

Texas A&M University-
Commerce
Navarro Partnership
Transfer Student Orientation

TEXAS A&M
UNIVERSITY
COMMERCE



- Welcome to our partnership program.
- The following information is vital to keeping you on track with your university program and aware of new developments at our Corsicana location.
- Please take note of the information regarding your university email account as this is the format in which we will be contacting you.

TAMU-Commerce / Navarro Partnership Web Address

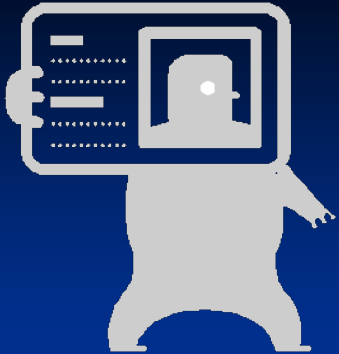


It would be to your benefit to set our web page as the home page on your computer. The link is

<http://www.tamu-commerce.edu/university/campus/navarro/>

Here you will find links to:

- Dual Enrollment Forms to print off
- Current & future semester schedule of classes
- Textbook information with ISBN for each course
- News Flash items of current interest to local students



Student ID Cards/Parking Permits

TAMU-C student I.D. cards and parking permits are made available through Navarro College's Registrar's office located in the Gooch One-Stop Student Center.

Since they provide this service to our students free of charge, they ask that our students come to be processed only between the hours of 1:00-4:30 pm / Monday thru Friday.

Take with you a print-out from your myLeo account that shows your registration for the current semester and your CWID (campus wide I.D.)



Library Use

- TAMU-Commerce students have full access to Navarro College's Sanchez Library. You will need to present your TAMU-Commerce CWID to check out materials.

- TAMU-Commerce students also have access to the James Gee Library on the Commerce campus.
 - To access the Gee Library online, please select the library link from the library databases for journal articles.

 - When asked for login and password, you must use your CWID and password for your myLeo account.



Campus Wide ID

- Once you are admitted to the university, you are assigned a campus wide identity (CWID).
- Your CWID enables you and your advisors to access your account without having to use your social security number.
- You may originally receive this CWID in a letter from the admissions department notifying you that you have been admitted.
- You may also initially call our offices to obtain this information, but you need to memorize this number as we will be asking you for it every time we access your account for any reason.

myLeo Account

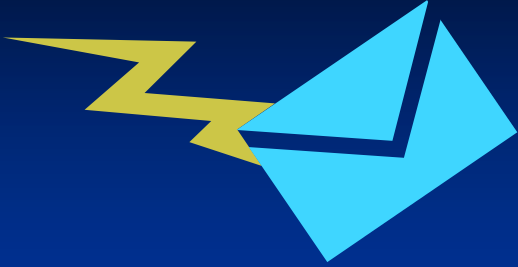
This is your student account for the university. You will access it from the university's home page www.tamu-commerce.edu

- Select myLeo, then input your CWID and password or PIN. Your PIN is originally set to your six digit (01 / 23 / 75) birth date. You may change this at any time.
- Here you may update your personal information at any time such as address, phone number, etc.
- You may also check your application status, register for classes, look at your records, get your grades, check financial aid status, obtain degree audits, order official transcripts, check holds, pay fees by credit card and obtain tax information for previous years.



Registration

- Your first semester with the university, you are required to register for classes with your academic advisor.
- After the first semester, you may register for classes through this myLeo account.
- After deciding on what courses you wish to enroll in, write down the 5 digit CRN for each course and section. This is all the information you need to input on the registration screen to enroll for classes.



E-mail Account

The university assigns each student an email account. Your myLeo account also gives you access to your Leo-Mail account.

If the university needs to contact you, this is the email address we will use, not your home email account. Please check this account every week and delete the messages after you have read them.



Change of Name

If you need to change your last name, please bring a driver's license and social security card with the new name on it to our offices.

You will complete a form to have your last name formally changed on the university system.



Applying for Financial Aid

Begin the application process by going to the FAFSA government website (<http://www.fafsa.ed.gov/>) to complete your information and input TAMU-C's school code of 003565.

When applying for financial aid through TAMU-C, you may **NOT** apply for financial aid at any other institution.

Please complete either

<http://www.tamu-commerce.edu/fiscal/studentaccounts/refundsnew.htm>

a direct deposit form (if two weeks prior to starting classes) or a refund by mail form and submit to the Financial Services Office or to our offices. You are responsible for seeing that Navarro College is paid.



Dual Enrollment



- If you are taking Navarro College courses, you should complete a Dual Enrollment form and return it to our offices.
- This will allow you to combine hours with NC and TAMU-C for financial aid purposes.
- When the university receives your financial aid, they will take out what you owe to the university and refund the remainder to you.
- You are responsible for seeing that Navarro College is paid.



Processing Financial Aid Loans

All students receiving loans through TAMU-Commerce must attend a mandatory financial aid orientation to fulfill their entrance interview counseling requirement. The date & time of the orientation will be posted on our website.

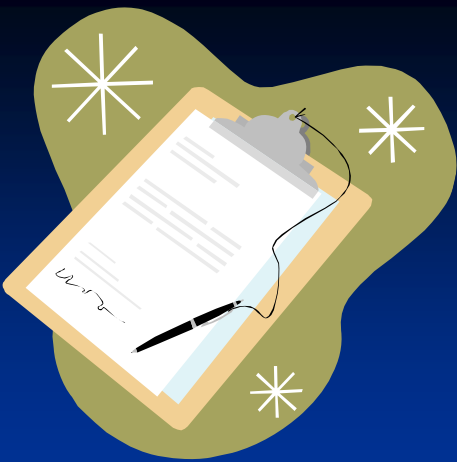
Go into your MyLeo account and select “Financial Aid.” Select “Awards”, then “Accept Awards.” There you should see if you are offered any of the following:

Pell	\$2,025.00 (examples only)
Subsidized Loan	\$1,075.00
Unsubsidized Loan	\$1,500.00

You may accept part or all, but please indicate which, for each award.
Or you may select “Accept ALL Awards.”

This government website will allow you to complete your Master Promissory Note online:

<https://dlenote.ed.gov/emnp/index.jsp>



When you meet with an advisor, prior to your first semester registration, you will be given a summary of this Power Point presentation. You will be asked to sign and turn in a page, similar to this one, to be placed in your file

I have read and understand the orientation material presented to me. I know to check the myLeo email account every week for important information and to keep in touch with my academic advisor.

Student's Printed Name

CWID

Student's Signature

Date