

Office of the Registrar

registrar.tamu.edu

Venesa A. Heidick, Registrar

979-845-1145 Academic Calendar
registrar@tamu.edu Subpoenas and open records requests
ferpa@tamu.edu FERPA

Curricular Services

Sandra Williams, Associate Registrar

979-845-6890
sandra-williams@tamu.edu

Catalog & Curricular Services

Angela Allensworth, Assistant Registrar

Angel Carrizales, Assistant Registrar

Donna Mancuso, Administrative Coordinator II

Laura Muntean, Program Coordinator I

Vacant, Administrative Coordinator I

Vacant, Administrative Associate III

979-845-8201

catalog@tamu.edu Website maintenance
University catalogs
Course description requests - former students
Commencement programs
cars@tamu.edu Course inventory/course building
Program inventory/program building
Curricular approval process (courses/programs)
Undergraduate Curriculum Committee (UCC) coordination
Degree evaluation maintenance
distance@tamu.edu Distance Education coordination

Administrative Services

Laura A. Heard, Associate Registrar

979-845-1059 Curriculum changes and cross campus enrollment
lheard@tam.u.edu EIS liaison for the Office of the Registrar

Graduation Coordination

Vacant, Administrative Coordinator II

graduation@tam.u.edu Graduation ceremony logistics
graduation.tam.u.edu Faculty attendance for ceremonies
duplicatediploma.tam.u.edu Duplicate diplomas

State Policies

Kayla Kirby, Administrative Coordinator II

979-845-1085 Locked Rate Tuition
residency@tam.u.edu Residency for Tuition Purposes
tuitionrebate@tam.u.edu \$1,000 Tuition Rebate for Qualified Undergraduate Students
excesscredithours@tam.u.edu Excess Credit Hour Rule
B-On-Time Loan Forgiveness Eligibility

Scheduling

Nick Piwonka, Assistant Registrar

979-458-4950 Classroom inventory
scheduling@tam.u.edu Schedule of Classes
Ad Astra administration and training

Degree Audit

John Robert, Assistant Registrar

979-845-1089 Undergraduate and professional graduation clearance
degree-audit@tam.u.edu University Adjustment System (UAS)
Degree requirement verification
Repeat processing
Double major requests
Additional Curriculum Requests
Graduate and Professional transfer coursework
Undergraduate Degree Planner
Certificate Tracking

Data Search

Stephanie Matlock, Assistant Registrar

979-862-3855
smatlock@tam.u.edu Compass access approvals/help
Notarization of official TAMU documents
Registrar's Listserv

Kelly Lunsford, Administrative Coordinator II

archivedrecords@tam.u.edu Archived Records - pre-1985 student records, TAMUDocs/microfilm

Student Services

Melanie Monroe, Associate Registrar

979-862-2113

monroe24@tamu.edu

Matthew D. Johnson, Assistant Registrar

979-845-8606

matthewdjohnson@tamu.edu

Yolanda Bunsie, Administrative Coordinator II

979-845-1003

yhopkins@tamu.edu

Transcripts

979-845-1066

transcript@tamu.edu

Front counter customer service

Produce transcripts for current and former students

Registration

979-845-7117

registration@tamu.edu

Online registration help

Lab Safety Acknowledgment (LSA) completion

Time ticket assignment

Student Employee Verification Forms

Distance Education Location update

Increase of Max Hours requests

Records

979-845-1003

records@tamu.edu

Name changes

Grading and grade changes

Withdrawal processing

Add/Drop Requests

Grade mode changes

Enrollment verification

Certification of dependency

Fulltime Enrollment Exception requests

Howdy Former Student Questionnaire questions

Records Requests - copies of documents

Athletic Certification

Matthew Johnson, Assistant Registrar

979-845-8606

matthewdjohnson@tamu.edu

Admission and initial eligibility certification

Continuing eligibility certification

Texas A&M Sports Club Association team eligibility

Enrollment Reporting

Cathy Littleton, Assistant Registrar

979-458-4175

c-littleton@tamu.edu

National Student Clearinghouse Reporting

National Student Loan Database System (NSLDS) Reporting