

# Office of the Registrar



TEXAS A&M  
UNIVERSITY.

# Updates for Advisors

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# Updates for Advisors

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# Office of the Registrar Listserv

- Any Texas A&M faculty and staff member
- Receive information, updates, and reminders about issues ranging from student registration to graduation.

## To subscribe

- Send email to: **[listserv@listserv.tamu.edu](mailto:listserv@listserv.tamu.edu)**
- Put in email body: **SUBSCRIBE am-office-of-the-registrar (your first name) (your last name)**.





# Registration Updates

## Late Registration forms

- Form is outdated and not necessary to initiate registration after 5pm on the last business day before classes start.
  - Students still have access to initiate enrollment after 5pm on the last business day before classes start.
  - Colleges and Departments still have access to initiate enrollment after 5pm on the last business day before classes start.
  - Late Fee still Assessed



# Registration Updates

## Request for Registration After Census forms

- Forms only used to register a student with no schedule after the official census date.
  - No longer require Department Head signature.
    - Only Dean/Dean Designee must sign.
  - No other changes



# Registration Updates

- Add/Drop paper forms will begin to be phased out.
- Online workflow in Howdy is in development.
  - Anticipate release by mid-Fall 2018



# Fulltime Exceptions

- Institutional exceptions to fulltime enrollment may be available when a graduate student is enrolled in less than nine semester hours during a fall or spring semester, or six hours in a summer semester.
- Zero “0” credit course enrollment may not be used in qualifying for a fulltime exception.
- Exceptions may not apply to a student's eligibility for certain types of financial aid. Enrollment reporting for student loan repayment purposes will be reported as actual hours enrolled.
- Cooperative education students are reported at full time for student loan repayment purposes.





# Fulltime Exceptions

- Final term of Graduation
  - Must be enrolled in all remaining hours needed to complete the degree, applied for graduation and must not hold an assistantship
    - Departments should submit requests to OGAPS in order to confirm student eligibility.
    - Reference the [OGAPS website](#) for more information on this process.



# Other Fulltime Exceptions


- Enrollment in student teaching course sections or participation in an authorized cooperative education (co-op) experience;
- Participation in an approved internship that is equivalent to a full time course load;
  - Dean/Dean Designees must submit signed memo to the Office of the Registrar that includes the term, specific course(s), & number of hours the student is permitted to take.
- Presence of a documented disability from the Disability Services requesting a reduced course load;
  - Student must meet with Disability Services to discuss this option.



# Graduate Certificates

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# University Adjustment System

When to use DPSS versus UAS

Process	Office	System
File a Graduate Degree Plan	OGAPS	DPSS
Make Changes to Graduate Degree Plan	OGAPS	DPSS
Add a Certificate	Registrar	UAS
Adjustments for Individual Student Certificate Requirements	Registrar	UAS





# Questions?