

Spring 2017
Ask Me for Help

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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

Academic Advising Center	Primary Majors Advised	Director	Location/Phone
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
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	Cynthia Rodriguez	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 Freshmen , Exited/Transitional Students , Gateway, CAP Students	Sabina Kapoor	MS 2.02.18 210-458-5170
University Health Professions Office	The UHPO advises students interested in careers in health professions. Both appointments and walk-in services available. Assistance with medical and dental school applications available	Dr. Alan Vince http://www.utsa.edu/healthprofessions/	MS 3.03.14 210-458-5185
Tomás Rivera 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
TSI Developmental Courses	<p>Student must see their advisor to drop development classes.</p> <p>www.utsa.edu/advise</p>		Main: 458-4125 DT: 458-2941
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. 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.</p>	<p>Main Campus - UC 2.02.04</p> <p>Downtown Campus - One Stop Enrollment Center (FS 1.504B) Career Center staff available in person Tuesdays and Thursdays.</p>	<p>458-4589</p> <p>458-2910</p>

Item	Services	Hours/Location	Phone
Catalog (Undergraduate and Graduate) Information Bulletin	Catalogs consist of two publications: the <i>UTSA Information Bulletin</i> and the catalog containing degree requirements. The <i>Information Bulletin</i> is updated yearly and the <i>Undergraduate Catalog</i> and <i>Graduate Catalog</i> are updated biennially. Students follow policies in the current <i>Information Bulletin</i> regardless of the year of the catalog they are under. <i>UTSA Information Bulletin</i> is available online only - http://catalog.utsa.edu	Undergraduate and Graduate Catalogs (available online only) -http://catalog.utsa.edu	458-8000
Child Development Center	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.	Monday–Friday, 7:30 a.m.–5:30 p.m. Southwest corner of the campus Brackenridge Ave Lot 5 http://www.utsa.edu/cdc/	458-6364
Student Computing Services PrintSpot & Student Printing Charges Air Rowdy	<p>Student Computing Services (SCS) maintains two student computer labs on the Main Campus and one at the Downtown Campus. myUTSA ID Login provides access to services such as computing workstations ; Lab w/o Walls Kiosks (JPL 1st floor) and other remote kiosk locations; PrintSpot printing ; Library; Air Rowdy Wi-Fi; Blackboard; ASAP and account management (passphrase assistance).</p> <p>Students may print documents at any of 51 PrintSpot printers and use their UTSA ID card or their myUTSA account and passphrase to release their print jobs at a PrintSpot printer. Students are allocated a printing credit three times a year – Fall, Spring, Summer. Once the allocation is used print charges are incurred. Students can add funds to their UTSA <i>Card</i> balance by using any of the remote Cash Value Station Machines or at Fiscal Services.</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. A Web browser which supports SSL and Javascript also is required.</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>	BB Lab, 458-7646 JPL Information Commons, 458-4579 DT Library SCS , 458-2725
Counseling Services	Provides mental health and support services such as group counseling, wellness workshops, and individual counseling to registered students at no cost. Limited psychiatry services are also available. Learning disability testing is available for a fee (call the center for details). Call Counseling Services to get started: 210-458-4140. Counselors will assess students by phone, and based on the type of concern and severity, will make a recommendations for services. After-hours Helpline 210-458-4140	<p><u>UTSA–Main: Rec/Wellness Center, RWC Room 1.810</u> Monday, Thursday, Friday, 8:00 a.m.–5:00 p.m. Tuesdays and Wednesday, 8:00am—7pm (late hours during Fall and Spring)</p> <p><u>UTSA–Downtown: BV 1.308</u> Wednesday & Thursday 9am-4pm (by appointment only) Counselors also available by phone 210-458-4140</p>	458-4140 458-4140

Item	Services	Hours/Location	Phone
One-Stop Enrollment Center Financial Aid & Scholarships Processing and Disbursement	<p>Students enrolled at least half-time with all paperwork turned in and file complete 2 weeks prior to payment deadline and no financial aid holds: aid will automatically disburse to the student's account overnight on December 30.</p> <p>If aid exceeds tuition and fees, a check for the remaining amount will either be mailed to the student or sent direct deposit three business days after account balance is zero. Refunds will be sent to mailing address on file or the bank account provided on ASAP.</p> <p>Students with incomplete paperwork must complete paperwork to receive financial aid. 2-3 weeks processing time required. Encourage the student to take out a tuition and fee loan if there are outstanding requirements.</p>	Main: JPL 1.01.04 & Downtown: FS 1.504 Monday–Friday, 8:00 a.m.–5:00 p.m.	458-8000 or 800-669-0919 UTSA School Code:010115
Tuition and Fee Loans	<p>UTSA students enrolled in at least 3 hours can apply for a Tuition and Fee Loan. Need not be financial aid recipient to apply. Must not have a prior semester Fiscal Services balance or financial hold. Fill out application for tuition and fee loan on ASAP. E-sign promissory note on ASAP.</p> <p>These loans are issued at the One-Stop Enrollment Center on a first-come, first-served basis on the date listed below, until funds are exhausted. Book loans will not be issued after the census date of each term</p>	<p style="text-align: center;"><u>LOAN PROCESSING ONLY</u></p> <p>Tuition and Fee Loans: 8 AM – 5 PM One-Stop Enrollment Center Main Campus: JPL 1.01.04</p> <p>New Downtown One Stop Hours of Operation: UTSA–Downtown: FS 1.504 Monday – Friday 9 a.m. - 12 p.m. 1 p.m. - 5 p.m.</p>	458-8000 or 800-669-0919
Student Disability Services (SDS)	<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. – 6:30 p.m.</p>	458-4157 458-8086

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: AT Athletic AD Admission (MS 2.02.24) DI Academic Dismissal DR Dismissed-reinstated–see advisor EL ELAP required (for international students) 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)	HO 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) Program is designed to help students make the transition to college. FYE oversees the Academic Inquiry and Scholarship (AIS 1203) course and the University Peer Mentorship experience (UPM) for incoming freshmen. http://www.utsa.edu/fye	Mon-Fri 8:00 am-5:00 pm UTSA – Main: MS 1.02.04	458-7511
Graduate School	http://www.graduateschool.utsa.edu/	GSR 2.210 M-F: 8a.m.–5p.m	458-4331

Item	Services	Hours/Location	Phone
Library Hours Library Computers	Library hours are listed online at: http://lib.utsa.edu/hours All libraries have desktop computers for student use. Laptop computers are available for check-out at the JPL and Downtown Library. http://lib.utsa.edu/services/use-a-computer/	Downtown Campus Library - BV 2.314 John Peace Library, Main Campus - JPL 2.01.26 Applied Engineering & Technology Library - AET 2.212	458-2440 458-4573 458-6256
UTSA Dining Meal Plans	Campus Services manages the food service contract. Aramark is the food service provider. Hours of operation: www.utsa.campusdish.com ----- Students sign up for meal plans online through ASAP. Refer to the meal plan contract for additional information regarding cancellation policies. Campus Housing residents should refer to their housing contract for meal plan requirements which vary by residency and student status.	Main Campus: <ul style="list-style-type: none"> • JPL: Chick-fil-A, Papa John's, Sushic Sushi, Subway, Smoothie King, Starbucks, Steak 'n Shake, Greens to Go • UC: Subway, Taco Taco, Starbucks, RowdyMart, Panda Express, Chili's Too!, MooYah • BSE: Einstein Bros. Bagels • Roadrunner Café • BB: The Market Place • MB, FLN, and MH: Provisions On Demand (POD) • Rowdy Curbside mobile food truck Downtown Campus: <ul style="list-style-type: none"> • FS: Pizza Hut, Subway, Grille Works, C-Store, Monterey Café, Starbucks ----- Campus Services: Main Campus: Crespa Service Center, MS 1.01.52 Monday – Friday, 8am – 5pm Downtown Campus: FS 1.506 Monday – Friday, 8am – 5pm (Closed daily from 1pm – 2pm)	Campus Services: 458-PARK (7275) UTSA Dining: 458-6352 ----- 458-PARK (7275)
Orientation and Family Programs New Student Orientation	All new freshmen, freshman transfers, and transfer students are required to complete new student orientation. Students cannot register for classes with an Orientation Hold. Students with an Orientation Hold should be directed to Orientation and Family Programs.	MS 2.01.10 Hours: Monday–Friday, 8 a.m.–5 p.m. http://www.utsa.edu/orientation/	458-4724

Item	Services	Hours/Location	Phone
Parking	<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 prior to March 1st.</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, Bauerle Road Lot 1 (BR1), 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>	458-PARK (7275)

Item	Services	Hours/Location	Phone
Payment Deadlines	<p>January 3, 2017 (Tuesday) - LAST DAY TO PAY TUITION AND STUDENTS WHO DO NOT MAKE PAYMENT OR PAYMENT ARRANGEMENTS BY THE DUE DATE WILL BE ASSESSED A \$100 REGISTRATION LATE PAYMENT FEE</p> <p>January 25 (Wednesday) - LAST DAY TO PAY TUITION AND FEES for students who registered January 2–18</p> <p>MONDAY, FEBRUARY 6 – STUDENTS WHO DO NOT MAKE PAYMENT OR PAYMENT ARRANGEMENTS WILL BE ASSESSED A \$100 REGISTRATION LATE PAYMENT FEE AND LOSE THEIR REGISTRATION</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>	<p>If you have difficulty accessing <i>ASAP</i> go to ASAP Help/FAQ for assistance.</p>	

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Campus Recreation	<p>Campus Recreation offers a variety of recreation and leisure opportunities at the Main and Downtown Campuses.</p> <p>Program offerings: Informal Recreation, Group Exercise, Weight and Cardio Training, Personal Training, Rockwall, Outdoor Trips and Equipment Check-Out, Intramural Sports and Club Sports</p> <p>https://campusrec.utsa.edu</p>	<p><u>Main Campus Recreation Center 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>Recreational Field Complex</u> Monday – Thursday 3:00 p.m. – 11:45 p.m. Friday 3:00 p.m. – 8:00 p.m. Saturday 1:00 p.m. – 4:00 p.m. Sunday 3:00 p.m. – 11:45 p.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 11:00 a.m. – 2:00 p.m. Sunday CLOSED</p>	458-7575
Registration Overrides	<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 2017 <i>Registration/Add/Drop Time Frames</i> chart for dates that designated department staff and academic advisors may process overrides and register students.</p>		
On/Off-Campus Shuttle Service: The ‘Runner	Campus Services provides shuttle service connecting the Main Campus with parking lots and participating nearby apartments.	Visit utsa.edu/transportation for shuttle schedules and hours of operation.	458-PARK (7275)

Item	Services	Hours/Location	Phone
Student Activities	<p>Student Activities serves as a resource for more than 360 student organizations on both the Main and Downtown campuses, and provides opportunities that foster and recognize leadership, learning, and development.</p> <p>Students can find information about student organizations at utsa.edu/rowdylink</p>	<p>Main Campus: H-E-B University Center, 1.210 (behind Subway).</p> <p>email: getinvolved@utsa.edu</p>	458-4160
Student Email Address	<p>The official means of communication from UTSA. Official communication will be sent to this UTSA email address.</p>	<p>The official UTSA email address, along with the email username and initial password, can be found on the ASAP Welcome page. To designate a preferred email address, click the <i>I want to change my preferred email</i> address link, and enter your preferred email address.</p>	
Supplemental Instruction	<p>Provides weekly study sessions to students enrolled in a wide range of historically difficult courses at UTSA.</p> <p>A complete list of SI supported courses along with a schedule of study session days, times and locations can be found on our website at: http://utsa.edu/trcss/si/</p>	<p>Main campus -- JPL 4.02.08. Monday-Thursday 8:00am to 6:00pm and Friday 8:00am to 5:00pm.</p> <p>Downtown campus – TRC in DB 2.114. Monday-Thursday 8:00am to 6:00pm and Friday 8:00am to 12:00pm</p> <p>supplemental.instruction@utsa.edu</p>	458-7251
TSI (Texas Success Initiative)	<p>Students with TSI holds are assisted by their assigned advisors. Special Undergraduates or students without assigned advisors may call 458-4302 for assistance</p>	<p>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/.”</p> <p>Testing Services, http://utsa.edu/testing/, MS 1.01.04.</p>	<p>Main: 458-4125 DT: 458-2941</p>

Item	Services	Hours/Location	Phone
<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>	

Item	Services	Hours/Location	Phone
<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—Ticketmaster, discounted movie and Fiesta Texas tickets, mylar balloons, gifts and snacks, testing supplies; VIA semester bus passes and fare discount cards • Princeton Review test preparation services • Information Center • Meeting spaces • Weekly entertainment programs including UCinema Movie nights Coffeehouse performances and special programs like Casino Nights • Food court • UTSA Bookstore • Gallery 23 • Office of Student Activities and registered student organization work spaces 	<p>Monday – Thursday: 7 a.m. – 12 a.m. Friday - Saturday: 7 a.m. – 1 a.m. Sunday: 1 p.m. – 12 a.m</p> <p>Full listing of UC-based offices and services at http://www.utsa.edu/uctr/ucdirectory.html</p>	<p>458-4735</p>
<p>UTSACard</p> <p>Rowdy Dollars</p>	<p>Once registered for classes, students are issued 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"> • 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) /e-Check • 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> (August 29) 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 5) 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>	