

UTSA

Ask Me for Help

Spring 2018

Academic Advising Center	Primary Majors Advised	Director	Location/Phone
Downtown	Architecture, Construction Science & Management, Criminal Justice, Infancy and Childhood Studies B.A.A.S, Interior Design, Mexican American Studies, Public Administration	Monica Glover	BV 1.304 210-458-2550
Arts & Humanities	Art, Art History & Criticism, Classical Studies & Humanities, English, History, Modern Language Studies, Medical Humanities, Music, Philosophy, Spanish	Jackie Loden	MS 4.01.52 210-458-6513
Social Sciences	Anthropology, Communication, Geography, Global Affairs, Political Science, Psychology, Sociology	Olga San Miguel	MS 4.01.50 210-458-4900
Interdisciplinary Education	American Studies, Interdisciplinary Education, Kinesiology (P.E Conc.), Multidisciplinary Studies, Women's Studies	Sylvia Mansour	MB 3.214 210-458-4424
Business Studies	Accounting, Cyber Security, Economics, Entrepreneurship, Finance, General Business, Human Resource Management, Information Systems, Management, Management Science, Marketing, Real Estate Finance & Development, Sports, Entertainment & Tourism	April Lawver	BB 2.02.04 210-458-4562

Every student is assigned a primary advisor based on the student's major. The name and contact information for the advisor may be found in ASAP by clicking on the *Student Services* tab, then the Advisor Contact Information link. For Advising Center locations and contact information, see <http://utsa.edu/advise/>.

Academic Advising Center	Primary Majors Advised	Director	Location/Phone
*Engineering	Biomedical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Mechanical Engineering	Lona George	EB 3.04.04 210-458-5525
*Life & Health Sciences	Biochemistry, Biology, Chemistry, Health, Kinesiology (excluding P.E Conc.), Public Health, Nutrition & Dietetics	Angelica Barrera, Executive Director	FLN 2.03.02 210-458-4045
*Mathematical & Physical Sciences	Actuarial Science, Computer Science, Environmental Science, Geology, Mathematics, Multidisciplinary Science, Physics, Statistics	Patricia (Patti) Gonzalez	FLN 1.02.06 210-458-6073
*Student Placement Advising	Undeclared students, CAP Students	Sabina Kapoor	MS 2.02.18 210-458-5170
*Resilience and Retention	Exited Students, Gateway, Reinstated students – 2 nd Dismissal	Brand Barksdale, Michele Teneza	MS 2.02.18 210-458-4302
Health Professions Office	The University Health Professions Office provides advice, support, and assistance with academic preparation to undergraduates, post-baccalaureate students, non-degree seeking students, and alumni interested in pursuing careers in the health professions, as well as information about exploring health careers, application procedures, and entrance exams.	Dr. Alan Vince http://www.utsa.edu/healthprofessions/	MS 3.03.14 210-458-5185
Tomas Rivera Center (TRC) *Advising Center	The TRC provides academic coaching to both undergraduate and graduate students. Workshops are offered each semester both in person or online through the Graduate Learner Series	http://www.utsa.edu/trcss/	Main- MS 1.02.02 Downtown- DB 2.114

Item	Services	Hours/Location	Phone
Bookstore	<p>Campus Services manages the bookstore contract. Follett Higher Education operates the UTSA bookstores.</p> <p>Book rental is available through Follett Bookstore. See store or www.rent-a-text.com for details.</p> <p>Extended hours offered during the first two weeks of school. Visit utsa.bkstr.com for hours of operation.</p>	<p>Rowdy Campus Store: University Center</p> <p>Rowdy Store Downtown: Frio Street Building</p>	<p>Rowdy Campus: Store: 458-4220</p> <p>Downtown Campus: 458-2865</p>
UTSA owned: Chaparral Village Laurel Village Alvarez Hall	<p>All housing applications and inquiries. http://utsa.edu/housing/</p>	<p>Office of Housing and Residence Life - Laurel Village City Center</p> <p>Monday–Friday, 8 a.m.–5 p.m. Walk-ins Welcome</p>	458-6200
Campus Living Villages: University Oaks Chisholm Hall	<p>All housing applications and inquiries: http://www.utsavillage.com/</p>	<p>University Oaks Clubhouse Monday–Friday, 8 a.m.–5 p.m. Walk-ins Welcome</p> <p>Chisholm Hall Monday–Friday, 8 a.m.–5 p.m. Walk-ins Welcome</p>	<p>210-877-4000</p> <p>210-697-4400</p>
Off-campus Housing	<p>Information about off-campus housing including assistance with roommate search</p>	<p>Office of Student Life UC 2.02.18 http://www.utsa.edu/studentlife/offcampus_housing.html</p>	458-4720
University Career Center	<p>Information on full- and part-time employment, internships/co-op opportunities, work study jobs, and on campus employment (https://utsa.joinhandshake.com). Services include: career development workshops/counseling, career interest assessments, job skills coaching, resume reviews, mock interviews, job fairs, on campus interviews and employer information sessions. (https://careercenter.utsa.edu)</p>	<p>Main Campus - UC 2.02.04</p> <p>Downtown Campus - Buena Vista Building Rm. 1.304, Career Center staff available in person for appointments on Tuesdays and Thursdays.</p>	<p>458-4589</p> <p>458-2910</p>
Child Development Center	<p>Licensed care for 103 children, infant through preschool, for UTSA’s full-time students and benefits-eligible faculty and staff. NAEYC accredited. Availability based on waiting list.</p>	<p>Monday–Friday, 7:30 a.m.–5:30 p.m. Southwest corner of the campus Brackenridge Ave Lot 5</p> <p>http://www.utsa.edu/cdc/</p>	458-6364

Item	Services	Hours/Location	Phone
<p>Catalog (Undergraduate and Graduate) and Graduate)</p> <p>Information Bulletin</p>	<p>Catalogs consist of two publications: the <i>UTSA Information Bulletin</i> and the catalog containing degree requirements.</p> <p>The <i>Information Bulletin</i> and the <i>Undergraduate Catalog</i> are updated yearly and <i>Graduate Catalog</i> is updated biennially. Students follow policies in the current <i>Information Bulletin</i> regardless of the year of the catalog they are under.</p>	<p>The Undergraduate and Graduate Catalogs are available online only - http://catalog.utsa.edu</p> <p><i>UTSA Information Bulletin</i> is available <i>online only</i> - http://catalog.utsa.edu</p>	<p>458-8000</p>
<p>Student Computing Services</p> <p>Student Connect</p> <p>Printing</p> <p>Air Rowdy</p>	<p>Student Computing Services (SCS) labs are located in the BB 2.01.20; JPL Library and DT Library. The myUTSA ID login enables access to computing workstations; Lab w/o Walls Kiosks; PrintSpot; Air Rowdy Wi-Fi; Blackboard; ASAP and account management (passphrase assistance).</p> <p>StudentConnect SCS labs offer support services for students' personal devices (laptops, tablets and phones). Configuration assistance and troubleshooting are available to improve student access to UTSA resources and course content. http://www.utsa.edu/oit/StudentServices/Support/StudentConnect.html</p> <p>Printing There are 51 PrintSpot printers for use by students with their UTSA ID card or their myUTSA account and passphrase. Students are allocated a \$12.00 printing credit for each semester, after which print charges may be paid with funds loaded onto the <i>UTSACard</i>. http://www.utsa.edu/printspot</p> <p>AirRowdy is the UTSA wireless network. It is available from any building at UTSA. You should connect to AirRowdy using a wireless network card that is 802.11a(n) or 802.11g(n) Wi-Fi compliant.</p>	<p><u>Main Campus:</u> Business Building Lab - (BBLab) BB 2.01.20 JPL Information Commons - (JPLIC) JPL 2.01.01</p> <p><u>Downtown Campus:</u> DT Library – BV building</p> <p>For More information about student computing services at UTSA For more information , please visit our website at www.utsa.edu/oit</p>	<p>BB Lab, 458-7646</p> <p>JPL Information Commons, 458-4579</p> <p>DT Library SCS , 458-2725</p>
<p>Counseling Services</p>	<p>Provides <i>short-term group, individual, and couples counseling for registered students</i> at no cost. Also provides wellness services including workshops, online wellness modules and biofeedback training. Psychiatric and case management services are also available. Learning disability testing is available on a limited basis for a small fee (contact the clinic for details).</p> <p>Call Counseling Services to get started: 210-458-4140. Clinic staff will assess students by phone and will make recommendations for appropriate services as clinically indicated.</p> <p>The Crisis Helpline is available after 5:00 PM weekdays and during weekends and holidays. Call 210-458-4140 and follow the prompts to access this service.</p>	<p>UTSA–Main Campus: <u>Rec/Wellness Center (RWC 1.810)</u> Monday/Tuesday/Thursday/Friday: 8:00 AM –5:00 PM Wednesdays: 8:00 AM –7:00 PM (late hours during Fall and Spring semesters)</p> <p>UTSA–Downtown: Frio Street Building (<u>FS 4.556</u>) Thursdays: 9:00 AM – 4:00 PM (by appointment only) call 210-458-4140 to get started.</p>	<p>458-4140</p> <p>458-4140</p>

Item	Services	Hours/Location	Phone
<p>One-Stop Enrollment Center/ Financial Aid & Scholarships</p> <p>Processing and Disbursement</p>	<p>Financial Aid disbursement For students enrolled half-time or more, with all paperwork turned in 2 weeks prior to payment deadline and no financial aid holds, aid will automatically disburse to the student's account on December 29th, 2017.</p> <p>Financial Aid Refunds If aid exceeds tuition and fees, a refund check for the remaining amount will either be mailed to the mailing address on file, or sent direct deposit to the bank account provided on ASAP, 3 business days after account balance is zero.</p> <p>Late Applicants Students with incomplete paperwork must complete paperwork to receive financial aid. . 4-6 weeks processing time required. Encourage the student to take out a tuition and fee loan if there are outstanding requirements.</p>	<p>One-Stop Enrollment Center Main: JPL 1.01.04 Monday–Friday, 8:00 a.m.–5:00 p.m. (Wed only opens at 8:30)</p> <p>Downtown One-Stop Hours: UTSA-Downtown: FS 1.504 Monday-Friday 9:00 am – 12:00 pm 1:00 pm – 5:00 pm</p>	<p>458-8000 or 800-669-0919</p> <p>UTSA School Code:010115</p>
<p>Tuition/ Fee Loans</p> <p>Book Loans</p>	<p>Tuition and Fee Loan Students enrolled for 3 hours or more (need not be financial aid recipient) may apply for a Tuition and Fee Loan. Must not have a prior semester Fiscal Services balance or financial hold. Application and promissory note available on ASAP.</p> <p>Book Loans are issued at Main and DT One-Stop Enrollment Centers (OSEC) on a first come, first served basis until funds are exhausted. Students must be enrolled half-time or more. No book loans issued after census.</p> <p>Spring Book Loans 8:00 am–5:00 pm Monday–Friday, beginning January 4, 2018, until funds are exhausted. After enrollment verification, OSEC issues the student a Master Promissory Note to be taken to Fiscal Services.</p>	<p style="text-align: center;"><u>LOAN PROCESSING ONLY</u></p> <p>Tuition and Fee Loans completed on ASAP – reviewed by FA&S staff 8:00 am to 5:00 pm. One-Stop Enrollment Center Main Campus: JPL 1.01.04</p> <p>Downtown One Stop Hours: UTSA–Downtown: FS 1.504 Monday – Friday 9 a.m. - 12 p.m. 1 p.m. - 5 p.m.</p>	<p>458-8000 or 800-669-0919</p>
<p>Student Disability Services (SDS)</p>	<p>Provides disability support services, accommodation recommendations, disability outreach, and disability consultation regarding registered UTSA students with disabilities.</p> <p>www.utsa.edu/disability</p>	<p><u>Main Campus: MS 3.01.16</u> Monday-Friday 8:00 a.m.-5:00 p.m.</p> <p><u>Adaptive Test Center (MS 3.01.02)</u> Monday-Friday 8:00 a.m. – 5:00 p.m.</p>	<p>458-4157</p> <p>458-8086</p>

Item	Services	Hours/Location	Phone
Health Services– Student	Health care services available to currently enrolled students. http://www.utsa.edu/health/	<u>UTSA–Main: RWC 1.500</u> 8:00 AM – 5:00 p.m. Monday through Friday Off semester hours may vary. See website www.utsa.edu/health for up-to-date information	458-4142
Holds	To check registration status, including holds, log onto ASAP, click on STUDENT SERVICES, click on REGISTRATION, Click on SELECT TERM, and click on CHECK REGISTRATION STATUS . The office that placed the hold must remove the hold. Some of the typical holds that might be on a student’s record include: ES ESL required (for international students) FO Fiscal Services Office (JPL 1.03.06, FS 1.500D) FS Fiscal Services Office (JPL 1.03.06, FS 1.500D) GS Graduate Studies (PNB 2.210) HE Health Services (RWC 1.500) AT Athletic AD Admission (MS 2.02.24) DI Academic Dismissal	R Dismissed-reinstated–see advisor EL ELAP required (for international students) UTSA Housing IP International Programs (MB 1.210) JA/JA2 Student Conduct & Community Standards (UC 2.02.18) LB University Library (JPL 2nd floor, BV 2.314) OR Orientation and Family Programs (MS 2.01.10) PK Fiscal Services Perkins Hold PR Contact Advising Center RE Registrar Office (MS 2.02.24) TA TSI (Texas Success Initiative) - your Advising Center TR Transcript Review (Admissions evaluation–MS 2.02.24) UP Campus Services parking hold (MS 1.01.52)	
First-Year Experience (FYE) Program	First-Year Experience (FYE) programs are designed to help students transition to college. FYE oversees the Academic Inquiry and Scholarship (AIS 1203) course and the University Peer Mentorship experience (UPM; UPM 1000) for first-year students.	Mon-Fri 8:00 am-5:00 pm UTSA – Main: MS 1.02.04 http://www.utsa.edu/fye	458-7490
LEAD Student Success Program	The LEAD Student Success Program aims to increase student success and retention through specialized Summer Programming including course enrollment, connection with a Peer Mentor, social engagement experiences, and learning about campus resources. The LEAD Program is designed to provide intensive academic and social support programming throughout the academic year following the Summer programming	<u>UTSA- Main Campus MS 1.02.04</u> 8:00am – 5:00pm Monday through Friday http://www.utsa.edu/lead/	
Graduate School	http://www.graduateschool.utsa.edu/	GSR 2.210 M-F: 8a.m.–5p.m	458-4331

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<p>Parking</p>	<p>Parking on UTSA campuses requires a valid parking permit or payment for short-term, hourly parking.</p> <p>A variety of permits are available to fit individual needs. Permits may be returned for a prorated refund through the last business day in February.</p> <p>Annual parking permits are purchased online through MyParking at https://utsa.t2hosted.com/ and are mailed from an outside contractor to the address provided at the time of purchase. Permit prices are prorated monthly based on month of purchase. For permits purchased after August 1st, customers may print a temporary dashboard permit to display until the official permit arrives in the mail. For permits purchased in advance of the pending academic year, temporary permits are not available as the permit will be placed in the mail beginning August 1st. Permits are typically received within 3-5 business days of mailing.</p> <p>Paid short-term hourly parking is available in the following locations:</p> <ul style="list-style-type: none"> • Main Campus: Ximenes Avenue Garage, Bauerle Road Garage, Tobin Avenue Garage, and Resident Lot 2 (R2). • Downtown Campus: DTC Garage and Monterey Lot. <p>Parking arrangements for events and visitors must be made no less than two weeks prior to the event date.</p>	<p>Campus Services: Main Campus: Crespa Service Center, MS 1.01.52 Monday – Friday, 8am – 5pm</p> <p>Downtown Campus: FS 1.506 Monday – Friday, 8am – 5pm (Closed daily from 1pm – 2pm)</p> <p>Bauerle Road and Ximenes Avenue Garages: Visit utsa.edu/parking for hours of operation.</p>	<p>458-PARK (7275)</p>

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Payment Deadlines	<p>Wednesday, January 3, 2018- Payment deadline for students who registered Oct 30-Dec 29. Students who do not make payment or payment arrangements by the due date will be assessed a \$100 Registration Late Payment fee.</p> <p>Wednesday, January 24, 2018 - Payment deadline for students who registered Jan 2-17.</p>	See Below	
Payment Options/Locations (Fiscal Services)	<p>Credit card: made online <i>only</i> through ASAP with MasterCard, Visa, Discover, or American Express with a 2.25% surcharge</p> <p>Direct Deposits may be set up online.</p> <p>Electronic Check (E-check), or the Advanced Payment System (APS). There is no charge to use the E-check or APS feature.</p> <p>Checks may be placed in a drop box outside the Fiscal Services office at JPL 1.03.06 or (DT) FS 1.500D. Write UTSA student ID number on the check. Please no cash in the drop box.</p> <p>Cash payments: in person at any Fiscal Services office location, JPL 1.03.06, or at UTSA–Downtown at FS 1.500D.</p> <p>Check payments can also be mailed to the following address: UTSA Attention: Fiscal Services One UTSA Circle San Antonio, Texas 78249</p>	<p>JPL 1.03.06 Monday–Friday 8 a.m. – 5 p.m.</p> <p>JPL Fiscal Services is the only drop box location on the Main Campus.</p> <p>FS 1.508 (DT) Monday–Friday 8 a.m.–5 p.m.</p> <p>http://www.utsa.edu/fiscalservices/</p>	
MyUTSA ASAP	<p>The MyUTSA login is used to access <i>ASAP</i>, Blackboard, Air Rowdy wireless network, Student Computing Lab computers, and Library computers.</p> <p>Log in using your MyUTSA ID (abc123) and password. (All UTSA applicants receive email instructions on how to claim and activate their MyUTSA account.)</p>	If you have difficulty accessing <i>ASAP</i> go to ASAP Help/FAQ for assistance.	

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<p>Campus Recreation</p>	<p>Campus Recreation offers a variety of recreation and leisure opportunities at the Main and Downtown Campuses.</p> <p>Program offerings: Aquatics, Club Sports, Fitness and Wellness (<i>Weight and Cardio Training, Group Exercise, Personal Training, Demonstration Kitchen, Massage Therapy</i>) Informal Recreation, Intramural Sports, Outdoor Pursuits (<i>Rockwall, Outdoor Trips and Outdoor Equipment Check-Out</i>).</p> <p><u>Recreation Wellness Center (RWC) Hours</u> Monday – Thursday 6:00 a.m. – 12:00 a.m. Friday 6:00 a.m. – 10:00 p.m. Saturday 10:00 a.m. – 8:00 p.m. Sunday 12:00 p.m. – 12:00 a.m.</p> <p><u>Downtown Fitness Center</u> Monday – Thursday 6:30 a.m. – 9:00 p.m. Friday 6:30 a.m. – 7:00 p.m. Saturday & Sunday CLOSED</p>	<p><u>Aquatics Center at the RWC Hours</u> Monday – Friday 6:00 a.m. – 8:30 a.m. 11:30 a.m. – 8:00 p.m. Saturday & Sunday 12:00 p.m. – 6:00 p.m.</p> <p><u>Recreational Field Complex</u> The fields are open one hour after the RWC opens each day for informal recreation.</p> <p><u>Field House at the Recreational Field Complex</u> Monday – Thursday 5:00 p.m. – 11:45 p.m. Friday 5:00 p.m. – 10:00 p.m. Saturday 4:00 p.m. – 8:00 p.m. Sunday 5:00 p.m. – 11:45 p.m.</p> <p>https://campusrec.utsa.edu</p>	<p>458-7575</p>
<p>Registration</p> <p>Add/Drop Timeframes</p>	<p>Students may register and add/drop almost 24 hours a day on the dates designated on the Registration Schedule in <i>ASAP</i>.</p> <p>See the Spring 2018 Registration/Add/Drop Time Frames chart for dates that designated department staff and academic advisors may process overrides and register students.</p>		
<p>On/Off-Campus Shuttle Service: The ‘Runner</p>	<p>Campus Services provides shuttle service connecting the Main Campus with parking lots and participating nearby apartments.</p>	<p>Visit utsa.edu/transportation for shuttle schedules and hours of operation.</p>	<p>458-PARK (7275)</p>

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<p>Testing Services</p> <p>Test Offered</p> <p>Registration</p>	<p>Accuplacer, Chemistry Placement, Correspondence tests, Credit by Examination (CLEP, Competency Based Exams, Dantes DSST), FACT, IS 1403 test out series, Math Placement, Accounting PACE, Pearson Vue, TExES iBT, THEA iBT, TOEFL iBT, and TSI Assessment (only test approved for TSI purposes). Please visit our website for more information: www.testing.utsa.edu.</p> <p>Register for the following tests on ASAP, https://asap.utsa.edu: Accuplacer, Chemistry Placement, Competency Based Exams (fee paid in advance at Fiscal Services), FACT, Math Placement, Accounting PACE, TSI Assessment. Fee is charged to student's UTSA account after taking one of these tests. Math and Chemistry Placement scores available on ASAP. Scores are not given over the phone.</p> <p>Register for the following tests on Testing Services website: www.testing.utsa.edu: CLEP, Correspondence tests, Dantes DSST, IS 1403 test out series, and THEA iBT registration and payment (credit card only).</p> <p>Students save time and money by taking CLEP exams or Competency-based exams each year as a substitute for regular course going. Stay on track to a four year degree, look into credit by exam with your advisor and Testing Services.</p>	<p>Main Campus: MS 1.01.04</p> <p>Monday – Friday 8 a.m.–5 p.m.</p> <p>Downtown Campus: BV 1.302</p> <p>Monday–Friday, 8 a.m.–5 p.m.</p>	<p>458-4125</p> <p>458-2941</p>
<p>Transcripts</p>	<p>Available at no charge at the One-Stop Enrollment Services Center with a photo ID, or written authorization if another person is to pick up for student. Maximum of five per day. Transcripts will not be provided to students with financial holds.</p> <p>Transcripts may also be ordered online at https://transcript.utsa.edu/.</p>	<p>Instructions and FAQ available at: http://www.utsa.edu/registrar/transcripts/</p>	

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<p>University Center</p> <p>VIA Bus Passes</p>	<ul style="list-style-type: none"> • Campus Technology Store • Frost Bank • The UPS Store—mailbox rentals, copying, printing and binding, international and domestic shipping via UPS and DHL • Rios Golden Cut Salons—a full service salon • Roadrunner Express—Discounted movie and Fiesta Texas tickets, latex and mylar balloons, gifts and snacks, testing supplies, first gen graduation stoles; VIA semester bus passes and fare discount cards • Information Center – lost and found, free refreshments, lactation rooms, and device charging stations • Meeting spaces • Weekly entertainment programs including UCinema Movie nights, musical performances and special programs like Casino Nights • Food court • UTSA Bookstore • Gallery 23 – feature student art and interactive exhibits • Office of Student Activities and registered student organization work spaces • Roadrunner Pantry – food pantry for students in need 	<p>Monday – Thursday: 7 a.m. – 12 a.m. Friday - Saturday: 7 a.m. – 1 a.m. Sunday: 9 a.m. – 12 a.m.</p> <p>Full listing of UC-based offices and services at http://www.utsa.edu/uc/dining-retail/directory.html</p>	<p>458-4735</p>
<p>UTSACard</p> <p>Rowdy Dollars</p>	<p>Once registered for classes, students may obtain their UTSACard by visiting Campus Services. Student must provide their Banner ID and government-issued photo identification to obtain their card.</p> <p>Students can apply funds to the Rowdy Dollars debit portion of their UTSACard using one of the following methods:</p> <ul style="list-style-type: none"> • GET Mobile app: Funds available immediately. Download on the App Store or Google Play, or visit get.cbord.com/utsa. • ASAP: \$100 increments up to the \$600 limit. Funds available in approximately one hour. Accepted payment methods: <ul style="list-style-type: none"> ○ Financial Aid ○ Credit card (MasterCard, Discover, American Express) • Fiscal Services: Funds available immediately. <ul style="list-style-type: none"> ○ Cash ○ Check • UTSACard Value Station: Funds available immediately. <ul style="list-style-type: none"> ○ Cash only 	<p>Campus Services: Main Campus: Crespa Service Center, MS 1.01.52 Monday – Friday, 8am-5pm Open an additional hour the first two days of the fall and spring semesters.</p> <p>Downtown Campus: FS 1.506 Monday – Friday, 8am – 5pm (Closed daily from 1pm - 2pm)</p> <p>http://www.utsa.edu/utsacard</p>	<p>458-PARK (7275)</p>

Item	Services	Hours/Location	Phone
<p>The Judith G. Gardner Center for Writing Excellence “The Writing Center”</p>	<p>Offers one-on-one tutoring in writing for the entire UTSA community, including undergraduate, graduate students, and faculty/staff members from all disciplines. Tutors provide assistance with each step of the writing process: brainstorming, establishing a thesis, achieving coherence and unity, documenting, and revising.</p> <p>Hardware and software available for students with special needs (upon request and by appointment).</p> <p>Schedule an appointment at www.utsa.edu/twc</p> <p>Synchronous online tutoring is also available by appointment.</p>	<p>Check www.utsa.edu/twc for the most up-to-date schedules.</p> <p><u>Main Campus:</u> Tutor Room: JPL 2.01.12D</p> <p>Computer Lab: JPL 2.01.12C – available for faculty/staff reservations</p> <p><u>Downtown campus:</u> Tutor Room: FS 4.432</p> <p><u>Online Tutoring:</u> available by appointment</p>	<p>458-6086</p> <p>458-4997</p> <p>458-2753</p>
<p>Withdrawals</p>	<p>After the <i>deadline to drop an individual course via ASAP</i> (October 24) students on financial aid who wish to withdraw from the University must submit a paper withdrawal form to the One-Stop Enrollment Services Center for processing. Except for student athletes and international students, only the student’s signature is required on the form.</p> <p>After the <i>term withdrawal deadline</i> (December 4) students may not drop courses, or withdraw, except with the approval of the course instructor and the Dean of the College in which the student is enrolled.</p>	<p>Withdrawal forms are available online, at the One-Stop Enrollment Center, and at all academic advising centers. http://www.utsa.edu/registrar/forms.html</p>	