Operations manuals are strongly suggested for student organizations, and may be required as enhanced expectations for high-risk student organizations during the recognition process. An operations manual serves as a resource for any member of your organization who is planning an organizational event or activity, or who is making a decision that might impact the organization. It also serves as an important record of the guidelines, procedures, and expectations set by your organization, making it a very effective tool for training and transitioning new leaders.

Although operations manuals will vary in content based on the unique needs of each student organization, basic components that are standard for an "ops manual" include:

- **Governing Documents** such as your mission statement, constitution, and goals.
- **Officer Information** such as job descriptions, organizational structure, and procedures for transition.
- **Advisor Information** such as expected role and responsibilities and the Advisor Agreement Letter.
- **Standard Operating Procedures** such as membership standards, discipline procedures, publicity guidelines, and financial plans.
- **Risk Management Plans** such as event planning procedures, safety guidelines, and relevant Texas A&M student rules.
- **Organizational History** such as past calendars, event evaluations, and financial records.
- **Appendix of Forms** such as travel forms, waivers, membership applications, and Event Form on Maroon Link.
- **Link to umbrella/national organization**, if applicable.
Risk Management Officers in Student Organizations

A Risk Management officer is a member of your executive team who works with your advisor(s), the Department of Student Activities, and other student leaders to identify risk management issues for your organization and develop appropriate responses. Some of the job functions of this position might include:

- Raising awareness of risk-related issues
- Coordinating training and education on risk management for your members
- Developing policies and procedures to address risk issues
- Producing and/or maintaining an operations manual
- Connecting fellow leaders with risk management resources, such as Event Planning information and the Student Organization Manual

Your organization's Risk Management officer may be a new position that you create, or it could be a responsibility incorporated into an existing officer position. Either way, this officer must be an active participant in your regular meetings and stay in communication with all members. The Department of Student Activities can provide training and other forms of support for this officer, but we suggest that you select someone who has a basic familiarity with all areas, policies, and procedures of the organization; good communication and conflict management skills; experience facilitating discussions or meetings; motivation and creativity; and a willingness to effect positive change for the group.

Your organization might find it effective to create a committee to focus on risk management issues, led by the Risk Management officer. Such a committee could identify and discuss organizational risk issues, develop action plans to respond to identified issues, seek and obtain resources to assist with risk management, educate all levels of the organization about the action plans, monitor and evaluate the organization's performance, and document your progress to train and transition future leaders of the organization.
StuAct Online

StuAct Online is the online resource center for the Department of Student Activities at Texas A&M University. It combines the various functions and services of the Department into a single system that can be used by all students, faculty, and staff of the University. Student leaders, advisors, and organization members can create profiles and access important organizational records and information through this system.

StuAct Online provides the following resources:
- Management of existing organizations
- Online tracking of your organization’s recognition status
- Creation of New Student Organizations
- Online Workshop and Seminar registration
- Online Officer and Advisor trainings
- Online Student Organization Finance Center Quiz
- Membership management for student organizations
- Integration of StrengthsFinder
- Online Student Organization Finance Center statements

**Recognition Checklist**

All requirements of the annual recognition process must be completed by the end of the sixty (60)-day recognition cycle for your organization.

These components include:
- Filling the leadership roster with eligible officers
- Updating the organization’s public profile
- Completing the advisor’s online training module
- Completing the online training for required for chief student leaders and treasurers
- Submitting an up-to-date signature card to the SOFC
- Uploading the organization’s constitution for approval

On StuAct Online, the completion of these components is automatically tracked in each organization’s "Recognition Checklist", which can be located in the links on the left side of the homepage for your organization.
Public Profile and OrgMatch Profile

Your organization's public profile on StuAct Online contains information such as your mission, category and classification, membership dues, meeting locations, web site and email, and contact information for the chief student leader. This information is available to anyone searching the StuAct Online system, and is the only contact information given out from our department about any of our student organizations.

You should also consider filling out a profile for the "OrgMatch" tool, which provides more specific information about your affiliations, membership, and events. Students using "OrgMatch" search for student organizations that match their personal interests and preferences, so having detailed information about your group available through this tool is a helpful way to market your organization to interested students. Again, the Department of Student Activities will not release any of this information to any third parties.

Other Management Tools in StuAct Online

Your organization's monthly bank statements from the SOFC are stored online through this system for student leader and advisor access. The treasurer and advisor(s) will receive email notification when new statements are available on the system.

Your organization's officer roster will be maintained in this system for your reference. The roster includes contact information for each officer and position listings that must be approved by the advisor or chief student leader. Advisors and students are also able to add their StrengthsQuest results into the system.

All events and seminars held by the Department of Student Activities are available for registration through StuAct Online, and you can download your events directly to a Microsoft Outlook or iCal-compatible calendar. If the event you are attending is required for recognition, the event facilitator will swipe your university ID card to confirm your attendance. If you are the officer for multiple organizations, you will automatically receive credit for each organization for your attendance at this event.

Finally, several forms can be submitted to the Department of Student Activities through the StuAct Online system. You will upload your constitution and submit New Student Organization applications through this system. Links to these online forms can be found on your homepage or your organization's main page.
Developmental Opportunities

The Department of Student Activities offers numerous opportunities for further leadership development throughout the year. Look for announcements and advertisements for these and other seminars and workshops!

Organizational Development Presentations
The Student Organizational Development and Administration and Leadership and Service Center teams offer regular workshops on specific topics of interest for student leaders and advisors. Previous topics have included fundraising, travel, motivating members, communication and conflict resolution, officer selection and transition, and planning effective retreats or orientations. These seminars are tailored to meet the needs of your unique organization and often entail helpful activities that you can use in the context of your specific group.

StrengthsQuest
The mission of the StrengthsQuest program at Texas A&M is to facilitate participants' achievement of academic, career, and personal success through identification, development, and utilization of their top 5 strengths. To that end we facilitate sessions with all sizes and types of groups, including student organizations. To get more information and register your group, visit our website.

LeaderShape
The LeaderShape Institute is an intensive and energizing six-day student program that teaches key leadership issues. Students can be nominated to attend the LeaderShape Institute through their academic departments or through various departments within the Division of Student Affairs. Interested students can also apply independently. Participant applications will be posted in February. The LeaderShape Institute at Texas A&M is open to freshmen, sophomore, and junior level students who are interested in producing extraordinary results while also developing a commitment to lead with a high level of integrity.

AggieServe
AggieServe is an online outreach project established to bring non-profit organizations and community agencies in the Bryan and College Station areas together with campus volunteers. Individual students as well as student groups use AggieServe to search for volunteer opportunities. For more information, visit http://aggieserve.tamu.edu/

Social Justice Week
Each spring the LSC coordinates a campus-wide Social Justice Week, a collaborative series of programs exploring social justice and diversity topics. The week is designed to motivate students to form their own opinions on some of the major (and often most important) issues currently facing society.

Volunteer Opportunities Fair
The Volunteer Opportunities Fair (VOF) offers students the opportunity to meet with many different community agencies that are looking for volunteers. The VOF is held on campus once during the fall semester and once during the spring semester.

Student Leader Learning Outcomes (SLLO) - Department of Student Life Studies
The Student Leader Learning Outcomes (SLLO) project was created for students and advisors to be able to document a student's leadership skills and the student's intentional growth over time. Using the rubrics allows a student to document leadership skills from one organization to another and to be able to articulate those skills (with examples) when applying for jobs or to graduate school. The rubrics cover topics including communication, critical thinking, delegation, diversity, effective meetings, fiscal responsibility, membership selection, project management, and risk management. For information about how advisors and student leaders can utilize the SLLO resources, register for training sessions, and access copies of the rubrics, please visit: http://sllo.tamu.edu/
Leader Guidelines

Being the leader of an organization is not an easy task. You will have to provide direction for the group and, depending upon your personal capabilities, this could be a very natural role, or it could produce minor chaos. Most new leaders of organizations have some misconceptions and fears:

- I’m the Chief Student Leader and I should know all the answers.
- I must do everything right.
- Can I really do the job?
- Do I have the skills?
- What if I don’t meet the group’s expectations?
- What are they expecting of me?

If you are having these thoughts or fears, don’t let them take over. Chief Student Leader does not mean “I have to know all the answers.” Utilize the resources around you. Don’t be afraid to ask questions—ignorance is NOT bliss. Find out explicitly what your job is, and then plot a course of action towards meeting your responsibilities. Have confidence in your skills and abilities. If you have areas that need some improvement, take advantage of the opportunities that will assist in enhancing/developing the necessary skills.

Before plunging into the position of Chief Student Leader, take some time to think and get organized. Here are some necessary questions to ask yourself:

- Have I thought of my responsibilities as Chief Student Leader of a RSO?
- What is the purpose of the organization?
- How do I go about plotting a course of action, (i.e. goals and strategies) to make sure we are fulfilling the organization’s purpose?
- Have I read the organization’s constitution and by-laws?
- Have I discussed my role as Chief Student Leader with my advisor?
- Am I asking questions when necessary and am I utilizing campus resources?

Effective officers lead to effective organizations. Officers should:

- Know how to conduct orderly meetings.
- Be familiar with the club/organization constitution and refer to it when there are procedural questions.
- Promote a friendly, cooperative atmosphere in which each member has the opportunity to express him/herself and participate. Participation increases interest.
- Set goals and objectives for the group, and work cooperatively towards accomplishing them.

Characteristics of Leadership

A leader:
- Has faith in people and wants to work with them.
- Has poise and confidence.
- Carefully pre-plans meetings to make sure they run smoothly.
- Shows interest and alertness by his/her own attitude, mind, body, and expression.
- Is democratic in dealing with members.
- Is fair and impartial—doesn’t take sides when he/she is presiding.
- Is patient, optimistic, and gives credit for work done.
- Is sensitive to the individual and recognizes individual differences.
- Acts as a helper, umpire, and moderator so that all members are encouraged to share in the work of the organization.
- Shows a sense of humor to relieve the tension of a serious meeting.
- Realizes that it is their responsibility to serve their organization as a leader and to let others share group responsibility.
- Believes in the organization and has a sincere desire to do the best of his/her abilities.
- Wants to be a team member.
Delegation: Things to Consider

You should ask yourself the following questions before you delegate any responsibility:

- Who has the skills, interests, and/or abilities to successfully complete this assignment?
- Have I carefully defined the responsibilities associated with this assignment? Does the person have an adequate understanding of the job to be done?
- Does the assignment create a challenge for the individual and does it provide an opportunity for some decision making on his/her part?
- Is the responsibility delegated in an atmosphere of mutual trust and respect? Can the person be counted on for your support? Can you count on the person to carry out the task at hand?
- Has everyone in the group been delegated some degree of responsibility?

Also, keep in mind this statement: “Delegation increases involvement…Involvement increases loyalty…Loyalty increases Commitment.”

Meetings

Meetings have several functions. They give members a chance to discuss goals and objectives and keep updated on current events. They provide a chance to communicate and keep the group cohesive. But most of all, meetings allow groups to pull resources together for decision-making.

Beforehand, you should define the purpose of the meeting. Develop an agenda with your officers and advisor(s) the sets out the activities and goals of the meeting, including announcements, officer and/or committee reports, unfinished business, new discussion topics, etc. Distribute the agenda and any relevant background material prior to the meeting, so your members are prepared and involved.

The logistics of fixed meetings are very important. Choose appropriate and regular meeting times. If possible, arrange members so that they face each other. Find a location that suits your group size. Vary the method of discussion to keep everyone interested (for instance, bring visual aids or food to a meeting). Set out clear and regular opening and closing procedures for your meetings.

Communication during meetings is also a key point. Help all members feel welcome by greeting them warmly. Stick to the agenda and be efficient with your time management. Encourage group discussion and feedback, your members will be more motivated and committed to the organization if their opinions are considered and they have a sense of ownership over the decision-making process for the group. Summarize agreements reached and make sure that everyone leaves on the same page about tasks delegated and responsibilities assumed.

After the meeting, be sure to distribute meeting minutes or summary points within 24 hours, since quick action reinforces the importance of the topics discussed and reduces memory loss about the meeting. Discuss any problems experienced during the meeting with your officers and advisor, so that you can improve the meetings in the future. Give recognition and appreciation to members who assumed responsibilities, and follow up with them to ensure timely completion of tasks.
RUNNING AN EFFECTIVE MEETING

Careful planning is the secret to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive, and a waste of time. However, with proper planning any meeting can be productive and fun. The following steps will guide you in planning a meeting that is informative and enjoyable to all members.

**Before the Meeting**

- Define the purpose of the meeting. A meeting without a purpose is like a class without an instructor. The purpose is the reason why people come to the meetings. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
- Develop an agenda.
- Choose an appropriate meeting time. Set a limit and stick to it.
- Distribute the agenda and any other materials before the meeting so members can be prepared.
- The location of the meeting is very important. Choose a location that is easy for members to find. Keep in mind that many students do not have their own means of transportation, so it is a good idea to stay on or close to campus. Be sure to select a location that will accommodate the size of your organization. Take time to check out the room prior to your meeting to ensure that the space is appropriate.
- Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place every week.

**During the Meeting**

- Greet members to make them feel welcome and be sure to introduce any new members.
- Start on time. End on time.
- Follow the agenda.
- Encourage discussion so you get different ideas and viewpoints. Remember the organization belongs to all members. When members see their ideas have an impact on the decision-making process, their commitment to the organization is increased.
- Keep the discussion on topic and moving towards an eventual decision.
- Keep minutes of the meeting for future reference in case a question or problem arises.
- The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.
- Set a date and time for the next meeting.

**After the Meeting**

- Write up and distribute the minutes within 24 hours. Quick action reinforces the importance of the meeting.
- Discuss any problems that may have surfaced during the meeting with officers so that improvements can be made.
- Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
- Put unfinished business on the agenda for the next meeting.
- Most importantly, give recognition and appreciation to the members for excellent and timely progress!
Common Pitfalls of Meetings

- No clear, agreed-up-on agenda
- Leaving the process of the meeting to fate
- Speeding off without a map
- Mixing purposes
- Too many agenda items
- No mutual agreement on what the problem is
- Jumping in with a solution
- Shifting focus
- Lack of visual helpers
- Unclear or incomplete action items or decisions
- The wrong participants, missing key people
- Meeting being dominated by one or two people
- Not taking time to assure mutual understanding
- Uneven preparation, varying levels of understanding
- Premature motions

Benefits of Keeping Minutes

Meeting minutes are beneficial because they provide:

- the official records of an organization, the processes utilized in democratic decision-making, and the results of an organization effort.
- a valuable review of the activities of the past, and aid in report writing and formulation of future activities and programs.
- credibility and accountability for an organization program effort.
- members who could not attend a meeting with information regarding the organization.
- help with follow-up on organization actions and committee assignments.
- help in formulating the agenda for the next meeting.
- continuity between organization committees and organization activities.
Recruitment

People are the most important ingredient of any organization. Recruiting quality people is a difficult task at best. Yet, it is an ongoing responsibility that should be done throughout the year and not restricted to a designated time period. The continued existence of your organization depends on the recruitment of quality people.

Students stay with organized, dynamic groups that meet their personal goals for membership.

Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members, and all members of the group should understand thoroughly the group’s goals and objectives.

Why People Join Organizations

- For affiliation, achievement, and power
- For growth and experience
- To have fun
- Make friends
- Guidance, leadership, and scholarship
- Practical experience
- A sense of belonging
- Fulfill their needs

Why People Decline to Join Organizations

- Do not present an opportunity for further advancement, development, or achievement
- Do not fulfill time needs
- Unaware of the organization’s existence
- Not asked to join
- Organization has a bad image
- Think they are too busy
- Fear of failure
- Leadership of organization is unorganized
- The organization is not productive
Suggestions to Aid Organization Recruiting Efforts

- Publicize open meetings
- Plan events and make people aware of them. People will join a group that is active.
- Invite potential members to see the organization at work—business meetings, social functions, etc. Let them see the real you!
- Send letters or e-mails to individuals—a personal invitation to a meeting or social function can go a long way in making someone feel important.
- Know your organization inside and out so that you may be able to answer any questions that a potential member may ask.
- Maintain a good image. If your present image is bad, work hard to clean it up.

Assessment and Evaluation

Assessment is any effort to gather, analyze, and interpret evidence on what other people think about a specific service, program, or issue. Evaluation is the use of what you discover during the assessment process to improve the effectiveness of that service or activity. Assessment-driven decisions are smart decisions, because you are improving the programs and services provided by your organization based on the feedback of your participants!

There are several ways to build assessment and evaluation into your student organization operations. The key is documentation and record-keeping, and you can add information to your operations manual or transition materials for next year’s officers.

We also strongly encourage you to utilize the services of the Student Organization Assessment Center (SOAC) in the Department of Student Life Studies, which are provided free to recognized student organizations. Student Life Studies staff members can assist you with assessment plan development, scannable surveys and evaluations, web surveys and evaluations, data analysis, summary reports of the results, and ideas on how to use the results. Assessment projects can be large or small, organization-wide or issue-specific. Common topics for student organizations include customer satisfaction, needs assessments, program evaluation, strategic planning, and membership demographics.

When you have an idea for a project with the SOAC, you should set up an appointment with Student Life Studies to discuss your organization and its program, service, or event. The staff will walk you through the Assessment Questions Form and the options of how to accomplish your project. They will analyze all data collected and prepare a report for your organization. For a link to the Assessment Questions Form, contact information for Student Life Studies, and more information about the resources offered for your student organization assessment needs, please visit http://studentslife.studies.tamu.edu/ and follow the links for student organizations.
Officer Transition

A thorough leadership transition plan is the responsibility of both the outgoing and incoming officers, and is one of the most important tasks of a student organization leader. Effective officer transition accomplishes many important functions, including:

- Transfers significant organizational knowledge
- Prevents the organization from having to start over each year
- Gives outgoing leaders a sense of closure
- Provides opportunities for thorough evaluation of the year's programs and events
- Orient new leaders for the organization, increasing their expertise and confidence
- Builds relationships between new student leaders and the organization advisor

The goal of officer transition is to transfer the knowledge and information necessary for new leaders to thrive well and improve the organization. Key topics to be covered with new officers include the organization's constitution and regulations, specific job descriptions and responsibilities, evaluations of past events or projects, resources and contacts for hosting future events or programs, budget information, and timelines for the year.

To be effective, transitions must be interactive and communicative processes between all parties involved. It is important to focus on the future of the organization through evaluations of the past year and goal-setting for the upcoming year. Think about your objectives for the transition process, instilling comfort and pride with the new leadership position, passing on your expert knowledge, setting the organization up for future success, etc. Establish plans for transition that reflect those specific objectives.

The key to a successful transition is new officer orientation. Outgoing officers and advisors should plan either several orientation workshops or an organizational training retreat to provide information to the incoming officers to continue the success of the organization.

A final note about officer transition is that it actually occurs year-round, as you identify emerging leaders within the organization and provide them with opportunities to assume increasing amounts of responsibility for your programs and events. Empower your members to get more involved from the beginning, and you will have less work to do when you transition them into officer positions at the end.
Campus Offices and Resources for Student Organizations

Division of Student Affairs
Our mission is to create a campus environment that inspires and provides the opportunity for students to engage in and learn from an exceptional higher education experience.
117 Koldus, http://studentaffairs.tamu.edu/

Department of Student Activities
The Department of Student Activities creates and fosters leadership and involvement opportunities that enhance personal, interpersonal, and organizational development.
125 Koldus, https://studentactivities.tamu.edu/

Student Affairs Development Office
Through our more than 1,000 officially recognized student organizations, and the handing down of our history and tradition, we strive to enhance the educational experience by creating an environment rich in leadership opportunities both in and outside of the classroom that allow students to put into practice principles learned in their academic settings. This office can help student organizations develop relationships with donors and strengthen their fundraising abilities.
112 Koldus, http://studentaffairs.tamu.edu/development

Offices of the Dean of Student Life
The Offices of the Dean of Student Life facilitate students' integration into the community by assisting them in meeting their needs at various critical points, so that they may fully participate in the university experience. We do this by providing information, services, educational programs and involvement opportunities that facilitate responsible life choices and an awareness of the rights and responsibilities of citizenship.
B117 Cain Hall, http://studentlife.tamu.edu/

Department of Multicultural Services
The department goals are to assist underrepresented students transitioning to Texas A&M University while providing academic and educational services for all students. This is accomplished by providing leadership opportunities, co-curricular and extracurricular activities that inform, educate, engage, challenge, and enhance students' development and global perspectives.
2200 Memorial Student Center, http://dms.tamu.edu/

Memorial Student Center Complex
The MSCC consists of the Memorial Student Center, Rudder Theatre Complex, and University Center Complex. The University Center coordinates over 25,000 events each year and is a resource for space and marketing reservations.
http://www.msc.tamu.edu/
http://theatre.tamu.edu/
http://uc.tamu.edu/
Department of Information Technology
The Department of Information Technology (DoIT) is a department in the Division of Student Affairs that supports the IT needs of 18 different departments: the Children's Center, Disability Services, Greek Life, Memorial Student Center, Multicultural Services, Office of the Vice President, Offices of the Dean of Student Life, Recreational Sports, Residence Life, Rudder Theatre Complex, Student Activities, Student Health Services, Student Life Studies, University Art Collections, University Center, and Women’s Resource Center.
Koldus 233, http://doit.tamu.edu/

Student Counseling Service
Our goal is to help students achieve as much success as possible while at Texas A&M University. The SCS provides short-term counseling and crisis intervention services to the largest number of students possible within the limits of its resources. SCS staff incorporates into practice awareness, respect, and valuing of cultural differences.
B103 Cain Hall, http://scs.tamu.edu/

Student Health Services
Student Health Services is an accredited ambulatory health care provider serving the Texas A&M University student body by providing primary health care services and promoting health through prevention and education.
Buetel Health Center, http://shs.tamu.edu/

Student Life Studies
The mission of Texas A&M's Student Life Studies is to enhance student learning and development by providing assessment and planning leadership to the Division of Student Affairs and to student organizations. The department actively shares knowledge about students and their co-curricular experiences.
222 Koldus, http://studentlifestudies.tamu.edu/

Women's Resource Center
The mission of the Women's Resource Center at Texas A&M University is to pursue equity and enhance the campus climate for women through visibility, advocacy, support, and programming. The Center advocates by educating campus and community constituencies on women's issues and functions as a resource and referral center.
B117 Cain Hall, http://wrc.tamu.edu/

Department of Residence Life
The overall mission of Residence Education is to enhance the living environment of staff and students through education and development.
B140 Cain Hall, http://reslife.tamu.edu/
Campus Offices and Resources for Student Organizations

Department of Recreational Sports
The mission of the Department of Recreational Sports is to provide quality programs, services and facilities to a diverse Texas A&M community. We encourage the lifelong pursuit of active healthy lifestyles, and enhance student development by providing leadership and employment opportunities.
http://recsports.tamu.edu/

Gay, Lesbian, Bisexual, and Transgender Resource Center
The mission of the GLBT Resource Center is to pursue equity and enhance the campus climate for the gay, lesbian, bisexual, and transgender community and their straight supporters at Texas A&M University through visibility on campus, advocacy, support, leadership, and programming. The Center advocates by educating campus and community constituencies on GLBT issues and functions as a resource and referral center.
B117 Cain Hall, http://studentlife.tamu.edu/glbt

Disability Services
Disability Services (DS) provides services to students with disabilities to insure accessibility to university programs. DS offers accommodations counseling, evaluation referral, disability-related information, adaptive technology counseling and equipment, and interpreter services for academically related purposes.
B118 Cain Hall, http://disability.tamu.edu/

The Veteran Resource and Support Center
The Veteran Resource and Support Center is here to enhance Texas A&M’s “military friendly” legacy by identifying, developing, and providing tailored resources and programs for students that are veterans, active duty, Reserve, or National Guard, military dependents, survivors and families.
Koldus 112, http://aggieveterans.tamu.edu/

The Association of Former Students
The Association of Former Students was formed for the support of benevolent, charitable and educational undertakings by extending financial and other aid to students of Texas A&M University; by promoting the interests and welfare of Texas A&M University and education generally in the State of Texas.
http://www.aggienetwork.com/

International Student Services
The mission of International Student Services (ISS) is to facilitate the international student's transition to life in the United States and at Texas A&M, promote interactions between the US and international populations, and provide services necessary to meet the special needs of international students.
1st Floor Bizzell Hall East, http://iss.tamu.edu/

University Writing Center
The mission of the UWC is to provide faculty and students of Texas A&M University with the opportunity to enhance written communication skills through the use of both face-to-face and online consulting sessions and to promote proficiency in written work across the curriculum.
1.214 Evans Library, http://writingcenter.tamu.edu/
Contact Us

Student Activities—Student Organization Development and Administration

224 Koldus Building
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