

Office of the Registrar



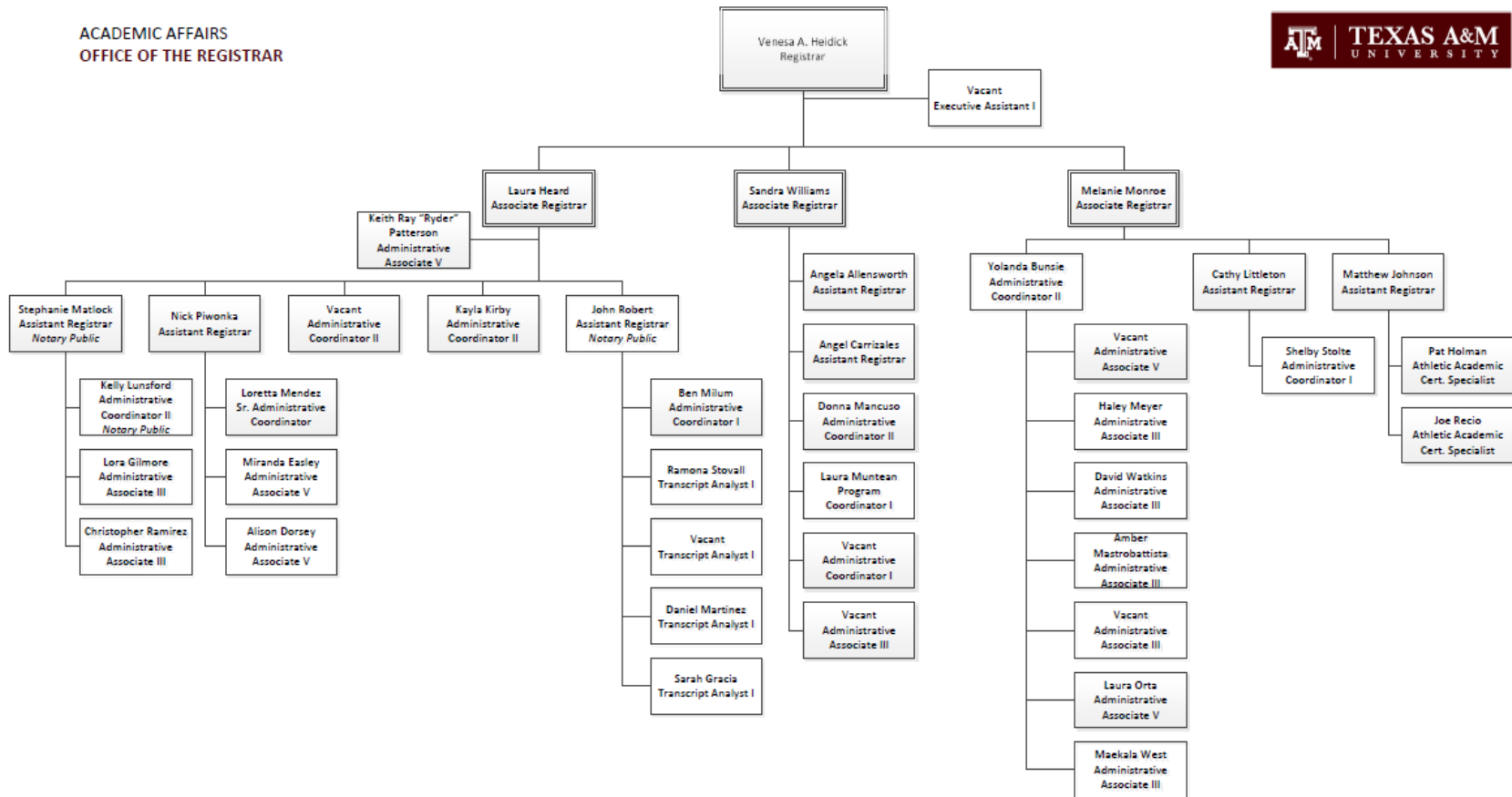
TEXAS A&M
UNIVERSITY.

Updates for Advisors

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ACADEMIC AFFAIRS
OFFICE OF THE REGISTRAR



July 2017

Updates for Advisors

- Registrar Listserv
- Academic Calendar
- Certificate Tracking Changes
- Non-traditional Courses
- Catalog Timeline Changes
- Undergraduate Prerequisite Enforcement
- Distance Education



Office of the Registrar Listserv

- Any Texas A&M faculty and staff member
- Receive information, updates, and reminders about issues ranging from student registration to graduation.

To subscribe

- Send email to: **listserv@listserv.tamu.edu**
- Put in email body: **SUBSCRIBE am-office-of-the-registrar (your first name) (your last name)**.



Academic Calendar

- College Station changes Fall 2017:
 - First class day, census (12th class day), and reporting date (20th class day) pushed back by 2 days
 - No other changes



Academic Calendar

- Galveston changes Fall 2017:
 - First class day, census (12th class day), and reporting date (20th class day) pushed back by 5 days
 - No other changes



Certificate Tracking

- Curricular Services and Degree Audit
- Certificates added using “Additional Curriculum Request Form”
- UAS go-live September 15
- Tracking like a degree



Non-Traditional Courses

- Courses MUST be approved to be taught in a non-traditional format
- All courses will have to go through CARS
- Spring 2018 a memo works for being offered for this one semester



Catalog Timeline

catalog.tamu.edu

- Catalog Production
 - Undergraduate and Graduate and Professional Catalogs (*including Galveston*)
 - Schedule/Timeline for 2018-2019
 - Updates open September 2017 thru March 2018
 - Publish catalogs online - target May 1st (*before new student conferences*)
 - Changes to program requirement no longer made during catalog production
 - Changes must be submitted through CARS
- Send inquiries to catalog@tamu.edu



Curricular Services

- For additional information, visit:
 - <http://registrar.tamu.edu/our-services/curricular-services>
- Training
 - Individual/Group – available upon request
 - Non-Audio Videos – available through TrainTraq



Curricular Services

Training - Curricular Approval Request System (CARS)

Curricular Approval Request System (CARS) Training is available online through TrainTraq. The courses may be found in TrainTraq by clicking on the Course Catalog tab and searching *CARS* or by searching the individual course number.

Training sessions available:

- Accessing CARS: 2113032
- CARS Courses: 2113030
- CARS Programs: 2113028
- CARS Miscellaneous Requests: 2113029
- CARS Approver's Console: 2113031

Curricular Services is available to hold group training sessions in your college for your respective departments. Please contact us to schedule group training.

If you have any questions, please contact us at cars@tamu.edu or 845-8201.



Undergraduate Prerequisite Enforcement

- Review/update now, effective Fall 2018
- Everything in the catalog will be enforced
- Scheduling will no longer process requests to remove prerequisites from sections



Distance Education

distance.tamu.edu

- Curricular Services Team
- Administration of DE Programs
 - Maintenance of DE Program Inventory
 - Ensure TAMU Compliance with Internal/External Rules and Policies
- Send inquiries to distance@tamu.edu



Questions?