Registering for Classes
International Student Services – Texas A&M University

Before you Register

Undergraduates:

☐ You will need the scores of your English Language Placement Exam (ELPE) before you can register. English Language Institute (ELI) courses take priority over Texas A&M courses.

☐ If you are required to take some ELI courses, you must register in the ELI office (Peterson Bldg. #301) before registering for Texas A&M courses. Only after you receive your ELPE score will you meet with your academic advisor, make class selections and register during the New Student Conference.

Graduates:

☐ If your TOEFL score is 600 or higher, or your GRE verbal score is 400 or over, or your GMAT verbal score is 30 or higher, you are English verified, and, after the ISS Check-in, you may go directly to your academic advisors to discuss your class selections.

☐ If your TOEFL score is between 550 and 599, you should interview with the ELI to ensure that you have adequate language support while enrolled in Texas A&M and take the results of this interview to your advisor. Students who are required to take the ELPE will need their scores before they can register. ELI courses take priority over Texas A&M courses.

☐ If you are required to take some ELI courses, you must register in the ELI office (Peterson Bldg. #301) before registering for Texas A&M courses.

☐ Some departments and colleges have higher GRE, TOEFL, and GMAT requirements than the general university requirements listed here and may require you to take the ELPE despite your scores. ELPE scores will be available in the Dean’s office of your college (exception: the College of Engineering sends scores to their department offices). Take these scores to your academic advisor.

All Students:

☐ Meeting with your Academic Advisor:
  • Plan your class schedule with your academic advisor. If you do not have an advisor, go to the main office of your academic department and ask for an advisor to be assigned to you.
  • Academic Advisors will refer you to a graduate or undergraduate catalog to see the basic degree plan that you should follow to be certain that you take all the necessary courses to earn your degree.
  • Each student should own a university catalog. These may be purchased in the MSC bookstore. Freshman and transfer undergraduates usually receive a free catalog during the
Undergraduate Freshman and Transfer Conferences. The catalog used in your first semester of an academic degree plan gives the rules you will need to follow throughout that degree.

- **Things to keep in mind when selecting your courses:**
  - The length of the course—Usually in the summer, courses last 5 or 10 weeks. In the Fall and Spring, courses are 15 weeks long. Occasionally short courses of 1 to 3 weeks are offered.
  - Your total number of hours—Immigration laws state that **international students cannot drop below a full course load** (GRADUATES 9 hours and UNDERGRADUATES 12 hours) unless you have a legal reason. Some departments require students to take more than the full course load.
  - Your total workload - A “three credit hour” course will require more than the three hours spent in class. For a good estimate, multiply 4 hours week times the total credit hours you will be taking. Also, a “one credit hour” lab course could require as many as four hours a week in the lab.
  - Final exam schedule - Check the final exam schedule listed in the registrar’s website class schedule book so that you can arrange your final exams so that you do not have them all on the same day. Do this by selecting different sections of the same class when you register.

Below is a guide to help you correctly read the course descriptions in the Online Course Schedule, which is accessible from [http://myrecord.tamu.edu/](http://myrecord.tamu.edu/) or [http://courses.tamu.edu/](http://courses.tamu.edu):

<table>
<thead>
<tr>
<th>Sections</th>
<th>Locations</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INFO 669 - 600 ENTREPRISE RSRCE PLANNING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Instructor:</strong> Arreola-Risa A</td>
<td>TR 08:00AM-09:15AM WCBA 1S3</td>
<td>CR 3</td>
</tr>
<tr>
<td><strong>Total Seats:</strong> 040</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Availble Seats:</strong> 040</td>
<td></td>
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<tr>
<td><strong>G7-MS/MBA in college of business only</strong></td>
<td></td>
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</tbody>
</table>

**INFO** - Name of Academic Department  
**669** - Course Number (first number)  
**600** - Course section number (second number)  
**Entreprise Rsrce Planning** - Name of Course  
**Arreola-Risa A** - Name of Instructor  
**G7-MS/MBA in college of business only** – Notes regarding the course (i.e. prerequisites, limitations, etc.)  

**TR** - Days of the Week the class meet (M,T,W,R,F)  
**08:00AM-09:15AM** - Time the class meets  
**WCBA 1S3** - Building and room number  
**CR 3** - credit hours earned from class completion

**Registration Procedures**

You will be advised during your New Student Conference on how to register for classes. There are a few ways to do this, (most notably via the Internet at [http://myrecord.tamu.edu](http://myrecord.tamu.edu)), but you should follow the instructions of your department. New Student Conference schedules can be found online at [http://newaggie.tamu.edu](http://newaggie.tamu.edu). After you have registered, if you choose to add or drop a course during the first week, you can do this online at myrecord.tamu.edu.
Fee Statements

- After you have registered you will receive an email in your NEO inbox once fees have been assessed. You will be able to view the fee statement online at http://aggie-pay.tamu.edu. A fee statement will not be mailed to you. You will be able to pay online or print a copy of the statement and send your payment by mail. Payments may also be sent by wire transfer. For addresses and further information regarding payment procedures, please visit the Student Financial Services web site at http://finance.tamu.edu/sfs/.

- If you later add or drop a course that changes the amount you owe, you will be able to see and pay the updated amount online at aggie-pay. Be aware that there are penalties for late payment of fees. For further information regarding registration and payment deadlines visit http://finance.tamu.edu/sfs/.

After Registration

- Undergraduate students must maintain a 2.0 average to remain in good academic standing.

- Graduate students must maintain a 3.0 average to remain in good academic standing.

- If you start to fall below the minimum, seek academic counseling from your academic advisor or from the Student Counseling Services (SCS) (Henderson Hall). Assistance, such as tutoring, is available through Counseling Services and other offices on-campus.