

## Purpose

This document serves as a guide to ensure all Advising units operate similarly.

## Explanation:

- **Campus Change:** Occurs when a student wishes to switch from a 100% Online Program to a Residential Program. This process can occur at three stages during enrollment at UTSA (University of Texas at San Antonio).
  - A new student who has never completed orientation.
  - A new student who has completed orientation.
  - A current student who has completed at least one semester at UTSA.
- *Campus changes automatically require a change of major due to differing major codes.*
  - *All Online codes will contain an O in front to indicate it's an Online Program—for example, (OCYS for Online Cyber Security).*

## Campus Change Updates:

- Students must submit their Campus Change ***14 business days*** before the first day of classes for **Fall, Spring, and Summer respectively**. (Exceptions will be permitted on a case-by-case basis).
- Exceptions will be made based on what is in the student's best interest and feasible for the advising unit.
- Exceptions should be referred to the leaders of the respective advising units.
- Advising Leaders will meet annually to evaluate the process's effectiveness and make any tweaks needed.

## Special Note for Academic Advisors:

- Online Campus Changes should **only be made for the 16-week sessions**. Students enrolled in 8-week sessions during the Fall and Spring terms must wait for the upcoming term to make the change. **Students wanting to make a change in the Summer will processed the same as Fall and Spring terms.**
- Online Student's majors should **NOT** be changed during the current term unless they switch to another online degree program.

- "If a residential student wants to change to UTSA Online (Online Programs), and they are enrolled in residential classes for the effective term, the courses must be dropped before a campus change can be processed.
  - Advisors should **NOT override a campus restriction** for a student to remain in a 100% online course.
  - If a student is permitted to do a campus change once the deadline has passed, the change must occur before the first day of classes. A student cannot complete a change of campus once classes have begun as the student would need to drop all courses which would trigger a withdrawal.
- A student cannot complete a Campus Change if they have exceeded 75 hours in their current major without prior approval. The student would need to submit a 75-hour petition and receive approval before processing can take place first. The student should work with their assigned advisor to complete this process.

\*Implications of the above changes above include cost issues for students, delayed enrollment, and reporting issues for the institution.

***Last Modified: 1/5/2023***