Happy December! The fall semester is drawing to a close and final exams begin in just a few short days. Soon you will be packing up your gear and leaving Aggieland for a month of well-deserved time off. Make the most of the break by spending quality time with your friends and family, giving back to your community through volunteer efforts, and paying forward any good will that comes your way. The Regents’ Scholars staff wishes you the best of luck with finals. Please be safe in your journeys and have a wonderful holiday season.

Thanks and Gig ‘em!

-The Regents’ Scholars Program staff
Howdy Regents’ Scholars!

If you are planning on changing colleges at the end of the fall semester, it is imperative that you let Sydney Van Wyk, the Coordinator of the Regents’ Scholars Program, know. This will enable us to ensure that you are in the correct Academic Success Program in the spring. Should you fail to notify the Regents’ Scholars Program staff of your college change, you will no longer be meeting the requirements of the Regents’ Scholarship.

Responding to this email does not act as an official change of college. YOU MUST VISIT WITH YOUR ACADEMIC ADVISOR TO OFFICIALLY CHANGE COLLEGES! Please only submit actual college changes. If you are only thinking about changing colleges, speak with your advisor first to determine if you can.

Please submit the following information by December 20, 2015 if you are planning on changing majors:

Name:
UIN:
Fall 15 College:
Fall 15 Major:
Spring 16 College:
Spring 16 Major:

Upon receipt of this email, the Regents’ Scholars Program staff will assign you to a new Academic Success Program which you must continue to participate in the spring in order to receive funds.

If you have further questions, please feel free to contact us by email at regentsscholarship@tamu.edu.

December Opinion Poll

What has been your favorite Aggie experience so far? Send your answer to Ana Davila at a.davila_3@tamu.edu with “Regents’ Review Opinion Poll” in the subject line for a chance to win Aggie gear.
Email Etiquette 101

Email may be a quick way to communicate, but don’t forget your etiquette when emailing professors, instructors, scholarship and financial aid advisors, or other campus staff. Make a good impression with these tips:

Always identify yourself
Do not assume that your name will appear on the delivered message next to your email address. You need to identify yourself to the person you are emailing. That person cannot discern who you are based on your email address alone. Additionally, if you are attempting to contact campus staff, including the Regents’ Scholars staff, you need to utilize your TAMU email.

Do not type in all caps
Writing in caps makes it seem like you are shouting, and some readers find it more difficult to read. If you want to stress a point, opt for underlining or putting it in bold font.

Avoid abbreviations and emoticons
Including an abbreviation like “FYI” or “LOL” or an emoticon like “:)” may be okay in an email to a friend, but they are inappropriate in formal emails. You wouldn’t include smiley faces in an important letter, so don’t put them in your important emails.

Always fill in the subject line
Your email’s subject line is the first impression your recipient has of your email. Make your subject line a clear and meaningful reflection of your email.

Use a professional format
You may think using a colored or unusual font, or a formatted background design in your emails makes them stand out, but don’t use them with official emails. They’re not professional and they make your message hard to read.

Avoid sarcasm
It’s difficult to judge tone in an email. Don’t use ironic or sarcastic language that may not come across as you intended in writing.

Don’t use a “cute” or “inappropriate” email address for important emails
An email sent from sweetiepie07@aol.com or thuglife14@yahoo.com will come across as unprofessional. Even if you have to create a new email account, use a more business-like address, like janethemom@aol.com, to be taken more seriously.

Make your email clear
Professors and campus staff receive a lot of emails. Make it easier for them to get your message by keeping a clear, concise format. Write short paragraphs and include a space between them so your reader can find the information they’re looking for quickly. Put your most important information in the first or second paragraph so your reader doesn’t have to scroll down to find it. Make your email as short and concise and possible; anything longer than half a page is too long.

Know when to pick up the phone or schedule a meeting
Email is convenient, but it shouldn’t completely replace phone calls or meetings. For important or complicated matters, pick up the phone.

Ask before sending a large attachment
Not only do attachments take up a lot of storage space in your recipient’s inbox, but many people won’t open attachments for fear of viruses. When possible, include all information in the body of your email. If you do need to send an attachment, ask the recipient if it’s okay.

Double check before hitting “send”
It only takes a few minutes to take another careful look at your email before you hit send but it could improve the impression your email makes. Use your computer’s spelling and grammar checks, but be aware that these don’t catch all mistakes.

The University Scholarship Application is now open for current students. By completing the application, students will be considered for the continuing student scholarships and the Southerland Aggie Leader Scholarship through Scholarships & Financial Aid as well as scholarships within participating colleges and departments (see below).

The application deadline is February 1, 2016. Students can access the application through scholarships.tamu.edu.

Please note that there is no “submit” button on the application. The student should save as they go and can access their application at any time from now until the February 1 deadline. This way, they can edit and update as needed.

List of participating colleges and departments:
- Scholarships & Financial Aid
- College of Agriculture & Life Sciences
  » Department of Agricultural Economics
  » Department of Agricultural Leadership, Education, & Communications
  » Department of Entomology
  » Department of Horticultural Sciences
  » Department of Nutrition & Food Science
  » Department of Poultry Science
  » Department of Wildlife & Fisheries Sciences
  » College of Agriculture & Life Sciences Study Abroad Scholarships
- College of Architecture
  » Department of Construction Science
  » Mays Business School
  » Department of Information & Operations Management
- College of Education & Human Development
  » Department of Health & Kinesiology
  » College of Engineering
  » Department of Aerospace Engineering
  » Department of Chemical Engineering
  » Department of Electrical & Computer Engineering
  » Department of Engineering Technology & Industrial Distribution
  » Department of Mechanical Engineering
  » Engineering International Programs (Engineering Study Abroad)
- College of Geosciences
- College of Liberal Arts
  » Department of English
  » College of Liberal Arts Study Abroad Scholarships
- College of Science
  » Department of Biology
  » Department of Chemistry
  » Department of Mathematics
  » Department of Physics and Astronomy
  » Department of Statistics
- College of Veterinary Medicine & Biomedical Sciences
  » Department of Biomedical Sciences
- International Student Services
- Corps of Cadets
- Residence Life
- Study Abroad Programs Office
- Texas A&M Foundation
Free On-Campus Resources

Don’t forget - There are plenty of FREE on-campus academic resources that are here to help you succeed.

**Academic Success Center**
- successcenter.tamu.edu
- Drop-in tutoring for many lower-level math, science, and liberal arts classes
  - BIOL, CHEM, ECON, GEOL, HIST, MATH, PHYS, POLS, & PSYC
- Tutor Zones available in the Commons, Evans 2nd floor, and Hullabaloo Hall
- One-on-one Academic Coaching
- Supplemental Instruction (SI) sessions
  - BIOL, CHEM, ECON, GEOG, PHIL, & PHYS
- Academic workshops

**Career Center**
- careercenter.tamu.edu and hireaggies.com
- Career and job search advising
- Graduate school advising
- On-campus interviews
- Job postings
- Internships & co-ops
- AggiExtership
- Mock interviews
- Workshops
- Work abroad
- Career resource library
- Employer seminars

**Department of Multicultural Services**
- dms.tamu.edu
- Individual and small-group tutoring
  - MATH 150/151, CHEM 107, & PHYS 208

**Student Counseling Services**
- scs.tamu.edu
- Personal counseling
- Career counseling
- Crisis intervention
- Stress management and biofeedback training
- Learning disability and ADD/ADHD screening
- Psychiatric services
- Help Line 979.845.2700
  - This number is also on the back of your student ID

**University Writing Center**
- writingcenter.tamu.edu
- Located in the Evans and West Campus libraries
- In-person and online consultations
- Assistance with papers, presentations, essays, resumes, and more
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