

**Wildlife and Agriculture
Graduate Student Organization
(WAGSO)
Survival Guide**

May 2016



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College of Agriculture Phone List

Name	Contact	Location	Affiliation
Ballard, Bart	3954	210 AL	CKWRI
Ballard, Yoli	3934	169C AL	CKWRI
Barrera, Sara	5006	167A AL	CKWRI
Brennan, Lenny	5551	215C AL	CKWRI
Bryant, Fred	4027	169A AL	CKWRI
Cavazos, Gina	4025	169 AL	CKWRI
Conkey, April	3715	132 AG	ARWS
DeYoung, Charlie	3687	134 AG	CKWRI
DeYoung, Randy	5044	112 AG	CKWRI
Everett, April	5401	124 AG	KRIRM
Falk, Tony	4896	210A RH	CKWRI
Fedynich, Alan	4130	215D AL	CKWRI
Fischer, Sandy	2648	167 AL	CKWRI
Foley, Aaron	5042	215A RH	CKWRI
Fulbright, Tim	3714	162 AL	CKWRI
Gann, Kory	4523	213B RH	TPWD
Garcia, Delmiro	(594) 522-8461	WP	CKWRI
Garcia-Stanko, Michelle	3197	206 AL	ARWS
Garza, Vanessa	4037	210 RH	CKWRI
Gonzales, Teresa, C.	(956) 447-3362		TAMUK Citrus Center
Grahmann, Eric	361-522-9868	(San Antonio)	CKWRI
Henke, Scott	3689	133B AG	CKWRI
Hernandez, Fidel	3926	160 AL	CKWRI
Hewitt, David	3963	164 AL	CKWRI

Name	Contact	Location	Affiliation
Hilton, Clay	3258	205 AL	ARWS
Hoskinson, Christine	4688	VET Tech Bldg	ARWS
Hughes, Belinda	3711	SS	Dean's Off.
Jennings, Nancy	4065	167C AL	CKWRI
Kaiser, Niki	5406	124 AG	KRIRM
Kirkpatrick, Edna	3556	167A AL	CKWRI
Kuvlesky, Bill	2307	SS	Dean's Off.
Lukefahr, Steven	3699	115 AG	ARWS
Machado, Tanner	4393	156 AL	ARWS
Machen, Rick	4756	132 AG	KRIRM
Mamadou, Setamou	(946) 447-3370		TAMUK Citrus
Mathis, Clay	5400	124 AG	KRIRM
McCuiston, Kim	4863 or 3690		Honors/AAES
Miller, Katherine	5042	215A RH	CKWRI
Nelson, Shad	2454	SS	Dean's Off
Obregon, Robert	522-3730	211A RH	CKWRI
Ortega, Poncho	5001	131 AG	CKWRI
Ortega-Sanchez, Alfonso	(361) 207-1555	Howe Ag	East Foundation
Pawelek Keith	4896	210A RH	CKWRI
Perez, Rachel	2188	131 AG	ARWS
Perotto, Humberto	3977	215B RH	CKWRI
Rabe, Shyla	4311	204 AL	CKWRI
Reyes, Stephanie	3976	159E AL	CKWRI
Rideout-Hanzak, Sandra	4546	129AG	CKWRI
Rojas, Sally	3923	159D AL	CKWRI
Salazar, Ana	3719	116 AG	AAES
Santillan, Claudia	3922	166 AL	CKWRI
Schuster, Greta	4116	113 AG	AAES
Smith, Forrest	4525	210 B RH	CKWRI

Stanko, Randy	2124	111 AG	ARWS
Tewes, Mike	3972	208 AL	CKWRI
Thurwalker, Anne	4120	213 C RH	CKWRI
Trant, Becky	3925	169B AL	CKWRI
Turner, Ben	2464	118 AG	AAES
Vela, Rosie	3712	SS	Dean's Off.
Walker, Elizabeth	4394	167 AL	CKWRI
Wester, David	4000	114 AG	CKWRI
Williams, Randall H.	3694	Kleberg Ag 120	AAES
Williford, Damon	3962	201A AL	CKWRI

Other College of AG #'s:

Animal Science Lab	3921	203 AL
Computer Lab	3680	141 AG
Farm	1358	
Fulbright Grad Lab	3692	139 AG
GIS Lab	4117	
Grad Office	3696	121 AG
Molecular Lab	3975	
Plant Material Center	595-1313	(John Lloyd-Reilley)
STN Fax #	593-4892	
Vet Tech Facility	4687	

Other Important #s: Phone #

Animal Damage Control (Corpus Christi)	361-299-1176	
Citrus Center (Terry Gonzales)	956-447-3362	
Extension Office	595-8566	
Enterprise car rental	592-7626	
Dog Pound	592-3324	
Shorts Travel Agency	1-877-225-0239	
Dumb Bird Calls	289-5566	
TPWD	512-389-4800	
Welder Wildlife	364-2643	Fax 364-2650
Welder Wildlife Dorm	364-5419	
Wildlife & Fisheries TAMU	979-845-5748	

Where do I go to...

Location

Enroll	Blue and Gold Connection online, Admissions office in College Hall
Buy books	Bookstore in SUB, Amazon
Obtain a graduate catalog	Tamuk.edu/grad
Apply for financial aid	Blue and Gold Connection online, Financial Aid office in SUB
For lunch on campus	Subway, Chik-fil-A, Pizza Hut and Starbucks in SUB; Bishop-Turner cafeteria, Javelina Dining Hall
Work on GIS projects	Rhode Hall, Dr. Humberto Perotto
Obtain a parking permit	Reserve permit online through Blue and Gold-jnet.tamuk.edu; you can either pay (\$100) online or at the Business Office in College Hall. You can have it mailed or pick it up at the Business Office.
Pay tuition, parking tickets, etc.	Business Office in College Hall, Money Connect online
Payroll	Business office
Ph.D. offices	Cousins Hall
Mail letters and buy stamps	Post Office in the SUB
Get a student ID and student handbook	Student Affairs office in SUB
Obtain a thesis handbook	Downloaded from the Graduate College website (see website page)
Get a degree plan and other graduate forms	Downloaded from the Graduate College website (see website page)
To obtain travel forms	ckwri.tamuk.edu login; Username: ckwri, Password:wildlife
To obtain T-card	See Edna Kirkpatrick in Howe Ag.
To obtain P-card	See Stephanie Reyes in Howe Ag.
To obtain undergraduate Student workers	Sandy Fischer in Howe Ag.

Who's Who

Name	Contact	Location	Duties
Rachel Perez	(361) 593-2188	Kleberg Ag.	Administrative Assistant to Chair of Department (Dr. Henke), Course Registration (When Blue and Gold online is not sufficient), Master keys
Yolanda Ballard	(361) 593-3934	Howe 169c	Out of state tuition waivers, Ph.D fee waiver, Ph.D offices, Scholarships
Sara Barrera	(361) 593-5006	Wildlife Center	Reserving rooms in wildlife center
Delmiro Garcia	(361) 522-8461 (c)	Wildlife Center	Truck Maintenance
Damon Williford	(361) 593-3962 Rook137@gmail.com	Howe Lehmann Lab	Lab Card Access
Belinda Hughes	(361) 593-3711	Support Services 110	M.S. Offices
Edna Kirkpatrick	(361) 593-3556	Howe	Travel and Concur
Claudia Santillan	(361) 593-3922 sheet,	Howe	Truck miles, truck safety truck registration, license plates, truck inspection, outgoing Fedex CKWRI mail
Stephanie Reyes	(361) 593-3976	Howe	Purchase orders, software purchases
Gina Cavazos	(361) 593-4025	Howe	Secretary of the CKWRI Director, and defense Announcements
Dr. Humberto Perotto	(361) 593-5045	GIS lab (Rhode Hall)	Print poster presentations

Graduate and Undergraduate Course Rotation - AWS DEPT

	Spring Odd Years	Fall Odd Years	Spring Even Years	Fall Even Years
Fedynich	OFF	RWSC 2331 – Ecology	WSC I 6397 – Wildl Disease	RWSC 2331 – Ecology
Ballard*	RWSC 4380 – Wetland/Waterfowl Ecology (2 nd 8-weeks)	OFF	RWSC 4380 – Wetland/Waterfowl Ecology (2 nd 8-weeks)	WSC I 6396 – Avian Ecology
De Young**	RWSC 4382 – Large Mammal Ecol	WSC I 6374 – Research Methods	RWSC 4382 – Large Mammal Ecol	OFF
Hernandez	OFF	RWSC 3328 – Rangeland Plants WSC I 6381 – Population Dynamics	OFF	RWSC 3328 – Rangeland Plants WSC I 6381 – Population Dynamics
Ortega	OFF	RWSC 4325 – Grazing Mgmt and Nutrition	OFF	RWSC 4325 – Grazing Mgmt and Nutrition WSC I 6394 - Adv Grazing

Henke	RWSC 3385 – Wildlife Policy WSC 6302 - Policy and Law	OFF	RWSC 3385 – Wildlife Policy WSC 6302 - Policy and Law	OFF
Conkey	RWSC 2330 – Princ. Wildl Mgmt RWSC 4383 – Arid Lands WSC 6390 – Teaching Wildlife	RWSC 2330 – Princ. Wildl Mgmt RWSC 3310 – Wildl Techniques RWSC 4385 – Wildlife Conflict Resolution	RWSC 2330 – Princ. Wildl Mgmt RWSC 4383 – Arid Lands WSC 6390 – Teaching Wildlife	RWSC 2330 – Princ. Wildl Mgmt RWSC 3310 – Wildl Techniques RWSC 4385 – Wildlife Conflict Resolution
Hewitt	OFF	WSC 6390 C - Theoretical Ecol. of Large Mammals	OFF	WSC 6371 - Wildlife Nutrition
Fulbright	WSC 6387 – Habitat Manage.	OFF	WSC 6387 – Habitat Manage.	OFF
Brennan	OFF	WSC 6390 B – Wildlife Modeling	OFF	WSC 6391 – Ecosystem Function
Wester	WSC 6390 - Multivariate	WSC 6390 – Exptl Design	WSC 6390 – Non-parametric	WSC 6390 - Regression
Tewes	OFF	OFF	WSC 6372 – Conservation Biology	OFF

Rideout-Hanzak	RWSC 1110 – Wildl Professions RWSC 4319-Range Methods RWSC 4320/WSCI 53xx – Prescrib Fire (1st 8-weeks) WSCI 53xx – Adv. GIS	RWSC 1110 – Wildl Professions RWSC 3380 – Range Improv WSCI 6390- Fire Ecol. RWSC 43xx/53xx - Remote Sensing	RWSC 1110 – Wildl Professions RWSC 4319-Range Methods RWSC 4320/WSCI 53xx – Prescrib Fire (1st 8-weeks) WSCI 53xx - Landscape Ecology	RWSC 1110 – Wildl Professions RWSC 3380 – Range Improv WSCI 6390- Restoration Ecol. RWSC 43xx/53xx - Remote Sensing
Perotto				

Around the Office

Library Copies

Students receive \$20 worth of printing via library computer/printer with KU# username/password in the Fall and the Spring semester and \$10 in the summer. This is non-refundable and does not roll over. www.tamuk.edu/goprint

Copies in Howe and Kleberg Ag

There is a copier in both buildings. Your main advisor can either give you his or her access code to these machines, or you will need to see Yolanda to get your own code. In this case your advisor will need to provide an account number.

Note: PhD students are required to teach for one semester and as such will likely need to make copies of readings, quizzes, and exams. In this case, speak with the faculty member in charge of the class you are teaching, and with Rachel Perez.

Keys

In order to obtain keys you will need to fill out a key request. If you are requesting access to the Howe building and its offices, the Necropsy lab, the Forage lab, and other CKWRI facilities, the request needs to be handed in to Yolanda. Obtain the form from the CKWRI website under the Forms section, Human Resources heading. When at the CKWRI main screen, log-in via the button on the top right- Username: ckwri, Password: wildlife. For keys to Kleberg Ag (non-CWKRI building), discuss with Rachel Perez (Administrative Assistant to Chair of the Department {Dr. Henke}).

Note: Plan ahead. The Physical Plant processes key requests, and it takes them 3 weeks at minimum, so ask for the keys before you need them.

Card Access

If you need access to one of the labs that uses a card swipe (Molecular lab, Lehmann lab, APHIS lab, etc.) you will need to fill out a card access form, have your advisor sign it, and hand it in to Damon Williford. For the GIS lab, contact Dr. Humberto Perotto. Additionally, if there are safety requirements in place for a lab you will be asked to complete training as well.

Office Space

Office space is always at a premium. Ph.D. students may be assigned offices in Cousins Hall. Master's students may be assigned cubicle space in Kleberg Ag, Human Sciences, or surrounding buildings. If you are interested in office space at the university, speak with Yolanda (Ph.D) or Belinda Hughes (MS) about availability. If you decide not to use your office, please return the keys so other students have this opportunity. Office keys must be picked up at the physical plant once processed.

Mailboxes and outgoing mail

If your advisor is within the CKWRI, they will have a mailbox marked for students in the mail area of the CKWRI offices.

Outgoing mail can be handled through the CKWRI office or the Animal and Wildlife Science office. You need an account number to charge postage or shipping charges. See Claudia for assistance in mailing packages through AirBorne, FedEx, or other parcel services.

CKWRI mailing address:

Caesar Kleberg Wildlife Research Institute

ATTN: your name

Texas A&M University-Kingsville

700 University Boulevard, MSC. 218

Kingsville, TX 78363

CKWRI shipping address:

Caesar Kleberg Wildlife Research Institute

ATTN: your name

Texas A&M University-Kingsville

1125 W. Ave B, John Howe Bldg, 159

Kingsville, TX 78363

Vehicles

Most trucks are assigned to a particular advisor. Check with your advisor for availability. Once you pick up the vehicle pouch, write down the beginning mileage on the mileage sheet in the pouch. Keep track of mileage and gas on these sheets. Mileage sheets run from Monday-Sunday, and are due to Claudia the following Tuesday. Include gas receipts with the mileage sheet, and make sure you include the license plate and account number for these. Include the odometer if it is not already printed on the receipt. All pouches have gas cards, and should have an information sheet that lists the stations that accept the card. If for any reason your card does not work, see Claudia.

In a pinch, Option A: Rent from Enterprise in Kingsville, (361) 592-7627. Tell them you are with the university, and that you need a truck (they do have 4x4s in their fleet, but these are difficult to obtain). Plan ahead and reserve the truck before you need it. Fill out a PO for Sally/Stephanie, and use the PO number to make the reservation. It is also possible to make a

reservation through Concur. Option B: Take your own car and get reimbursed (work with Edna and Concur).

Blue and Gold Express

Memorial Student Union Building, Room 208, (361) 593-3606 or www.tamuk.edu/bgexpress/

Shuttle service is provided on a fixed loop route into town at hourly intervals Monday– Friday from 5–8 pm. The shuttle provides service to Rio7 cinema, HEB, and Wal-Mart. Pickups are at the residence halls, University Square apartments, Javelina Station, and the corner of Armstrong and Avenue D. On Sundays once a month, the shuttle will run to Corpus Christi. As with any public transportation, check the schedule beforehand to be sure it hasn't changed.

There is also a shuttle that can take you to and from the airport. You need to contact them 2 weeks in advance, provide your k#, itinerary, cellphone, current address, number of luggage pieces, and purpose for the trip. They will charge you \$20 each way.

Kingsville Websites

- City of Kingsville: <http://www.cityofkingsville.com/> Kingsville Chamber of Commerce: <http://www.kingsville.org>
- Kingsville Convention and Visitor's Bureau: <http://www.kingsvilletexas.com/> Corpus Christi Caller Times: <http://www.callertimes.com>
- Corpus Christi Convention and Visitor's Bureau: <http://www.corpuschristi-tx-cvb.org>

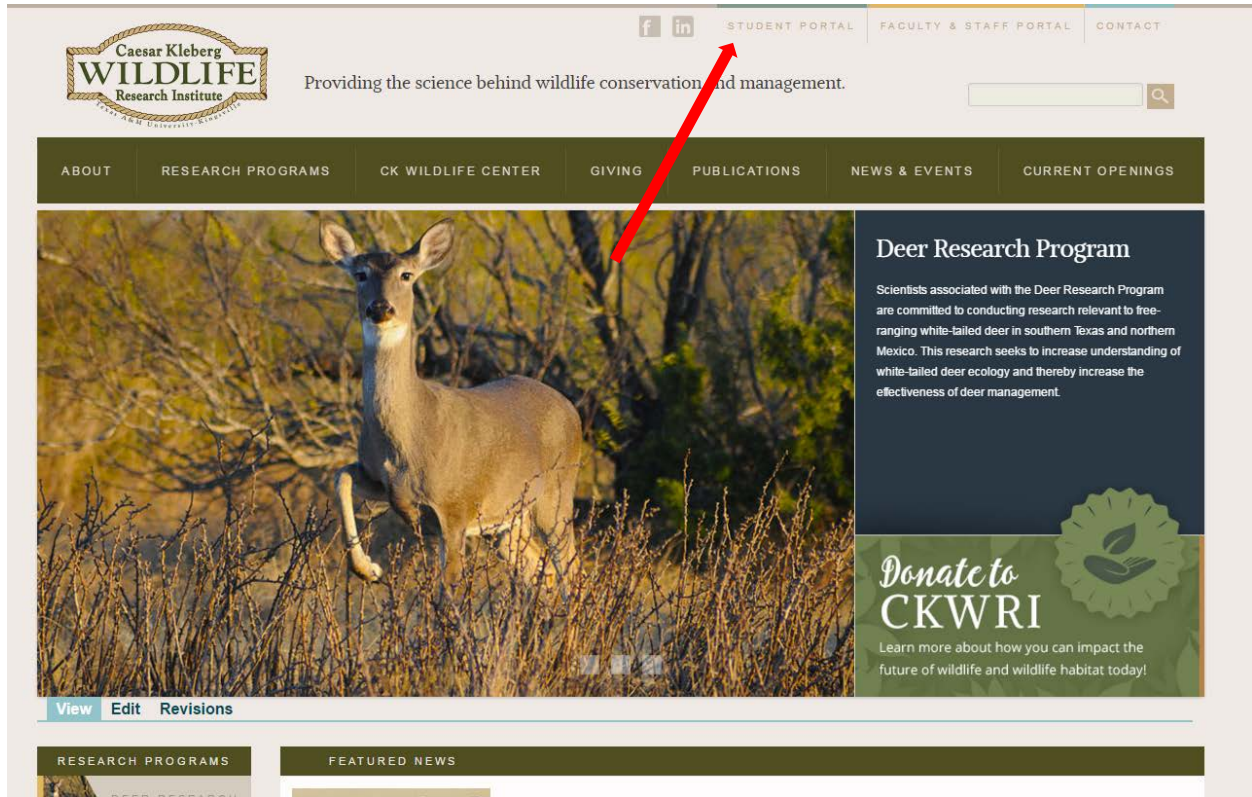
Useful Numbers and Websites

Name	Number	Notes
K number	K00#####	Blue and Gold Connection (register classes, financial aid, etc.) general use, student ID number
UIN	#####	TAMU system identification, benefits, payroll, etc.)
KU number	(KU)XXXX###	University computer login, email set-up, WiFi verification, JNET username

Name	Website	Notes
JNET	jnet.tamuk.edu	Blackboard learn, University email, access to money connect, blue and gold (use KU number to login)
Blue and Gold Connection	tamuk.edu/bluegold	Register for classes, financial aid (use K number to login)
Single Sign On (SSO)	http://sso.tamus.edu/logon.aspx	Human resources, benefits, travel (Concur) and training (use UIN to login)
TAMUK Email	login.microsoftonline.com	First.last@students.tamuk.edu; can access email through JNET or login.microsoftonline.com
CKWRI	ckwri.tamuk.edu	login button at top right of homepage; Username:ckwri, Password:wildlife

NAVIGATING THE CKWRI WEBSITE

Main Page: www.ckwri.tamuk.edu, login button on top right corner



Student Portal Login

Welcome to the CKWRI Student Portal.

Username *

Password *

[Request new password](#)

[Log in](#)



Username: student

Password: research

Once logged in, "Student Portal"

The screenshot shows the website's navigation menu and the Student Portal content. A red box highlights the 'RESEARCH FACILITY USE PROTOCOLS' link in the left sidebar. A red arrow points from this box to a larger callout box containing a list of links: FACILITIES AND EVENTS, WILDLIFE CENTER, JOHN HOWE AG CONFERENCE ROOM, EVENT PLANNING, RESEARCH FACILITY USE PROTOCOLS, FORMS, GRANTS, M.S. HANDBOOK, PH.D. HANDBOOK, ON THE ROAD, ONE-STOP DIRECTOR'S SPOT, PERSONNEL, PURCHASING, PURCHASE ORDERS, TYPE OF PURCHASES, PROCUREMENT CARDS, SHIPPING/BILLING ADDRESS, DON'T DO THIS, THESIS & DISSERTATION SUBMISSION PROCEDURE. Four other callout boxes provide additional information: 'Info & Contacts for: Necropsy Lab, Aviary, Deer Pens, Lehmann Lab, and South Pasture' (pointing to RESEARCH FACILITY USE PROTOCOLS), 'Authorship, IACUC, Key Request, Hiring forms, POs, Reimbursements, Travel, Work Trucks, Facilities use, Letterheads, plus much more!' (pointing to FORMS), 'Details on M.S. and Ph.D. programs: course credits, general timeline of program, tuition info, etc.' (pointing to M.S. HANDBOOK and PH.D. HANDBOOK), and 'Where to submit thesis/dissertation, how many copies you need (Rev. 4/2013)' (pointing to THESIS & DISSERTATION SUBMISSION PROCEDURE).

Caesar Kleberg
WILDLIFE
Research Institute
Texas A&M University System

Providing the science behind wildlife conservation and management.

ABOUT RESEARCH PROGRAMS CK WILDLIFE CENTER GIVING PUBLICATIONS NEWS & EVENTS CURRENT OPENINGS

STUDENT PORTAL

View Edit Revisions

STUDENT PORTAL
ACCOUNTING
COMPLIANCE CORNER
FACILITIES AND EVENTS
WILDLIFE CENTER
JOHN HOWE AG
CONFERENCE ROOM
EVENT PLANNING
RESEARCH FACILITY USE PROTOCOLS
FORMS
GRANTS
M.S. HANDBOOK
PH.D. HANDBOOK
ON THE ROAD
ONE-STOP DIRECTOR'S SPOT
PERSONNEL
PURCHASING
PURCHASE ORDERS
TYPE OF PURCHASES
PROCUREMENT CARDS
SHIPPING/BILLING ADDRESS
DON'T DO THIS
THESIS & DISSERTATION SUBMISSION PROCEDURE
VEHICLES AND OTHER
WAGSO
CONSTITUTION
EVENTS
OFFICERS

Student Portal

Greetings! The Operations Team of the Caesar Kleberg Wildlife Research Institute have developed this web site with you, the end user, in mind. We hope we have been able to provide valuable information that will make "life at the Institute" easier and, hopefully, more enjoyable.

We have two goals – both with equal priority. One is to answer as many of your questions as possible before you have to hunt one of us down for help! The other goal is to make sure you don't, "innocently", break system, campus or state policies and laws! If you don't find the answers to your questions on this site, please let us know and we will make sure it is included in the next update cycle.

Once you have visited our site, we would appreciate it if you would complete a quick multiple choice questionnaire to help us continually improve our service to you.

Thanks for visiting our site and happy browsing!

Betsy Trant
Director, CKWRI Operations

FACILITIES AND EVENTS
WILDLIFE CENTER
JOHN HOWE AG
CONFERENCE ROOM
EVENT PLANNING
RESEARCH FACILITY USE PROTOCOLS
FORMS
GRANTS
M.S. HANDBOOK
PH.D. HANDBOOK
ON THE ROAD
ONE-STOP DIRECTOR'S SPOT
PERSONNEL
PURCHASING
PURCHASE ORDERS
TYPE OF PURCHASES
PROCUREMENT CARDS
SHIPPING/BILLING ADDRESS
DON'T DO THIS
THESIS & DISSERTATION SUBMISSION PROCEDURE

Info & Contacts for: Necropsy Lab, Aviary, Deer Pens, Lehmann Lab, and South Pasture

Authorship, IACUC, Key Request, Hiring forms, POs, Reimbursements, Travel, Work Trucks, Facilities use, Letterheads, plus much more!

Details on M.S. and Ph.D. programs: course credits, general timeline of program, tuition info, etc.

Where to submit thesis/dissertation, how many copies you need (Rev. 4/2013)

Around Kingsville: Restaurants and Bars

Name	Location	Contact
Asian Buffet	1608 Brahma Boulevard	(361) 592-7888
Big House Burgers	2209 S. Brahma	(361) 592-0222
Big House Barbeque	1900 E. King Ave	(361) 592-0333
Blue Ribbon Café	1036 S. 14 th Street	(361) 516-0208
Boat N Net Drive In	927 N. 14 th St	(361) 592-5612
Casa De Tacos	401 N. 14 th St	(361) 592-8601
CB's Bar-B-Q	728 N. 14 th St	(361) 516-1688
Cherry Tree Tea Room	230 E. Kleberg	(361) 595-4832
Chili's Grill and Bar	2727 S. US Hwy 77	(361) 592-3840
China West Restaurant	912 S. 14 th St	(361) 592-0934
Chong Hing Restaurant	426 S. 14 th St	(361) 592-2898
Chopstix Asian Bistro	1701 S. Brahma Blvd	(361) 595-5500
Country Luau Saloon	115 University Blvd.	(361) 595-4331
Dairy Queen	715 E. King Ave	(361) 592-9471
Day and Night Club	304 E. Richard Ave	(361) 595-1125
Domino's Pizza	609 E. King Ave	(361) 595-5591
Donut Palace	1023 E. King Ave	(361) 592-8393
Double A's	905 N. 14 th St	(361) 595-1410
El Corral Restaurant	1415 N. 14 th St	(361) 592-7622
El Dorado Restaurant	704 N. 14 th St	(361) 516-1459
El Tapatio Mexican Rest.	630 W. Santa Gertrudis St	(361) 516-1655
Harrel's Pharmacy	204 E. Kleberg Ave	(361) 592-3354
IHOP	2612 S. 77 th Expy	(361) 595-4469
King's Inn	Loyola Beach	(361) 297-5265
La Hacienda	3430 US Hwy 77	(361) 592-5453
Linda's Main Street Café	213 E. Kleberg Ave	(361) 592-3399
Los Mariachis Mex Rest.	902 N. 14 th St	(361) 221-9441
Lydia's Restaurant	817 W. King Ave	(361) 592-9405
McDonald's	208 S. 14 th St	(361) 592-7072
Marrlot's	503 E. Corral	(361) 592-2300
Pizza Parlor	816 W. King Ave	(361) 592-7817
Sonic Drive-In	602 S. 14 th St	(361) 592-7001
Spice Station	809 W. King Ave	(361) 592-1376
Stacey's Froyo	620 E. King Ave	(361) 592-2222
Stars Drive-In	2111 S. Brahma Blvd	(361) 221-9491
Taqueria Jalisco	909 S. 14 th St	(361) 595-7731
Texas Ranch Club	406 N. 6 th St	(361) 516-1045
The Office	1210 S. 6 th St	(361) 595-1991
The Silver Spur	1601 US Hwy 77	(361) 221-2313
Wendy's	1401 General Cavazos Blvd	(361) 221-9011
Whataburger	510 S. 14 th St	(361) 592-4356
Wingstop	1310 General Cavazos Blvd	(361) 592-9464
Young's Pizza	625 W. Santa Gertrudis St	(361) 592-9179

Around Kingsville: Apartments and Housing

Name	Location	Contact	Pets
Apple Creek Apts	2801 S. Brahma Blvd #12	(361) 592-6943	No
Arroyo Apts	4000 S. Brahma Blvd	(361) 595-7905	Yes
Barcelona Apts	833 E. Ailsie Ave	(361) 592-0880	Yes
Bordeaux Apts	2901 S. Brahma Blvd	(361) 592-3385	Yes
Casa Del Rey Apts	800 General Cavazos Blvd	(361) 595-1271	No
Colonial Arms Apts	825 E. Ailsie Ave #30	(361) 592-7755	No
Courts of Las Palomas	600 General Cavazos Blvd	(361) 516-0114	Yes
Hawks Landing	2101 E. Trant Road	(361) 592-8181	Yes
Hunters Cove	3400 S. Brahma Blvd	(361) 592-8100	Yes
Javelina Station	1300 W. Corral	(361) 355-4151	No
King Manor	1700 E. Kenedy Ave	(361) 592-4454	Yes
Kingsman Apts	2420 S. 6 th St	(361) 595-1191	Yes
Kingsville Pointe	1201 E. Caesar	(361) 592-3707	Yes
Legends	1331 W. Santa Gertrudis St	(361) 592-1900	Yes
Quail Ridge Apts	1315 Senator Carlos Truan Blvd	(361) 221-9810	Yes
Raintree Apartments	918 E. King Ave	(361) 592-3121	Unk
Santa Gertrudis Apts	1414 W. Santa Gertrudis St #90	(361) 592-2333	Yes
Seville Apts	704 W. Corral Ave #503	(361) 592-7457	Yes
South Park Estates Apts	611 E. Ailsie Ave	(361) 592-9576	Yes
University Square	1100 W. Corral Ave #99	(361) 595-5549	Yes

Around Kingsville: Other Useful Places

Name	Location	Contact
Post Office	103 E. Kleberg Ave	(361) 592-2801
R. J. Kleberg Public Library	220 N. 4 th St	(361) 592-6381
RIO 7 Cinemas	1601 S. US Hwy 77	(361) 516-1303
Steinke Physical Ed Center	On Campus: http://www.tamuk.edu/cehp/hkn/facilities.html	
G&S Auto/Truck Service	922 E. Corral Ave	(361) 595-0508
Lawson Automotive	1916 S. 6 th St	(361) 592-5541
Stop-N-Lube	921 E. King Ave	(361) 592-4041
King's Nails and Spa	622 E. King Ave	(361) 592-8888
Salon de Lis	506 E. Kleberg Ave	(361) 592-5472
Coastal Bend College	1814 S. Brahma Blvd	(361) 592-1615
School of Cosmetology	\$5 haircut	
Kleberg County	700 E. Kleberg Ave	(361) 595-8541
Vehicle Registration/Titling and Driver's License	725 E. Yoakum Ave	(361) 592-1911
Nueces Electric Corp	123 N. County Rd 1026	(361) 592-2075
Centerpoint Energy	506 E. Kleberg	(361) 592-5291
Reliant Energy	-	(866) 222-7100
TXU Energy	-	(844) 254-8904
Newwave Communications	1629 S. Brahma Blvd	(361) 595-5726
City of Kingsville Utility Office	200 E. Kleberg	(361) 592-5281
*Kingsville Recycling Center	5 th and Lee	

*Accepts cans (aluminum and steel), paper, cardboard, chipboard, and most plastics. They have afterhours dropoff. NO glass or Styrofoam

Advice

- Get involved with WAGSO and other students who have been here awhile. Come to meetings and meet people.
- Be courteous to the support staff, they're there to help.
- Attend WAGSO meetings to get free food and learn about all our exciting activities.
- Go out and help fellow grad students on their projects. Good Karma, make friends, learn how to catch a turkey, all good stuff. You can't survive without their support!
- Go to departmental events (i.e. Christmas parties, bbqs, seminars), especially events hosted by the CKWRI Director.
- Make copies of all important documents (degree plans, signature page, travel information, etc.) - you never know when you might need it again.
- Ask current students for recommendations of professors and degree plans. Get to know professors other than your advisor – getting in some face time can be really helpful in the long run.
- Out of state students are eligible for non-resident tuition waivers. These must be signed in Yolanda Ballard's office at the beginning of the Fall and Spring semesters.
- Keep everything locked at all times, even your office.
- Wellness Center gives free seasonal flu shots in the SUB (contact for dates). Most services are free with student ID, otherwise they are cheap.
- If you stay late at school and don't have a car/ride to go home, police will escort you.
- Kingsville is located along the Texas Coastal Birding trail, and there are county, state, and federal areas nearby providing birders with opportunities to view many different species. Get out and explore!
- Out of state recreational hunting and fishing licenses can be obtained through tpwd.texas.gov/business/licenses/public/recreational
- Kingsville is close to the ocean and areas of good fishing.
- Don't be afraid to contact current graduate students at the school for information regarding the program, the school, and the city.

Instructions for Proposal, Thesis, and Dissertation Submission

Proposal and degree plan

First Semester

Form Committee

- MASTERS STUDENTS: 2 additional faculty members are needed for your graduate committee
- PHD STUDENTS: 3 additional faculty members are needed, one member may hold an appointment outside of TAMUK OR outside of the department
- It is up to you and your advisor to decide on committee members

PHD students only

- A graduate council representative must be on your committee and sign off on your signature page and degree plan (see below).
 - Your advisor must submit a form (found on grad studies website) to Graduate Studies; they will assign you a GRC.
 - It is helpful if you remind your advisor to submit this form early on
 - GRC are there to ensure the process is fair; some may want to be more involved than others.

Initial Degree Plan

- Form is found on Graduate Studies website (www.tamuk.edu/grad)
- Note: this is not a final degree plan. You may change classes on your degree plan as long as your committee approves it.
- Degree plan is due to Rachel (Dr. Henke's assistant) by the end of your first long semester

Class requirements

- Requirements: 6 hours of statistics.
 - PHD students are also required to take Wildlife Teaching (3 credits) followed by a teaching practicum (instructor to undergrad wildlife course)
 - All students receiving a stipend must be full-time students at all times. This means 9 hours in the spring and fall, and 6 hours in the summer.
- Everyone must enroll in 3 credits of research topics hours each semester
 - Summer semesters are broken into 2 sessions; you must take 3 hours each session. If you are not graduating in an August session, it is easier to register for a single 6 hour section that covers both summer sessions.
 - Masters: When submitting proposal or thesis enroll in Thesis: RWSC 5306; otherwise enroll in Research Topics: RWSC 5399.
 - PhD: WSCI 6199
- Masters students: total requirements 30 hours
 - 6 of those hours are for your proposal (3 hours) and thesis (3 hours). Both are RWSC 5306
- PhD students:
 - 24 hours formal course work
 - 6 of the hours are for your proposal (3 hours) and dissertation (3 hours). Both are WSCI 6199

- It is advised to avoid taking any classes during the teaching practicum. If this is the case, enroll in 9 hours of dissertation research (WSCI 6199).

Second Semester

Proposal

- Formatting guide can be found on Grad studies website

Decide on committee meeting date

- A committee meeting is held once you have completed your proposal
- At this point your proposal should have been edited by you and your advisor
- It is custom to give your committee at least 2 weeks before the meeting to look over your proposal
- Have committee sign signature page of proposal

Due dates

- **Proposal abstract***, **signature page** and **degree plan** are due to grad studies by the end of your **second long semester** (2 summer sessions count as a long semester). (*Graduate Studies does not require a full proposal to be turned in).
- A copy of your **signature page** must also be turned into Rachel (Dr. Henke's assistant) by the end of your first long semester.

Thesis and Dissertation

Apply for graduation

- Apply for graduation the semester before you plan on graduating
 - Check the TAMUK academic calendar for the actual deadline
- Forms to apply for graduation are found on Graduate Studies website (application for candidacy and diploma card)
- You will need Dr. Henke's and your advisors signature for the application for candidacy.

Planning to graduate

- When you know which semester you will be graduating, there are several things that need to be completed prior to graduating. The easiest thing to do is back date from all the deadlines.
 - You must give an oral presentation and pass a defense **4 weeks** prior to the date of commencement
 - Upon passing the defense, your signature page and a defense form ([Thesis Defense and Comprehensive Exam form](#)) is signed by your committee this form can be found on Graduate Studies website
 - At least **2 weeks** prior to your oral presentation and defense, you must provide your committee with your thesis.
 - This draft has been edited by you and your advisor and agreed upon that it is ready to send to your committee.
 - You and your advisor may have to edit your thesis several times before sending to your committee; this schedule is set on a case-by-case basis.

After your defense

- Complete any final edits by your committee
- **Plagiarism report:** Your advisor will create a “class” for you on www.turnitin.com
- Create login and sign onto turnitin.com, submit your thesis to the plagiarism report
- Your thesis must come back with $\leq 10\%$ similarity. If value is higher than this and not due to overt plagiarism, a note explaining the value is required from your advisor.
- A copy of the page with your score must be signed by your advisor and Dr. Henke.
 - This will be turned in with your final requirements (see below)

Format your thesis

- Submit your thesis to Graduate Studies for a formatting check
- Sometimes they take a while to return this to you, please give them ample time before the final deadline
- Try and make sure your **signature page** is correctly formatted before you have your committee sign it or the graduate office will make you redo it
- There is a Thesis Manual on the graduate studies website with formatting information, some of their info is outdated. Below are 2 new major changes to the manual:

Two new major changes in format for Thesis and Dissertation manuscripts are the following:

1. 1” margins (top-bottom-left-right) and
2. All page numbers should be placed on the bottom center of each page

Final requirements due to graduate studies: this date can be found on the academic calendar (As stated by Martha Algeria [assistant at Deans office])

Step 1: After a successful defense, the student must submit the following final requirements:

1. the final document on regular paper with committee member signatures for final approval by the Graduate Dean,
2. a signed hard copy of the first page of Turnitin report which includes the similarity index (thesis or dissertation chair signature required),
3. a soft copy of the final document (PDF version preferred) along with the complete copy of the Turnitin report on a USB flash drive or CD (USB/CD will not be returned)
4. Thesis Defense and Comprehensive Exam form with committee member signatures for Master students or the Dissertation Status Report with committee member signature for Doctoral students (these forms are located at www.tamuk.edu/grad)
5. Qualifying Exam for Doctoral students (this form is located at www.tamuk.edu/grad)
6. Survey of Earned Doctorates (SED) certificate ONLY for those doctoral students pursuing a Ph.D. in Wildlife Science or Environmental Engineering, and
7. Copyright form.

After submitting final thesis or dissertation research paper, it will be sent for Editorial Review. You will be notified if you have any corrections regarding the content and grammar. When you are done with these edits, the Graduate Dean will review your manuscript.

Step 2: After the Graduate Dean approves and signs the research paper, the staff in the Graduate Studies office will scan and email the signature page to the student and Thesis or Dissertation Chair.

Step 3: The student must remove the blank signature page and insert the signed signature page into the final document.

Step 4: The student will go to the following URL www.etsadmin.com/tamuk to register and create a personal account and follow the instructions to submit the full document. The student can upload from any computer with internet access.

Step 5: Final Approval - the College of Graduate Studies will review the uploaded document and submit to ProQuest. Student will receive notification when document has been cleared and approved.

Notes:

1. A Diploma Hold will be placed on student record until electronic submission is approved.
2. The university will no longer bind manuscripts. If departments and/or students wish to have a bind copy of the manuscript, the departments and/or students will cover the binding expenses. In this case, departments and/or students have the option to go to the following URL: <http://www.thesisondemand.com/> or contact a publishing company.

Down to Business (Per Dr. Henke)

A M.S. degree in wildlife must take a MINIMUM of 30 hours. The total number of credit hours for an individual will depend on a student's Graduate Committee and on the academic background of the individual student. For example, a student who holds a B.S. degree in wildlife science from an accredited university may be asked by the Graduate Committee to take the minimum 30 credit hours. However, a student who holds a B.S. degree within another discipline may have an insufficient background in certain areas of wildlife science so that Graduate Committee may dictate that the student take 36 or 45 hours of coursework as a M.S. student. The actual number of credit hours needed to graduate with a M.S. degree from the Animal, Rangeland and Wildlife Sciences Department will be determined by each student's Graduate Committee.

The typical M.S. student will take:

- At least 18 credit hours of WSCI (RWSC) graduate level courses
- At least 6 hours of statistic courses (mandatory for M. S. degree)
- 6 hours of RWSC 5306 (Thesis) – the first 3-hour section is credit for completing the proposal; the second 3-hour section is credit for completing the thesis

A graduate student can elect to receive a minor in a discipline if 12 credit hours in the discipline and taken (typically in addition to the above course credit). Please note that students should visit with the Department Chair of the discipline they wish to minor in prior to taking classes to determine if additional requirements are in place for a minor. For example, the math department requires a written and oral exam to receive a minor in statistics.

Grades are assigned for RWSC 5306, ANSC 5306, RWSC 5399, ANSC 5399, and WSCI 6999. A proposal, thesis, and dissertation grade is based upon quality of the written document and the timeliness of when the document was completed. Proposals turned in after the second semester will be docked a letter grade for each semester the document is late past the 2nd semester. Quality of the document is determined by the student's academic advisor and Graduate Committee. In a nutshell, Excellent written proposal = A, Good = B, Satisfactory = C, and so forth. A letter grade should be subtracted for each semester a proposal is late. In theory, if you write a 'good' quality proposal (i.e., a grade of B), but you complete the proposal during your 3rd semester at TAMUK (officially 1 semester late), then you should expect to receive a grade of "C" in your first RWSC 5306 section. Timeliness of theses and dissertations will be determined on an individual basis by a student's Academic Advisor and Graduate Committee. Grades for Research hours (RWSC 5399, ANSC 5399, and WSCI 6999) will be determined by a student's Academic Advisor and Graduate Committee, and based on maintaining research schedules and deadlines, completing reports and updates to academic advisor and funding agencies, etc.

GRADUATE STUDENT POLICIES FOR ANIMAL AND WILDLIFE SCIENCES STUDENTS

1. All funded (assistantships, fellowships, etc.) graduate students (MS and PhD) must be enrolled as a full-time student upon the initiation of their program until graduation.

A full-time student is defined as one enrolling in 9 hours during each long semester (fall and spring) and 3 hours during each summer session (or 6 hours during the full summer session).

An exception to the above policy is a student who has successfully completed his/her thesis or dissertation defense prior to the initiation of the upcoming semester, but failed to meet the deadline dates to graduate the previous semester. In this case the student can register for just 3 hours of thesis or dissertation research hours. Also, if a student is not receiving a stipend, then that student is exempt from the full-time status rule.

2. Graduate students who transfer to TAMUK from another graduate program can receive up to 9 hours credit for previous coursework, as long as the coursework was completed within 3 years of admittance into the TAMUK graduate program.

3. All graduate students must enroll in at least one section of either thesis (RWSC 5306 or ANSC 5306 if MS student) or research (RWSC 5399; WSCI 6999 if PhD candidate) every semester, including summer sessions, until graduation. Reason for this policy is that individual students pay for their major advisor's time.

An exception to the above policy is a student who does not have to enroll in thesis or research hours during a summer session because that student enrolls in a 3 hour (or more) AGNRHS formal course during the same summer session. Please note that the course must be within the College of AGNRHS; other colleges do not suffice. Also if a student is not receiving a stipend, then the rule does not apply.

4. MS and PhD graduate students must have an initial degree plan completed, research committee identified, and accepted research proposal completed by the end of their second long semester. NOTE: Both summer sessions are equivalent to one long semester. PhD students who enter their 3rd long semester will receive a grade of "Unsatisfactory" for their research hours until the above-mentioned items are completed or their academic advisor terminates them from the program. Academic advisors have the option to terminate any student who receives an "Unsatisfactory" grade for dissertation research.

The proposal grade will lower a letter grade for each subsequent semester that passes after the 2nd semester until all items are satisfactorily completed. Academic advisors have the option to terminate any MS student whose graduate GPA drops below a 3.0 (B-average).

A minimum of three members are necessary for a MS committee and a minimum of four members for a PhD committee. Committees must consist of a chair within the discipline of the student, and at least one member within the Animal, Rangeland and Wildlife Sciences Department. Committee members can be from a department outside the Animal and Wildlife Sciences Department. However, all committee members must be a member of the TAMUK

Graduate Faculty. Potential committee members with a doctoral degree but not associated with TAMUK can apply for External (i.e. Adjunct) status to the Graduate Faculty.

5. MS students are required to take a minimum of 30 hours beyond the BS level. Individual committees may require a student to take more than the minimum number of hours for their degree, depending on individual student background.

Of the 30 hours, 6 hours are awarded for two sections of thesis (one RWSC 5306 or ANSC 5306 when a signed proposal is submitted to the Graduate College, the second RWSC 5306 or ANSC 5306 when a signed thesis is submitted to the Graduate College, at least 6 hours must be in statistics or statistic-related courses.

For Plan I option, a minimum of 18 hours must be taken in the major emphasis of study (RWSC, WSCI, or ANSC). Courses not in the major emphasis of study should be considered in addition to the above-mentioned 18 hours.

For Plan II (Non-Thesis) option (ANSC majors ONLY), a minimum of 36 hours must be taken beyond the BS level. Three hours of ANSC 5305 and 1 hour of seminar must be taken. The remaining hours (32 hours) will be decided by the committee of the student, with at least 18 hours in the major area of study.

Animal Science MS students MUST complete a core curriculum as part of their MS program. Core curriculum courses consist of graduate level Ruminant Nutrition, Monogastric Nutrition, Reproductive Physiology, Endocrinology, and two courses in statistics.

6. Ph.D. candidates in wildlife must complete a minimum of 64 hours past the MS degree (formal course work plus research hours), with a minimum of 24 hours completed in formal course work. This is the minimum required, but individual committees have the right to dictate a greater number of hours, depending on individual student background. Graduate students may receive credit for no more than 6 hours of Special Problems courses (WSCI 6395 or ANSC 5395).

As of 26 March 1998, the TAMU system Board of Regents approved a 100-hour cap for PhD candidates. Nonresident tuition will be collected from all doctoral students who exceed 100 semester credit hours.

7. Ph.D. candidates must participate in a teaching practicum. Ph.D. candidates must first successfully complete WSCI 6390 Wildlife Teaching as a prerequisite to conducting their Teaching Practicum. Once completed, PhD candidates must meet with the Animal, Rangeland and Wildlife Sciences chair to schedule the semester and course that he/she will teach. Courses and semesters of teaching are up to the discretion of the AWS chair along with the student's advisor, not to the student. Students are highly encouraged to meet with the AWS chair early in their program. Delaying to schedule the semester of the teaching practicum can result in a delay in your graduation.
8. MS students (ANSC and RWSC) are required to successfully complete an oral exam demonstrating mastery of knowledge within their discipline, as well as knowledge of their thesis

project. Individual committees have the option to require a written exam in addition to the oral exam. Successful completion of the oral and/or written exams will be based on majority decision of the committee.

Ph.D. candidates must complete both a written and oral exam demonstrating mastery of knowledge within their discipline. Written exams must be successfully completed no later than one semester prior to graduation. Successful completion of the written exam will be based on majority decision of the committee. A Ph.D. student who does not receive a majority decision of “pass” by their committee can retake the written exam one more time. If the student receives a second “failing” decision, then that student will be terminated from the program. A student who successfully passes the written exams can then advance to the oral exam. Oral exams cannot be scheduled earlier than 2 weeks after successfully completing the written exams, but should be completed within 3 months of the written exams. Successful completion of the oral exam will be based on majority decision of the committee. A Ph.D. student who does not receive a majority decision of “pass” by their committee can retake the oral exam one more time. If the student receives a second “failing” decision, then that student will be terminated from the program. A student who successfully passes the oral exam can then advance to the dissertation defense. Ph.D. students are required to have an oral defense of their dissertation. This should be scheduled during the last semester of the student’s program. Successful completion of the dissertation defense will be based on majority decision of the committee. A Ph.D. student who does not receive a majority decision of “pass” by their committee can retake the dissertation defense one more time. If the student receives a second “failing” decision, then that student will be terminated from the program.

9. All graduate students must maintain a minimum of a 3.0 graduate-level GPA. Students who fall below this minimum may be terminated from the program. The student’s committee will meet and decide if termination is warranted. Committee repercussions can include, but are not limited to, termination of student, additional coursework required, retake courses of poor student performance, etc.
10. MS students must complete all requirements and complete their degree within 6 years of beginning the program. Ph.D. candidates must complete all requirements and complete their degree with 10 years of beginning the program. Students may petition the Graduate School Dean for exceptions to this rule.
11. All Theses and dissertations must be electronically submitted to TurnItIn, a plagiarism program to determine the suitability of the document for publication. The student’s major advisor, department chair, and Dean of Graduate College must sign off on the report prior to acceptance of the Thesis or Dissertation.

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