



STUDENT SUCCESS

TEXAS TECH
College of Arts & Sciences



Taking The Reins!

A&S Students Resource Guide for Success

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**STUDENT
SUCCESS**
—
TEXAS TECH
College of Arts & Sciences

Who is the Office of Student Success?

The Office of Student Success is a team in the College of Arts & Sciences ready to partner with you to achieve success both inside and outside of the classroom. We provide a holistic approach by working in conjunction and in collaboration with other support offices to give you the resources and proven practices needed to improve your academic skills and your continued success.

What Services Do They Offer?

All of our Academic Success Advisors are Certified Life Coaches and we also have Certified Career Placement Coaches. Whether you are needing assistance with time management, alleviating test anxiety, looking for internships or having financial difficulty, we have the resources for your success.

Academic Success Advising	Life Coaching
Academic Advising – ASUD/ASAT	Career Coaching

What is Life Coaching?

Our Office has Certified Life Coaches ready to work with you. These are individuals that are specially trained coaching mentors who meet regularly with students throughout the semester. In these sessions, the student and the Life Coach work together to identify stressors, build confidence, and gain tools that not only assist in establishing goals but will assist students in having the awareness to connect their choices and decisions with their overall values that will lead to academic success and degree completion.



**STUDENT
SUCCESS**

—
TEXAS TECH
College of Arts & Sciences

Holden Hall, Room 131

AS.Studentsuccess@ttu.edu

www.artsandsciences/success

Who are your Office of Student Success?



Dr. Stefanie Borst

Associate Dean
Recruitment & Retention

ACADEMIC ADVISORS

Karen York

Assistant Director
Certified Life Coach
Certified Career Coach
Time Mgmt Certified Coach

Tatum Weeks

SR. Academic Success Advisor
Certified Life Coach

Kristen Jones

Academic Success Advisor

Macee Thompson

Academic Success Advisor
Certified Life Coach

ACADEMIC SPECIALISTS

Esther Gutierrez

Student Success Specialist

Viviana Gomez

Student Success Specialist
Certified Life Coach

COUNSELOR

Laura Crosson, M.ED

Counselor
Student Counseling Services

Please Remember When Scheduling...

- **ADVISING APPOINTMENTS:** Schedule all Advisor and Specialists appointments through Raider Success Hub. **All Success Advising for campus students will be in person.** Students who arrive 10 minutes or more late will forfeit their scheduled appointment and will need to reschedule.
- **SCHEDULED APPOINTMENTS:** If you have met with or previously scheduled with an Academic Success Advisor in the current semester, they have become your assigned Academic Success Advisor for the completion of the semester. Please make sure that you schedule with your assigned Academic Success Advisor.
- **HOLDS:** Academic Success Advising holds **WILL NOT** be removed until you have met with your Academic Success Advisor. Holds will prevent students from dropping courses or withdrawing from future courses.
- **STUDENTS RETURNING FROM ACADEMIC SUSPENSION OR ACADEMIC DISMISSAL:** All Arts & Sciences students returning from Academic Suspension or Academic Dismissal must email **KAREN YORK** for instructions to petition their return. All Arts & Sciences students in their first semester back at TTU following Academic Suspension or Academic Dismissal are required to meet twice with **TATUM WEEKS** or **KAREN YORK**.



STUDENT FINANCIAL RESOURCES

Financial Aid: 806.742.3681

Student Business Services: 806.742.3272

BOOK LOANS

Book Loans in an amount less than or equal to \$500 each semester are eligible to Undergraduate, Graduate, and Law students. Students are allowed one book loan per fall, spring, and summer semester. Eligible students will be enrolled in the current term and will not have defaulted on a previous book loan.

RAIDER RED'S FOOD PANTRY

Raider Red's Food Pantry will provide students with short-term access to supplemental food. We will also connect students with resources on and off campus in an effort to support student wellbeing.

RAIDER RELIEF FUND

Raider Relief was developed to support the needs of students and connect them with the most essential resources required to achieve academic goals as a Texas Tech University student. Those needs include but are not limited to: food, housing, financial education, and basic living supplies (clothing, kitchen essentials, toiletries, etc.)

RED TO BLACK®

Red to Black® Peer Financial Coaching is a nationally recognized model program staffed by students pursuing Personal Financial Planning degrees. We provide financial education and awareness to students through individual coaching sessions, presentations, outreach booths and resource referrals.

SHORT TERM LOANS

Short Term Loans are available to Texas Tech University (TTU) students who require short term funding for college-related expenses and who are currently enrolled or have previously attended Texas Tech University and wish to return to the university.

TUITION INSURANCE

Tuition Insurance helps students and their families overcome the financial losses that may result from events which force students to withdraw from the semester due to a covered reason.



A&S OSS EMERGENCY SUPPORT FUNDS

A&S Office of Student Success Emergency Support Funds: assists undergraduate students in the College of Arts & Sciences who have unmet financial needs related to basic living expenses, such as rent, food, utilities, etc.; educational support items such as books, fees or other class supplies; and family emergencies and other unforeseen circumstances. For an application, contact the A&S Office of Student Success.

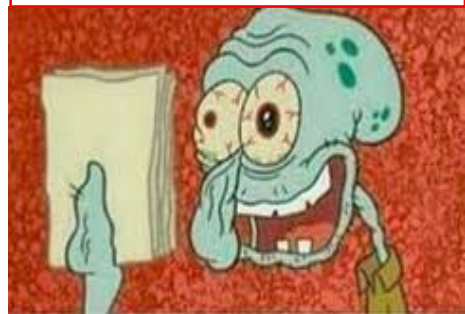
STRATEGIES FOR SUCCESS



10 HABITS OF SUCCESSFUL STUDENTS

1. **Get organized.** Making a plan for what you're going to do and when you're going to do it will make sure you're always ahead of the curve - literally.
2. **Don't multitask.** Studies have shown that multitasking is physically impossible.
3. **Divide it up.** Studying isn't fun to begin with, and forcing yourself through a study marathon will only make it worse. Dividing your work into manageable chunks and rewarding yourself when you finish each chunk will make studying (more) fun.
4. **Sleep.** Don't underestimate the importance of those eight hours of zzz's every night! Getting a good night's rest will sharpen your focus and improve your working memory.
5. **Set a schedule.** Do you work better right after school or after you've eaten dinner? Are you more productive in 90-minute blocks or half-hour spurts? Find a schedule that works for you, and stick to it.
6. **Take notes.** Taking notes will not only keep you more engaged during class, but will also help you narrow down what you need to study when exam time rolls around. It's much easier to reread your notes than to reread your entire textbook!
7. **Study.** This one might be obvious, but did you know that there's a right and a wrong way to study? Review your material several days ahead of time, in small chunks, and in different manners (for example, write flashcards one day and take practice tests the next). In other words, don't cram.

When you finish your homework at 3 am..



8. **Manage your study space.** Find a place that will maximize your productivity. Look for places away from the television and other distractions. Whether it's your local library or just the desk in your bedroom, set aside a study space that you'll want to spend time in.
9. **Find a study group.** Sitting down with a group of people who are learning the same things as you is a great way to go over confusing class material or prepare for a big test. You can quiz each other, reteach material, and make sure that everyone is on the same page. After all, teaching someone else is the best way to learn.
10. **Ask questions.** You're in school to learn, so don't be afraid to do just that! Asking for help from a teacher, a tutor or your friends is a surefire way to make sure you truly understand the material.

7 Office Hour Conversation Starters

Adapted from Berkeley International Office

Many students are nervous when considering talking with their professors; however, talking with your professor is one of the best ways to raise or maintain your Grade Point Average (GPA). Don't know how to talk with them? Here are 7 great ways!

Introduce Yourself: Faculty enjoy getting to know you. Why are you interested in the course? Have you previously studied the subject? What are you excited about learning in the course?

Share a Struggle: Are you struggling with something? For example, class participation, a concept, or keeping up with readings? Ask for tips/resources to address your challenge.

Ask for Best Practices: Ask what successful students have done to understand the material and excel. Focus on the learning. Do NOT ask how to get an A.

Research Options: Are you looking for an internship or research in the field? Share your specific goals and interests. Your professor may have useful advice and will enjoy sharing his/her research.



Disagree: Is there a point in lecture or reading you disagree with? Are things different in other countries you've studied? POLITELY engage your professor in a debate. Do NOT argue.

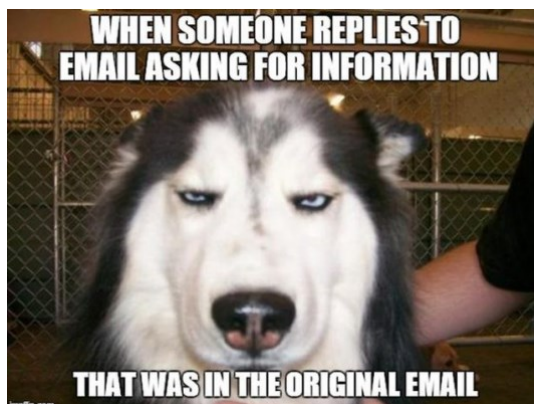
Clarify: Confused about your grade or the requirements for an assignment? Unsure about the policies on citation or group work? Ask questions.

Include Current Events: Is this topic in the news? Did you read relevant research? Discuss other examples to deepen your learning.

EMAILING YOUR PROFESSOR OR ADVISOR?

ALWAYS:

- ☺ Review your syllabus before sending an email. Your answers could be there.
- ☺ Use your TTU email. Staff and faculty may not see an email from an outside accounts such as Yahoo or Gmail.
- ☺ Include your Name, R# and a brief message of your exact needs.
- ☺ Write in complete sentences. Emails are not text. Do not use slang.
- ☺ Include a respectful title in the greeting for the individual you are emailing. If you don't know their title, use Professor. Err on the side of being more formal than casual. Be cautious of using titles such as Mr., Ms., or Mrs. NEVER use a person's first name unless they have given permission.
- ☺ Remember to be polite no matter what the subject may be.







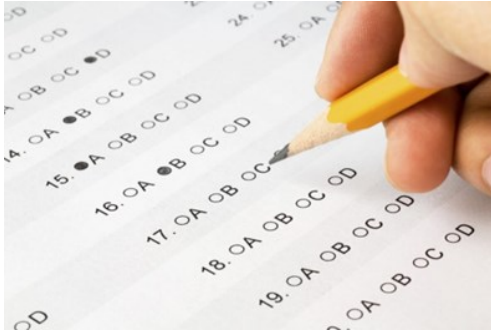


Understanding How You Study

Every person has different ways they learn. They may even find that one style is easiest for them. Others may determine they have a combination of styles that work for them. Don't feel that you have to learn in a certain way. There is no right or wrong answer. By understanding which learning styles benefit you, you will be able to utilize methods to improve study experiences and improving your overall success.

The most widely accepted style of learning is called the **VARK Model**, which stands for visual, aural/auditory, reading/writing, and kinesthetic. In summary:

<p>Visual (Spatial) Learners They learn best by seeing.</p> <p>Signs of a Visual Learner: </p> <ul style="list-style-type: none"> • Pictures and diagrams make the most sense to you. • You can't pay attention if a lecture does not have slides. • Tutorial videos help you learn new things. • You like to color-code your notes. <p>Study Tips for Visual Learners: Because visual learners learn best by seeing, graphic displays such as charts, diagrams, illustrations, handouts, and videos are all helpful learning tools.</p>	<p>Reading/Writing Learners They learn best by reading and writing.</p> <p>Signs of a Reading/Writing Learner: </p> <ul style="list-style-type: none"> • Words and texts make the most sense to you. • You prefer reading textbooks as opposed to lectures. • You tend to take a lot of notes. • You prefer PowerPoints and handouts. <p>Study Tips for Reading/Writing Learners: Because reading/writing learners learn best by words and texts, try writing definitions and utilizing lists. Taking notes might help you learn and remember.</p>
<p>Auditory (Aural) Learners They learn best by hearing.</p> <p>Signs of an Auditory Learner: </p> <ul style="list-style-type: none"> • Lectures and speeches make the most sense to you. • You prefer to listen to your textbook as opposed to reading it. • Once you hear a song, you mostly know it. • You prefer instructions read aloud to you. <p>Study Tips for Auditory Learners: Because auditory learners learn best by hearing, try reading notes out loud, listening to recorded lectures or having a friend "quiz" you on your work or explain course concepts to them.</p>	<p>Kinesthetic (Physical) Learners They learn best by moving and doing.</p> <p>Signs of a Kinesthetic Learner: </p> <ul style="list-style-type: none"> • "Hands on" makes the most sense to you. • You have to "fidget" to stay focused. • You can remember something after you've walked through the process. • You have to write or type notes but rarely need to check them again. <p>Study Tips for Kinesthetic Learners: Because kinesthetic learners learn best by interaction and activity, practical and "hands on" tasks such as writing, drawing, organizing, and manipulating objects are helpful learning tools.</p>



TEST TAKING TECHNIQUES

There is no substitute for preparation. If you don't know the test material, all the test taking techniques in the world won't save you. Preparation is key.

1. Always Arrive Early And Take A Moment To Relax

- ⇒ Relaxation can increase your confidence.
- ⇒ You'll be able to narrow your focus for the upcoming test.
- ⇒ Arriving early may allow you time to ask any last-minute questions from the instructor or listen to explanations being provided to other students.

2. Listen Attentively To Last Minute Instructions Given By The Instructor

- ⇒ It is not uncommon for teachers to alter test details at the last minute.
- ⇒ If you miss test instructions, test taking anxiety will increase.
- ⇒ If you miss test instructions, don't be scared to ask for instructions to be repeated.

3. Do A Memory Dump

- ⇒ As soon as you begin the test, write down information that you will likely need to know for the test and you fear you may forget. (ie., formulas, equations, dates, lists, etc.)
- ⇒ Memory dumps can be particularly useful for improving performance on certain types of tests.



4. Read Test Directions Very Carefully And Watch For Details

- ⇒ Test questions and directions often contain valuable information. Always read all directions carefully to ensure you understand what is being asked.
- ⇒ Often there will be two correct answers on a multiple-choice question. Pay attention to details.
- ⇒ Frequently, test instructions will notify students that they only need to complete two questions, but there will be 5 options.



5. Plan How You Will Use The Allotted Time

- ⇒ Estimate how much time you'll have for each section of the test and each question. Allow enough time for more difficult sections or sections that are weighted more heavily in the final test grade.
- ⇒ Pace yourself so you can complete the test in the allotted time frame.
- ⇒ Complete questions you know first then come back and tackle problems you're not sure about after.

6. Look For Cues

- ⇒ Pay attention to grammatical matching between questions being asked and answers. If an answer seems correct but doesn't match grammatically with the question, it probably isn't the correct answer.
- ⇒ Look for cues from other questions.

7. Answer All Questions

- ⇒ Even if you're running out of time and can't answer all the questions fully, it's important to answer all questions. Many professors will give partial credit for partially completed questions or if you're able to show some of your work. (**Note:** There are some tests in college where you are docked points for guessing. This is rare and usually will be announced by the professor prior to the test.)

8. Maintain A Positive Attitude

- ⇒ Do not lose confidence or waste time if you encounter confusing or difficult questions.
- ⇒ If you don't know the correct answer, make an educated guess.
- ⇒ Disregard patterns. Example: It is probably coincidence if a string of multiple-choice answers that you know are correct are all "a."



9. Rely On Your First Impressions

- ⇒ The first answer that comes to your mind is usually the correct answer. Don't change answers unless you're sure the answer you've chosen is wrong.
- ⇒ It may be counterproductive to review answers and make changes – especially if you're struggling to get through the test.

10. Plan To Finish Early And Have Time For Review

- ⇒ Go back and answer difficult questions after answering easy ones.
- ⇒ If you are required to complete an essay, review it for spelling and grammatical errors.
- ⇒ Make sure you have completed the entire test. It is not uncommon for questions to be listed on the opposite side of a page.

11. Consider Every Test A Practice Session - Analyze Your Performance



- ⇒ It takes time and practice to develop effective test taking skills.
- ⇒ To determine whether your test taking techniques are working, take time to evaluate your performance after each test.
- ⇒ Take note of where you're struggling. Are you struggling with essays or multiple-choice questions?
- ⇒ Meet with professors to discuss low test scores and determine what you can do to improve. This is especially important when struggling with essay questions.



NEEDING SOME HELP WITH TIME MANAGEMENT?

The Eisenhower Matrix is a great way to determine what is important and what can be put off to a later time. Utilizing it and establishing a Block Schedule in your day planner are great ways to stay organized, on-time and relieving the stress of a very busy schedule. It will also assist in having more free time to do other things that you enjoy.

EISENHOWER MATRIX

	URGENT	NOT URGENT
IMPORTANT	DO IT Things with clear deadlines and consequences for not taking immediate action. Examples: <ul style="list-style-type: none">◆ Assignment Deadlines◆ Exams◆ Last Minute Preparations◆ True Emergencies	SCHEDULE IT Activities without hard deadlines that bring you closer to your goals. <u>Caution:</u> Don't procrastinate on these. Examples: <ul style="list-style-type: none">◆ Reading Assignments◆ Reviewing Lecture Notes◆ Planned Study◆ Exercise & Health
NOT IMPORTANT	DELAY/AVOID IT Things that need to be done, but don't require specific times. Busy Work. Examples: <ul style="list-style-type: none">◆ Some Emails & Phone Calls◆ Some Meetings◆ Other People's Priorities & Expectations◆ Activities Outside of Courses.	DELETE IT Distractions that are a last priority & could be dropped. May be ok, but <u>only</u> in moderation. Examples: <ul style="list-style-type: none">◆ Social Media◆ Surfing the Internet◆ Games, Watching TV/Videos◆ Time Wasters

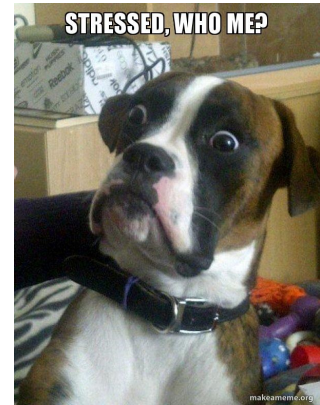
BLOCK SCHEDULING

- FIXED TIME:** This would be times that do not change each week. Ex. Course Times
- WORK TIME:** The times you work need to be updated as you receive your schedule.
- STUDY TIME:** These times include more than assignments that are due. They may be Professor Office Visits, Reading Assignments, Reviewing Past Assignments, Tutoring, etc.
- FREE TIME:** Always schedule time to relax and to do the things you enjoy that are outside of school and work. These help to keep you from burning out and result in better production and success.

TIPS FOR MANAGING STRESS

The key to managing stress is to remember that stress is not inherent in any event. It lies in how we perceive that event. If you are feeling like you need assistance in managing stress, make sure to schedule an appointment with one of our A&S Office of Student Success Academic Success Advisors.

"You need enough tension in your violin string to make music, but not so much that the string snaps".



- ☺ Eliminate “solutions” that impair your health such as tranquilizers, sleeping pills, alcohol and cigarettes.
- ☺ Recognize short-term solutions such as shouting, crying or taking a hot bath, to be what they are - Short Term.
- ☺ Prioritize your tasks into “essential”, “important”, and “trivial”. Follow that order for completing tasks. Consider dropping all the “trivials”. Take one thing at a time.
- ☺ Try to be happy with a less than perfect performance from yourself.
- ☺ Change your internal language. Instead of saying “I have to...”, say “I choose to...”. Instead of getting down on yourself, support yourself the way you would support your best friend.
- ☺ Learn to organize your time. There are many classes and books available on time management.
- ☺ Take care of your body. Eat well, get enough sleep, and exercise regularly.
- ☺ Learn to accept what you cannot change. If the problem is beyond your control now, try to let go of it until you can change it.
- ☺ When you feel stress setting in, observe your body and learn where it hits, what happens first. The earlier you can recognize stress signals, the easier it is to change your behavior and stop the progress of the stress.
- ☺ When you are stressed, choose fight or flight. Hiding your anger is more stressful then expressing it but choose your fights. Make sure it’s worth it.

*** Information adapted from Support Operations for Academic Retention (SOAR), Texas Tech University.*



Don't be afraid to reach out to these Mental Health Resources.

We are all here for you!!

MENTAL HEALTH RESOURCES

On Campus Resources

Texas Tech University Dean of Students

806.742.2984 / SUB Suite 201

Crisis support for students of concern

Student Counseling Center

806.742.3674 / SWC 201

Clinic Walk-In Hours: M-F 12:30—3:30 pm

Free individual, partner and group counseling.

Call to schedule an appointment

Family Therapy Clinic

806.742.3074 / Human Sciences 164

\$10 per session for TTU students.

Call to schedule an appointment

Center for Collegiate Recovery Communities

806.834.4544 / 1301 Akron

Student Mental Health Community

Weeks Hall, Room 244

Psychology Clinic

806.742.3737 / Psychology 1st Floor

Call to schedule an appointment

Risk Intervention & Safety Education (RISE)

806.742.2110 / Drane Hall 247

Prevention education; workshops & training

Question. Persuade. Refer.

806.742.2110 / 806.742.3674

Suicide prevention & intervention skills training.

Offered by RISE and the SCC.

Raider Recharge

806.742.2110

1-1 wellness coaching for students utilizing a

holistic, Strengths based approach to well-being

Therapy Assistance Online (TAO)

<http://www.depts.ttu.edu/scc/tao>

Other Resources

StarCare 24/7 Crisis Line

Lubbock: 806.740.1414

Toll-free: 800.687.7581

United States Crisis Text Line

Text HOME to 741741

National Suicide Prevention Lifeline

Call or Text 988

National Suicide Prevention Lifeline & Chat

Call or Text 988

The Trevor Project

1.866.488.7386

Free Crisis helpline for LGBTQIA+ youth

Veterans Crisis Line

Dial 988, the Press 1, Chat Live, or text 838255

Voice of Hope

806.763.3232

www.voiceofhopelubbock.org

Free individual counseling & group therapy for victims of sexual assault

Emergency Medical Services, Fire or Police: Dial: 911



TIPS & RESOURCES FOR CONTINUED SUCCESS

Sometimes it's just knowing how to do a thing or knowing where to find it. The following pages will give you some 'How To' tips as well as some great academic resources to keep you on your path to continued success!



2025-2026 Academic Calendar

	FALL 2025	SPRING 2026	SUMMER I 2026	SUMMER II 2026
Residence Halls Open for Occupancy	Aug. 21	Jan. 11	May 28	July 5
Classes Begin	Aug. 25	Jan. 14	May 29	July 7
Advance Registration Begins	Nov. 3	April 13		
Open Registration Begins	Nov. 17	April 27		
Last Day to Declare Pass/Fail Intentions	Nov. 17	April 27	June 26	Aug. 3
No Exams Except Makeup or Scheduled Lab Exams	Nov. 25–Dec. 4	Apr. 30–May 6		
Last Day of Classes	Dec. 3	May 5	June 30	Aug. 5
Individual Study Day	Dec. 4	May 6		
Final Examinations	Dec. 5–10	May 7–12	July 1–2	Aug. 6–7
Semester/Term Ends	Dec. 10	May 12	July 2	Aug. 7
Residence Halls Close (with exceptions*)	Dec. 11	May 13	July 3	Aug. 8
Commencement†	Dec. 12–13	May 15–16		Aug. 8
PAYMENTS AND REFUNDS‡				
95% Payment of Mandatory Tuition and Fees or Enrollment in a Payment Plan Due.	Aug. 20	Jan. 9	May 26	July 1
Last Day to Drop a Course and Have Charges Removed (students who drop to zero hours are considered to be a withdrawal)	Sept. 10	Jan. 30	June 3	July 10
Last Day to Withdraw and Have All Charges Removed	Sept. 10	Jan. 30	June 3	July 10
Last Day to Withdraw and Have 50% of Charges Removed	Sept. 22	Feb. 11	June 5 (Full Summer only)	
ADD/DROP (changes in schedule), WITHDRAWAL (dropping all courses)				
Last Day to Add a Course	Aug. 28	Jan. 20	June 1	July 8
Last Day to Drop a Course Without Academic Penalty	Sept. 10	Jan. 30	June 3	July 10
Last Day to Change Major/Transfer Between Colleges	Sept. 10	Jan. 30	June 3	July 10
Last Day to Drop a Course With Academic Penalty (counts against drop limit)	Nov. 17	April 27	June 26	Aug. 3
Last Day to Withdraw from the University	Nov. 17	April 27	June 26	Aug. 3
DEADLINES RELATED TO GRADUATION				
Graduate School—Last Day to File Application to Graduate	Sept. 5	Feb. 6	June 12	
Graduate School—Last Day to Submit Defense Notification	Sept. 24	Feb. 11	June 3	
Last Day to Order Invitations/Academic Regalia at Bookstore	Oct. 22	March 25	June 3	
Graduate School—Master's Non-Thesis Comps; Last Day to Defend Thesis/Dissertation	Oct. 24	March 27	June 26	
Graduate School—Last Day to Submit Final PDF of Thesis/ Dissertation, Oral Defense and Thesis-Dissertation Approval Form	Oct. 31	April 3		July 6
Graduate School—Last Day to Post Recital Program	Oct. 31	April 3		July 10
Graduate School—Last Day to Remove Grades of I, PR, or CR	Nov. 10	April 17		July 10
Graduate School—Comprehensive Evaluation Reports Due	Nov. 10	April 23		July 10
Graduate School—Last Day to Submit Interdisciplinary Portfolio Reports	Nov. 10	April 23		July 10
Graduate School—Last Day to Pay Thesis/Dissertation Fee	Nov. 10	April 23		July 10
Last Day for Undergraduate Degree Candidates to Remove I and PR Grades	Dec. 3	May 5	June 26	Aug. 3
HOLIDAYS AND VACATION DAYS				
Labor Day Holiday	Sept. 1			
Thanksgiving Vacation	Nov. 26–30			
MLK Day		Jan. 19		
Spring Vacation		March 14–22		
No Classes		April 6		
Juneteenth			June 19	
INTERSESSION				
Fall Intercession	August 11–24 (Grades Due August 29)			
Winter Intercession	Dec. 11–23, Jan. 2–9 (Grades Due January 16)			
May Intercession	May 13–28 (Grades Due June 4)			
FACULTY-RELATED INFORMATION				
Faculty on Duty	Aug. 20	Jan. 12	May 29	July 6
Midterm Grades Due Via Raiderlink (5 p.m.)	Oct. 27	March 25		
Raiderlink Available for Grading	Dec. 1	May 4	June 29	Aug. 4
Grades Due for Graduating Students Via Raiderlink (noon)	Dec. 11	May 13		
Final Grades Due Via Raiderlink (5 p.m.)	Dec. 15	May 18	July 6	Aug. 10

* See detailed chronological calendar at www.depts.ttu.edu/officialpublications/calendar/index.php for explanation of exceptions.

† Schedule of commencement ceremonies can be found at www.depts.ttu.edu/provost/commencement/index.php.

‡ See www.depts.ttu.edu/studentbusinessservices for details of payment arrangements, dates, and refunds.

ACADEMIC ADVISING: It is always highly encouraged that all students meet with their Academic Advisor prior to registering for courses each semester. Because of the number of students, it is important to contact your advisor early in the semester to get your appointment scheduled. Schedule Advising appointments through [Raider Success Hub](#)!

<u>ARTS & SCIENCES ACADEMIC ADVISORS</u>	Advisor Name
<u>ARTS & SCIENCES UNDECLARED</u> <i>(Designations held within A&S Office of Student Success)</i> Arts & Sciences Undeclared <i>(Temporary Designation)</i> Arts & Sciences Academic Transition <i>(Temporary Designation)</i>	Karen York Kristen Jones Macee Thompson Tatum Weeks
<u>BIOLOGY</u> Biology, Cell & Molecular Biology, Microbiology	Laci McDermett Morgan Hyman Alex Rodriguez Lizzie Moreno
<u>CHEMISTRY</u> Biochemistry, Chemistry	Heather Higgins Dorothy Dent
<u>CLASSICAL & MODERN LANGUAGES & LITERATURES</u> American Sign Language, Arabic, Chinese, Classics, French, German, Greek, Italian, Japanese, Latin, Portuguese, Russian, Russian Language & Area Studies, Spanish	Carla Burrus Stephanie Santos
<u>ECONOMICS</u> Economics, International Economics	Jose Jimenez
<u>ENGLISH</u> English, Technical Communications	Diane Johnson
<u>GENERAL STUDIES</u> Bachelor of General Studies, PreLaw <i>(Temporary Designation)</i>	Dr. Justin Houser Jeramey Gillilan Shametrious Tucker
<u>GEOSCIENCES</u> Geography, Geosciences	Celeste Yoshinobu
<u>HISTORY</u> History	Courtney Bray
<u>KINESIOLOGY & SPORT MANAGEMENT</u> Kinesiology, Sport Management	Tresa Austin Tiffani Fair Ana Flores Miranda Ortiz
<u>MATHEMATICS & STATISTICS</u> Mathematics	Patty Schovanec Yancy Nunez
<u>PHILOSOPHY</u> Philosophy	Diane Johnson
<u>PHYSICS</u> Physics	Deanna Licon
<u>POLITICAL SCIENCE</u> Global Studies, Political Science	Sara Jackson
<u>PSYCHOLOGY</u> Psychology, Psychological Sciences	Maggie Durham Joannie Hill Kristen Holcomb Taylor Rindlisbacher
<u>SOCIOLOGY, ANTHROPOLOGY & SOCIAL WORK</u> Anthropology, Social Work, Sociology, Criminology	Alexandra Haney Stephen Phillips Adrienne Scales
<u>RENEWABLE ENERGY</u> Renewable Energy	Kacey Marshall



Registration Guide

1. DEGREEWORKS

[DEGREEWORKS.TEXASTECH.EDU](https://degreeworks.texastech.edu)

DegreeWorks is a great tool for estimating your remaining requirements. Feel free to click around and play with the DegreeWorks tools - it's your degree sandbox!

- Look for requirements that are **marked with a red 'X'** as *not complete* – those are courses that you should consider taking in the upcoming term(s).
- Click on **blue text links** in your remaining requirements to view a list of courses which fulfill that requirement.
- Write down** your selected courses on the back of this page, or enter them directly into the Visual Schedule Builder tool.
- Try the **What If** tool – click "What If" in the left-hand menu to see how your requirements might change if you changed your major or degree. After selecting the appropriate options, select "**Process What-If**" at the top.

Keep in mind that DegreeWorks is unofficial. You should confirm your course selections with your academic advisor to make sure they will apply to degree requirements.

2. VISUAL SCHEDULE BUILDER

[SCHEDULEBUILDER.TTU.EDU](https://schedulebuilder.ttu.edu)

Select the correct **term**, then select only **Lubbock Campus**. This is very important to ensure that you are able to actually enroll in your selected classes!

- One at a time, **enter the course number**, course title, or instructor name associated with each course you would like to take. Once you have entered all desired courses, press the **Generate Schedules** button.
- In the top right corner, **uncheck** the options to view full and waitlistable classes, and **check** the option to hide honors schedules.
- When you have found your desired schedule, **Add to Favorites**, and then look in the bottom left hand side of the page for a box which contains all the **CRNs** you will need to register for that schedule.

3. PLAN AHEAD TOOL

[REGISTRATION.TEXASTECH.EDU](https://registration.texastech.edu)

You can use the Plan Ahead tool **in addition to** the Visual Schedule Builder tool. You can make up to 5 different schedules and save them until your registration time. Then simply retrieve your saved schedules, click, and register!

4. ADD/DROP CLASSES

[REGISTRATION.TEXASTECH.EDU](https://registration.texastech.edu)

- Select **Register for Classes** and then select the appropriate **term**.
- Use the search tool to add classes; or, if you used the **Visual Schedule Builder**, select the **Enter CRNs** tab and enter the CRNs from your Schedule Builder page.
If you used the Plan Ahead tool, select the Plan Ahead tab, choose your saved schedule, and submit.
- For each class or CRN, select the **Add** button to add your selection to your worksheet.
- Select the **Submit** button to register for the selected courses. You are not automatically registered for courses on your worksheet that indicate a status of "pending." You must **submit your worksheet** in order to register for those courses.
- After submitting your worksheet, **confirm** that the correct courses were added to your schedule and resolve any registration errors. If all courses show '**Registered**' as their status, you are successfully registered for courses.

You may add and drop courses without penalty through the day before classes begin. Drops made before the 12th class day will not count towards the state limit of six drops.





UNDERSTAND YOUR GPA

It is always very important to understand your Grade Point Average "GPA". Potentially, there can be three components to your GPA: TTU Semester GPA, TTU Cumulative GPA and Overall, which includes your hours from other institutions. Graduation requirements are based on your TTU Cumulative GPA. For more information and how to use the GPA Calculator, review [Understanding Your GPA](#) on our A&S Office of Student Success webpage and/or contact one of our A&S Academic Success Advisors.

GRADE REPLACEMENT: Made a low grade in a course? Look at the policy from the Office of the Registrar to see if you can grade replace or contact the A&S Office of Student Success.

TRANSCRIPTS

OFFICIAL TRANSCRIPTS: For high school and other institutions attended, TTU must have official transcripts on record. If the envelope has been opened prior to being sent from the other entity, the transcript will not be considered official. It is always best to have the institution you attended send the transcript directly to TTU Undergraduate Admissions.

For High School: Official Transcript sent by the school must include your graduation date and can be sent through an electronic service such as Naviance or Parchment or through the US mail or uploaded through the Counselor portal.

For College: Official, Final Transcripts must be sent to TTU Undergraduate Admissions directly from the school, and contain grades for all coursework. These can be sent through an electronic service such as SPEEDE or through the US mail.

If mailed, transcripts must be sent to:

Undergraduate Admissions
Box 45005,
Lubbock, TX 79407

UNOFFICIAL TRANSCRIPTS: Unofficial transcripts are available to currently enrolled students at Texas Tech University. To print a copy of the Texas Tech unofficial transcript, follow these steps:

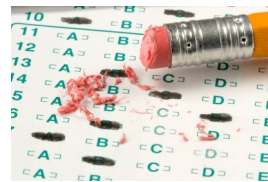
1. Log on to [Raiderlink](#) and click on the "MyTech" tab.
2. Under the "Manage My Enrollment" section, select "Unofficial Transcript - View Online."
3. Select the appropriate term.
4. Click "Submit."

How Do I Declare a Major?

Students must declare their major once they have earned a total of 30 or more hours. If you are sure of the major you wish to declare, refer to page 16 and schedule with the Academic Advisor for the major.

Students must declare their minor once they have earned a total of 45 or more hours. To declare an A&S minor, please contact the [College of Arts & Sciences Dean's Office - Student Division](#).

TESTING FOR PLACEMENT & CREDIT



CLEP TEST: The College-Level Examination Program (CLEP) helps you receive college credit for what you already know. If you feel that you are interested in taking a CLEP test, review the linked information. See below for information on sending your test scores to TTU.

PLACEMENT EXAMS: Placement Exams are meant to help you be successful in your courses here at Texas Tech University. They are used to assess your present level of **Spanish**, **Chemistry** knowledge and **Mathematical** skills.

Sending Scores to Texas Tech University: Academic Testing Services does not receive test scores for certain exams. Listed below is contact information for retrieval of test scores and the appropriate Texas Tech offices to which scores must be mailed.

For TSI Assessment test results: Some schools administer the TSI Assessment as an institutional exam and scores may only be used for their institution. (TSI Office : 806.742.3242) Scores must be sent to:

Office of TSI Compliance

P.O. Box 45020
Lubbock, TX 79409

For AP test results: Contact 1-888-Call-4AP (1.888.225.5427) to request your test results. Texas Tech's AP code is 6827. Scores must be sent to:

Office of Admissions

P.O. Box 45005
Lubbock, TX 79409

For International Baccalaureate test scores: Contact (212)696.4464 or send request to:

International Baccalaureate North America

475 Riverside Drive, 16th floor
New York, New York 10115

For CLEP test scores: Contact 1.800.257.9558. Texas Tech's CLEP code is 6827. Scores may be sent directly or sent from the **College Board**. If you test with Academic Testing Services, scores are automatically reported to TTU. If sent from College Board, you need to request that they be sent directly to TTU.

Academic Testing Services

P.O. Box 45002
Lubbock, TX 79409

Please Notice: For ALL Scores, it is the student's responsibility to determine if they are taking the appropriate exam and whether official score reports will arrive at the Texas Tech Campus in time for advising or registration purposes.

Only "official scores" will be accepted for credit toward a course. Texas Tech will not accept the student's copy or a faxed copy.

What is FERPA? Federal law that pertains to the release of, and access to, educational records. FERPA applies to personally identifiable information in educational records.

What is a FERPA Waiver? If a student wishes to give someone (such as a parent or spouse) permission to access information within their educational records, the student must complete the online FERPA form. Within the online FERPA form, students must specify the type(s) of records (e.g., admissions, academic, financial aid), as well as the name(s) of the individual(s) to whom access should be granted. The FERPA authorization only grants access to information. The FERPA authorization does not grant the right to act on the student's behalf.

Red Raider Family Network: We are excited to provide the Red Raider Family Network to enhance your experience as a member of the Red Raider Family. This network will allow you to receive a monthly Red Raider Family Newsletter as well as additional customized information updates based on your interests. When you join, you can browse Communities based on your student's college or interests such as Student Success, Financial Aid and Scholarships, Student Life, and many others. Additionally, once you have an account, you can request a connection to your student so that you can view their class schedule, grades, holds on their account that need to be cleared up, and financial aid information. For more information and to sign up, go to:



<https://www.depts.ttu.edu/parentrelations/>

COMMON CAMPUS RESOURCES

Career Center

Science Lab Tutoring

Counseling Center

806.742.3674, Flint Ave. & Main,

Student Disability Services

Weeks Hall, Room 130

Learning Center

Drane Hall, Room 164

Supplemental Instruction (SI Sessions)

Drane Hall, Rm 135

Math Tutoring Center

Math Bldg, Room 106

Wellness Center

806.743.2848, 1003 Flint Ave.

Raider Ride

Administrative Support Center, RM 145,

Writing Center

Weeks Hall, 3rd Floor

IMPORTANT PHONE NUMBERS

Athletic Ticket Office:	806.742.8324	Registrar:	806.742.3661
Military & Veterans Programs:	806.742.6877	Student Housing:	806.742.2661
Parent & Family Relations:	806.742.3630	TTU Police Department:	806.742.3931

Finally, if you do not know where to go -

Contact **A&S Office of Student Success**. We don't guarantee to have all the answers, but we will definitely work with you to find them.

