

UTSA

Ask Me for Help

Spring 2019

Academic Advising Center	<p style="color: red;">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 <i>Student Services</i> tab, then the Advisor Contact Information link. For Advising Center locations and contact information, see <a href="http://utsa.edu/advise/">http://utsa.edu/advise/</a>.</p>		Location/Phone
	Primary Majors Advised	Director	
Downtown	Architecture, Construction Science & Management, Criminal Justice, 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 4.01.50 210-458-6513
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

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	Claudia Trevino	FLN 2.03.02 210-458-4045
*Mathematical & Physical Sciences	Computer Science, Environmental Science, Geology, Mathematics, Physics,	Patricia (Patti) Gonzalez	FLN 1.02.06 210-458-6073
*Student Placement Advising	Exploratory (Undeclared) students, CAP Students	Sabina Kapoor	MS 2.02.18 210-458-5170
*Resilience and Retention	Exited Students, Gateway, Reinstated students – 2 <sup>nd</sup> Dismissal	Brand Barksdale, Michele Tencza	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.	Michelle Baland, Program Manager <a href="http://www.utsa.edu/healthprofessions/">http://www.utsa.edu/healthprofessions/</a>	MS 3.03.14 210-458-5185
Graduation HelpDesk	A one-stop resource for students who need assistance getting classes required to graduate on time. The Graduation Help Desk staff work with students, faculty, and advisors to resolve roadblocks.	Matt Keneson, Retention & Graduation Program Coordinator <a href="http://www.utsa.edu/GraduationHelpDesk">http://www.utsa.edu/GraduationHelpDesk</a>	Virtual Office
*Advising Center			

Item	Services	Hours/Location	Phone
Rowdy Campus Store and Rowdy Store Downtown	<p>Campus Services manages the bookstore contract. Follett Higher Education operates the Rowdy Campus Store and the Rowdy Store Downtown.</p> <p>Book rental is available through Follett Bookstore. See store or <a href="http://www.rent-a-text.com">www.rent-a-text.com</a> for details.</p>	<p>Rowdy Campus Store: Student Union</p> <p>Rowdy Store Downtown: Frio Street Building</p> <p>Extended hours offered during the first two weeks of school. Visit <a href="http://utsa.bkstr.com">utsa.bkstr.com</a> for hours of operation.</p>	<p>Rowdy Campus Store: 458-4220</p> <p>Downtown 458-2865</p>
UTSA owned: Chaparral Village Laurel Village Alvarez Hall	<p>All housing applications and inquiries. <a href="http://utsa.edu/housing/">http://utsa.edu/housing/</a></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>	<p>458-6200</p>
<p>Campus Living Villages: University Oaks Chisholm Hall</p> <p>Off-campus Housing</p>	<p>All housing applications and inquiries: <a href="http://www.utsavillage.com/">http://www.utsavillage.com/</a></p> <p>Information about off-campus housing including assistance with roommate search</p>	<p>University Oaks Clubhouse Monday–Friday, 8 a.m.–7 p.m., Saturday 10 – 5, Sunday 1-5 Walk-ins Welcome</p> <p>Chisholm Hall Monday–Friday, 8 a.m.–7 p.m., Saturday 10 – 5, Sunday 1-5 Walk-ins Welcome</p> <p>Office of Student Life UC 2.02.18 <a href="http://www.utsa.edu/studentlife/resources/offcampus-housing.html">http://www.utsa.edu/studentlife/resources/offcampus-housing.html</a></p>	<p>210-877-4000</p> <p>210-697-4400</p> <p>458-4720</p>
University Career Center	<p>Services include: career development workshops/counseling, career interest assessments, job skills coaching, resume reviews, mock interviews, job fairs, interviews and employer information sessions. (<a href="https://carecenter.utsa.edu">https://carecenter.utsa.edu</a>)</p> <p>Information on full and part-time employment, externship/ internship opportunities, work study jobs, and on campus employment. (<a href="https://utsa.joinhandshake.com">https://utsa.joinhandshake.com</a>).</p>	<p>Main Campus - SU 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 99 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 <a href="http://www.utsa.edu/cdc/">http://www.utsa.edu/cdc/</a></p>	<p>458-6364</p>
<p>Catalog (Undergraduate) 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> is updated yearly. 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.</p>	<p>The Undergraduate and Graduate Catalogs are available online only - <a href="http://catalog.utsa.edu">http://catalog.utsa.edu</a></p> <p><i>UTSA Information Bulletin</i> is available online only - <a href="http://catalog.utsa.edu">http://catalog.utsa.edu</a></p>	<p>458–8000</p>

Item	Services	Hours/Location	Phone
<p>Student Computing Services</p> <p>Student Connect</p> <p>Student Printing</p> <p>Air Rowdy</p> <p>OIT Secure Charging</p> <p>GET</p>	<p><b>Student Computing Services</b> (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). <a href="http://www.utsa.edu/oit">www.utsa.edu/oit</a></p> <p><b>StudentConnect</b> offers technical support and troubleshooting, configuration assistance and guidance for UTSA registered students' personal devices (laptops, tablets and phones) at our SCS Lab Locations. <a href="http://www.utsa.edu/oit">http://www.utsa.edu/oit</a></p> <p><b>Student Printing</b> 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 <a href="http://www.utsa.edu/printspot">http://www.utsa.edu/printspot</a></p> <p><b>AirRowdy</b> is the UTSA wireless network. It is available from any building at UTSA. Connect to AirRowdy using a wireless network card that is 802.11a(n) or 802.11g(n) Wi-Fi compliant. <a href="http://www.utsa.edu/oit">www.utsa.edu/oit</a></p> <p><b>Secure mobile charging</b> stations are available to UTSA Students, Faculty and Staff with their myUTSA ID cards at the following locations: JPL 1<sup>st</sup> floor; BB 2<sup>nd</sup> floor; BSE 1<sup>st</sup> floor; MH 2<sup>nd</sup> floor; FS 1<sup>st</sup> floor; FLN 3<sup>rd</sup> floor. More info at <a href="http://www.utsa.edu/oit">www.utsa.edu/oit</a></p> <p><b>GET Funds:</b> Students (and family members) can manage their UTSA Card accounts, add Rowdy Dollars, and more <a href="https://get.cbord.com/utsa/full/prelogin.php">https://get.cbord.com/utsa/full/prelogin.php</a></p>	<p><u>Main Campus:</u> SCS Business Building Lab - (BBLab) BB 2.01.20 JPL Information Commons - JPL 2nd, 3rd &amp; 4th floors</p> <p><u>Downtown Campus:</u> DT Library – BV 2.314</p> <p>For More information about student computing services at UTSA please visit our website at <a href="http://www.utsa.edu/oit">www.utsa.edu/oit</a></p>	<p>BB Lab, 458-7646</p> <p>JPL Information Commons, 458-4579</p> <p>DT Library SCS , 458-2796</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: <u>Frio Street Building (FS 4.556)</u> Thursdays: 9:00 AM – 4:00 PM (<b>by appointment only</b>) call 210-458-4140 to get started.</p>	<p>458-4140</p> <p>458-4140</p>
<p>Behavior Intervention Team (BIT)</p>	<p><b>Behavior Intervention Team (BIT)</b> - interdisciplinary partnership between the Office of Student Life, Counseling Services, Academic Affairs, Human Resources and UTSAPD. The BIT reviews reports of disruptive, inappropriate, and/or threatening behavior of UTSA students and employees and identifies appropriate interventions.</p>	<p><b>Report concerning behavior on <a href="http://www.utsa.edu/bit">www.utsa.edu/bit</a>.</b> For urgent situations contact UTSA Police at 210-458-4911 Contact Behavior Intervention Specialist Rosie McSweeney for presentations/workshops on how to address and manage behavior.</p>	<p>458-5835</p>

Item	Services	Hours/Location	Phone
<p>One-Stop Enrollment Center/ Financial Aid &amp; Scholarships</p> <p>Processing and Disbursement</p>	<p><b>Financial Aid disbursement</b> 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 overnight on Friday, January 4.</p> <p><b>Financial Aid Refunds</b> 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 three business days after account balance is zero to the bank account provided on ASAP.</p> <p><b>Late Applicants</b> Students with incomplete paperwork must complete paperwork to receive financial aid 2-3 weeks processing time required. <b>Encourage the student to take out a tuition and fee loan if there are outstanding requirements.</b></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><b>Tuition and Fee Loan</b> 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><b>Book Loans</b> 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><b>Spring Book Loan Day:</b> Thursday, January 10 beginning at 8am, until funds are exhausted. Students need to be enrolled at least ½ time.</p>	<p style="text-align: center;"><b><u>LOAN PROCESSING ONLY</u></b></p> <p>Tuition and Fee Loans completed on ASAP – reviewed by FA&amp;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 8:00 a.m. – 12:00 p.m. 1:00 p.m. – 5:00 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><a href="http://www.utsa.edu/disability">www.utsa.edu/disability</a></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. <a href="http://www.utsa.edu/health/">http://www.utsa.edu/health/</a>	<u>UTSA–Main: RWC 1.500</u> 8:00 AM – 5:00 p.m. Monday through Friday  Off semester hours may vary. See website <a href="http://www.utsa.edu/health">www.utsa.edu/health</a> 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 <b>CHECK REGISTRATION STATUS</b> . 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  <a href="http://www.utsa.edu/fye">http://www.utsa.edu/fye</a>	458-7511
LEAD Summer Academy and SOAR Student Success Program	The LEAD Summer Academy and SOAR Student Success Program aims to increase student success and retention through specialized programing including course enrollment, connection with a Peer Mentor, social engagement experiences, and learning about campus resources. The LEAD and SOAR programs are designed to provide intensive academic and social support programming throughout the academic year.	UTSA- Main Campus MS 1.02.04 8:00am – 5:00pm Monday through Friday  LEAD Summer Academy <a href="http://www.utsa.edu/lead/">http://www.utsa.edu/lead/</a>  SOAR Student Success Program <a href="https://www.utsa.edu/soar/">https://www.utsa.edu/soar/</a>	
Graduate School	<a href="http://www.graduateschool.utsa.edu/">http://www.graduateschool.utsa.edu/</a>	MS 4.01.76 M-F: 8a.m.–5p.m	458-4331

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Library Hours	Library hours are listed online at: <a href="http://lib.utsa.edu/hours">http://lib.utsa.edu/hours</a>	Downtown Campus Library - BV 2.314	458-2440
Library Computers	All libraries have desktop computers for student use. Laptop computers are available for check-out at the JPL and Downtown Library. <a href="http://lib.utsa.edu/services/use-a-computer/">http://lib.utsa.edu/services/use-a-computer/</a>	John Peace Library, Main Campus - JPL 2.01.26  Applied Engineering & Technology Library - AET 2.212	458-4573  458-6256
UTSA Dining	Campus Services manages the food service contract. Aramark is the food service provider.  Hours of operation: <a href="http://www.utsa.campusdish.com">www.utsa.campusdish.com</a>  -----  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.	Dining locations and hours of operation are available on the UTSA Dining website: <a href="http://utsa.campusdish.com">utsa.campusdish.com</a> .  -----  Campus Services: Main Campus: MS 1.01.52 Monday – Friday, 8am – 5pm  Downtown Campus: FS 2.418 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	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.  <a href="http://www.utsa.edu/orientation/">http://www.utsa.edu/orientation/</a>	458-4724



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<p>Parking</p>	<p>Parking on UTSA campuses requires a valid parking permit or payment for hourly parking.</p> <p>A variety of permits are available. 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 and are mailed from an outside contractor to the address provided at the time of purchase. Permit prices are prorated monthly. For permits purchased after August 1, 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 1. Permits typically arrive within 5 business days of mailing.</p> <p>Parking arrangements for campus events or visitors must be made no less than two weeks prior to the event date.</p> <p>Information on parking permits, hourly parking, event parking, and more is available at <a href="http://utsa.edu/campuservices">http://utsa.edu/campuservices</a>.</p>	<p>Campus Services: Main Campus: Crespa Service Center, MS 1.01.52 Monday – Friday, 8am – 5pm</p> <p>Downtown Campus: FS 2.418 Monday – Friday, 8am – 5pm (Closed daily from 1pm – 2pm)</p> <p>Garage cashier hours of operations are listed online: <a href="http://www.utsa.edu/campuservices/parking/garage.html">http://www.utsa.edu/campuservices/parking/garage.html</a></p>	<p>458-PARK (7275)</p>

Item	Services	Hours/Location	Phone
Payment Deadlines	<p>Monday, January 7, 2019- Payment deadline for students who registered October 29, 2018 – January 1, 2019. <i>Students who do not make payment or payment arrangements by the due date will be assessed a \$100 Registration Late Payment fee.</i></p> <p>Wednesday, January 30, 2019 - Payment deadline for students who registered January 7 – 23, 2019.</p>	See Below	
Payment Options/Locations  (Fiscal Services)	<p>Credit card payments: made online <i>only</i> through ASAP with MasterCard, Visa, Discover, or American Express with a 2.25% surcharge</p> <p>Electronic Check (E-check). There is no charge to use the E-check feature.</p> <p>Checks may be placed in a drop box outside the Fiscal Services office at JPL 1.02.02 or (DT) FS 1.500D. Please make checks payable to UTSA, please include the student ID number on the check.</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>Cash payments: in person at any Fiscal Services office location, JPL 1.02.02, or at UTSA–Downtown at FS 1.500D.</p> <p>Direct Deposit may be set up online for student refunds</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>(210) 458-8000, option 4 for Fiscal Services.</p> <p><a href="http://www.utsa.edu/fiscalservices/">http://www.utsa.edu/fiscalservices/</a></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 <a href="#">ASAP Help/FAQ</a> 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 &amp; 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 &amp; 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. – 9:45 p.m.                      Saturday 4:00 p.m. – 7:45 p.m.                      Sunday 5:00 p.m. – 11:45 p.m.</p> <p><a href="https://campusrec.utsa.edu">https://campusrec.utsa.edu</a></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 2019 <b>Registration/Add/Drop Time Frames</b> 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>The ‘Runner provides shuttle service connecting the Main Campus with parking lots and participating nearby apartments.</p>	<p>Visit <a href="http://www.utsa.edu/campuservices/">http://www.utsa.edu/campuservices/</a> for shuttle schedules and hours of operation.</p>	<p>458-PARK (7275)</p>

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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 <a href="http://utsa.edu/rowdylink">utsa.edu/rowdylink</a></p>	<p>Main Campus: H-E-B University Center, 1.210 (behind Subway).</p> <p>email: <a href="mailto:getinvolved@utsa.edu">getinvolved@utsa.edu</a></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: <a href="http://utsa.edu/trcss/si/">http://utsa.edu/trcss/si/</a></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><a href="mailto:supplemental.instruction@utsa.edu">supplemental.instruction@utsa.edu</a></p>	458-7251
<p>TSI (Texas Success Initiative)</p> <p>TSI/ Developmental Courses</p>	<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>Students must see their advisor to drop developmental classes</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 <a href="http://utsa.edu/advise/">http://utsa.edu/advise/</a>.”</p> <p>Testing Services, <a href="http://utsa.edu/testing/">http://utsa.edu/testing/</a>, MS 1.01.04.</p> <p><a href="http://www.utsa.edu/advise/">http://www.utsa.edu/advise/</a></p>	<p>Main: 458-4125 DT: 458-2941</p>

Item	Services	Hours/Location	Phone
<p><b>Testing Services</b></p> <p>Test Offered</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: <a href="http://www.testing.utsa.edu">www.testing.utsa.edu</a>.</p>	<p>Main Campus: MS 1.01.04</p> <p>Monday – Friday 8 a.m.–5 p.m.</p>	<p>458-4125</p>
<p>Registration</p>	<p>Register for the following tests on ASAP, <a href="https://asap.utsa.edu">https://asap.utsa.edu</a>:                      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: <a href="http://www.testing.utsa.edu">www.testing.utsa.edu</a>:                      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>Downtown Campus: BV 1.302</p> <p>Monday–Friday, 8 a.m.–5 p.m.</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 <a href="https://transcript.utsa.edu/">https://transcript.utsa.edu/</a>.</p>	<p>Instructions and FAQ available at: <a href="https://onestop.utsa.edu/registration/transcript-services/">https://onestop.utsa.edu/registration/transcript-services/</a></p>	

Item	Services	Hours/Location	Phone
<p>Student Union</p> <p>VIA Bus Passes</p>	<ul style="list-style-type: none"> <li>• Campus Technology Store</li> <li>• The UPS Store</li> <li>• Rios Golden Cut Salons</li> <li>• Roadrunner Express—Discounted movie and Fiesta Texas tickets, latex and mylar balloons, gifts and snacks, testing supplies, first gen graduation stoles; <b>VIA semester bus passes and fare discount cards</b></li> <li>• Information Desk – lost and found, free refreshments, lactation rooms, and device charging stations</li> <li>• Meeting spaces</li> <li>• Weekly entertainment programs: UCinema Movie nights, musical performances and special programs like Open Mic Nights</li> <li>• Food court</li> <li>• Rowdy Campus Store</li> <li>• UTSA Bookstore</li> <li>• Gallery 23 – feature student art and interactive exhibits</li> <li>• Office of Student Activities and registered student organization work spaces</li> <li>• <b>Roadrunner Pantry – food pantry for students in need</b></li> </ul>	<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 Student Union offices and services at <a href="http://www.utsa.edu/studentunion/dining-retail/directory.html#dining">http://www.utsa.edu/studentunion/dining-retail/directory.html#dining</a></p>	<p>458-4735</p>
<p>UTSA<i>Card</i></p> <p>Rowdy Dollars</p>	<p>Once registered for classes, students may obtain their UTSA<i>Card</i> by visiting Campus Services. Students must provide their Banner ID and government-issued photo identification to obtain their card.</p> <p>For more information on the UTSA<i>Card</i>, including how to load funds to Rowdy Dollars, visit <a href="http://utsa.edu/campuservices">utsa.edu/campuservices</a>.</p>	<p>Campus Services:                      Main Campus: 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 2.418                      Monday – Friday, 8am – 5pm                      (Closed daily from 1pm - 2pm)</p> <p><a href="http://www.utsa.edu/campuservices/">http://www.utsa.edu/campuservices/</a></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 <a href="http://www.utsa.edu/twc">www.utsa.edu/twc</a></p> <p>Synchronous online tutoring is also available by appointment.</p>	<p>Check <a href="http://www.utsa.edu/twc">www.utsa.edu/twc</a> 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> (March 25) 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> (May 1) 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. <a href="http://www.utsa.edu/registrar/forms.html">http://www.utsa.edu/registrar/forms.html</a></p>	