

**Division of Labor Plan for Undergraduate Advising of Criminal Justice Students
January 2016**

Undergraduate Advisor of Record (UGAR) – Dr. Marie Tillyer

The CRJ-UGAR (Undergraduate Advisor of Record)/Assistant Department Chair is an administrative appointment and is responsible for:

- Conducting routine processes such as substitution forms (UTSA to UTSA: Transfer courses to UTSA). Also can sign on behalf of the Department Chair on routine items (i.e., add forms; Independent Study forms; prerequisite override forms).
- May represent the Department at events - UTSA Day or other events themed toward undergraduate students.
- Petitions for reinstatements (Petitions for early or late reinstatements)

Department Chairs – Dr. Richard Hartley (until May 2016)

- Course scheduling (class caps, waitlists, prerequisite overrides)
- Student grievances about Faculty

Associate Dean

- The Associate Dean receives all information pertaining to University Policies and other routine processes that require an Associate Dean's signature (petitions, add forms, etc.).
- Handles all matters referred to the Associate Dean by the Information Bulletin.

Division of Labor Plan for Undergraduate Advising of Public Administration Students
January 2016

Undergraduate Advisor of Record (UGAR) – Dr. Patricia Jaramillo

The PAD-UGAR (Undergraduate Advisor of Record)/Assistant Department Chair is an administrative appointment and is responsible for:

- Conducting routine processes such as substitution forms (UTSA to UTSA; Transfer courses to UTSA). Also can sign on behalf of the Department Chair on routine items (i.e., add forms; Independent Study forms; prerequisite override forms)
- May represent the Department at events - UTSA Day or other events themed toward undergraduate students
- Petitions for reinstatements (Petitions for early or late reinstatements)

Department Chair – Dr. Christopher Reddick

- Course scheduling (class caps, waitlists, prerequisite overrides)
- Student grievances about Faculty

Associate Dean

- The Associate Dean receives all information pertaining to University Policies and other routine processes that require an Associate Dean's signature (petitions, add forms, etc.).
- Handles all matters referred to the Associate Dean by the Information Bulletin.