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**

WEST TEXAS A&M
UNIVERSITY ™

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)

2   Setup an application account.

Click "Register" after providing the required information.

3   Click "Start your Application Now!"

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

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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.

7   Provide information for previously attended institutions.

Click "Save and Continue" after completing this section.

8 Provide income and family information.

Click "Save and Next" after completing this section.

9 Provide current address and establish residency.

Click "Save and Continue" after completing this section.

10 Provide additional required information.

Click "Save and Continue" after completing this section.

11 Provide payment for the application fee.

Click "Save and Continue" after submitting payment.

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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

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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 [MM/DD/YYYY]

Previous   Submit Application

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.