Accelerated Online Graduate Programs

Student Handbook

Graduate School
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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, noted as subterms, 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 can enroll in up to two courses every subterm depending on course offerings. In addition, these subterms do not follow the normal academic calendar. Refer to the Sub-Term section of the academic calendar. You may find the university’s posted academic calendar online at https://www.tamiu.edu/academiccalendar/

<table>
<thead>
<tr>
<th></th>
<th>Fall Subterm 1</th>
<th>Spring Subterm 1</th>
<th>Summer Subterm 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Semester</td>
<td>August to October</td>
<td>January to March</td>
<td>May to June</td>
</tr>
<tr>
<td>Accelerated Semester 1</td>
<td>August to October</td>
<td>January to March</td>
<td>May to June</td>
</tr>
<tr>
<td>Accelerated Semester 2</td>
<td>October to December</td>
<td>March to May</td>
<td>July to August</td>
</tr>
</tbody>
</table>

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), first enrolled subterm (Fall subterm 1, Fall subterm 2, Spring subterm 1, Spring subterm 2, Summer subterm 1, or Summer 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.

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/importantdates.shtml
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,” “D’s,” or “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 below:

1. After you are admitted to a program at TAMIU, go to www.tamiu.edu, and click on “Uconnect” on the navigation bar
2. Scroll to the bottom of the page and click on “Create Account”

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”

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*

6. Click “Next”

7. Set up Your Security Questions

8. Click “Next”
9. Congratulations! Your NetID and Student Email Account have been created.

Your TAMIU email account will include the “@dusty.tamiu.edu” extension. For example, FirstNameLastName@dusty.tamiu.edu. Your NetID (also known as Username) will be the first part of your email account (without the @dusty.tamiu.edu). If your email is FirstNameLastName@dusty.tamiu.edu, then your NetID (Username) is FirstNameLastName. Both your email and your NetID share the same password.

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 “Forgot Password?”

3. Click on “Forgot your NetID password”
4. Follow the instructions for Password Reset process

Using Your TAMIU Email

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. In addition, you are strongly encouraged to utilize the University’s portal, Uconnect, to keep abreast of official University news and information, important calendar items and special student engagement opportunities. To check your emails, follow these steps:

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. FirstNameLastName@dusty.tamiu.edu) and password
How to Register for Courses

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 “Records and Registration” icon

4. Click on “View Holds”

5. Click on the “Student” tab

6. Click on “Registration”
7. Click on “Add/Drop Classes”

8. If the “Financial Responsibility Agreement” is displayed, read through the agreement, check the agreement checkbox, and click “Continue”

**REFUNDS FOR DROPPED CLASSES AND WITHDRAWALS**

Refunds for dropped classes and withdrawals are determined by the total amount charged for the number of enrolled semester credit hours at the time of withdrawal minus the fees due for the semester as prescribed by State law - not the amount paid. I also understand that it is my responsibility to formally notify the University of the drop and that I acknowledge and accept that failure to pay fees, failure to accept or receive financial aid, failure to attend class or refusing financial aid may result in an unpaid student account.

**UNPAID STUDENT ACCOUNT CHARGES AND BANKRUPTCY**

I further understand that my student account is considered by TAMU, an institution of higher learning, to be an educational loan made to me to under the United States Bankruptcy code.

**REGISTRATION AND TRANSSCRIPT HOLDS FOR DELINQUENT ACCOUNTS**

I understand that failure to meet the terms of this agreement may entitle Texas A&M International University to (1) refuse subsequent registration from being released until all unpaid balances and other collection fees are paid in full, and (2) issue a State Hold (alert) to the state of Texas Student Financial Services.

**COMMUNICATION**

The University assigned email address (###@tamu.edu) is the official method of communication by the Bursar’s Office. I acknowledge that an email address is a contact for communication. Billing statements are available online and real-time account information is available at www.tamie.edu/pay. I understand that the University will provide timely notice of non-payment of a bill. As a courtesy, TAMU may attempt to contact me to provide payment due dates or, if not contacted, to provide me with a state of Texas Student Financial Services.

I understand that by signing this Statement of Financial Responsibility, I authorize the Bursar’s Office to utilize any and all addresses, electronic mail addresses, and other communications to student financial information. I also understand and agree that when contacting me by telephone the University may employ information from any source other than the Bursar’s Office, including yet not limited to: internal and external collection agencies, as well as the Bursar’s Office, for any and all purposes.

**Check this box to indicate that you have read and understand the Financial Responsibility Agreement above and agree to the terms and conditions.**

(Please check the box above, then press the CONTINUE button to proceed to registration.)

9. Select the registration term for the semester you are trying to register for from the drop down box and click “Submit”
10. If you know the Course Reference Number (CRN), enter it in the CRN fields, click on “Submit Changes,” and skip to Step No. 12. If you do not know the CRN, click on “Class Search”

![Add or Drop Classes](image)

11. Click on “Advanced Search”

![Look Up Classes](image)

12. Select the “Subject” of the course and click on “Section Search”

![Look Up Classes](image)
13. You will see all the courses listed for that subject. Scroll through the list, find the course that you are registering for, and click on the “Select” check box.

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Credits</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>WL</th>
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<tr>
<td></td>
<td>10150</td>
<td>MKT 5310 161 M</td>
<td>3.000</td>
<td>Seminar in Marketing Mgt.</td>
<td>M</td>
<td>07:40 pm-10:40 pm</td>
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<td>6</td>
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<tr>
<td></td>
<td>11660</td>
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<td>3.000</td>
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<td>1</td>
<td>4</td>
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<tr>
<td></td>
<td>11465</td>
<td>MKT 5310 1H1 M</td>
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<td>TBA</td>
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<td>3</td>
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<td>0</td>
<td>60</td>
<td>24</td>
<td>36</td>
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<tr>
<td></td>
<td>11466</td>
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<tr>
<td></td>
<td>11154</td>
<td>MKT 5310 780 M</td>
<td>3.000</td>
<td>Seminar in Marketing Mgt. (Sub II- Oct 21 to Dec 12)</td>
<td>TBA</td>
<td>100</td>
<td>89</td>
<td>11</td>
<td>5</td>
<td>0</td>
<td>5</td>
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<td>0</td>
<td>0</td>
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14. Scroll to the bottom of the page and click on “Register”
15. You will receive a “Web Registered” confirmation once the registration process is complete.

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<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crs</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
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<td><strong>&quot;Web Registered&quot;</strong></td>
<td>on Sep 02, 2019</td>
<td>None</td>
<td>MKT</td>
<td>5310</td>
<td>780</td>
<td></td>
<td>3.000</td>
<td>Normal Grade</td>
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</tbody>
</table>

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Sep 02, 2019 02:12 pm

16. Repeat the steps if enrolling for more courses.

How to Find Your Schedule

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

![Uconnect on the navigation bar](image)

2. [Detailed steps for finding your schedule]

3. [Additional information or resources about the process]

4. [Important notes or reminders for students]

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TAMIU Accelerated Online Graduate Programs Student Handbook
2. Log into your student portal using your NetID and Password

![Login Page]

3. Click on “Records and Registration”
4. Click on the “Detailed Class Schedule” icon

5. Select the registration term from the drop down box and click “Submit”

6. Your detailed schedule will be displayed

| Seminar in Marketing Mgt (Sub II - Oct 21 to Dec 12) - MKT 5310 - 780 |
|-----------------------------|----------------|----------------|----------------|
| Total Credit Hours: 3.000  |                |                |                |

**Associated Term:** Fall 2019

**CRN:** 11154

**Status:** **Web Registered** on Sep 02, 2019

**Assigned Instructor:** Abhijit Patwardhan

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<th>Normal Grade</th>
</tr>
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<tbody>
<tr>
<td>Credits:</td>
<td>3.000</td>
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<tr>
<td>Level:</td>
<td>Graduate</td>
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</tbody>
</table>

**Scheduled Meeting Times**

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule</th>
<th>Type</th>
<th>Instructors</th>
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</thead>
<tbody>
<tr>
<td>Class</td>
<td>TBA</td>
<td>TBA</td>
<td>Main</td>
<td>Oct 21, 2019 - Dec 12, 2019 Seminar</td>
<td>TBA</td>
<td></td>
<td>Abhijit Patwardhan (P)</td>
</tr>
</tbody>
</table>
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 “Records and Registration”

4. Click on “Add/Drop Classes”

5. Select the registration term from the drop down box and click “Submit”
6. Update the Action drop down list to “Web Dropped” and click on “Submit Changes”

7. The dropped course will disappear from the “Course Schedule”

Withdraw 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 graduateschool@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

![Connect Login](image1)

3. Click on “Pay my Bill” on the menu bar

![Pay My Bill Menu](image2)
4. Click on Pay My Bill icon. This will redirect you to our payment system

5. Once you are in our payment system, click on “Student and Staff Login”

6. Log in using your TAMIU ID and PIN. Your PIN is your date of birth in six-digit format (i.e., January 25, 1988 should be entered as 012588).

7. Click on “Make Payment”
8. Check the semester that you will be paying and click on “continue.”

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

10. Enter credit card information.
11. Fill out required fields, then click on “continue.”

12. Confirm the information, then click on “Submit Payment”

13. A receipt can be printed by clicking in the “Receipt” icon

14. 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 you 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, scroll down to the “Find My Course Materials” section, and click on “Find Courses:

   Find My Course Materials
   Track down your course materials for Fall 2019
   FIND COURSES →
2. Select the “Program,” “Term,” “Department,” “Course,” and “Section”

3. Click on “Find Materials for Courses”
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 you 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](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](http://www.tamiu.edu/gradschool/importantdates.shtml).