Student Handbook
WELCOME to the Department of Recreation, Park and Tourism Sciences

As a student in this department you are advised to use this handbook (along with other important sources of official information) to aid in your successful navigation of our program. While we have worked diligently to make sure that this information is as accurate as possible, please note that changes in information, deadlines, and curriculum can occur and you should plan regular visits with your academic advisor to ensure that you are staying on track for your degree requirements. Also, please be aware that each student has the responsibility to be fully acquainted with and to comply with the Texas A&M University Student Rules. Official information sources include:

- The Undergraduate Catalog: https://catalog.tamu.edu
- University Student Rules: https://student-rules.tamu.edu
- Schedule of Courses: https://howdy.tamu.edu
- The RPTS Website: https://rpts.tamu.edu

The Department of Recreation, Park and Tourism Sciences will use your TAMU student email for all communication (this account will also be your official form of communication with the RPTS Department and Texas A&M University), so be sure to check your TAMU email on a daily basis!
In the College of Agriculture and Life Sciences we have aligned our academic advising to better support students during their time at Texas A&M University. We have assembled a diverse and knowledgeable advisor community dedicated to providing our students with high-quality academic advising services.

Our advisors are grouped into hubs based on location, courses of study and/or related commonalities.

https://aglifesciences.tamu.edu/academic-advisors/
Did you know it's always a good idea to plan to meet with your academic advisor at least once a semester to make sure you're on track for your degree? Your academic advisor is a partner in your academic journey as you move through and graduate from Texas A&M University and can help you explore your interests, select courses, develop your degree plan, and meet your degree requirements. Academic advisors can also connect you with academic and personal support programs, co-curricular opportunities, and career options.

Here's what your advisor will expect from you as a student:

- Attend academic advising appointments prepared. Bring all advising related materials and questions, and be sure to do your research to make sure the answers to your questions aren't easily found elsewhere.
- Clarify your personal values and goals.
- Activate and daily check your TAMU e-mail account for communications from the University faculty, staff, and administration and read the weekly newsletter for updates.
- Check for registration holds and eligibility in HOWDY and know the academic calendar.
- Use campus resources.
- Ask questions if you do not understand an issue or have a concern.
- Accept responsibility for your decisions and actions that affect your educational progress and goals.
- Contact your advisors yourself (i.e. advisors cannot provide information about a student or their record to parents or other individuals due to FERPA regulations)
- **If emailing, use your TAMU student account, include your UIN, and provide enough context for your advisor to understand the issue (allow at least 24-48 hours for a response).**

*In the event you are unable to attend a scheduled appointment, please be sure to cancel your appointment in Navigate. 3 "No-Show"s will prevent a student from scheduling appointments for the rest of the semester.*
RPTS Advisor
AGLS Advising Hub

Melyssa-Anne Stricklin
Senior Academic Advisor
melyssa.stricklin@tamu.edu

Check out my virtual office by clicking the photo above! It's also in my email signature. You will find lots of tools, information and even a game!

HTTPS://DOCS.GOOGLE.COM/PRESENTATION/D/1FP-9S_3MIOW-AJG2HLLAN1VUUM0A03YPG0LI8W65DFI/PRESENT?SLIDE=ID.P
ABOUT GRADES???

DID YOU KNOW THAT TEXAS A&M OFFERS TUTORING RESOURCES AND SUPPLIMENTAL INSTRUCTION SESSIONS FOR MANY CLASSES?

THESE RESOURCES ARE COVERED AS A PART OF YOUR STUDENT FEES, SO BE SURE TO TAKE ADVANTAGE OF THESE RESOURCES EARLY IN THE SEMESTER!

WORRIED ABOUT GRADES???

CHECK OUT THESE RESOURCES BEFORE YOUR FIRST TEST!
## Department of Recreation, Park and Tourism Sciences
For Students Entering Under Catalog (Fall 2022)
### B.S. degree in Recreation, Park and Tourism Sciences

<table>
<thead>
<tr>
<th>Name:</th>
<th>UIN#:</th>
<th>Date:</th>
<th>Certificates:</th>
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</thead>
</table>

### University Core Curriculum
https://catalog.tamu.edu/

#### Communications (6 hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENGL 103 or 104</td>
<td>3</td>
</tr>
<tr>
<td>COMM 203, 205 or 240</td>
<td>3</td>
</tr>
<tr>
<td>THAR 407</td>
<td>3</td>
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</table>

#### Mathematics (6 hrs.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>STAT 201</td>
<td>3</td>
</tr>
<tr>
<td>MATH 140, 142, 151, 152, 167, 168 or PHIL 240</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Life & Physical Science (9 hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Core Sci.</td>
<td>3</td>
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<tr>
<td>Core Sci.</td>
<td>3</td>
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<tr>
<td>Core Sci.</td>
<td>3</td>
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</table>

#### Language, Philosophy & Culture (3 hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Core LPC</td>
<td>3</td>
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</tbody>
</table>

#### Creative Arts (3 hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Arts</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Social & Behavior Sciences (3 hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Core Soc.</td>
<td>3</td>
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</table>

#### American History & Political Science (12 hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>HIST 105, 106 or 226</td>
<td>3</td>
</tr>
<tr>
<td>HIST 105, 106 or 226</td>
<td>3</td>
</tr>
<tr>
<td>POLS 206</td>
<td>3</td>
</tr>
<tr>
<td>POLS 207</td>
<td>3</td>
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</tbody>
</table>

### RPTS Core Curriculum (29 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPTS 201</td>
<td>3</td>
</tr>
<tr>
<td>RPTS 302</td>
<td>3</td>
</tr>
<tr>
<td>RPTS 311</td>
<td>3</td>
</tr>
<tr>
<td>RPTS 323</td>
<td>3</td>
</tr>
<tr>
<td>RPTS 336</td>
<td>3</td>
</tr>
<tr>
<td>RPTS 340 (CD)</td>
<td>3</td>
</tr>
<tr>
<td>RPTS 401 or 403 (W)</td>
<td>4</td>
</tr>
<tr>
<td>RPTS 481</td>
<td>1</td>
</tr>
</tbody>
</table>

Select 6 hours from the following:

- RPTS 484 Internship (highly encouraged)
- RPTS 200-499
- RPTS 200-499

### Additional Graduation Requirements for All Students:
To be met through RPTS requirements or electives

#### Designated Writing Intensive (2 courses)
- RPTS 401 or 403 | 4 |
- See certificate (C) or (W) | 3 |

#### International & Cultural Diversity (3 hours)
- ICD | 3 |

#### Cultural Discourse (3 hours)
- RPTS 340 | 3 |

**Foreign Language**
A minimum of one year (2 semesters) of foreign language is required. This degree requirement can be satisfied by the satisfactory completion in high school of two full years of the same foreign language or one year (2 semesters) of the same language at the college level.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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### RPTS Technical Support (6 hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGCJ 404, COMM 260, ENGL 210, JOUR 359 or 451</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 209, 229, ECON 202, 203 or AGEC 105</td>
<td>3</td>
</tr>
</tbody>
</table>

### RPTS Certificate (15 hrs)
See next page

### General Electives (28 hrs)
See next page

### 120 Total Degree Hours
# Required RPTS Embedded Certificate

**RPTS Majors must complete at least ONE certificate**

*Each certificate must be a 2.0 GPA at completion*

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Dept. Elective</td>
<td>Dept Elective</td>
<td>Dept Elective</td>
</tr>
<tr>
<td>ECCB 460 (W) or RPTS 402 (C)</td>
<td>RPTS 320</td>
<td>RPTS 370</td>
</tr>
<tr>
<td>RPTS 307, 370, 476, RWFM 323, 345 or 400</td>
<td>RPTS 331</td>
<td>RPTS 371</td>
</tr>
<tr>
<td>RPTS 307, 370, 476, RWFM 323, 345 or 400</td>
<td>RPTS 426 (W)</td>
<td>RPTS 472 (W)</td>
</tr>
<tr>
<td>RPTS 307, 370, 476, RWFM 323, 345 or 400</td>
<td>RPTS 300, 321, 421, 444 or 489</td>
<td>RPTS 478</td>
</tr>
<tr>
<td>General Electives (28 hrs)</td>
<td></td>
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</table>

### Notes

Major restrictions and prerequisites for courses may change. Although a course is listed, this does not guarantee that students are able to register. *Students should check to see if there are any prerequisites for the courses listed before registering.*

Dept. elective is any RPTS course that is not already required in the RPTS core curriculum and the first RPTS embedded certificate.

ECCB 460 is fall only

RPTS 307 is spring only
Tourism Management

The TMGT certificate prepares students for careers in the tourism, hospitality and events industries. Students will learn how to sustainability plan, manage, develop, and promote places and events. Students will also be introduced to standards, practices, human resource issues, financing, regulations and laws related to the tourism hospitality and event industries. Learning to how to market tourism destinations and experiences is also a key aspect of the program.

*This certificate is ONLY open to RPTS majors*

Pictures from left to right:
- Hosts from the PBS show “Two For the Road” visit RPTS to chat travel careers, and have some fun touring campus while learning Aggie traditions!
- Students meet virtually with students of UAQ University in Saudi Arabia. Students worked together all semester to complete a joint Tourism Development project for both countries.
- Students in the atrium of a Royal Caribbean cruise ship on their Cruise Management Study Abroad.

“Through my course lessons, I introduce students to new cultures, destinations and ways of thinking. The best part of being a professor here is watching students have the realization that they will not only survive, but are eager to try something new, or consider a different way of thinking. I enjoy getting a message or postcard years after a student has graduated that shows their success or travels. #ProudProf”

Angela Durko, PhD, Instructional Assistant Professor
**Careers in this Field**

<table>
<thead>
<tr>
<th>Flight Attendant</th>
<th>Cruise Ship Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight Attendants are responsible for attending to the safety and comfort needs of passengers aboard a flight.</td>
<td></td>
</tr>
<tr>
<td><strong>$47,000</strong> Average Salary</td>
<td><strong>$57,000</strong> Average Salary</td>
</tr>
<tr>
<td>High School Diploma</td>
<td>Bachelors Degree</td>
</tr>
<tr>
<td>Required Education</td>
<td>Required Education</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Convention &amp; Visitors Bureau Executive Director</th>
<th>Theme Park Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVB Executive Directors are responsible for leading and directing the administrative, operational, sales, marketing and communications functions of the Convention &amp; Visitors Bureau (CVB).</td>
<td></td>
</tr>
<tr>
<td><strong>$79,000</strong> Average Salary</td>
<td><strong>$62,000</strong> Average Salary</td>
</tr>
<tr>
<td>Bachelors Degree</td>
<td>Bachelors Degree</td>
</tr>
<tr>
<td>Required Education</td>
<td>Required Education</td>
</tr>
</tbody>
</table>

“The RPTS department has provided me with so many opportunities to explore the industry, gain real world experience, and have a lot of fun doing it! I have been so lucky to gain many useful skills and industry insight from some of the greatest faculty and staff in the world! RPTS has opened so many doors for me and I am excited to learn more every single day. Becoming an RPTS major was one of the best decisions I have made in my college career!”

Jake Vasquez, RPTS Former Student
The RPMG certificate is focused on preparing students for managerial careers with public recreation and park agencies, youth agencies, not-for-profit recreation agencies, and commercial recreation enterprises. Students will be introduced to problem-solving, decision-making, assessment of social and environmental impacts, personnel, public relations, volunteer management, financing and fund-raising, marketing of services, and needs assessments. Skills in working with people in the legal and political environment are necessary, as well as the ability to assess and work with other organizations for cooperative developments in recreation and tourism.

*This certificate is ONLY open to RPTS majors

Pictures from Left to Right:
- Students learning about the restocking of trout in the high country lakes of Utah.
- Outdoor Leadership students team building at Challenge Works.
- Students learning about urban parks.
- Students posed in the Sabinal River after admiring dinosaur tracks at Camp La Jita.

“As a former Parks and Recreation Director, I would have gladly hired graduates from TAMU’s Community Recreation and Park Administration program as the students gain experience in administration, budgeting, programming and complete an internship. Students graduate with many hours of practical experience and relevant skills.”

Rick Harwell, CPRE, Assistant Professor of the Practice
Dr. Scott Shafer introduced me to site specific design. Many of us grow up experiencing public spaces but do not realize the time, effort and science that professionals put into creating those spaces. I have carried that into my everyday life as a park designer/planner.

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**Careers in this Field**

<table>
<thead>
<tr>
<th>Park and Recreation Agency Director</th>
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</thead>
<tbody>
<tr>
<td>Park and Recreation Agency Directors oversee the operations and finances of public parks and recreational spaces, typically under the supervisor of the City Manager.</td>
</tr>
<tr>
<td><strong>$95,000</strong> Average Salary</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Military Recreation Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Military Recreation Specialists provide support services to military personnel and their families. These include community housing, food service, physical fitness facilities, youth and outdoor recreation activities, arts and crafts, ceremonies, and unit level sports.</td>
</tr>
<tr>
<td><strong>$45,000</strong> Average Salary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Park Ranger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Rangers help ensure that campers, hikers, and other visitors are following the rules, are enjoying their experience and take care of the natural environment. They also research, develop, and conduct educational programs.</td>
</tr>
<tr>
<td><strong>$70,000</strong> Average Salary</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Athletics Supervisor</th>
</tr>
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<tbody>
<tr>
<td>Athletics Supervisors administers and participates in the scheduling of athletic facilities for classes, recreation use and use by outside groups.</td>
</tr>
<tr>
<td><strong>$52,000</strong> Average Salary</td>
</tr>
</tbody>
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Hunter Rush '08, MHS Planning & Design, Outdoor Space Designer
RPTS Former Student
The Professional Event Management Certificate is focused on preparing students to design, plan, manage, implement, and evaluate experiences, meetings, and special events. Students will take hands-on event management coursework which covers planning, promotion, operational logistics, sponsorship, evaluation, contracting, media, fundraising, risk management, and vendor management. They will also learn using hands on experience to implement a number of community and campus events.

*This certificate is open to ALL TAMU MAJORS

Pictures from Left to Right:
- Group of RPTS student volunteer welcoming guests to the RPTS Tailgate
- Kitefest student planning committee the day of their event.
- Students promoting Veroride at the Alternate Transportation Pop-up Event
- Current PEMC students listening to PEMC graduate working in the event industry at PEMC BASH

“Event Management and Operations classes give students a chance to put into practice what they read about—not only during practical exercises in the classroom, but also in real life experience with a client event in the community that they plan and implement. We provide students the avenue to critically evaluate the thousands of decisions that make up an event.”

Dr. Donna Lee Sullins, Instructional Assistant Professor
Tournament Directors oversee the general operations of the tournament, such as hiring staff, implementing the policies and rules of the tournament; interacting with the person overseeing the facilities; instructing the staff and coordinating internal communication, finances, scheduling, statistics, marketing, and participant recognition.

$40,000  Bachelors Degree  Required Education

Meeting Planners oversee and facilitate all aspects of meeting planning from site selection, vendor negotiation, event registration, marketing, on-site staffing and post-event reporting.

$63,000  Bachelors Degree  Required Education

Morale Welfare and Recreation (MWR) Special Event Coordinators are responsible for planning, implementing, and evaluating events and programs for service members and their families that result in improving quality of life with their service and sacrifice.

$60,000  Bachelors Degree  Required Education

Theater Operations Managers are responsible for recruiting, training, motivating, developing, and coordinating the activities of their location’s personnel to ensure an effective operation and excellent Guest Service.

$48,000  Bachelors Degree  Required Education

“PEMC has given me the great fortune of working on some truly inspiring projects and volunteering at amazing events. It has not only taught me the minor and major aspects one must consider when planning an event, but it has shaped me into the event coordinator I strive to be.”

Katy J. MacManus, Former PEMC Student
The Hospitality Management certificate is focused on preparing students to understand the planning, analysis, and decision-making techniques needed for management positions in the hospitality industry. Students will develop skills related to principles of management, sustainability, development, cultural tolerance, marketing, finance, and service quality as they apply to the hospitality industry.

*This certificate is open to ALL TAMU MAJORS*

Pictures from Left to Right:
- Students learning about food and beverage operations.
- Students touring Kyle Field suites at Texas A&M University.
- Students learning about resort operations at the San Luis Resort.

“Hospitality is more than warm customer service in the food and beverage and lodging industries, hospitality is a science that entails experiences in just about every environment that influence human outcomes including physical health and psychological wellbeing”

Dr. Courtney Suess-Raeisinafchi, Assistant Professor
Hospitality Management provided worthwhile takeaways that immerse you into the industry and establish you as a hospitality professional. I’ve gotten to interview a leading professional in the hotel industry, collaborated with a team to run a semester long hotel simulation, and worked with a city client by producing a case study that improves their tourism.

David Pham, Former RPTS Student

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### Careers in this Field

**Hotel/Resort Manager**

Hotel/Resort Managers ensure that traveling guests have a pleasant experience at their establishment with accommodations. They also ensure that the business is run efficiently and profitably.

- **Average Salary:** $54,000
- **Education Required:** Bachelors Degree

**Guest Experience Manager**

Guest Experience Managers are responsible for looking after the needs of guests in a professional manner.

- **Average Salary:** $33,000
- **Education Required:** Bachelors Degree

**Brewery/Taproom Manager**

Brewery/Taproom Managers are also responsible for ensuring that customers have a positive experience during their visit.

- **Average Salary:** $48,000
- **Education Required:** Bachelors Degree

**Food & Beverage Manager**

Food and Beverage Managers plan, organize, direct, control and evaluate the operations of restaurants, bars, cafeterias and other businesses that operate serving food and beverage.

- **Average Salary:** $47,000
- **Education Required:** Bachelors Degree

“Hospitality Management provided worthwhile takeaways that immerse you into the industry and establish you as a hospitality professional. I’ve gotten to interview a leading professional in the hotel industry, collaborated with a team to run a semester long hotel simulation, and worked with a city client by producing a case study that improves their tourism.”

David Pham, Former RPTS Student
How Many Certificates Can You Pursue?

“Students may pursue multiple certificate programs concurrently. However, including a student’s degree program(s), a student may not pursue more than five programs of any kind concurrently.”

**Curriculum Record ONE**
Bachelor of Science in Recreation, Park and Tourism Sciences

**Curriculum Record TWO**
*All RPTS majors must pursue one of the following embedded certificates:*
- Recreation and Park Management
- Tourism Management
- Youth Development

**Curriculum Record THREE**
*All RPTS majors may choose to pursue a second RPTS certificate, a non-RPTS certificate, a Double Major or a Double Degree.*

**RPTS Certificate Programs**
- Recreation and Park Management
- Tourism Management
- Professional Event Management (must apply)
- Hospitality Management (must apply)

**TAMU Certificate Programs:** [https://registrar.tamu.edu/Our-Services/Curricular-Services/Curricular-Processes/Program-Approvals/Approved-Certificate-Programs](https://registrar.tamu.edu/Our-Services/Curricular-Services/Curricular-Processes/Program-Approvals/Approved-Certificate-Programs)

**Double Major Information:** [https://registrar.tamu.edu/Graduation-Degree-Programs/Double-Degrees-Majors/Double-Major-Information](https://registrar.tamu.edu/Graduation-Degree-Programs/Double-Degrees-Majors/Double-Major-Information)

**Double Degree Information:** [https://registrar.tamu.edu/Graduation-Degree-Programs/Double-Degrees-Majors/Double-Degree-Information](https://registrar.tamu.edu/Graduation-Degree-Programs/Double-Degrees-Majors/Double-Degree-Information)

**Curriculum Record FOUR**
All RPTS majors may choose to pursue a third RPTS certificate or second non-RPTS certificate

**Curriculum Record FIVE**
All RPTS majors may choose to pursue a forth RPTS certificate or third non-RPTS certificate
RPTS Internship

An RPTS related internship of 400 or more hours is highly encouraged in the RPTS degree plan; students register for 6 credits of RPTS 484

Pre-Requisites:
- RPTS 311 (3), RPTS 340 (3) and RPTS 481 (1)
- Completion of at least 15 hours of RPTS courses & 80 total hours
- A GPA of 2.25+ in RPTS courses; overall GPA of 2.0+

Grading and Evaluation:
Four reports @ 10 points 40
Website 10
Hour Logs signed by supervisor 5
Evaluations (by supervisor & self) 45

What Must Employers Provide?
- A minimum of 400 hours of work (including training) related to recreation, parks, tourism, events, youth program, or hospitality.
- A clear description of internship tasks/roles
- Training and orientation; availability to answer questions related to internship reports written by the intern
- On-going mentorship and guidance, including written evaluation forms mid-way through and at the completion of the internship

Note: Internships may be paid or unpaid. Many jobs titles are acceptable for internship credit; you don’t have to be called an “intern” by your employer. You may log up to 60 hours per week, or take a part-time position and spread it out over two semesters. Many students choose to pursue their internship during summer.
Where Can You Find A Position?

Job Listings Sent to RPTS Department & Other Job Links:
https://rpts.tamu.edu/careers/

Web Pages Made By Past RPTS Interns:
https://rpts.tamu.edu/careers/

TAMU Career Center:
http://careercenter.tamu.edu/

Other websites and networking

Other Internship Information

Paperwork & Actions Required by RPTS Department
(Forms and information: https://rpts.tamu.edu/rpts-internships/)

- **Form A** - submit in RPTS 481 when you know the semester you will intern but you do not have a position yet.
- **Form B** - submit when you have a position lined up

**Register** for 6 credit hours of RPTS 484

Resume Assistance

Email Mrs. Scott for samples, or email her your updated resume for review. Please note why types of positions you're seeking. Tourism, event and other business-related positions require a one-page resume, while many youth and park positions will accept (or expect) a longer resume.

Questions: Contact Mrs. Susan Scott at sgscott@tamu.edu to ask questions via email or set up an appointment.
Advising Appointments

College of Ag & Life Sciences
Navigate – 2 easy ways to schedule

Visit Howdy

• Go to My Record tab

• Click: Navigate – Schedule Advising Appointments

• Select:
  
  Schedule an Appointment

• Select:
  
  Type Appt. - Advising Texas A&M University
  College/Reason – AG – Agriculture & Life Sciences
  Undergraduate Advising

• Choose:
  
  Reason for Appointment – ex. AG – General Advising
  Location by major – ex. AG – AGLS Advising Hub – see Additional Details
  Appointment Day & Time
  Review Appointment Details

Don’t forget to click Schedule

© Detailed instructions to follow on next slide

Download Navigate Student app

Schedule and track appointments in the app!

Download today! Win Prizes!

• Search Navigate Student in the app stores

• Select Texas A&M - College Station

• Log in using your NetID and password

• Click to schedule

Download on the
App Store

Download on the
Google Play

Download the
Navigate Student App!
The Department of Recreation, Park and Tourism Sciences follows the College wide Probation & Dismissal Policies:

**College of Agriculture and Life Sciences Probation & Dismissal Policies**

According to student rule 12.1 (http://student-rules.tamu.edu/rule12/), a student is scholastically deficient when:

- 12.1.1 His/her/their semester grade point ratio is less than 2.00; or
- 12.1.2 His/her/their cumulative grade point ratio is less than 2.00; or
- 12.1.3 The cumulative grade point ratio in his/her/their major field of study is below a 2.00; or
- 12.1.4 He/she/their is not meeting college and/or major course of study grade point requirements

Disclaimer: The below College of Agriculture and Life Sciences policies are subservient to any policy set forth by Texas A&M University, the Texas A&M System, or state or federal statutes. Departments within the College of Agriculture and Life Sciences are permitted to have more stringent requirements to determine scholastic deficiency within their majors.

Probation & Dismissal Policies

A student is determined if they are scholastically deficient at the end of each long semester (fall or spring) and/or at the end of each long and summer semester. Students who are deemed scholastically deficient are either placed on probation, dismissed from their major, or suspended by the university. The College of Agriculture and Life Sciences policy defines scholastic deficiency as an overall/cumulative or term/semester GPA below a 2.0.

**Overall/Cumulative GPA below 2.0**

- 1st Semester < 2.0:
  - Academic Probation and blocked from registration until meeting, or other requirement (i.e. probation contract/acknowledgement is signed, etc.) is met with department
  - Requirement met by the term add/drop deadline. If requirement is not met, student’s schedule will be dropped and/or blocked from continuous registration.

- 2nd Semester < 2.0 and previous academic probation terms are NOT met:
  - Student is dismissed from major with the option to appeal for continued enrollment
  - If appeal is granted, student is on final probation and will NOT be allowed to pre-register for following term until the terms of probation is verified to have been met.

- 2nd Semester < 2.0 and previous academic probation terms ARE met:
  - Student will continue on final probation

- 3rd Semester < 2.0:
  - Student will be dismissed from major with no option to appeal
  - Dismissed students will be eligible to apply for readmission at a date and under terms to be determined by the department

If a student meets terms of their probation and falls below a 2.0 overall GPA in a subsequent semester, the student will be dismissed from major with the option to appeal.
Term/semester GPA below 2.0

- **1st Term GPA < 2.0:**
  - Student will be placed on term academic probation and will receive a letter and/or email notifying them of this.
  - Student will be blocked from registration until meeting, or possible other requirements are met with the department.
  - Student could be recommended to utilize various student services on campus. These services can include, but are not limited to: Academic Success Center, Student Counseling Services, Student Disability Services, Writing Center, Veteran Resource and Support Center, Student Athlete Services, etc.

- **2nd Term GPA < 2.0:**
  - Student will be dismissed from their major with an option to appeal.
  - If appeal is granted, student will be placed on final probation.
  - Student will be required to utilize various student services on campus. These services can include, but are not limited to: Academic Success Center, Student Counseling Services, Student Disability Services, Writing Center, Veteran Resource and Support Center, Student Athlete Services, etc.

- **3rd Term GPA < 2.0:**
  - Student will be dismissed from their major with no option to appeal.
  - Dismissed students will be eligible to apply for readmission at a date and under terms to be determined by the department.

Term GPA's do not need to be consecutive to determine probation and/or dismissal.
As a current student, you have access to academic, billing, and financial aid information with your Net ID and password in the HOWDY portal.

Your My Dashboard inside HOWDY has many tools including, but not limited to:

- Degree Evaluation
- Undergraduate Degree Planner
- Credit by Examination

Credits By Examination

Advanced Placement and International Baccalaureate credit. Students should verify with an advisor before accepting any AP/IB credit. All scores from all tests (SAT/ACT/AP/IB/MPE/etc.) that have been received at Texas A&M are available in the “My Record” menu of the “My Dashboard.”

Transcripts

A listing of all courses on record at Texas A&M. This includes current coursework (in progress) and completed coursework. Students are able to print unofficial transcripts from the “Academic Record and Planning” section in the “My Record” menu under "My Dashboard." Students may also request official Texas A&M transcripts at the same location (there will be a fee associated with ordering an official transcript).
Registration Holds

Students are responsible for continuously checking if they have holds on their account.

How to check holds in Howdy:
https://cdn.eis.tamu.edu/public/MyRecord/Registration-Readiness.mp4

You will have some holds to take care of early in your first semester. Hint: Some are due by the first week of school.

Bacterial Meningitis

You must submit your evidence of vaccination before your NSC. You cannot register for your first semester courses until you have submitted this requirement!

https://admissions.tamu.edu/meningitis.aspx

High School Transcript

Be sure to submit your official high school transcript ASAP!

Send a Final High School Transcript with Graduation Date before the semester begins.
The Undergraduate Degree Planner is a course planning tool designed to facilitate the timely completion of your degree at Texas A&M University and to assist in planning the courses required to fulfill your degree program requirements. To start using the Degree Planner, log into Howdy, click on the My Record tab, and find the Undergraduate Degree Planner channel on the right column.

All new students with 30+ credit hours are required to complete, submit, and get their Degree Planner approved prior to preregistration for their second TAMU semester.

All continuing students must edit, submit, and get their Degree Planner approved by September 30th of every year until graduation.

How to Complete Your Degree Planner (watch both videos):

Part 1: TAMU Degree Planner
Part 2: RPTS Degree Planner Help
As we find ourselves settling in for another semester of classes and university life, we continue to bring your attention to an issue that persists in capturing the attention and concern of college campus communities across the nation -- Sexual Harassment and Sexual Violence. Haven (undergraduate students) and Haven+ (graduate/professional students), the EverFi internet modules focused on sexual violence, dating violence, domestic violence, and stalking are currently required of all Texas A&M University students. Part of being able and ready to assist a fellow Aggie comes from an understanding of the issues surrounding behaviors associated with sexual harassment and sexual violence. As a result of this need for education, and a desire to work towards a safer community for all members, TAMU is required all incoming students to engage in our online education program called Haven. You are asked to complete this education in two parks: pre and post education. After an intersession of 30 days, you will receive an email notification to complete Part 2.

You must complete this prior to preregistration for your second semester at TAMU

https://studentlife.tamu.edu/deansoffice/titleixtraining/
To better understand your academic requirements for graduation, you should be using all the tools below.

Be sure to use them each semester!

**Academic Calendar**

This is a schedule of all of the events that occur in an academic year. This includes important deadlines!

https://registrar.tamu.edu/Catalogs,-Policies-Procedures/Academic-Calendar

**Undergraduate Catalog**

The Undergraduate and Graduate and Professional catalogs provide information about the academic programs of Texas A&M University to students, prospective students, faculty and staff of the University. Included is information concerning admissions, academic regulations and requirements, services available to students, academic offerings and a list of the administrative officers and faculty of the University.

https://catalog.tamu.edu/
Want to know how to use the Advanced Course Search? Check out Advising Video! Want to learn how to find your registration window? Check out Advising Video!

Advising Video was created as a repository of instructional videos.

https://docs.google.com/presentation/d/1C7hfDMjBoAmhdbteDUAMBN3aVmGTmgHHw94XtnSQWw8/present?slide=id.p
Core Curriculum

University Core Curriculum is tied to your catalog!

Be sure to pull up your specific catalog. This may mean you need to click 'Archives' when pulling up the catalog.

https://catalog.tamu.edu/

Once you open your specific catalog, you will find the Core Curriculum by clicking on the following steps...

General Information > University Core Curriculum

In addition to the Catalog, you can use https://core.tamu.edu/ but you are responsible for confirming the core courses by viewing the catalog at https://catalog.tamu.edu/
Degree Evaluation

The Degree Planner tool (you read about earlier in this handbook) is a wonderful planning tool, however, it is not your official degree plan!

Your graduation is awarded by following and completing the requirements found on your Undergraduate Degree Evaluation.

HOWDY > MY DASHBOARD > MY RECORD (IN THE TAN COLORED BAR) > DEGREE EVALUATION > GENERATE REQUEST
Find the common enrollment services you need from Admissions, Registrar, Scholarships & Financial Aid, Student Business Services and Veteran Services.
Tools Continued...

Registrar's Website
https://registrar.tamu.edu/

The TAMU Registrar's Office has almost everything you could ever need to know during your time at TAMU. The list on the right is just a select number of tools found on this site.

Other helpful information found includes, but is not limited to:

**Enrollment Status Definitions**

**Q drop and Other Forms**

**Late Add & Drop**

**Add/Drop & Q Drop Deadlines**

**Withdrawing from the University**

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**Current Students**

- Classroom Communication Concerns
- Student Name Change
  - Student Preferred First Name
- Student Worker Early Registration
- Registration Schedules
  - Undergraduate
  - Graduate and Professional
- Undergraduate Degree Planner
- University Approved Minors
- Residency for In-State Tuition
- Graduation
- Tuition Rebate
- National Student Clearinghouse

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**Other Student Resources**

- TAMU Student Rules
- Classroom List & Utilization
- Student Business Services
- Scholarships & Financial Aid
- Graduate and Professional School
It is your responsibility to read your TAMU email multiple times a day!

Please use your TAMU email when contacting us so that we can verify that it is you. Read all emails we send you completely and carefully. We know that you receive numerous emails daily from different sources, but you are responsible for reading everything sent from us. We will send out emails regarding registration, job fairs, RPTS merchandise, special events, and announcements.

You can go to `gateway.tamu.edu` to unsubscribe from email lists. You cannot unsubscribe from RPTS emails.

Log In > Email Settings > Change Email Subscriptions

If possible, put your TAMU email onto your phone!
Advise & Thrive Newsletter

RPTS sends out a weekly newsletter (sent out on Tuesdays). This newsletter will cover all things advising. It is sent to your TAMU email.

You are expected to read the entirety of the newsletter each week.

RPTS Social Media

@TAMU_RPTS  @TAMURecParkTourismSci
ON CAMPUS RESOURCES

FULL LIST IS FOUND AT HTTPS://STUDENTAFFAIRS.TAMU.EDU/STUDENTS/

COUNSELING & PSYCHOLOGICAL SERVICES
CAPS.TAMU.EDU
@TAMUCAPS
@TAMU_CAPS

DISABILITY RESOURCES
DISABILITY.TAMU.EDU

ACADEMIC SUCCESS CENTER
ASC.TAMU.EDU
@SUCCESSTAMU

STUDENT ASSISTANCE SERVICES
STUDENTLIFE.TAMU.EDU/SAS
@TAMU_STUDENTLIFE

MULTICULTURAL SERVICES
DMS.TAMU.EDU
@DMSTAMU

LGBTQ+ PRIDE CENTER
STUDENTLIFE.TAMU.EDU/LGBTQ
@TAMULGBTQ

WOMEN’S RESOURCE CENTER
STUDENTLIFE.TAMU.EDU/WRC
@TAMUWRC

VETERANS RESOURCE & SUPPORT CENTER
AGGIEVETERANS.TAMU.EDU
@VRSC.TAMU
ON CAMPUS RESOURCES CONT.

FULL LIST IS FOUND AT HTTPS://STUDENTAFFAIRS.TAMU.EDU/STUDENTS/

INTERNATIONAL STUDENT SERVICES
iss.tamu.edu @TAMUISS

STUDENT HEALTH SERVICES
shs.tamu.edu @TAMU_SHS

CAREER CENTER
careercenter.tamu.edu @HIREAGGIES

SEXUAL ASSAULT RESOURCES
titleix.tamu.edu stepinstandup.tamu.edu

SCHOLARSHIPS & FINANCIAL AID
financialaid.tamu.edu @TAMUSFAID

DIVISION OF INFORMATION TECHNOLOGY
it.tamu.edu @TAMUIT

STUDENT BUSINESS SERVICES
sbs.tamu.edu

EDUCATION ABROAD
abroad.tamu.edu @TAMUABROAD @ABROADTAMU