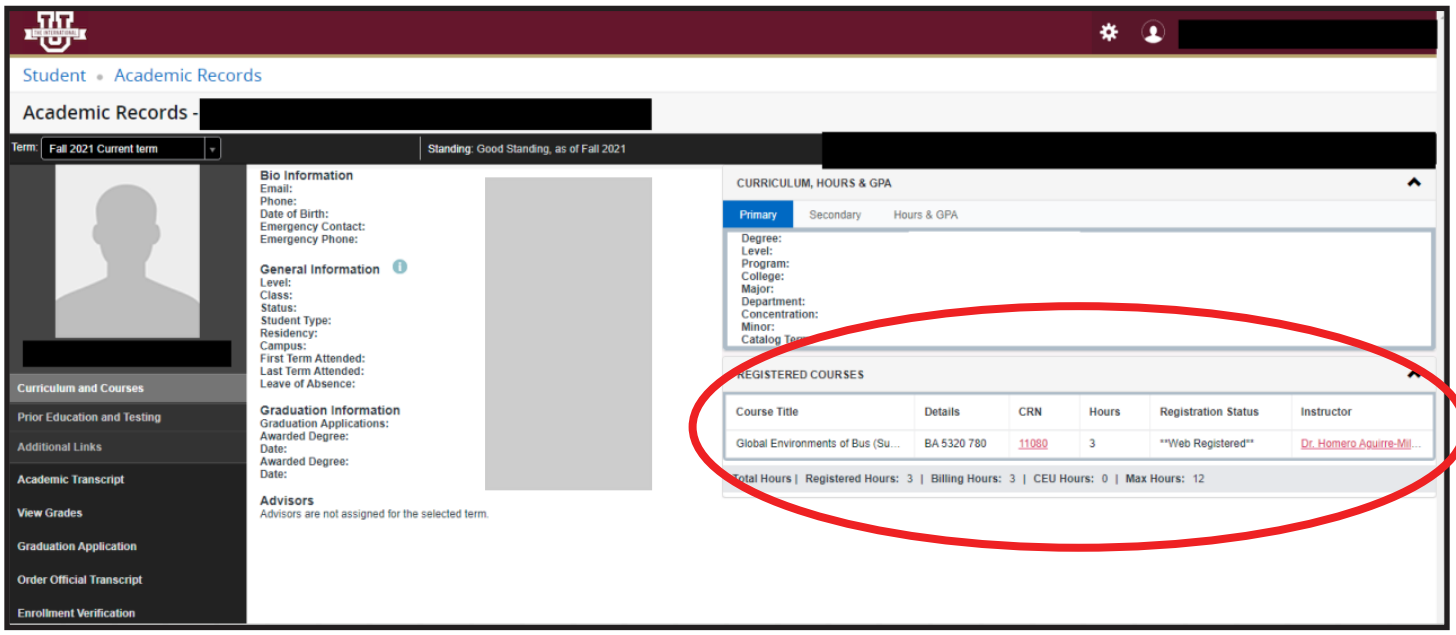
3. Click on "My Records"



4. Click on “Academic Records”



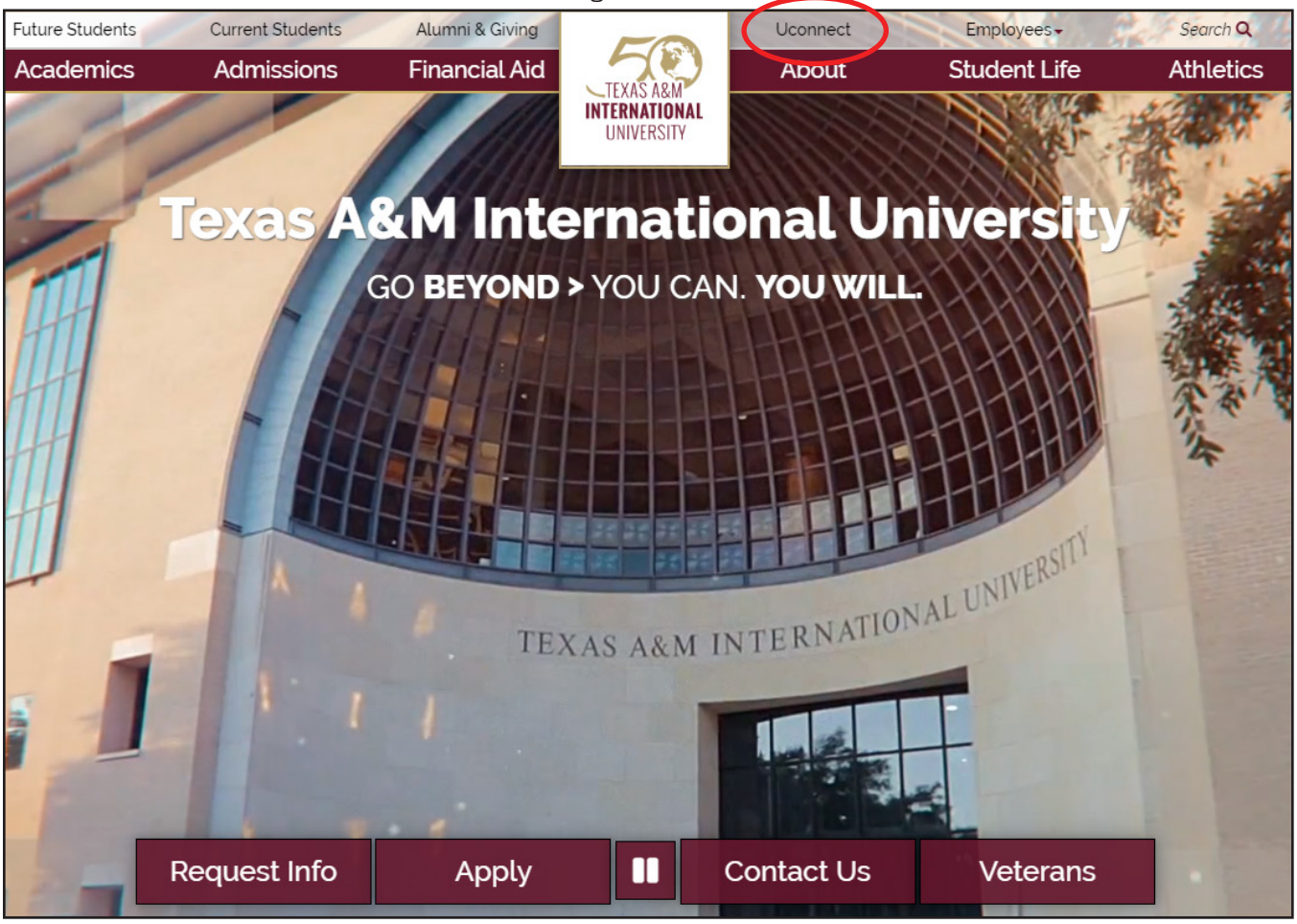
Your courses will be displayed in the “Registered Courses” block.



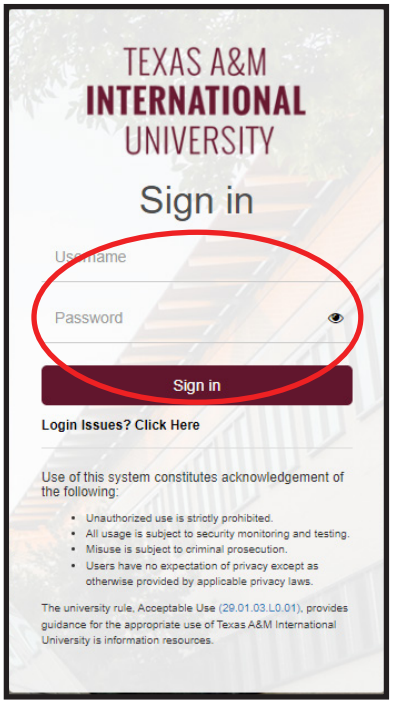
Making Changes to Your Schedule

Dropping a Class

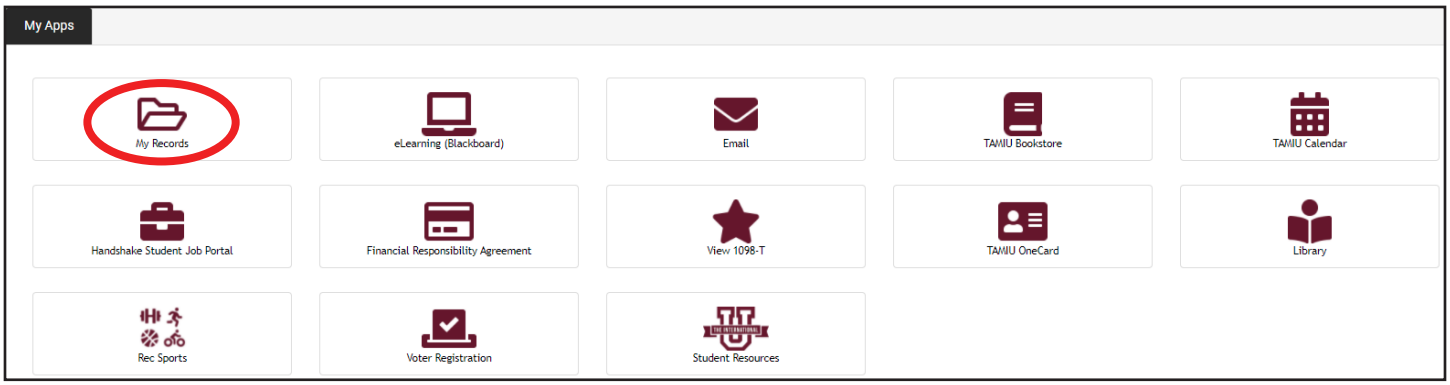
1. Go to www.tamiu.edu, and click on "Uconnect" on the navigation bar



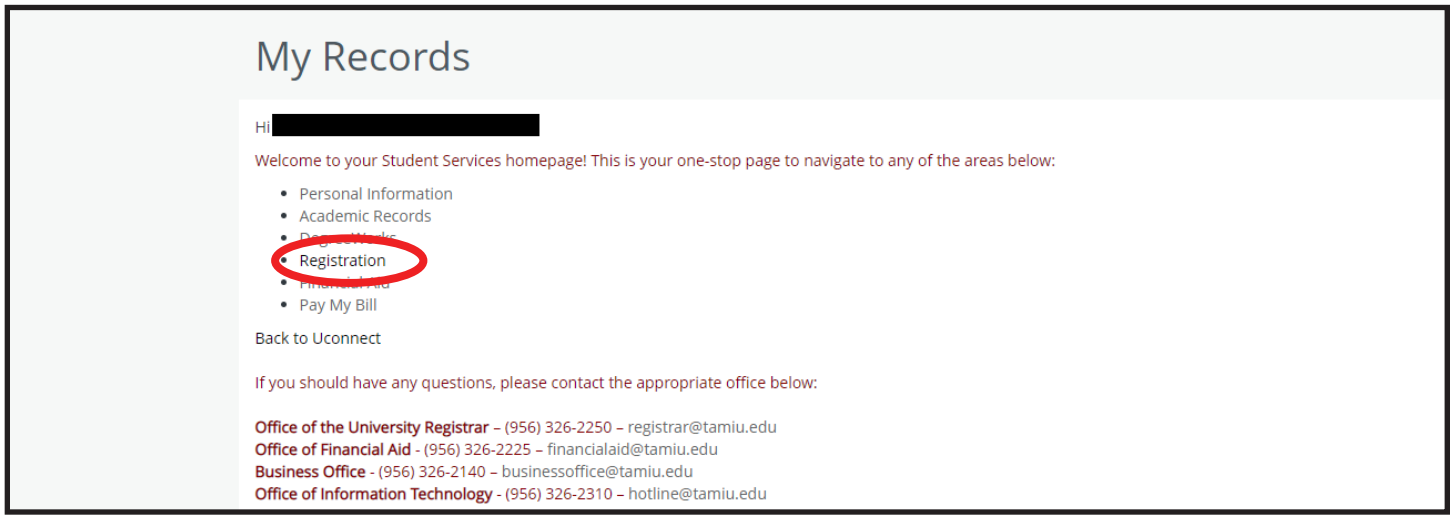
2. Log into your student portal using your NetID and Password



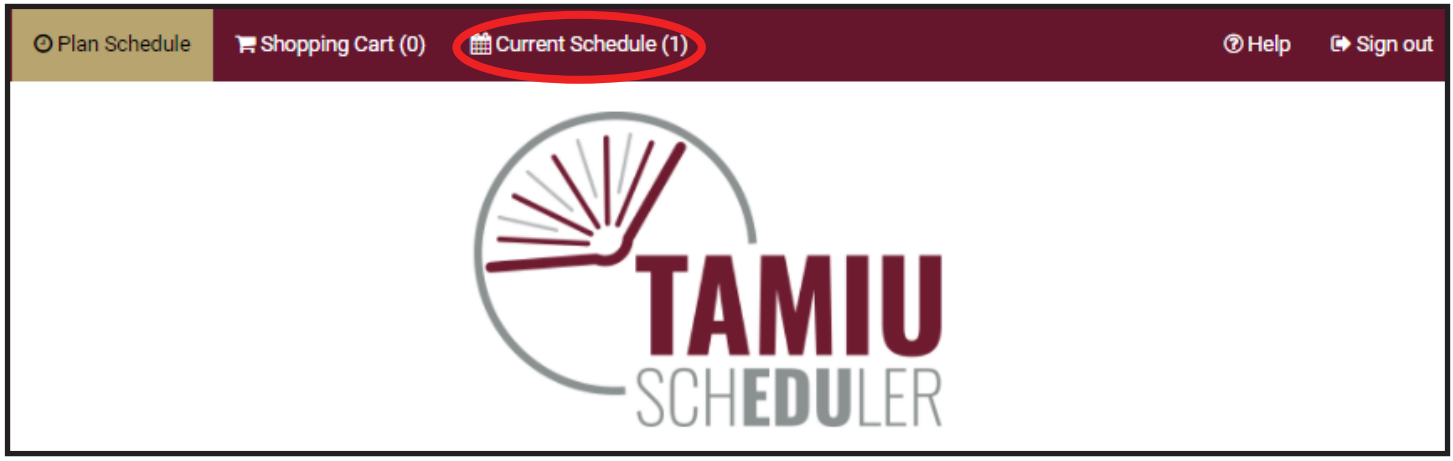
3. Click on the "My Records" icon. This will take you to your student dashboard.



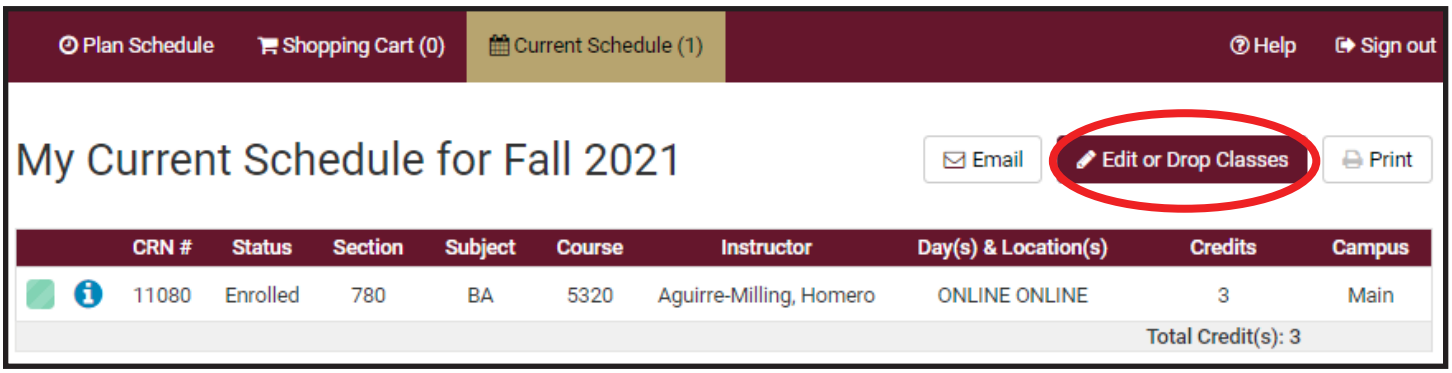
4. Click on "Registration." This will take you to TAMIU SCHEDULER.



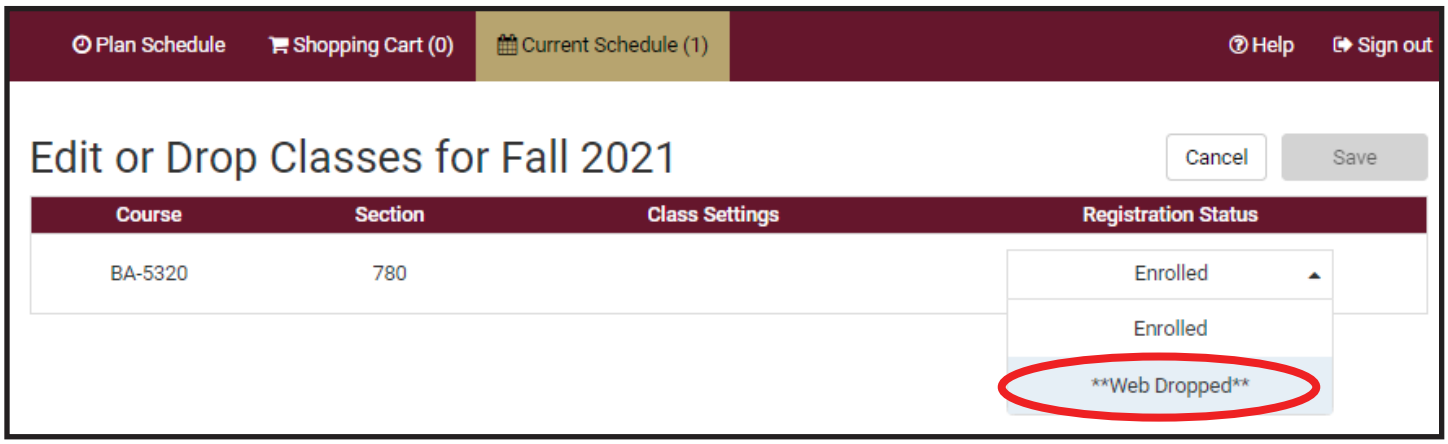
5. Click on "Current Schedule."



6. Click on "Edit or Drop Classes"



7. Select the "Web Dropped" from the "Registration Status" option for the course you wish to drop and click on "Continue" when asked to confirm you registration.



IMPORTANT INFORMATION:

Withdrawing from the university? If you would like to completely withdraw from the university after the semester has begun, please send an email with your request to registrar@tamiu.edu. Remember that the university has dropping/withdrawing policies and deadlines. You will be notified if you are subject to any payments or refunds.

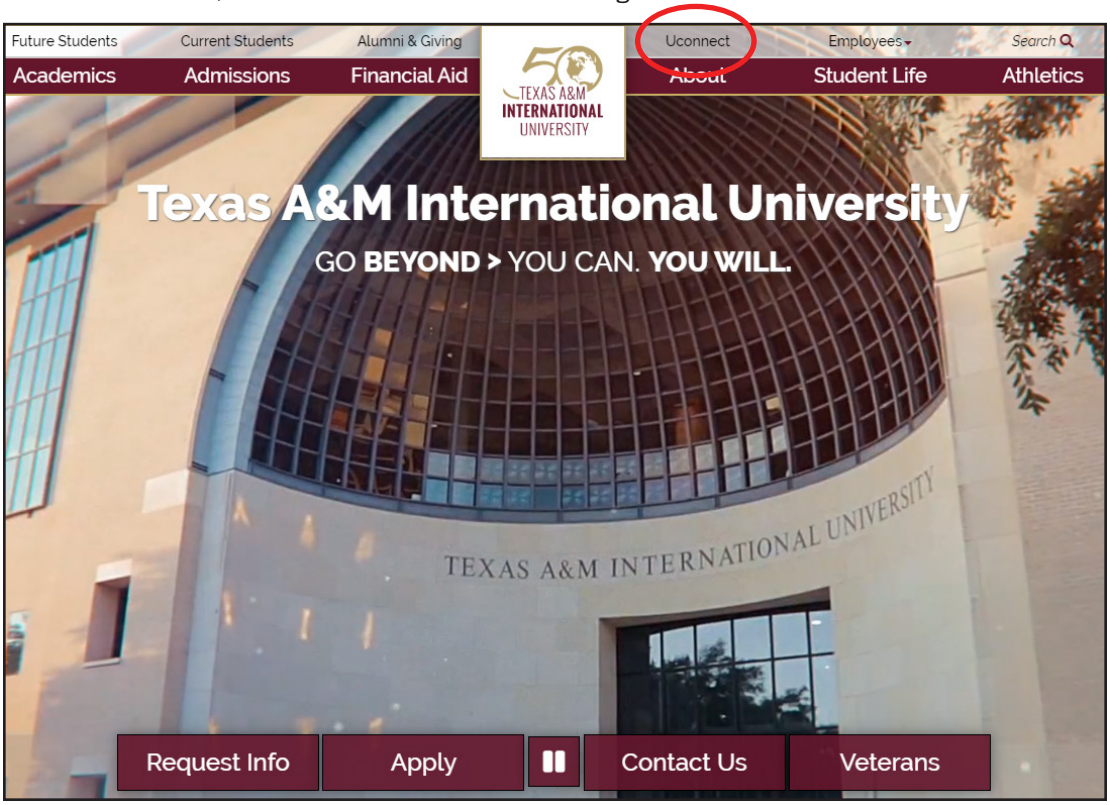
Tuition and Billing

Once you enroll for courses, you are subject to the university's tuition and fees charges. Our Business Office will generate a bill, and an email reminder will be sent in accordance to the university's billing procedures.

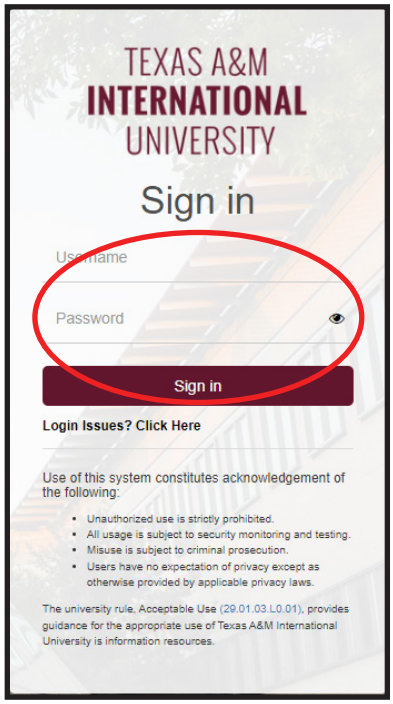
View your Bill and Make a Payment

To view your bill online, log in to your student portal.

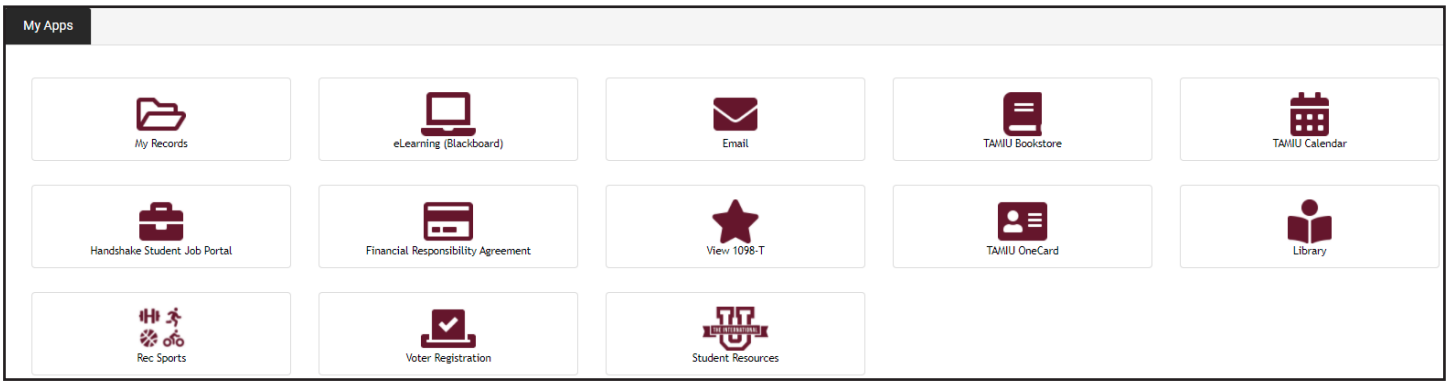
1. Go to www.tamiu.edu, and click on "Uconnect" on the navigation bar



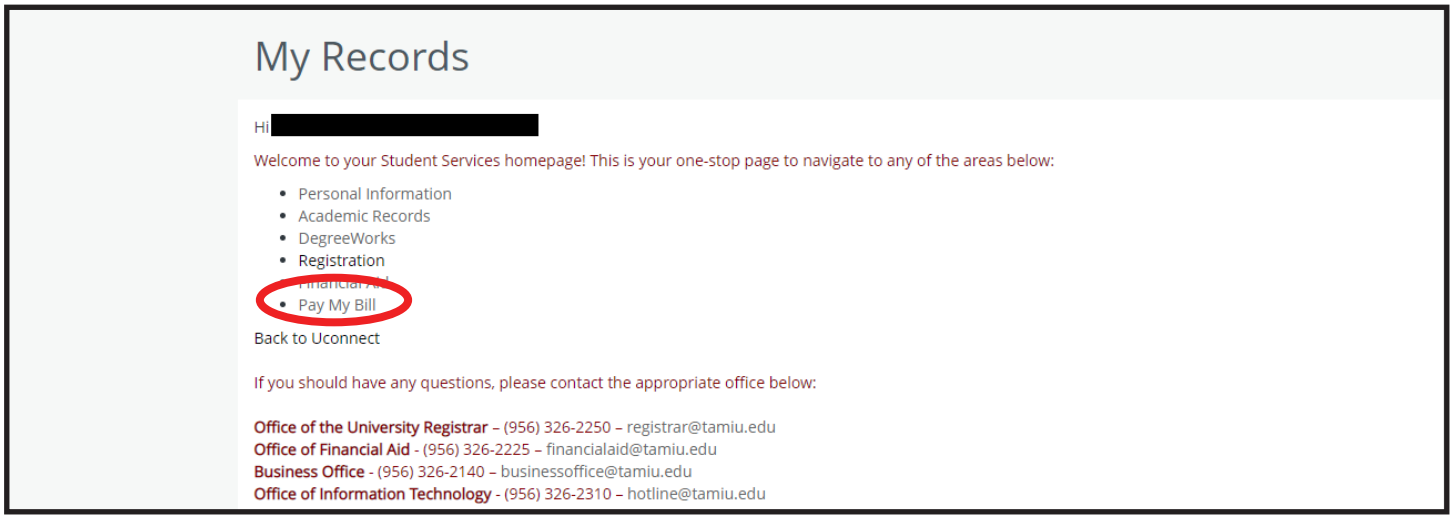
2. Log into your student portal using your NetID and Password



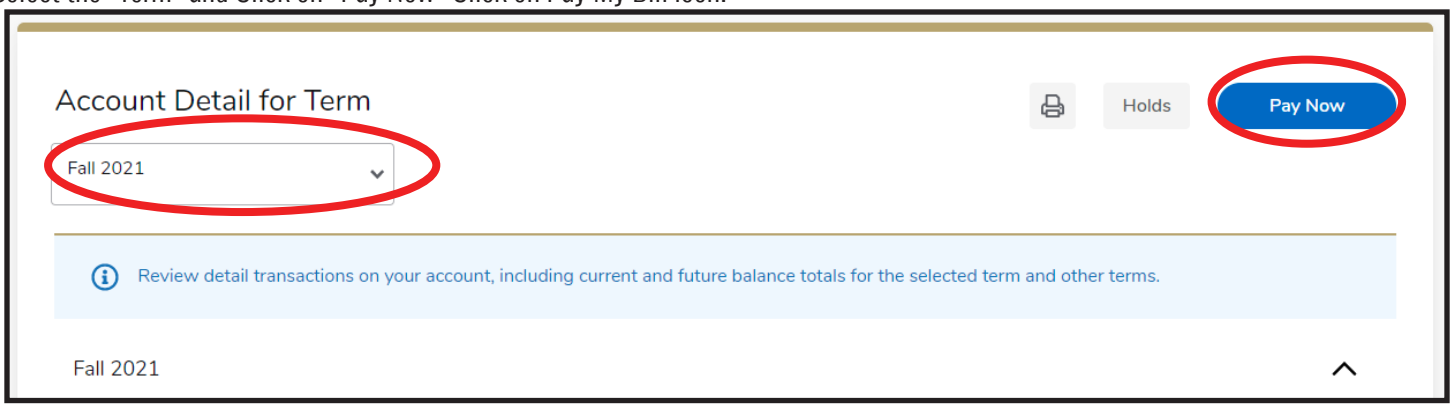
3. Click on the "My Records" icon. This will take you to your student dashboard.



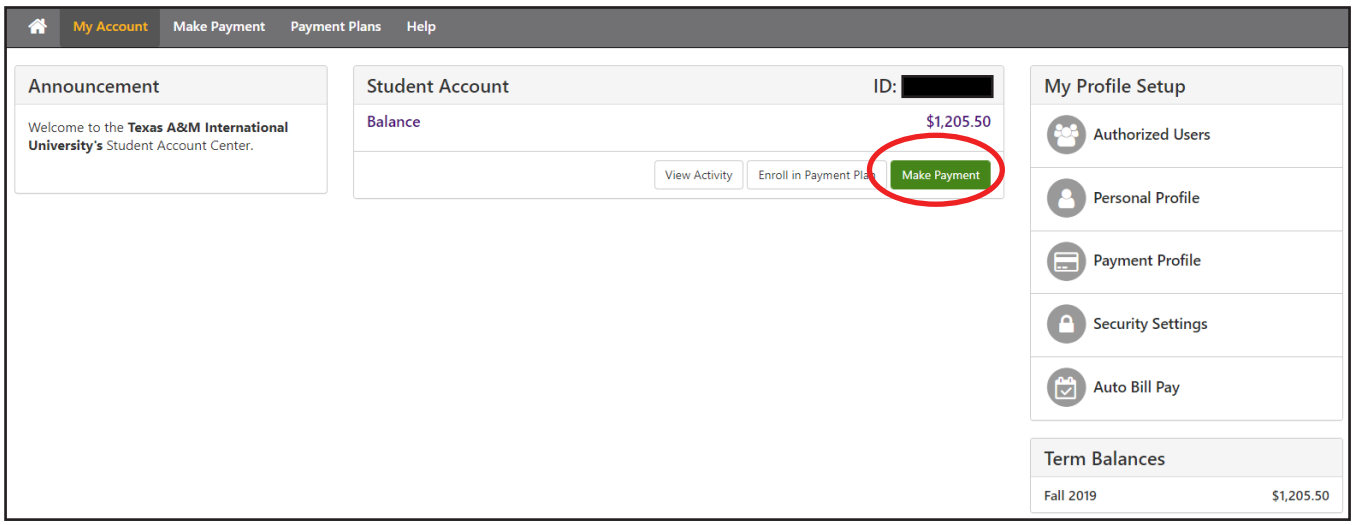
4. Click on "Registration." This will take you to TAMIU SCHEDULER.



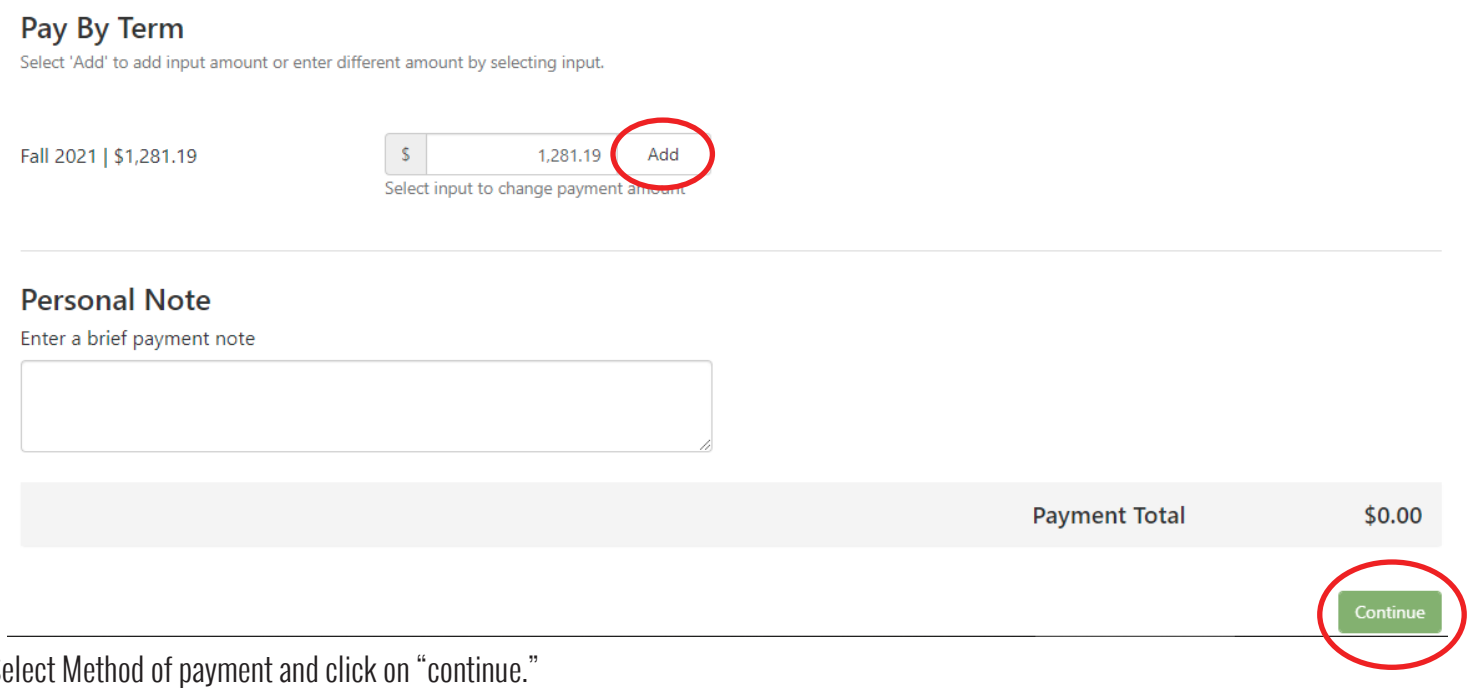
4. Select the “Term” and Click on “Pay Now” Click on Pay My Bill icon.



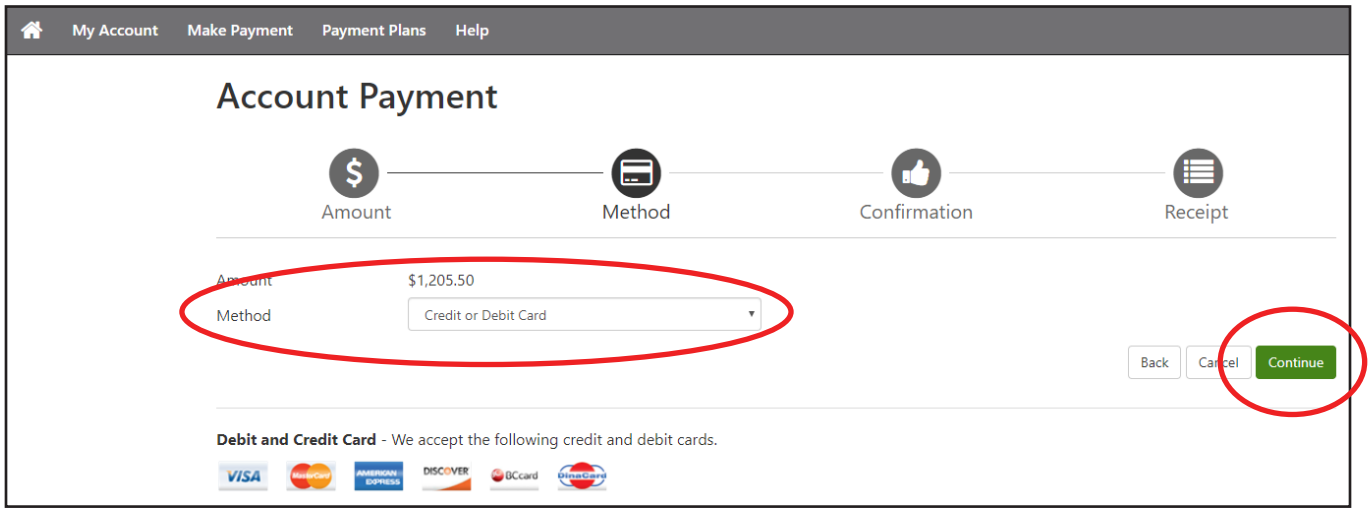
5. Click on “Make Payment”



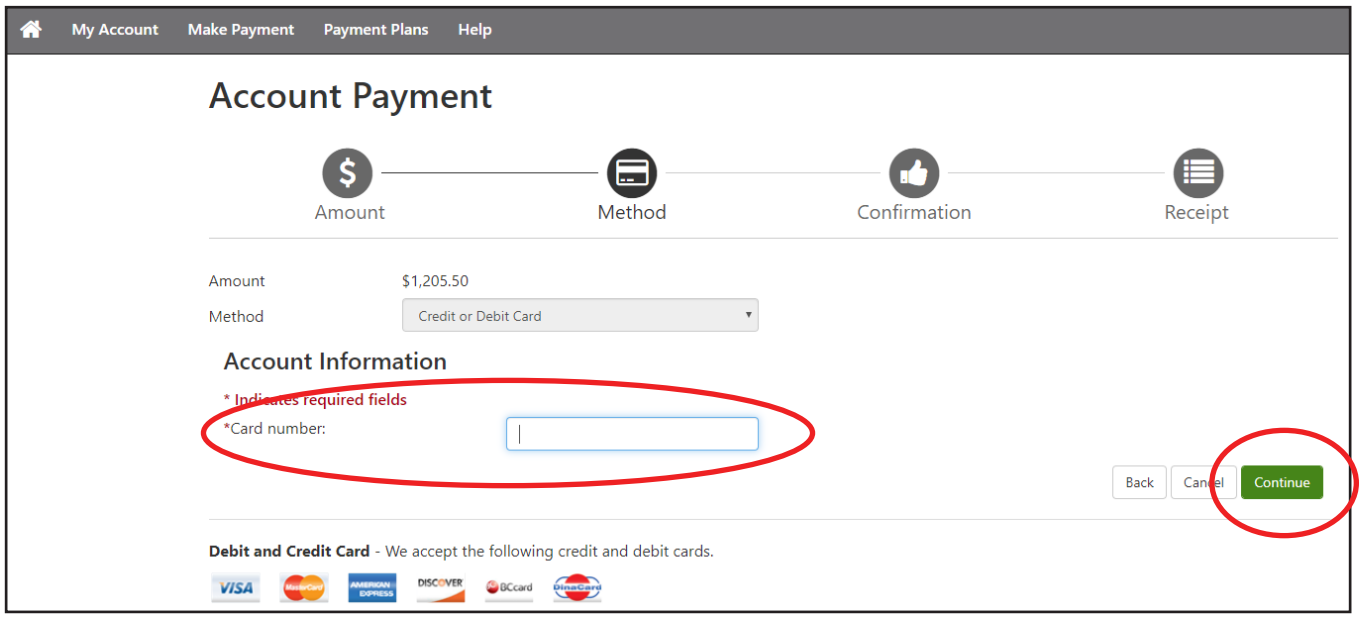
6. Click “Add” and click on “continue.”



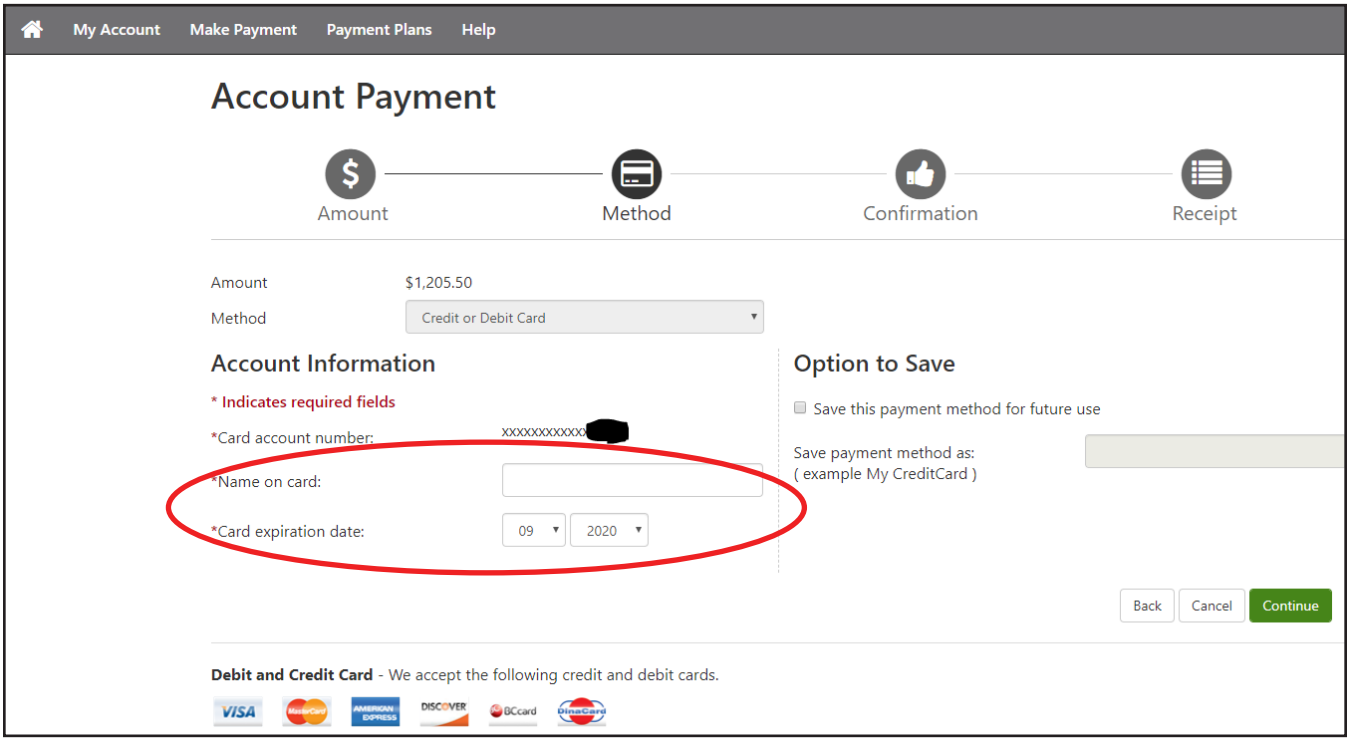
7. Select Method of payment and click on “continue.”



8. Enter credit card information.



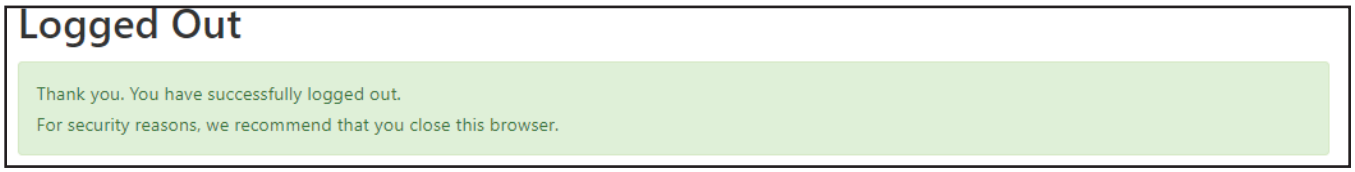
9. Fill out required fields, then click on "continue."



10. Confirm the information, then click on "Submit Payment"

11. A receipt can be printed by clicking in the "Receipt" icon

12. Once payment is processed, you may logout of the payment system.



Payment Deadline

Students enrolled in subterms are required to have paid in full, or have financial aid awarded, by the published deadlines in order to avoid being dropped for non-payment. Failure to pay for the subterm in full or have some form of financial aid arrangement will result in being dropped from your chosen course without notice. Students are eligible to enroll in the following subterm should they wish to do so. Deadlines are posted by the Graduate School and are available online at http://www.tamiu.edu/gradschool/importantdates.shtml

Financial Assistance

The Office of Financial Aid at Texas A&M International University (TAMIU) is open to assist students who have difficulty meeting the cost of completing their graduate degree. Although the primary responsibility for financing an education rests with the student and the student's immediate family, TAMIU recognizes that many students will require additional assistance in order to finance their educational goals. Therefore, TAMIU offers financial assistance based on documented financial need to students who would otherwise not be able to attend the University.

FAFSA

The Free Application for Federal Student Aid (FAFSA) should be completed and submitted electronically via www.fafsa.ed.gov. Approximately 7-10 days from the filing date of the FAFSA, the applicant will receive a Student Aid Report (SAR) from the federal Central Processing System (CPS). If you provided an email address on your FAFSA application, you will receive an electronic SAR from the federal CPS. The applicant should review their SAR for any additional steps required by the federal CPS. FAFSA applications are not fully considered until the Office of Financial Aid receives all pending aid documents and the student is admitted into their program of choice by Graduate School.

Students must submit a financial aid application every academic year. The application process and all documentation must be completed before the last class day of the term to be considered for aid for that period of enrollment. Financial Aid cannot be received for periods of non-enrollment. All other required forms should be completed and forwarded directly to the TAMIU Financial Aid Office before the deadline.

Financial Aid Awards

Once documented need is established, the Office of Financial Aid will consider you for programs which you are eligible. It is impractical for students to expect the total need to be met with gift-aid (grants and scholarships). In order to meet as much of the documented need as possible, you must apply for a self-help program (loans). Every effort will be made to meet your need through a combination of aid programs. The amount of aid awarded to you is based on your financial need, your limitations imposed by the various financial aid programs, and the availability of funding. Your total award may be less than the documented need because of fund limitations, an unusually large budget, aid request limitation, and/or prescribed program allowances. Your application will be reviewed and awards made as long as funds are available on a "first-come, first-served" basis. Once you have been awarded a financial aid package, an award notification will be sent to you indicating the types and amounts of aid offered. You must review your award notification, accept, or decline all the financial assistance offered to you online via your student portal, Uconnect. Failure to do so will result in all your aid being canceled. No financial aid will be disbursed until all paperwork and requirements are met with the Office of Financial Aid. If, after the aid package has been awarded, it is determined that an additional resource is available to you to help meet the cost of attendance, the Financial Aid Office will be required to recalculate your eligibility to include the additional resource(s). If the additional resource causes an over award situation, your aid package will be adjusted to compensate for the over award. Adjustments may include canceling or decreasing previously awarded aid. A revised award notification will be sent to you indicating any revisions made to your aid package.

For more information regarding financial assistance at TAMIU, contact TAMIU's Financial Aid Office:

Texas A&M International University
Zaffirini Student Success Center Suite 214
5201 University Blvd.
Laredo TX 78041

Phone: (956) 326-2225
Fax: (956) 326-2224
Email: financialaid@tamiu.edu

TAMIU School Code: 009651
FSA ID: https://fsaid.ed.gov
FAFSA: http://www.fafsa.gov

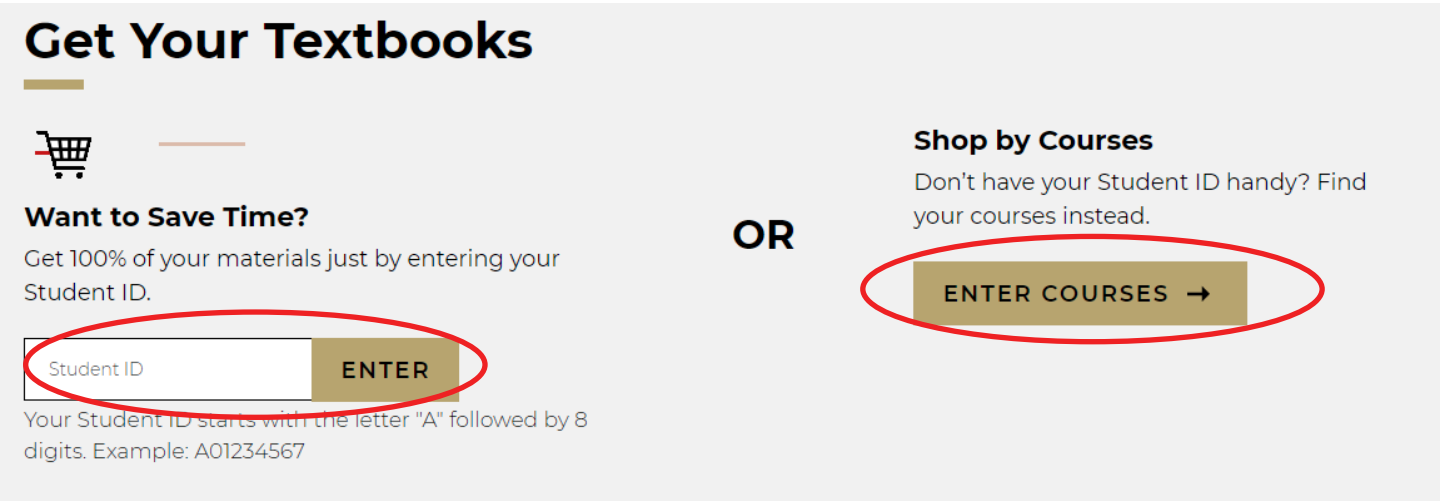
Your Advisor

Academic advisor information is listed on your degree plan. Your advisor serves as the primary contact for questions regarding your degree plan, registration and graduation requirements.

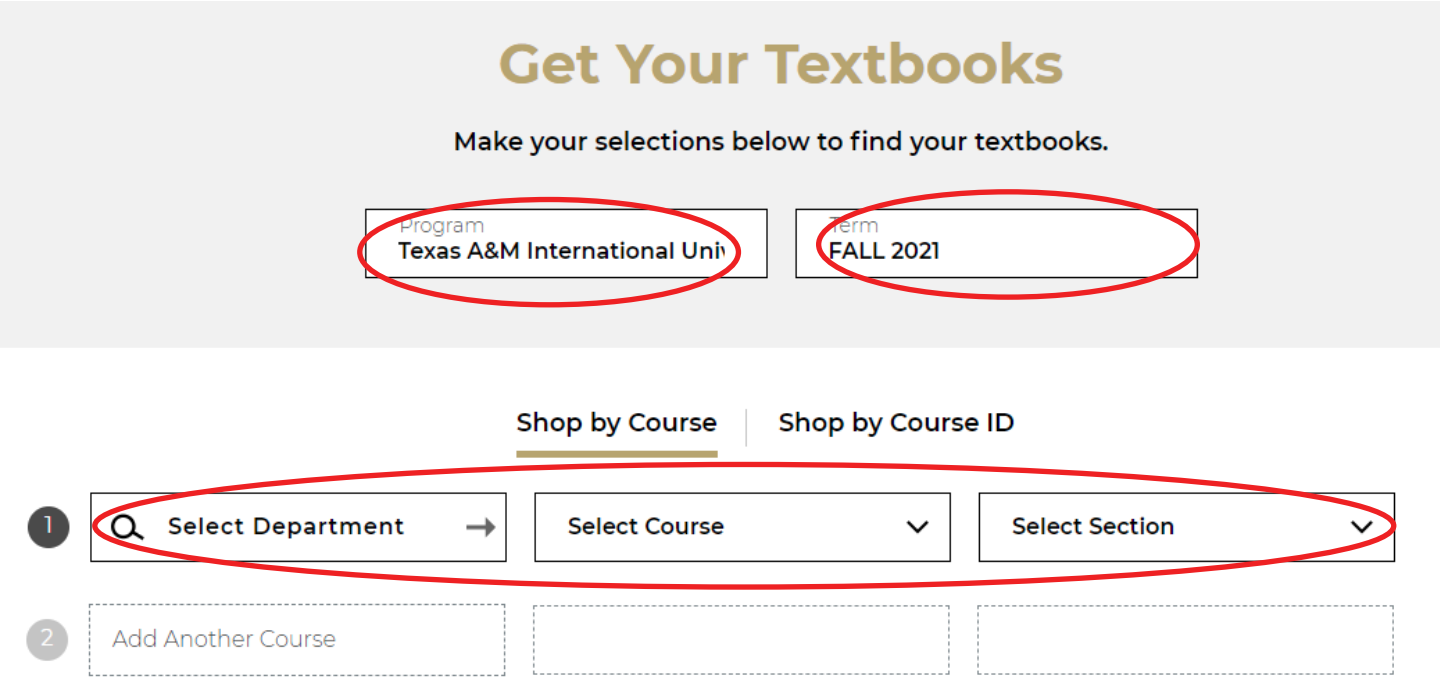
Textbook Information

To access textbook information, you will need your course schedule. Once you have your schedule, follow these steps:

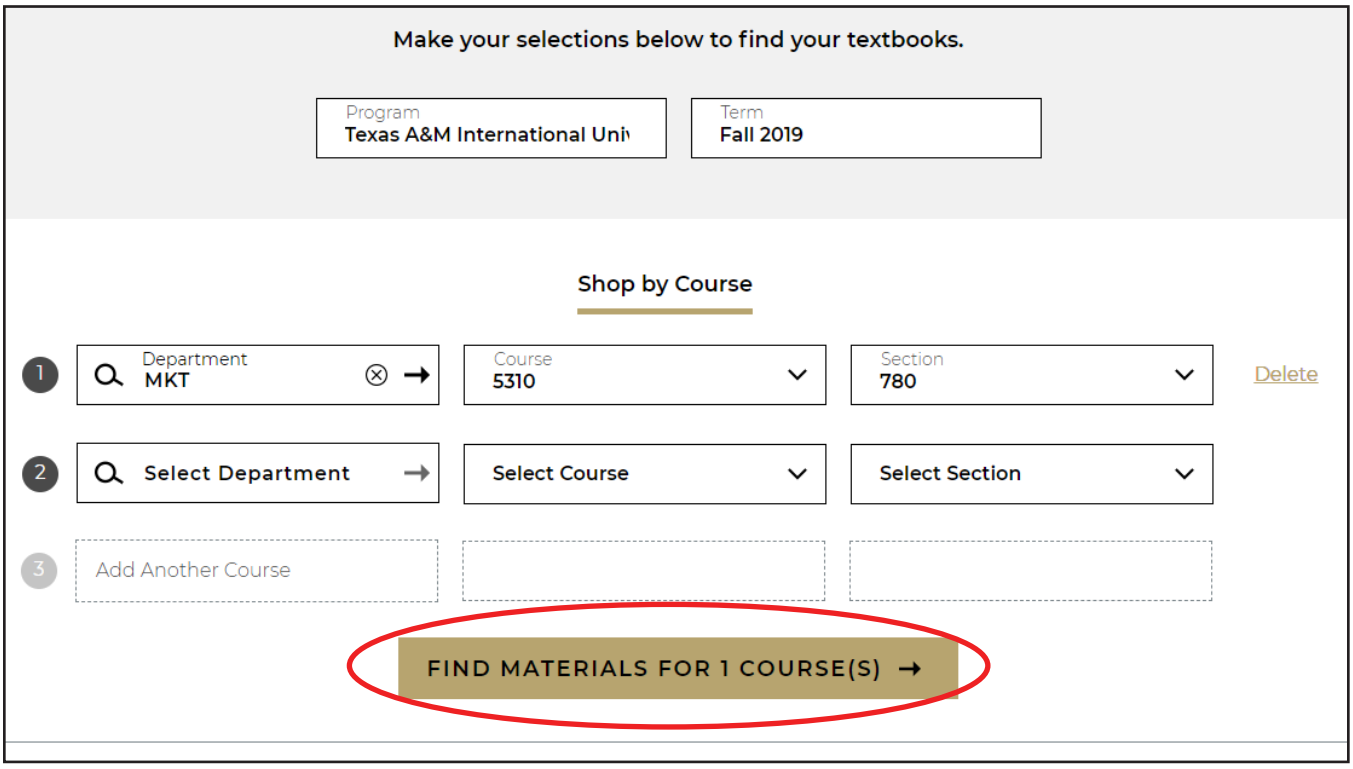
1. Go to https://www.bkstr.com/texasaminternationalstore/home, and click on "Textbooks" section, and select to search for textbooks either by your TAMIU ID number or by Courses.



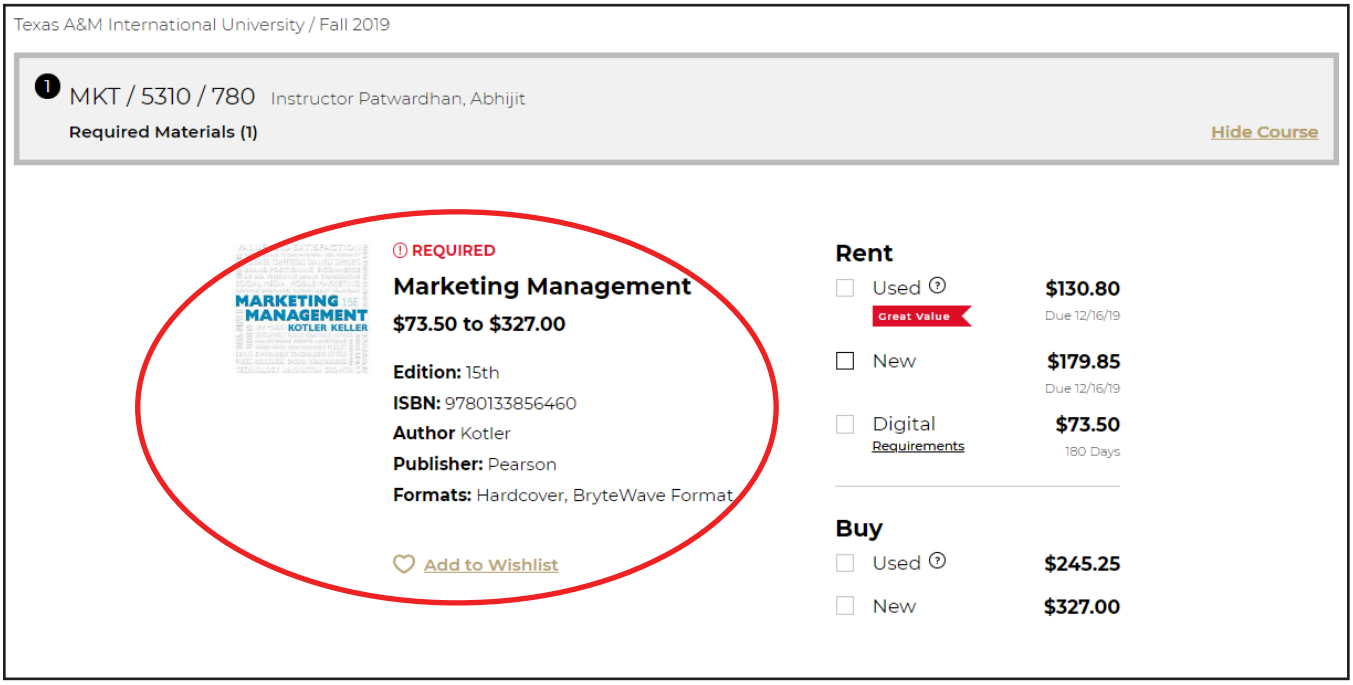
2. Select the “Program,” “Term,” “Department,” “Course,” and “Section”



3. Click on “Find Materials for Courses”



4. Book information will be displayed for you

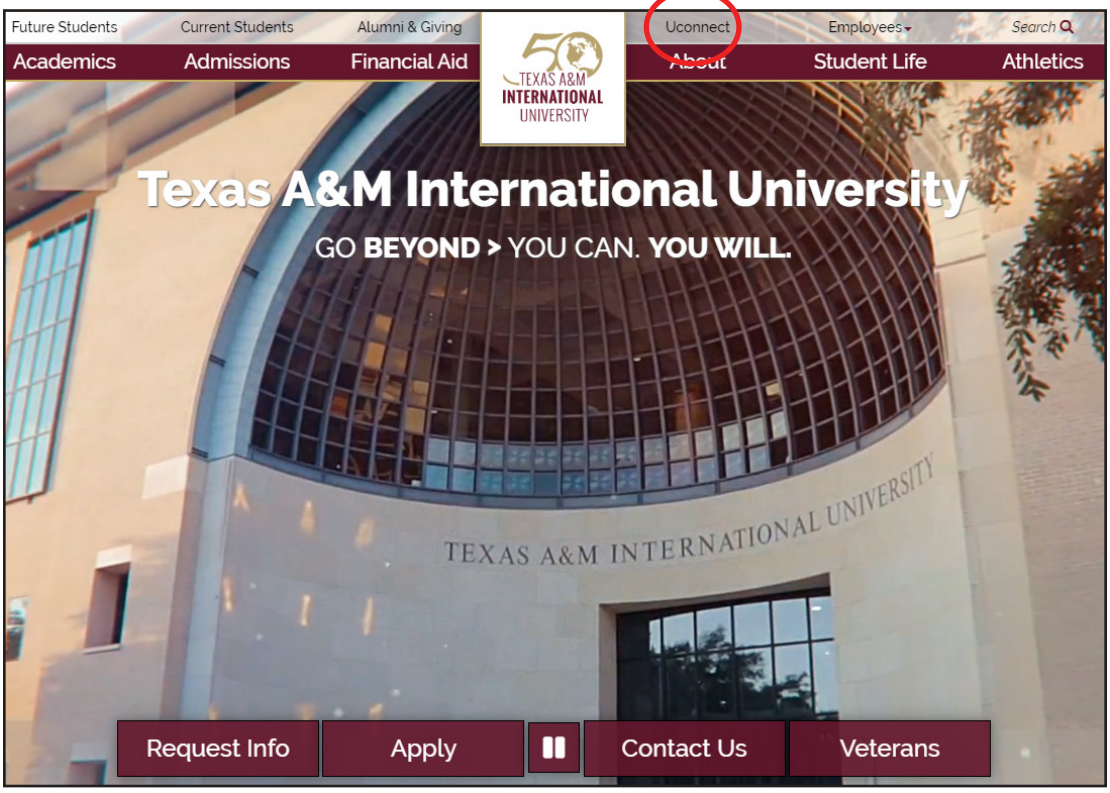


You may choose to buy/rent the book directly from the TAMIU bookstore website or through a different vendor.

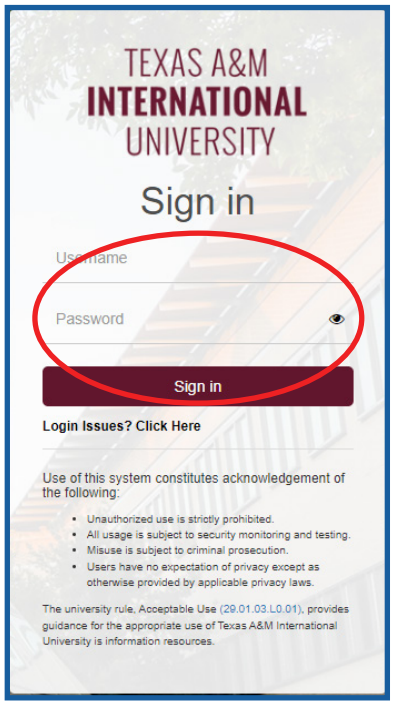
Accessing Your Classes

Access to course content is available on the first class day of your enrolled semester at 12:00am. To access course content, follow these steps:

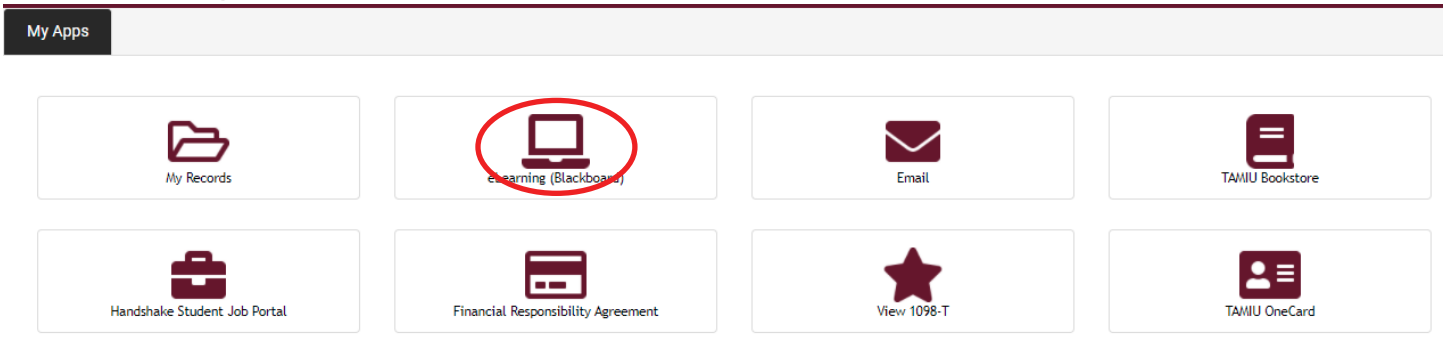
1. Go to www.tamiu.edu, and click on "Uconnect" on the navigation bar



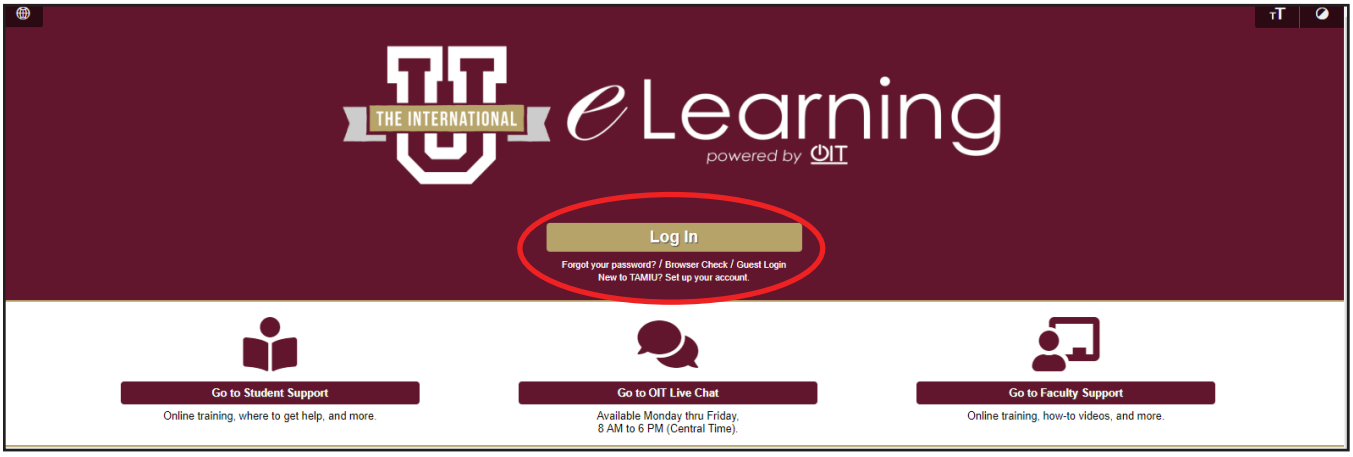
2. Log into your student portal using your NetID and Password



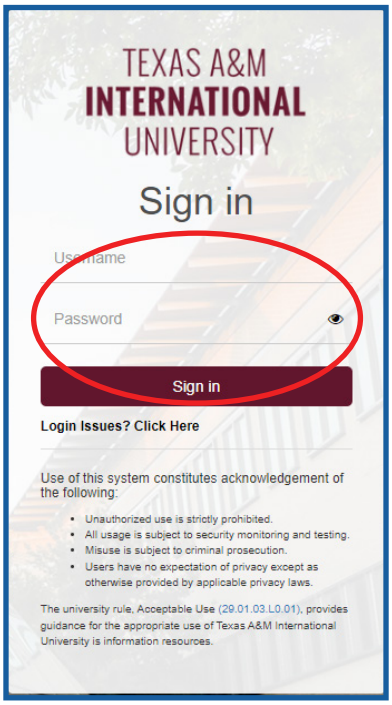
3. Click on the eLearning (Blackboard) icon. This will redirect your to the TAMIU Blackboard system.



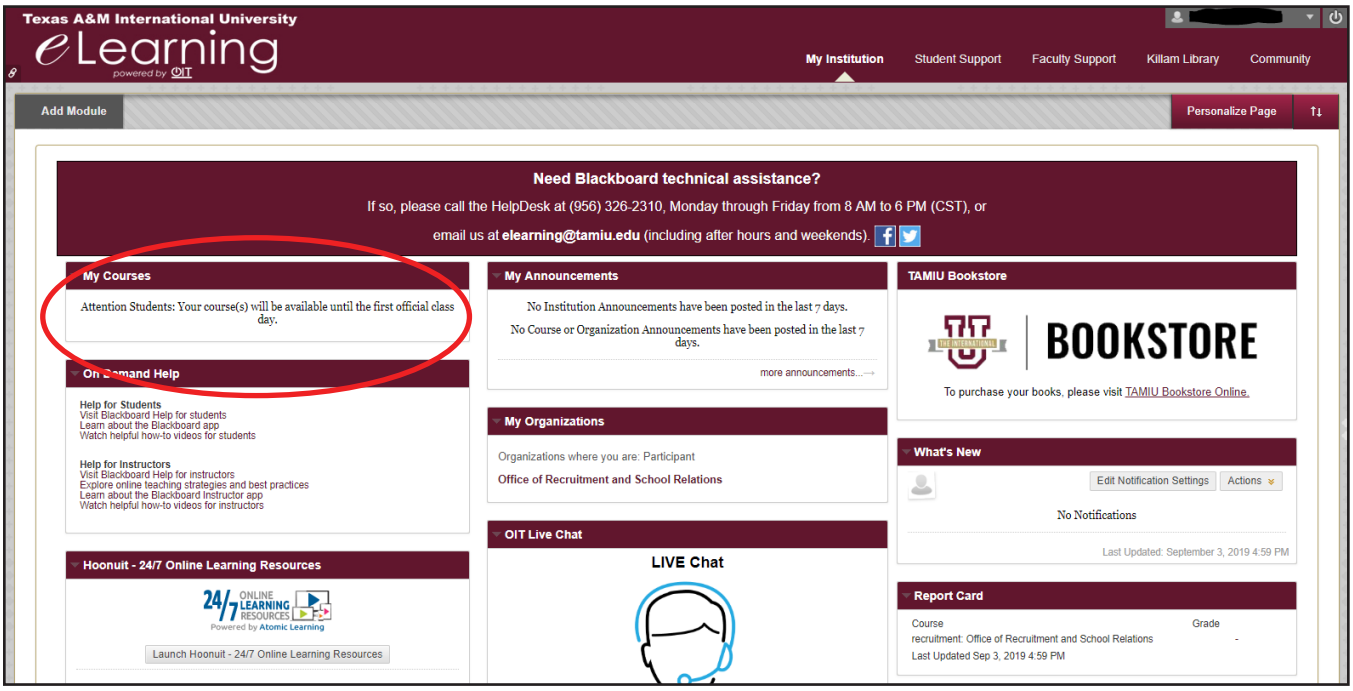
4. Click on "Log In"



5. Log into the eLearning system using your NetID and Password



Your course information will be listed under the "My Courses" section.



The Office of Instructional Technology and Distance Education Services serves as the office who facilitates online instructional technology at TAMIU. Online orientations and tutorials can be found online at https://www.tamiu.edu/distance/students/elearning-orientation.shtml. These resources provide an overview of the eLearning system and are available for all online students. For technical questions or issues, please contact the Office of Instructional Technology and Distance Education Services at 956.326.2792 or by email at elearning@tamiu.edu.

Delaying your Start Date

Dropping your courses or choosing to enroll for a subterm that differs from what you previously selected on your admission application requires you to notify Graduate School at graduateadmissions@tamiu.edu. A degree plan has been specifically created for each subterm to ensure timely completion of your program. Failure to notify the Graduate School to receive an updated degree plan will affect your academic record and may delay your graduation date.

Future Semester Registration

Announcements are made via Uconnect to notify students about when the course schedule for the next semester is available and when registration is officially open. Students can then proceed with self-registration following their degree plan. Registration dates can also be found in the Graduate School's website at http://www.tamiu.edu/gradschool/importantdates.shtml.