



Office of Academic Affairs

August 1, 2022

Greetings:

Thank you for joining us at Texas College. *We are encouraging you to continue your educational pursuits for Fall 2022.* As a registered student, your presence here an determination toward your academic pursuits will make a significant impact on your future. We are making effort to ensure that your academic experience is inviting, as well as enlightening. Going to college is a rite of passage for many of us. It gives us a chance to learn more about the world around us.

The 1st steps of the REGISTRATION PROCESS:

Your financial aid award is very important part of the collegiate experience when it comes to paying for school. If you have not done so, please complete the Free Application for Federal Student Aid (FAFSA) immediately by applying online at www.fafsa.ed.gov. **The Texas College school code is 003638.**

Below you will find a schedule of important Dates for your fall 2022 arrival:

August 20	Residence Halls Opens for All Students.
August 22	In-Person Fall 2022 Registration for All Students.
August 24	First Day of Class. Late registration begins.

Remember all fees (Registration and or Housing fees) can be paid in advance by credit or debit card by contacting the Texas College Office of Business and Finance at 903-593-8311, Extension 2231; however all fess must be paid at the time of registration. **Please be advised that fees cannot be paid with your anticipated Federal Financial Aid award for the upcoming school year.** The fee schedule is listed below:

Registration Fee- \$150 (All students; due at the time of Registration)

Housing Fee- \$150 (For students residing on-campus; payment due at time of Registration)

Classes will begin on *Wednesday, August 24th, 2022 at 8:00 AM.* All student should FULLY registered (which includes a fall 2022 student ID) prior to attending classes on this date. Additionally, the cafeteria will operate on brunch and dinner schedule from August 5-20, 2022 for all students residing on campus. However; all students may purchase a meal plan. Brunch will be served from 10:00 AM-11:30 AM and dinner from 5:00 PM-6:30 PM during the registration period for all FULLY registered students.

But simply “going to college” doesn’t mean you’ll get the most out of the experience that you can. It isn’t a passive exercise. Instead, if you want to maximize what you learn both inside and outside of the classroom, you need to be proactive.

Fortunately, there are many things you can do to get the most out of college. Some are as simple as getting involved in campus activities. Others, like staying on top of your academics, require more time and effort.

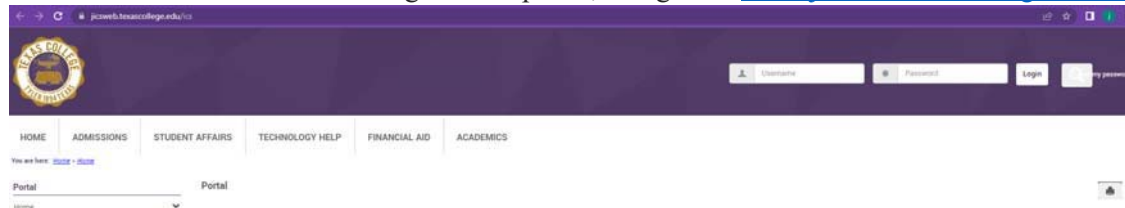
- Zoom Course Interaction and Schedules
- Course Syllabi
- Course Expectations & Exam Schedules
- Class Logistics & Coursework
- Email & Microsoft Applications and
- Library Access/Kiosks

During **Session II**, there will also be a scheduled opportunity to meet your summer instructors live with a question and answer session.

Accessing the Course Portal | To view a video of login process view, click here:

https://youtu.be/L8yH_MVNBkE

In order to access the Texas College course portal; navigate to www.jicsweb.texascollege.edu/ics



From that point; enter your Student ID Number and password:



After logging in; select 'My Courses' under quick link on the left side of the page.

1. Then click on one of the courses you want to see syllabus and assignments
2. Click on 'Syllabus' link on the left side of the page to see your syllabus. You should be able to see your syllabus document on the top right corner.
3. Click on 'Coursework' link on the left side of the page to see your assignments.
4. Some faculties send syllabus and assignments to your Texas College Student emails. Please check your student emails regularly. Always communicate with your instructors.
5. IT helpdesk contact: 903 593 8311 Ext. 2315, support@texascollege.edu.

Academic Tutorial Sessions

Perhaps the most misguided beliefs about tutoring services are available to college students today; *is the idea that tutoring is only needed when a student is falling behind in a subject*. At Texas College tutorial services are provided through the Office of Academic Affairs and an interactive program called Upswing. Arrangements can be made with your instructor or a tutor in your subject area. If you feel challenged in a particular subject area, please contact the Office of Academic Affairs, request the assistance of Ms. Turner at 903-593-8311 x. 2335 or email: dturner@texascollege.edu for assistance.

ADA Requirements

Texas College allows for reasonable accommodations, which is considered a modification or adjustment to a course, program, service, or activity that enables a qualified student with a disability to have an equal opportunity to attain the same level of achievement or enjoy the same benefits and privileges that are available to similarly-situated students without disabilities. The College has the responsibility to provide accommodation(s) only to the known limitations of an otherwise qualified student with a documented disability. To determine reasonable accommodations, The Office of Academic Affairs may seek information from appropriate college personnel regarding essential standards for courses, programs, services and activities.

If you have been assigned an Individualized Education Program (IEP) during high school and need accommodations, please contact the Office of Academic Affairs and present the appropriate documentation.

Final Words of Advice for Success

Taking classes virtually can be challenging, but convenient. The ability to access all of your materials online, wherever you are, at whatever time of day is most convenient to you, is an undeniable benefit of taking classes online. However, without meeting in person, it's easy to forget about assignments or upcoming tests. Additionally, you may still have specific deadlines to meet, and, just like any other class, your professor may not accept late work.

It's important to manage your time wisely when taking classes online. As with all classes you take, you should go over *the syllabus and class schedule carefully, if possible, before the class begins*. A tip that helps most students, is to build regular "class times" into your schedule, and stick to using that time for course work. Note any important deadlines or due dates well in advance, and make room in your schedule to set aside structured "study time," whenever convenient. If you're using Google Calendar, you can even set reminders for upcoming due dates or tests.

Most students work best in a dedicated study area, somewhere quiet with few distractions. It is important that this location be someplace that your brain will associate with being productive and working on assignments. That means that your bed, couch, or apartment are not the best places to work, as tempting as they may be. ***Stay mentally engaged in school work for the duration of your dedicated “study time” to be most effective.*** Quiz yourself while you read, reread things that don’t make sense, and limit your use of social media. Another tool that helps many student is note taking. A tutor can show you several different methods for note taking, and you can use the one that works best for you. Keeping notes in a dedicated place, in order by date, will make them easy to find when you need them.

Be sure to stay healthy, get plenty of sleep, drink water, and take breaks from school and studying. Set goals, and reward yourself for meeting them. If you’re dedicated, you will surely meet your course completion goals.

Best wishes for a successful academic year!

Sincerely,

A handwritten signature in black ink, appearing to read "Jan E. Duncan". The signature is fluid and cursive, with the first name "Jan" being particularly prominent.

Jan E. Duncan
Vice-President for Academic Affairs

You may access the Fall 2022 Calendar here:

<https://www.texascollege.edu/uploads/cms/nav-384-62d1c208d755b.pdf>



2022 SUMMER ACADEMIC CALENDAR

SUMMER I

May 19-20	Registration
May 23	First Day of Class
May 24	Add/Drop
May 24	Last day to Withdrawal
June 8-9	Mid-Term Examination
June 22-23	Final Examination
June 23	Summer I Ends
June 27	Grades Due

SUMMER II

June 22-24	Registration
June 27	First Day of Class
June 28	Add/Drop
July 1	Last day to Withdrawal
July 4	No Classes
July 13-14	Mid-Term Examination
August 3-4	Final Examination
August 5	Summer II Ends
August 8	Grades Due

S.T.E.P.

June 26	Move-In-Day
June 27	Registration
June 27	First Class Day
July 1	Last day to Change Class Schedule
July 4	No Classes
July 13-14	Mid-Term Examination
August 3-4	Final Examination
August 5	S.T.E.P Ends
August 8	Grades Due

August 8-19

Summer Sports and Auxiliary Camp