

HOSPITALITY, HOTEL MANAGEMENT AND TOURISM

STUDENT HANDBOOK 2023-2024

TRACK OPTIONS:

HOSPITALITY & HOTEL MANAGEMENT

EVENT, TOURISM AND RECREATION
MANAGEMENT

BUSINESS HOSPITALITY

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WELCOME

to the
Department of Hospitality,
Hotel Management and
Tourism

As a student in this department, you are advised to use this handbook (along with other important sources of official information) to aid in your successful navigation of our program. While we have worked diligently to make sure that this information is as accurate as possible, please note that changes in information, deadlines, and curriculum can occur and you should plan regular visits with your academic advisor to ensure that you are staying on track for your degree requirements. Also, please be aware that each student has the responsibility to be fully acquainted with and to comply with the Texas A&M University Student Rules. Official information sources include:

The Undergraduate Catalog
University Student Rules
Schedule of Courses
The HMGT Website

<https://catalog.tamu.>
<https://student-rules.tamu.edu/>
<https://howdy.tamu.edu/>
<https://rpts.tamu.edu/>

The Department of Hospitality, Hotel Management and Tourism will use your TAMU student email for all communication (this account will also be your official form of communication with the HMGT Department and Texas A&M University), so be sure to check your TAMU email daily!

SOCIAL MEDIA

**INSTAGRAM
&
TWITTER**

@TAMU_RPTS

FACEBOOK

@TAMURecParkTourismSci

<https://rpts.tamu.edu/>

Click the home button to return to the table of contents!



RPTS TO HMGT

As part of a strategic initiative by Texas A&M University to become a leading provider of hospitality programs in the nation, the Department of Recreation, Park and Tourism Sciences is expanding its hospitality-related course offerings and will adopt a name change reflective of this.



On 15th August 2023, the department name will change to **Hospitality, Hotel Management and Tourism** (abbreviated to HMGT).

Recreation and event management will remain an integral part of our scope of course and program offerings alongside tourism and hospitality. The upcoming changes will be reflected in relevant weblinks, signage, and titles (courses and programs) over the coming months, so please don't be surprised to see a transition from RPTS to HMGT.



AGLS Advising Hub

In the College of Agriculture and Life Sciences, we have aligned our academic advising to better support students during their time at Texas A&M University. We have assembled a diverse and knowledgeable advisor community dedicated to providing our students with high-quality academic advising services. Our advisors are grouped into advising hubs based on location, courses of study and/or related commonalities.



HMGT Advisors in AGLS Advising Hub

Hannah
Sims

Academic Advisor I
hannah.sims@ag.tamu.edu



**Check out my
virtual office by
clicking the photo
above! It's also in
my email signature.
You will find lots of
tools, information,
and resources!**



Communicating with your Advisors

TAMU Email

**It is your responsibility to check your TAMU email
multiple times a day!**

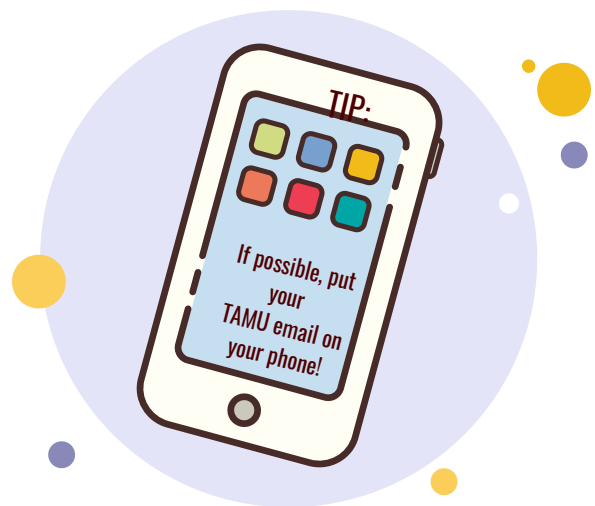
Please use your official TAMU student email when contacting us so that we can verify that it is you. Read all emails we send you completely and carefully. We know that you receive numerous emails daily from different sources, but you are responsible for reading everything sent from us. We will send out emails regarding registration, job fairs, special events, and important announcements.

You can go to gateway.tamu.edu to unsubscribe from email lists. You cannot unsubscribe from AGECE emails.

Log In > Email Settings > Change Email Subscriptions

*Don't
forget!*

ALWAYS INCLUDE YOUR UIN IF
CONTACTING AN ACADEMIC
ADVISOR





DID YOU KNOW: FEBRUARY-EARLY MARCH AND EARLY SEPTEMBER-OCTOBER IS THE EASIEST TIME TO SCHEDULE AN APPOINTMENT WITH YOUR ACADEMIC ADVISOR?



TIPS FOR

ACADEMIC ADVISING

KNOW WHEN TO BOOK YOUR APPOINTMENTS!

Is it taking FOREVER to find an open advising appointment? Are no scheduling options showing up in Navigate? Is the Drop-in Advising line taking an hour or more? This most likely means you are waiting until too late in the semester to make your advising appointments!

There are certain points in the semester when it's extremely busy (1-2 weeks before the semester starts, when preregistration opens, when degree planners are due, etc.), so be sure to book your appointment early to skip the wait!

DROP-IN ADVISING

Did you wait too long to make an advising appointment and nothing is available? Drop-ins are open periods when students can meet with an advisor on a first-come, first-served basis. The downside of drop-in advising is that the wait time can be long if it's a busy point in the semester, but the good news is that you don't have to wait for the next open appointment!

DON'T FORGET TO USE THE TAMU CATALOG AND YOUR ADVISOR'S VIRTUAL OFFICE!

TRY TO FILL OUT YOUR ENTIRE DEGREE PLANNER BEFORE YOUR ADVISING APPOINTMENT (THIS ALLOWS YOUR ADVISOR TO MAKE BETTER CLASS SUGGESTIONS!)



Degree Planner Hold

Degree planners take an average of 2-4 weeks to process, so always be sure to submit yours early so that your hold can be removed before it affects registering for classes!

The Undergraduate Degree Planner is a course planning tool designed to facilitate the timely completion of your degree at Texas A&M University and to assist in planning the courses required to fulfill your degree program requirements. To start using the Degree Planner, students can log into Howdy and select the "Degree Planner" icon at the top of the screen (the planner can also be accessed by clicking on the My Dashboard tab, and finding the Undergraduate Degree Planner channel on the right column).

All new students with 30+ credit hours are required to complete, submit, and get their Degree Planner approved prior to preregistration for their second TAMU semester.

All continuing students must edit, submit, and get their Degree Planner approved by September 30th of every year until graduation.

How to Complete Your Degree Planner:

Part 1: TAMU Degree Planner <https://youtu.be/-1A7qIKyFQE>
Part 2: RPTS Degree Planner Help <https://youtu.be/wVo-tWWIsbA>

TIP:

Remember, the degree planner tool in Howdy is an unofficial evaluation and may not correctly reflect your remaining coursework. After your planner is approved, **always** be sure to check your advisor's comments about the corrections that should be made!


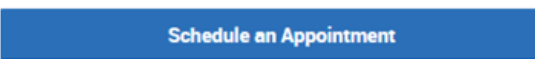
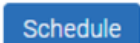


Use NAVIGATE

TO SCHEDULE YOUR ADVISING APPOINTMENTS WITH AGLS ADVISING HUB!

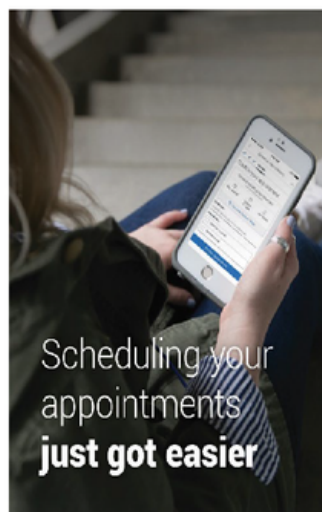
College of Ag & Life Sciences Navigate – 2 easy ways to schedule

Visit [Howdy](#)


- Go to **My Record** tab 
 - Click: **Navigate – Schedule Advising Appointments**
 - Select: 
 - Select:
Type Appt. - **Advising Texas A&M University**
College/Reason – **AG – Agriculture & Life Sciences Undergraduate Advising**
 - Choose:
Reason for Appointment – ex. **AG – General Advising**
Location by major – ex. **AG – AGLS Advising Hub** – see **Additional Details**
Appointment **Day & Time**
Review Appointment Details
- Don't forget to click 

Download **Navigate Student app**

Schedule and track appointments in the app!



Download today! Win Prizes!

- Search **Navigate Student** in the app stores
- Select **Texas A&M - College Station**
- Log in using your NetID and password
- Click  to schedule



BACHELOR OF SCIENCE IN

HOSPITALITY, HOTEL MANAGEMENT AND TOURISM



Based on a survey taken in Fall 2021 by the Texas A&M University Career Center, students graduating with a degree in Recreation, Park and Tourism Sciences reported an average starting salary of \$46,667, with the highest starting salary reported at \$60,000.



ABOUT THE DEPARTMENT

The Department of Hospitality, Hotel Management and Tourism is comprised of a team of student-centered faculty and staff offering undergraduate degrees, certificates, and minors leading to professional careers. Using a blend of in-person and online delivery, courses emphasize problem-solving skills and experiential learning. Students in this major learn how to incorporate social and life sciences into the design of meaningful experiences and to manage and market organizations related to recreation, hospitality and hotels, events, and tourism. The academic programs couple theoretical foundations in hospitality, recreation, and tourism with real-world applications that provide students with tangible skills. Courses engage students in the study of planning, positioning, leadership, problem-solving, innovation, policy, marketing, and finance to enhance the quality of life and livability for Texans and communities around the world. Students have opportunities to apply course concepts by engaging in service-learning experiences both on-campus and within the community.

A Bachelor of Science degree is offered and within this degree, students must select one of three tracks: Business Hospitality; Hospitality and Hotel Management; or Event, Tourism and Recreation Management. Graduates of this degree develop their careers in managing resorts and hotels, event venues, destination marketing organizations, municipal parks, and on military bases, and performing arts facilities.

The Department offers two certificates that are open to all majors:

Professional Event Management Certificate (PEMC)

Hospitality Management Certificate

The Department's two minors are open to all Texas A&M undergraduate students:

Recreation Management

Tourism Management



FOR STUDENTS INTERESTED IN:

- HOTELS AND RESORTS
- EVENT COORDINATION
- LEADERSHIP DEVELOPMENT
- PUBLIC RELATIONS

CAREER OPTIONS:

- MANAGER
 - FRONT DESK, RESORT,
SPA
- GUEST EXPERIENCE MANAGER
- REVENUE MANAGER
- RESORT OPERATIONS AND
DEVELOPMENT MANAGER
- FOOD AND BEVERAGE /
RESTAURANT MANAGER
- SITE DIRECTOR



HMG
HOSPITALITY AND HOTEL
MANAGEMENT



Department of Hospitality, Hotel Management and Tourism

For Students Entering Under Catalog (Fall 2023)

B.S. degree in Hospitality, Hotel Management and Tourism – Hospitality and Hotel Management (HMG)

Name:

UIN#:

Date:

University Core Curriculum <i>catalog.tamu.edu</i>		
<i>Communications (6 hrs)</i>		
ENGL 103, 104 or 210	3	
COMM 203, 205, or 243	3	
<i>Mathematics (6 hrs)</i>		
MATH 140	3	
MATH 142	3	
<i>Life & Physical Science (9 hrs)</i>		
Core Sci.	3	
Core Sci.	3	
Core Sci.	3	
<i>Language, Philosophy & Culture (3 hrs)</i>		
Core LPC	3	
<i>Creative Arts (3 hrs)</i>		
Core Arts	3	
<i>Social & Behavior Sciences (3 hrs)</i>		
AGEC 105, AGLS 235, ECON 202 or ECON 203	3	
<i>American History & Political Science (12 hrs)</i>		
Core Hist.	3	
Core Hist.	3	
POLS 206	3	
POLS 207	3	
General Electives (15 Hrs)		
	3	
	3	
	3	
	3	
	3	

Major Coursework <i>(39 hours)</i>		
HMG 201	3	
HMG 210	3	
HMG 211	3	
HMG 223	3	
HMG 312 (W)	3	
HMG 314	3	
HMG 331	3	
HMG 340 (CD)	3	
HMG 384	2	
HMG 450	3	
HMG 451	3	
HMG 481	1	
HMG 484	3	
ACCT 229	3	
Supporting Coursework <i>(24 hours)</i>		
HMG 352	3	
HMG 353	3	
HMG 401 (W)	3	
HMG 452	3	
HMG 465	3	
HMG 467	3	
HMG 442 or Education Abroad Program	3	
AGEC 315, AGECE 324, AGECE 420, AGECE 424, ALED 322, ALED 440, NUTR 300, FSTC 470, HMG 319, HMG 320, HMG 412, HMG 446, HORT 416, HORT 420, HORT 421	3	
120 Total Degree Hours		

Additional Graduation Requirements for All Students:		
<i>To be met through HMG requirements or electives</i>		
<i>Designated Writing Intensive (2 courses)</i>		
HMG 312	3	
HMG 401	3	
<i>International & Cultural Diversity (3 hours)</i>		
ICD	3	
<i>Cultural Diversity (3 hours)</i>		
HMG 340	3	
<i>Foreign Language</i>		
<i>A minimum of one year (2 semesters) of foreign language is required. This degree requirement can be satisfied by the satisfactory completion in high school of two full years of the same foreign language or one year (2 semesters) of the same language at the college level.</i>		
Limitations		
Limitation At least 25 percent of the credit hours required for an undergraduate degree must be earned through instruction offered by Texas A&M University.		
Limitation Combination: Maximum combination of 18 hours of 481, 482, 485 and/or 491 courses may be used for an undergraduate degree.		
Limitation No more than 50% of courses required for the degree plan can be taken as Distance Education Courses for non-distance degree programs.		
Limitation Only one of the following will satisfy the requirements for a degree: CHEM 101/CHEM 111, CHEM 107/CHEM 117, and CHEM 119		
Limitation Only one of the following will satisfy the requirements for a degree: GENE 301, GENE 302, GENE 315, and GENE 320.		
Limitation Only one of the following will satisfy the requirements for a degree: MATH 131, MATH 142, MATH 147, MATH 151, and MATH 171.		
Limitation Only one of the following will satisfy the requirements for a degree: MATH 140, MATH 141, MATH 166 and MATH 168.		
Limitation Only one of the following will satisfy the requirements for a degree: MATH 148, MATH 152, and MATH 172.		
Limitation Only one of the following will satisfy the requirements for a degree: MATH 221, MATH 251, and MATH 253.		
Limitation Only one of the following will satisfy the requirements for a degree: MATH 304, MATH 309, MATH 311, and MATH 323.		
Limitation Only one of the following will satisfy the requirements for a degree: STAT 201, STAT 301, STAT 302 and STAT 303. RPTS requires STAT 201		
See a complete list of limitations on Howdy Degree Evaluation		



FOR STUDENTS INTERESTED IN:

- EVENT COORDINATION
- TRAVEL AND TOURISM
- THEME PARKS
- CITY AND COUNTY PARKS & RECREATION

CAREER OPTIONS:

- MEETING PLANNER
- PARK & RECREATION AGENCY DIRECTOR
- CRUISE SHIP DIRECTOR
- MILITARY RECREATION SPECIALIST
- THEATER OPERATIONS MANAGER
- THEME PARK MANAGER
- ATHLETIC SUPERVISOR

ETM

EVENT, TOURISM AND RECREATION MANAGEMENT



Department of Hospitality, Hotel Management and Tourism

For Students Entering Under Catalog (Fall 2023)

B.S. degree in Hospitality, Hotel Management and Tourism – Event, Tourism and Recreation Management (ETM)

Name:

UIN#:

Date:

University Core Curriculum <i>catalog.tamu.edu</i>		
<i>Communications (6 hrs)</i>		
ENGL 103, 104 or 210	3	
COMM 203, 205, or 243	3	
<i>Mathematics (6 hrs)</i>		
MATH 140	3	
MATH 142	3	
<i>Life & Physical Science (9 hrs)</i>		
Core Sci.	3	
Core Sci.	3	
Core Sci.	3	
<i>Language, Philosophy & Culture (3 hrs)</i>		
Core LPC	3	
<i>Creative Arts (3 hrs)</i>		
Core Arts	3	
<i>Social & Behavior Sciences (3 hrs)</i>		
AGEC 105, AGLS 235, ECON 202 or ECON 203	3	
<i>American History & Political Science (12 hrs)</i>		
Core Hist.	3	
Core Hist.	3	
POLS 206	3	
POLS 207	3	
General Electives (15 Hrs)		
	3	
	3	
	3	
	3	
	3	

Major Coursework <i>(39 hours)</i>		
HMGT 201	3	
HMGT 210	3	
HMGT 211	3	
HMGT 223	3	
HMGT 312 (W)	3	
HMGT 314	3	
HMGT 331	3	
HMGT 340 (CD)	3	
HMGT 384	2	
HGMT 450	3	
HMGT 451	3	
HMGT 481	1	
HMGT 484	3	
ACCT 229	3	
Supporting Coursework <i>(24 hours)</i>		
HMGT 302	3	
HMGT 301 or HMGT 319	3	
HMGT 320 or HMGT 446	3	
HMGT 401 (W)	3	
HMGT 402 or HMGT 426	3	
HMGT 424 or HMGT 449	3	
HMGT 442 or Education Abroad Program	3	
ALED 322, ALED 440, HMGT 207, HMGT 412, HMGT 467, or HMGT 476	3	
120 Total Degree Hours		

Additional Graduation Requirements for All Students:		
<i>To be met through HMGT requirements or electives</i>		
<i>Designated Writing Intensive (2 courses)</i>		
HMGT 312	3	
HMGT 401	3	
<i>International & Cultural Diversity (3 hours)</i>		
ICD	3	
<i>Cultural Diversity (3 hours)</i>		
HMGT 340	3	
<i>Foreign Language</i>		
<i>A minimum of one year (2 semesters) of foreign language is required. This degree requirement can be satisfied by the satisfactory completion in high school of two full years of the same foreign language or one year (2 semesters) of the same language at the college level.</i>		
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Limitation Only one of the following will satisfy the requirements for a degree: GENE 301, GENE 302, GENE 315, and GENE 320.		
Limitation Only one of the following will satisfy the requirements for a degree: MATH 131, MATH 142, MATH 147, MATH 151, and MATH 171.		
Limitation Only one of the following will satisfy the requirements for a degree: MATH 140, MATH 141, MATH 166 and MATH 168.		
Limitation Only one of the following will satisfy the requirements for a degree: MATH 148, MATH 152, and MATH 172.		
Limitation Only one of the following will satisfy the requirements for a degree: MATH 221, MATH 251, and MATH 253.		
Limitation Only one of the following will satisfy the requirements for a degree: MATH 304, MATH 309, MATH 311, and MATH 323.		
Limitation Only one of the following will satisfy the requirements for a degree: STAT 201, STAT 301, STAT 302 and STAT 303. RPTS requires STAT 201		
See a complete list of limitations on Howdy Degree Evaluation		



FOR STUDENTS INTERESTED IN:

- HUMAN RESOURCES
- FINANCE
- REVENUE MANAGEMENT
- MARKETING

CAREER OPTIONS:

- MANAGER
 - MARKETING,
RESERVATIONS, LOSS
PREVENTION
- DIRECTOR OF FINANCE
- BUSINESS DEVELOPMENT
MANAGER
- EXECUTIVE SALES REP
- RESORT MANAGER

BHO

BUSINESS HOSPITALITY



Department of Hospitality, Hotel Management and Tourism

For Students Entering Under Catalog (Fall 2023)

B.S. degree in Hospitality, Hotel Management and Tourism – Business Hospitality (BHO)

Name:

UIN#:

Date:

University Core Curriculum <i>catalog.tamu.edu</i>		
<i>Communications (6 hrs)</i>		
ENGL 103, 104 or 210	3	
COMM 203, 205, or 243	3	
<i>Mathematics (6 hrs)</i>		
MATH 140	3	
MATH 142	3	
<i>Life & Physical Science (9 hrs)</i>		
Core Sci.	3	
Core Sci.	3	
Core Sci.	3	
<i>Language, Philosophy & Culture (3 hrs)</i>		
Core LPC	3	
<i>Creative Arts (3 hrs)</i>		
Core Arts	3	
<i>Social & Behavior Sciences (3 hrs)</i>		
AGEC 105, AGLS 235, ECON 202 or ECON 203	3	
<i>American History & Political Science (12 hrs)</i>		
Core Hist.	3	
Core Hist.	3	
POLS 206	3	
POLS 207	3	
General Electives (15 Hrs)		
	3	
	3	
	3	
	3	
	3	

Major Coursework <i>(39 hours)</i>		
HMGT 201	3	
HMGT 210	3	
HMGT 211	3	
HMGT 223	3	
HMGT 312 (W)	3	
HMGT 314	3	
HMGT 331	3	
HMGT 340 (CD)	3	
HMGT 384	2	
HGMT 450	3	
HMGT 481	1	
HMGT 484	3	
HMGT 451	3	
ACCT 229	3	
Supporting Coursework <i>(24 hours)</i>		
HMGT 352	3	
HMGT 353	3	
ISTM 210	3	
MKTG 321 (C)	3	
MGMT 363	3	
SCMT 364	3	
FINC 341 or MGMT 311	3	
FINC 341, FINC 371, MGMT 311, MGMT 439, MGMT 440, MKTG 322, MKTG 345, or SCMT 334	3	
120 Total Degree Hours		

Additional Graduation Requirements for All Students: <i>To be met through HMGT requirements or electives</i>		
<i>Designated Writing Intensive (2 courses)</i>		
HMGT 312	3	
MKTG 321	3	
<i>International & Cultural Diversity (3 hours)</i>		
ICD	3	
<i>Cultural Diversity (3 hours)</i>		
HMGT 340	3	
<i>Foreign Language</i>		
<i>A minimum of one year (2 semesters) of foreign language is required. This degree requirement can be satisfied by the satisfactory completion in high school of two full years of the same foreign language or one year (2 semesters) of the same language at the college level.</i>		
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Limitation Only one of the following will satisfy the requirements for a degree: MATH 131, MATH 142, MATH 147, MATH 151, and MATH 171.		
Limitation Only one of the following will satisfy the requirements for a degree: MATH 140, MATH 141, MATH 166 and MATH 168.		
Limitation Only one of the following will satisfy the requirements for a degree: MATH 148, MATH 152, and MATH 172.		
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Limitation Only one of the following will satisfy the requirements for a degree: MATH 304, MATH 309, MATH 311, and MATH 323.		
Limitation Only one of the following will satisfy the requirements for a degree: STAT 201, STAT 301, STAT 302 and STAT 303. RPTS requires STAT 201		
See a complete list of limitations on Howdy Degree Evaluation		



HMGT Internships

Two HMGT related internships are required as part of the HMGT plan.

HMGT 384

2.0 Credit hours, 200 work hours plus assignments.

Pre-requisites:

- HMGT 201
- HMGT 223
- HMGT 481

Junior or Senior classification

Grading and Evaluation (subject to change)

Virtual meeting with on-site supervisor, student, and internship coordinator	15 points
Reports (2)	35 points
Evaluations (by supervisor and self) (2)	30 points
Hourly log reports (2)	10 points
Resume	10 points

HMGT 484

3.0 Credit hours, 300 work hours plus assignments.

Pre-requisites:

- HMGT 340
- HMGT 384

Junior or senior classification

Grading and Evaluation (subject to change)

Virtual meeting with on-site supervisor, student, and internship coordinator	5 points
Reports (4)	45 points
Media display	10 points
Evaluations (by supervisor and self) (2)	25 points
Hourly Log Reports (2)	10 points
Resume	5 points



HMGT Internships Cont.

What must employers provide?

- A minimum of 200 work hours for HMGT 384, and 300 work hours for HMGT 484 (including training) related to hospitality, hotel, tourism, event management, recreation, or park management
- A clear description of the internship tasks/roles
- Training and orientation; availability to answer questions related to internship reports written by the intern for their assignments
- On-going mentorship and guidance, including electronic evaluation forms submitted at the midpoint and end of the internship hours

Note: Internships may be paid or unpaid. Many job titles are acceptable for internship credit; you don't have to be called an "intern" by your employer. You may log up to 60 hours per week, or take a part-time position and spread it out over two semesters. Many students choose to pursue their internship during the summer.

Where can you find a position?

The TAMU Career Center HireAggies job portal https://tamucsm.symplicity.com/students/index.php?signin_tab=0

You may specify your searches to positions related to the HMGT major.

Paperwork and action required by the HMGT Department

- Job Listings can be found at this [link](#)
- Submit your [Internship Approval Form](#)
- Once you receive approval, register for 2 hours for HMGT 384 and 3 hours for HMGT 484



Probation Policy

The Department of Recreation, Park and Tourism Sciences follows the College-wide Probation & Dismissal policies:

College of Agriculture and Life Sciences Probation & Dismissal Policies

According to student rule 12.1 (<http://student-rules.tamu.edu/rule12/>), a student is scholastically deficient when:

- 12.1.1 His/her/their semester grade point ratio is less than 2.00; or
- 12.1.2 His/her/their cumulative grade point ratio is less than 2.00; or
- 12.1.3 The cumulative grade point ratio in his/her/their major field of study is below a 2.00; or
- 12.1.4 He/she/their is not meeting college and/or major course of study grade point requirements

Disclaimer: The below College of Agriculture and Life Sciences policies are subservient to any policy set forth by Texas A&M University, the Texas A&M System, or state or federal statutes. Departments within the College of Agriculture and Life Sciences are permitted to have more stringent requirements to determine scholastic deficiency within their majors.

Probation & Dismissal Policies

A student is determined if they are scholastically deficient at the end of each long semester (fall or spring) and/or at the end of each long and summer semester. Students who are deemed scholastically deficient are either placed on probation, dismissed from their major, or suspended by the university. The College of Agriculture and Life Sciences policy defines scholastic deficiency as an overall/ cumulative or term/semester GPA below a 2.0.

Overall/Cumulative GPA below 2.0

- 1st Semester < 2.0:
 - Academic Probation and blocked from registration until meeting, or other requirement (i.e. probation contract/acknowledgment is signed, etc.) is met with the department
 - Requirement met by the term add/drop deadline. If the requirement is not met, student's schedule will be dropped and/or blocked from continuous registration.
- 2nd Semester < 2.0 and previous academic probation terms are NOT met:
 - Student is dismissed from major with the option to appeal for continued enrollment
 - If an appeal is granted, the student is on final probation and will NOT be allowed to pre-register for the following term until the terms of probation are verified to have been met.
- 2nd Semester < 2.0 and previous academic probation terms ARE met:
 - Student will continue on final probation
- 3rd Semester < 2.0:
 - Student will be dismissed from major with no option to appeal
 - Dismissed students will be eligible to apply for readmission at a date and under terms to be determined by the department

If a student meets the terms of their probation and falls below a 2.0 overall GPA in a subsequent semester, the student will be dismissed from the major with the option to appeal.



Probation Policy Cont.

Term/semester GPA below 2.0

- 1st Term GPA < 2.0:
 - Student will be placed on term academic probation and will receive a letter and/or email notifying them of this
 - Student will be blocked from registration until a meeting or possible other requirements are met with the department
 - Students could be recommended to utilize various student services on campus. These services can include, but are not limited to: Academic Success Center, Student Counseling Services, Student Disability Services, Writing Center, Veteran Resource and Support Center, Student-Athlete Services, etc.
- 2nd Term GPA < 2.0:
 - Students will be dismissed from their major with an option to appeal
 - If an appeal is granted, the student will be placed on final probation
 - Students will be required to utilize various student services on campus. These services can include, but are not limited to: Academic Success Center, Student Counseling Services, Student Disability Services, Writing Center, Veteran Resource and Support Center, Student-Athlete Services, etc.
- 3rd Term GPA < 2.0:
 - Students will be dismissed from their major with no option to appeal
 - Dismissed students will be eligible to apply for readmission at a date and under terms to be determined by the department

Term GPAs do not need to be consecutive to determine probation and/or dismissal.



TAMU PROCEDURES



Graduation

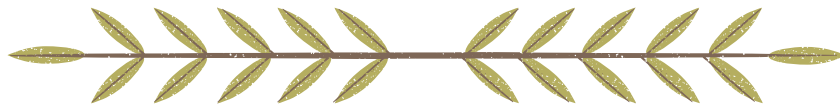
graduation.tamu.edu

- A minimum of 36 hours of 300-and/or 400-level coursework must be successfully completed in residence at Texas A&M University. At least 12 of these 36 semester hours must be "in the major."
- Students must have a minimum GPR of at least a 2.0 overall, in major and (for Agribusiness majors) in CBK course work.
- Students must have settled all financial obligations to the university and completed the graduation application in Howdy.
- Detailed requirements for graduation are listed in the Undergraduate Catalog and in the Texas A&M University Student Rules, Rule 14.
- For helpful information in preparing for graduation, see the "**Graduation Checklist**" included on the website listed above.
- To graduate with Latin Honors, a student must complete at least 60 passed hours at Texas A&M University or Texas A&M University at Galveston (excluding Credit by exam and Graduate Level courses) and meet the following GPR requirements:

Summa Cum Laude: 3.9 or above

Magna Cum Laude: 3.70 through 3.899

Cum Laude: 3.5 through 3.699



Aggie Ring Information

<https://www.aggienetwork.com/ring/>

- 90 total completed undergraduate or professional hours
- 45 completed institution undergraduate or professional hours
- 2.0 minimum cumulative GPR
- Must not be on academic probation, suspension, dismissal, expulsion, or on honor violation probation from Texas A&M University

Please visit the Aggie Ring website at

<http://www.aggienetwork.com/ring/qualifications.aspx>

or contact the Ring Office at 979-845-1050 for more information



Howdy

Connecting you to Texas A&M

As a current student, you have access to academic, billing, and financial aid information with your Net ID and password in the Howdy portal.



My
Dashboard

Your *My Dashboard* inside *HOWDY* has many tools including, but not limited to:

- *Degree Evaluation*
- *Undergraduate Degree Planner*
- *Credit by Examination*

Credits By Examination

Advanced Placement and International Baccalaureate credit. Students should verify with an advisor before accepting any AP/IB credit. All scores from all tests (SAT/ACT/AP/IB/MPE/etc.) that have been received at Texas A&M are available in the “My Record” menu of the “My Dashboard.”

Transcripts

A listing of all courses on record at Texas A&M. This includes current coursework (in progress) and completed coursework.

Students are able to print unofficial transcripts from the “Academic Record and Planning” section in the “My Record” menu under “My Dashboard.” Students may also request official Texas A&M transcripts at the same location (there will be a fee associated with ordering an official transcript).

Registration Holds

Students are responsible for continuously checking for holds on their account. Holds can prevent you from registering for classes, so be sure to check your account on a regular basis!

How to check holds in Howdy:

<https://cdn.eis.tamu.edu/public/MyRecord/Registration-Readiness.mp4>

You will have some holds to take care of early in your first semester.

Hint: Take care of these **before midterms!**

Bacterial Meningitis

You must submit your evidence of vaccination before your NSC. You **cannot register** for your first semester until you have completed this requirement!

<https://admissions.tamu.edu/apply/admitted-students/meningitis-vaccination-requirement>

High School Transcript

Be sure to submit your official high school transcript before the first week of classes! Students that do not complete this will not be able to make changes to their schedule or register for second-semester classes.

Title IX Training

(a.k.a. Haven Training)

Part of being able and ready to assist a fellow Aggie comes from an understanding of the issues surrounding behaviors associated with sexual harassment and sexual violence. As a result of this need for education, and a desire to work towards a safer community for all members, TAMU is requiring all incoming students to engage in our online education program called Haven. You are asked to complete this education in two parts: pre and post education. After an intersession of 30 days, you will receive an email notification to complete Part 2.

You must complete this prior to preregistration for your second semester at TAMU

<https://studentlife.tamu.edu/deansoffice/titleix/training/>



Things to Know About

Registering for Classes

Here's a few tips to help you get the classes you need!

- Learn how to use the **Aggie Schedule Builder** by watching this informative video
 - https://youtu.be/2_F17DvpCG4
- When considering a class section, always click on the course title to check:
 - **Prerequisites**=classes that have to be completed before taking this course
 - **Restrictions**=what students can take this particular section (if you don't match the restrictions for the section you are looking at, check the restrictions on a different section of the class)
 - **Instructor/Meeting Times**: where the class is located (i.e. will you have enough time to make it back and forth between classes)
- Unless you are an honors student, avoid trying to register for sections with "HNR" in the title

Types of Registration Periods

Pre-Registration=Early start on registration for currently enrolled students based on attributes/classification

Open Registration=Any current student can make changes


Add-Drop Week=First week of classes (see Academic Calendar for dates)

TIP:

Remember to check your Pre-Registration time ticket in the My Profile tab in Howdy each semester so you don't miss your head-start on registering for classes!



Success Tools



To better understand your academic requirements for graduation, you should be using all the tools below.

Be sure to use them each semester!

Academic Calendar

This is a schedule of all of the events that occur in an academic year. This includes important deadlines!

<https://registrar.tamu.edu/Catalogs,-Policies-Procedures/Academic-Calendar>

Undergraduate Catalog

The Undergraduate and Graduate and Professional catalogs provide information about the academic programs of Texas A&M University to students, prospective students, faculty, and staff of the University. This includes information concerning admissions, academic regulations, and requirements, services available to students,

<https://catalog.tamu.edu>



Tools Continued...

Core Curriculum

<https://catalog.tamu.edu/>

University Core Curriculum requirements are associated with your catalog year! When looking at degree requirements, be sure to pull up your specific catalog. This may mean you need to click "Archives" when pulling up the catalog.

Once you open your specific catalog, you will find the Core Curriculum by clicking on the following steps...

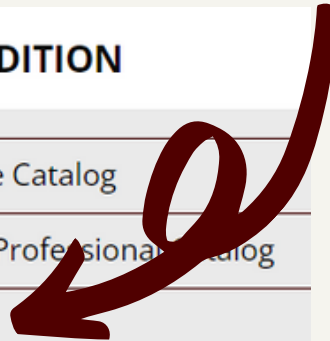
General Information > University Core Curriculum

2023-2024 EDITION

Undergraduate Catalog

Graduate and Professional Catalog

Archives



In addition to the catalog, you can use <https://core.tamu.edu/> but you are responsible for confirming the core courses listed on this site by viewing the catalog at <https://catalog.tamu.edu/>



Dropping Courses

Q- Drops

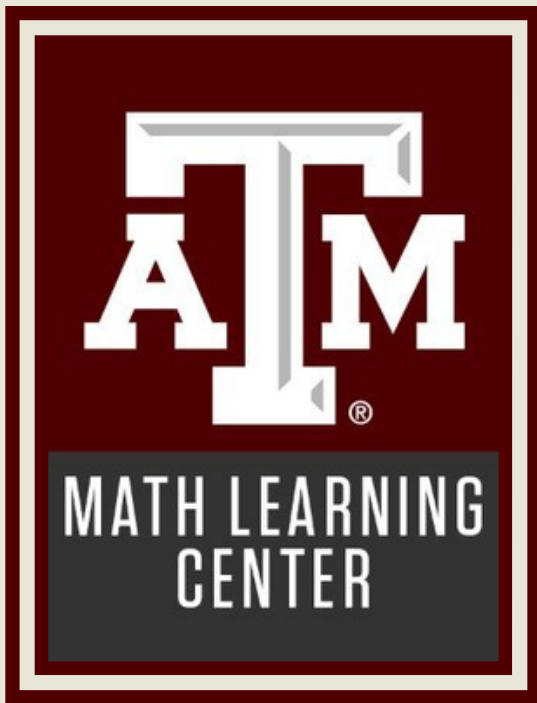
1.18.4 Undergraduate students will normally be permitted four Q-drops during their undergraduate studies; however: State law prohibits students from having more than six dropped courses from all state institutions attended during their undergraduate career. Q-drops in one-hour courses will not count in the Texas A&M limit of four but will be included in the State-mandated limit of six dropped courses. If a lecture and companion lab are dropped at the same time, this will count as one Q-drop rather than two.

Students should plan to submit Q-drops prior to noon on the day of the deadline in order to allow enough time for processing the request before the system closes at 5 pm. For more information, visit: <https://student-rules.tamu.edu/rule01/>

Withdrawing

Please refer to <https://student-rules.tamu.edu/rule17/> for more information regarding withdrawals. The official withdrawal form can be found in Howdy under the “My Record” tab; however, please be sure to consult with an advisor before withdrawing from the University. The deadline to withdraw without documentation is the last day to Q-drop (see TAMU Academic Calendar). A student may be allowed to withdraw after the Q-drop deadline, but only in the event of unusual or extenuating circumstances.





DID YOU KNOW THAT TEXAS A&M OFFERS TUTORING RESOURCES AND SUPPLEMENTAL INSTRUCTION SESSIONS FOR MANY CLASSES?

THESE RESOURCES ARE COVERED AS A PART OF YOUR STUDENT FEES, SO BE SURE TO TAKE ADVANTAGE OF THESE RESOURCES EARLY IN THE SEMESTER!

WORRIED
ABOUT
GRADES???

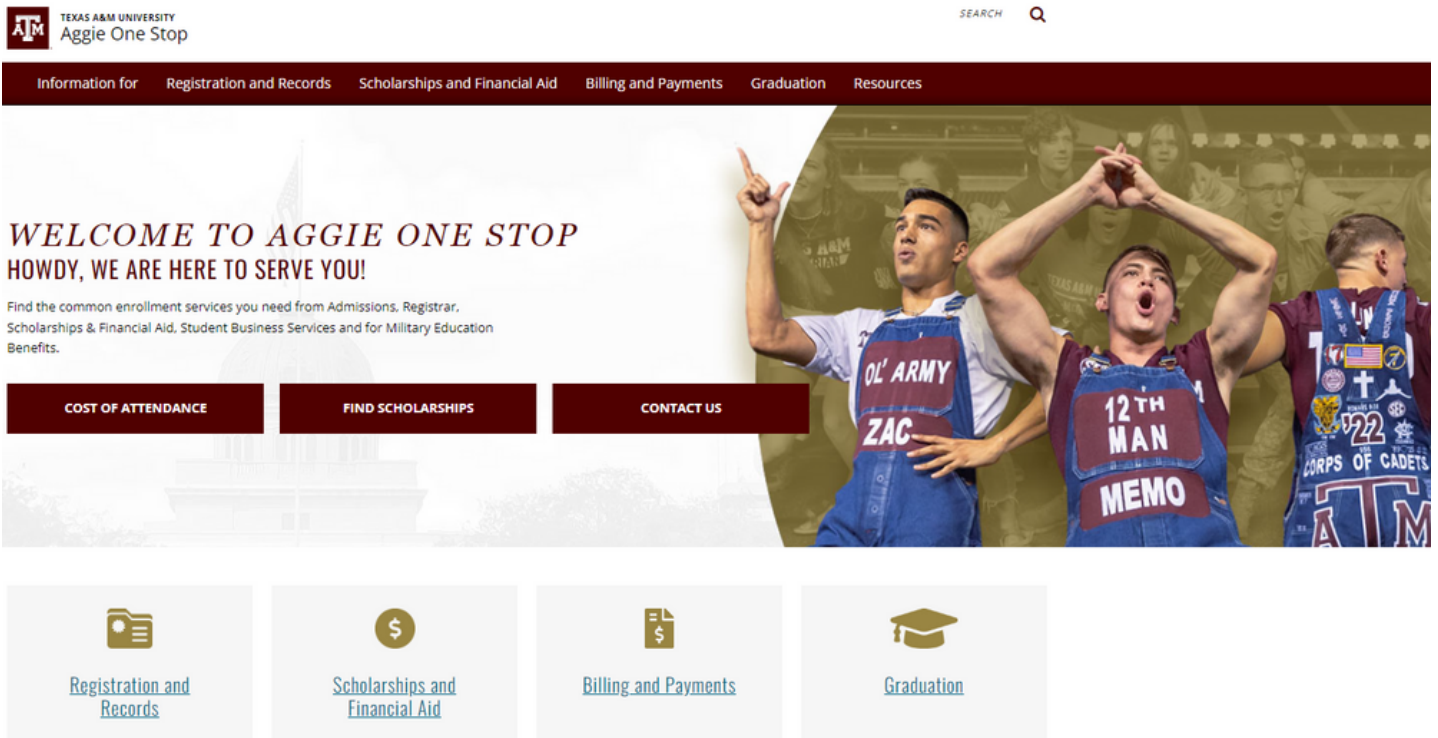
CHECK OUT THESE RESOURCES BEFORE YOUR FIRST TEST!



Tools Continued...

Aggie One Stop

<https://aggie.tamu.edu/>



The screenshot shows the Aggie One Stop website homepage. At the top left is the TAMU logo and the text "TEXAS A&M UNIVERSITY Aggie One Stop". To the right is a "SEARCH" button with a magnifying glass icon. Below this is a navigation bar with links: "Information for", "Registration and Records", "Scholarships and Financial Aid", "Billing and Payments", "Graduation", and "Resources". The main content area features a large banner image of three Aggie students in blue overalls with "OL' ARMY ZAC", "12TH MAN MEMO", and "CORPS OF CADETS" on them. To the left of the banner, the text reads "WELCOME TO AGGIE ONE STOP" and "HOWDY, WE ARE HERE TO SERVE YOU!". Below this is a sub-header: "Find the common enrollment services you need from Admissions, Registrar, Scholarships & Financial Aid, Student Business Services and for Military Education Benefits." Underneath are three dark red buttons: "COST OF ATTENDANCE", "FIND SCHOLARSHIPS", and "CONTACT US". At the bottom, there are four light blue boxes with icons and text: "Registration and Records" (folder icon), "Scholarships and Financial Aid" (dollar sign icon), "Billing and Payments" (bill icon), and "Graduation" (grad cap icon).

Find the common enrollment services you need from Admissions, Registrar, Scholarships & Financial Aid, Student Business Services, and Veteran Services.



Tools Continued...

Registrar's Website

<https://registrar.tamu.edu/>

The TAMU Registrar's Office has almost everything you could ever need to know during your time at TAMU. The list on the right is just a select number of tools found on this site.

Other helpful information found includes, but is not limited to:

Enrollment Status Definitions

Q drop and Other Forms

Late Add & Drop

Add/Drop & Q Drop Deadlines

Withdrawing from the University

Current Students

- Classroom Communication Concerns
- Student Name Change
 - Student Preferred First Name
- Student Worker Early Registration
- Registration Schedules
 - Undergraduate
 - Graduate and Professional
- Undergraduate Degree Planner
- University Approved Minors
- Residency for In-State Tuition
- Graduation
- Tuition Rebate
- National Student Clearinghouse

Other Student Resources

- TAMU Student Rules
- Classroom List & Utilization
- Student Business Services
- Scholarships & Financial Aid
- Graduate and Professional School



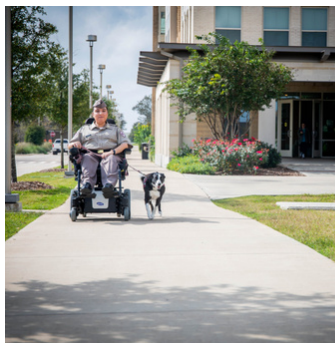
ON CAMPUS RESOURCES

FULL LIST IS FOUND AT [HTTPS://STUDENTAFFAIRS.TAMU.EDU/STUDENTS/](https://studentaffairs.tamu.edu/students/)



COUNSELING & PSYCHOLOGICAL SERVICES

CAPS.TAMU.EDU
@TAMUCAPS
@TAMU_CAPS



DISABILITY RESOURCES

DISABILITY.TAMU.EDU



ACADEMIC SUCCESS CENTER

ASC.TAMU.EDU
@SUCCESTAMU



STUDENT ASSISTANCE SERVICES

STUDENTLIFE.TAMU.EDU/SAS
@TAMU_STUDENTLIFE



MULTICULTURAL SERVICES

DMS.TAMU.EDU
@DMSTAMU



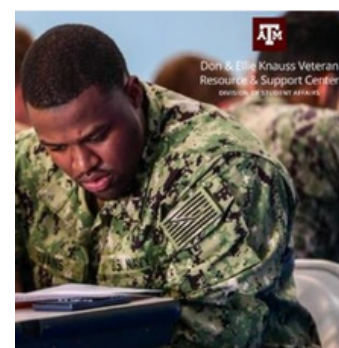
LGBTQ+ PRIDE CENTER

STUDENTLIFE.TAMU.EDU/LGBTQ
@TAMULGBTQ



WOMEN'S RESOURCE CENTER

STUDENTLIFE.TAMU.EDU/WRC
@TAMUWRC



VETERANS RESOURCE & SUPPORT CENTER

AGGIEVETERANS.TAMU.EDU
@VRSC.TAMU



ON CAMPUS RESOURCES CONT.

FULL LIST IS FOUND AT [HTTPS://STUDENTAFFAIRS.TAMU.EDU/STUDENTS/](https://studentaffairs.tamu.edu/students/)



INTERNATIONAL STUDENT SERVICES

ISS.TAMU.EDU
@TAMUISS

STUDENT HEALTH SERVICES

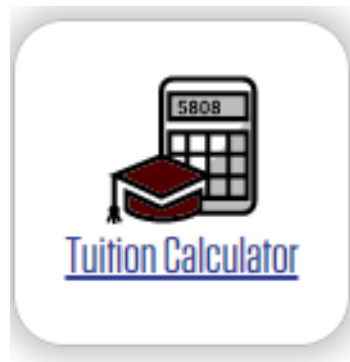
SHS.TAMU.EDU
@TAMU_SHS

CAREER CENTER

CAREERCENTER.TAMU.EDU
@HIREAGGIES

SEXUAL ASSAULT RESOURCES

TITLEIX.TAMU.EDU
STEPINSTANDUP.TAMU.EDU



SCHOLARSHIPS & FINANCIAL AID

FINANCIALAID.TAMU.EDU
@TAMUSFAID

DIVISION OF INFORMATION TECHNOLOGY

IT.TAMU.EDU
@TAMUIT

STUDENT BUSINESS SERVICES

SBS.TAMU.EDU

EDUCATION ABROAD

ABROAD.TAMU.EDU
@TAMUABROAD
@ABROADTAMU



