

APPLY FOR ADMISSION TO UTSA

When do you want to come to UTSA?	FALL	SPRING	SUMMER
Final Deadline	July 1	November 15	May 1
Priority Deadline	March 1	October 15	March 1
It is best to start the process on ...	February 1	September 1	January 1

Tip: Get the process started as early as possible to make sure all paperwork is received by UTSA and reviewed in a timely manner.

The “Final Deadline” means that this is the last day for EVERY document and fee to be submitted for the application to be complete and reviewed for the term being applied for. UTSA is firm about this deadline. If all required documents are not received by the deadline, the student will have to apply for another semester which includes paying the \$40 application fee.

The “Priority Deadline” means that all applications with all required documents received by this date will be processed in time for the admitted applicant to register during our priority registration. By meeting this deadline, an applicant may avoid a potential problem of closed/full classes.

Transfer applicants with MORE than 30 college credit hours from accredited colleges or universities must:

- Have at least a C average (2.0 GPA on a 4.0 scale) in all college hours attempted
- Pay the \$40 non-refundable application fee (waivers are not available for transfer students)
- Be eligible to return to all previous institutions attended

REMEMBER TO:

- Apply online and pay the application fee at: www.applytexas.org
- Send official transcripts from ALL colleges/universities attended at time of application regardless of whether credit was earned.

PROCESS:

- Once all of the above steps have been completed and all documents and fee have been received by the application deadline, your application will be processed.

APPLICATION STATUS:

- Applicants will receive a Banner ID # from admissions. Using the Banner ID # issued, you may check your admissions status through the Automated Student Access Program (ASAP)
- To access ASAP go to <https://asap.utsa.edu> and select “log in to ASAP”

APPLY FOR FINANCIAL AID

www.utsa.edu/financialaid

Recommended deadline date for a Fall Semester is MARCH 15. The later you wait to apply the more difficult it is to receive aid. UTSA’s FASFA code is 010115.

- Submit your Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov as early as January 1st.
- Accept your award online using UTSA’s ASAP.
- Complete a “Student Information Form” and submit it to the Office of Student Financial Aid or to the Enrollment Services Center. (The form is available online via ASAP)
- Turn in missing documents listed on your award letter (if applicable).

APPLY FOR SCHOLARSHIPS

www.utsa.edu/scholarships

UTSA General Scholarship Application	Deadline: February 15 (You must also apply for admission by this date)
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APPLY FOR HOUSING

www.utsa.edu/students/housing/index.cfm

The earlier you send in your application, the more likely you will be able to receive on campus housing! Neither a contract nor a lease can be issued until you are admitted to UTSA.

UTSA LINGO 101

Common Terms Used at UTSA and Their Meanings

ASAP- the Automated Student Access Program is on the UTSA BANNER information system web site. Students can create a personal password and access their grades, registration, account balance, and other useful information. Students can also perform an unofficial degree audit evaluation of their progress in the major as well as a “what if” analysis for a different major to see how their credits fit with various programs. You may access ASAP at: <https://asap.utsa.edu>

FULLTIME UNDERGRADUATE STUDENT – a student enrolled in at least 12 semester credit hours for a semester in a fall, spring, or a summer term. A fulltime graduate student must take 9 semester hours to be considered fulltime. It is recommended that students take a maximum of 15 hours each Fall and Spring semester.

TERM or SEMESTER- the way an academic year is divided for course enrollment and credit. At UTSA the year is divided into the Fall semester, Spring semester, and Summer term. We use the words term and semester interchangeably.

SEMESTER CREDIT HOUR- the number of hours a course is worth determined by the hours it meets in a semester.

STUDENT CLASSIFICATION – a system of levels determined by student’s earned credit hours used primarily for priority students registration. Undergraduate students: Freshman 0-29, Sophomore 30-59, Junior 60-89, Senior 90+

COURSE NUMBERS - a numbering system that indicates the academic level, academic subgroup or sequence, and credit hours of the specific course.

For example, all UTSA numbers are four digits. Look at WRC 1013 as an example:

WRC 1013

1 – The first digit is the academic level 1= freshman (2= sophomore, 3= junior, 4= senior; 5,6,7= graduate)

01- The sequence assigned to this course by the English faculty

3- The number of credit hours

DISCIPLINE - the academic course label determined by the college or department and faculty.

For example, ENG 2013 is ENGLISH from the English department. A listing of these labels is always in the course schedule online resource for each registration period as well as the current undergraduate catalog.

COURSE/CLASS SCHEDULE - this online resource lists all of the courses and sections of courses offered for registration in a specific semester available on ASAP at: <http://asap.utsa.edu>

UTSA INFORMATION BULLETIN- specifically for undergraduate students, this bulletin is published annually and gives all of the policies and procedures concerning the university calendar, tuition, fees, admissions, and general academic regulations.

PREREQUISITE- a requirement that must be completed before the desired course is taken.

GRADE POINTS- points earned for each letter grade and are used to determine the grade point average (GPA). UTSA is on a 4.0 grade point system. Below are instructions on how to calculate your GPA.

- 1) Multiply the number of credit hours for each course by the point value of the letter grade(s) (see chart)
- 2) Add the number of credit hours*
- 3) Add the number of points earned**
- 4) Divide the total number of points by the total number of credit hours.

Here is an example:

Letter Grade	A	B	C	D	F
Point Value	4	3	2	1	0

Course	Credit Hours*	Grade Points	Points Earned**	
ENG 2213	3	A (4.0)	12 (3x4)	
HIS 1043	3	B (3.0)	9 (3x3)	
GRG 1013	3	C (2.0)	6 (3x2)	
SOC 1013	3	D (1.0)	3 (3x1)	GPA
Total	12		30	2.5 GPA (30/12)