

Information Bulletin

All UTSA undergraduates are required to meet with their academic advisors no later than the first semester of their sophomore year and develop *filed degree plans* showing semester-by-semester course selections and expected graduation dates. A registration hold will be placed on the records of each undergraduate who has earned 45 or more semester credit hours and has not met with an advisor and filed a degree plan with an anticipated graduation date. Undergraduates are expected to meet with their advisors regularly to update their filed degree plans to ensure timely progress toward graduation.

In addition, students are required to meet with their academic advisors to complete a *pregraduation degree audit* before they meet 90 semester credit hours. The pregraduation audit is intended to inform the student which courses are still needed to graduate; ensure that all courses needed for graduation are included in the student's filed degree plan; and identify required prerequisites which are missing and whether scheduling accommodations are necessary. Holds will be placed on the records of each undergraduate who has earned 90 or more semester credit hours but has not completed a pregraduation degree audit.

Undergraduates are urged to monitor their progress toward their degrees by using the online degree evaluation system available through *ASAP (Automated Student Access Program)*. The Curriculum Advising and Program Planning (CAPP) system is the degree auditing/checking system within Banner. Students are able to run a degree evaluation in the Student Services/Financial Aid area of *ASAP*.

Protocol followed with regards to placing 45 and 90 hour holds:

An audit mode report will be run the day after census date to provide a preliminary list of students that will receive holds.

Audit report will be randomly checked to ensure job ran properly and shared with the directors.

Five days later, the job will be run to place the 45 and 90 hour holds. (Note: This report may have fewer students than the audit mode report since advisors are meeting with students on an on-going basis).

A standard email will be sent to all students from USSTS office notifying the students that an advising hold has been placed on their record which will prevent future registration.

Consistent protocol from (3/18/2009) forward for all advisors and advising centers to follow:

Anytime an advisor meets with a Sophomore level student (30-55 hours) on an appointment basis:

If student does not have individualized semester-by-semester degree plan

- Develop individualized semester-by-semester degree plan with student
- Place 45H in SPACMNT with AA as the originator with the following in the comment section: “Provided semester plan for ___ major with anticipated graduation date of _____ (Semester and Year).”

If student has 45 hour hold

- Develop individualized semester-by-semester degree plan with student
- Place 45H in SPACMNT with AA as the originator with the following in the comment section: “Provided semester plan for ___ major with anticipated graduation date of _____ (Semester and Year).”
- Remove the 45 hour hold

Anytime an advisor meets with a Junior-Senior level student (85-105 hours) on an appointment basis:

- Do pregraduation degree audit with student
- Place 90H in SPACMNT with AA as the originator with the following in the comment section: “Pregraduation audit for _____ (Semester and Year of graduation).”

If student has 90 hour hold

- Do pregraduation degree audit with student
- Place 90H in SPACMNT with AA as the originator with the following in the comment section: “Pregraduation audit for _____ (Semester and Year of graduation).”
- Remove the 90 hour hold