WELCOME to West Texas A&M University!

We are very excited you have chosen to join the WTAMU family to continue your education and extracurricular involvement. We hope that you reach your academic goals, develop unique experiences, and feel at home in the WTAMU community.
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Transfer Services
Transfer Services is designed to help with your transition to WTAMU. We provide a central location for information about campus resources, services, and opportunities for transfer students. The team is also able to assist you with advising, referrals, and any other questions or concerns you may encounter as a transfer student. Please visit us at the Student Success Center in Jack B. Kelley Classroom Center 110 or e-mail transfer@wtamu.

Transfer Coordinator
Brandy Carr
806-651-5300 • bcarr@wtamu.edu

Transfer Student Mentors
Transfer Student Mentors serve as academic and social role models for transfer students, sharing their successes and setbacks in making the transition to WTAMU. Transfer Student Mentors are charged with the mission of guiding transfer students to success both in the classroom and through extracurricular involvement. They will purposefully help transfer students connect, set goals, develop skills, build relationships, and succeed.

Other Questions?
The Transfer Student website has resources you may find beneficial while applying to WTAMU and during your time here. We also encourage you to find us on social media sites to stay up-to-date with available information.

www.wtamu.edu/transfer

/WTtransfer    @WT_Transfer

West Texas A&M University™
Important Dates:

**Intersession**
- **April 25**: Intersession/Summer/Fall registration opens to transfer students
- **May 8**: Intersession priority registration closes at midnight
- **May 9**: Intersession regular registration opens
- **May 16**: Classes begin
- **May 17**: Intersession payment due (4 p.m.)
- **May 17**: Last day to add or register for classes
- **May 24**: Last day to drop or withdraw (5 p.m.)
- **May 30**: Holiday - University closed
- **June 1**: Last class day
- **June 2**: Finals

**Summer 1**
- **May 22**: Summer 1 priority registration closes at midnight
- **May 23**: Summer 1 regular registration opens
- **May 31**: Summer 1 priority registration payment due (4 p.m.)
- **June 6**: Classes begin
- **June 7**: Last day to add or register for classes
- **June 8**: Regular registration payment due (4 p.m.)
- **June 27**: Last day to drop or withdraw (5 p.m.)
- **July 4**: Holiday - University closed
- **July 11**: Last class day
- **July 12**: Finals

**Summer 2**
- **June 26**: Summer 2 priority registration closes at midnight
- **June 27**: Summer 2 regular registration opens
- **July 5**: Summer 2 priority registration payment due (4 p.m.)
- **July 13**: Classes begin
- **July 14**: Last day to add or register for classes
- **July 18**: Regular registration payment due (4 p.m.)
- **July 19**: Last day to drop or withdraw (5 p.m.)
- **August 17**: Last class day
- **August 18**: Finals

West Texas A&M University
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>April 25</td>
<td>Intersession/Summer/Fall registration opens to transfer students</td>
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<td>August 25</td>
<td>Residence halls open (9 a.m.); Dining hall open (11 a.m.)</td>
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<td>August 29</td>
<td>Classes begin</td>
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<tr>
<td>September 1</td>
<td>Last day to add or register for classes</td>
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<td>September 5</td>
<td>Labor Day - no class</td>
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<td>September 7</td>
<td>Regular registration payment due (4 p.m.)</td>
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<td>Last day to drop and be eligible for refund</td>
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<td>September 22</td>
<td>Optional second payment due (4 p.m.)</td>
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<td>October 31</td>
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<td>November 1</td>
<td>Spring 2017 registration opens to Seniors</td>
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<td>November 3</td>
<td>Optional fourth payment due (4 p.m.)</td>
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<td>November 4</td>
<td>Spring 2017 registration opens to Juniors</td>
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<td>Spring 2017 registration opens to Sophomores</td>
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<td>November 14</td>
<td>Spring 2017 registration opens to Freshmen</td>
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<td>November 21</td>
<td>Spring 2017 registration opens to all students</td>
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<td>November 23-25</td>
<td>Holiday - University closed</td>
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<td>December 8</td>
<td>Last class day</td>
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<tr>
<td>December 9</td>
<td>Dead Day - no class</td>
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<td>December 10, 12-16</td>
<td>Finals</td>
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To activate your new student account, go to wtamu.edu/activate. You will be given your username and a temporary password. (Temporary password is only good for 24 hours; website is good for one use only.)

If you encounter problems at any point, call the HELP line at 806.651.4357.

Go to: www.wtamu.edu

- Click on the My Buff Portal button on the right side of the homepage.
- Select “Change Password” link at the bottom right of the WTAMU Login Box.
- Your WT Username is: ____________________________
  (Your username is the first letter of your first name, first letter of your last name, plus your 6-digit Buff ID.)
- Your Official WT student e-mail address is: ____________________________@buffs.wtamu.edu
- After updating your password, return to My Buff Portal and log-in.
- If you are prompted to use a seven digit number when logging in, use a “0” before your Buff ID.

Important Information and Contact Information:

- Departmental Adviser: ____________________________
- Degree Plan Application
  Dean's Office/College Website: ____________________________
- Buffalo Gold Card Office - www.wtamu.edu/goldcard • JBK 118 • 806.651.4653
- Financial Aid Office - www.wtamu.edu/financialaid • SSC 115 or OM 112 • 806.651.2055
- Parking Services - Fall permits available August 1. Apply for permit online at : www.wtamu.edu/parking • Old SUB 102 • 806.651.2308
- Office of Admissions - Submit final, official transcript(s). Transfer Equivalency Report available after transcript evaluation is complete. • Old Main 124 • 806.651.2020
- Residential Living - www.wtamu.edu/student-life/residential-living.aspx • Centennial Hall • 806.651.3000 • Apply for housing in your Buff Portal using My Housing
- University Bookstore – www.wtamu.edu/bookstore • JBK Student Center • 806.651.2744
  Advising Services • Phone: 806.651.5300 • Fax: 806.651.5274 Website: www.wtamu.edu/advising
Campus Resources

Classroom Center (CC)
Student Success Center • 806.651.5300
Advising Services • Room 110 • 806.651.5300
Career Services • Room 113 • 806.651.2345
Counseling Services • Room 116 • 806.651.2340
Financial Aid Satellite Office • Room 115C • 806.651.2041
Math Lab • Room 411 • 806.651.2438
Math Tutoring Center • Room 101 • 806.651.2341
Nationally Competitive Scholarships • Room 115B • 806.651.2587
Study Abroad • Room 115A • 806.651.5309
Student Disability Services • Room 106 • 806.651.2335
Science Tutoring Center • Room 108 • 806.651.2341
Testing and Tutoring Services • Room 106 • 806.651.2341
Transfer Services • Room 110 • 806.651.5300
Veterans Services • Room 106L • 806.651.4939
Writing Center • Room 107 • 806.651.2473

Old Main (OM)
Admissions • Room 124 • 806.651.2020
Registrar • Room 103 • 806.651.4911
Business Office • Room 104 • 806.651.2080
Financial Aid • Room 108 • 806.651.2055
Scholarship Services • Room 105 • 806.651.3330

Centennial Hall
Office of Residential Living • 806.651.3000

Agriculture & Natural Sciences Building (ANS)
Chemistry and Physics Lab • ANS 216
806.651.2540

Jack B. Kelley Student Center (JBK)
University Bookstore • Room 121 • 806.651.2744
Buffalo Gold Card Office • Room 118 806.651.4653
eBuff Technology Store • 806.651.2700
Information Desk • 806.651.2394
U.S. Post Office • First Floor • 806.651.2665
Student Engagement and Leadership Center • Room 103 • 806.651.2313

Cornette Library
Hastings Electronic Learning Center Basement • 806.651.7900
IT Help Desk • Basement • 806.651.4357
Circulation/Reserve Desk • 806.651.2223

Old Student Union Building (Old Sub)
Parking Services • 806.651.2308
University Police • 806.651.5000

Virgil Henson Activities Center (VHAC)
Medical Services • Room 104 • 806.651.3287
Kids Kollege • Room 110 • 806.651.2974

West Texas A&M University
1. Agriculture and Natural Sciences Building
2. Alumni Banquet Facility
3. Bain Athletic Center
4. Bivins Nursing Learning Center
5. Buff Hall
6. Buffalo Courts Alumni Center
7. Buffalo Sports Park
8. Centennial Hall
9. Classroom Center
10. Conner Hall
11. Computer Center
12. Cornette Library/HELC
13. Cousins Hall
14. Cross Hall
15. Dining Hall
16. Engineering and Computer Science Building
17. Fieldhouse—The Box
18. Founders Hall
19. Greenhouse
20. Guenther Hall
21. Jack B. Kelley Student Center
22. Jarrett Hall
23. Jones Hall
24. Joseph A. Hill Memorial Chapel
25. Killgore Research Center
26. Mary Moody Northen Hall
27. Nance Ranch & FUBC
28. Office of Residential Living
29. Old Main
30. Old Student Union Building
31. Panhandle-Plains Historical Museum
32. Physical Plant Complex
33. Power Plant
34. Shirley Hall
35. Stafford Hall
36. Sybil B. Harrington Fine Arts Complex
37. Virgil Henson Activities Center
Building Nicknames

Common acronyms and nicknames for buildings on campus. Number corresponds to number on campus map.

(1) Agriculture & Natural Sciences Building—ANS
(2) Alumni Banquet Facility—ABF
(4) Bivins Nursing Learning Center/Engineering Technology—ET
(9) Classroom Center—CC
(12) Hastings Electronic Learning Center—HLC
(15) Dining Hall—The Caf
(16) Engineering & Computer Sciences Building—ECS
(17) Fieldhouse—The Box
(21) Jack B. Kelley Student Center—JBK
(26) Mary Moody Northen Hall—N or MMNH or Mary Moody
(29) Old Main—OM
(30) Old Student Union Building—Old SUB
(31) Panhandle-Plains Historical Museum—PPHM or MUS
(36) Sybil B. Harrington Fine Arts Complex—FAC
(37) Virgil Henson Activities Center—VHAC or AC

Not on campus map:
WT Amarillo Center—WTA
Advising

All students at WTAMU are required to be advised and greenlighted each semester prior to registration. All students with 45 or more hours will be assigned to an adviser in their academic department. Your assigned adviser will be listed under “Academic Profile” then “General Academic Information” in Buff Advisor. If no adviser is listed, or it says “Advising Services,” please contact Advising Services at 806.651.5300 for assistance. Please go to www.wtamu.edu/advising for additional information.

Greenlighting

A term that means a student has been advised and is able to register for classes.

Schedule Change Form (formerly known as a Blue Card)

A form giving students permission to be placed into courses they are unable to register for themselves; for example – instructor consent required, prerequisites not completed, time conflict, etc.

Degree Checklist

A list of the courses required for a degree. You can view all degree checklists at: http://www.wtamu.edu/advising/degree-checklists.aspx.

Degree Plan

An official agreement, which includes all courses required to complete a degree, along with any other degree requirements. Students must have filed for a degree plan by the time they have completed 45 hours by submitting a form on your college’s website. The College of Agriculture and Natural Sciences must fill out a form in their Dean’s Office.

Student Planning and Program Evaluation

A set of web-based, self-service academic planning tools that help students and advisers see what courses and requirements students have completed in order to stay on track and graduate on time! Both are accessible via computer, tablet, or smartphone. Students can perform academic planning activities such as searching for courses, planning their terms, and scheduling and registering for course sections. To be prepared to use this tool, please watch the tutorial at the link below:

http://students.wtamu.edu/ProgramEvaluation/.
Legislation to Consider When Registering or Dropping Classes

**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.

**Six 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 (30/45 hour rules)**

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**

Students are charged a fee ($106 per semester credit hour above regulation tuition) for any course attempted for a third or subsequent time at WTAMU other than a non-degree credit developmental course or exempted courses. Courses exempted from the fee include thesis or dissertation courses, approved repeatable courses, independent study or special topics courses where the content is different each time, continuing education courses taken to retain professional certification.
**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 4 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 3 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 web site as a part of the graduation application).

**Payment Plan**

Available only after student has paid at least 25% of the bill by the payment due date. The amount covered by the plan requires three equal payments during the semester. Late payment on the installments will have fees assessed in accordance with University policy. Late or nonpayment may block further enrollment and/or credit for work done that semester. Payment Plans are not available for intersession or summer semesters. Payment Plan information is available on Buff Advisor.

**Short Term Loans – “Emergency Loans”**

WTAMU has made available short term emergency loans for both tuition and fees ($2500) and books ($600). These are 90-day low interest loans. Please see Buff Advisor (and make sure to check your e-mail) for additional information.

**Book Vouchers**

Students with a credit balance from Financial Aid can have part of the credit balance transferred to their Buffalo Gold Card in order to purchase books. To obtain a book voucher, a student will complete a form at the Business Office the week prior to the beginning of classes. Check your Buff e-mail for additional information.
Helpful Hints:
• Complete files in Admissions and Financial Aid are required before aid is awarded - Apply Early.
• Use name and social security number as they appear on your social security card – be sure to provide complete, accurate information. Proof before submitting.
• Respond to ALL requests for information from WTAMU Financial Aid.
• Include your name and student ID number on all forms and communication.
• Routinely check your WTAMU e-mail

FERPA Process:
Come in and complete paperwork that permits our staff to speak to whomever you designate about your financial aid status. Otherwise, staff cannot answer questions to anyone but the student. This form must be updated every year.
• Submit a 16/17 FAFSA at www.fafsa.ed.gov including our federal school code (003665)
• Check your Student Aid Report (SAR) making sure all information is correct
• If WT is not listed on your SAR submit a correction and add our federal school code as listed above
• Make corrections as needed (electronic changes are processed faster)
• The FAFSA should be completed as early as possible at the beginning of each calendar year.

Financial Aid Deadlines and Priority Dates:
Dates by which complete and accurate applications should be considered for priority evaluation. Applications completed after these dates will be processed and awarded according to fund availability and interests as provided by the student on his/her FAFSA.
• March 1 – Priority date for FAFSA submitted fall semester only or fall/spring semesters.
• March 15 – FAFSA renewal for continuing Texas Top 10% and Texas Grant.
• April 15 – Buff Promise deadline.
• May 10 – FAFSA for summer sessions – students must be registered before aid is awarded.
• June 15 – Priority date for Texas Grant Renewal; FAFSA must be filed and all documents received by priority date.
• Nov. 1 – FAFSA application for the spring semester only.

NOTE: Awards from financial aid do not guarantee registration payment. If financial aid has not been awarded or is insufficient for full payment, the student is responsible for payment. We can help; contact our office as you have questions or need additional assistance.

Check your Buff Advisor:
This student menu lists documents needed for processing and pending aid once awarding is complete
• Log in to: Buff Portal
• Go to: Buff Advisor
• Click "students" for: Student Menu
• Click on: Accept/Reject my Awards
• Choose: 2016/2017 Academic Year

Phone: 806.651.2055 • E-mail: financial@wtamu.edu • Website: http://www.wtamu.edu/student-support/financial-aid.aspx
**FSA ID:**

fsaid.ed.gov/npas/index.htm

Your FSA ID (username and password) is required to access certain US Department of Education websites. This is used to confirm your identity as you electronically sign documents and access your financial aid information.

**Student Loans:**

- Watch your Accept/Reject Awards menu on Buff Advisor and accept the student loan(s) you decide to borrow.
- To receive student loans three steps are required (Accepted on Buff Advisor, Direct Loan Entrance Counseling and Master Promissory Note)
- Students can Accept on Buff Advisor once awarding process is complete.
- Entrance Counseling and Master Promissory Note are updated at [www.studentloans.gov](http://www.studentloans.gov)
- Use the subsidized/unsubsidized option
- List WTAMU as your school
- First-time borrowers must complete entrance counseling and master promissory note
- **Exit Counseling**: Student loan borrowers who withdraw, drop to less than half time or graduate must complete Exit Counseling at [www.studentloans.gov](http://www.studentloans.gov)
- **Transfer students**: MUST update Entrance Counseling to list WTAMU
- If you have received student loans at another school your Master Promissory Note will follow you unless it is expired

**Federal Student Aid Homepage:**


From this link you will be able to navigate any of the web sites previously mentioned. This link can be used as a 'one stop' page or to obtain additional information.

**Satisfactory Academic Progress (SAP):**

We check Satisfactory Academic Progress (SAP) annually after the spring semester. Please review the SAP policy at [http://www.wtamu.edu/student-support/financial-satisfactory-academic-progress.aspx](http://www.wtamu.edu/student-support/financial-satisfactory-academic-progress.aspx)

**NOTE:** Awards from financial aid do not guarantee registration payment. If financial aid has not been awarded or is insufficient for full payment, the student is responsible for payment. Emergency Loans are available through the Business Office on Buff Advisor under “Financial Information”. Contact our office if you have any questions or need additional assistance.

**Phone:** 806.651.2055 • **E-mail:** financial@wtamu.edu • **Website:** [http://www.wtamu.edu/student-support/financial-aid.aspx](http://www.wtamu.edu/student-support/financial-aid.aspx)
Did You Know?

Did you know that you can use Buff Cash in the Jack B. Kelley Student Center, vending machines and many restaurants and stores in Canyon and Amarillo. For a full list of merchants, go to [http://www.wtamu.edu/administration/gold-card-merchants.aspx](http://www.wtamu.edu/administration/gold-card-merchants.aspx).

You will swipe your Buffalo Gold card at the Hastings Electronic Learning Center to be assigned to a computer. Once you are finished, you swipe it again to be logged out.

There is a bowling alley in the basement of the Virgil Henson Activities Center. The VHAC also offers fitness classes. Information about the VHAC can be found at [http://www.wtamu.edu/student-life/activities-center.aspx](http://www.wtamu.edu/student-life/activities-center.aspx).

Student Medical Services offers free cold packs and provides medical services to all students. To schedule an appointment online, go to [http://www.wtamu.edu/student-support/medical-online-appointments.aspx](http://www.wtamu.edu/student-support/medical-online-appointments.aspx).

WTAMU students are eligible to purchase some software at a reduced student price through the “Software” link on the Buff Portal.

You can use Buff Cash in the Jack B. Kelley Student Center, vending machines and many restaurants and stores in Canyon and Amarillo. For a full list of merchants, go to [http://www.wtamu.edu/administration/gold-card-merchants.aspx](http://www.wtamu.edu/administration/gold-card-merchants.aspx).

Kids Kollege is a state-licensed child-care facility that serves the University community year round. For more information, visit the Kids Kollege website at [http://wtamu.edu/student-support/kids-kollege.aspx](http://wtamu.edu/student-support/kids-kollege.aspx).

All WTAMU students receive tickets to all athletic events, as well as theater events and the play “Texas” in Palo Duro Canyon, as part of their tuition and fees.

Helpful hints for your time at West Texas A&M University!

1. Through [Career Services](http://www.wtamu.edu/student-life/activities-center.aspx), you can participate in mock interviews with real employer, as well as participate in résumé workshops, internships and find employment on campus!

2. You will swipe your Buffalo Gold card at the Hastings Electronic Learning Center to be assigned to a computer. Once you are finished, you swipe it again to be logged out.

3. Students can print up to 1,500 pages of paper each semester from the Hastings Electronic Learning Center printers and Buff Print locations across campus.

4. There is a bowling alley in the basement of the Virgil Henson Activities Center. The VHAC also offers fitness classes. Information about the VHAC can be found at [http://www.wtamu.edu/student-life/activities-center.aspx](http://www.wtamu.edu/student-life/activities-center.aspx).

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9. Student Medical Services offers free cold packs and provides medical services to all students. To schedule an appointment online, go to [http://www.wtamu.edu/student-support/medical-online-appointments.aspx](http://www.wtamu.edu/student-support/medical-online-appointments.aspx).

10. WTAMU has over 130 student organizations! Types of organizations include departmental and professional organizations, honor societies, interest groups, religious organizations, recreational and sport clubs, residence hall organizations and Greek social/service groups. To see a list of organizations available, go to [http://wtamu.edu/student-life/current-campus-organization-list.aspx](http://wtamu.edu/student-life/current-campus-organization-list.aspx).
10 Things You Need to Know about Technology at West Texas A&M University

Need Help?
Information Technology Service Center (ITSC) - 806.651.4357 or itsc@wtamu.edu
Self-Help Tutorials: students.wtamu.edu

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1. **Hasting’s Electronic Learning Center**
   The Hasting’s Electronic Learning Center is the WTAMU open access computer lab. The lab is open during Spring/Fall semesters from Sunday 9:00am through Friday 10:00pm and Saturday 7:30am – 5:30pm. Intersession/Summer hours are: Mon. through Fri. 7:00am-10:00pm, Sat. 7:30am–5:30pm & Sun. 2:00pm–7:00pm. You will need your Gold Card to swipe in to use a computer. Find us on Facebook!

2. **Buff Print**
   Print from anywhere on campus, any time of day. Just pick up your prints at a Buff Print location by swiping your Gold Card. You get 1500 b/w printed pages on campus printers each semester. To use go to: buffprint.wtamu.edu. A list of printer locations and instructions can be found at: http://students.wtamu.edu/buffprint

3. **MyBuff Portal**
   My Buff Portal is your single sign-on access to many of the tools you will need while you are a student at WTAMU. Behind this portal is your access to your student email, student records/information, financial aid/scholarships, bills and payment, grades and your courses in WTClass. To access, click the MyBuff Portal link on the WTAMU home page. wtamu.edu
   Note: Passwords on MyBuff Portal must be changed every 180 days – you will get an email warning in your student email when your password is about to expire. If you do not know your password, please contact the IT Service Center at 806.651.4357 or use the “Forgot Password” self-help. Your account will be locked if you attempt to log in 6 times unsuccessfully.

4. **Buff Alert**
   Buff Alert is an emergency notification service that gives WTAMU the ability to communicate health and safety emergency information quickly—by email and text message. By enrolling in Buff Alert, university officials can quickly pass on safety-related information, regardless of your location.

To sign-up to receive alerts:
1. Open a web browser and type the university web site address. wtamu.edu
2. Click the Buff Alert link on lower right side of the page.
3. Click “User Registration” (Takes you to the log in page of MyBuff Portal)
4. Log in to MyBuff Portal
5. Complete the user information and create a password.
6. Check the box to agree to Terms of Service.
7. Click “Create Account”
5. **Student Email**

WTAMU provides all admitted students with a student email account for the primary reason of communicating official university information. **Official university communications** such as financial aid, scholarships, bills, etc., will be emailed to your student email account. You can access your student email account different ways:

- **Log in to MyBuff Portal and click the student email icon** at the top of the screen.
- No password needed to access student email through the portal.
- **Set up your phone or mobile device to access student email.**
  (Instructions by device at [http://students.wtamu.edu](http://students.wtamu.edu))

-Your password may be different than the password you set for MyBuff Portal. You will have to know your password - if you do not know your password, contact the IT Service Center at 806.651.4357 and ask to have your email-only password reset.

6. **Buff Advisor**

Buff Advisor is the WTAMU Student Information System. Inside of Buff Advisor you will find:

<table>
<thead>
<tr>
<th>Financial Information</th>
<th>Financial Aid</th>
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</thead>
<tbody>
<tr>
<td>- View Account Charges &amp; Payments</td>
<td>- Accept/Reject Financial Aid &amp; Scholarship Awards</td>
</tr>
<tr>
<td>- Make Payments or Set-up Payment Plan</td>
<td>- Get Financial Aid Information</td>
</tr>
<tr>
<td>- Emergency Loan Application</td>
<td>- Financial Aid Forms</td>
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</table>

<table>
<thead>
<tr>
<th>Registration</th>
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<tr>
<td>- Search &amp; Register for Classes</td>
<td>- Check Your Grades</td>
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<td>- Drop Classes</td>
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<tr>
<td>- Manage Your Waitlist</td>
<td>- Class Schedule</td>
</tr>
<tr>
<td>- Reserve &amp; Buy Books</td>
<td>- Setup Parent Account</td>
</tr>
</tbody>
</table>

7. **WTClass**

WTClass is the WTAMU Learning Management System. Each course you register for will have a space inside of WTClass where you will find the syllabus, course files uploaded by your professor, grades, course email, and other tools for use in your course. Step-by-Step tutorials are provided for each tool in the WTClass Help Topics section.

**NOTE**: Courses are not available in WTClass until 5 days prior to the 1st day of class each semester.

1. Log in to MyBuff Portal
2. Click the WTClass icon
3. Click the course you want to access.
4. Find your course materials. Uploaded files and Dropbox Assignments may be found by clicking Lessons in the menu.
5. Step-By-Step Instructions for anything you need can be found by clicking on the “Help” tab in WTClass.
8. **Student Software Purchases**
Through Office 365 you can download Office 2016 FREE and install on up to 5 computers PC or Mac /mobile devices. Login to portal.microsoftonline.com with your student email and student email password to access the download. For instructions on installing Office 2016 FREE through Office 365, visit students.wtamu.edu.

9. **Technology Training**
We offer a limited number of live workshops throughout the semester (WTClass live workshops are offered the first few weeks of the semester). Other free online training is offered through the Learning Express Library (provided by the WTAMU Cornette Library). For more information on student technology training, visit: students.wtamu.edu.

10. **On Campus Internet Connectivity**
Students have access to 1 TB of file storage space in the cloud with Office 365 OneDrive through your @buff.wtamu.edu email account to upload and store files.
- Never lose your files by saving files into OneDrive from ANY computer connected to the Internet!
- Save files in OneDrive throughout your college career to use in your final year portfolio or capstone project.
- Keep all your files in one place so you can always find what you need when you need it!
- You have continued access to OneDrive even after you graduate. This is a great place for storing portfolios for job searches. (Continued access with active buffs.wtamu.edu email account – must log in to email minimum of 1 time every 90 days.)

Note: Wifi available in all campus building and residence halls. For connection instructions go to: students.wtamu.edu.
Network Usage Policies

When utilizing the network infrastructure here at West Texas A&M University you are subject to Local, State, and Federal laws. Any violation of these laws will be taken seriously and you may be prosecuted to the fullest extent of these laws.

In addition to these laws, WTAMU has policies concerning network usage. Please refer to the student handbook for the full Network Usage Policy.

Limiting Bandwidth

There is a finite amount of bandwidth that the WT network can provide. As such, if a device on the network is unfairly utilizing this bandwidth that device may be terminated or throttled down to acceptable bandwidth utilization. This will include both wireless and wired connections.

Respect Copyright

WTAMU, and specifically the Office of Information Technology, is committed to protecting copyrighted material.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing may subject you to civil and/or criminal liabilities.

The Office of Information Technology at WTAMU has developed plans to effectively combat the unauthorized distribution of copyrighted material via technology-based deterrents.

There are many alternatives to illegal distribution of intellectual property. For more information about these alternatives, please visit, http://resnet.wtamu.edu/alternatives.aspx

For more information on copyright laws and how they may affect you, please visit http://www.wtamu.edu/p2p

Technologies in Use

WTAMU uses a variety of tools to maintain a delicate balance between security and performance. Some of these tools include but are not limited to:

- Copysense - A network appliance that automatically detects peer-to-peer traffic on the network and effectively identifies the source of the network connection.

- Packet shaping devices that reside between university networks and commodity Internet connections, including wireless networks.

- Net Scout – traffic analysis appliance that provides always-on Intelligent network packet inspection, high-speed traffic capture for storage, back-in-time forensic analysis, as well as real-time monitoring, reporting, and alerting.

Violations

The first violation involving copyrighted material will include 15 minutes of blocked Internet access.

The second violation involving copyrighted material will include 60 minutes of blocked Internet access.

The third violation involving copyrighted material will include 120 minutes of blocked Internet access.

A fourth violation would include a complete loss of all network access and notification to student judicial affairs. Network access would continue to be disabled until clearance has been granted by judicial affairs and the university’s information security officer.

If you notice an IT related problem
please report it to the IT Service Center Help Desk at 651-4357 (HELP).
Parking & Shuttle Services

Parking Permits:

- Student permits are paid as part of semester fees; no additional cost required.
- Request your parking sticker on the Parking Services web page:  
  [www.wtamu.edu/university_police/upd-parking-services.aspx](http://www.wtamu.edu/university_police/upd-parking-services.aspx)
- Summer permit available now
- Fall permit available August 1
- You will also find frequently asked questions, parking regulations, a printable campus parking map and contact information on the Parking Services website.

Shuttle Services

WT offers a **free** shuttle service for students Monday-Thursday from 7:00 a.m. to 10:00 p.m. On Friday the shuttle runs from 7:00 a.m. to 6:00 p.m.

The shuttle makes five stops on campus:

1) First United Bank Center (FUB) (northwest corner)
2) 4th Avenue - South of the Agriculture & Natural Sciences Building
3) Pedestrian Mall - West side, by the JBK Student Center

Did you know?

You can follow the buses as they move through the route on campus to minimize wait time and optimize catching the closest shuttle. Download the DoubleMap app onto your Apple or Android device or use the **Buff Transit** icon on the WT Mobile App. You can also find it on the web by going to [http://wtamu.doublemap.com](http://wtamu.doublemap.com).
Residential Living

Living Policy

Full-time students who are under 21 years of age and who have completed fewer than 60 post high school credit hours* are required to live in University housing.

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

The housing 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 cancelled, a hold placed on their student account, and housing charges posted to their account.

Housing exemptions are considered but rarely granted. All housing exemption requests must be submitted through the Office of Residential Living.

How to Apply for Housing

Before you begin, you will need:

- User name and password
- Credit or debit card for $150 housing deposit

To apply for housing:

- Login to the myBuff portal using your username and password.
- Click the myHousing icon, located in the top right corner.
- Click “Application” at the top of the screen.
- Select the term for which you are applying (i.e. Academic Year 2016-2017).
- Pay the $150 housing deposit and follow the instructions to complete the application.

All sections of the application must be completed. Once your application is complete, a confirmation email will be sent to your WTAMU e-mail address. Questions should be directed to the Office of Residential Living at 806.651.3000 or by e-mail at housing@wtamu.edu.
Online Students

**Advising**
If you are an online only student, you are able to make phone appointments with an adviser to be greenlighted, advised, or just to have a conversation about classes.

To make an appointment with Advising Services, please call 806.651.5300.

**Library**
The Cornette Library has thousands of books, periodicals, journals, and more online for your use at a distance. To access the library, use the drop down menu at the top of the WTAMU homepage and click “Library” or visit [http://www.wtamu.edu/library/](http://www.wtamu.edu/library/).

**Online Tutoring Resources**
To access “SMARTHINKING”: Click the name of one of your courses in the “My Courses” module within WTClass Blackboard. In the “Course Menu,” select “Tools.” Click on the “SMARTHINKING” link to begin.

**Other Resources**
For a list of more resources for online only students, use the drop down menu at the top of the WTAMU homepage, and click “Distance Education.” You can also use this link: [http://www.wtamu.edu/academics/distance-education.aspx](http://www.wtamu.edu/academics/distance-education.aspx)
Student-Athletes

A student-athlete must be enrolled in 12 hours during the fall and spring semesters to be eligible to practice or compete. A student-athlete must pass successfully 24 hours of academic courses (non-developmental coursework) for the academic year to meet progression.

A student-athlete must meet the 75/25% rule, meaning that 75% of hours earned for progression must be during long semesters. For one academic year, 18 hours must be earned in fall and spring, with **6 hours maximum earned** in the summer.

A student-athlete has the opportunity to register on the first day of Early Registration once they are an enrolled student IF they have been advised and greenlighted.

It is the responsibility of the student-athlete to verify the course schedule does not conflict with the athletic practice schedule.

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WT Athletics • 806.651.4400 • Virgil Henson Activities Center 214

Veterans

Students using veterans benefits (GI Bill, Hazelwood) should contact Veterans Services at 806-651-4936 or 806-651-4939 or veteranbenefits@wtamu.edu as soon as possible to begin processing the needed paperwork. Veterans Services is located in the Student Success Center, Suite 108.

A veteran-student has the opportunity to register on the first day of Early Registration once they are an enrolled student IF they have been advised and greenlighted.

Veteran-students are welcome to utilize the Veterans Lounge located in Old Main Room 323.

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Veterans Services Contacts:

Leo Reid • Director of Veterans Services • lreid@wtamu.edu
Resources Available at the Amarillo Center

- Library Services
- Financial Aid
- Admissions
- Registration
- Gold Card
- Bookstore
- Open Access Computer Lab

Contact Information

WTAMU Amarillo Center • Chase Tower • 600 S. Tyler • Suite 1000 • Amarillo, Tx

Hours

Office Hours:
8:00 a.m.-5:00 p.m.

Computer Lab (Room 1106) Hours:
8:00 a.m.-10:00 p.m. (Monday-Friday)
8:00 a.m.-5:00 p.m. (Saturday)

Chase Towers Building Hours:
The building is open until 9:00 p.m., then all doors will lock except the doors on the West of the building.