

University of Texas at San Antonio

Academic Advising Syllabus

Offices:

For a complete list of Advising Centers at UTSA please visit
<http://www.utsa.edu/advice/advisors.htm>

Advising Office Hours: 8:00 a.m. – 6:00 p.m. Monday – Thursday
8:00 a.m. – 5:00 p.m. Friday
Occasional Saturdays from 9:00 a.m. – 1:00 p.m.

Text/Materials: University Undergraduate Catalog <http://www.utsa.edu/ucat>
Information Bulletin <http://www.utsa.edu/infoguide>
University Web Resources:
ASAP <https://asap.utsa.edu/>
Class Schedule
https://asap.utsa.edu/pls/prod/xwkschd.P_UTSA_OpenSch
Degree Plan and Individualized Semester by Semester Plan

Vision Statement

As academic advisors, we commit to UTSA as an institution which promotes lifelong learning and impacts the global society.

Mission Statement

UTSA Academic Advisor offer academic advising and guidance to empower students to realize their full potential.

The power of Academic Advising

- Academic advising programs promote insight into academic, social and personal experiences and individual needs.
- Academic advising connects to the academic community to encourage sound academic and personal goals which lead to successful learners.
- Academic advisors serve an interpretive role with students, administration, faculty and staff in a collaborative approach.
- Academic advisors possess the knowledge and skills necessary to teach in an inclusive and innovative manner.
- Students place a great deal of trust in academic advisors.

Academic Advisors are available to help you in many ways:

- Available to meet with advisees during office hours for advising via appointment, walk-in, telephone, e-mail, or web access
- Understand and effectively communicate the curriculum, degree/college requirements, graduation requirements, and university policies and procedures
- Serve as advocates for both the student and the university

- Advisors are prepared for students and can provide students with options
- Encourage and guide students as they define and develop realistic academic and career goals
- Encourage and support students as they develop clear attainable educational plans
- Provide students with information about and strategies for utilizing the available resources and services on campus
- Assist students in understanding the purpose and goals of higher education and its effect on their lives and personal goals
- Monitor and accurately document students' progress toward meeting their goals and degree completion
- Assist students in gaining decision making skills and in assuming responsibility for their educational plans and achievements
- Maintain confidentiality of students record and interactions

A successful student:

- Will make an appointment with an advisor once admitted and come prepared for their session
- Will be able to discern their educational goals and make an educational plan that includes courses and extra-curricular activities and service learning opportunities
- Will know their curriculum requirements and tracking their progress towards graduation
- Will know and follow UTSA academic policies, procedures, and deadlines
- Will use ASAP, utilize the Information Bulletin, and the Undergraduate Catalog effectively as information resources
- Will use resources such as Career Services, Testing Services, Tutoring and Supplemental Instruction
- Will use advising services effectively by coming prepared for the advising session
- Will be able to navigate the academic technology that is available: CAPP, ASAP, official student email
- Will have an appreciation of the respect, inclusiveness and excellence that UTSA provides
- Be a Life Long Learner

Links to other University Resources:

Registrar Office

<http://utsa.edu/registrar>

Student Services

http://utsa.edu/students/student_services.html

Testing Services

<http://utsa.edu/testing>

Financial Aid

<http://utsa.edu/financialaid>

Important Dates:

Application for Graduation Deadlines:

- Fall-April 15th
- Spring- November 15th
- Summer- June 15th

Approximate Registration timeframe:

- Fall: April-August
- Spring: November-January
- Summer: March-April

Colleges' Freshman Advising Center
(declared freshman advising, undeclared
within a college, UT Coordinated Admission
Program [CAP])
<http://www.utsa.edu/cfac/>
(210) 458-5170

Tomas Rivera Center for Student Success
(undeclared freshman advising, ACE, ADP)
<http://www.utsa.edu/trcss/>
(210) 458-4694

College of Architecture
<http://www.utsa.edu/dtuac>
(210) 458-2550

College of Business
[http://business.utsa.edu/undergraduate/ugad
_advising.aspx](http://business.utsa.edu/undergraduate/ugad_advising.aspx)
cobuadvise@utsa.edu
(210) 458-4562

College of Education and Human
Development
[http://education.utsa.edu/Students/Advising/
index.htm](http://education.utsa.edu/Students/Advising/index.htm)
coehdadvising@utsa.edu
(210) 458-4424

College of Engineering
[http://engineering.utsa.edu/advising/index.p
hp](http://engineering.utsa.edu/advising/index.php)
(210) 458-5525

College of Liberal and Fine Arts
<http://colfa.utsa.edu/advising/>
(210) 458-4900

College of Public Policy
[http://utsa.edu/dtuac/
dtadvising@utsa.edu](http://utsa.edu/dtuac/dtadvising@utsa.edu)
(210) 458-2550

College of Science
<http://www.utsa.edu/cos/advising/>
(210) 458-4045

Honors College
[http://www.utsa.edu/honors/students/index.h
tml](http://www.utsa.edu/honors/students/index.html)
honors@utsa.edu
(210) 458-4106

Downtown Undergraduate Advising Center
(Advising for all majors at the Downtown
Campus)
<http://www.utsa.edu/dtuac>
(210) 458-2550

University Health Professions Office
[http://www.utsa.edu/healthprofessions
hpoffice@utsa.edu](http://www.utsa.edu/healthprofessions/hpoffice@utsa.edu)
(210) 458-5185

Intercollegiate Athletics
[http://www.utsa.edu/about/Athletics
caroleegoodyear@utsa.edu](http://www.utsa.edu/about/Athletics/caroleegoodyear@utsa.edu)
(210) 458-4165

Multidisciplinary Studies Majors, Non-
degree Seeking Students, Special
Undergraduates
<http://www.utsa.edu/advise/>
(210) 458-4302

Future Students:

Freshman and Freshman Transfer:

<http://www.utsa.edu/Admissions/freshmen/freshmen.html>

Things to do once you've been admitted to UTSA:

- Know your Student ID
- Log into ASAP and become familiar with it
- Register and attend Orientation early <http://www.utsa.edu/orientation>

Transfer Students:

<http://www.utsa.edu/admissions/undergrad/requirements/transfers.html>

Things to do once you've been admitted to UTSA:

- Know your Student ID
- Log into ASAP and become familiar with it
- Be proactive and call the appropriate advising center to schedule and appointment with your advisor
- Come prepared to your advising appointment with your questions written down or notes