Office of the Registrar
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
• 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- Form is outdated and not necessary to initiate registration after 5pm on the last business day before classes start.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

Certificate Tracking & Awarding
University Adjustment System

When to use DPSS versus UAS

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Questions?