

PACE Application Instructions

This guide provides a step-by-step walkthrough for applying to the PACE program at West Texas A&M University.

- 1 Navigate to https://wtamu.my.site.com/ERx_Forms_Portal_Register



REGISTRATION INFORMATION

Registration Information

First Name

Last Name

Birthdate (MM/DD/YYYY)

Email

2 Setup an application account.

Click "Register" after providing the required information.



REGISTRATION INFORMATION

Registration Information

First Name

First Name (*Required)

Last Name

Last Name (*Required)

Birthdate (MM/DD/YYYY)

Birthdate (MM/DD/YYYY)

Email

Email (*Required)

Password

Password (*Required)

Confirm Password

3 Click "Start your Application Now!"



Home My Application Application History

Application Status



PROFILE CREATED



STARTED APPLICATION



SUBMITTED APPLICATION



UNDER REVIEW



DECISION



ENROLLED

Office Of Admissions

Welcome to West Texas A&M University!

We are excited that you have chosen West Texas A&M University as a potential college destination.

Through this portal, you will be able to:

- Apply to West Texas A&M University
- Check the status of your application & missing documents
- Check for any registration holds on your account
- Get in contact with your admissions counselor
- Register for events and tours

As you move through the application process, this page will change to reflect your most current application status. Check this page regularly for the most up-to-date information.

Start your Application Now!

Application Check

Check back here after you submit application for a list of required documents to be considered for admission to University.

Resources

- Undergraduate Admissions
 - Freshman
 - Transfer
 - Returning
 - Transient or Visiting
 - Pre-University Programs
- Graduate Admissions
 - Masters/Doctoral
 - Second Bachelor
 - Post-baccalaureate degree/certificate

Visit West Texas A&M University!

4

Fill in your personal information then click "Save and Next."

- My Profile
- University Interest
- Citizenship
- Academic History
- Parent Guardian Information
- Residency
- Additional Information

Personal Data

All fields marked with a red line are required for submission.

First name:

Legal first name/given name

Middle name:

Last name:

Legal last name/surname/family name

Preferred first name:

Previous/Other legal name(s):

Suffix:

Example: Jr., Junior, Sen., Senior, II, III etc. Do not add Mr., Miss, or Mrs. Leave field blank if not needed.

5 Select "**Graduate**" for *Application type*.


Select "**Non-Degree Seeking (Includes Certification Only)**" for *Student type*.

Select "**Yes**" or "**No**" for *Previously attended WT?*

Select "**Teaching Certification (PACE)**" for *Program*.

Select your **intended start date** for *Term* and then click "Save and Continue."

University Interest

If you need help: please see the **Admissions Home Page** or the hover text in the  icon.

Application type: 

Graduate

Student type: 

Non-Degree Seeking (Includes Certification Only)

Please note that students must be in a degree-seeking program in order to qualify for federal financial aid. Non-degree seeking students will not be eligible.

Previously attended WT?

--None--

Previously Attended WT? : You must enter a value.

"You completed a semester at WT or have a Buff ID number from a previous application to WT."

Program:

Teaching Certification (PACE)

[List of Degree Programs by College and Department](#)

Term: 

--None--

Term : You must enter a value.

6

[Optional] Provide demographic information. [Required] Provide and verify citizenship information.

Click "Save and Continue" after completing this section.

The screenshot shows the West Texas A&M University application portal. The top navigation bar includes the university logo and a "LOG OUT" button. Below the navigation bar, there are tabs for "Home", "My Application", and "Application History". A sidebar menu on the left lists various application sections: My Profile, University Interest, Citizenship, Academic History, Parent Guardian Information, Residency, Additional Information, and Payment Method. The main content area is titled "Demographic Information" and contains several form fields: "Gender" (a dropdown menu with "--None--" selected), "What is your ethnicity?" (checkboxes for American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White), "Are you Hispanic/Latino?" (a dropdown menu with "--None--" selected), "What languages do you speak fluently other than English?" (a dropdown menu with "--None--" selected), and "Citizenship" (checkboxes for "Are you a U.S. citizen?" and "Country of birth:" with dropdown menus for "--None--").

7

Provide information for previously attended institutions.

Click "Save and Continue" after completing this section.

The screenshot shows the West Texas A&M University application portal. The top navigation bar includes the university logo and a "LOG OUT" button. Below the navigation bar, there are tabs for "Home", "My Application", and "Application History". A sidebar menu on the left lists various application sections: My Profile, University Interest, Citizenship, Academic History, Parent Guardian Information, Residency, Additional Information, and Payment Method. The main content area is titled "College" and contains a section for "College/University". The text reads: "Please list the institution where you have earned/will earn a bachelor's degree, as well as any institutions with applicable graduate coursework or graduate degrees/certifications." Below this text is a search bar labeled "College/University:" with a magnifying glass icon. Below the search bar, there are several form fields: "School not found:" (checkbox), "I'm currently attending this school:" (a dropdown menu with "No" selected), "Attended from:" (a date field with "MM/DD/YYYY" placeholder), "Attended to:" (a date field with "MM/DD/YYYY" placeholder), "Hours earned:" (a text input field), and "Graduation date or expected" (a date field).

8 Provide income and family information.

Click "Save and Next" after completing this section.

The screenshot displays the West Texas A&M University application portal. At the top left is the WT logo and the text "WEST TEXAS A&M UNIVERSITY". A "LOG OUT" button is in the top right. A navigation bar contains "Home", "My Application", and "Application History". A sidebar on the left lists application sections: "My Profile", "University Interest", "Citizenship", "Academic History", "Parent Guardian Information", "Residency", "Additional Information", and "Payment Method". The main content area is titled "Family Information" and contains two questions: "Please indicate your family's gross income for the most recent tax year:" with a dropdown menu showing "--None-", and "How many people including yourself live in your household?" with a text input field. Below these are three buttons: "Previous", "Save", and "Save and Next". An orange circle highlights the "Save and Next" button. At the bottom, a dark red footer contains contact information: "Phone: 806-651-2730 | Fax: 806-651-2733 | graduateschool@wtamu.edu wtamu.edu/graduate".

9 Provide current address and establish residency.

Click "Save and Continue" after completing this section.

WT WEST TEXAS A&M UNIVERSITY™ LOG

Home My Application Application History

My Profile
University Interest
Citizenship
Academic History
Parent Guardian Information
Residency
Additional Information
Payment Method

Address of residence

List all addresses where you have lived for the last three years. Enter the most recent address first.

Have you lived at your Permanent/Mailing address listed in the "My Profile" section for the past three years? --None--

Current Address

Mailing Country United States

Mailing Address Line 1

Mailing Address Line 2

Mailing City

10 Provide additional required information.

Click "Save and Continue" after completing this section.

WT WEST TEXAS A&M UNIVERSITY™ LOG OUT

Home My Application Application History

My Profile
University Interest
Citizenship
Academic History
Parent Guardian Information
Residency
Additional Information
Payment Method

Conduct Record

Have you been convicted of a crime involving violence or sexual misconduct? --None--

Have you been expelled from any secondary or postsecondary institution for conduct involving violence or sexual misconduct? --None--

Are you currently under any investigation or subject to any pending disciplinary action at any postsecondary institution for conduct involving violence or sexual misconduct? --None--

Meningitis Vaccination Requirement

11 Provide payment for the application fee.

Click "Save and Continue" after submitting payment.

WT WEST TEXAS A&M UNIVERSITY™ **LOG OUT**

Home My Application Application History

CHECKLIST

Application Fee Payment Options

How Will You Pay The Application Fee? --None--

How Will You Pay The Application Fee? : You must enter a value.

Previous Save and Continue

Phone: 806-651-2730 | Fax: 806-651-2733 | graduateschool@wtamu.edu
wtamu.edu/graduate

WTAMU Box 60215 | Canyon, TX 79016

© 2019 Enrollment Rx, All Rights Reserved

©West Texas A&M University | All Rights Reserved

WTAMU Home | University Privacy Statement | Contact Us | University Accessibility

12 Sign and date your application.

Click "Submit Application" when completed.

- Citizenship
- Academic History
- Parent Guardian Information
- Residency
- Additional Information
- Payment Method
- Submit Your Application

information that is collected. Under Section 559.004 of the Texas Government code, you are entitled to correct information held by an institution that is incorrect. You may correct information held by any institution to which you apply by contacting the institution. The information that is collected about you will be retained and maintained as required by Texas records retention laws (Section 441.180 at seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time. The Texas Higher Education Coordinating Board, or its authorized representative(s), has the permission to contact you regarding you application and/or regarding related educational outreach purposes (including, for example, to make you aware of financial aid opportunities) using any of the contact information for communication methods (email, mail, phone, mobile, text message, social media, or automated telephone dialing equipment). You information will not be sold for commercial purposes.

If my application is accepted, I agree to abide by the policies, rules, and regulations at any college to which I am admitted. I authorize the college to verify the information I have provided. I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action. I understand that officials of my college will use information submitted on this form to determine my status for residency eligibility. I agree to notify the proper officials of the institutions of any changes in the information provided.

Signature

Date

Phone: 806-651-2730 | Fax: 806-651-2733 | graduateschool@wtamu.edu
wtamu.edu/graduate

WTAMU Box 60215 | Canyon, TX 79016



13

Click "Return to Homepage" to access the Application Checklist and upload all required documents.

Check the portal often for status updates and any additional information requests.

Email graduateschool@wtamu.edu for questions about your application.

Contact pace@wtamu.edu with questions pertaining to the PACE program once enrolled.

The screenshot displays the West Texas A&M University application portal. At the top left is the university logo with the text "WEST TEXAS A&M UNIVERSITY". To the right is a "LOG OUT" button. Below the logo is a navigation bar with three items: "Home", "My Application", and "Application History". A dropdown menu is open, showing "CHECKLIST". The main content area features a confirmation message: "Thank you for submitting your application to West Texas A&M University. Please return to the Homepage for additional information about the application process and to view your application checklist requirements." Below this message is a "Return to Homepage" button. The footer section contains contact information: "Phone: 806-651-2730 | Fax: 806-651-2733 | graduateschool@wtamu.edu wtamu.edu/graduate", the address "WTAMU Box 60215 | Canyon, TX 79016", social media icons for Facebook, Twitter, and Instagram, and the copyright notice "© 2019 Enrollment Rx, All Rights Reserved". At the very bottom, there is a footer with "©West Texas A&M University | All Rights Reserved" and a list of links: "WTAMU Home || University Privacy Statement || Contact Us || University Accessibility".