NEW GRADUATE STUDENT INFORMATION

Congratulations on your admission to the Graduate Studies program at TCU!

THE TCU PORTAL, located at http://my.tcu.edu is used by students to register for classes, access financial account information, update addresses, view grades and other information. You will need to create an account at http://my.tcu.edu to get started. – newuser.tcu.edu

For more information, go to – http://graduate.tcu.edu

YOUR TCU EMAIL ACCOUNT will be created automatically once you register for classes. TCU email will be activated within 12-72 hours of creating your http://my.tcu.edu account for new students. Email is an official means of communication on campus. Only TCU email addresses are used for official email correspondence. You will need to monitor your TCU email account regularly. For information on how to access and use your TCU email, go to IT Help or call 817-257-5855.

To access your new email account:

- Open your web browser and key in http://mail.tcu.edu. Click GO.
- Input your username and password. Click Log On.

THE SELF-SERVICE PASSWORD WEB SITE is used by TCU students to change passwords or reset forgotten passwords. The web site address is http://password.tcu.edu. The self-service access must be setup before it can be used. This setup is a one-time process and takes only a few minutes.

TCU ID CARDS will be issued to students registered for the current semester. The ID Card Center is located on the second floor of the BLUU (Brown-Lupton University Union), room 2033, ext. 7856; open Monday through Friday, 8:00 am-5:00 pm. For more information go to http://www.idcenter.tcu.edu.

REGISTRATION: If you have questions about your admission or registration, please call (local) 817-257-7734 or (long distance toll free) 1-800-TCU-FROG (828-3764) and ask for the College of Science & Engineering Graduate Studies Office, e-mail the Director of the Graduate Studies, Dr. Magnus Rittby at m.rittby@tcu.edu, or write to Dr. Magnus Rittby, Senior Associate Dean, College of Science & Engineering, TCU Box 298960, Fort Worth, TX 76129.

SIX HOURS of enrollment, fall and spring semester (or six hours total for summer enrollment), is required for full time status at the graduate level. Please communicate with the graduate director of your program about your enrollment.

The TCU Graduate Catalog is available online at: http://tcu.smartcatalogiq.com/current/Graduate-Catalog
Please become familiar with this catalog which regulates graduate study at the University.

YOUR GRADUATE COURSE may have an on-line component using TCU Online. To find out if your computer meets the university’s system requirements and/or see a “demo” course go to http://www.tcuonline.tcu.edu.

The number for the TCU Campus Store is 1-800-942-942 or 817-257-7844.

TUITION & FEES are not required to be paid at the time of registration for courses held during the fall or spring semesters. You will receive a bill from Financial Services and can make payments in five installments if you wish. If you register for any of the summer terms, you will need to pay the total amount due within seven days of registration. If you wish to pay by credit card, go to my.tcu.edu and select
Student Accounts then “Make On-line Tuition Payments” or call Financial Services at 817-257-7842. Complete financial aid information is available on the TCU’s Office of Scholarships and Student Financial Aid web page at http://www.fam.tcu.edu. Tuition and fees are subject to change pending board of trustees’ approval.

**PARKING PERMITS** for on campus students can be picked up from the TCU Police Department located at 3025 Lubbock, phone 817-257-7930. For more information see http://www.police.tcu.edu.

**GRADUATE HOUSING** For information regarding housing options please go to the Housing and Residence Life website http://www.housing.tcu.edu or go to http://www.brite.tcu.edu/housing.asp for information about Leibrock Village for Brite Divinity and TCU graduate students.

**INTERNATIONAL STUDENTS** will receive information and the I-20 from the International Student Services Office when the appropriate financial documents are available. For more information see http://www.internationalservices.tcu.edu