

Procedures for AIS, Core, and Substitutions

AIS

Transfer courses that advisors want to apply to the AIS core area should be tagged with the AIS tag in SHATRNS. The current policy enforced by Advising leadership is that these attributes are to be added by a director or by an Advisor IV. It is permissible to tag more than one transfer course with the AIS tag, then let DW determine how to apply it.

The AISW student attribute should no longer be added to SGASADD. Instead, the AIS attribute will be added in SHATRNS.

If a UTSA course has been approved for use in the AIS position in the core, send an email to the DW mailbox (DegreeWorks@utsa.edu). Include the course subject and number that should be added to satisfy the AIS requirement, in the request.

Core

If advisors find a transfer course that is tagged on the transcript as a core course (Texas public institutions only), but the core attribute has not been applied in SHATRNS, they may send a request through the Enrollment Operations Processing Request Form (<https://www.utsa.edu/enrollment/facultystaff/admissions/>) to have the attribute added.

If a student has an approved petition to count a transfer course toward a specific core component area, they may send an email to the DW mailbox, attaching the petition to the email.

All other core issues should be sent to the DW mailbox. Advisors should not add exceptions to the core for any students.

Substitutions

If a student has an approved petition for a substitution, and the course **has been** approved as a blanket sub, the petition should be sent using the Enrollment Operations Processing Request Form (<https://www.utsa.edu/enrollment/facultystaff/admissions/>).

If a student has an approved petition for a transfer course substitution, but the course **has not** been approved as a blanket sub, there are two possibilities. (1) If the course is a prerequisite for other courses that the student is likely to take, send a request (along with the attached petition) to the DW mailbox so that the course equivalency can be updated in SHATRNS. (2) If the course is not a prerequisite for other courses that the student is likely to take, advisors should add exceptions to DW themselves.

Other Petitions

For other petitions—such as waivers of University Policy or permission to count a course toward major requirements—advisors should continue to enter exceptions as they currently do. If they have any difficulties getting exceptions to work as expected, they may send requests to the DW mailbox.