

# \_\_\_\_\_ Academic Year – Department Signature Card



TEXAS A&M UNIVERSITY  
Office of the Registrar

This form can be filled out and then printed for signatures. Upon completion, it should be returned to Texas A&M University's Office of the Registrar by uploading the form at <https://forms.gle/XSaEdVu98xsf9hme7>. Any questions may be directed to 979-845-1059 or [registrar@tamu.edu](mailto:registrar@tamu.edu).

Department/Program: \_\_\_\_\_ Mail Stop: \_\_\_\_\_  
Signature Card Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Is this a complete replacement of an already existing card? \_\_\_\_\_

Is this a change to an already existing card? \_\_\_\_\_

I authorize the following individual(s) to approve the following academic actions within the Office of the Registrar:

Name	ID	Title	DH	OA	GC	Course Prefixes	Signature <small>(or type "Remove" if authority is being removed for this person)</small>
Roc T. Aggie	987006543	Academic Advisor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All	<i>Roc T. Aggie</i>
Kyle Field	123004567	Program Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPMT, KINE	<b>REMOVE</b>
DH – Department Head Designate <small>(Registration actions, Scheduling, and other documents requiring Department Head's approval)</small>			OA – Online Adjustments <small>(Degree Program Adjustments, Core Curriculum Requests, Additional Curriculum Requests, and Curricular Exception Requests)</small>			GC – Grade Changes <small>(Online &amp; Paper)</small>	

Department Head (type or print name) \_\_\_\_\_ UIN (for online access) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_