

TEXAS A&M ESSENTIALS

provost.tamu.edu

November 2016



TEXAS A&M
UNIVERSITY

Office of the Registrar

OUR MISSION: SERVICE

The Office of the Registrar has the primary responsibility of maintaining academic records of all current and former students. The Office of the Registrar, aligned with the [Vision 2020](#) initiatives, has two priority goals: to maintain a high quality of service to all who come into contact with the office; and maintain and protect the integrity of the student record in accordance with University, state and federal guidelines. Some of our primary responsibilities include:

- Recording final course grades to student records
- Processing requests for modifications to the official student record (e.g., changes of grades, name changes)
- Reporting student enrollment information for the purposes of determining eligibility for student financial aid
- Creating the University Academic Calendar
- Production of the undergraduate catalog and the graduate and professional catalog for Texas A&M University
- Providing assistance to administrators, faculty, and staff regarding the process for the development of new courses and degree programs as well as the implementation of changes to existing courses and programs for the University
- Maintaining degree program and certificate requirements submitted by academic departments
- Organizing commencement activities, conducting graduation clearance for all undergraduate degree candidates, ordering diplomas for all degree candidates, & production of commencement programs
- Making determinations of residency for tuition purposes and responding to inquiries regarding requirements for establishing Texas residency for tuition purposes
- Archiving student records and maintaining the integrity and security of those records
- Responding to lawful requests for access to student record data and information
- Ensuring Texas A&M University is in compliance with the Family Educational & Rights Privacy Act
- Scheduling classrooms within the University classroom inventory
- Coordinating the schedule of classes and administering the process by which students register for classes
- Processing requests for official Texas A&M University transcripts for all current & former students
- Determining academic eligibility for the \$1,000 Tuition Rebate and Texas B-On-Time Loan Forgiveness
- Administering Excess Credit Hour notifications and providing course audit information related to excess credit hours
- Administering the Reverse Transfer program for students transferring to Texas A&M from two-year institutions
- Certifying academic eligibility for NCAA & club sport athletes
- Notarizing transcripts, diplomas, and other TAMU documents for the campus community
- Responding to requests for access to student academic information within the TAMU student information system

Office of the Registrar

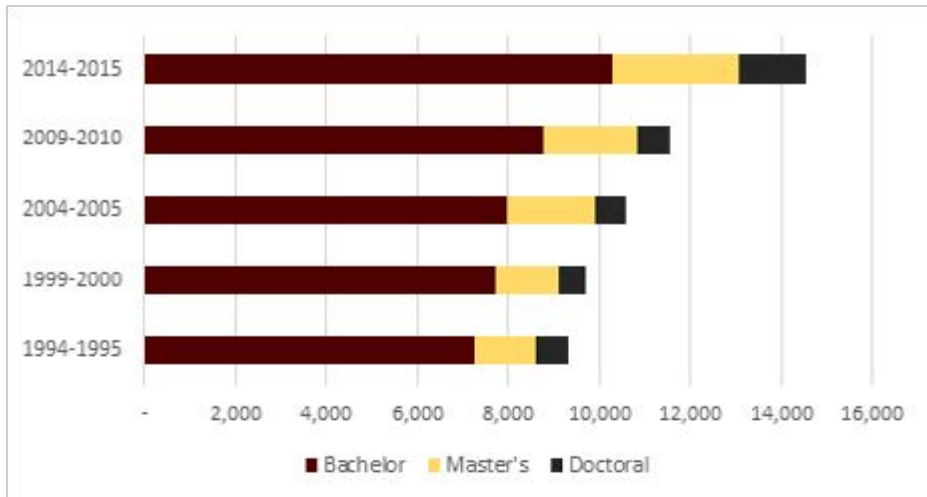
0100 TAMU

College Station, TX 77843-0100

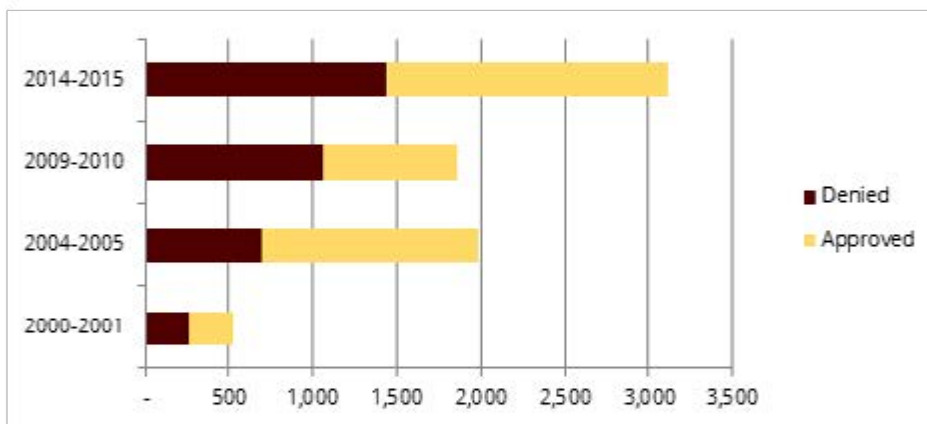
Tel. 979.845.1031 | Fax. 979.845.4757

registrar.tamu.edu

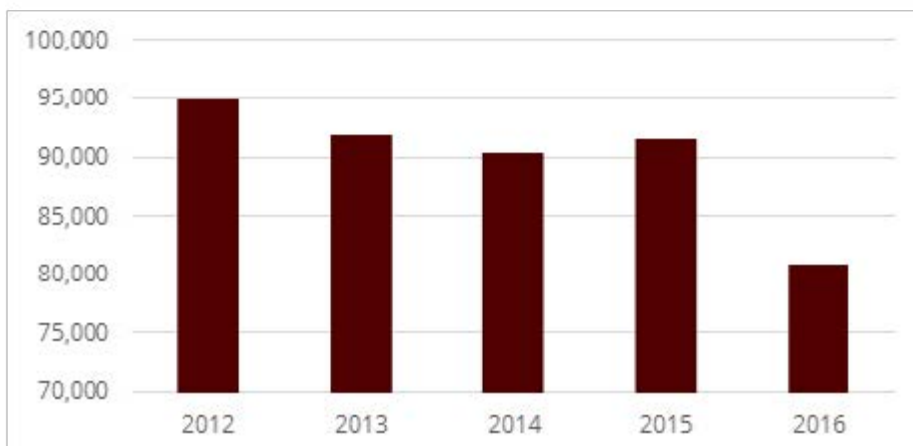
DEGREES AWARDED BY TEXAS A&M UNIVERSITY* 1994 – 2016



TUITION REBATE APPLICATIONS 2000 – 2015



TRANSCRIPTS PROCESSED ANNUALLY 2012 – 2016**



*Excludes Qatar and Galveston campuses

**2016 transcript data includes January through October 2016.



RESOURCES

- Office of the Registrar
registrar.tamu.edu
- University Catalogs
catalog.tamu.edu
- Curricular Services
curricularservices.tamu.edu

