



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

June 8, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-85

Distributed via Campus Email

To: Faculty and Advisors

From: Mary Lee Hodge  
Senior Vice President for Business Affairs

Re: Change to the Student Web Registration Process

Effective June 21, 2010, faculty and advisors will no longer register students via Panthertracks. Faculty and advisors will continue to advise students. However, they will no longer have the authority to register them.

After receiving advisement, the student should be notified to proceed with the registration of their classes through their own Panthertracks account. Faculty and advisors are not to ask the student for the login information to the account. Doing so will place the employee in violation of information security policies and may lead to disciplinary action.

For those students that have not registered via Panthertracks before, faculty and advisors are to provide instructions on how to do so or refer the student to the "How Do I" webpage for students:  
<http://www.pvamu.edu/pages/4078.asp>.

It is important that we keep student account information secure. Thank you in advance for helping us to do so.

xc: Dr. George C. Wright, President  
Dr. E. Joahanna Thomas-Smith, Provost and Senior Vice President for Academic Affairs  
Mr. Midhat Asghar, Director of Business Affairs Information Resources  
Mr. Michael Martinez, Information Resources Supervisor

MLH/jn