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Introduction

The intent of this handbook is to summarize policies that are often encountered or misunderstood by graduate students and to answer questions and address individual concerns. This handbook was created to deal with these issues as they relate to the Molecular and Environmental Plant Sciences (MEPS) Interdisciplinary Program and is a supplement to the Graduate Catalog.

Graduate Catalog

The official policies of Texas A&M University are published annually in the Graduate Catalog. It is the responsibility of each graduate student to read and be familiar with the policies as set forth in the Catalog, which is published annually. The catalog is now available electronically at http://catalog.tamu.edu

The Department states again that it is “the graduate student’s responsibility and duty to become familiar with all policies that affect their graduate program and to correctly follow all policies in a timely manner.”

Office of Graduate and Professional Studies

The Office of Graduate Studies “OGAPS” is the University office responsible for administering the graduate programs of Texas A&M. The office is usually located on Main Campus in the Administration Building. It has been temporarily relocated to the basement of The Commons while their offices are being renovated. All petitions, requests, and proposals are turned in to OGAPS for final approval. OGAPS publishes a Graduate Student Calendar every semester that lists precise dates for all deadlines. This calendar is available electronically on the WEB: http://ogs.tamu.edu/calendar, then select the semester deadline calendar you wish to view.

Much of the necessary graduate information you will need, along with forms relative to graduate programs is available on the OGAPS website: http://ogs.tamu.edu.

MEPS and Academic Departments

MEPS is an interdisciplinary program drawing upon faculty expertise from several departments. Students recruited directly by the MEPS Program usually begin their academic careers in an uncommitted status. That is, they have not yet committed to a specific faculty member who will function as Chair of the student’s Advisory Committee. During this period, the MEPS Program Chair will serve as the academic advisor and will assist with choices of academic courses and arranging lab rotations.

Laboratory rotations, completed during the first two long semesters, provide opportunities to work closely with individual faculty pursuing research related to the student’s interests. Once a commitment is made to a faculty member as Chair of their Advisory Committee that student becomes a member of the Chair’s department as well as MEPS. The Chair will assume respon-
sibility for informing the student about policies unique to their department. While the initial orientation of MEPS students will be conducted by the MEPS Program Chair and general policies and procedures are similar among departments, it is the student’s responsibility to become familiar with his or her department’s operating policies.

The MEPS office in room 217 of the Heep Center will remain the contact for all things related to the academic programs and special enrichment activities of the MEPS program. This department-program relationship is unique to interdisciplinary programs such as MEPS and provides a rich integration of subject matter and fundamental science activities and a more complete educational experience.

**The current MEPS Program Chair is:**

Dr. Dirk Hays  
Associate Professor  
Soil & Crop Sciences (SCSC)  
Office: 979-458-0032  
dbhays@tamu.edu

**MEPS Administrative Support is provided by:**

LeAnn Hague  
Program Coordinator  
Soil & Crop Sciences  
Office: 979-845-6148  
leann.hague@tamu.edu

**MEPS Website**

The MEPS website is located at: http://meps.tamu.edu  
This website contains valuable information regarding the MEPS program. There are also links to other websites that contain information relative to your studies.

**Important Contact Information**

**International Student Services**  
Bizell East  
845-1824  
http://international.tamu.edu/iss/

**Office of Graduate and Professional Studies**  
302 Jack Williams Administration  
845-3631  
http://OGS.tamu.edu

**Thesis Office, Submit thesis/dissertations**  
Evans Library  
845-2225
Degree Requirements

General requirements for graduate degrees are established by the University and address such issues as residency, credit hours required, limitations to use of transfer work and undergraduate credits.

The MEPS Program Chair will advise entering students until he/she chooses a permanent advisor. First year students will normally undertake two or three laboratory rotations with MEPS faculty pursuing research in the student’s area of interest. A permanent advisor is chosen by the end of the first two long semesters and the formal degree program (list of academic courses) is developed jointly by the student, advisor and members of his/her advisory committee. This approach provides flexibility to customize student education and training rather than provide a one-size-fits-all educational experience.

Policies and requirements specific to graduate degrees in Molecular and Environmental Plant Sciences are as follows:

Requirements for the M.S. Degree

You must complete at least 32 credit hours including the following:

1. 24 course hours approved by the students advisory committee and Office of Graduate and Professional Studies of which:

   a. At least 14 hours from graduate (600 level) MEPS or related courses from other departments including at least 2 courses from the MEPS core curriculum. The exact courses are to be determined jointly by the student and his/her advisory committee.

   b. Statistics 651 or equivalent.

   c. Not more than 6 hours of courses at the 400 level may be counted toward the 32-hour requirement.

   d. Seminar course. Two seminar courses are required (1 hour each) to include MEPS 681-600 (new graduate student orientation) and a course in the student’s home department in which the students are required to present a seminar.

   e. Only 8 hours of MEPS 691 (Research) are credited to the 32 hour requirement. Satisfactory completion of a final examination and a thesis.
Check List for Master of Science Degree

1. Meet with departmental Graduate Advisor, before first semester registration.
2. Establish Advisory Committee by the end of student’s second long semester.
3. Submit a degree plan to OGAPS prior to the start of the student’s third long semester and no later than 90 days prior to final oral or thesis defense.
4. Submit thesis proposal, before the end of the student’s third long semester. Must have approval of Advisory Committee, Departmental Graduate Advisor and Office of Graduate and Professional Studies (OGAPS).
5. Apply for degree, pay graduation fees during the first week of student’s final semester.
6. Confirm with Advisory Committee that all degree plan courses are complete, submit thesis to Advisory Committee, before submitting request to schedule final exam. International students should confirm with their committee chair that all English Language Requirements have been completed.
7. Complete residence requirement, if applicable.
8. Submit request for permission to schedule final exam. Must be received by OGAPS at least 10 working days prior to the exam. Additional time requirements are on the OGAPS calendar for deadlines. NOTE: Results are to be submitted to OGAPS within 10 working days of the exam. Get approval from Advisory Committee and departmental Graduate Advisor.
9. Upload one approved final copy of the thesis as a single .PDF file (thesis.tamu.edu) and submit a signed approval page to the Thesis Office (Evans Library, 845-2225). See OGAPS calendar for each semester’s deadlines and get approval from Advisory Committee and departmental Graduate Advisor.
10. If required, submit Research Focus and Benefits form. (See Thesis Manual for format: http://thesis.tamu.edu/thesis-manual.) See OGAPS calendar for each semester’s deadlines and get approval from Advisory Committee and departmental Graduate Advisor.

NOTE: Students must be continuously registered until all degree requirements are met.
**Requirements for the Ph.D. Degree**

Complete at least 96 credit hours beyond the B.S. degree or 64 hours beyond the M.S. degree to include the following:

1. A minimum of 20 hours in MEPS courses or related departmental courses including at least 3 courses from the MEPS core curriculum. The exact courses for the degree program are to be determined jointly by the student and his/her advisory committee.

2. Not more than 6 hours of upper division undergraduate 300 and 400 level courses may be applied to the degree program (more may be needed as leveling or prerequisites, but only 6 hours may be used to meet the credit hour requirements for the degree).

3. Students should take Biochemistry 601 if they lack an adequate background in biochemistry, and Genetics 603 if they lack an adequate background in genetics.

4. Students lacking a rigorous, contemporary background in plant physiology, such as that provided by a graduate-level course completed at another institution, should take MEPS 601.

5. Statistics 651 or 652 or equivalent.

6. Seminar courses. Two seminar courses are required (1 hour each) to include MEPS 681-600 (new graduate student orientation) and a course in the student’s home department which students are required to present a seminar.

7. Additional hours of 685 (Directed Studies), 689 (Special Topics) and 691 (Research) courses to meet the credit hour requirements for the degree. Satisfactory completion of a qualifying examination, final examination and a dissertation.
Check List for Doctor of Philosophy Degree

1. Meet with departmental Graduate Advisor before first semester registration and get approval.

2. Establish advisory committee by the end of student’s second long semester.

3. Submit degree plan prior to the start of the student’s third long semester and no later than 90 days prior to preliminary examination. Get approval from Advisory Committee, departmental Graduate Advisor and the Office of Graduate and Professional Studies (OGAPS).

4. Complete English proficiency requirements, if applicable, before preliminary exams.

5. Review eligibility requirements for the preliminary exams several weeks before the proposed date. Have checklist signed by Advisory Committee chair, departmental Graduate Advisor. Submit list with preliminary exam scores.

6. Prior to the end of their third long semester and several weeks before they anticipate taking their prelims, students should review the eligibility requirements for the preliminary exam. Students should obtain the preliminary exam checklist form from the OGAPS homepage (ogs.tamu.edu). This checklist must be approved by the student’s advisory committee chair and departmental Graduate Advisor. This checklist must be attached to the “report of exam results” and forwarded to OGAPS after completion of the preliminary exams.

7. Complete the dissertation proposal by the end of the third or fourth long semester so that it can be used as a guide and contract for the student and advisor.

8. Determine dates of prelim exams, notify OGAPS, and announce schedule to committee, and MEPS at least 10 working days prior to the beginning of the preliminary exam. The time frame from the first written exam until the oral exam should be no greater than three weeks. Additional time requirements and deadlines are posted on the OGAPS calendar or in the graduate catalog.

9. Complete prelim exams prior to the end of the student’s fifth long semester, and submit the Report of the Preliminary Examination and the Preliminary Examination checklist to OGAPS within 10 working days of completing the prelim oral exam. All prelim exams, including the oral prelim, MUST be completed at least 14 weeks prior to the student’s dissertation defense.

10. OGAPS will notify the student and chair of any discrepancies/problems with the exams.

11. Complete residence requirement before submitting request to schedule Final Exam.

12. Apply for degree, pay graduation fees during the first week of the final semester.

13. If required, submit Research Focus and Benefits form.
13. Confirm with advisory committee that all degree plan courses are complete, submit dissertation to advisory committee well before submitting request to schedule final exam.

14. Submit request for permission to hold and announce final oral exam at least 10 working days prior to the exam.

15. Upload one approved final copy of the dissertation as a single .PDF file (thesis.tamu.edu) and submit a signed approval page to the Thesis Office (979-845-2225). Students should check the OGAPS calendar for semester deadlines relative to submission and graduation. The dissertation must be approved by the advisory committee, co-chair if applicable, and departmental Graduate Advisor.

    Note: Students must be continuously registered until all degree requirements are met.

Notes
Core Curriculum

MEPS 601 Physiology of Plants
MEPS 605 Plant Biochemistry
BIOL 635 Plant Molecular Biology
ESSM 621 Physiological Plant Ecology

Degree Plan

The Degree Plan establishes all course work required for the graduate degree and also establishes the Graduate Advisor and Advisory Committee. It will list the courses that a student must complete for their degree. In addition, prerequisite courses that the student’s Advisory Committee recommends are necessary to fill in gaps in the student’s previous training or education may be listed. Degree Plans are submitted electronically http://ogsdpss.tamu.edu.

Degree plans must be completed and filed with OGS prior to registration for a third term for Master candidates and Doctoral candidates (excluding summer terms) and no later than 90 days prior to the date of the final oral examination or thesis defense for Masters candidates or preliminary exam for Doctoral Candidates.

Advisory Committee

Entering students academic advisor will be the MEPS Program Chair who will guide them in course selection and assist with other administrative requirements until a permanent faculty advisor is selected (usually after 1 or 2 semesters). The permanent advisor becomes the Chair of the Advisory Committee (e.g., major professor). In addition, the Advisory Committee will include: A minimum of two (for MS degree) or three (for Ph.D. degree) members of the Graduate Faculty with one member outside of the home department of the student and Chair. The chair and at least one other member must also be members of the Faculty of Molecular and Environmental Plant Sciences.
Scholastic Information

Graduate students are required to maintain a grade point average (GPA) of 3.00 for all courses on the degree plan and for all graded graduate and advanced undergraduate course work completed at TAMU and eligible to be applied to an advanced degree. If either of a student’s cumulative GPA or the GPA for courses listed on the degree plan falls below the minimum of 3.00, he or she will be considered scholastically deficient. If the minimum GPA is not attained in a reasonable time, the student may be dropped from graduate studies. Departments or colleges may adopt specific guidelines pertaining to scholastic deficiency or dismissal. Graduate assistantships, fellowships, and scholarships may be suspended for graduate students who fail to maintain a minimum 3.00 GPA as defined above.

Registration Requirements for Assistantships and Fellowships

Graduate students holding assistantships and fellowships that are administered through the Office of Graduate and Professional Studies are subject to the following University semester credit hour (SCH) registration requirements.

<table>
<thead>
<tr>
<th>Minimum Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Fall or Spring</td>
</tr>
<tr>
<td>6</td>
<td>Summer</td>
</tr>
</tbody>
</table>

A graduate or professional student may be eligible to hold a graduate assistantship in the summer as long as the student has registered for a minimum total of six hours. This six hours requirement must be met by enrollment in either the 10-week session and/or in the 5-week sessions. Whereas the total must equal 6 hours, this total can be fulfilled by any combination of hours with a minimum of 1 credit hour in any one session. If a student holds an assistantship for only one 5-week session, the student must register for a minimum of 3 credit hours in that session.

Full-Time Status

Graduate students are considered full-time students if registered for a minimum of nine semester credit hours during a fall or spring semester, six semester credit hours during a 10-week summer semester, or three semester credit hours during a 5-week term.

Complete detailed information regarding degree plans, time limits, credit transfers, thesis and dissertation proposals, preliminary and final examinations may be obtained by contacting the Office of Graduate and Professional Studies at (979) 845-3631 or their website at [http://ogs.tamu.edu](http://ogs.tamu.edu)

**Note:** SELF-SUPPORTED STUDENTS are not required to register during the summer sessions regardless of whether or not they have completed their formal course work. International Students should confirm their summer registration requirements with International Student Services.
What is MEPS?

Molecular and Environmental Plant Sciences “MEPS” evolved from the intercollegiate Faculty of Plant Physiology, originally formed in 1983, in response to recommendations from an external panel of scientists convened to review the Faculty's programs in 1998. The recommendation to make the Plant Physiology program more inclusive of scientists in the plant sciences recognized an academic and research environment that is rich in facilities and personnel resources that support the plant sciences. The new name of the Faculty received internal approval of the Faculty Senate in the Fall of 1999. The Texas Higher Education Coordinating Board approved a request to change the name of M.S. and Ph.D. degrees from Plant Physiology to Molecular and Environmental Plant Sciences effective September 1, 2000. MEPS embraces all plant disciplines from fundamental molecular genetics to ecology and includes members from 9 departments in 2 colleges.

Prospective faculty members are nominated through their respective department heads, voted to membership by full MEPS members, and approved by the appropriate dean. The MEPS Faculty currently includes 64 members. As of August, 2013 there were 27 graduate students enrolled in MEPS M.S. and Ph.D. degree programs.

The MEPS program is administered by elected members in accordance with its By-laws. The Department of Soil and Crop Sciences is the home department and provides administrative support and financial accountability services for the program. The Executive Committee is composed of a Chair and 4 members, with no more than 2 members from a single department. Activities of the faculty are carried out through a system of standing and ad hoc committees appointed by the Executive Committee. Principal activities of the MEPS include:

- Administration of the M.S. and Ph.D. degree programs in Molecular and Environmental Plant Sciences
- Presentation of academic courses requisite to the contemporary graduate degree programs.
- Presentation of undergraduate service courses to plant science-based departments.
- Recruitment and admission of students into its graduate degree programs.
- Provision of enrichment programs for faculty and students including a seminar program based on external speakers.
- Promotion and coordination of plant science disciplines at TAMU.
**MEPS Program Benefits**

The MEPS Program offers its students the opportunity to study and do research in the largest research university in the Southwest. Along with state-of-the-art equipment and facilities on the cutting edge of technology, its diverse interdisciplinary group of faculty provides academic training and research experiences beyond those offered by traditional departments.

**Financial Assistance**

The program may offer financial assistance to qualified students. Qualified students may be awarded financial assistance such as an assistantship, a fellowship or a teaching assistantship. This can also include health insurance and a waiver of out-of-state tuition and fees.

**Types of Assistance**

The MEPS Program offers both fellowships and assistantships to qualified, incoming students. A fellowship award provides a monthly stipend which may or may not include insurance. Assistantships provide a monthly stipend and usually cover the cost of the student’s insurance. An assistantship also requires a minimum number of registered hours per semester in addition to 20 hours of work for the department. Check with the specific department for its particular requirements.

**Program Scholarship Award**

The MEPS Program now offers its own “Academic Excellence Award” based on the student’s academic success and contributions to the MEPS program. Students submit a letter of application which is reviewed by the MEPS Awards Committee. The award is based upon the committee’s recommendation and may be used by the student however it is needed.
**Travel Awards**
Travel awards to reimburse expenses are available when traveling to professional meetings to present papers and/or posters based on the student’s research. Travel awards are provided on a competitive basis.

**Spring Symposium**
Each spring the MEPS Program brings noted experts to campus to participate in our Annual Spring Symposium. The varied topics and experiences of the speakers add to the total learning experience of MEPS students. Attendance is expected of all students with the opportunity for personal visits between small groups of students and symposium speakers over lunch at no cost to participating students.

**Fall Symposium**
Each fall the MEPS students participate in symposium by presenting posters regarding their research. The posters are judged by a team of Faculty members. Dinner is served and it is an excellent time for interaction between students, new MEPS students are encouraged to attend.

**Health Insurance Coverage for Student and Family**
All students who are on assistantship are provided with health insurance. Additional group-health insurance to cover spouse and/or children may be purchased. All insurance options should be discussed with your administrative office personnel in your home department. They will provide you with all of your insurance options and your out of pocket cost. More information for health plans available to all students can be found at: https://tamu.myahpcare.com/

**Tuition and Fees**
Up to date information on tuition and fees for both residents and non residents can be found at: http://sbs.tamu.edu/accounts-billing/tuition-fees/
General Information

Graduate Student Orientation

The University holds a campus-wide graduate student orientation one week before classes begin in both the fall and spring semesters. This orientation covers the what, why and how of graduate degree requirements, the proper conduct of research, and other important issues. Students also learn about other campus resources available to them.

The Study Abroad Programs Office

This program has a commitment to aid in meeting the global needs of Texas A&M graduate students through various international education opportunities. While all scholastically eligible students can participate in study, work, and research outside the United States, this program is primarily designed for United States citizens. For more detailed information regarding studying abroad, contact their main office.

Resources and Services for International Students

The majority of international students enrolled at TAMU are enrolled at the graduate level. There are many resources and services on campus specifically to help and guide international students and to provide support to facilitate in their transition to student life in the United States and at Texas A&M. The International Student Services (ISS) office, located in Bizzell Hall, is the central location to find answers to questions you may have regarding U.S. customs, government regulations, registration procedures and problems, campus community facilities, medical care, banking, shopping, and entertainment.

ISS can also help you with questions regarding immigration-related matters, provide counseling regarding federal regulations, aid in the processing of documents and applications that impact your status as a student. The office also provides personal advising regarding cultural adjustment and socialization issues, readjustment to home country, academic concerns, health questions and concerns, emergency assistance (family tragedy, etc.) banking, transportation, and many other necessary concerns. It also acts as a liaison for the students to best represent their interests and to provide a link with government, business, University and community officials.

Special Programs for International Students (also part of ISS) sponsors an orientation each semester which provides the following information: immigration check, Health Center check, English Language Placement Exam information and current information regarding banking, utility hook-ups, assistance locating housing, Social Security applications, and much more.
Academic Resources

Center for Academic Enhancement— offers learning assistance programs designed to improve and develop skills necessary for success in college-level courses

Student Counseling Service Learning Skills Center— provides students with an opportunity to develop knowledge, skills, and attitudes that will enhance their study and test-taking ability, while decreasing anxieties related to academic performance

Computing Resources— a variety of resources are available including electronic mail, mainframes, workstations, presentation equipment, laser printers, scanners, Internet access, microcomputer labs and around-the-clock telephone support (979-845-8300)

Libraries—
- Sterling C. Evans
- West Campus Library
- Policy Sciences and Economics Library
- Cushing Memorial Library
- Medical Sciences Library
- George Bush Presidential Library

Career Resources

Career Center— provides career information and employment connections to students throughout their academic careers with planned learning experiences relating to job search skills, interviewing skills and placement.

Student Counseling Service Center, Counseling & Testing Library— provides quality career counseling by promoting student development and self-knowledge through education in order to help students make appropriate and satisfying career choices.
Student Services

Off Campus Student Services (979-845-1741) - has general information regarding just about any problem that might occur in connection with living arrangements including Housing Vacancy Listings, Roommate Referral Service, Roommate Counseling and Conflict Mediation, Resident-Manager Problem Solving Service, and Support Materials. Go to: http://studentlife.tamu.edu/agoss for more information.

International Student Services (979-845-1824) - provides counseling and information in the areas of immigration and employment, financial problems, medical insurance, adjustment and tax issues. The International Student Association provides social, recreational, and intellectual services for all nationalities.

Multicultural Student Services (979-862-2000) - provides services and programs for African American, Asian American, Hispanic and Native American students to help them succeed academically and personally.

Women’s Resource Center (979-845-8784) - Gender Issues Education Services– provides support for and raises awareness of issues affecting women.

Lesbian, Gay, Bisexual Education & Support – Gender Issues Education Services (979-862-8920) - works to foster a safer and more nurturing campus environment by educational resources which deal with these issues.

Services for Students with Disabilities (979-845-1637) - provides services and accommodation for students with documented disabilities such as mobility, hearing, visual impairments, learning, and psychological disorders.

Food Services
The varied types and menus of places to eat on campus are as different as the diversity of the student body. For more detailed information, go to http://food.tamu.edu/ or call 845-0152 for meal plan information.

Recreation Center
The Department of Recreational Sports offers a variety of activities to promote healthy lifestyles for all students. Call 845-7826 for a complete listing of activities with times and schedules of events.
Memorial Student Center
The University Center is the hub of the Texas A&M campus. Included in the MSC complex is the Bookstore, Box Office, Browsing Library, Art Galleries, Post Office, and the University Plus Craft Center. The MSC is currently undergoing a much needed renovation and is scheduled to reopen in 2012. Go to http://mscc.tamu.edu to locate temporary office locations.

Miscellaneous Services

ATMentors (http://atmentors.tamu.edu) - volunteers from faculty, staff, and administrators who give extra time to those who “just need to talk”

Student Health Services (979-458-8316) - Student Health Services is an accredited health care provider serving the TAMU student body by providing primary health care services and promoting health through prevention and education. It is located in the A.P. Beutel Health Center and is open 8:00 AM to 5:00 PM, Monday through Friday. There is a 24-hour Dial-A-Nurse (979-458-8379) and Ambulance service (458-8285) available 24 hours a day except during official university holidays. These services are available to students who have paid the health service fee. The services include outpatient general medicine, preventative medicine, women’s clinic, asthma clinic, ambulance service, health education, medical laboratory, pharmacy, physical therapy, and radiology.

Student Health Insurance - All registered and enrolled TAMU students are eligible to enroll in this insurance plan. International students are required to maintain approved comprehensive health insurance coverage while enrolled and in residence at TAMU. Eligible students may also insure their dependents with his coverage. Some assistantships and fellowships include insurance coverage. If so, you will be given information to aid in your choice of insurance providers. If insurance coverage is not included in your financial package, as stated above, you must obtain coverage and the Student Health Insurance office can assist in locating the best available coverage for yourself and your dependents.

Children’s Center (979-458-5437) - an on campus child care center, call for more detailed information

Student Counseling Center (979-845-4427) - works with students to help them explore and understand their thoughts and feelings, understand their situations, and help them work toward solutions to troubling issues in their life.

Alcohol and Drug Education Programs (979-845-3019) - provides educational information regarding alcohol and drug use and abuse in the campus community
**Safety and Security**

*University Police (979-845-2345)* - the University Police Department provides protection of persons and property of Texas A&M University

*After Hours Shuttle Bus Service* – is available during the fall and spring semester

*Escort Services* – members of the Corp of Cadets will provide escorts any time during the fall and spring semesters for extra security while walking on campus (845-6789)

*Emergency Phones* – place strategically throughout the campus

*Sexual Violence Education & Support—Gender Issues Education Services* - serves as a professional staff contact for students who have been sexually assaulted, harassed, stalked, or who are in a violent relationship. The program also offers education to raise awareness of these issues and resources for victims

*Student Conflict Resolution Services (979-847-7272)* - offers a wide range of service to educate and assist students in dispute resolution that contributes to individual growth and community responsibility

*Student Meditation Services* – promotes the values, understanding, public awareness, and practice of meditation while modeling conflict resolution skills and collaborative problem solving through education, empowerment and service to students

*Student Legal Services* – provides legal services to counsel students concerning their legal rights and responsibilities and empowers them to use available legal, community, and University resources to respond to their legal issues

**Parking, Traffic & Transportation Services**

*Parking* – all vehicles on TAMU campus, or in areas designated as TAMU parking areas, must display a TAMU parking permit. There are several types of permits. For more information, call 868-PARK (7275)

*Shuttles* – the shuttle bus services both on and off campus locations and is at no cost to students (except for Charter Service). The on-campus system services the main and west campuses and is the easiest way for students to move around campus. The on-campus system operates from 7:00 AM until 2:00 AM, Monday through Friday during the fall and spring semesters.

The University also operates the off-campus shuttle service which serves most of the major apartment complexes and housing areas in Bryan/College Station, as well as Blinn College campus. Off-campus transit services are continued until 12:00 AM, Monday through Thursday, and until 8:00 PM on Friday night.
Miscellaneous

Activating your Texas A&M Email Accounts:
Texas A&M Gmail is the official email system for students.
http://gateway.tamu.edu
Choose: Login for current campus members if you are a current campus member and need to make changes to your email or password setting, directory entry or email subscription.
Choose: Claim Your NetID if you are new to Texas A&M.
Enter UIN and Date of Birth and click LOGIN.
Enter your NetID and click SUBMIT.
Enter a password, confirm, and click SUBMIT.
*If you have any questions or problems, call the Help Desk at 979.845.8300 or visit their website at http://hdc.tamu.edu. Computing Services is open 8am-midnight and located in the Computing Services Center, room 1112.
*It is your job as a graduate student to check your email. If you are not receiving emails from the department, please let us know.

On line catalogs:  www.tamu.edu/admissions/catalogs/

How to Register:
http://howdy.tamu.edu
Select: My Record Tab
Select: TAMU Registration
Select: I agree
Select: Drop/Add Courses
Type: CRN number in box
*You must research the course and find the CRN number to register.
**Do not register for any 684, 685 or 691 course with a 700 section number.

Those on assistantships and/or fellowships need to register full time (9 hours) as soon as possible after registration opens or you may have problems. Tuition payments, out of state tuition waivers, and placement on payroll for the new semester cannot be processed until you have finished registering. Some of these items take several weeks or as much as a month to process so waiting to register or finish registering until a couple of weeks before school begins may cause delays and may cost you additional fees.

If you have trouble registering for any MEPS course, please email LeAnn Hague and include your UIN.
To Research Courses:
http://howdy.tamu.edu
Select: My Record Tab
Select: TAMU Registration
Select: I agree
Select: Look Up Classes
Search by Term, Select: Semester 20XX, College Station (i.e. fall 2014 College Station)
Subject, Select: SCSC
Scroll to bottom and select: Class Search
*CRN number is listed to the right of the course

How to Print your Statement:
http://howdy.tamu.edu
Select: My record tab
Scroll down to: Billing Services
Select: My Account
Login using your Net ID and password
The first screen is your current status
To get a detailed statement:
Select: Recent account activity (you will see a summary screen of current activity)
At the top of the page under ‘View Transactions by Term” select: TAMU Semester 20XX $$$ and click ‘go’.

Emergency Tuition Loans:
http://financialaid.tamu.edu

Eligibility
- Must be enrolled at least 1 hour
- Active GMAIL account
- Must be clear of ALL financial blocks
- Meet GPA requirements: Grad Students 3.0 minimum GPA

Interest Rate & Origination
- 5% simple interest rate
- A $10 origination fee is assessed on each loan. The fee will be added to the amount of the loan you request.

Repayment:
Repayment is contingent upon the semester in which the loan is requested. All payments will be due on the 15th day of the month.
- Fall/Spring loans are due approximately 90 days after the loan is applied to your account.
- Summer loans are due approximately 30 days after the loan is applied to your account.

If the loan is not paid in full by the due date, both transcripts and registration will be blocked until the account is paid in full.
Frequently used phone numbers…

Admission Counseling       845-3741
Admissions Office        845-1060
Bus Operations/handicapped shuttle     845-1786
Campus Information/ Student Locator     845-4741
Counseling & Referral        845-4427
Dial-A-Ride       847-7433
Emergency       9-911
Financial Aid       845-3236
Dining Services       845-3005
Graduate Student Services     845-1741
Health Center       458-8316
Helpline       845-2700
Housing Assignments Office       845-4744
MEPS Office     845-6148
Multicultural Services       862-2000
New Student Orientation       845-5826
Off-Campus Housing Information     845-1741
Parking, Traffic, Transportation     862-7275
Registrar’s Office       845-1031
Security Escort Service (Corp of Cadets)     845-6789
Services for Students/Disabilities     845-1637
Soil & Crop Sciences     845-3341
Student Activities     845-1133
Student Conflict Resolution       847-7272
Student Counseling Services     845-4427
University Apartments     845-2261
University Police Department     845-2345
Visitor Center     845-5851

http://meps.tamu.edu/
Forms

All necessary forms for your graduate program can be found on the Internet at http://ogs.tamu.edu, or by visiting the Office of Graduate and Professional Studies in the Administration Building (temporarily located in The Commons.)

Forms available on this site include:

Degree Plan Fact Sheet
Online Degree Plan Submission System
Written Thesis (M.S.) Approval Form
Written Dissertation (Ph.D.) Approval Form
Letter of Intent to Pursue Another Graduate Degree
Preliminary Examination Checklist
Request and Announcement of the Final Examination
Proposal Approval Page for Thesis, Dissertation, or Record of Study
OGS Calendars

Petitions are submitted online via the Degree Plan Submission System.

PLEASE USE OGS.TAMU.EDU FOR THE MOST UP TO DATE FORMS AND CALENDARS.