

Graduate Policies & Procedures

2017-2018



Soil and Crop Sciences
&
Molecular and Environmental
Plant Sciences

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Introduction and Overview

The mission of the Department of Soil and Crop Sciences (hereafter referred to as the Department) is:

- To prepare students for careers in soil, plant, and environmentally related disciplines.
- To discover scientific knowledge and to develop technologies to sustain environmentally sound and profitable production systems.
- To ensure that technology development and transfer to user clientele and society in general is effective and timely.
- To promote the wise use, management and stewardship of soil, plant, and water resources.

Graduate education is essential to meeting this mission. Graduate students are an extension of professorial research efforts which in turn provides the necessary practical training for the next generation of research scientists. Courses are designed to provide a logical progression of learning the technical aspects within each of the Department's disciplines. In addition to the Agronomy, Plant Breeding, and Soil Science programs, the Department is home for the Molecular and Environmental Plant Sciences (MEPS) program. The Department also houses faculty who are members of the Food Science and Technology, Genetics, and Water Management and Hydrological Science programs intercollegiate faculty.

The commodities of research emphasis in the Department are cotton, small grains, corn, grain sorghum, peanuts, forages, turf grasses and bioenergy crops. Research disciplines include cereal chemistry food quality; herbicides and weed control; soil-plant-water relationships; soil clay mineralogy; soil chemistry and fertility; soil genesis; soil microbiology; soil physics; crop management; crop breeding; crop physiology; tissue culture; genetics; disposal of organic wastes; and land reclamation.

The student's graduate program is planned to ensure adequate training in botany, biochemistry, chemistry, genetics, geology, mathematics, physics, physiology, or other sciences that deal with the fundamental truths in an area of specialization. Interdisciplinary programs involving members of other departments on campus are possible.

The facilities of the Department are many and varied. They include laboratories for: studying the food qualities of cereal and other grains; soil testing to provide information on the fertility of individual soils and to aid in increasing crop yields; genetic and cytologic studies of forage plants, bioenergy plants, corn, cotton, peanuts, turfgrasses, and sorghum; environmental studies of soils and plants; studying the chemistry of soil; weed ecology and pesticide fate; the study of herbicides for the control of weeds in modern agriculture soil and water microbiology, and the impact of modern agriculture on the environment. The Department has several greenhouses and large growth chambers. Collections of food and fiber plants are maintained for use in teaching and research. The University maintains a large farm operation for field research. Ambitious students will have ample opportunity to be exposed to laboratory, greenhouse, and field research activities as they advance toward their educational goals. The facilities of the electron microscopy and other specialized laboratories can be used on a service basis. Other research equipment on campus may be used by arrangement. Most of the department is housed in the Heep Center.

Office of Graduate and Professional Studies302 Jack Williams Administration 845-3631 <http://ogaps.tamu.edu>**Thesis Office, *Submit thesis/dissertations***

Evans Library 845-2225

Off Campus Center*, Housing assistance, etc.Department of Student Life 845-1741 stulife@tamu.edu

*Potential graduate students should check web sites such as www.monstermoving.com and the Bryan-College Station Eagle (local newspaper) at www.theeagle.com for additional information concerning housing in the Bryan-College Station area.

Frequently Used 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
Graduate Student Services	845-1741
Health Center	458-8316
Helpline	845-2700
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
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

Degrees Available

Program Area	Degree**
Agronomy	M.S., Ph.D.
Food Science and Technology*	M.S., Ph.D.
Genetics*	Ph.D.
Molecular and Environmental Plant Sciences*	M.S., Ph.D.
Plant Breeding	M.S., Ph.D.
Soil Science	M.S., Ph.D.
Water Management and Hydrological Sciences*	MS., Ph.D.

* These degrees are through their respective Intercollegiate Faculty; Soil and Crop Sciences serves as the students home department if their committee chair is Soil and Crop Sciences faculty.

** The M.S. and Ph.D. degrees require a thesis or dissertation, respectively, dealing with the original research.

Scholastic Requirements

This document summarizes policies and procedures to be followed by graduate studies in Soil and Crop Sciences. Students should consult the Graduate Catalog or the Office of Graduate Studies as the final authority on all matters discussed in the handbook.

Grade Point Average

Graduate students must maintain a grade point average (GPA) of 3.0 (4.0 scale) for all courses which are listed on the degree plan; as well as for all graded graduate and advanced undergraduate course work (300 and 400 level) completed at Texas A&M and eligible for application toward a graduate degree. Graduate students will not receive graduate degree credit for undergraduate courses taken on a satisfactory/unsatisfactory (S/U) basis. Graduate courses on the degree plan may not be taken S/U, except for 681, 684, 690, 691, 692, 693, 695, and 697. Graduate courses not on the degree plan may be taken S/U.

If either a student's cumulative GPA or the GPA for courses listed on the degree plan fall below 3.0, he or she will be considered scholastically deficient and may be dropped from the University unless the minimum GPA is attained by the end of the next long semester. The student will have one semester to bring their GPA back to 3.0 or risk loss of their assistantship. Various scholarships have varying requirements for minimum GPA in order to retain the scholarship.

Additional information can be found in the Texas A&M University Graduate Catalog, which can be found on-line at www.tamu.edu/admissions/catalogs/.

Requirements Leading to the Master of Science Degree in Soil and Crop

1. 32 graduate credit hours beyond the B.S. degree; general requirements are:
 - a. 23 course hours approved by the student's advisory committee and the Office of Graduate Studies.
 - b. Statistics 651 or equivalent.
 - c. Graduate seminar (1 hr).
 - d. No more than 8 hours of SCSC 691 (Research) or SCSC 685 (Directed Studies).
*Do not register for any 684, 685 or 691 course with a 700 section number.
 - e. No more than 9 hours of upper level (300 or 400) undergraduate courses and no graduate credit for the following courses required for a B.S. degree:
 - SCSC 101
 - SCSC 105
 - SCSC 301
 - f. See Graduate Catalog for additional requirements, www.tamu.edu/admissions/catalogs/.
2. A thesis written on original research as directed by student's advisory committee.

Requirements Leading to the Doctor of Philosophy Degree in Soil and Crop

1. 64 graduate credit hours beyond the M.S. degree (or 96 hours beyond the B.S. degree in cases where no M.S. degree is obtained; general requirements are:
 - a. No set number of course hours is required; however, most committee chairs and advisory committees demand from 32 to 40 semester hours of classroom study, which usually includes courses in fields other than agronomy.
*Do not register for any 684, 685 or 691 course with a 700 section number.
 - b. Graduate seminar (1 hr).
 - c. Students who accumulate more than 99 semester credit hours may be required to pay out-of-state tuition on any additional hours.
 - d. See Graduate Catalog for additional comments: www.tamu.edu/admissions/catalogs/.
2. A dissertation written on original research as directed by the student's advisory committee.

MEPS Degree Requirements

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.

Requirements Leading to the Master of Science Degree in MEPS

1. 32 graduate credit hours beyond the B.S. degree; general requirements are:
2. 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.

Requirements Leading to the Doctor of Philosophy Degree in MEPS

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.
3. Students should take Biochemistry 601 if they lack an adequate back-ground 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.

Steps Leading to a Master of Science Degree

There are several steps that must be successfully completed to fulfill the requirements for the M.S. degree in Soil and Crop Sciences and MEPS. These include:

Committee Structure

Most graduate students will know their advisory committee chair at the time they are admitted to the Department. In their first semester at Texas A&M, students should consult with their committee chair (and co-chair, if applicable) and establish their committee members. All committee members must be members of the Graduate Faculty at Texas A&M University. Faculty and other additional members can be appointed who are not members of the Graduate Faculty as Special Appointments. These Special Appointments can come from other universities, government agencies, or private industry. Special Appointments should bring specific expertise to the committee structure that will be advantageous to the student's training and research. Special Appointees are "extra" appointments and do not count against the required number of committee members. Students should meet with Dr. Wayne Smith (SCSC) or Dr. Dirk Hays (MEPS) for more information regarding special or "extra" committee appointments, if questions arise.

Master of Science committees are composed of the chair and at least 2 additional members. One of the additional members may be a co-chair. The chair or at least one of the co-chairs must be from SCSC if you are a SCSC student, or MEPS if you are a MEPS student. At least one of the remaining members must be from another TAMU department or Faculty. Adjunct faculty from USDA or other agencies may serve as committee members representing the department to which they are adjunct if they are members of the Graduate Faculty.

Submit a Degree Plan

In consultation with their advisory committee, students MUST submit a degree plan that identifies the courses leading to the M.S. degree. The degree plan (<http://ogsdps.tamu.edu>) must be approved by the student's advisory committee, Dr. Wayne Smith (SCSC) or Dr. Dirk Hays (MEPS), and the Office of Graduate and Professional Studies. The degree plan must be submitted to OGAPS before the end of the student's second long semester and no later than 90 days prior to final oral or thesis defense. Failure to do so will result in a registration block being placed on the student by OGAPS. This is an on-line process initiated by the student after consultation with their advisory committee.

Submit a Thesis Proposal

In consultation with their advisory committee, students MUST submit a thesis proposal that identifies the research problem which the student has been assigned, a partial literature review of the problem, objectives of the research, and the student's approach to the research. The thesis proposal (<http://ogaps.tamu.edu>) must be approved by the student's graduate advisory committee, Dr. Wayne Smith (SCSC) or Dr. Dirk Hays (MEPS), and the Office of Graduate Studies. The document MUST be submitted no less than 20 days prior to the submission of the Request for the Final Examination.

Apply for Degree and Pay Graduation Fees

These items must be accomplished during the first week of the student's final semester. Students should note this and all deadlines on the OGAPS (<http://ogaps.tamu.edu>) calendar.

Submit Thesis to Advisory Committee

Well before submitting a request to schedule the thesis defense, students should meet with their committee chair and confirm that all course work is completed or will be complete in an appropriate manner. INTERNATIONAL STUDENTS should confirm with their committee chair that all English language requirements have been completed. When all course work and English language requirements are satisfied, the student may submit his/her thesis to their committee.

Complete Residence Requirements

Graduate students who have lived away from College Station and attended classes at the College Station campus in a sporadic fashion must verify with OGAPS that they have met the residence requirements. These requirements state that the student must reside and attend classes at the College Station campus for 2 consecutive long semesters. OGAPS must confirm that the residence requirement has been fulfilled before the student may defend their thesis.

Submit Request to Schedule Final Exam

The request to schedule the student's thesis defense must be submitted to OGAPS (<http://ogaps.tamu.edu>) at least **10 working days** prior to the exam. There may be additional time requirements posted on the OGAPS calendar. The request must be approved by the student's advisory committee chair, co-chair if applicable, and Dr. Wayne Smith - Graduate Coordinator.

The exam results must be returned to OGAPS within 10 working days of the scheduled date of the exam.

Submit Thesis

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). Students should check the OGAPS calendar for semester deadlines relative to submission and graduation. The thesis must be approved by the advisory committee and Dr. Wayne Smith.

The steps leading to an M.S. degree are illustrated on the following page:

Summary of Steps to Fulfill Master of Science Degree in SCSC or MEPS

Item	Description
Meet with Departmental Graduate Coordinator	<i>When:</i> Before first semester registration
Establish Advisory Committee	<i>When:</i> During student's first semester
Submit Degree Plan	<i>When:</i> Before the end of student's second long semester and no later than 90 days prior to final oral or thesis defense. (OGAPS will block registration for the following semester). <i>Approval:</i> On-line process after consultation with advisory committee.
Submit Thesis Proposal	<i>When:</i> No less than 20 days prior to the submission of the Request for Final Examination <i>Approval:</i> Advisory Committee, Department Graduate Coordinator, Office of Graduate and Professional Studies
Apply for Degree; Pay Graduation Fees	<i>When:</i> During the first week of students final semester (see OGAPS calendar)
Submit Thesis to Advisory Committee <ul style="list-style-type: none"> • Confirm all degree plan courses are complete. • Confirm ELPE, if applicable 	<i>When:</i> Well before submitting request to schedule final exam.
Complete residence requirement, if applicable	<i>When:</i> Before or during final semester <i>Approval:</i> Office of Graduate and Professional Studies
Submit request for permission to schedule final exam	<i>When:</i> 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. <i>Approval:</i> Advisory Committee, Department Graduate Coordinator, Office of Graduate and Professional Studies
Submit Thesis <ul style="list-style-type: none"> • Single .PDF file • Signed approval page 	<i>NOTE:</i> See Thesis Manual for format <i>When:</i> See OGAPS calendar for each semester deadline. <i>Approval:</i> Advisory Committee, Department Graduate Coordinator
If required, submit Research Focus and Benefits Form	<i>NOTE:</i> See Thesis Manual for format. <i>When:</i> See OGAPS calendar for each semester deadline. <i>Approval:</i> Advisory Committee, Department Graduate Coordinator

Steps Leading to a Doctor of Philosophy

There are several steps that must be successfully completed to fulfill the requirements for the Ph.D. degree in Soil and Crop Sciences. These include:

Committee Structure

Most graduate students will know their advisory committee chair at the time they are admitted to the Department. In their first semester at Texas A&M, students should consult with their committee chair (and co-chair, if applicable) and establish their committee members. All committee members must be members of the Graduate Faculty at Texas A&M University. Faculty and other additional members can be appointed who are not members of the Graduate Faculty as Special Appointments. These Special Appointments can come from other universities, government agencies, or private industry. Special Appointments should bring specific expertise to the committee structure that will be advantageous to the student's training and research. Special Appointees are "extra" appointments and do not count against the required number of committee members. Students should meet with Dr. Wayne Smith for further information regarding special or "extra" committee appointments, if questions arise.

Doctor of Philosophy committees are composed of the chair and at least 3 additional members. One of the additional members may be a co-chair. The chair or at least one of the co-chairs must be a Soil and Crop Sciences faculty member, and at least one member must be from another TAMU department. Adjunct faculty from USDA or other agencies may serve as committee members representing the department to which they are adjunct if they are members of the Graduate Faculty.

Submit a Degree Plan

In consultation with their advisory committee, students **MUST** submit a degree plan that identifies the courses leading to the Ph.D. degree. The degree plan (<http://ogaps.tamu.edu>) must be approved by the student's advisory committee, Dr. Wayne Smith, and the Office of Graduate and Professional Studies. The degree plan must be submitted to OGAPS before the end of the student's fourth long semester and no later than 90 days prior to preliminary examination. Failure to do so will result in a registration block being placed on the student by OGAPS. This is an on-line process initiated by the student after consultation with their advisory committee.

Complete English Language Requirements

INTERNATIONAL STUDENTS who fail to score 213 (computer) on the TOEFL or 80 on the Internet Based form (iBT), 6.0 on the IELTS, or 400 on the verbal portion of the GRE are required to take the English Language Proficiency Exam (ELPE). These students must successfully complete all portions of the ELPE, or retake the TOEFL or GRE and score a passing grade before they can schedule their preliminary exams.

Review Prelim Eligibility Requirements

About the end of the fourth or fifth 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 (<http://ogaps.tamu.edu>). This checklist must be approved by the student's advisory committee chair, and Dr. Wayne Smith - Graduate Coordinator. **The checklist must be attached to the "report of exam results" and forwarded to OGAPS after completion of the preliminary exams.**

Announce Prelim Schedule

Once the student's advisory chair is satisfied that all prelim eligibility requirements have been met, the preliminary exam should be announced. The time frame from the first written exam until the oral exam should be approximately 3 weeks. Additional time requirements and deadlines are posted on the OGAPS calendar or in the graduate catalog. The announcement must be approved by the student's committee chair, and co-chair if applicable. A copy of the announcement should be provided to Dr. Wayne Smith - Graduate Coordinator.

Complete Prelims *

The results of the preliminary exams, written and oral, (see OGAPS homepage for the proper form - <http://ogaps.tamu.edu>) must be returned to OGAPS within **10 working days** of the oral examination. The Preliminary Exam Checklist must be attached. The results must be approved by the student's advisory committee. All prelim exams, including the oral prelim, **MUST** be completed at least 14 weeks prior to the student's dissertation defense.

Submit a Dissertation Proposal

In consultation with their advisory committee, the student **MUST** submit a dissertation proposal that identifies the research problem which the student has been assigned, a partial literature review of the problem, objectives of the research, and the student's approach to the research. The dissertation proposal (<http://ogaps.tamu.edu>) must be approved by the student's graduate advisory committee, Dr. Wayne Smith - Graduate Coordinator, and the Office of Graduate and Professional Studies. The document **MUST** be submitted no less than 20 days prior to the submission of the Request for the Final Examination.

Complete Residence Requirements

Graduate students who have lived away from College Station and attended classes at the College Station campus in a sporadic fashion must verify with OGAPS that they have met the residence requirements. These requirements state that the student must reside and attend classes at the College Station campus for 2 consecutive long semesters. OGAPS must confirm that the residence requirement has been fulfilled before students can schedule their final exam.

Apply for Degree and Pay Graduation Fees

These items must be accomplished during the first week of the student's final semester. Students should note this and all deadlines on the OGAPS calendar.

Submit Dissertation to Advisory Committee

Well before submitting a request to schedule the final exam the student should meet with their committee and confirm that all course work is completed, or will be completed in an appropriate time frame. INTERNATIONAL STUDENTS should confirm with their committee chair that all English language requirements have been completed. When all course work and English language requirements are satisfied, the student may submit his/her dissertation to their advisory committee.

Submit Request to Schedule Final Exam *

The request to announce and schedule the student's final exam must be submitted to OGAPS (see OGAPS homepage for proper form—<http://ogaps.tamu.edu>) at least **10 working days** prior to the exam. There may be additional time requirements posted on the OGAPS calendar. The request must be approved by the student's advisory committee chair, co-chair if applicable, and Dr. Wayne Smith (SCSC) or Dr. Dirk Hays (MEPS). *The results of the exam must be returned to OGAPS within 10 working days of the scheduled date of the exam.*

Submit Dissertation

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. Students should check the OGAPS calendar for semester deadlines relative to submission and graduation. The dissertation must be approved by the advisory committee and Dr. Wayne Smith (SCSC) or Dr. Dirk Hays (MEPS).

*** Examinations Logistics**

The student, chair, and committee members may participate in the examination by appropriate distance technology with OGAPS approval. The "Results of the Final Examination" and the "Results of the Preliminary Examination" forms should be faxed to the off-campus participants for their signatures prior to obtaining on campus signatures. All signatures should be on one form.

These steps leading to a Ph.D. degree are illustrated on the following page:

Summary of Steps to Fulfill Doctor of Philosophy Degree in SCSC or MEPS

Item	Description
Meet with Departmental Graduate Coordinator	<i>When:</i> Before first semester registration
Establish Advisory Committee	<i>When:</i> During student's first semester
Submit Degree Plan	<i>When:</i> Before the end of student's fourth long semester and no later than 90 days prior to preliminary examination (OGAPS will block registration following semester) <i>Approval:</i> On-line process after consultation with advisory committee.
Complete English language proficiency requirements, if applicable	<i>When:</i> Before preliminary exams (see Graduate Handbook page 12 for requirements)
Review Preliminary Eligibility Requirements (see OGAPS homepage forms link for checklist)	<i>When:</i> End of fourth or fifth long semester and several weeks before the proposed date of the preliminary exams. Checklist must be signed by advisory committee chair, Department Graduate Coordinator. The checklist is held and submitted to OGAPS with the results of the preliminary exam(s)
Prepare and submit any petitions found necessary by the review of the eligibility requirements (checklist)	<i>When:</i> At least 3 weeks before the expected date of the preliminary examination <i>Approval:</i> Advisory Committee, Department Graduate Coordinator, OGAPS
Determine date(s) of the preliminary exam(s) Announce schedule to committee and Departmental Graduate Coordinator	<i>When:</i> Student must be within 6 credit hours of completion of all formal course work (excluding 681, 684, 690, and 691) or no later than the end of the semester following completion of all formal course work on the degree plan, AND at least 14 weeks prior to the student's final defense. <i>Approval:</i> Advisory Committee, Department Graduate Coordinator (Note that OGAPS does not approve the exam date nor is OGAPS notified of the prelim)
Complete preliminary exams and submit the Report of the Preliminary Examination and the Preliminary Examination Checklist to OGAPS	<i>When:</i> No later than the semester following completion of formal course work. Complete exams within 3 week time frame and report results to OGAPS within 10 working days. <i>Approval:</i> Advisory committee <i>Provide copy of results to:</i> Department Graduate Coordinator
OGAPS notifies the student and chair of deficiencies/problems	<i>When:</i> Following the review of the Report of the Preliminary Examination and the Preliminary Examination Checklist
Submit dissertation proposal	<i>When:</i> No less than 20 days prior to the submission of the Request for the Final Examination <i>Approval:</i> Advisory Committee, Department Graduate Coordinator
Complete residence requirement	<i>When:</i> Before submitting request to schedule Final Exam <i>Approval:</i> OGAPS
Apply for degree, pay graduation fees	<i>When:</i> During the first week of the final semester (see OGAPS calendar for deadlines) <i>Approval:</i> OGAPS
Confirm with advisory committee that all degree plan courses are complete; submit dissertation to advisory committee; complete ELPE, if applicable	<i>When:</i> Well before submitting request to schedule final exam
Submit request for permission to hold and announce final oral exam	<i>When:</i> Must be received by OGAPS at least 10 working days prior to the exam (see OGAPS calendar for deadlines) <i>Approval:</i> Advisory Committee, Department Graduate Coordinator, OGAPS <i>NOTE:</i> Results are to be submitted OGS within 10 workings days of the exam
Submit Dissertation <ul style="list-style-type: none"> • Single .PDF file • Signed approval form 	<i>NOTE:</i> See Thesis Manual for format <i>When:</i> See OGAPS calendar for each semesters deadline <i>Approval:</i> Advisory Committee, Department Graduate Coordinator
If required, submit Research Focus and Benefits form	<i>Same as above</i>

NOTE: Student must be continuously registered until all degree requirements are met.

Forms

All necessary forms for your graduate program can be found on the Internet at:
<http://ogaps.tamu.edu/Buttons/Forms-Information>

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
- OGAPS Calendars

Degree Plans and Petitions are submitted online via the Degree Plan Submission System.
<https://ogsdpss.tamu.edu/>

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

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 Core Curriculum

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

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.

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.

Health Insurance

All students who are on assistantship are provided the same health insurance as provided for faculty and staff. Additional group-health insurance to cover spouse and/or children may be purchased. Students receiving fellowships are not automatically covered; however, in most instances the department will assist by reimbursing insurance costs. All insurance options will be discussed with incoming graduate students by Ms. Barbara Childress (845-3042, bchidress@tamu.edu).

Tuition Calculator: <http://tuition.tamu.edu/>

This list does not include the following fees:

- Course related Educational Enhancement, Equipment Access, Lab and/or Field Trip Fees
- Optional fees (housing, meal plans, parking, etc.)
- International Student Admin Fee of \$200-\$500— per semester charged to third-party sponsored students.
- International Student Service Fee of \$46 per semester.
- International Student Insurance
- Orientation Fees
- Distance Education Differential Tuition and Fees
- General Deposit \$100 fee which is refunded after graduation
- Parking
- Athletic Passes

Financial Assistance

The Department has a limited number of Graduate Research Assistantships available for qualified students. Faculty members also may provide assistantships from grant funds. In both cases, the assistantship is considered a half-time employment; which means that the student is expected to work 20 hours per week in the research program of their committee chair. Students also must maintain a 3.0 cumulative GPA and make satisfactory progress on their research in order to remain on assistantship. Assisting in labs as described above is also considered a requirement for assistantships. Such financial assistance is competitive and thus only well qualified students receive assistantships. There are a limited number of Fellowships at the University, College, and Departmental levels. These are highly competitive.

Students receiving any financial compensation, whether assistantship, fellowship, scholarship, or hourly wages, should contact Ms. Barbara Childress (845-3042, bchildress@tamu.edu) as soon as possible after arriving on campus.

Assistantship stipends follow University and Federal/State guidelines and these may change annually. Assistantships are subject to payroll deductions for income tax, however, full-time graduate students are exempt from social security and Medicare withholding taxes. ALL students who receive a stipend from the University MUST be registered as a full time student at ALL times. They must register for **9 hours** each long semester and **6 hours** during the summer. Fellowships MAY carry different requirements and students are responsible for following those guidelines in order to remain on fellowship. Students on half-time assistantships are exempt from the out-of-state portion of their tuition; however, students on fellowships and scholarships MAY NOT be exempt from the out-of-state portion of their tuition requirement.

Extension of Waiver of Out-of-State Tuition

Graduate Assistants-Research and Graduate Assistants-Non-teaching who are employed at least 1/2 time (i.e., hold a Soil and Crop Sciences assistantship funded through state funds or grant funds through an individual professor) are entitled to register themselves, their spouse, and their children at Texas A&M University by paying the tuition and fees required of Texas residents. This waiver does not apply to student worker positions.

Language Requirement

Foreign nationals whose native language is not English are required to show English language proficiency. This is accomplished by [1] scoring at least 213 on the computer generated Test of English as a Foreign Language (TOEFL), 550 on the paper generated TOEFL, or 80 on the Internet Based form (iBT); or [2] scoring 6.0 on the IELTS; or [3] scoring 400 (146 on the current scale) or better on the verbal portion of the Graduate Record Exam (GRE); or [4] completing all 4 years of a B.S. degree at a U. S. university or college.

International Admission

Foreign nationals make up a significant portion of the graduate population in the Department as well as Texas A&M University. This international mix of students adds to the graduate experience. International Student Services (ISS, iss@tamu.edu, 845-1824) works with the Department to make sure all immigration issues are resolved fairly and quickly. Once the student is officially admitted to Texas A&M and the Department has tendered an offer of an assistantship, the prospective student's committee chair should copy ISS with the assistantship offer and ISS will initiate the proper paper work allowing the student to obtain the proper visa. Barbara Bracken can be of assistance in this effort. All international students on assistantship **MUST** obtain a social security number. ISS will inform you of the steps to complete this.

Continuous Registration

Graduate students receiving financial assistance from the Department or through University scholarships must register for 9 credit hours during each of the Fall and Spring semesters, and 6 hours during the Summer (either 6 hours during the 10-week session or 3 hours in each of the 5-week sessions). This constitutes full-time status. Students who are self supported are not required to meet these guidelines. All students in graduate degree programs requiring a thesis, dissertation, internship, or record of study (i.e., all Soil and Crop Sciences graduate students) must be in continuous registration. This continuous registration includes graduate students who have completed all course work on their degree plans [other than SCSC 691 (Research) or SCSC 684 (Internship)]. Once all formal course work is completed **and the student is not on assistantship/fellowship** continuous registration is satisfied by registration for at least 1 and not more than 4 hours during the Fall and Spring semesters. Summer semester registration is **ONLY** required if the student plans to take examinations or otherwise use University resources or facilities, or defend their thesis or dissertation. The continuous registration can be satisfied either:

In Absentia: the student must not have access to or use of facilities or properties belonging to the Texas A&M System during the semester;

In Residence: students who will be on campus or located at one of the Research and Extension Centers or Experiment Stations, and therefore using University facilities must register "in residence" for at least 1 credit hour during the Fall and Spring semesters, and the Summer semester if taking exams or defending.

NOTE: INTERNATIONAL STUDENTS may have additional requirements and should consult with International Student Services (845-1824) to ensure that they are in compliance with immigration requirements and enrollment status.

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.

Requirements for Assisting in Department Laboratories

It is departmental policy that all graduate students gain some teaching experience during their graduate training. Thus, students seeking an M.S. degree are expected to assist in 1 lab (2 sections) during their tenure, and Ph.D. students are expected to assist in 2 labs (2 sections each) during their tenure. Lab assignments are made by Dr. Wayne Smith, Graduate Coordinator, after consultation with the student and with the student's advisory committee chair. Every effort will be made to place the student in a lab which is most closely related to his/her field of study. However, more grad students are needed to assist in SCSC 105, World Food and Fiber Crops, and SCSC 301, Soil Science, than in any other courses. Thus, some students may assist in these laboratories regardless of their field of specialty. The student should meet with Dr. Wayne Smith during their first semester of graduate studies to discuss lab assignments. This will allow students to better plan their semester course loads.

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

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://ogaps.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://ogaps.tamu.edu>.

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

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)

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

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.

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.

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.

****YOU MUST SIGN THE LAB SAFETY ACKNOWLEDGEMENT EACH SEMESTER.**

You will not be able to register for research hours or any course with a lab until this is signed.

Those on assistantships and/or fellowships need to register full time (9 hours) as soon as possible after registration opens. Tuition payments, out of state tuition waivers, and placement on payroll for the new semester cannot be processed until you have finished registering. Waiting to register until school begins may cause delays and may cost you additional fees.

If you have trouble registering for any Soil and Crop Sciences course, please email LeAnn Hague and include your UIN.

Graduate Policies and Procedures

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 2017 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.

Installment Plan Information:

<http://finance.tamu.edu/sbs/tuition/installments.asp>

The installment plan is an option students must select each semester. If you were on the installment plan last semester and you wish to remain on the installment plan for this semester, you will have to select the installment plan option again. Installment due dates vary each semester. The referenced WEB site will provide all deadlines

Graduate Computer Lab:

The Graduate Computer Lab is open Monday-Friday, 8am-5pm. To use the lab after hours you must have a code. The code changes each academic year.

Mail:

Any mail you receive will be sent to you care of your major professor or through email. Check with your major professor as to where you may pick up your mail.

Mailing Address:

Your Name
c/o Major Professor
Department of Soil and Crop Sciences
2474 TAMU
College Station, TX 77843-2474

*This address is NOT to be used for personal mail. If you do not want to use the address at your residence you may get a post office box at the on campus Post Office or at the MSC. Personal mail may not be mailed through the mail room.

Purchase Orders (POs) or Credit Card Purchases:

Graduate students should contact their committee chair for PO purchases. If using a credit card, make sure NO TAX is charged. Turn ALL receipts/invoices in each FRIDAY. Receipts/invoices smaller than 8 1/2 x 11 should be taped to a sheet of paper.

Travel Authorization:

All Departmental employees, including graduate students, who must travel on official business must complete the proper travel authorization forms PRIOR to such travel.

If you are an employee, you MUST complete a travel authorization request in Concur. All students traveling MUST also complete the student activities travel form, https://studentactivities.tamu.edu/app/form_travel, and all students traveling abroad MUST also fill out the study abroad travel form, <http://studyabroad.tamu.edu>.

*There is a maximum allowable reimbursement for travel, and it is best to speak with your professor about the amount. Committee chairs are not required to provide full reimbursement.

First Week Activities at Texas A&M University

√	Activity
Financial and Departmental Travel/Driving Issues	
	Every graduate student , receiving financial assistance, should make an appointment with Ms. Barbara Childress (434 Heep, 845-3042, bchildress@tamu.edu) as soon as possible upon arrival on campus. If applicable, Ms. Childress will advise the student on insurance options, initiate the employment process, and initiate the process to determine eligibility to drive departmental vehicles.
Computer Account, E-mail, etc.	
	Every graduate student should contact LeAnn Hague (217 Heep, 845-6148, leann.hague@tamu.edu) to complete necessary forms to establish an E-mail account, provide biographical data for their personal web page, and have their picture taken for the Departmental picture board. Your University e-mail account and MS Outlook e-mail will be used to notify you of official University/Departmental news.
Departmental Vehicles	
	Several professors have research projects that require students to drive vehicles owned by the University or the Department. Students must have a valid Texas license or provide a copy of their driving record from their home state. The Brazos County Department of Transportation is located at 1003 N. Earl Rudder Freeway (Hwy. 6 Bypass), phone 776-3110. Students with state-determined numbers of moving traffic violations and/or accidents during the last 3 years will not be allowed to drive University /Departmental vehicles. Students can not drive state vehicles until cleared by the main office. Such approval must come from the Department of Public Safety and will take about two weeks.
Parking Permit	
	Go online to http://transport.tamu.edu and follow the prompts >Parking >Permits >Purchase Permit. This site will also provide permit pricing information. Students should read ALL information in their parking packet. Traffic on campus is closely monitored for safety reasons.
Student I.D. Card	
	As soon as a student has registered for class (i.e., pre-registered) then they should visit the General Services Building (on Agronomy Road) Suite 2801, to obtain a University ID card. This card will be used for access to University events and library use.
Office Assignment	
	Students may be assigned office space in labs or buildings under the immediate control of their committee chair or co-chair. If they are to be assigned office space in one of the corporate graduate student offices within Heep, they should contact LeAnn Hague (217 Heep, 845-6148, leann.hague@tamu.edu) in room 217 of the Heep Center.
Keys	
	Students will need key(s) to their office and other areas depending upon responsibilities assigned by their committee chair. Keys and electronic access to Heep Center can be obtained from Ms. Judy Young (434 Heep, 845-3041, j-young@tamu.edu). Committee chair approval is required for all keys other than those for the corporate student office assignment.
Heep Computer Lab	
	Graduate students have open access to computers housed in Room 221, Heep. Please contact LeAnn Hague (217 Heep, 845-6148, leann.hague@tamu.edu) for access code.

