



**TEXAS A&M UNIVERSITY  
GALVESTON CAMPUS®**

# GRADUATE STUDENT HANDBOOK 2024-2025



# TABLE OF CONTENTS

WELCOME: Aggies by the Sea	3
MISSION STATEMENTS	4
Texas A&M University at Galveston (TAMUG)	4
Graduate Studies Office	4
ACADEMIC LIFE	5-7
Howdy and Email	5
Registration	5
Billing	5
TAMU Graduate and Professional School Policies/Forms	6
Study Abroad	7
Grading	7
Departmental Policies	7
Graduation	7
EMPLOYMENT	8-10
Assistantships	8
Tuition Waivers	8
Graduate Assistant - Teaching (GAT) Responsibilities	9
Human Resources (HR)	9
HR Requirements for International Students	10
Benefits	10
Health Insurance	10
INTERNATIONAL STUDENTS	11
CONTACTS	12-13
TAMUG	12
TAMU	13
GRADUATE STUDIES OFFICE PROCEDURAL ADVISING	14

# HOWDY AGGIES BY THE SEA

Welcome to Texas A&M University at Galveston (TAMUG). This online handbook is a resource for graduate students in residence at Galveston.

In addition to this guide, students are encouraged to visit the following online resource: [Texas A&M University \(TAMU\) Graduate Catalog](#). Other resources are listed or linked as appropriate throughout this handbook and on our website.

Despite our efforts to provide as much information as possible in these publications, personal inquiries are always welcome in our office. So, please reach out to the Research and Graduate Studies Office (RGSO) by emailing [gradstudies@tamug.edu](mailto:gradstudies@tamug.edu).

Welcome to Texas A&M University at Galveston. We're glad that you've decided to be an Aggie by the Sea.

Sincerely,



Holly Richards

Director

Graduate Studies

409-740-4957

MAIN 4<sup>th</sup> Floor, Suite 409

# MISSION STATEMENT

## The Mission of Texas A&M University at Galveston

*Texas A&M University at Galveston (TAMUG) is a special-purpose institution of higher education for undergraduate and graduate instruction in marine and maritime studies in science, engineering and business and for research and public service related to the general field of marine resources. The institution is under the management and control of the Board of Regents of the Texas A&M University System, with degrees offered under the name and authority of Texas A&M University at College Station.*



## The Mission of A&M Galveston Graduate Studies

*Graduate Studies at Texas A&M University at Galveston supports student success and the academic mission of the graduate community. We foster broad collaborations with graduate studies stakeholders to expand knowledge, enhance skills, and champion personal and professional development. We strive to continually create new opportunities for graduate students to become global thinkers and their success is determined by their enduring commitment and ownership to their educational experience.*

# ACADEMIC LIFE

## Howdy and Email

The [Howdy Portal](#) is a web portal connecting students to university records and resources. On Howdy, students pay tuition bills, register for courses, and view unofficial transcripts plus much more. Please note that students need to activate their Net ID and password to access Howdy.

## Registration

Registration should be done with careful consideration of your options. It is best to consult with your faculty advisor or the staff advisor. Students register online through the [Howdy Portal](#) using your Net ID and password and click the “My Record” tab. Please note that on Howdy, students can only enroll for courses at Galveston and College Station. For example, College Station students can register for courses at TAMU or TAMUG on Howdy. The same goes for Galveston students wanting to enroll for courses at TAMU or TAMUG. If you need assistance with registering for a course on Howdy, please email [gradstudies@tamug.edu](mailto:gradstudies@tamug.edu) with your UIN and course information.



## Billing

Students can view their tuition and fee bill on Howdy. Students are responsible for paying their bill on time to avoid a late fee. To challenge a bill, please view the policies within the university catalog.

## Graduate and Professional School Policies/Forms

---

The Graduate and Professional School (The Grad School) at Texas A&M University handles processing documents for each critical step toward obtaining your master's or doctoral degree. Please see below for important websites to visit at [The Grad School](#).

### The Grad School Current Student Webpage

This site explains policies governing graduate education at TAMU and TAMUG.

### Online Document Plan Submission System (DPSS)

Every graduate student is required to submit a degree plan online. This site provides access for the online degree plan submission system.

### Steps to Fulfill a Master's Degree

Learn more about the critical steps required for all master's students.

### Steps to Fulfill a Doctoral Degree

Learn more about the critical steps required for all doctoral students.

### Petition

At times, students need to change a course, committee member, or may need to take a leave of absence. A petition allows a graduate student to make these requests. Students cannot file a petition until a degree plan is filed and approved. Petitions are filed through DPSS.

---

## Education (Study) Abroad

Many of our graduate students participate through Education (or Study) Abroad experiences through courses, research trips, or conferences. When the student leaves the U.S., they are required to register with [Education Abroad](#). Although it is not required, it is recommended that you inform the TAMUG Graduate Studies Office of your travel plans as well. International students traveling outside the US are advised to contact [International Student & Scholar Services](#) to ensure that they have the proper, most updated documents to exit and re-enter the country.

## Grading

Please note that only an Instructor of Record may grade work conducted by a graduate student. Graduate students in a Teaching Assistantship role cannot grade work conducted by another graduate student.

## Departmental Policies

It is not uncommon for departments to have additional policies for graduate education. To learn more about departmental policies, please contact your department.

## Graduation

Graduation is a big event that requires planning. For the semester of your anticipated graduation date, please apply for graduation early and before the deadline. Critical dates for graduation are posted on the [Academic Calendar](#).

It is recommended that graduate students attend a Graduation Advising session a year before you graduate. Finally, research track students should know the pre-submittal requirements outlined by the [Thesis & Dissertation Services](#) a semester before or during graduation. These requirements will save you time with the editing process.

# EMPLOYMENT

## Assistantships

Graduate assistantship positions are available at TAMUG. Graduate students may be employed as a Graduate Assistant-Teaching (GAT) in an academic department on the Galveston campus. This employment position is handled through the individual academic department and the Human Resources Office. Interested students should contact the academic department for any position openings. First-time GATs must go through training provided by the TAMU Center for Teaching Excellence. In addition, graduate students may be employed as either a Graduate Assistant-Research (GAR), where you would be working with a faculty member in a lab setting or as a Graduate Assistant-Non-Teaching (GANT) where you would be working in a discipline related non-teaching position. All three of these positions are 50% effort positions (20 hours/week), benefits eligible, and qualify for a non-resident tuition waiver and graduate student tuition payment (doctoral students only) in accordance with full-time registration requirements.

## Tuition Waivers

The University will continue efforts to improve the competitiveness of the graduate program by paying the resident tuition and most fees of doctoral graduate assistants involved in teaching (GATs), researching (GARs), and (GANTs) supporting teaching. An eligible graduate assistant does not have to apply for this award; instead, each will have the appropriate amount credited to their fee statement, based on registration and information provided by the employment department.

Out-of-State (non-Texas resident) graduate students, employed as graduate assistants and registered full time, qualify for the non-resident tuition waiver. This waiver will allow the graduate student to pay resident tuition rates.

The Graduate Studies Office files all waivers. For questions regarding tuition payments and non-resident waivers for Graduate Assistants, contact our office at [gradstudies@tamug.edu](mailto:gradstudies@tamug.edu).



## **GAT Responsibilities**

GATs may assist with distance education set-up, lecture, develop material, grade undergraduate student work only, and facilitate labs. All new GATs are required to complete the Teaching Assistantship Institute (TAI) training. GATs who neglect to complete TAI will forfeit their teaching position.

## **Human Resources (HR)**

For the hiring process, you will interact with Human Resources (HR) as well as several departments. Please make sure your hiring department here in Galveston notifies HR as soon as possible. Hiring dates and times should be observed for the process to go as smoothly as possible.

HR requires that every new hire complete a Criminal Background Check form. This form can take a long time to process.

To get on payroll, students must work with HR during August or January. Students will attend an Employee Orientation and should bring the appropriate identification as instructed by HR.

During your employee orientation, you must complete all mandatory HR training which includes “Ethics”, “Creating a Discrimination Free Workplace”, and “Lab Safety and HAZCOM” (where required). This training must be completed online within 30 days of hire.

## HR Requirements for International Students

HR needs the following information for hiring: your name, your hiring department, email, unexpired passport, visa, I-20 (if you are an F-1), DS2019 (if you are a J-1), social security card (\*contact HR if you do not have a SSN card before applying for a SSN card), and I-94.

## Benefits (based on % effort)

Not all Graduate Assistants get benefits. If you are a benefits-eligible employee, you are entitled to medical insurance benefits. Please go to the following link for information on insurance premiums: <https://tamu.myahpcare.com/>.



**!**  
**IMPORTANT**  
**NOTICE**

International students - Make sure to select your benefits via [sso.tamus.edu](https://sso.tamus.edu) within 60 days of your start date to select the Graduate Student Worker Insurance Plan to avoid the default A&M Care Plan which you will pay \$300+ per month.

## Health Insurance

In April of each year, you will be informed by Human Resources of the cost of your summer health insurance premiums that will be deducted from your June 1 paycheck. This information is sent to you with the assumption that you are returning for the fall semester in the same capacity (GAR, GAT, GANT). If you are not returning in the fall, please notify your hiring department and HR. Upon termination of your employment with TAMUG, you may have the option to use COBRA coverage for your medical benefits.

# INTERNATIONAL STUDENTS

## International Student & Scholar Services

The mission of International Student & Scholar Services (ISSS) is to facilitate an international student's transition to life in the United States and at TAMU and TAMUG, promote interactions between the US and international populations, and provide services necessary to meet the special needs of international students.

The services necessary to accomplish the office mission are as diverse as the student population itself. However, there are six general areas of services available:

- Immigration Services and Advising
- Personal Advising
- Liaison for International Students
- Community and Campus Outreach Activities
- Special Programs for International Students
- Administration of Scholarships, Grants and Loan Programs exclusively for International Students

## Assess Your Finances

Texas A&M international graduate students face many costs moving internationally and are charged additional fees due to their international status. Students should not expect their faculty advisor to pay these additional costs. Visit ISSS to learn about additional costs and to learn the obligations and expectations of our international graduate student population.

### Typical costs:

#### *Costs before starting your program at Texas A&M*

- Applications costs (may require shipping original documentation internationally; some costs can be waived – ask!)
- Visa costs
- Language examination costs
- Health test costs (e.g., tuberculosis test, vaccines; check government's health and vaccine requirements). For Galveston students who chose to wait to get the required TB test, the student may be required to conduct a doctor's visit (with a copay) before the test can be completed. We urge students to get their TB blood test in their home country and have their doctor provide the completed form.
- Translation costs (birth certificates, criminal records, degree titles, grade certificates, transcripts, diplomas etc.; all must be in English)
- Student and Exchange Visitor Program SEVIS costs (<https://www.ice.gov/sevis>)

- Summer International Insurance coverage (you may be charged this even when you start classes in the fall; this may depend on when you arrive in Texas)

*Upon acceptance to Texas A&M, expected costs*

- Moving costs (for example, flights to Texas, airport shuttles, security deposits for housing, furniture, etc. Look around for grants in your home country that may support moving expenses)
- Tuition (international or resident)
- University fees (including international student fees)
- Health insurance
- Living costs (rent and security deposit, groceries, internet, electricity, furniture, etc.) Please note that the Galveston Campus is not accessible by foot traffic and biking to and from Pelican Island is a high risk due to no bike lanes. Most students own vehicles and drive to and from campus. Students without vehicles typically live on campus or University Apartments adjacent to the campus
- Costs associated with residency in the United States (for example, social security number)
- Language examination costs (depending on your test scores, you may be required to take an additional test)
- Tax fees (e.g., International Student withholding tax).

Some expected costs at Texas A&M (dated 2023):

For listing on international fees, please visit <https://global.tamu.edu/iss/resources/costs-and-financial-documents#fees>

ISSS international student fee:

This fee is charged every semester and may not be covered as part of the Graduate Teaching Assistant or Graduate Researcher coverage plans. All international students need to budget to pay this fee every semester.

ISSS international orientation fee:

The International Student Orientation fee is a one-time charge applied to new or returning students who are not U.S. Citizens or Lawful Permanent Residents. This fee is used to cover a variety of expenses related to new students, including document issuance and mailing, as well as new student programs and services.

Summer International Insurance coverage:

This is not a fee but is the cost of keeping you covered with health insurance over the summer months (you are legally required to be covered) if you are not covered through teaching/research employment. International insurance provides coverage for all 3 summer months but is charged as a lump sum. If you are on payroll as a full-time graduate student in the spring semester, summer insurance will be deducted from your April/May paycheck. If you are not on as a full-time graduate student in the spring semester, you will be assessed the full international insurance fee.

## Find an Advisor and Program.

For many of the research-based programs at Texas A&M University, you need to find an advisor before you apply. Spend some time looking through relevant websites and approach potential advisors EARLY.

### Why should you start early:

- To find out if potential advisors are accepting students.
- Many departments and the Graduate school may have earlier application deadlines for international students.
- Obtaining a visa may take a long time. Your home country will have specific requirements regarding forms for an F1 visa, e.g., I-20 forms, admission letters, SEVIS payment confirmation, etc. Also note if there are restrictions as to *when* you can arrive in the USA.
- Applying for and finding housing may take a long time.
- Your program may prefer that you arrive ~2 weeks before your first semester for training, orientations, etc. (even if your program doesn't have this preference, it's not a bad idea to arrive and get settled early).

## Know What is Expected of You

You'll need to explore expectations on at least four fronts:

- 1) ISSS expectations and requirements of international students.
- 2) Graduate School (<https://grad.tamu.edu/>) expectations and requirements of international students (likely the same as ISSS).
- 3) Department or Program expectations and requirements of international students (likely the same as the Graduate School and ISSS); and
- 4) expectations of your prospective advisor. You are responsible for reading about expectations from ISSS, the Graduate School, and your prospective home Department or Program. For expectations of your advisor, have conversations early about expectations they may have of you (and discuss expectations you may have of them).

**\*\*Important note:** your advisor may not know many of the ISSS, graduate school, and Department rules and expectations for international graduate students. Do not expect that your advisor will know what you need to do. This is why it is imperative for **you** to know and meet your various expectations and requirements. The academic advisors in your department and ISSS can assist you when needed. Please use them as a resource! Other international students may also be helpful.

### Topics to discuss with your potential advisor:

- Is there funding? Funding generally comes as a Teaching or Research Assistantship.
- Will your tuition be covered as part of your funding?
- Who will pay for your costs? See above, includes moving costs, insurance, fees, etc.
- Who will find you a place to live?
- Will your advisor supply you with a computer?
- What are your academic expectations?
- What are your research expectations?

## Applying to Texas A&M as an International Graduate Student

Guidance can be found here: <https://www.tamug.edu/grad/Prospective-Students/International-Applicants.html>

### Language Requirements

<https://grad.tamu.edu/academics/academic-success-resources/elp>

Read these pages closely. In most cases, passing a language requirement is needed before you can be admitted into Texas A&M, and there may be different requirements for admittance into the University and being able to serve as a graduate teaching assistant. Some countries are exempt from language testing, but students may still need their advisor or department to write a memo on their behalf (Option 2 on the form linked from this page: <https://grad.tamu.edu/knowledge-center/forms/elp-alternative-certification-form>)

### Teaching Assistant Language Requirements

To be eligible for Teaching Assistant all international students who are not exempt are required to take and receive a specific score on passing the speaking section of the TOEFL, TOEFL Essentials, IELTS, or ELPE exam. Exam fees vary and are covered by the student. Check out <https://grad.tamu.edu/academics/academic-success-resources/elp> to learn more about English Certification requirements.

The ELPE is offered by TAMU Testing Services throughout the spring semester. Visit their [ELPE webpage](#) for dates and registration information. Registration deadlines exist and spots fill quickly, so plan ahead!

TOEFL Essentials is offered online by [ETS](#). Visit their [TOEFL Essentials webpage](#) for information or to register for testing.

**Any international graduate student who has not achieved certification through testing, a department-initiated request for alternative certification, or an emergency deferral or extended emergency deferral should not, under any circumstances, be allowed to teach.**

For further details regarding English Language Proficiency Requirements, refer to the [ELP page](#) on the [Graduate and Professional School website](#).

The Center for Teaching Excellence provides a variety of programming for international instructors and prospective instructors who wish to improve their spoken English skills or to prepare for the ELPE. For more information, visit the [CTE ELP webpage](#).

### Important Logistics

Moving internationally means there are several other things you need to consider, logistically:

- Flying to Texas, arriving at least 2 weeks before the beginning of your first semester
- Transportation to Galveston if you fly into Houston (a shuttle can be reserved at <https://galvestonlimo.com/airport-shuttle/>)
  - Uber or Lyft may have more cost-effective transportation (book ahead of time)

- You will need to set up a bank account with a local bank (see below)
- You may will need to apply for a social security number if employed on campus
- You will need local transportation (bike, car, or bus). Free, paid public transportation is not available to and from Pelican Island.
- You will need a place to live (and you need to find a place to live *before* you arrive). There are many *unfurnished* apartments (but usually all apartments include a refrigerator and stove). The downside of these apartments is there is no furniture (you will need to buy) and utilities are often not included in the price of rent. Be mindful that apartments ask for a deposit fee. There also is a fee for pets in case you travel with them.
- You will need to find local places to shop for food and other necessities
  - Some places (like the main grocery store, Kroger) will deliver for a fee!
- Phones – you’ll need a local phone number at some point. Look into getting a SIM card, if your mobile phone supports different SIM cards. Commonly used companies include T-Mobile, Verizon, AT&T, etc.
  - Be prepared to prepay month-to-month in person if you do not have a credit history with a particular company or in the US
- Emails. Once you are accepted, you will get emails from several different campus offices (ISSS, SBS, your home department, etc.). Pay attention and stay on top of these emails. Consider an organizational scheme for your inbox to keep track of everything.

## Monthly Expenses in Texas

- Rent
- Utilities (may be all lumped together depending on where you live)
  - May include electricity, water, cable tv, internet, etc.
- Phone
- Car Insurance
- Health Insurance
  - If employed by Texas A&M, insurance fees are deducted monthly. For the summer, insurance for the summer (June, July, and August) are taken out in your May or June paycheck (so this paycheck will be less than usual)
  - If you do not sign the paperwork in time, you may be required to pay for international insurance (which may be more expensive!). Insurance fees are usually charged at the beginning of each semester, including June for the summer months.
- Keep your eye on your Student Business Services account for holds and issues, especially before each semester begins.

## Driving in Texas

It can be very expensive to get car insurance if you don't have a (good) driving history associated with a US driver's license. If you think you may want to buy a car while in Texas, consider waiting a bit. Instead, get your license early so that when you decide to purchase a car you will have a good driving record associated with your license.

How to Apply for a Texas Drive License: <https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license>

Pay close attention to driving tests. Training courses are available. You may need to borrow a car or use a driving school to take the road test.

Texas driver's licenses usually expire with your visa; something to consider if you have to extend/renew visa.

## Campus Resources

**ISSS (International Student & Scholar Services):** <https://global.tamu.edu/iss/>  
ISSS works with students to comply with immigration laws and regulations. The I20, Travel Signature and other related materials for international students can be found on their website.

### ISSS Office Hours and Services

Visit the updated Connect with ISSS webpage for full details. <https://global.tamu.edu/iss/contact-us>

For new international students, you need to complete check-in steps:

<https://global.tamu.edu/iss/students#0-STEP3%3AStartyourrequestinTerraDotta>

Click the “Check-In with ISSS” link

### What do I need to do if I want to leave the USA?

You are free to leave the USA during vacation periods (and possible other times of year as well). However, you must make sure that your I-20 is up to date so that you won't have any problems when you return. Therefore, you need to ask an ISSS advisor for a signature (which is valid for one year). Please note that ISSS staff only visit the Galveston Campus twice a year (once in the fall and once in the spring). The steps to follow are easy by visiting <https://global.tamu.edu/iss/travel-and-visa/travel>.

This is a simple procedure, but you must do this well in advance of your planned travel (it takes 15 business days to process the signature but may take longer if you have any holds on your accounts). Also please note that food services is not open during holiday closures.

**Getting a Social Security Number:** Use this ISSS site for guidance:

<https://global.tamu.edu/iss/students/employment#SSN>

**Banking:** This should be a top priority: you will need a local bank account for direct deposit. Get this lined up as quickly as you can.

Plan on going into the bank physically to get set up but call ahead to ask what you need to open accounts (for example, the small amount of money as well as paperwork about your job at Texas A&M; the bank will want to know that you have a position). A banking associate can help you. They



should know a work-around if you do not have your SSN yet. Please know that banking branches in the United States are closed on Sundays.

### Taxes

As an international student, you also must learn how to handle your taxes in the USA.

**At the university level:** You will have to register with GLACIER and submit your information so that the appropriate amount of taxes is withheld from your salary. Normally this is done every semester or every year. You will receive notifications in your institutional mail.

This is the website for you to read more about it: <https://uas.tamu.edu/tax/faq/glacier.html>

**At the state level:** Texas does not have an individual income tax. No state taxes are paid.

**At the federal level:** You have to file your annual tax return. This normally happens in March-April every year. We normally use software that helps us to do this process: Sprintax - US Income Tax Software for Nonresident Aliens. <https://global.tamu.edu/iss/resources/taxes/sprintax>

**Center for Teaching Excellence - CTE:** <https://cte.tamu.edu/>

CTE supports Texas A&M University's educational mission by forging partnerships to inspire and sustain faculty, student, and organizational transformation through innovative, dynamic, and inclusive learning design guided by evidence-based practices.

CTE offers one-on-one consulting with all graduate students and postdoctoral researchers on teaching-related topics such as instructional methodology, syllabus design, effective feedback, and assessment. In addition, graduate students serving as Teaching Assistants (TAs) can schedule an observation of their classroom teaching and receive written feedback for their records. Graduate students and postdoctoral researchers can meet with a CTE consultant to discuss and/or review their teaching philosophy statement.

**Career Center:** <https://www.tamug.edu/career/index.html>

A comprehensive career planning and employment service for students of all majors and classifications. You can make an appointment with staff at the career center, if needed. Many career events will be held, and you can register anyone you are interested in.

**Hire Aggies (accessible through the Career Center website) is the online career management system for Texas A&M University's current and former students. Through the system you can:**

- Access thousands of full-time, cooperative educations, and internship opportunities just for Aggies.
- Submit your resume, cover letters, and other documents to thousands of employing organizations.
- Schedule on-campus interviews.

- Connect with recruiters from companies and hiring organizations through the Employer Directory.
- Participate in virtual mock interviews, helpful online resources and tools, and take career assessments.

**Division of Information Technology:** <https://www.tamug.edu/it/index.html>

This division offers discounted software, campus WiFi, Texas A&M Gmail. It has 24/7 tech help with Help Desk Central and more. You can call, chat, email or visit the Help Desk Central.

Phone: 409-740-4714

Email: [helpdesk@tamug.edu](mailto:helpdesk@tamug.edu)

**Aggie ID Card:** [https://sbs.tamu.edu/documents/TAMUG\\_ID-Card\\_Pickup\\_Info\\_4.22.2022.pdf](https://sbs.tamu.edu/documents/TAMUG_ID-Card_Pickup_Info_4.22.2022.pdf)

Aggie ID cards allow access to numerous campus services such as the Rec center, library, dining halls, access to buildings, etc. It has your student ID on it and can be used to check your current academic status. Aggie Card will be at the SBS office located in the Main Academic Building (MAIN), Payment Booth during your scheduled time.

**Counseling Services:** <https://www.tamug.edu/counsel/index.html>

Texas A&M at Galveston Counseling Services provides a host of opportunities to support you. On their website, they have various ways to contact them including an after-hours phone line.

**Student Business Services:** <https://sbs.tamu.edu/sbs-galveston/>

Aggie Card - Signing up for Direct Deposit - Important Due Dates - Online Payment - Installment Plan - Accepted Forms of Payment - Texas Guaranteed Tuition Plan (TGTP) etc.

**Parking Permits:**

Students driving vehicles to campus will need to purchase a parking permit. Information about parking permits will be sent out in August.

**Jack K. Williams Library:** <https://www.tamug.edu/library/index.html>

The Williams library provides on-site and InterLibrary loan resources for students. In addition, the library provides a printing lab, quiet study spaces, and houses the following resources:

- The Studio – a space to further develop visual and oral communication in-person and online. It is not uncommon for our graduate students to use The Studio for headshots.
- Writing Lab – supports the process of writing.
- The Graduate Lounge – a space where graduate students can mingle and meet up. Galveston Graduate Student Association and the Research & Graduate Studies Office hosts events here. Present your Student ID at the circulation desk to gain access.

**University Police Department:** <https://www.tamug.edu/police/index.html>

The University Police Department provides a safe and secure environment through education, the cooperative spirit of all university community members and the enforcement of laws and regulations.

# CONTACTS

## A&M Galveston

<p><b><u>Marine Biology</u></b></p> <p>Dr. Dave Wells, Graduate Advisor M.S. and Ph.D., Marine Biology Telephone: 409-740-4717 Email: <a href="mailto:wellsr@tamug.edu">wellsr@tamug.edu</a></p>	<p><b><u>Marine and Coastal Environmental Science</u></b></p> <p>Dr. Ashley Ross, Graduate Advisor Ph.D. of Marine and Coastal Management and Science Telephone: 409-740-4485 Email: <a href="mailto:ashleydross@tamug.edu">ashleydross@tamug.edu</a></p> <p>Dr. Meri Davlasheridze, Graduate Advisor Master of Marine Resources Management Telephone: 409-741-4338 Email: <a href="mailto:davlashm@tamug.edu">davlashm@tamug.edu</a></p>	<p><b><u>Maritime Business Administration</u></b></p> <p>Mr. Vito Ciminello, MARA Director of Graduate Studies Master of Maritime Business Administration and Logistics Telephone: 409-740-4442 Email: <a href="mailto:ciminelv@tamug.edu">ciminelv@tamug.edu</a></p>
<p><b><u>Research &amp; Graduate Studies</u></b></p> <p>Dr. Pete van Hengstum, Interim Senior Associate Vice President for Research &amp; Graduate Studies Telephone: 409-740-4919 Email: <a href="mailto:vanhenp@tamug.edu">vanhenp@tamug.edu</a></p> <p>Holly Richards, Director of Graduate Studies Telephone: 409-740-4957 Email: <a href="mailto:richardh@tamug.edu">richardh@tamug.edu</a></p> <p>Andrew Reitberger, Assistant Director of Graduate Studies Telephone: 409-740-4941 Email: <a href="mailto:areitberger@tamug.edu">areitberger@tamug.edu</a></p> <p>Teckla Coven, Academic Advisor Telephone: 409-740-4937 Email: <a href="mailto:tecklacoven@tamug.edu">tecklacoven@tamug.edu</a></p> <p>Patty Gonzales, Director of Research Operations Telephone: 409-740-4748 Email: <a href="mailto:evansp@tamug.edu">evansp@tamug.edu</a></p> <p>Marianne Terrell, Program Coordinator II Telephone: 409-740-4479 Email: <a href="mailto:marianneterrell@tamug.edu">marianneterrell@tamug.edu</a></p> <p>Jennifer Mayfield, Program Coordinator Telephone: 409-740-4722 Email: <a href="mailto:jmayfield@tamug.edu">jmayfield@tamug.edu</a></p>	<p><b><u>Human Resources</u></b></p> <p>Ms. Amanda Shirey, HR Rep Telephone: 409-741-4061 E-Mail: <a href="mailto:amanda.shirey@tamug.edu">amanda.shirey@tamug.edu</a></p>	

# CONTACTS

## TAMU

### Oceanography

Dr. Chrissy Stover Wiederwohl, Assistant  
Department Head  
Telephone: 979-845-7191  
Email: [chrissyw@tamu.edu](mailto:chrissyw@tamu.edu)

### Ocean Engineering

Dr. Vijaykumar Panchang, Associate  
Department Head  
Telephone:  
E-Mail: [panchanv@tamug.edu](mailto:panchanv@tamug.edu)

Peggy Rutkowski, Program Specialist IV  
Telephone: 979-458-5523  
Email: [peggyr@tamu.edu](mailto:peggyr@tamu.edu)

### Graduate and Professional School

979-845-3631  
E-Mail: [grad@tamu.edu](mailto:grad@tamu.edu)  
Website: <http://grad.tamu.edu>

Dr. Fuhui Tong, Associate Provost and  
Dean for the Graduate and Professional  
School  
E-Mail: [grad@tamu.edu](mailto:grad@tamu.edu)

### International Student & Scholar Services

Samantha Clement, Director  
Telephone: 979-845-1824  
E-Mail: [sclement@oar.tamu.edu](mailto:sclement@oar.tamu.edu)

### TAMUG International Student & Scholar Services Liaisons

Danny Roe, Assistant Director  
Telephone: 409-740-4836  
Email: [roed@tamug.edu](mailto:roed@tamug.edu)



## Graduate Studies Office Procedural Advising

### INCOMING STUDENTS

- All incoming students will receive information concerning their admission to Texas A&M University at Galveston and their orientation, handbook, and any registration procedures.
- All incoming students will be required to attend the New Graduate Student Orientation.
- All incoming students who will serve as Teaching Assistants will be required to attend the Teaching Assistantship Training hosted by the Graduate Studies Office and the TAMU Center for Teaching Excellence.
- All incoming students will be required to attend a mandatory First Semester Advising Meeting with a Graduate Studies office staff member.
- All incoming students will be briefed on the specific requirements of their degree and the expected timeline for completion of milestones within the program (degree plan, proposal, prelims, defense, etc.).

## CURRENT STUDENTS

- Current students will have reminders sent to them concerning milestones within their degree program (degree plan, proposal, prelims, defense, etc.).
- All master's students must have a degree plan on file with the Graduate and Professional School by the end of their second semester of study. All doctoral students must have a degree plan on file with the Graduate and Professional School by the end of their fourth semester of study. Failure to do so will result in registration holds being placed on your student account.
- Students must follow the calendars and timelines published by the Graduate and Professional School.

## GRADUATING STUDENTS

- All graduating students are encouraged to attend a Graduation Advising Meeting with a Graduate Studies office staff member.
- All graduating students will be briefed on the specific requirements of their degree and the expected timeline for completion of milestones within the program (degree plan, proposal, prelims, defense, etc.) as related to graduation.
- Student records will be checked for completion by Graduate Studies Office staff. Petitions, corrections, or other forms required for graduation will be overseen by the Graduate Studies Office.
- Graduating students must meet deadlines published by the Graduate and Professional School to be eligible to receive their diploma. Failure to do so may delay graduation.