



# GRADUATE AND PROFESSIONAL SCHOOL SERVICES

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*New Graduate Advisor Workshop*

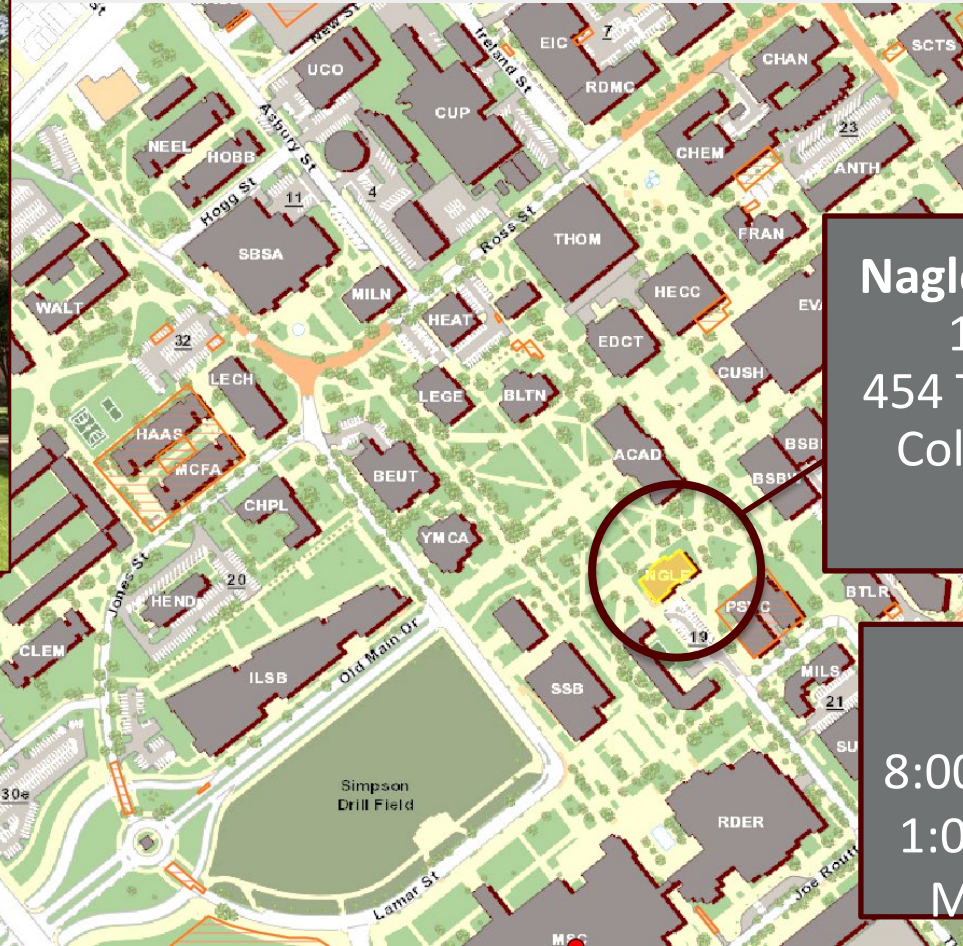
January 2023

**Dr. Rob Dixon**  
Director  
Graduate Marketing and Communications

# Graduate & Professional School



TEXAS A&M  
UNIVERSITY



**Nagle Hall (BLD 0506)**  
1<sup>st</sup> & 2<sup>nd</sup> Floor  
454 Throckmorton St.  
College Station, TX  
77843

**HOURS OF  
OPERATION**  
8:00 AM – 12:00 PM  
1:00 PM – 5:00 PM  
Monday - Friday

Graduate and Professional School



# Graduate and Professional School Services

A grayscale image of a computer keyboard with a 'return' key and a 'STUDENT RECORDS' label on a key.

**RECORDS  
PROCESSING**

A grayscale image with vertical text: 'RESPECT', 'INTEGRITY', 'SERVICE', 'EXCELLENCE', and 'LEADERSHIP'. A star is positioned between 'INTEGRITY' and 'SERVICE'.

**OMBUDS**

A grayscale image of two people shaking hands in a professional setting.

**PROFESSIONAL  
DEVELOPMENT**

A grayscale image of the Texas A&M University seal.

**THESIS &  
DISSERTATION**

A grayscale image of a group of people sitting around a table in a meeting or office setting.

**COMMUNICATIONS**

A grayscale image of a grid of alphanumeric characters and numbers.

**DATA SERVICES**

A grayscale image of a large, multi-story building, likely a university campus.

**ADMINISTRATIVE &  
PROGRAMMATIC  
SUPPORT**

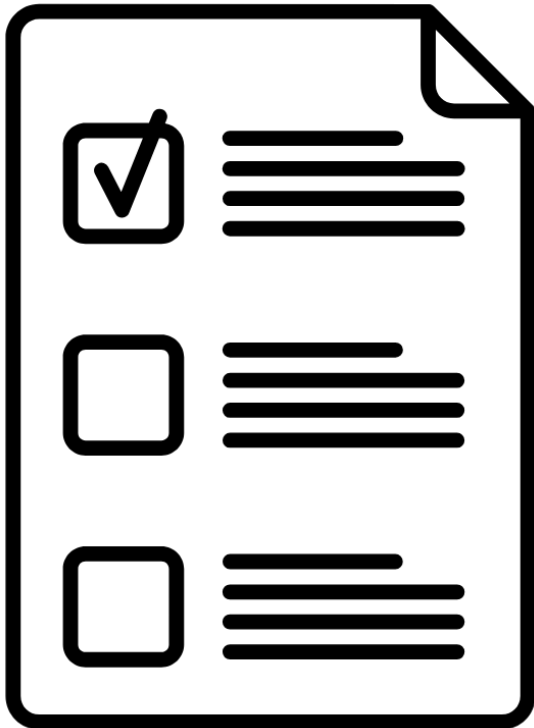
A grayscale image of two graduates in caps and gowns holding their diplomas.

**STUDENT  
DEVELOPMENT &  
SUCCESS**

# Records and Forms Processing



TEXAS A&M  
UNIVERSITY



## Meet Your Processing Team!

The Graduate Records Processing Team manages forms related to graduate and professional student progress toward degree in a custom system called the Document Processing Submission System (DPSS) and in the DocuSign electronic signature system. Processing also provides guidance to students, faculty and staff on university graduate policies, requirements and procedures. Students can't graduate without them!



TEXAS A&M UNIVERSITY  
Graduate and  
Professional School



**Trent Smith**  
Assistant Director



**Kim Widdison**  
Graduate Records Coordinator



**Raiden Sawyer**  
Graduate Student Specialist



**Karen Seago**  
Graduate Records Specialist



**Layne Wells**  
Graduate Student Specialist

# Thesis and Dissertation Services



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UNIVERSITY



Overleaf

LaTeX, Evolved

The easy to use, online, collaborative LaTeX editor

Document  
Preparation  
Conferences

# Thesis and Dissertation Services



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UNIVERSITY



Document Preparation  
Conferences

Guidelines for Theses, Dissertations,  
and Records of Study

## Meet Your Thesis & Dissertation Services Team!

Thesis & Dissertation Services helps students produce high-quality and properly documented theses, dissertations, and records-of-study. While you and your committee oversee content, we guide you through the process so that your document meets Texas A&M's standards for formatting, citation and style.

We also provide valuable resources like collaborative editing and publishing software and document templates to make your thesis or dissertation journey a smooth one.



Jamie Saucier  
Senior Graduate Student  
Specialist II



Amy Motquin  
Editorial Assistant



Briana Nelson  
Senior Graduate Student  
Specialist II



Julia Williams  
Editorial Assistant

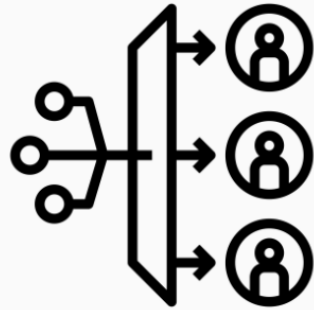
# Other Services



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**Professional Development**



**Data Services**



**Recruiting and  
Student Support**



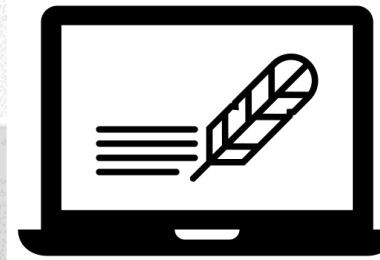
**Academic and  
Programmatic Support**



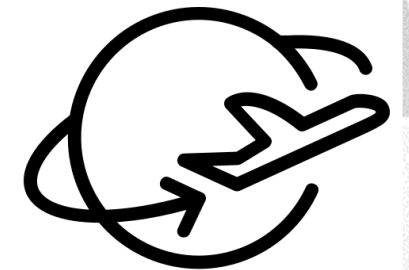
**Ombuds Services**



**Communications**



**Aggie Voice Blog**



**Travel Awards**

# Website



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Texas A&M Graduate and Professional Studies

## We Are Fearless Leaders.

Texas A&M University is a research-intensive flagship university dedicated to sending Aggie leaders out into the world prepared to take on the challenges of tomorrow. Our community is strengthened by shared values of excellence, integrity, leadership, loyalty, respect and self-service, and that's why Aggies are in high demand in the academic and professional worlds alike.

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Graduate and Professional School



# Fostering Community



TEXAS A&M  
UNIVERSITY®

## Events

- New Graduate Student Orientation
- 3 Minute Thesis
- University Fellows Social
- Dinner and Dialogue
- Distinguished Graduate Student and Dissertation Awards
- Community of Scholars



Graduate and Professional School



# JOIN OUR COMMUNITY

## WEBSITE

<https://grad.tamu.edu>

## GRADUATE COMMUNITY BLOG

<https://grad.tamu.edu/Blog>

## STAY CONNECTED

E-mail: [grad@tamu.edu](mailto:grad@tamu.edu)

Social Media:

@TAMUGradSchool





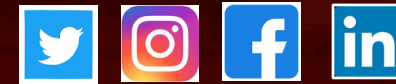
# Thank You!

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[grad.tamu.edu](http://grad.tamu.edu)  
[grad@tamu.edu](mailto:grad@tamu.edu)

204 Nagle Hall  
113 TAMU  
College Station, TX 77843

@TAMUGradSchool



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