Guide to Getting Started in Graduate Courses

Texas A&M University-Commerce, College of Business

Topic   Reference Page

How to register for courses through MyLeo

Step 1

From the TAMU-Commerce home page (www.tamuc.edu) click the myLEO link or https://leo.tamuc.edu/Login.aspx.
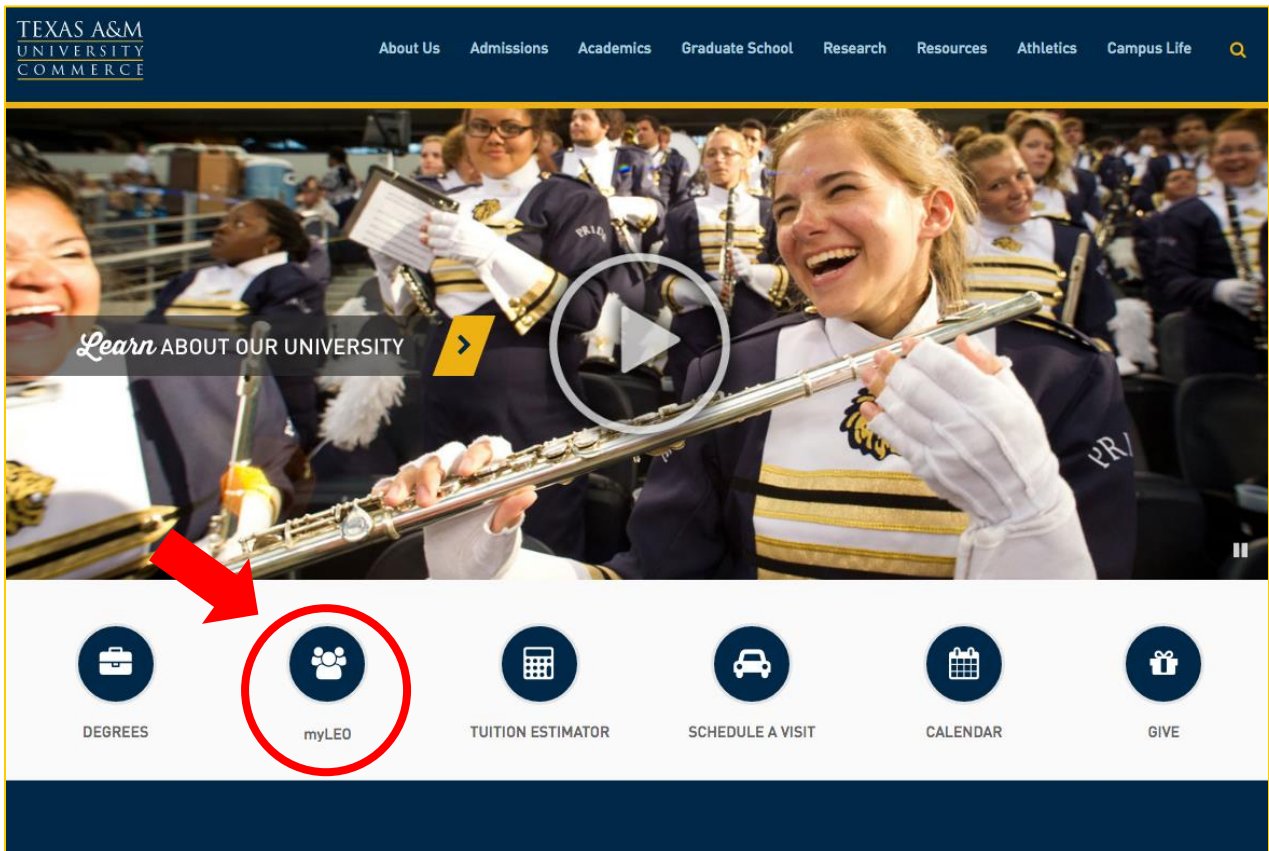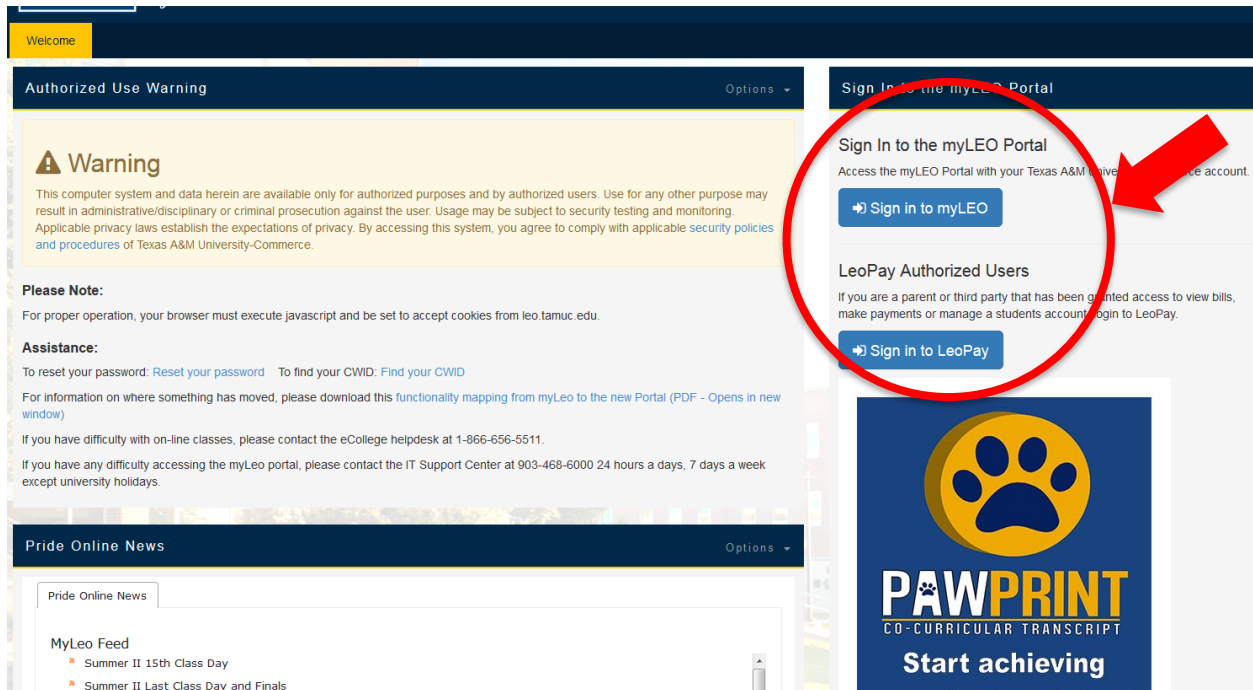
Step 2

Click Sign in to myLeo and enter your Username and Password.

USERNAME: This is your CWID (student ID number).

PASSWORD: If this is your first time logging in to myLeo, your password will be your date of birth as month/date/year (example…Jun081979). If you have logged in previously, you were prompted to change your password.

PROBLEMS LOGGING IN? Call 903-468-6000

After clicking Sign in to myLEO

Step 3

The main page for your myLeo will look like the sample page below. To register for your classes, select the Student Resources tab.

Step 4

Once on the Student Resources tab select "Registration Menu"

Step 5

A new window will open. Select "Register/Add or Drop Classes"

Step 6

On the Registration Term page, select the semester you are registering for.

Step 7

The next screen will most likely show the Financial Responsibility Agreement - At the time of registration for any semester or term, every student is required to accept the Texas A&M University-Commerce (TAMUC) Financial Responsibility Agreement. Registration will not be permitted if the agreement is declined. For more questions, please visit this webpage.

Step 8

After the Financial Responsibility Agreement is accepted, the screen below will appear

Already know which course(s) to register for?

- Enter the CRN in the box above
- Hit "Submit Changes"

Don't know the CRN for your course(s) or want to view the Schedule of Classes?

- You can search for classes using the Class Search function above, or
- You may visit this webpage: http://appsprod.tamuc.edu/Schedule/Schedule.aspx
  - For help in deciphering the class location please see page 10

If you receive a registration error message such as level restrictions, please contact your advisor: Sarah.Elder@tamuc.edu 903-468-6051

How to register for online and face to face courses (Dallas/Commerce)

You can register in myLEO (see how to register instructions above)

It is easiest to search the schedule of classes to build your course schedule and then log in to myLEO to register.

Notice on this website you can either search all classes, web based only or by campus UCD/Commerce by selecting the left hand options. If you are searching all classes here are some notes to help you determine where the class will be offered:

- 01W, 02W, 03W, 04W etc- These are online courses. Anything with a W in the section name indicates it is 100% web based
- 01E, 81E etc.- Anything with an E in the section name means it is web enhanced. This is a face to face course with some online requirements **(pay attention to the location)**
- The location will be listed on any courses without a W in the section name. Typically, if it starts with 0=Commerce and 3=Dallas (El Centro Campus in Dallas). (Note: 8=Dallas (UCD Campus-Not used any longer))

**Pay attention to the course dates. In the summer I semester some of the accounting/marketing/business analytics courses run 10 weeks to cover both summer I and II.

How to log into your class

To log into your class you first need to log into myLEO. Once in myLEO you will click the 'Apps' tab at the top. Once there you can click myLeo Online (D2L Brightspace). If you do not see the myLeo Online (D2L Brightspace) link verify you are enrolled in an online course. If you are enrolled in an online course but do not yet see the link check back 1-2 weeks before classes start.

What if I do not see my class listed in myLeo Online

If you do not see your course listed in myLeo Online (D2L Brightspace) you need to first verify on your registration screen that you are in fact registered in an online course. You can verify you are in an online course by checking for a W in the section name. For example Acct 525.01W or Eco 562.05W

After you register for an online course it may take up until the first class day for the course to appear. This usually means the professor is still working to create the course.

When will the class be available

You will be able to log into the class on the first class day. You can prepare for the course before hand by purchasing the book and reviewing the syllabus.

Where can I find the syllabus before the class starts

You can find the syllabus listed under the schedule of classes. The syllabi are typically posted about 2 weeks before classes start.

How can I check my progress in the program

Degree Works is an online program which allows students to check on the status of their progress. You can access degree works by:

Logging into myLEO

Click on **Student Resources** tab

Click on **DegreeWorks Student Link** under the Student Information heading

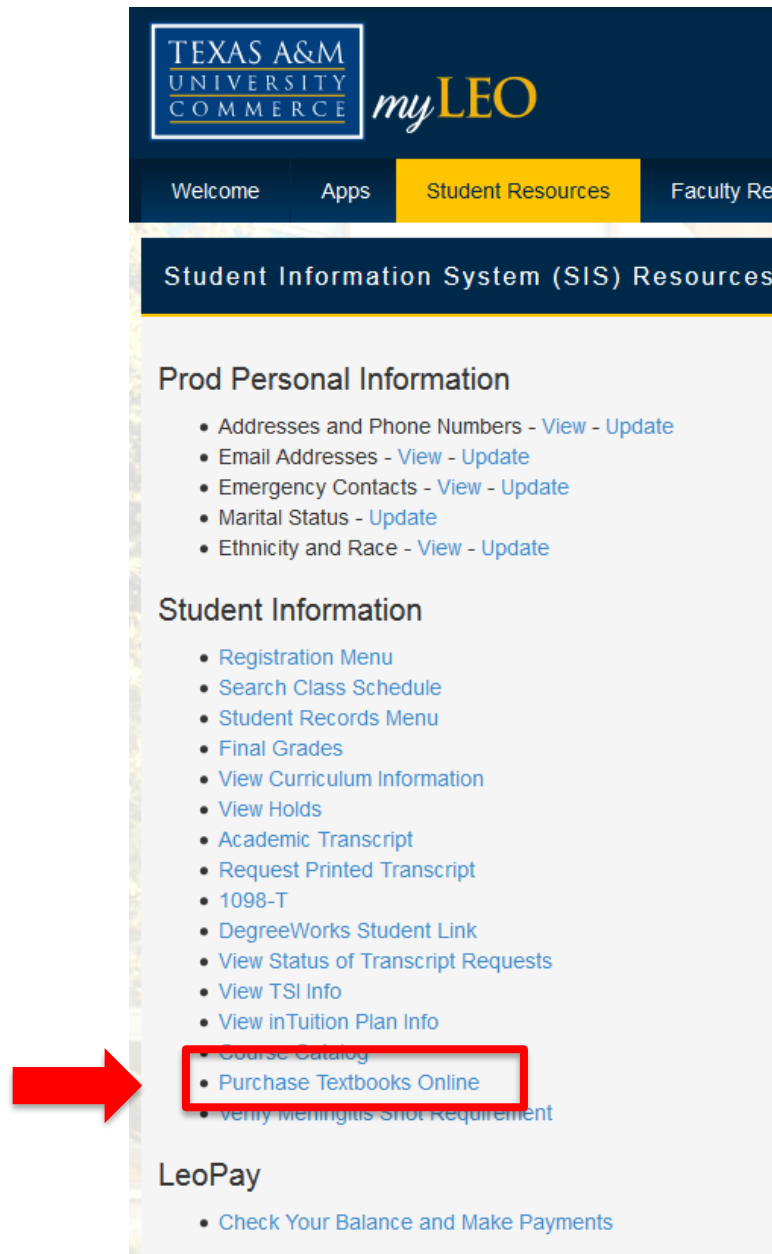Click on **Access Graduate School DegreeWorks**

If you notice any errors with degree works please contact your advisor:

Sarah.Elder@tamuc.edu 903-468-6051

Where can I find the book information before the class starts

After you register for classes you can purchase textbooks through the [university bookstore](#). You can also click the link in [myLEO](#) called "Purchase Textbooks Online" found on the Student Resources tab to see the required course materials.

Note: Books are listed about one month prior to classes starting.
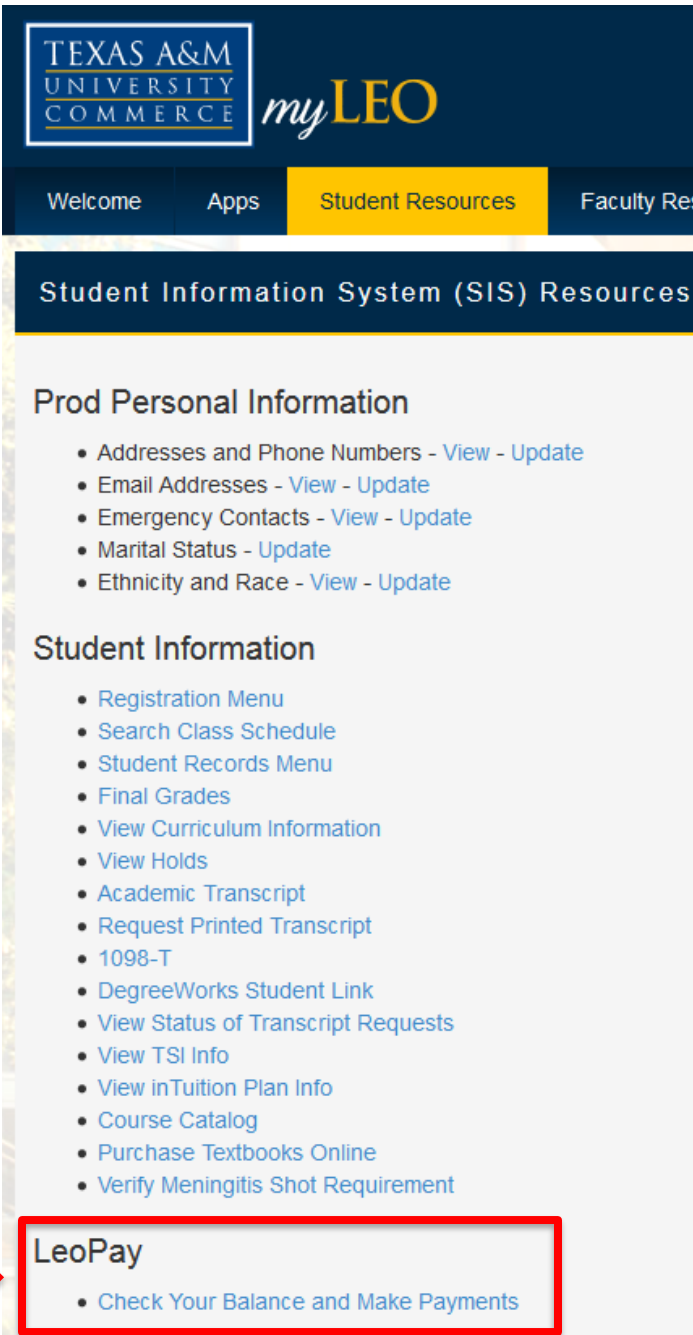
Where can I pay for the class

You can pay for your courses in myLEO by clicking the link "LeoPay" found on the Student Resources tab. If you have any questions regarding your bill you can contact the student accounts office at 903-886-5050 or student.accounts@tamuc.edu

Note: Billing information is typically available a month prior to classes starting.

Is there an orientation available

Once you are given access to myLeo Online (D2L Brightspace), you can log in and view the orientation available for online students. This will help you get familiar with the online web portal before classes start. Once in myLeo Online click the MyCourses tab shown below.

Once on the MyCourses tab you can click the link for "myLeo Online Resource Course" pictured below:

What to expect with an online course

Each class is designed by the professor so the requirements and expectations will differ class to class. Detailed information about specific course requirements can be found on the syllabus. Your course may include discussion boards, power points, live (or recorded) lectures and tests.

How are tests administered

Most tests (unless directed otherwise by your professor) will be given through myLeo Online (D2L Brightspace). These tests can consist of multiple choice, short answer or essay and are usually timed. Your professor will notify you at the beginning of the semester as to when the exams will open, how much time you have to complete the exam and number of questions to expect.

What time are my classes

There is no specific time associated with online courses. You should log into your class at any time on the first class day and read the syllabus for a better understanding of time requirements/due dates. You will usually see windows of time to submit assignments. For example 'The exam will open Friday and close Sunday at midnight. You have 1 hour to take the exam' or 'The discussion topic for this week is Entrepreneurship post one original response and respond to three of your classmates before Friday at midnight'

There may be some courses that meet virtually at a specific time of the week. If you are unable to attend at the time set by your professor the meeting will be available recorded so you can watch at your convenience.

How can I network with other online students

Through Facebook you can add the group "Texas A&M University – Commerce Graduate Programs in Business"

What classes will be offered in future semesters

Please see the [graduate course rotation](#) to see what will be offered in the upcoming semesters.