MAKING THE TRANSITION
GETTING STARTED

KNOWING WHERE YOU STAND

DID YOU ATTEND AN ACCREDITED COLLEGE/UNIVERSITY?

Credit will be awarded only from coursework completed at institutions that have been granted membership or candidacy status in any one of the seven regional accrediting associations recognized by the U.S. Department of Education, excluding accrediting commissions for vocational or occupational training. Our university is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. For a complete list, please refer to the utsa.edu/transfer website.

Coursework from an institution that is neither regionally accredited nor a candidate for such accreditation will not be recognized for transfer purposes.

HOW MANY HOURS CAN I TRANSFER?

A maximum of 66 credit hours of lower division (freshman and sophomore) transfer work from a community college will be allowed to apply to a bachelor’s degree at UTSA. If you have exceeded the 66 hours of lower division work, the best 66 credit hours will be applied to the degree you would like to earn.

There is no maximum number of transferable hours from a four-year regionally accredited institution. However, the applicability of the transfer coursework to the degree you would like to earn must be determined. Any coursework that does not correspond to courses offered by the university may transfer as elective credit. Such courses may fulfill degree requirements at the discretion of the major department and dean. Coursework appeals are processed by academic advising once a student is admitted and routed to the appropriate academic college for review.

WHAT IF I COMPLETED MY CORE GENERAL EDUCATION COURSES?

If you have completed the core (general education courses) entirely at a Texas college or university, then you are “core complete” and are not required to do any additional core courses unique to UTSA. However, if you are transferring to an institution with a larger core curriculum that was board approved, you must fulfill those requirements.

If the core was NOT completed, UTSA will determine which course requirements will be required to satisfy the core curriculum.

CURRENTLY ATTENDING A TEXAS COMMUNITY COLLEGE?

UTSA will determine which students have completed at least 30 semester hours from a Texas community college and have successfully earned additional hours at UTSA so that they have accumulated a total of 90 semester hours. Identified students will be eligible to participate in a reverse transfer of credit to earn an associate’s degree.

ARE YOU A DOMESTIC STUDENT/RESIDENT WITH INTERNATIONAL TRANSCRIPTS?

If you are, and you attended a college/university outside the United States, your transcripts must be evaluated by a credential evaluation service recognized by UTSA prior to applying for admission to the university. UTSA recommends the Foreign Credentials Service: www.fcsas.org or any member listed at www.naces.org

TEXAS LAW

History and Constitutions Requirement as mandated by the Texas Legislature (Core History and Government) Senate Bill 254, passed by the 54th Legislature and amended by House Bill 935 of the 60th Legislature, provides that no individuals may receive an undergraduate degree unless they have credit for six semester hours or its equivalent in American history and six semester hours credit in the constitutions of the United States and Texas.

MILITARY CREDIT

An institution of higher education shall award to an undergraduate student who is admitted to the institution, including a student who is readmitted after withdrawing to perform active military service (Texas Education Code, Section 51.9242), course credit for all physical education courses required by the institution for undergraduate degree and for additional semester credit hours, not to exceed 12, that may be applied to satisfy any elective course requirements for the student’s degree program for courses outside the student’s major or minor if the student:

1. Graduated from a public/private high school accredited by a generally recognized accrediting organization or from a high school operated by the U.S. Department of Defense; and

2. Is an honorably discharged former member of the armed forces of the United States who has completed at least two years of service in the armed forces or was discharged because of a disability.

Acceptable forms of documentation that may be submitted include:

• AAARTS Transcript (Army Ace Registry)

• CCARTS Transcript (Community College of the Air Force)

• SMART Transcript (Sailor/ Marine Ace Registry)

Please note: UTSA does not require a physical education requirement in the core; applicability may vary by major.

SEEKING A SECOND BACHELOR’S DEGREE

You are considered a second degree/post baccalaureate applicant if you’ve completed an undergraduate degree and wish to complete a second degree.

Coursework in residence must be completed in order to earn an undergraduate degree at UTSA. Students must complete a minimum of 25 percent of the total number of semester credit hours required for a bachelor’s degree to be conferred. For example, if the degree you would like to earn requires 120 credit hours, you must complete a minimum of 30 hours at UTSA. As a result, transfer students with a substantial amount of degree-applicable coursework may have to take more courses than their degree program requires.

If you have graduated from an out-of-state college, please note that the History and Constitutions Requirement as mandated by the Texas Legislature must be met (refer to Texas law).

If you are seeking a second bachelor’s degree, we strongly encourage you to apply so that you may have an official degree plan drawn up to know how many additional hours you need to complete in addition to the hours required in residency.

SPECIAL STUDENTS NOT SEEKING TO EARN A DEGREE AT UTSA

Special students are non-degree-seeking transfer students who enroll in courses only at the undergraduate level without pursuing a degree at UTSA. Special under-graduate students include those seeking to enroll at UTSA on a transient or post-baccalaureate basis. Criteria used for Special Undergraduates includes the following:

• Are non-degree-seeking (Note: Such students do not qualify for financial aid)

• Can be enrolled at home institution during the semester/quarter immediately preceding the selected semester.

• Fewer than 30 hours: must meet the same admission requirements as first-time freshmen and have at least a 2.5 cumulative grade point average on a 4.0 scale

• With 30 or more hours: must have at least a 2.5 cumulative grade point average on a 4.0 scale

• Must be in good standing at the last accredited college or university attended

• Must list all colleges and universities attended on the admission application (even though admission is based on last 30 hours attempted for students with 30 or more hours)

How to apply as a Transient/Special Student/Non-degree-seeking student to UTSA:

1. Apply through applytexas.org.

2. Select The University of Texas at San Antonio.

3. Select application Type of Transient.

4. For Semester of Entry, select the semester you plan to begin at UTSA. (Note: Applications are term specific. Be sure to select the correct term that corresponds with when you plan to begin at UTSA).

5. For First Choice School, select Non-Degree (If you are completing the transient application, this will be your only choice.) Do NOT select a second choice school, just continue.

6. For First Choice Major, select Post Baccaulaureate Non-Major Do NOT select a second choice major, just continue.

7. You can then proceed to complete the remainder of the application.
APPLYING TO UTSA
TRANSFER ADMISSION

REQUIREMENTS & HOW TO APPLY FOR 1-29 HOURS COMPLETED:
Admissions Requirements for transfer students with 1-29 hours completed at time of application must:
1. Meet the same GUARANTEED ADMISSION REQUIREMENTS as first-time freshmen.
2. Submit an official high school transcript indicating date of graduation.
3. Request ACT/SAT scores to be sent directly from testing agency.
4. Submit your official transcripts from EACH college/university attended, including Dual Credit work.
5. Have at least a cumulative 2.25* GPA on a 4.0 scale in all transferable credit from a regionally accredited institution.
6. Be eligible to return to most recently attended institution** (includes academic & disciplinary actions).
7. Transcripts should be sent to: UTSA, Admissions, One UTSA Circle, San Antonio, TX 78249.

If you have determined that you meet the Freshman Transfer Admissions requirements and have 1-29 hours completed (work in progress is not considered) at time of application, you will need to complete your admissions file to be reviewed for admission by the deadline of the term you would like to attend. Here is how you apply and complete your admissions file:
1. Apply online at applytexas.org.
2. Submit a $60 application processing fee starting Fall 2013. Please note: fee waivers are not accepted for transfer students.
3. Submit official transcripts from EACH individual college or university you have attended. UTSA is not responsible for contacting your previous college(s) to request official transcripts. YOU must contact them and have your transcripts sent to the Office of Undergraduate Admissions. TIP: Have a copy sent to you, so that you will have an idea as to when our office might have received them.
4. Submit an official high school transcript indicating date of graduation.
5. Request ACT/SAT scores to be sent directly from testing agency.

REQUIREMENTS & HOW TO APPLY FOR 30+ HOURS COMPLETED:
Admissions Requirements for transfer students with 30+ hours completed at time of application must:
1. Submit your official transcripts from EACH college/university attended, including Dual Credit work.
2. Have at least a cumulative 2.25* GPA on a 4.0 scale in all transferable credit from a regionally accredited institution.
3. Be eligible to return to most recently attended institution** (includes academic & disciplinary actions).
4. Transcripts should be sent to: UTSA, Admissions, One UTSA Circle, San Antonio, TX 78249.

Note: When calculating the cumulative grade point average for admission, ALL attempted work is considered. Repeated courses are NOT excluded.

GUARANTEED ADMISSION REQUIREMENTS

<table>
<thead>
<tr>
<th>CLASS RANK</th>
<th>SAT SCORE (UTSA SAT CODE 4396) (CRITICAL READING &amp; MATH SCORES ONLY)</th>
<th>ACT SCORE (UTSA ACT CODE 4376) (COMPOSITE SCORE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOP 25%</td>
<td>Guaranteed Admission test scores must be submitted</td>
<td>Guaranteed Admission test scores must be submitted</td>
</tr>
<tr>
<td>SECOND 25% OR NON-RANKING ACCREDITED HS</td>
<td>Guaranteed Admission with score of 1150 or better</td>
<td>Guaranteed Admission with score of 24 or better</td>
</tr>
<tr>
<td>BELOW 50%</td>
<td>Must meet Guaranteed Admission requirements. Otherwise, please reapply when 30 or more transferable college credits are earned.</td>
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</tr>
</tbody>
</table>

Note: When calculating the cumulative grade point average for admission, ALL transferable coursework is considered. Repeated courses are NOT excluded.
* The cumulative GPA requirement is a 2.0 for students applying prior to Fall 2013.
** A student currently on suspension at a previous institution will not be considered for admission.

DEADLINES

FINAL DEADLINE
July 2  Fall Term
Nov. 15  Spring Term
May 2  Summer Term

PRIORITY DEADLINE
March 2  Fall Term
Oct. 15  Spring Term
March 2  Summer Term

BEST DATE TO START THE PROCESS
Feb. 2  Fall Term
Sept. 2  Spring Term
Jan. 2  Summer Term

OTHER DEADLINES
Feb. 2  Honors Scholarship
Feb. 15  UTSA General Scholarship
March 1  Priority Deadline for Architecture College of Architecture admits students for the fall term only.
March 15  Financial Aid Priority
March 30  Housing Priority
APPLICATION STATUS

Once you have applied for admission to UTSA, you may check your admission status at any time using our Automated Student Access Program (ASAP).

Monitoring the status of your application is important until your application file is complete.

1. Your application status will list items you submitted and those you are still missing.
2. Items submitted electronically may take a few days to show up.
3. Items submitted by mail may take a couple of weeks to show up online.
4. Once you are admitted, you can then make an appointment to see an Academic Advisor.

You should have received an email from myUTSAid@utsa.edu with a link to claim your account. You will be asked to verify your identity before activating your myUTSA ID. Once you have activated your myUTSA ID, you will be able to access ASAP to check the status of your application.

1. Have your ACTIVE myUTSA ID (ex: abc123) available.
2. Visit asap.utsa.edu to enter ASAP.
3. Follow the instructions to log in.
4. Select the link for Student Services on the Main Menu screen.
5. Choose Admissions from the list of options on the Student Services screen.
6. Select the “Display Admission Status” link.

TRANSFER PLANS

Transfer plans have been articulated with 14 community colleges to guarantee courses will be applied toward the intended degree. Each transfer plan is specific to a school, a catalog year and to a degree and indicates exactly what classes to take at the community college. In accordance with the Texas Higher Education Coordinating Board, all core classes have been issued a core component code (010-090). If the core is completed at any Texas public institution, it will transfer as a whole and substitute for the core at UTSA.

EQUIVALENCY GUIDES

This is an online university resource that shows approved transferable credits used in the transfer admissions process. This tool can be used by prospective students to check course transferability (Note: Equivalencies are subject to change).

CORE CURRICULUM/TCCN

The Texas Common Course Numbering System (TCCN) may be used to compare course transferability among institutions and the UTSA Core Curriculum that may be printed out with TCCNs or prerequisites.

Regardless of major, you must complete the core curriculum to graduate. We encourage students to track their progress in completing the core. You do not have to be core complete to transfer to UTSA.

GPA CALCULATOR

A grade point average calculator is offered on our website as a resource. When using this resource, note that we do not use non-transferable coursework, such as technical courses and developmental courses in the GPA calculation. When calculating the cumulative GPA for admission, ALL attempted coursework is considered, including repeated coursework. (Note: Grades are not replaced.) Find the GPA calculator at utsa.edu/transfer by clicking the Transfer Tips link.
In your pursuit of higher knowledge, UTSA’s nine colleges collaborate to provide you with an education that prepares you for any path you choose.

We offer a curriculum that promotes critical thinking and problem solving so that you graduate with the skills and confidence you need in today’s knowledge-based economy.

Our professors have earned national and international awards, and their research is improving lives. You’ll study with some of the best faculty in the world at UTSA, including Heather Shipley, pictured here teaching in an advanced visualization lab. This lab is used for research to take complex data sets into easily interpretable graphic representations.

Many of our graduates who have studied pre-med or pre-law have been accepted at esteemed medical and law schools, while those who wish to continue their studies in other fields have been accepted at UTSA’s Graduate School and other major graduate schools around the country. Others who prepared to enter the workforce have been hired at Fortune 500 companies. We will equip you to define your place in the world—whatever your ambition.
It is critical for all transfer students to understand that admission to The University of Texas at San Antonio does not guarantee that you will be able to pursue the major you have selected. Many of UTSA’s colleges, departments, and degree programs have additional requirements beyond university admission requirements that must be met in order for you to be accepted into your major program or take the coursework necessary to complete your degree. It’s important that you familiarize yourself with your academic college’s degree requirements.

Two of our colleges are offered exclusively at our Downtown Campus: the College of Architecture and the College of Public Policy.

**UNIVERSITY COLLEGE**
UTSA.EDU/SUCCESS • 210-458-5190
Imagine keeping your options open. The University College is the place for undeclared students who want to create a customized degree plan to suit their unique career goals through the B.A. in Multidisciplinary Studies. Some interested degree plan to suit their unique career goals also home to students who want to create a customized degree plan to suit their unique career goals. Here, your passion for drawing, drafting and building will make you an active participant in the design, construction and planning of the built environment. We offer the second-largest college of architecture in Texas, and the Downtown Campus facilitates exploration of San Antonio’s design, construction, city planning and cultural traditions. Students engage with industry professionals, conduct research, and implement projects that benefit the local community.

**COLLEGES**

**ACCESS EXCELLENCE**

**COLLEGE OF ARCHITECTURE**
UTSA.EDU/COA • 210-458-3010
EXCLUSIVELY ON OUR DOWNTOWN CAMPUS
Imagine designing stunning high-rise complexes, determining how to preserve historic structures, or developing progressive sustainable building practices. Here, your passion for drawing, drafting and building will make you an active participant in the design, construction and planning of the built environment. We offer the second-largest college of architecture in Texas, and the Downtown Campus facilitates exploration of San Antonio’s design, construction, city planning and cultural traditions. Students engage with industry professionals, conduct research, and implement projects that benefit the local community.

**COLLEGE OF BUSINESS**
UTSA.EDU/COB • 210-458-4313
Imagine standing on the floor of the New York Stock Exchange with other high-energy traders or launching your own company. This is the place to gain real-world experience and prepare for an exciting career anywhere in the world. We offer the largest undergraduate business school in the UT System and one of the top 40 largest in the nation. We’ve earned exclusive international accreditation, and our MBA program is ranked in the top 10 nationally by BusinessWeek, HispanicBusiness and Princeton Review.

**COLLEGE OF ENGINEERING**
UTSA.EDU/COE • 210-458-5526
Imagine landing a job at Microsoft as a project leader for the Xbox 360 team or becoming the next vice chairman for Dell. This is the place where such engineering graduates have learned the skills necessary for these exciting positions. With nationally ranked departments and programs, we are the fastest-growing engineering college in Texas. Design and develop the technology of tomorrow in our state-of-the-art laboratories and classrooms, such as our $84 million Applied Engineering and Technology Building.

**COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT**
UTSA.EDU/COEDH • 210-458-4370
Imagine standing in front of your students, guiding them through the curriculum or helping physical therapy patients overcome pain. This is the place you’ll make a difference, whether you educate in the classroom, in a health field or in the community. We boast a 97 percent pass rate on the Teacher Certification Exams. Our Mobile Health Lab has state-of-the-art equipment students and faculty use to research diabetes, osteoporosis and other diseases.

**COLLEGE OF LIBERAL AND FINE ARTS**
UTSA.EDU/CLOFA • 210-458-4350
Imagine debating with classmates as you consider the finer points of philosophy or the abilities of ancient artists. This is the place where your professors will encourage your self-expression, no matter where your passion lies. We bring together the arts, humanities and social sciences in a fertile learning environment. Our esteemed faculty boasts national and international honors. Flaunt your own research, multimedia projects, art and musical performances at our annual college conference.

**COLLEGE OF POLITICAL SCIENCE**
UTSA.EDU/COPP • 210-458-2530
EXCLUSIVELY ON OUR DOWNTOWN CAMPUS
Imagine testifying in Austin before a Senate Committee, explaining why a change to a law will make Texas safer, healthier or more prosperous. This is the place you’ll gain the tools to help our society make important changes. We’re housed at the Downtown Campus near many government, law enforcement and nonprofit organizations. Learn to lead and strengthen nonprofit organizations with our minor in nonprofit management. Secure an internship with one of our 150 partnerships.

**COLLEGE OF SCIENCES**
UTSA.EDU/COS • 210-458-4450
Imagine studying atoms using the best aberration-corrected microscope at any U.S. university. This is the place to find such exclusive technology, preparing you to become a scientific leader of your generation. We’re ranked No. 4 in the U.S. in bachelor’s degrees awarded to Hispanic students in biology and No. 3 in mathematics. We offer unparalleled opportunities to perform cutting-edge research. Explore new frontiers, and discover answers to change the future.

**HONORS COLLEGE**
UTSA.EDU/HONORS • 210-458-4106
Imagine sitting in a class reserved for the most academically talented students on campus, having a focused discussion about your area of study. This is the place you’ll find intellectual challenges and enjoy close relationships with your classmates and professors. UTSA’s Honors College is competitive, but open to all majors and offers priority registration. We award approximately $300,000 in honors scholarships annually. We also provide you with opportunities for study abroad, internships and undergraduate research.

**APPLICATION CRITERIA AND REQUIREMENTS:**
- Must apply to the Honors College by filling out the Honors College application which may be downloaded from the website.
- Must be admitted to UTSA and to the Honors College.
- Deadline: Feb. 15

By fulfilling the application requirements, you will be entered into a competition for all available scholarships whose eligibility criteria you meet. Awarded scholars must:
1. Have and maintain a 3.25 GPA or higher
2. Complete a minimum of 3 hours of Honors coursework each semester,
3. Meet any additional requirements specified by the scholarship.
AREAS OF STUDY

ACCESS EXCELLENCE

Accounting ^
Actuarial Science
Aerospace Studies 1
American Studies
Anthropology
Architecture ^
Art
Art History and Criticism
Athletic Coaching ^
Bilingual Business 3 (Spanish)
Biochemistry
Biography ^
Cell and Molecular Biology
Concentration in Integrative Biology
Concentration in Microbiology/Immunology
Concentration in Neurobiology
Concentration in Plant Biology
Biomedical Engineering
Chemistry
Civil Engineering
Classical Studies and Humanities
Communication ^
Concentration in Public Relations
Concentration in Technical Communication
Computer Engineering
Computer Science
Concentration in Computer and Information Security
Concentration in Software Engineering
Construction Science and Management ^
Criminal Justice ^
Economics
Electrical Engineering
English ^
Concentration in Creative Writing
Concentration in English Language Arts and Reading
Concentration in Professional Writing
Entrepreneurship
Environmental Science
Finance

General Business ^
Geography
Geology
Health
History ^
Concentration in Social Studies
Honors Studies
Human Resource Management
Infancy and Childhood Studies 3
Information Systems
Infrastructure Assurance
Interior Design ^
Interdisciplinary Studies ^
Concentration in Athletic Medicine
Concentration in Exercise Science and Wellness
Concentration in Physical Education
Management ^
Concentration in International Business
Management Science
Marketing ^
Mathematics ^
Concentration in General Mathematical Studies
Concentration in Mathematics
Mechanical Engineering
Mexican-American Studies ^
Military Management & Leadership ^
Modern Language Studies
Multidisciplinary Science
Multidisciplinary Studies

Music
Concentration in Composition
Concentration in Music Marketing
Concentration in Music Performance
Concentration in Music Studies
Music Technology 3
Nutrition and Dietetics
Philosophy
Physics
Political Science ^
Pre-Dental 1
Pre-Medical 1
Pre-Law 3
Pre-Nursing ^
Pre-Occupational Therapy 2
Pre-Optometry 3
Pre-Pharmacy 4
Pre-Physical Therapy 4
Pre-Veterinary Medicine 4
Psychology ^
Public Administration*
Public Health
Concentration in Epidemiology and Disease Control
Concentration in Health Promotion and Behavioral Science
Real Estate Finance and Development
Minor: Construction Management
Minor: Facility and Property Management
Sociology ^
Spanish
Sport, Event and Tourism Management
Statistics
Women’s Studies

* Offered exclusively at our Downtown Campus
^ Offered on both campuses
1 ROTC program, not a major
2 Certificate programs, not a major
3 Associate of Applied Arts & Sciences required
4 Pre-professional preparation programs, not majors

For additional academic requirements, see page 16

MINORS

Actuarial Science
Adaptive Decision Models for Business
African American Studies
American Indian Studies
American Studies
Anthropology
Applied Statistics
Art History and Criticism
Athletic Coaching
Bicultural Studies
Biological
Business Administration
Chemistry
Classical Studies
Communication
Comparative Literature
Computer Science
Criminal Justice
Digital Forensics
Economics
Electronic Commerce
English as a Second Language
English Literature
Film Studies
Finance
Foreign Languages
French
Geography
Geology
German
Global Analysis
Health
History
Humanities
Information Systems
Infrastructure Assurance & Security
International Management
International Studies
Latin American Studies
Legal Studies
Linguistics
Management
Management Science
Marketing
Mathematics
Music
Network and Data Center Management
Nonprofit Management
Philosophy
Physics
Political Science
Professional Writing
Psychology
Public Administration
Real Estate
Religious Studies
Russian
Sociology
Spanish
Technology Management
Women’s Studies
Transfer applicants from outside UTSA (who have attempted 30 or more semester credit hours of college-level coursework) who wish to transfer to one of the three academic majors with advanced standing must comply with Foundation Year Program and UTSA’s application requirements. In addition, these students must apply to the associate dean for Academic Affairs and Undergraduate Studies by the first Monday in May for review and consideration for advanced standing. External transfer applicants who have completed architecture coursework elsewhere must submit application packages that include their cumulative grade point average, a letter of interest, and a portfolio of studio work for students transferring into Architecture and Interior Design.

Transfer students who have attempted 30 or more semester credit hours of college-level coursework, have met university transfer admission criteria, and have applied for a College of Architecture major must meet the following requirements:

1. An applicant must submit a Gateway application (an application to a major in the College of Architecture) by the first Monday in May for review and consideration for admission into one of the College of Architecture majors or pre-majors for the following fall semester. Transfer students will not be considered for admission into College of Architecture majors or pre-majors for spring and summer semesters. Transfer students admitted to the university for spring or summer semesters may apply for a change of major to a College of Architecture major or pre-major for a subsequent fall semester. Gateway applications are available on the college website.

2. An applicant for admission into the Architecture major or Interior Design major who has completed architecture coursework elsewhere must include his or her cumulative grade point average, a letter of interest, and a portfolio of studio work in the application package. The portfolio should be sent directly to the College of Architecture.

3. An applicant who has completed the equivalent of the Foundation Year and Gateway requirements elsewhere will be reviewed for admission into a College of Architecture academic major of Architecture, Construction Science and Management, or Interior Design by holistic review by the college and appropriate department or program. Transfer students who have completed the equivalent of the Foundation Year and Gateway requirements will not be considered for admission into a College of Architecture pre-major.

4. An applicant who has not completed the equivalent of the Foundation Year and Gateway requirements elsewhere will be reviewed for admission into a College of Architecture pre-major by holistic review by the college and appropriate department or program. Transfer students who have not completed the equivalent of the Foundation Year and Gateway requirements will not be considered for admission into a College of Architecture academic major. Transfer students admitted as pre-Architecture majors, pre-Construction Science and Management majors, or pre-Interior Design majors must follow the policies described above and may be considered for admission into a College of Architecture academic major.

College of Business

1. Applicants entering UTSA from high school and transfer students who have completed fewer than 30 hours of transferable college credit will be directly admitted to any College of Business major if they:
   - Meet all UTSA undergraduate admission requirements
   - Are ranked in the top 25 percent of their high school graduation class
   - Have successfully completed evaluation under the Texas Success Initiative for unencumbered registration for courses

2. Applicants who have completed 30 or more hours of transferable college credit will be directly admitted to any College of Business major if they:
   - Meet all UTSA undergraduate admission requirements
   - Have a cumulative grade point average of 2.5 or better for all college-level courses completed
   - Have successfully completed the following or equivalent courses:
     - TCCN: SPCH 1321 (COM 1053 – Business and Professional Speech)
     - TCCN: BCIS 1301 (IS 1403 – Business Information Systems Fluenccy)
     - TCCN: MATH 1325 (MAT 1313 – Algebra with Calculus for Business) or TCCN: MATH 2312 (MAT 2214 – Calculus I for majors in Actuarial Science)

3. Must be completed with a “C” or better for acceptance into degree program at UTSA.

College of Education and Human Development

Teacher Certification

UTSA is approved by the State Board of Educator Certification to recommend students for teaching certificates in various baccalaureate degree areas.

- Students seeking a standard teaching certificate or seeking certification endorsements should apply for admission to the certification program through the College of Education and Human Development Advising and Certification Center.

- Undergraduates seeking elementary, special education, or middle school teacher certification must complete the Interdisciplinary Studies degree as outlined in the UTSA Undergraduate Catalog or on the COEHD website under Certification Programs.

- Individuals seeking secondary certification must complete the bachelor’s degree requirements in their academic specialization while coordinating with the COEHD Advising and Certification Center to fulfill certification requirements.

- Individuals seeking teacher certification in physical education or school health should refer to the UTSA Undergraduate Catalog and the Department of Kinesiology for certification requirements.

- Students wishing to add additional teaching fields to their standard teaching certificate or graduate students seeking professional certification must also coordinate with the center.

Requirements for admission to the undergraduate Teacher Certification Program may be found on the COEHD website, along with additional information on: Coursework Policy, Criminal History Checks, Fitness to Teach Policy, LiveText Portfolio and Assessment, and Texas Higher Education Assessment (THEA) guidelines.

College of Engineering

Admission to any undergraduate program in the College of Engineering at UTSA is based on UTSA’s undergraduate admission requirements plus the following additional admission criteria for the College of Engineering. A student may be admitted to the College of Engineering in two ways: directly into a major or as a pre-engineering student. A student is admitted directly into a major only if all College of Engineering admission criteria are met. Students interested in pursuing the Biomedical Engineering major must meet additional requirements. See the Department of Biomedical Engineering section for information on admission to the Biomedical Engineering major.

The following are the requirements for direct admission to the College of Engineering majors including Civil Engineering, Computer Engineering, Electrical Engineering and Mechanical Engineering:

- Requirements for direct admission to a College of Engineering major for new freshmen or freshman transfers who have been admitted to the university (freshman transfers are transfer students who have earned fewer than 30 hours):
  - Must have completed MAT 1214, Calculus I, or the equivalent with a grade of “C” or better, or have met a prerequisite for taking MAT 1214.
SPECIAL MAJOR REQUIREMENTS

ACCESS EXCELLENCE

• (i) Must have graduated in the top 25 percent of their high school graduating class, or
(ii) Must have graduated in the second 25 percent of their high school class and have a SAT score of at least 1050 or an ACT score of at least 22, or
(iii) Must be granted admission into a College of Engineering major by holistic review by the College of Engineering if not meeting the criteria in i. and ii. above.

New freshmen and freshman transfers applying for admission to the College of Engineering and not meeting the above criteria will be admitted to the university as pre-engineering majors.

Requirements for direct admission to a College of Engineering major for transfer students who have earned 30 or more hours and have been admitted to the university:

• Must have completed MAT 1214 Calculus I, or the equivalent with a grade of “C-” or better, or have met the prerequisite for taking MAT 1214,
• (i) Must have a transfer grade point average of at least 2.5 and a grade point average of at least 2.5 in all mathematics, sciences, and engineering coursework, or
(ii) Must have a transfer grade point average of at least 2.0 and a grade point average of at least 2.0 in all mathematics, sciences, and engineering coursework, and be granted admission to the College of Engineering major by holistic review by the College of Engineering.

Transfer students not admitted directly to a College of Engineering major may be granted admission to the pre-engineering major by holistic review by the College of Engineering.

Transfer students not admitted directly to a College of Engineering major, nor granted admission as a pre-engineering major must select a different major at the university.

Pre-engineering majors who have at least a 2.0 grade point average in each of the three components of the Three Calculation Grade Point Average (see catalog) may apply for admission to a College of Engineering major after completing MAT 1214 with a grade of “C-” or better. Admission of a pre-engineering major into a College of Engineering major will be determined by a holistic review by the College of Engineering.

BIOENGINEERING ADMISSION REQUIREMENTS

A first-time, full-time freshman admitted as a biomedical engineering major must meet the minimum admission criteria of the College of Engineering.

These criteria are:

- Students must meet all UTSA admission requirements;
- Students must have credit for MAT 1214 Calculus I or have completed all necessary prerequisites to enroll in MAT 1214 Calculus I (through a mathematics placement test or credit for MAT 1093 Precalculus or an equivalent);
- Students must:
  1. have graduated in the top 25 percent of their high school graduation class, or
  2. have graduated in the second 25 percent of their high school class and have a SAT score of at least 1050 (Reading and Math) or an ACT composite score of at least 22, or,
  3. be admitted into a College of Engineering major by holistic review by the College of Engineering if not meeting the criteria in 1 and 2 above.

All students applying for admission to the Biomedical Engineering program must submit the following supplemental documents to the Department of Biomedical Engineering:

- two (2) letters of recommendation,
- a copy of the transcript, and
- a statement of their interests, professional career goals and how the Biomedical Engineering program will help achieve those goals.

All transfer students must meet the aforementioned minimum admission requirements for the College of Engineering and the Biomedical Engineering program. Transfer students must also meet the minimum Good Academic Standing Requirements for a Biomedical Engineering Major (see below) in order to be considered for admission to the Biomedical Engineering program. Additionally, transfer students should also have completed at least 15 semester credit hours of mathematics, science or engineering courses, and have an overall grade point average of 3.0 or better.

Admissions to the biomedical engineering program will be competitive; meeting the aforementioned requirements does not guarantee admission to the program. Admission will be limited to the most qualified applicants.

Good Academic Standing Requirements for a Biomedical Engineering Major. All students must be in good academic standing to remain in the Biomedical Engineering program. The minimum requirements that a student must satisfy to remain in good standing as a biomedical engineering major are as follows:

- A cumulative grade point average (GPA) of at least 3.0 for all coursework (Cumulative GPA will be calculated on all courses, including previously attempted or repeated courses).
- An average GPA of at least 3.0 for all science, mathematics and engineering coursework (GPA will be calculated on all courses, including previously attempted or repeated courses).

Students who fail to meet the above requirements but have a minimum cumulative GPA of 2.5 or above will be placed on programmatic probation in the following semester. Students who fail to maintain good academic standing after a semester of programmatic probation or who has a cumulative GPA below 2.5 will be deemed to be not in good academic standing as a biomedical engineering major and will be removed from the program.

COLLEGE OF SCIENCE, BIOLOGY MAJORS

All applicants for admission to the Department of Biology will be admitted as prebiology (PBI) students. To declare Biology as a major, a student’s academic performance will be evaluated after the five courses listed below have been completed. To declare a Biology major, a PBI student must have:

- a grade point average of at least 2.0 for all UTSA coursework
- a grade point average of at least 2.25 for all UTSA Department of Biology coursework
- successfully satisfied all three sections (mathematics, reading and writing) of the Texas Success Initiative (TSI)
- successfully completed the following or equivalent courses with a grade of “C-” or better:
  • BIO 1404 Biosciences I
  • BIO 1413 Biosciences II
  • CHE 1103 General Chemistry I
  • MAT 1193 Calculus for the Biosciences

To declare a music major at UTSA, all incoming freshman and transfer students must complete an audition on a primary instrument and be accepted into the UTSA Department of Music.

To apply for a UTSA music major audition, please visit the Auditions section at music.utsa.edu and click on “Apply to Audition” to fill out the audition application form. Audition requirements for each specific instrument are also listed on this website. You must apply for an audition at least two weeks prior to your intended audition date.

Those who choose voice as their primary instrument are required to submit a pre-screening video as their preliminary audition to obtain a spot at the live auditions. Video submission requirements are listed on the music department website.

Audition dates are posted each year on the music department website. Scholarship auditions are held on the last Saturday in February and the first Saturday in March. December and May auditions are non-scholarship. Students must apply to the university prior to submitting the online music major audition application.

COLEGEOF LIBERAL AND FINE ARTS, MUSIC MAJORS

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• PHY 1943 Physics for Scientists I or PHY 1603 Algebra-based Physics I

Applicants who have completed all the above courses as equivalent transferable college credit with a grade of “C” or better and have no UTSA coursework can declare a Biology major if they:
• meet all UTSA undergraduate admission requirements
• have a cumulative grade point average of 2.25 or better for all college-level courses completed
• have successfully satisfied all three sections (Mathematics, reading and writing) of the Texas Success Initiative (TSI).

PBI students are restricted from registering for upper-division (3000- and 4000-level) Biology courses without the consent of an undergraduate advisor in the College of Sciences Undergraduate Advising Center. Students who do not meet all the above requirements after completing 15 hours of UTSA Biology credit will no longer be considered PBI students and their major will be changed from PBI to undeclared (UND) in the university student record system.

HONORS COLLEGE

The UTSA Honors College provides a unique educational experience for academically talented students with a commitment to excellence. The Honors College is open to students from all academic disciplines. Honors classes include special sections of regular courses with smaller enrollments and interdisciplinary seminars that bring together advanced students from diverse disciplines. Some other benefits of the Honors College include priority registration, awards and scholarships, undergraduate research opportunities, study abroad programs, and preparation for applying for prestigious national undergraduate and graduate fellowships. All Honors students are also invited to reside in the Honors section of campus housing. Transfer and current UTSA students may apply if they have a college GPA of 3.4 or higher. The Honors College applies a holistic review approach to student admission. Therefore, students who do not meet threshold requirements may still gain admission if they offer a compelling reason why they should be considered for the program. Meeting minimum requirements does not guarantee admission.

PRE-PROFESSIONAL STUDIES

Pre-Professional Studies is a designated category for students interested in applying for admission to a professional school after completing the required pre-requisite coursework or earning their bachelor’s degree. The pre-professional categories listed below are not majors; they are recognized areas of academic interest.

UTSA offers:
• Pre-Health (HPO), utsa.edu/hpo
• Pre-Law (ILPA), utsa.edu/ilpa

The University Health Professions Office (HPO) provides advising and support to students interested in pursuing careers in the health professions. This includes academic preparation assistance for undergraduates, post-baccalaureate students, non-degree-seeking students and alumni, as well as information about health careers, application procedures and entrance exams. Students are encouraged to seek advice and consult with the HPO advising staff early in their college career.

FOR THE MOST CURRENT INFORMATION ON SPECIAL MAJOR REQUIREMENTS, VISIT UTSA.EDU/UCAT.
Students MUST be admitted to UTSA prior to being able to visit with an Academic Advisor. Once admitted, frequent advisor contact is encouraged to provide students with current academic information, as well as promoting progress toward educational goals.

Please refer to the following list to determine which Advising Center to contact:

- **Freshmen** (fewer than 30 earned semester credit hours) who have declared majors are advised in the Colleges’ Freshman Advising Center (CFAC).
- Freshmen and continuing students who are undecided and those who are provisional are advised in the Tomás Rivera Center (TRC).
- Continuing and new transfer students (who have 30 semester credit hours or more), with declared or decided majors, are advised through the college advising center of their major or by the Honors advisors if they are accepted into the Honors College.
- Special students who are non-degree-seeking undergraduates are advised through the office of Undergraduate Studies Support and Technology Services.
- Undecided students continue with the Tomás Rivera Center until a major is decided, with the exception of Honors students.
- At the UTSA Downtown Campus, freshmen through seniors with declared majors are advised through the Downtown Undergraduate Advising Center. Students who have not decided upon a major or have a provisional status are advised through the Downtown Tomás Rivera Center.

**ADVISING OFFICES**

**THE COLLEGE OF ARCHITECTURE**
Serving majors in Architecture, Interior Design, and Construction Science and Management
Downtown Undergraduate Advising Center
Buena Vista (BV) 1.304
210-458-2550

**THE COLLEGE OF BUSINESS**
Main Campus
Business Building (BB) 2.01.08
210-458-4562
Downtown Campus
Buena Vista (BV) 1.304
210-458-2550

**THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT**
Serving majors in Bilingual and Bicultural Studies, Health, Interdisciplinary Studies, Kinesiology, Infancy and Childhood Studies and Teacher Certification candidates
COEHD Advising and Certification Center
Main Building (MB) 3.214
210-458-4424

**THE COLLEGE OF ENGINEERING**
Serving majors in Civil Engineering, Electrical Engineering, Biomedical and Mechanical Engineering
College of Engineering Advising Center
Engineering Building (EB) 3.04.04
210-458-5525

**THE COLLEGE OF LIBERAL AND FINE ARTS**
Serving majors in American Studies, Anthropology, Art, Art History, Classics, Communication, English, Fine Arts, Foreign Languages, Geography, History, Humanities, Music, Psychology, Philosophy, Political Science and Sociology
College of Liberal and Fine Arts Advising Center
Multidisciplinary Studies Building (MS) 4.01.50
210-458-4900

**THE COLLEGE OF PUBLIC POLICY**
Serving majors in Criminal Justice and Public Administration
Downtown Undergraduate Advising Center
Buena Vista (BV) 1.304
210-458-2550

**THE COLLEGE OF SCIENCES**
Serving majors in Biology, Chemistry, Computer Science, Geology, Mathematics, Multidisciplinary Science, Physics and Environmental Science
College of Sciences Advising Center
Science Building (SB) 2.01.08
210-458-4045

**UNDERGRADUATE STUDIES SUPPORT AND TECHNOLOGY SERVICES**
Serving Multidisciplinary Studies (MDST), Special Undergraduate (SU), National Student Exchange (NSE) students, and Public Health.
Multidisciplinary Studies Building (MS) 2.02.18
For appointments, call 210-458-4302

**DOWNTOWN UNDERGRADUATE ADVISING CENTER (DTUAC)**
Serving all majors
Downtown Undergraduate Advising Center
Buena Vista (BV) 1.304
210-458-2550

**THE COLLEGES’ FRESHMAN ADVISING CENTER (CFAC)**
Serving freshmen and freshmen transfers who are declared majors in the seven colleges as well as UT-Austin Coordinated Admissions’ Program (CAP) freshmen
Multidisciplinary Studies Building (MS) 2.02.18
210-458-5170

**THE TOMÁS RIVERA CENTER FOR STUDENT SUCCESS (TRC)**
Serving students who are undecided and/or exploring majors, provisionally admitted students, and learning communities
Main Campus
Multidisciplinary Studies Building (MS) 1.02.02
(210) 458-4694
Downtown Campus
Durango Building (DB) 2.114
210-458-2838

**THE HONORS COLLEGE**
Serving all students in the Honors program
Multidisciplinary Studies Building (MS) 4.02.14
210-458-4106
PAYING FOR UTSA

ESTIMATED COSTS

The figures below are based on 15 hours per fall and spring semester. Room and board estimates are based on approximate average costs.

- **Tuition and Fees**: $8,800
- **Books and Supplies**: $1,000
- **Room and Board**: $9,200

FINANCIAL AID

More than 70 percent of UTSA students receive some form of financial aid, such as grants, scholarships, loans, and work-study. There are also a number of special programs that can be of assistance, including the Hazelwood Exemption, Education Aid Exemption and International Aid Programs. To be eligible, you must complete the Free Application for Federal Student Aid (FAFSA).

KEY TIPS:
1. The FAFSA application is available online at fafsa.ed.gov. This is the official government website.
2. Submit your FAFSA as soon as possible after Jan. 1 to ensure the best possible package
3. Make sure to list the UTSA FAFSA code: 010115

FINANCIAL AID TERMS:
- **FAFSA**: Free Application for Federal Student Aid. This is required for most types of financial aid.
- **Grants**: Funds that do not have to be repaid.
- **Work-Study**: An employment opportunity, usually on campus, for students who qualify based on their FAFSA.
- **Loans**: Funds that must be repaid with interest. A variety of student and parent loans are available on the UTSA Financial Aid website.

SCHOLARSHIPS

GENERAL SCHOLARSHIPS

The General Scholarship Application is a single form used for more than 60 scholarships and is available at applytexas.org. We recommend you complete the FAFSA to demonstrate need, which is a prerequisite for most scholarships.

Common scholarship criteria include:
- Academics only – GPA, SAT or ACT scores, ranking, in high school, college coursework
- Need-based and academics – you must complete the FAFSA to determine need
- Special eligibility requirements – major, residence, high school and community college
- A combination of any of the above
- Submit Essay Topic C through ApplyTexas

DEADLINES

Feb. 15 General Scholarship Application

OFFICE OF UNDERGRADUATE ADMISSIONS SCHOLARSHIPS

DEADLINES

June 1 (Fall) Phi Theta Kappa Rising Star Joint Admissions Agreement (JAA)*
Nov. 1 (Spring) Phi Theta Kappa Rising Star Joint Admissions Agreement (JAA)*

*This scholarship is offered under the General Scholarship website utsa.edu/scholarships.

FREQUENTLY ASKED QUESTIONS

HOW LONG DOES IT TAKE TO PROCESS AN APPLICATION?

From the time the application file is complete, which includes the application, application fee and transcripts from each institution attended, processing time may take 4-6 weeks. The time it takes to process an application file can vary depending upon how much time there is before the next semester starts; peak volume times may increase processing time. You may review your application status online at: utsa.edu/admissions/undergrad/apply/status.html.

WHAT HAPPENS IF MY APPLICATION FILE IS NOT COMPLETE BY THE DEADLINE DATE?

If your application file to the university is not complete by the deadline for which you are applying, your application will not be processed and you will have to re-apply for a subsequent semester and pay the application processing fee again.

DO YOU NEED AN OFFICIAL TRANSCRIPT OR CAN I SEND A COPY?

We need an official transcript from each institution attended. You can have your school send it directly to the Admissions Office or you may drop it off in person.

WHEN WILL I KNOW WHICH CREDITS WILL TRANSFER?

You will know which of your credits will transfer when official documents have been submitted and a formal evaluation is done. Normally, this occurs one to two weeks from the time your admission decision is made if you met the deadline. Note: Transfer Specialists do not do unofficial or official transcript evaluations.

HOW MANY COURSES OR HOURS WILL TRANSFER FROM A COMMUNITY COLLEGE?

All college level academic courses (not vocational/technical/developmental) with a grade of “D” or better will be transferred from regionally accredited institutions. Coursework for certain degrees must be completed with a “C” or better for acceptance into the program. All courses transferring from a community college will be accepted as lower division only. If you have more than 66 transferable hours, the coursework that best applies to your degree will be applied.
THE BEST WAY TO LEARN MORE ABOUT UTSA IS TO VISIT THE THREE CAMPUSES.

MAIN CAMPUS
The Main Campus is the hub of UTSA, where Roadrunners discover an exciting community with bustling activity. At the foot of the Texas Hill Country, the Main Campus enjoys a scenic landscape with the conveniences of a major city. Students here can always be found studying for an exam, cheering on the basketball team or playing beach volleyball with friends. With four on-campus residence halls and several apartment complexes within walking distance, the Main Campus is home to nearly 9,000 Roadrunners.

DOWNTOWN CAMPUS
The modern architecture of the Downtown Campus (DT) is a sight to admire as you drive through the heart of San Antonio’s vibrant social and cultural scenes. More than 6,000 students take classes here. You can complete all core classes at the Downtown Campus, where you’ll find 19 undergraduate, six master’s and two doctoral degree programs.

HEMISFAIR PARK CAMPUS
The HemisFair Park Campus is home to the Institute of Texan Cultures (ITC), which hosts exhibits and live performances about the cultural history and traditions of the Lone Star State. As a Smithsonian affiliate, the ITC shares artifacts and educational programs enjoyed by an exclusive group of member museums. The HemisFair Park Campus is directly across from the Alamodome, the 65,000-seat home of Roadrunner Football.
UTSA IS LOCATED IN SAN ANTONIO, THE NATION’S SEVENTH-LARGEST CITY.

NEAR MAIN CAMPUS

SIX FLAGS FIESTA TEXAS
Add extra excitement to your weekend at Fiesta Texas, which offers rides, food, entertainment and a water park.

LA CANtera
Take a break and relax at San Antonio’s beautiful outdoor mall, which features many great shops and restaurants.

SEA WORLD
Cool off from the Texas heat and enjoy this theme park with water rides, animal shows and more.

NEAR DOWNTOWN

RIVERWALK
Texas’ top tourist attraction, the San Antonio Riverwalk is a great place to hang out, eat and take a riverboat ride.

EL MERCADO
“The Market Square” in Spanish and the largest Mexican market in the U.S., El Mercado gives visitors a glimpse of Mexico’s culture.

ALAMODOME
The 65,000-seat home of Roadrunner Football is directly across from the HemisFair Park Campus.
WE OFFER HOUSING AND DINING OPTIONS TO COMPLETE YOUR COLLEGE EXPERIENCE.

LIVING
You can live on or off campus. On-campus housing offers a variety of living facilities and comfortable apartments. Because space is limited, an application is required and is available online at utsa.edu/housing. You can apply as soon as you receive your MyUTSA ID. Though there is no on-campus housing at our downtown location, VIA buses will transport students living on Main Campus to their downtown classes for a nominal fee.

EATING
No matter where you go on either our Main or Downtown campus, the options to satisfy your taste buds are plentiful. On-campus dining includes:

Main Campus:
- Roadrunner Café
- Chili’s Too
- Panda Express
- Subway
- Extreme Pita
- Smoothie King
- Burger King

Downtown Campus:
- Starbucks Coffee
- Chick-Fil-A
- Bene Pasta
- Einstein Bros.
- Bagels
- Taco Cabana

- C3 Store
- Home Zone
- Grille Works
- Monterey Café
ON-CAMPUS HOUSING

UTSA OWNED & MANAGED

SAN SABA HALL
Opening in fall 2013, San Saba Hall is the newest residence hall at UTSA and will house 618 students. All residents have private rooms with a connecting shared bathroom. Ideally located, San Saba Hall adds an exciting new living option for students.

SELECT AMENITIES
- utilities and extended basic cable
- broadband and wireless Internet services
- large lobby/lounge area
- community kitchen in common area
- computer lab and multi-purpose room
- individual floor lounges
- two courtyards

LAUREL AND CHAPARRAL VILLAGE
Laurel Village and Chaparral Village house 1,680 students. These two complexes offer apartment-style living with a choice of either two or four private bedrooms in a unit with a living room and a kitchenette (microwave, sink, and full-size refrigerator).

SELECT AMENITIES
- resort-style swimming pool and hot tub at Chaparral Village
- basketball courts in each complex
- seven (four in Chaparral, three in Laurel) Neighborhood Centers with full kitchens (oven/stove/microwaves), free laundry machines, televisions
- city centers in each complex with full kitchen, computer labs, television
- utilities and extended basic cable
- broadband and wireless Internet services

CAMPUS LIVING VILLAGES

Campus Living Villages (CLV), a privately owned company, owns and operates both Chisholm Hall and University Oaks pursuant to a long-term ground lease with the university. A student choosing one of these options is contracting with a private company (CLV), not the university. Residents of these two properties are not required to purchase meal plans.

CHISHOLM HALL
Chisholm Hall houses 509 students in a traditional residence hall style. Students may choose a double-occupancy room or private room. All rooms have private bathrooms. Chisholm Hall is immediately adjacent to the Roadrunner Café.

SELECT AMENITIES
- activity center with theatre
- game room and indoor pool
- extended basic cable, Internet, and utilities included
- building-wide wireless Internet available
- study lounges and community kitchen

UNIVERSITY OAKS
University Oaks provides on-campus apartment housing accommodating 1,456 students. Students choose from six different floor plans for one-bedroom, two-bedroom or four-bedroom units. Each unit has a full kitchen and no meal plan requirement.

SELECT AMENITIES
- club house with wireless internet
- sand volleyball, BBQ grills, basketball court, and three swimming pools
- extended basic cable and Internet included
**YOUR GUIDE**

**TRANSFER CHECKLIST**

- **DOES UTSA HAVE YOUR MAJOR?**
  Determine if The University of Texas at San Antonio offers the academic program, major and degree you intend to earn.

- **ADMISSIONS**
  Review the transfer admissions requirements and determine if you meet the criteria. Familiarize yourself with deadlines and any test or other requirements that may be part of your application file for admissions. To view specific deadlines on the transfer admissions webpage, click on Deadlines.

- **APPLY FOR ADMISSION**
  If you meet the admissions transfer criteria, file your admissions application online and submit all required documentation to complete your admissions application file by the deadline for the term you are applying.

- **AUTOMATED STUDENT ACCESS PROGRAM (ASAP)**
  Set up your password phrase and monitor your application online at any time to ensure your file is complete for review and you have met the deadlines. Note: You must be an admitted student prior to seeing an academic advisor to receive an official degree plan. ASAP is also the communication hub for UTSA students. It’s the student’s means of access to academic records (grades, coursework attempted, earned, credited through transfer, etc.), tuition and fee costs (billing), financial aid (aid awarded), and more. It is through ASAP that students register, pay fees, vote and apply for graduation.

- **TRANSCRIPTS**
  Students may be admitted with coursework in progress elsewhere. Once that work is completed, an updated official transcript must be on file in the Office of Undergraduate Admissions by census date of term of enrollment. The work reflected on the transcript will be evaluated as quickly as possible after its receipt. Note: admissions file review criteria is based on hours completed at time of application.

- **EVALUATION OF TRANSFER WORK**
  As part of the admissions process, transcripts are evaluated to determine admissions eligibility and the transferability of prior courses. It is the advising centers/advisors who will assist admitted students in determining how the coursework applies to a specific course of study or major through the development of a degree plan. The Transfer Equivalency Table found at www.utsa.edu/transfer under Transfer Resources is a tool that you may use to find out the transferability of courses to UTSA.

- **ADVISING**
  There is an advising center for each of the university’s academic colleges. Consult the Advising website to locate the advising center for your major to learn of the variety of services available. Admitted transfer students are encouraged to contact the appropriate advising office and make an appointment to meet with an advisor to discuss and prepare a degree plan (program of study). The degree plan is your roadmap for the courses you must complete to earn a degree. Note: You must be an admitted student to see an academic advisor. Applying early is highly recommended in order to see an academic advisor in a timely manner.

- **COURSE SCHEDULE**
  Check out the online course schedule to verify which courses are offered for a term in which you will first attend UTSA. Remember to select only courses that are required for your degree. Visit the ASAP website and click on the Class Schedule link listed under ASAP Resources.

- **ORIENTATION**
  Freshman transfer students with 1-29 completed hours are required to attend orientation. Orientation is optional for transfer students with 30+ hours. Check the orientation schedule for scheduled days and times. If you are unable to attend an on-campus orientation, select and complete the online option for orientation.

- **GOT PRE-REQUISITES?**
  The registration system checks for prerequisite completion and/or prerequisites currently in progress for many undergraduate courses at UTSA. Visit the above website for important information prior to registration.

- **REGISTRATION**
  Admitted transfer students are eligible to register at the same time as currently enrolled students of the same classification. Registration is online, through the Automated Student Access Program (ASAP). Course catalogs, class schedules and registration instructions are all available through the ASAP website. If you have any student holds, you must clear them prior to registering.

- **ARE YOU USING VA EDUCATIONAL BENEFITS?**
  Apply to the U.S. Department of Veterans Affairs for your VA Educational Benefits. It can take up to eight weeks for the VA to process your application for benefits. You may submit a copy of the application to the UTSA Veterans Certification Office after you register for classes.

- **ADDITIONAL REQUIRED FORMS IF YOU ARE RECEIVING VA BENEFITS**
  Once you complete registration, check in with the Veteran Certification Office to file your request to certify your enrollment to the U.S. VA. Find out what other required forms the Veteran Certification Office (VCO) needs to certify your enrollment. Main Campus – McKinney Humanities Building (MHB) 3.01.26 or Downtown Campus – Frio Street Building (FS) 1.500

- **FINANCIAL AID**
  UTSA FAFSA Code: 00115
  A FAFSA must be on file for you to be considered for any form of federal or state assistance; Pell Grant, Texas Grant, work-study employment, Stafford loans. Many scholarships also require the FAFSA be filed, regardless of need.
**YOUR GUIDE**

**TRANSFER CHECKLIST**

- **SCHOLARSHIPS**
  - [UTSA.EDU/SCHOLARSHIPS](https://utsa.edu/scholarships)
  - Deadline is Feb. 15.
  - UTSA has one general scholarship application that will serve as the application for most general scholarships at the university. Consult the UTSA website for a complete listing of all our scholarships and terms for which they are awarded. The scholarship application is available through the ApplyTexas.org website.

- **FISCAL SERVICES**
  - [UTSA.EDU/FISCALSERVICES](https://utsa.edu/fiscalservices)
  - Pay your tuition and fees online or in person at Fiscal Services. If you receive VA benefits and using Chapter 33 Post 9/11 GI Bill or Chapter 31 Vocational Rehabilitation, contact the Veteran Certification Office well in advance of the payment deadline to make payment arrangements.

- **ANY CHANGES IN USING VA BENEFITS?**
  - If you’re using VA benefits, report changes of your enrollment to the Veteran Certification Office either to the Main or Downtown campus.

- **HOUSING**
  - [UTSA.EDU/HOUSING](https://utsa.edu/housing)
  - The housing application process is separate from the admissions application. Check out the four housing venues at Main Campus, as well as on-campus dining facilities. On-campus housing is highly recommended for first-time students at UTSA, but not mandatory.

- **TSI**
  - [UTSA.EDU/TESTING/TSINEW.HTML](https://utsa.edu/testing/tsinew.html)
  - Students declared college ready and/or exempt by another Texas public institution will remain exempt at UTSA. However, UTSA will grant the college readiness status or exempt status only if the item is noted on the official transcript.

- **KNOW THE FACTS**
  - [UTSA.EDU/INFOGUIDE UTSA.EDU/UCAT](https://utsa.edu/infolguide)
  - The UTSA Information Guide, available online through ASAP or the above link, is published annually to provide helpful and updated calendar, payment, admissions, graduation and academic regulation information. The Undergraduate Catalog will serve as the academic guide, to include degree plan, pre-requisite and other critical academic guidance information.

- **BACTERIAL MENINGITIS**
  - [UTSA.EDU/HEALTH/REQUIREMENTS/ MENINGITIS.HTML](https://utsa.edu/health/requirements/meningitis.html)
  - Effective Jan. 1, 2012, a State of Texas law requires all students who are new to UTSA and under the age of 30 as of Jan. 17, 2012, must present written proof of having received the Meningococcal Meningitis vaccination within the last five years. For complete information, consult the website above.

- **PARKING PERMIT**
  - [UTSA.EDU/AUXILIARY](https://utsa.edu/auxiliary)
  - The operation of a motor vehicle or bicycle on university property is a privilege granted by the university and is not an inherent right of any faculty/staff member, student or visitor. All faculty, staff, students and visitors who park on university property must have a university parking permit or park in a short-term paid parking space. Once a transfer student with 30+ hours is admitted, they may purchase a parking permit through their ASAP account. Transfer students with 1-29 hours will have their parking account activated on ASAP after they attend orientation.

- **UTSA STUDENT IDENTIFICATION CARD**
  - [UTSA.EDU/AUXILIARY](https://utsa.edu/auxiliary)
  - Admitted students with 30+ hours may obtain a UTSA Card at either the Business Auxiliary Services Office on the Main Campus in the Multidisciplinary Studies Building (MS) 1.01.52 or the Downtown Campus Office, Frio Street Building (FS) 1.506. For UTSA Card Issuance Policies and office hours, refer to the above website or call 210-458-4659. Transfer students with 1-29 hours will be able to obtain their student identification card during orientation.

**UTSA Website**

Always refer to the UTSA website at utsa.edu for the most up-to-date information.

**Ask Rowdy**

Visit the interactive Ask Rowdy website at askrowdy.utsa.edu.

**Request Information**

To request more information, visit utsa.edu/admissions and click on the Request Information about Undergraduate Admissions link.
WE’D LOVE TO SHOW YOU AROUND!

WELCOME CENTERS
MORE INFO AT UTSA.EDU/WELCOME
The best way to learn what UTSA has to offer is to experience it for yourself. That’s why we invite you to take a guided tour of our campuses. We’re sure once you feel the pulse of campus life, you’ll want to begin the next phase of your life at UTSA.

Both our Downtown and Main campuses have a Welcome Center. Walking tours are available at both locations Monday through Friday. Select Saturday tours are available on our Main Campus during the fall and spring semesters. You can register online at utsa.edu/welcome or contact one of our Welcome Centers to reserve a spot and ensure that your preferred tour time is available.

1. MAIN CAMPUS
The Main Campus Welcome Center is located in Bauerle Road Garage 0.316.
Phone: 210-458-5145
E-mail: welcomecenter@utsa.edu
Address: One UTSA Circle
San Antonio, TX 78249

2. DOWNTOWN CAMPUS
The Downtown Welcome Center is located in the Frio Street Building 1.528.
Phone: 210-458-2000
E-mail: dtwelcomecenter@utsa.edu
Address: 501 West César E. Chávez Blvd.
San Antonio, TX 78207

3. HEMISFAIR PARK CAMPUS
Home to UTSA’s Institute of Texan Cultures.
Phone: 210-458-2300
Address: 801 East César E. Chávez Blvd.
San Antonio, TX 78205

TRANSFER CENTER
MORE INFO AT UTSA.EDU/TRANSFER
The Office of Undergraduate Admissions Transfer Center is located on the Downtown Campus. Transfer specialists are available to see prospective transfer students during walk-in hours.

APPLICATION PROCESS
ADMISSIONS (TRANSFER)
TEL 210-458-2000 (DOWNTOWN)
SITE utsa.edu/transfer
HOUSING
TEL 210-458-6200 (MAIN)
SITE utsa.edu/housing
TESTING
TEL 210-458-4125 (MAIN)
210-458-2943 (DOWNTOWN)
SITE utsa.edu/testing
VETERAN CERTIFICATION
TEL 210-458-4540 (MAIN)
210-458-2077 (DOWNTOWN)
SITE utsa.edu/va

Paying for UTSA
FINANCIAL AID & ENROLLMENT SERVICES
TEL 210-458-8000 (LOCAL)
1-800-669-0919 (TOLL FREE)
SITE utsa.edu/aid

VISIT US
WELCOME CENTER
TEL 210-458-5145 (MAIN)
210-458-2000 (DOWNTOWN)
SITE utsa.edu/welcome

STUDENT SERVICES
DISABILITY SERVICES
TEL 210-458-4157 (MAIN)
210-458-2945 (DOWNTOWN)
SITE utsa.edu/disability

ACADEMIC ADVISING CENTER
TEL 210-458-4302 (MAIN)
SITE utsa.edu/advising

HEALTH PROFESSIONS OFFICE
TEL 210-458-5185 (MAIN)
SITE utsa.edu/hop

ROTC (AIR FORCE)
TEL 210-458-4624 (MAIN)
SITE utsa.edu/armyrotc

ROTC (ARMY)
TEL 210-458-5607 (MAIN)
SITE utsa.edu/armyrotc

ORIENTATION AND FAMILY PROGRAMS
TEL 210-458-4724 (MAIN)
SITE utsa.edu/orientation

TOMÁS RIVERA CENTER FOR STUDENT SUCCESS
TEL 210-458-4694 (MAIN)
210-458-2838 (DOWNTOWN)
SITE utsa.edu/tcr

CAREER SERVICES
TEL 210-458-4589 (MAIN)
210-458-2910 (DOWNTOWN)
SITE utsa.edu/careerservices

HONORS COLLEGE
TEL 210-458-4326 (MAIN)
SITE utsa.edu/honors

INTERNATIONAL PROGRAMS
TEL 210-458-7202 (MAIN)
SITE international.utsa.edu

We encourage you to take the time to visit us and learn about the resources on campus that are available to help you succeed. Whether it’s the Transfer Center, the Welcome Center, or any of the other offices listed, we’re here to help you make the most of your UTSA experience.

For parking information, visit utsa.edu/parking.
VIA Bus transportation between Main Campus and Downtown Campus is available to current UTSA students at a discounted rate.

CONTACT US

General Information
Campus Information
TEL 210-458-4011

Student Success
Academic Advising Center
TEL 210-458-4302 (MAIN)
SITE utsa.edu/advising

Health Professions Office
TEL 210-458-5185 (MAIN)
SITE utsa.edu/hop

ROTC (Air Force)
TEL 210-458-4624 (MAIN)
SITE utsa.edu/armyrotc

ROTC (Army)
TEL 210-458-5607 (MAIN)
SITE utsa.edu/armyrotc

Orientation and Family Programs
TEL 210-458-4724 (MAIN)
SITE utsa.edu/orientation

Tomás Rivera Center for Student Success
TEL 210-458-4694 (MAIN)
210-458-2838 (DOWNTOWN)
SITE utsa.edu/tcr

Career Services
TEL 210-458-4589 (MAIN)
210-458-2910 (DOWNTOWN)
SITE utsa.edu/careerservices

Honors College
TEL 210-458-4326 (MAIN)
SITE utsa.edu/honors

International Programs
TEL 210-458-7202 (MAIN)
SITE international.utsa.edu

Financial Aid & Enrollment Services
TEL 210-458-8000 (LOCAL)
1-800-669-0919 (TOLL FREE)
SITE utsa.edu/aid

Fiscal Services (Billing)
TEL 210-458-8000 (MAIN)
SITE utsa.edu/billing

Scholarship Office
TEL 210-458-8000 (MAIN)
SITE utsa.edu/scholarships

Registrar
TEL 210-458-7070 (MAIN)
210-458-3535 (DOWNTOWN)
SITE utsa.edu/registrar

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For more information, contact:
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E-mail: welcomecenter@utsa.edu
Address: One UTSA Circle
San Antonio, TX 78249

The best way to learn what UTSA has to offer is to experience it for yourself. That’s why we invite you to take a guided tour of our campuses. We’re sure once you feel the pulse of campus life, you’ll want to begin the next phase of your life at UTSA.

Both our Downtown and Main campuses have a Welcome Center. Walking tours are available at both locations Monday through Friday. Select Saturday tours are available on our Main Campus during the fall and spring semesters. You can register online at utsa.edu/welcome or contact one of our Welcome Centers to reserve a spot and ensure that your preferred tour time is available.

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