

NSO

FAMILY GUIDE





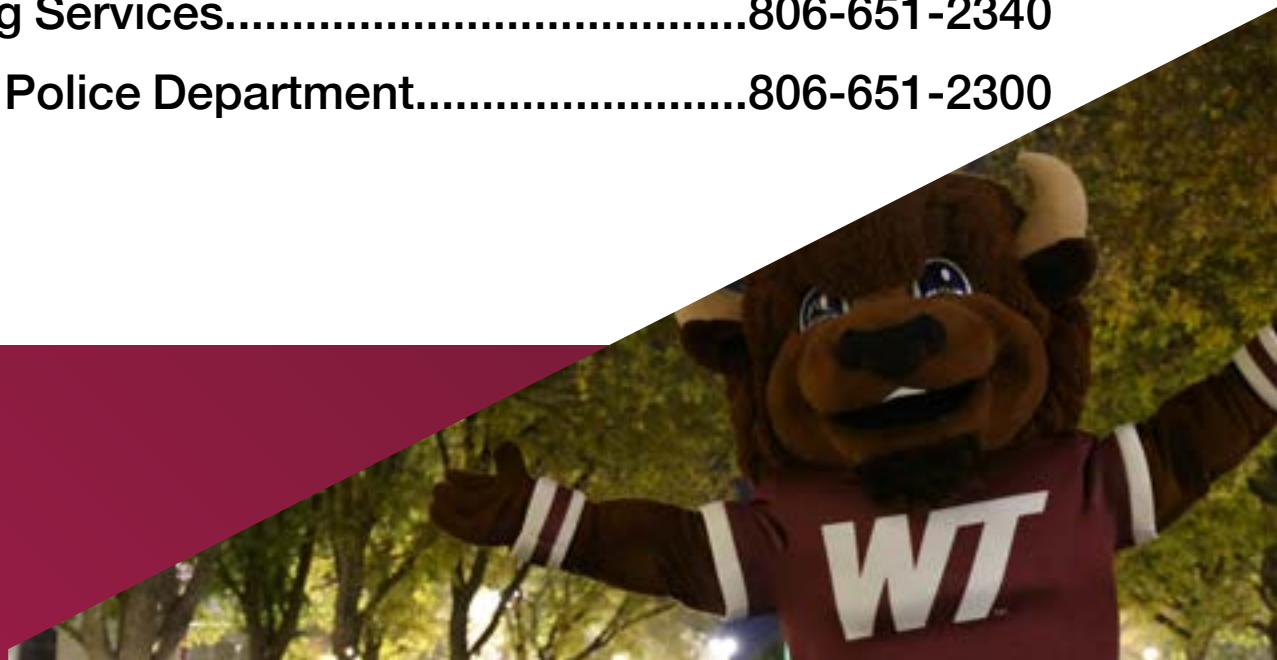
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Important Numbers

Business Office.....	806-631-2080
JBK Student Center.....	806-651-2394
Student Financial Services.....	806-651-2055
Advising Services.....	806-651-5300
Counseling Services.....	806-651-2340
University Police Department.....	806-651-2300



Important Dates



Fall 2023

- Aug. 15** First Payment Due (At least 25% payment due)
- Aug. 17** 9 a.m. / Residence Hall Open
11 a.m. / Dining Hall Opens
- Aug. 17-19** Buff Branding
- Aug. 20** Last day to withdraw with 100% Refund
- Aug. 21** First Day of Class
- Sept. 4** Labor Day- No Class
- Sept. 8** Second Payment Due (Optional Payment Plan)
- Sept. 19** Greenlighting Available
- Oct. 1** Third Payment Due
- Oct. 14** Homecoming
- Oct. 27-29** Family Weekend
- Oct. 31** Last Day to Drop with a Guaranteed X
- Nov. 1** Fourth Payment Due
- Nov. 10** Priority Registration Opens for Current Freshmen Spring 2024
- Nov. 23-25** Thanksgiving Break – No Classes
- Nov. 30** Last Class Day
- Dec. 1** Dead Day- No Classes
- Dec. 2-8** Final Exams
- Dec. 8** 1 p.m. / Dining Hall Closes
5 p.m. / Residence Hall Closes

Spring 2024

- Jan. 10** Full Payment Due (or payment plan agreement)
- Jan. 12** 9 a.m. / Residence Hall opens
11 a.m. / Dining Hall opens
- Jan. 15** Martin Luther King Jr Day – No Classes
- Jan. 16** First Day of Class
- Feb. 1** Scholarship Application Priority Deadline
- Feb. 1** Payment Plan Due (Full or pay plan agreement)
- Feb. 2** First Payment Due (Optional Payment Plan)
- Feb. 13** Greenlighting Available
- March 1** Second Payment Due (Optional Payment Plan)
- March 8** 2 p.m. / Dining Hall Closes
- March 11-15** Spring Break – No Classes
- March 18** 7 a.m. / Dining Hall Opens
- March 28** Last Day to Drop With a Guaranteed X
- March 29** Good Friday – No Classes
- April 1** Third Payment Due (Optional Payment Plan)
- April 11** Priority Registration Opens for Current Freshman for Fall 2024
- May 1** Last Class Day
Final Payment Due
- May 2** Dead Day – No Classes
- May 3-9** Final Exams
- May 9** 2 p.m. / Dining Hall Closes
- May 10** 12 p.m. / Residence Hall Closes

WTAMU Traditions

The Buffalo



The buffalo has stood the test of time, and the words that appeared in a 1921 issue of the *Prairie* still hold true today: “Now, since the Buffalo is to be our mascot, what qualities are we to think of when we see him gracing all our insignia? First of all, he is strong and sturdy. And his virtues are as prominent as his physical qualities. He always fights a clean fight, and he was never known to sneak away from his foe on the field of battle or to betray his friend. His broad shoulders tell you that he can endure physically, and his sincere eyes bespeak the soul, which supports his physical power.”

Standing Tall

“Ehhhhhhvry-buddy upppppp” has been a familiar cry at The Box/FUBC before every WTAMU volleyball and basketball game. Fans stand for the Buffs and Lady Buffs until the opponents score.

Hand Sign

The sign, with hand held high, is proudly displayed during the alma mater, when a player is injured and as an energetic addition to cheers and the fight song.



Buff Branding

Buff Branding, the second part of our new student orientation experience, is a University tradition that builds on what students learned at New Student Orientation (NSO) and is designed to equip them with what we think they need to succeed-both inside and outside the classroom. This year Buff Branding is August 17-19, 2023.

Alma Mater

Over boundless reach of prairie,
Over rolling plains,
Over cliff and crag and canyon,
Alma Mater reigns!
To thy colors, white and maroon,
We would faithful be
Hearts as bold as western breezes,
Souls as pure and free!
Round thy image, Alma Mater,
Hallowed memories twine;
Bless the sacred ties of friendship
Pledged before thy shrine.
Alma Mater! Alma Mater!
We will faithful be;
Through the years that lie before us
We'll remember thee!

Fight Song

The Fight Song was written by Jack Curtice, a member of the football coaching staff from 1938-1941.

On, on Buffaloes,
We are right for the fight tonight;
Hold that ball and hit that line,
Every buffalo will shine;
And we will fight for maroon and white,
And we'll roar for the old varsity;
We'll kick, pass and run
Till those _____ are done;
And we'll bring home the victory!
W T A M, WT AM, Fight! Fight! Fight!

UNIVERSITY TIMELINE

1909

Established March 31

1910

West Texas State Normal College opened Sept. 30

1917

West Texas State Normal College became a degree-granting institution

1923

West Texas State Teachers College

1949

West Texas State College

1963

West Texas State University

1993

West Texas A&M University

2010

West Texas A&M University centennial celebration

2020

A national security association has ranked West Texas A&M University among the Top 10 safest campuses in the country and No. 1 in Texas.

2020

WTAMU reached highest enrollment ever with 10,169 students, breaking the previous records set.



WTAMU Jargon

AC—Shortened version for the Virgil Henson Activities Center.

Academic Adviser—Someone assigned to assist students to identify major career goals, choose an academic program and select courses each semester.

Academic Probation—Issued when a student's cumulative GPA is less than 2.0. To avoid this, seek help early.

Advising Services—Located in the Classroom Center. This is where your student can go to get advised and greenlighted.

Buff Advisor—Student information system that allows a student access for student planning, academic history, financial aid status, payment on account, class schedule, account balance, grades, address changes, etc.

Buff Connect—The one-stop internet spot for your student's email, Buff Advisor and WTClass, plus some other helpful tools.

Buff Connect Parent Log-in—The one-stop internet spot to view account information and payment deadlines.

Buffalo Gold Card—This is your student's WTAMU identification card.

Caf—The Dining Hall.

CC—Shortened version for the Classroom Center.

College—WTAMU is subdivided into six colleges: the Paul Engler College of Agriculture & Natural Sciences, Paul & Virginia Engler College of Business, Science and Engineering, Terry B. Rogers College of Education and Social Sciences, College of Engineering, the Sybil B. Harrington College of Fine Arts and Humanities and the College of Nursing and Health Sciences. Each major falls under a department in one of these academic areas.

Core Classes—The foundational classes required for any degree at West Texas A&M University.

Credit Hour—As a rule, the number of credit hours assigned to a course indicates the number of hours the class meets each week.

Dead Day—The day before final exams start each semester is called Dead Day. No classes meet on this day, so students can prepare for finals.

Dean—Administrative officer in charge of a college.

Degree Plan—A list of the courses students needs to complete a degree, along with GPA requirements. Students will file for this in his/her college after earning 45 hrs.

Department Head—A faculty member in charge of several academic areas or related majors that are grouped together as a department.

Drop/Add—The process of changing classes on your schedule through Advising Services or Buff Advisor according to the deadlines in the academic calendar.

FAC— Shortened version for the Fine Arts Complex

GA / TA—A graduate assistant (GA) or teaching assistant (TA) is a graduate student who assists a professor with a class.

GPA—Grade point average.

Greenlighting—Students must see their academic adviser prior to priority registration. When the student has been advised, the faculty member will "greenlight" them. This allows the student to have access to student planning to register for classes.

HUB—Large reception desk in the Student Success Center.

JBK—Shortened version for the Jack B. Kelley Student Center.

Marmaduke—Marmaduke Internet Innovation Center, located in the lower level of the Cornette Library, is where student computer labs are located.

Meta Majors— Meta majors are career based clusters that are collections of academic programs that have related courses and career goals. Meta-majors assist students with establishing social and academic networks to enhance learning experiences and develop academic and career plans.

Major—The academic area your student chooses to study in-depth.

Payment Plan—Fall and Spring amounts are broken into four smaller amounts that allow the student to pay the amount over the course of the semester

Prerequisite—The course your student has to take first is called a prerequisite. For instance MATH 1314 is a prerequisite for MATH 1316. Prerequisites are identified in the catalog.

Priority Registration—The early period when students are given access to register by classification for the next semester's classes.

SSC—The Student Success Center, located in the first level of the Classroom Center, is the centralized location for student support programs, including Advising Services, Office of Career and Professional Development, Counseling Services, Educational Services (tutoring, testing, supplemental instruction), Nationally Competitive Scholarships, Office of Student Accessibility, Study Abroad, Transfer Services, Military and Veteran Services and the Writing Center.

SI—Supplemental Instruction that provides assistance in some core classes through additional study sessions.

Suspension—If your student's cumulative GPA falls below a 2.0 two semesters in a row, or is given a disciplinary sanction, you will be placed on suspension and cannot attend West Texas A&M University for a defined period of time.

Syllabus—An outline of a class that explains what is expected of the students and when assignments are due.

The Prairie—The student newspaper published at WTAMU.

UPD—Shortened version for the University Police Department at WTAMU.

WTClass—Where your student downloads course syllabi and turns in assignments.

Family Resources



FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law designed to protect the privacy of students' education records. Student information cannot be shared with parents or family members without specific written and signed permission from the student. When students enroll in an institution of higher education, regardless of age, they are in control of their academic record. Pursuant to the Family Educational Rights and Privacy Act (FERPA), West Texas A&M University has established procedures relating to the accessibility of student information in the custody of the University. wtamu.edu/ferpa

Parent Portal

Parents/Guardians/Others can now be granted their own username and password at the request of a student in order to view information about the student. Here is how the process works:

1. From the WTAMU website (wtamu.edu) the student goes to Buff Connect.
2. The student logs in with their username and password.
3. Once on the Portal Page, click on the Buff Advisor icon at the top right of the page.
4. Once in Buff Advisor, the student clicks the "LOG IN" tab on the top of the page and then clicks on the "Students" menu tab. Under "Academic Profile" the last three links are related to the Parent Access.
5. Click on "ADD PARENT/GUARDIAN/OTHER"
6. The student will request that an account be created in the system for the person they want to have access to view their information by entering information specific to that person, including social security number and birthdate in order to prevent duplicate records being created for someone already in the system. When the student clicks "SUBMIT", the request is sent to the Office of the Registrar to create the record and create the connection between that record and the student's information.
7. The student will receive an email at his/her WTAMU assigned email address confirming it has been processed and directing them to log back into Buff Advisor to actually grant the access desired.
8. Click on "Grant Rights to Parent/Guardian" to choose who to grant access to and what type of access is desired. This screen will show everyone who is "connected" to the student with the email address previously submitted.
9. Click the "Grant" box by the person you want to grant access to. In the drop down box under "Access Level" choose from: A-Academic Information, F-Financial Information, B-Academic and Financial.
10. Click "Submit". This will generate an automated email sent to the Parent/Guardian/Other with their username and instructions for activating their account and creating a password.

Helping Your Student Transition To College

Parents, remember that the transition to college can be a stressful experience, especially if your child has not lived away from home before. During this important time of "family transition", you may be tempted to put your own feeling and reactions "on hold" but attending to your own emotional needs will go a long way to helping everyone feel more comfortable about the upcoming challenges going to college presents.

Recognize that feelings of ambivalence, anxiety, and excitement are normal, and you may experience a variety of these emotions. While ambivalence and anxiety are common during this period of transition, it is also normal to look forward to the relative peace and quiet along with the opportunity to spend more time with spouse and/or younger children.

Remember that coming to WTAMU is a tremendously important developmental step toward adulthood and typically represents the past 18 years or so of learning, most of which has been geared toward assuming a productive place in the world. Parents often find that it helps to focus on the opportunity of a college education that has been provided for their child.

Helping Your Child From A Distance

Here are a few ways you can express your care and enhance your child's experience at WTAMU.

- Stay in touch. Despite experimenting with independence, your child still needs to know that you are there and available to help with everyday things as well as difficult issues.
- Allow your child to set the agenda/subject for some of your conversations. If your child needs your help/support, the subject is more likely to come up if they aren't being asked pointed questions.
- Be realistic about financial matters. Students should come to school knowing who will pay for tuition, books, fees etc. They should also know what the family's expectations are about spending money to help avoid any misunderstandings later. Along with educational fees, parents are encouraged to remember the "cost" of social activities which are an important part of the college experience.

Helpful Coping Strategies For Parents

Allow yourself to have emotions because there is little benefit in pretending you don't feel sad, guilty, relieved, apprehensive, worried, etc. Discuss your feelings with your source of support which could include your family, other parents, and friends. As parents, "overall wellness" should be your goal. During stressful times we may forget to eat, our sleep schedule can be interrupted, or we are just tired. In order to be helpful to your child, eat regular healthy meals, get quality rest/sleep, and exercise if possible. This should give you the energy needed to be helpful.

You can also find new outlets for yourself by taking on new challenges and responsibilities. This gives a way to channel and/or manage the new feelings and energy that may be associated with your child attending college. Keep in mind, now is the time for you to cross things off that "to-do" list you have been adding to for the past 18 years or so. Patience with your child is important at this time also because it may take awhile for them to develop the right balance between their need to be independent from you but feel supported and guided by you. Understand that it may take some time to figure it all out.

Student Financial Service Guide

NEW STUDENT CHECKLIST

1 View Your Bill

- Log into your Buff Connect
- Click the “Buff Advisor” icon
- Select the “Student Finance” menu
- For details, click “Account Activity”
 - This page breaks your bill down by charges, payments, financial aid (fa) and refunds

2 Sign up for Direct Deposit

- Follow steps 1-2 above
- Select the “Banking Information” menu
- Click “Add an Account” -> “Activate Account”
- Enter your banking information

3 Complete FA Checklist

- Follow steps 1-2 from item “1”
- Select the “Financial Aid” menu
- Confirm FAFSA Status
- Complete the checklist

4 Accept/Decline Awards

- Follow steps 1-2 from item “3”
- Click “Review and Accept your Financial Aid Award Package”
- See “Types of Aid”

5 For Loans:

- Complete Entrance Counseling
- Sign a Master Promissory Note (MPN)

6 For Scholarships:

- Apply for scholarships at www.wtamu.edu/scholarships
- Accept Scholarships and submit thank you letter following the instructions provided by the awarding department
- Send all external scholarships to:
 - West Texas A&M University
 - Scholarship Services
 - WTAMU BOX 60765
 - Canyon, TX 79016
- Be sure to include
 - Donor name, address, phone
 - student/recipient name, ID number

7 Check out the ECU Buff \$mart Program

8 Pay your first bill by August 15

9 Contact Us

Student Financial Services *OM 108*

(806) 651-2055 | financial@wtamu.edu

Scholarships *OM 108*

(806) 651-3330 | scholarships@wtamu.edu

Business Office *OM 104*

(806) 651-2080 | bo@wtamu.edu

ECU Buff \$mart Program *OM 105*

(806) 651-2367 | buffsmart@wtamu.edu



Types of Financial Aid

The following types of Financial Aid (FA) have been compiled for your benefit. If you have any questions, please contact the ECU Buff \$mart Program.

Grants

A grant is a monetary gift for people pursuing higher education. It is often based on financial need and does not need to be repaid (unless, for example, you withdraw from school and owe a refund).

TEXAS Grant - The Toward Excellence, Access & Success (TEXAS) grant was established in 1999 by the Texas Legislature to provide need-based financial assistance to Texas students. This program is subject to funding availability from the state of Texas. Award eligibility varies based on Enrollment Status.

Renewal Requirements (differ from other grants listed) At the end of the first year, you must meet West Texas A&M University Financial Aid Satisfactory Academic Progress requirements (2.0 GPA and 67% completion) in order to be considered for a second year in the TEXAS Grant program. After completing the second year in the program, you are required to meet the following conditions at the end of every spring term:

- Be enrolled at least three-quarter time as an undergraduate student who previously received a TEXAS Grant award and has not yet been granted a baccalaureate degree
- Have not been convicted of a felony or crime involving a controlled substance
- Have a calculated financial need
- Maintain satisfactory academic progress (SAP): Cumulative GPA of at least 2.50 with a 67% completion rate
- You must complete 24 semester credit hours each academic fall, spring and summer, however, credits by exam/AP credits do not count toward completion.

Student eligibility for a TEXAS Grant ends once he or she has attempted 150 semester credit hours or the equivalent unless the student is granted a hardship extension. For this purpose, "attempted hours" is defined as every course in every semester for which a student has been registered as of the official Census Date, including but not limited to, repeated courses and course the student drops and from which the student withdraws. For transfer students, transfer hours and hours for optional internship and cooperative education courses are included if they are accepted by the receiving institution towards the student's current program of study.

If you do not meet the aforementioned requirements, you will lose eligibility once eligibility requirements have been met again.

Federal Pell Grant - Federal Pell Grants are awarded to undergraduate students who have not earned a bachelor's degree and who possess financial need as determined by the completion of the Free Application for Federal Student Aid (FAFSA). All students meeting eligibility requirements are offered the Federal Pell Grant.

Texas Public Education Grant (TPEG) - The Texas Public Education Grant (TPEG) is a program administered by the State of Texas to provide assistance to students with financial need and seeking a first bachelor's degree. This is a grant, and it does not have to be repaid. This grant does not require a separate application. It is awarded through the standard process based on the FAFSA/TAFSA applications received.

Resident Undergraduate Designated Tuition (RUDT) - The Resident Undergraduate Designated Tuition (RUDT) is a program administered by the State of Texas to provide assistance to students with financial need and seeking a first bachelor's degree. This is a grant, and does not have to be repaid. This grant does not require a separate application. It is awarded through the standard process based on the FAFSA/TAFSA applications received.

Loans

A loan is money borrowed from the federal government or a private source like a bank or financial institution, and **must be paid back with interest.**

Direct Subsidized Loans - A Direct Subsidized Loan is a federal student loan where a borrower isn't generally responsible for paying interest while in an in-school, grace, or deferment period.

Direct Unsubsidized Loans - An unsubsidized loan through the Direct Loan Program offers students a low, fixed interest rate and flexible repayment terms. It is not based on financial need.

Parent Plus Loan - The Federal Direct PLUS Loan is designed for parents of undergraduate dependent students to borrow funds in the parent's name on the student's behalf to assist with their college student's educational expenses. All parents may apply for a PLUS Loan as eligibility is not based on financial need. However, creditworthiness is used in determining eligibility. The parent borrower's credit bureau report will be reviewed and must meet the lender's established borrowing guidelines. A borrower cannot have an adverse credit history. Repayment of principle and interest begins 60 days after the PLUS loan is fully disbursed. If a parent borrower is declined then the student may be awarded up to \$2000 in additional unsubsidized student loans per semester.

Common Terms

The common terms and phrases below have been compiled for your benefit. If you have any questions, please contact the ECU Buff \$mart Program.

Master Promissory Note (MPN) - An MPN, also known as a Loan Agreement, is a legal document that contains the Borrower's Rights and Responsibilities and Terms and Conditions for repayment. Direct PLUS and Direct Subsidized / Unsubsidized loans have different MPNs.

SAP - Satisfactory academic progress is the process a school uses to determine if a student is meeting all of his or her educational requirements and is on target to graduate on time with a degree or certificate. This process may vary across schools.

- Maintain a 2.0 GPA
- 67% completion rate
- *Some grants have other requirements

Entrance Counseling – Is required by federal student aid to complete before your loan will be dispersed. Entrance counseling ensures you understand the terms and conditions of your loan and your rights and responsibilities. You'll learn what a loan is, how interest works, your options for repayment, and how to avoid delinquency and default. When you are finished, a record of your completion will be sent to WT and you can receive your loan money.

Verification – Some students are selected for verification at random and some schools verify all students' FAFSA forms. Verification is the process your school uses to confirm that the data reported on your FAFSA form is accurate. Your school has the authority to contact you for documentation that supports income and other information that you reported. At WT the documentation that will be requested is located on Financial Aid Self Service Portal on the Checklist.



Payment

The following payment details have been compiled for your benefit. If you have any questions, please contact the ECU Buff \$mart Program.

Payment by Web

- **E-check** (preferred method) - We strongly encourage check payments to be made by web o Student Finance on Buff Advisor. Students must click the blue link in the YELLOW ALERT BAR near the top of the page, then click the green MAKE A PAYMENT button. Payment can be made by entering routing & account numbers and choosing the appropriate account type (checking or savings).
- **Credit and Debit Card** - (Visa, Mastercard, Amex, Discover) are only available through the TouchNet PayPath Portal, which has been certified PCI compliant to ensure the security of students' and authorized users' financial information. All card transactions will be assessed a non-refundable card processing fee of 2.85% per transaction, with a minimum fee of \$3. You will be told the fee amount and asked to agree to the fee prior to completing the transaction online.

Payment by Mail (Must be received before payment deadline) Mail a check (with DL #), cashier check or money order with student's name, buff ID number and term on check to

West Texas A&M University
Accounting & Business Office
WT Box 60999
Canyon, TX 79016

Sponsored Billing - Email or forward the PDF of your letter to our general email account: sponsorbill@wtamu.edu, from your Buff email. You must include your full name and ID number every time.

Emergency Loans (last resort) WTAMU offers an Emergency Tuition and Fee loan through Buff Advisor to students with a social security number on file. This loan is designed to protect a schedule from deletion for non-pay when financial aid is not disbursed, or a personal payment cannot be made by the deadline (but you know you can make the payment in the next few days). Loans are open 10 days and close at the 4pm payment deadline. This loan must be paid back within 90 days. To pay off loans go to pphef.org. Panhandle Plains Higher Education Foundation is our loan servicer.

Adding an Authorized User

Students can grant direct access to university billing, disbursed financial aid and scholarship amounts, to any individual(s) the student chooses by adding an authorized User. Authorized users will login directly to TouchNet, rather than going through My Buff Portal. From Buff Advisor click Student Finance. Click on the Account Activity Link. In the yellow alert bar click the link to make payments. Student will now be in the TouchNet system. Click Authorized Users on the right side of the screen. Click authorized User link. The student will enter the email address of the authorized user and click the green continue button. The authorized user will receive an email giving instructions for setting up their user account.

Deferred Payment Plan

All students who choose not to pay in full on the first payment deadline are required to sign up for a payment plan. The cost of the payment plan is \$30. Any payments missed (2nd/3rd/4th installments) will result in a \$20 late fee added to the student's balance. (Payment Plan not available for Winter Intersession, May Intersession, Summer 1 or Summer 2)

Payment Deadlines - See Important Dates (pages 2-3)

Students who miss the 1st payment deadline will be deleted for non-pay and assessed a \$100 reinstatement fee and may be required to get instructor and Provost Signatures to be put back into classes.

Direct Deposit

Students are strongly encouraged to set themselves up for direct deposit on the Bank Information US link in Buff Advisor. This is a one-time set up that allows the Accounting and Business Office to send all refunds directly to the student's bank, rather than generating a paper check that must be put in the mail.

Other Payment Methods - wtamu.edu/payment

Academic Life and Campus Life



Course Numbering System

- 0001-0999—developmental courses, do not apply toward a degree
- 1000-2999—primarily freshman and sophomore level
- 3000-4999—open to students who have completed more than 30 hours and any prerequisite.
- First digit identifies the level (1 = freshman, 2 = sophomore, 3 = junior, 4 = senior);
- Second digit identifies the credit-hour value; and
- Third and fourth digits establish the course sequence or type of course.

Schedule of Classes

Course offerings may be searched in real time on Buff Advisor at sis.wtamu.edu

How to Figure Your GPA

Your GPA (grade point average) is the average of your end-of-term grades. You can figure your GPA for one term or, using the same method, figure your cumulative, or overall, GPA. You can easily calculate your GPA by using the GPA web app on the website at wtamu.edu/gpa. You can obtain your official GPA by logging into your Buff Advisor Account or by requesting an official transcript in the Office of the Registrar (located in Old Main, Room 103).

Online Courses

Online courses are noted in the Schedule of Classes as course sections “70-89.” It is not recommended for most beginning freshmen to take an online course their first semester.

PROGRAM EVALUATION

Program Evaluation and Student Planning are a set of web-based, self-service academic planning tools that help students and advisers see what course requirements are needed to complete the chosen degree in a timely manner.

Program Evaluation allows a student to see their unofficial degree plan at any time and be sure that courses they are taking will satisfy degree requirements for their chosen major. It is intended to be an advising and planning tool and is not an official degree plan unless the Dean’s office has reviewed it and applied their “signature stamp.” Currently, Program Evaluation is available for undergraduate degrees in the 2022-2023 and 2023-2024 catalogs.

Student Planning is a planning tool which allows a student and adviser to work together to achieve the desired outcome for a selected course plan. Students can perform academic planning activities such as searching for courses, planning their terms, and scheduling and registering for course sections.

STUDENT SUCCESS CENTER

The Student Success Center (SSC) is a one-stop shop to encourage your success. As a central “hub” of services, the SSC makes it easy for you to access many services in one convenient location. Offering so many services under one roof ensures that you get the help you need, when you need it.

STUDENT SUCCESS CENTER SERVICES

- Advising Services
- Office of Career and Professional Development
- Nationally Competitive Scholarships
- Student Counseling Services
- Office of Student Accessibility
- Study Abroad
- Supplemental Instruction
- Testing Services
- Transfer Services
- Tutoring Services
- The Writing Center
- Military and Veterans Services

The Student Success Center (the Hub) is located on the first floor of the Classroom Center, just down from the bookstore.
Phone: 806-651-CARE (2273)
Fax: 806-651-5274
Email: ssc@wtamu.edu



Academic Advising

The Office of Advising Services, a component of the University's Student Success Center, exists to facilitate the partnership between advisers and students as all work together to achieve academic success. It offers the opportunity for the student to talk with a knowledgeable and interested professional about academic and personal plans and to receive advice and assistance toward accomplishing those goals. In a student's first semester of enrollment, academic advising and placement begin with review of ACT/SAT scores, Texas Success Initiative (TSI) exemption status or assessment scores, high school transcripts and previous college credit.

All undergraduate students must be advised and greenlighted (cleared to register) each semester:

- those with fewer than 30 hours, as well as undecided majors, BGS (Bachelor of General Studies) majors, and BAAS (Bachelor of Applied Arts and Sciences) majors, in Advising Services;
- those with 31 to 45 hours in Advising Services or in their major departments as determined by departmental preference; and
- those with more than 45 hours in the major departments.

Some programs recommend and a few require that all their major students, regardless of the number of hours completed, be pre-advised in the department before greenlighting in Advising Services.

Students with 45 or more hours who have not been assigned an adviser, who wish to change their adviser, or who wish to change their major should contact Advising Services or the department of their major and request an appointment to complete a change of adviser/major form.

During advising, the adviser will greenlight the student, making the student eligible to register in the web registration system, Student Planning, for the next semester. Advising and greenlighting for the next semester begin approximately one month after the beginning of fall or spring semesters. Students advised in the spring for the following fall semester are greenlighted for May intersession, summer sessions and fall semester all at once.

Students who have not met all TSI requirements, regardless of the number of credit hours completed, must register in Advising Services; they are not eligible to use Buff Advisor (for registration only) until TSI is completed. The TSI-affected student with 45 or more hours must first be advised and greenlighted by the major departmental adviser and then further advised in the Office of Advising Services regarding TSI compliance.

New students admitted through the individual admission program (IA), must register in Advising Services; they are not eligible to use Student Planning (for registration only) until conditions of their probationary admission have been completed.

wtamu.edu/advising

150% Rule for Federal Financial Aid

Students who have not received a bachelor's degree but have attempted 150% of the hours required to receive a degree will no longer be eligible for Federal Financial Aid. This is a federal requirement meant to limit a student receiving excess credit hours without progress to completing a degree.

6 Drop Limit

The 80th Texas Legislature passed SB 1231 in spring 2007, which added section 51.907 –limitations on number of courses that may be dropped under certain circumstances– to the Texas Education Code. The legislation states that “an institution of higher education may not permit an undergraduate student a total of more than six dropped courses, including any course a transfer student dropped at another (public) institution of higher education” in Texas with certain stipulations and exceptions. This legislation impacts students enrolling as entering freshmen or first-time-in-college (FTIC) students during fall 2007 or any subsequent semester.

Excessive Undergraduate Hours (30 hour rule)

The State of Texas will not provide funds to state institutions of higher education for excess semester credit hours attempted by a resident student. Because funding will not be provided by the state, and as permitted by state law, West Texas A&M University will charge tuition at the non-resident rate to all students who exceed the semester credit hour limit for their program. Excess credit hours are those which accrue after the student exceeds the allowable number of semester credit hours required for completion of the degree program in which the student is enrolled. Students may accumulate up to the allowable hours beyond the degree requirements and not exceed the limitation.

Allowable excess credit hours beyond degree requirements are:

- For students who began fall 1999 through summer 2006, 45 semester credit hours.
- For students who began fall 2006 and after, 30 semester credit hours.

Repeated Courses

If a student repeats a course at WTAMU, it is with the understanding that the last grade earned is the one to be counted toward fulfillment of requirements. To raise a grade, students may

not repeat a course at another college or university, including a grade of "F," received at WTAMU. The transferred work will not affect the grade point average (GPA) on the WTAMU transcript.

Students are charged a fee for any course attempted for a third or subsequent time at WTAMU other than a non-degree credit developmental course or exempted courses.

Tuition Rebate

The purpose of the Tuition Rebate Program is to provide rebates of up to \$1000 as a financial incentive for students to complete their baccalaureate studies with as few extra courses as possible. The program is available for Texas resident students who have enrolled for the first time in an institution of higher education since 1997.

To be eligible, the student must graduate in four years if their first enrollment was fall 2005 or later; be working on a first baccalaureate degree; have been a resident of Texas eligible to pay Texas resident tuition; have attempted no more than three hours in excess of those required for their degree; request consideration for the rebate at the time they apply for graduation by submitting the Tuition Rebate Application (found on the Registrar website as a part of the graduation application).

More information on the 150% rule for federal financial aid and satisfactory academic progress may be found at

wtamu.edu/satisfactoryacademicprogress

Information on other policies may be found at wtamu.edu/registrar

Developmental Education

Texas Success Initiative (TSI) focuses on using a statewide standard for assessing college-level readiness skills in reading, mathematics, and writing. All students who have not satisfied TSI requirements must enroll in developmental education in those areas needing remediation until such time as they pass the developmental course(s) or attain acceptable scores on the approved TSI assessment.

Students who drop (any time after the 12th class day) or fail the same developmental education course for the third time will be developmentally suspended from the University for future semesters. Students who have been developmentally suspended are encouraged to reapply to WTAMU once they have successfully completed the required developmental course or course sequence at another college or university. Reinstatement after being developmentally suspended may occur by appeal only.

wtamu.edu/tsi

The Office of Career and Professional Development

The Office of Career and Professional Development's mission is to connect, equip, and empower students for professional success.

The Office of Career and Professional Development at West Texas A&M University is here to provide support to students and alumni in all facets of career exploration and development. We assist employers across the nation to connect and interact with our students and alumni through job fairs, events, and webinars. Finally, we support WTAMU faculty and staff by sharing our knowledge with you through providing classroom presentations, facilitating student participation in career-related events, and offering professional development opportunities to the students who work for you and those who supervise them.

Working in a part-time job for some students is vital for them to help pay for college. The Office of Career and Professional Development assists students with finding part-time jobs through Handshake:

wtamu.joinhandshake.com

The Office of Career and Professional Development offers graduate job-search assistance, workshops on resume development, interviewing and job-search strategies, mock interviews, on-campus interviewing, job fairs, and job announcements.

For more information, contact The Office of Career and Professional Development at 806-651-2345, wtcareer@wtamu.edu or wtamu.edu/career

Office of Student Accessibility

Students with documented special needs or disabilities should contact the Office of Student Accessibility for assistance. Accommodations are determined on an individual basis.

Accommodations provided may include:

- Extended time on tests
- Distraction-reduced environment for testing
- Note-taking assistance
- Oral Testing
- Audio textbooks
- Sign language interpreters
- Physical arrangement to ensure classroom accessibility

For more information, contact the Office of Student Accessibility, located in the Student Success Center, Classroom Center, Room 106, at 806-651-2335 or wtamu.edu/studentaccessibility

Tutoring

Tutoring is available free of charge through the Office of Educational Services. Tutors are generally juniors, seniors, or graduate students who have demonstrated exceptional knowledge in their subject area. Tutoring is available primarily in core curriculum courses. Placement with a tutor is not guaranteed, as placement is dependent upon tutor availability.

To apply for tutoring, contact Educational Services, located in the Student Success Center, Classroom Center, Room 108 at 806-651-2341, or wtamu.edu/tutoring

Supplemental Instruction (SI)

Supplemental Instruction is an academic assistance program designed to increase student grades through the use of group study techniques. SI is offered primarily with history, political science, accounting, Spanish, biology, and chemistry core classes. Attendance at SI sessions is open to all students in the class but is strictly voluntary.

For more information, contact the Office of Educational Services, located in the Student Success Center, Classroom Center, Room 108 at 806-651-2341, or wtamu.edu/si

Labs-Writing and Math

To aid in academic success, labs are available in writing and mathematics. Each lab is operated by its academic department and staffed with graduate teaching assistants and upperclassmen who have excelled in their work. The labs are designed to assist students who are having difficulty with class assignments in any classes taught in the department. A combination of computer software, textbooks, and one-on-one assistance is used to help students. Hours of operation vary each semester due to teaching and class schedules.

Labs and Locations

- Writing Center– Department of English and Modern Languages, Student Success Center, in the Classroom Center.
- Mathematics Lab– Department of Mathematics, Classroom Center, Room 411.
- Virtual Math Lab– wtamu.edu/mathlab

Campus Life



CAMPUS LIFE

Division of Student Affairs

The Division of Student Affairs promotes an educational environment that enhances student involvement and development by offering rich and varied programs, services and facilities that support lifelong learning. Students are empowered to become an informed, responsible, creative and articulate decision maker who exercise good citizenship, appreciate diversity, and are professionally competitive.

Military and Veteran Services

Veteran Services provides services and programs that support the personal and academic successes of current and prospective student veterans, active military, and military dependents. Staff includes a veteran who is a licensed professional counselor with experience in both personal and career counseling. A veterans administration (VA) certifying official is on staff to help complete and submit the educational benefits paperwork. Veteran Services is available to help veterans:

- Apply for either state (Hazlewood Exemption) or federal (GI Bill) benefits;
- Complete educational benefit paperwork and course certifications;
- Review degree plans;
- Issue referrals if needed;
- Transition to the educational environment.
- Military and Veteran Services is located in the Student Success Center, Classroom Center, Suite 108, 806-651-4936 or by email at veteranbenefits@wtamu.edu.

Kids Kollege

Kids Kollege, located in Virgil Henson Activities Center, Room 116, is a state-licensed child-care facility that serves the University and surrounding communities year round. Kids Kollege provides classrooms for ages 18 months to five years. Scheduling options are flexible, and discounted rates are available for University students. For more information regarding availability and registration, contact Kids Kollege at 806-651-2974 or wtamu.edu/kidskollege

Residential Living and Dining Services

On-Campus Housing

WTAMU's Office of Residential Living provides an excellent on-campus housing experience to more than 2,200 students each year, striving to create an on-campus environment which will provide students with opportunities to succeed academically and to develop the interpersonal skills which will assist them throughout their lifetime. National, as well as WTAMU, research shows that on average college students who live on campus earn higher grade point averages, are more likely to graduate in four years, have a higher retention rate than those living off campus, and are more engaged in and satisfied with their overall college experience. In addition to this, a great deal of learning takes place outside of the classroom. Much of this engaged learning occurs in the residence halls where students are challenged by major life questions and are learning about themselves and how to live well with others. Living on campus allows students to transition into adulthood in a safe, supportive environment. The University offers 9 on-campus residence halls, each offering a unique and comfortable environment for students. All residence hall rooms are all-inclusive: cable TV and high-speed Internet connections, utilities (electricity, water, etc.), a micro-fridge unit, and access to laundry facilities at no additional cost. Residence hall staff is available around the clock to assist students and provide them with the assistance they need to succeed socially and academically. For more information about living on campus, visit the website at wtamu.edu/residentialliving

Meta Majors

Incoming freshmen will be part of an innovative new housing program that will establish learning communities across campus. Through the Meta Majors program, incoming freshmen will be clustered with students from the same general courses of study in an effort to promote social and academic networks that enhance the learning experience.

Students can choose their residence hall from among four different price points and will be assigned a room within one of 10 major-based clusters. Learn more at wtamu.edu/metamajors

Housing Application

Housing applications are available online through the student's myHousing Portal (available through Buff Portal). Students must be fully admitted by the University before they can apply for housing. A \$150 deposit must be submitted with all applications. Applications are processed in order of the date they are received. Contact the Office of Residential Living or visit the website at wtamu.edu/apply-for-housing for more information related to the application process.

University Housing Residency Requirement

West Texas A&M University is committed to the success of each student. We believe that living on campus plays a significant role in students transitioning to college and assists in connecting them to the University experience while helping them reach their academic goals. Therefore, we have established a University housing residency requirement that reflects our philosophy. Full-time students who are under 21 years of age and who have accrued fewer than 60 post-high school credit hours* are required to live in University housing. The University housing residency requirement applies to new, transfer, relocating, and re-enrolling students. Students who fail to comply with the housing requirement may have their registration denied or canceled, a hold placed on their student account, and housing charges posted to their account. Housing exemptions are considered but rarely granted. It is recommended that students not arrange to live off campus until their request for exemption has been approved through the Office of Residential Living. Exemptions are granted for one academic year (fall and spring) and must be renewed each year. For more information on housing exemptions and the requirement, visit the website at wtamu.edu/student-life/housing-policy.aspx.

*College credit hours earned while attending high school (dual credit courses, advanced placement, CLEP, etc.) are not considered.

Housing Agreement

The housing agreement is valid for one academic year (fall and spring), unless a student begins in the spring semester. The agreement cannot be canceled mid-year while the student is enrolled. Housing and meal plan agreements should be read carefully before signing or acknowledging acceptance of terms and conditions.

Meal Plan Requirement

The University offers various meal plans specifically designed to meet the needs of students. Students residing on campus are required to purchase a meal plan if, prior to the first class day, he/she meets one of the following criteria:

- Under the age of 21
- Less than 45 post-high school credit hours (earned after high school graduation)

Meal plans may be changed without an exemption prior to the first class day of each semester. With an approved exemption, meal plans can be changed through the 12th class day of each semester. Meal plan exemption requests are not accepted after the 12th class day. For more information on meal plan exemptions and the requirements, visit the website at wtamu.edu/student-life/housing-policy.aspx.

Meal Plan Options

ARAMARK Corporation operates all food services on the WTAMU campus. All meal plans offer meals in the Dining Hall and also Dining Dollars that can be used at various locations on campus. Students have five meal plan options to choose from during fall and spring semesters:

- Silver Meal Plan with 160 meals/semester and \$400 Dining Dollars (minimum plan to meet meal plan requirement)
- Gold Meal Plan with 185 meals/semester and \$350 Dining Dollars
- Platinum Meal Plan with unlimited meals/semester and \$150 Dining Dollars
- Commuter Meal Plan with 75 meals and \$75 Dining Dollars (does not meet meal plan requirement)
- Commuter Meal Plan with 50 meals and \$50 Dining Dollars (does not meet meal plan requirement)
- Upperclassmen Meal Plan with 125 meals and \$500 Dining Dollars (does not meet meal plan requirement)

Depending upon needs of the student, the appropriate meal plan is selected each semester. There are no refunds for meals the student chooses not to eat, and unused Dining Dollars are not refunded.

Recreational Sports

The purpose of recreational sports at West Texas A&M University is to provide a comprehensive and varied program of competitive recreational experiences designed to meet the needs and interests of regularly enrolled undergraduate students, graduate students and faculty/staff members. The program includes intramurals, special events, sport clubs, Camp Tatanka, fitness, outdoor pursuits, and the Virgil Henson Activities Center. Special events are offered at certain times during the school year for all students and faculty/staff. These activities allow students the opportunity to engage in wholesome activities on campus. The Office of Recreational Sports, located in Virgil Henson Activities Center, can be contacted at 806-651-2400 or wtamu.edu/recsports

Intramurals

Intramurals is competition offered in sports for women, men, and where men and women are combined on teams (co-ed). Competition is provided in the form of leagues, tournaments and/or special events each semester. Programs offered are based upon student interest and availability of resources and facilities.

Sport Clubs

Sport clubs provide opportunities for students to engage in wholesome competitive sports beyond the intramural level and in sports not part of the intercollegiate athletic program. Sport clubs at WTAMU include the bowling club, trap and skeet, and e-sports.

Group X

Group X, located in Virgil Henson Activities Center, is dedicated to building and encouraging personal health excellence. Services offered include group exercise and special events. Group exercise classes include, but are not limited to, kickboxing, zumba, spin, and yoga.

Outdoor Pursuits

Outdoor Pursuits provides students with the opportunity to experience and enjoy the natural environment around them. Trips and classes will be offered each semester. The Outdoor Pursuits Shop in the Virgil Henson Activities Center is available to students for camping equipment and bike rentals.

Student Engagement and Leadership

The Office of Student Engagement and Leadership engages students and encourages leaders to get the most out of their time at WTAMU through campus activities, student organizations, special events and programs, leadership development, and student success resources.

Greek Life

WTAMU hosts ten national fraternities and sororities; groups of women or men who join together for a common purpose or goal. Membership into these organizations is mutually selective. For more information or to register for sorority or fraternity recruitment, contact the Office of Student Engagement and Leadership, located in the Jack B. Kelley Student Center, Suite 103, at 806-651-2313 or <https://www.wtamu.edu/student-life/student-engagement-leadership/greek-life1/index.html>

Leadership Programs

Leadership skills are essential to career success and are skills that will last long after the college experience. WTAMU offers various leadership programs to assist students in developing these critical skills. Students are invited to join Leadership Board, an organization devoted to promoting the value of leadership on campus. This goal is accomplished through numerous programs and retreats designed to encourage discussion and education about leadership principles. A leadership retreat is planned for each fall and spring semester, with the spring retreat usually consisting of a snow skiing trip. For more information, call 806-651-2313 or see the website at wtamu.edu/leadership

Rogers LEAD WT

The Rogers LEAD WT (Leadership Education And Development) Program was created to challenge high achieving students to further develop their leadership potential. The first cohort of LEAD Scholars began the program in August 2012, thanks to a generous grant from the Texas Pioneer Foundation. This program takes two years to complete, and includes three main areas: academic, student service, and real world application.

Student Activities

Student Activities provides social, cultural, intellectual, and recreational programs to all on-campus and commuter students. Activities include opportunities to connect to campus, connect to other students, and enhance the educational experience through diverse and exciting programming and events. For more information, contact the Office of Student Engagement and Leadership, located in the Jack B. Kelley Student Center, Room 103, at 806-651-2313 or wtamu.edu/ose!

Student Organizations

West Texas A&M University has more than 130 organizations for students to participate. Quality education is preparation for a lifetime of learning. The University fully supports a well-rounded approach to education and encourages involvement in student organizations. While experiences in the classroom are vital, the vast majority of education goes beyond the classroom. Opportunities for involvement include departmental and professional, honorary, mutual interest, recreation/sport, religious, residence halls, service, student services, and social organizations. Student organizations have freedom of choice in membership selection. Although organizations are free to develop standards for membership, these standards may not include provisions for denying membership on any basis that violates the law. For more information, access the website at wtamu.edu/orgs

University Spirit

The West Texas A&M University Spirit Program is a new and exciting initiative in the Student Affairs Division, housed within its Office of Student Engagement and Leadership. University Spirit will encompass WT's spirit organizations and initiatives, including the Spirit Squad, Maroon Platoon, Bucky the Mascot, and West Texas Wednesdays, just to name a few. The role of University Spirit is to increase spirit and student involvement at WT athletic events and other student activities throughout the year. For more information visit wtamu.edu/spirit

Safety and Well-Being



Police

The University Police Department (UPD) is a full-service police department, offering many services not offered by traditional police departments such as vehicle unlocks, vehicle boosts, and escorts. Highly trained police officers investigate all offenses occurring on University property and have jurisdiction throughout Potter and Randall counties. UPD officers are available to assist with any problem 24 hours a day, seven days a week. Students, faculty and staff members are required to register their vehicles and obtain a parking permit at which time they will be furnished a copy of the University's traffic rules. The Uniform Traffic Act is strictly enforced at WTAMU and blatant moving violations will be issued state citations and handled by courts. Contact UPD 24 hours a day at 806-651-2300.

Medical Services

Students are covered for general primary outpatient medical care at the Office of Medical Services, located in Virgil Henson Activities Center, Suite 104. Medical Services is staffed with a board-certified family physician, two nurse practitioners, two registered nurses and a registered X-ray technician. The clinic is open Monday through Friday; appointments are required. There are minimal charges for lab, X-ray, pharmacy and minor procedures; however, there is no charge for office visits. Student Medical Services files insurance claims and students are encouraged to bring their insurance cards to each visit. Emergency care is available 24 hours a day to students at the student's expense through Family Medicine Center of Canyon. Student health insurance is available for students at a moderate cost. Information is available through the Office of Medical Services. For more information, access the website at

wtamu.edu/medicalservices

Counseling Services

Life as a college student can be an exciting time filled with freedom, changes, and new experiences. It can be fulfilling, rewarding, and sometimes challenging. For many students, these changes and demands can be overwhelming. WTAMU's Student Counseling Services understands that students may need some support during the school year to help them succeed. The Student Counseling Center is able to help students through personal counseling, career counseling, couples counseling, and crisis intervention. Student Counseling Services is located in the Student Success Center, Classroom Center, Suite 116. wtamu.edu/counseling