

Fall 2006

The UTSA Lonestar email address is the official means of student communication from the University of Texas at San Antonio regarding administrative issues.

For most of your enrollment services needs, call a single phone number:

(210) 458-8000 or (800) 669-0919

Admissions

Registrar

Fiscal Services

Financial Aid

Scholarships

See page 9 for registration dates and Schedule

Fall 2006


UNIVERSITY CALENDAR

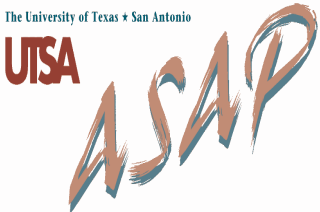
Deadlines are 5 p.m. on the specified date unless otherwise noted.
When a deadline falls on a weekend, the deadline is extended to the following Monday.
This university calendar is the most current listing of Fall 2006 semester dates.

- April 1** **Saturday**. Undergraduate priority admission application deadline for Fall 2006. Deadline for international students to apply for master's level admission and provide supporting documents for Fall 2006.
- April 10–August 15** **FALL 2006 REGISTRATION ACCORDING TO STUDENT CLASSIFICATION.**
- June 1** **Thursday**. Deadline for international students to apply for undergraduate level admission and provide supporting documents for Fall 2006.
- June 15** **Thursday**. Fall 2006 deadline to file Petition for Reinstatement for graduate students who have been academically dismissed and undergraduate students who have been academically dismissed a second or subsequent time.
- July 1** **Saturday**. Deadline to apply for undergraduate and master's level admission and provide supporting documents for Fall 2006.
- August 16** **Wednesday**. **LAST DAY TO PAY TUITION AND FEES FOR STUDENTS WHO REGISTERED APRIL 10–AUGUST 15** **STUDENTS WHO HAVE NOT PAID BY THIS DATE WILL HAVE THEIR CLASSES CANCELED AND MUST REREGISTER DURING THE NEXT SPECIFIED REGISTRATION PERIOD.**
- August 18–19** **Friday–Saturday**. Add/drop for registered and paid students only. **Important:** Only students who have registered and paid may make schedule changes during this two-day period.
- August 20–29** Late registration and add/drop for all students.
- August 21–22** **Monday–Tuesday**. Roadrunner Days (Freshman attendance required.)
- August 22** **Tuesday**. Last day to withdraw from all classes and receive a **100%** refund of tuition and fees. Click here to download the [Withdrawal Form](#) and follow instructions for withdrawing from the University.
- August 23** **Wednesday**. Classes begin.
- August 29** **Tuesday**. Last day of late registration. Last day to add a class. Last day to withdraw from all classes and receive an **80%** refund of tuition and fees.
- August 30–October 24** “Drop Only” via *ASAP*.
- August 30** **Wednesday**. Last day to request challenge examination from the instructor. Challenge Examination should be administered by September 13
- August 31** **Thursday**. **LAST DAY TO PAY TUITION AND FEES FOR STUDENTS WHO REGISTERED AUGUST 18–29**. Deadline for International students to apply for master's level admission and provide supporting documents for Spring 2007.
- September 4** **Monday**. Labor Day Holiday. (Closed. Classes do not meet.)
- September 6** **Wednesday**. Last day to withdraw from all classes and receive a **70%** refund of tuition and fees.
- September 8** **Friday**. **CENSUS DATE, 5:00 P.M.** Last day to drop or withdraw without a grade, DROP an individual course and receive a **100%** refund. **NO REFUND IS GIVEN FOR DROPPING AN INDIVIDUAL COURSE AFTER THIS DATE.**
- September 12** **Tuesday**. Last day for students to bring an approved Request for Challenge Examination form to the Enrollment Services Center. Challenge exam should be administered by this date.

- September 13.....Wednesday.** Last day for students to withdraw from all classes and receive a **50%** refund of tuition and fees. Bills are mailed to students who added classes and for the second installment to students on the three payment plan.
- September 20.....Wednesday.** Last day to withdraw from all classes and receive a **25%** refund of tuition and fees.
- September 26.....Tuesday.** Promissory notes are mailed to students on the payment plan and are to be returned by October 10, 2006. Second installment payment is due for students who select the three-payment plan.
- October 1.....Sunday. DEADLINE FOR FALL 2006 DEGREE CANDIDATES TO APPLY FOR GRADUATION.**
- October 10.....Tuesday.** Deadline for students on the three-payment plan to have a promissory note on file in the Fiscal Services Office.
- October 13.....Friday.** Bills are mailed for the final installment to students on the three-payment plan.
- October 15.....Saturday.** Spring 2007 deadline to file Petition for Reinstatement for graduate students who have been academically dismissed and undergraduate students who have been academically dismissed a second or subsequent time. Deadline for International students to apply for undergraduate admission and provide supporting documents for Spring 2007.
- October 18.....Wednesday.** .Deadline to choose credit/no credit grading option (undergraduate only).
- October 24.....Tuesday** Last day for Sophomores and above (30 or more hours) to drop an individual course and receive an automatic grade of "W" via *ASAP*. Last day for Sophomores and above to withdraw from all classes and receive an automatic grade of "W" (Must see advisor).
- Oct 25–Nov 29.....Wednesday.** Time frame for Sophomores and above (30 or more hours) to withdraw from all classes for Fall 2006. A grade of "W" will be given for each class a student is passing. A grade of "F" will be given for any class a student is failing. (Must see advisor) Time frame for Freshmen (29 or fewer hours earned) to drop an individual course or withdraw from all classes and receive an automatic grade of "W." (Must see advisor).
- October 31.....Tuesday.** Final installment payment is due for students who select the three payment plan.
- November 1.....Wednesday.** Undergraduate priority admission application deadline for Spring 2007. Deadline to apply for master's level admission and provide supporting documents for Spring 2007.
- November 23–25.....Thursday–Saturday.** Thanksgiving holidays. (Closed. Classes do not meet.)
- December 1.....Friday.** Deadline to apply for undergraduate level admission and provide supporting documents for Spring 2007.
- December 4–5.....Monday–Tuesday. Student study days. Classes do not meet.**
- December 6–12.....Wednesday–Tuesday.** Final Examinations.
- December 14–16.....Thursday–Saturday.** Commencement.

CONNECTIONS

	<p>Enrollment Services Center (210) 458-8000 Toll Free (800) 669-0919</p>
	<p>Admissions Registrar Financial Aid Scholarships Fiscal Services</p> <p>An Enrollment Services representative can answer questions and assist you in any of the areas listed above. Please call during normal business hours – Monday & Tuesday, 8:00 am – 7:00 pm; Wednesday & Thursday, 8:00 am – 5:30 pm; Friday, 8:00 am – 5:00 pm; and Saturday, 9:00 am – 1:00 pm. Use a touch-tone telephone and follow the voice prompts.</p> <p>Enrollment Services is located in the John Peace Library Building (JPL 1.01.08) on the 1604 Campus and in the Frio Street Building (FS 1.500) on the Downtown Campus.</p>

<p>The University of Texas * San Antonio</p>  <p>AUTOMATED STUDENT ACCESS PROGRAM</p>	<p>www.utsa.edu</p> <p>UTSA's Automated Student Access Program (ASAP) provides students with access to many of their university records via the World Wide Web from any PC lab or kiosk on campus and from off-campus personal computers. Students may use ASAP to register for classes, request official transcripts, and to review: current address, admission status, holds, missing financial aid documents, financial aid awards/disbursements, financial aid status, current account balance, payment by credit card, real time class schedule, grades, and more.</p> <p>To access ASAP go to www.utsa.edu and click on <i>Quick Links</i> in the upper right corner. Select ASAP (first item) from the drop down box. A UTSA-assigned student ID number and a personal identification number (PIN) are required to register for classes, request transcripts, or view student records. Students are urged to access ASAP, establish a PIN, and review their records prior to the beginning of registration. When accessing ASAP for the first time, your PIN will be your date of birth in the MMDDYY format, (ex., May 20, 1960 = 052060). The first thing you must do is to create a new PIN by entering a 6-digit number, different from your date of birth, in the <i>New Pin</i> field.</p> <p>Students who follow the instructions in ASAP and experience difficulty establishing a PIN or accessing registration records should e-mail registrar@utsa.edu. Students who forget their PIN should enter their UTSA-assigned student ID number, click on the "Forgot PIN" button, and follow the screen prompts to have their PIN reset and to create a new one. (To use the "forgot pin" button, the student must have previously accessed ASAP and created a security question.) Students may also bring their photo ID to the Enrollment Services Center to have the PIN reset.</p>
<p>When using a computer off campus, best results are obtained in ASAP when the current release of one of the following browsers is installed: Netscape 7.01 or 7.2 Internet Explorer 6.0., or Internet Explorer for the MAC 5.2.</p>	

ON-CAMPUS LOCATIONS FOR ENROLLMENT INFORMATION AND REGISTRATION



The PC labs and computer kiosks on campus are available to access ASAP at www.utsa.edu. Registration is allowed during the times listed on page 7 of this schedule.

<i>Location</i>	<i>Computer Kiosks</i>	<i>PC Labs</i>
Business Building		BB 2.01.02
Humanities and Social Sciences Building	2.02 hallway	
John Peace Library Building	1.01 hallway	
Main		
Multidisciplinary Studies Building	2.02 hallway	MS 1.03.06
Science Building	2.01 hallway	
University Center	1.01, 2.01, and 2.02 hallways	
UTSA–Downtown Buena Vista Building	second floor by the library	
UTSA–Downtown Frio Street Building	first floor by the Enrollment Services Center	second floor north wing

REGISTRATION ELIGIBILITY

➤ ELIGIBLE FOR ASAP REGISTRATION

Students without Texas Success Initiative (TSI) holds who qualify as:

- continuing sophomores, juniors, and seniors (enrolled Summer 2006, Spring 2006, or Fall 2005),
- continuing graduate students (enrolled since Fall 2004),
- newly admitted transfer (with 30 or more semester credit hours of UTSA accepted credit) and graduate students,
- readmitted undergraduate (with 30 or more semester credit hours of UTSA accepted credit) and graduate students,
- continuing declared freshmen, including UT Austin Coordinated Admission Program students, who have attended an advising session with an academic advisor in the Colleges' Freshman Advising Center,
- continuing provisionally admitted freshmen, or freshmen who are undecided about a major, who have met with an academic advisor in the Tomás Rivera Center.

Students eligible for ASAP registration should register for Fall Semester classes between April 10, 2006–August 15, 2006. Seniors are strongly encouraged to register on the first possible day as it provides the earliest access to courses required for graduation.

A student who is admitted at the master's or doctoral level, but previously registered as an undergraduate for this semester, must cancel the undergraduate registration before registering at the higher level. **Students may not register at both the undergraduate and graduate levels at the same time.** Contact the Graduate School at (210) 458-4330 for assistance.

➤ INELIGIBLE FOR ASAP REGISTRATION

The following students are ineligible for ASAP registration:

- Students who have a Texas Success Initiative (TSI) hold.
- Students who register for the Fall Semester and subsequently are found to be ineligible due to prior academic performance or are in violation of Texas Success Initiative (TSI) policy are withdrawn from the university.
- Students who have been reinstated from dismissal.
- Students with college advising holds due to probation.

To register, these students must consult with an academic advisor as indicated on page 4, during regular university business hours.

ADVISEMENT

TEXAS SUCCESS INITIATIVE (TSI): Under the TSI, undergraduate students entering Texas public institutions of higher education must be assessed for readiness to enroll in freshman-level academic coursework. The Texas Higher Education Coordinating Board has approved the following four testing instruments to be used to determine students' readiness to enroll in college level courses: 1. Texas Higher Education Assessment (THEA) 2. ACCUPLACER 3. COMPASS 4. ASSET. (A student needs to select and take only one of the above instruments to meet the requirements of TSI.)

Unless exempt from TSI, students must have scores on file at UTSA for one of these tests prior to initial registration at UTSA. Please check www.utsa.edu/success often for the latest information on the Texas Success Initiative and on UTSA's policies to implement it.

INSTRUCTIONS FOR UNDERGRADUATE [ROADRUNNER ROUNDUP](#) (ORIENTATION) AND ADVISEMENT

Student Classification/ Major	Freshmen (new and transfer); UT Austin Coordinated Admission Program (CAP) 0-29 hours earned Does have a declared major or college (can be undeclared within a college)	Freshmen (new and transfer) 0-29 hours earned Does NOT have a declared major or college Includes new provisional students	Transfer Students with Texas Success Initiative (TSI) holds 30 or more earned hours Does have a declared major or college (can be undeclared within a college)	Transfer Students with Texas Success Initiative (TSI) holds 30 or more hours earned Does NOT have a declared major or college	New Transfer and Continuing Degree Seeking Students without Texas Success Initiative (TSI) holds 30 or more earned hours Does have a declared major or college (can be undeclared within a college)	New Transfers and Continuing Degree Seeking Students without Texas Success Initiative (TSI) holds 30 or more hours earned Does NOT have a declared major or college	Non Degree Seeking Students and Special Undergraduate Students
Roadrunner Roundup	Required	Required	Optional	Optional	N/A	N/A	N/A
Advisement	Required	Required	Required	Required	May be required depending upon student's academic status	May be required depending upon student's academic status	N/A
Advising Office	Colleges' Freshman Advising Center (CFAC)	Tomás Rivera Center	College advising center of student's major	Tomás Rivera Center	College advising center of student's major	Tomás Rivera Center	Office of Undergraduate Support & Technology Services Special approval codes provided through college advising center of the restricted courses

ACADEMIC ADVISORS

❖ COLLEGE OF BUSINESS

Undergraduate Advising Center BB 2.02.04 458-4562

Graduate Advising

❖ COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

Undergraduate Advising Center

..... MB 3.214 458-4424
COHED Teacher Certification Center..... MB 3.214 458-6287

Graduate Advising

❖ COLLEGE OF ENGINEERING

Undergraduate Advising Center BSE 2.104 458-5525

Graduate Advising

❖ COLLEGE OF LIBERAL AND FINE ARTS

Undergraduate Advising Center HSS 4.05.32 458-4900

Graduate Advising

❖ COLLEGE OF SCIENCES

Undergraduate Advising Center SB 2.01.08 458-4045

Graduate Advising

❖ HONORS COLLEGE

Judi Edelman.....JPL 4.02.10 ... 458-4106
(No Graduate programs available)

❖ TOMÁS RIVERA CENTER

This center is for students who have not decided on a major or a college, including all freshmen provisional students.

..... UC 1.01.02 458-4694

❖ THE COLLEGES' FRESHMAN ADVISING CENTER

The CFAC provides academic advising for Freshmen who are undeclared within a college, have a declared major, and participants in the UT Austin Coordinated Admission Program (CAP).

..... MS 2.02.18 458-5170

❖ INTERCOLLEGIATE ATHLETICS

Cari Goodyear.....PE 2.01.02..... 458-4165
Robert SmithPE 2.01.02..... 458-4908

BAAS MAJORS AND SPECIAL UNDERGRADUATES (SU)

..... MS 2.02.18..... 458-4302

UTSA–Downtown Student Advising Services

❖ COLLEGE OF PUBLIC POLICY

Undergraduate Advising

Graduate Advising

❖ COLLEGE OF ARCHITECTURE

Advising MNT 1.122D..... 458-3010

❖ UNDERGRADUATE ADVISING CENTER

Freshman with a declared major, and those who are undeclared within a college are served by this center.

..... BV 1.304 458-2550

❖ TOMÁS RIVERA CENTER

This center is for students who have not decided on a major or a college, including all freshmen provisional students.

..... DB 2.114 458-2838

ASAP (Web) REGISTRATION

www.utsa.edu

Carefully read and follow the directions in this schedule and the screen prompts to avoid difficulties with registration or accessing records. Registration takes place on the days and during the hours listed on page 7.

STUDENT IDENTIFICATION NUMBER INFORMATION

UTSA's student information system assigns each student a student identification number beginning with the "@" symbol (example @XXXXXXXX). This number is mailed to new students, and is used for obtaining university services. Be sure to guard this number like a Social Security number. The UTSA Card ID number substitutes "0" for "@." When registering for classes or accessing other automated services on *ASAP*, enter the UTSA-assigned student ID number, beginning with "@", in the user ID field. (See page 2 for an explanation of *ASAP* features.)

HOLDS, SPECIAL APPROVALS, AND ERROR MESSAGES

Students who are not admitted to the university, or have any existing holds, are not allowed to register. Refer to the current *UTSA Information* bulletin and the *UTSA Undergraduate Catalog* for admission procedures and deadlines. Also refer to page 4 of this schedule for advisement and orientation requirements. Check for current university holds that prevent registration via *ASAP*.

When registering for courses that require special approval, contact the appropriate advisor or department office authorizing enrollment in the course. Once this person has authorized you to take the course, in most cases you can register for the class via *ASAP*. You must register for independent study courses in person. Go to the department office for the course to receive written authorization.

If you receive a message you do not understand, make a note of the message. If it is a problem with your admission file, call (210) 458-8000 during university business hours and select the appropriate option. If it is a problem accessing your record via *ASAP*, e-mail registrar@utsa.edu.

REGISTRATION INSTRUCTIONS

www.utsa.edu

- From the UTSA home page at www.utsa.edu, click on **Quick Links** in the top right corner. Select *ASAP* (first item) from the drop down box.
- Click on **Login to *ASAP***. Enter using your UTSA-assigned student ID number.
- Click on **Student Services and Financial Aid**.
- Click on **Registration**.
- Click on **Register for Classes, add/drop classes**.
- Click on **Select Term**.
- Click on the down arrow next to **Select a Term** and then click on **Fall 2006**. Click on **Submit Term**.
- Select your classes by entering the course reference numbers in the CRN field. Click on **Submit Changes**.
You may select the **Class Search** button. Once search criteria is entered, click on **Search Schedule**. To register for an open class, check the box next to the CRN. Then click on **Add to Work Sheet** at the bottom of the page. The CRN is returned to the registration worksheet. Click on **Submit Changes**.

It is important to click on the *Submit Changes* button before closing the browser or your changes will not be saved.

PIN RESET INSTRUCTIONS Please see **CONNECTIONS**, page 2, for pin reset instructions.

REGISTRATION SCHEDULE**April 10 — August 15, 2006**

Eligible students are expected to register by accessing *ASAP* (www.utsa.edu) at the times listed below. If you have questions about your classification (i.e., transfer evaluation, grade change, or any other information that alters your status) please contact the Enrollment Services Center before attempting to register.

Students with Texas Success Initiative (TSI) holds, who have a declared major or college, and more than 30 semester credit hours, are advised and registered by an advisor in the college advising center of the student's major. Students with Texas Success Initiative (TSI) holds, and more than 30 semester credit hours, who do not have a declared major or college, are advised and registered by an advisor in the Tomás Rivera Center.



Students may register for, add, and drop up to 19 semester credit hours via *ASAP*.

HOURS: The system is available for registration Monday–Sunday, virtually 24 hours per day. It is down briefly for backup each evening, and from 5 p.m. to 8 a.m. on registration, payment, cancellation, and census deadlines.

Graduate students (degree-seeking)	A–Z	7:00 a.m. April 10–5:00 p.m. August 15
Seniors (90 or more semester credit hours completed) and Certification Undergraduate and Certification Graduate Students (holders of bachelor's degrees who are admitted to the teacher certification program)	A–Z	7:00 a.m. April 13–5:00 p.m. August 15 Questions regarding status should be addressed to the College of Education And Human Development Advising and Certification Center, MB 3.214, (210) 458-4424.
Juniors (60–89 semester credit hours completed)	A–Z	7:00 a.m. April 18–5:00 p.m. August 15
Sophomore (30–59 semester credit hours completed)	A–Z	7:00 a.m. April 21–5:00 p.m. August 15
Freshmen (0–29 semester credit hours completed)		Newly admitted freshmen are advised and registered during orientation. (Office of Orientation and Transition Services, UC 1.00.40, (210) 458-4724.) Continuing freshmen who have declared majors or are undeclared within colleges may be advised prior to or during registration in the Colleges' Freshman Advising Center, MS 2.02.18 at UTSA–1604, (210) 458-5170; or BV 1.306 at UTSA–Downtown, (210) 458-2550. Continuing freshmen who are undeclared (undecided) may be advised prior to or during registration in the Tomás Rivera Center, UC 1.01.02 at UTSA–1604, (210) 458-4694, or DB 2.110 at UTSA–Downtown, (210) 458-2838.
	A–Z	7:00 a.m. April 26–5:00 p.m. August 15
Special Undergraduates/Special and Non-Degree Seeking Graduates	A–Z	7:00 a.m. May 1–5:00 p.m. August 15

Classroom assignments will not be available until approximately two weeks before the scheduled start of the semester. Students who register will not be given classroom information at the time of registration. Approximately two weeks before the semester begins, classroom information will be available on *ASAP*.

PAYMENT OF TUITION AND FEES

 	Registration Payment Deadlines: BILLS ARE NOT MAILED! BILLS MAY BE OBTAINED ONLINE THROUGH ASAP.
	August 16, 2006 (for students who register April 10 – August 15)
	August 31, 2006 (for students who register August 18 – August 29)

Students are entitled to attend a class or laboratory only after payment of tuition and fees has been arranged using one of the following alternatives:

- full payment in advance of the beginning of the semester, or
- three-payment plan: one-half payment of tuition and fees (excluding parking, installment fee, property deposit, and orientation fees, which must be paid in full) in advance of the beginning of the semester, one-quarter by September 13, and the final one-quarter by October 31. A service charge of \$16.00 is added to the student's bill when this option is chosen.

A promissory note is mailed to participants in the installment payment plan in February and must be returned by October 10, 2006

BILLS ARE NOT MAILED! BILLS MAY BE OBTAINED ONLINE THROUGH *ASAP*.

Tuition and fee loans are available to students enrolled for at least 3 semester credit hours who are not able to meet the payment deadline. Students who are using financial aid to pay tuition and fees must have a complete financial aid file, and have accepted awards to ensure their classes will be held. All other students may apply for a tuition and fee loan through *ASAP* until the financial aid process is complete. Tuition and fee loans must be completed and processed, including promissory note signatures, by the payment deadline in order to hold classes.

Students on financial aid or scholarship must accept their awards online. You can accept your awards online by accessing *ASAP* or by contacting the Office of Financial Aid, the Scholarship Office, or Enrollment Services. To ensure that classes are held for the Fall term, we encourage students to have all paperwork and documents turned in to the Financial Aid Office by June 30, 2006. These documents may include loan applications, entrance counseling for loans, student information forms, tax documents or thank you letters for scholarships. All awards must be accepted, and the financial aid file must be complete, in order to hold classes with financial aid after the payment deadline. Classes will not be canceled if financial aid has been accepted for the award year and the file is complete. Registered students who have been awarded and have accepted their financial aid must officially withdraw from all classes if they decide not to attend.

Students paying by check should include their student ID number on the check. Payments made by mail must be postmarked four working days before the payment deadline. Students may also pay by e-check on *ASAP*.

***Students paying by credit card** may pay by calling the Fiscal Services Offices at (210) 458-8000 or accessing *ASAP* at <https://asap.utsa.edu/> by the payment deadline. A non-refundable 1.855% credit card (MasterCard or Discover cards accepted only) expense charge will be assessed students paying by credit card. Credit card payments will not accepted in person.

TUITION AND FEES

Payment completes the registration process. Students who do not pay by the appropriate deadline listed above will have their classes canceled and must reregister.

There is a \$10.00 general property deposit for new students only.

The following Fiscal Services Offices process tuition and fees payments, parking permits, and fines:

JPL 1.03.06 (210) 458-8000 MS 1.02.38 (210) 458-8000 FS 1.500D (210) 458-2820, UTSA–Downtown.



**JOINT DEGREE PROGRAM IN CLINICAL LABORATORY SCIENCES
UTSA/UTHSCSA FALL COURSE SCHEDULE**

These courses are taught for declared Clinical Laboratory Sciences majors at the University of Texas Health Science Center at San Antonio (UTHSCSA) campus as part of the joint degree program with the University of Texas at San Antonio (UTSA). Enrollment in these courses requires that students be accepted into the Clinical Laboratory Sciences Program and all prerequisite courses be completed and approved by a faculty advisor. Students may enroll in these courses by completing a UTHSCSA course card available in the Department of Clinical Laboratory Sciences office at UTHSCSA, Room 4.204 Allied Health Sciences Building on the North Campus (8403 Floyd Curl Dr.). Additional information regarding enrollment in these courses and details of registration procedures at UTHSCSA can be obtained by calling the Department of Clinical Laboratory Sciences office at (210) 567-8860. UTHSCSA classes begin August 28, 2006

Course	Course Title	Days	Time	Room	Instructor
CLSC 3004.01	Parasitology and Mycology	MW	08:00-09:00	2.104	Smith
CLSC 3003.01	Parasitology and Mycology Lab	W	09:30-12:30	4.306	Smith
CLSC 3001.01	Phlebotomy	TBA	TBA	TBA	Bearden
CLSC 3060.01	Immunohematology	TR	12:00-01:30	4.110	Smith
CLSC 3064.01	Immunohematology Lab	TR	02:00-05:00	4.306	Smith
CLSC 3072.01	Molecular & Immunological Diagnostics	MF	10:15-12:15	4.110	Holton/Dunn Smith/Burns
CLSC 3073.01	Mol. & Immunological Diagnostics Lab	TR	08:30-11:30	4.306	Holton/Dunn

UT TeleCampus

The UT TeleCampus is the centralized support center for online education throughout The University of Texas System. UT TeleCampus collaborative degree program courses offered by UTSA are noted with a comment beneath the course section in this class schedule. To see a full list of courses and host universities for UTTC programs, access the UT TeleCampus Web site at www.telecampus.utssystem.edu. This Web site contains online classrooms, a digital library, free online tutorial services, 24/7 technical support, links to various admissions and registrar offices throughout the UT System and full program descriptions for the online courses and degrees the UT TeleCampus facilitates. Designated contacts at each campus, and student services support staff of the UT TeleCampus, are available to assist students. Call toll-free: (888) TEXAS-16 or (888) 839-2716 for additional information.

FINAL EXAMINATION SCHEDULE

Students are responsible for verifying their final examination schedules at the time of registration, since it is possible for students to create a schedule with conflicting final examinations. If it is necessary for a student to create a schedule with conflicting final examinations, the student must make special arrangements at the beginning of the semester with the faculty member for an alternate final examination time.

Students registering for classes at both the UTSA–1604 and UTSA–Downtown campuses should take the final examination times into consideration when planning their schedules. If there is not enough time to go from one final examination location to another, students should adjust their schedules accordingly. If extenuating circumstances exist for a student to create a schedule with insufficient travel time between final examinations, the student must make special arrangements at the beginning of the semester with the faculty member for an alternate final examination time.

Except for Saturday finals, final examinations are conducted in the same rooms in which classes normally meet. Classes with both a lecture and laboratory meet for the final examination at the time scheduled for the lecture portion of the course. **If a final examination date is not shown for a course in which you are enrolled, the examination date listed for the course whose meeting day(s) and time most closely corresponds with the meeting day(s) and time of the course in which you are enrolled is used.**

Student Study Days. At the end of each Fall and Spring semester, the two days prior to the beginning of the final examination period are designated as Student Study Days. Classes do not meet during Student Study Days. Furthermore, Student Study Days are not to be used as dates on which papers are to be turned in, examinations are to be given, quizzes to be scheduled, review sessions to be held, or for any class-related activities, other than office hours. Also, scheduling of examinations and quizzes, with the exception of laboratory examinations, is prohibited during the last week of classes. **Fall 2006 Student Study Days are scheduled for December 4-5.**

Class Meeting Day and time

Final Examination Time and Day

MONDAY ONLY

..... 08:00 am - 10:45 am	07:30 am - 10:15 am	Monday	Dec 11
..... 11:00 am - 01:45 pm	01:30 pm - 04:15 pm	Monday	Dec 11
..... 02:00 pm - 04:45 pm	01:30 pm - 04:15 pm	Thursday	Dec 7
..... 05:30 pm - 08:15 pm	05:00 pm - 07:45 pm	Monday	Dec 11
..... 07:00 pm - 09:45 pm	08:00 pm - 10:45 pm	Monday	Dec 11
..... 08:30 pm - 11:15 pm	08:00 pm - 10:45 pm	Tuesday	Dec 12

TUESDAY ONLY

..... 08:00 am - 10:45 am	07:30 am - 10:15 am	Thursday	Dec 7
..... 11:00 am - 01:45 pm	10:30 am - 01:15 pm	Tuesday	Dec 12
..... 02:00 pm - 04:45 pm	10:30 am - 01:15 pm	Thursday	Dec 7
..... 05:30 pm - 08:15 pm	05:00 pm - 07:45 pm	Tuesday	Dec 12
..... 07:00 pm - 09:45 pm	08:00 pm - 10:45 pm	Tuesday	Dec 12
..... 08:30 pm - 11:15 pm	08:00 pm - 10:45 pm	Monday	Dec 11

WEDNESDAY ONLY

..... 08:00 am - 10:45 am	07:30 am - 10:15 am	Tuesday	Dec 12
..... 11:00 am - 01:45 pm	01:30 pm - 04:15 pm	Tuesday	Dec 12
..... 02:00 pm - 04:45 pm	01:30 pm - 04:15 pm	Friday	Dec 8
..... 05:30 pm - 08:15 pm	05:00 pm - 07:45 pm	Wednesday	Dec 6
..... 07:00 pm - 09:45 pm	08:00 pm - 10:45 pm	Wednesday	Dec 6
..... 08:30 pm - 11:15 pm	11:00 am - 01:45 pm	Saturday	Dec 9

THURSDAY ONLY

..... 08:00 am - 10:45 am	10:30 am - 01:15 pm	Monday	Dec 11
..... 11:00 am - 01:45 pm	10:30 am - 01:15 pm	Wednesday	Dec 6
..... 02:00 pm - 04:45 pm	10:30 am - 01:15 pm	Friday	Dec 8
..... 05:30 pm - 08:15 pm	02:00 pm - 04:45 pm	Saturday	Dec 9
..... 07:00 pm - 09:45 pm	02:00 pm - 04:45 pm	Saturday	Dec 9
..... 08:30 pm - 11:15 pm	08:00 pm - 10:45 pm	Wednesday	Dec 6

FRIDAY ONLY

..... 08:00 am - 10:45 am	07:30 am - 10:15 am	Wednesday	Dec 6
..... 11:00 am - 01:45 pm	01:30 pm - 04:15 pm	Monday	Dec 11
..... 02:00 pm - 04:45 pm	07:30 am - 10:15 am	Friday	Dec 8
..... 05:30 pm - 08:15 pm	11:00 am - 01:45 pm	Saturday	Dec 9
..... 07:00 pm - 09:45 pm	11:00 am - 01:45 pm	Saturday	Dec 9
..... 08:30 pm - 11:15 pm	08:00 am - 10:45 am	Saturday	Dec 9

Class Meeting Day and Time**Final Examination Time and Day****SATURDAY ONLY**

..... 08:00 am - 10:45 am 07:30 am - 10:15 am Saturday Dec 9
 11:00 am - 01:45 pm 10:30 am - 01:15 pm Saturday Dec 9
 02:00 pm - 04:45 pm 01:30 pm - 04:15 pm Saturday Dec 9

MONDAY AND WEDNESDAY

..... 07:30 am - 08:45 am 07:30 am - 10:15 am Monday Dec 11
 08:00 am - 09:15 am 07:30 am - 10:15 am Monday Dec 11
 09:30 am - 10:45 am 07:30 am - 10:15 am Tuesday Dec 12
 11:00 am - 12:15 pm 01:30 pm - 04:15 pm Tuesday Dec 12
 12:30 pm - 01:45 pm 01:30 pm - 04:15 pm Wednesday Dec 6
 02:00 pm - 03:15 pm 07:30 am - 10:15 am Friday Dec 8
 03:30 pm - 04:45 pm 01:30 pm - 04:15 pm Thursday Dec 7
 04:00 pm - 05:15 pm 01:30 pm - 04:15 pm Friday Dec 8
 05:30 pm - 06:45 pm 05:00 pm - 07:45 pm Monday Dec 11
 07:00 pm - 08:15 pm 08:00 pm - 10:45 pm Wednesday Dec 6
 08:30 pm - 09:45 pm 08:00 pm - 10:45 pm Tuesday Dec 7

TUESDAY AND THURSDAY

..... 08:00 am - 09:15 am 07:30 am - 10:15 am Thursday Dec 7
 09:30 am - 10:45 am 10:30 am - 01:15 pm Monday Dec 11
 11:00 am - 12:15 pm 10:30 am - 01:15 pm Tuesday Dec 12
 12:30 pm - 01:45 pm 10:30 am - 01:15 pm Wednesday Dec 6
 02:00 pm - 03:15 pm 10:30 am - 01:15 pm Thursday Dec 7
 03:30 pm - 04:45 pm 10:30 am - 01:15 pm Friday Dec 8
 05:30 pm - 06:45 pm 05:00 pm - 07:45 pm Tuesday Dec 12
 07:00 pm - 08:15 pm 08:00 am - 10:45 am Saturday Dec 9
 08:30 pm - 09:45 pm 08:00 pm - 10:45 pm Monday Dec 11

MONDAY, WEDNESDAY AND FRIDAY

..... 07:00 am - 07:50 am 07:30 am - 10:15 am Friday Dec 8
 08:00 am - 08:50 am 07:30 am - 10:15 am Monday Dec 11
 09:00 am - 09:50 am 07:30 am - 10:15 am Tuesday Dec 12
 10:00 am - 10:50 am 07:30 am - 10:15 am Wednesday Dec 6
 11:00 am - 11:50 am 01:30 pm - 04:15 pm Monday Dec 11
 12:00 pm - 12:50 pm 01:30 pm - 04:15 pm Tuesday Dec 12
 01:00 pm - 01:50 pm 01:30 pm - 04:15 pm Wednesday Dec 6
 02:00 pm - 02:50 pm 07:30 am - 10:15 am Friday Dec 8
 03:00 pm - 03:50 pm 01:30 pm - 04:15 pm Thursday Dec 7

COMMON FINALS:**All sections of**

ACC 2013 and 2033 11:00 a.m. – 01:45 p.m. Saturday Dec 9
MAT 0203 and 0213 11:00 a.m. – 01:45 p.m. Saturday Dec 9
SPN 1014, 1024, 2013, and 2023 02:00 p.m. – 04:45 p.m. Saturday Dec 9
FRN 1014 and 2013 02:00 p.m. – 04:45 p.m. Saturday Dec 9
GER 1014 and 2013 02:00 p.m. – 04:45 p.m. Saturday Dec 9

COLLEGES AND BUILDING CODES

UTSA-1604 CAMPUS

[College of Business](#)
[College of Education and Human Development](#)
[College of Engineering](#)
[College of Liberal and Fine Arts](#)
[College of Sciences](#)
[Honors College](#)

UTSA-DOWNTOWN CAMPUS

[College of Architecture](#)
[College of Public Policy](#)

UTSA-1604 BUILDING CODES

ACActivities Center
AFAthletic Field
ARArts Building
BBBusiness Building
BSBiosciences Building
BSABusiness Services Annex
BSEBiosciences and Engineering Building
CAR.....Center for Archaeological Research-West Campus
CDCChild Development Center
CCConvocation Center
EBEngineering Building
HSS.....Humanities and Social Sciences Building
JPLJohn Peace Library Building
MBMain Building
MSMultidisciplinary Studies Building
PEPhysical Education Building
PPPhysical Plant Building
PSLPhysical Science Laboratory-West Campus
SBScience Building
SELSciences & Engineering Laboratory-West Campus
S&C.....Sculpture and Ceramics Building-West Campus
TCTennis Court
UCUniversity Center
RWC.....Recreation/Wellness Center

UTSA-DOWNTOWN BUILDING CODES

BTC.....Business Technology Center, 301 S. Frio
BVBuena Vista Street Building, 501 W. Durango
DBDurango Building, 501 W. Durango
FSFrio Street Building, 501 W. Durango
ITCInstitute of Texan Cultures, 801 S. Bowie St.
MNTMonterey Building, 301 S. Frio
ULSUrban Loop Studio, 615 Urban Loop

OFF-CAMPUS BUILDING CODES

UH.....University Heights, 5723 University Heights Blvd.
USAA 9800 Fredericksburg Road
UTHSC...University of Texas Health Science Center at San Antonio, 7703 Floyd Curl Drive

IMPORTANT ADDRESSES AND PHONE NUMBERS

Campus Directory: www.utsa.edu/directory/

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World Wide Web Address: www.utsa.edu

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Mailing Address:

The University of Texas at San Antonio
Attention: (list specific office name)
One UTSA Circle
San Antonio, TX 78249

Graduate Level Admission building/room
Multidisciplinary Studies Building (MS 4.01.50)
[The Graduate School](#)

Phone number:
(210) 458-4330 Toll free (877) 454-4723

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State of Texas Common Undergraduate
Application of Web Address: www.applytexas.org

GENERAL INFORMATION

APPLICATION FOR ADMISSION. Only students who have been officially admitted to UTSA and do not have current holds may register for classes. Refer to the current *UTSA Information* bulletin for admission procedures and deadlines.

APPLICATION FOR GRADUATION. Students who plan to receive a degree from UTSA must complete an Application for Graduation. Graduation and Commencement are two separate events. All students wishing to graduate, whether or not they intend to participate in the commencement ceremony, must apply for graduation. UTSA deadlines for degree candidates to apply for graduation are as follows:

Fall Graduation (December) -October 1

Spring Graduation (May) -February 15

Summer Graduation (August) - June 1

Summer Graduation participating in May Commencement – February 15

Students should apply for graduation online via *ASAP*. The online application can be found under the *Graduation* link in the *Student Records* section. Please read all instructions carefully. The application will not be processed unless it is completed in its entirety and a confirmation number is received on the last page. Students should print the confirmation page and keep it for their records.

Students with officially declared multiple majors, multiple concentrations and/or multiple minors, must apply by submitting the [Application for Graduation with Multiple Degree Information form](#), available online and at the Enrollment Services Center.

Degrees are posted on transcripts approximately 30 days after the end of the semester. Diplomas are printed approximately 45 days after the end of the semester. Prior to the posting of degrees, graduates may obtain a Letter of Degree Awarded by submitting a [Release of Degree Information form](#), available online and at the Enrollment Services Center.

COMMENCEMENT. Commencement ceremonies are held at the end of each Spring and Fall Semester. Summer degree candidates may choose to participate in either the Spring or Fall ceremonies. Summer candidates who elect to participate in the Spring ceremony should apply for graduation by February 15. ***There is no guarantee that the student's name will be printed in the Spring commencement program if application is made after this date.*** For commencement dates, times and other information, including participation eligibility and procedures, please visit [the Registrar's Graduation Web page](#).

AUDITING COURSES. An Audit Course Form may be obtained at the Enrollment Services Center and must be filed for each course to be audited. Individuals who want to audit a course may do so with the approval of the course instructor and the chair of the department in which the course is offered, on a space available basis, after all students registering for credit have been accommodated. Students not enrolled in courses at the University are not allowed to audit courses that require the use of the University computing system. Due to the format of studio/laboratory use, auditors are not approved for ART courses. Participation of an auditor in class is at the discretion of the instructor. Permission to audit may be obtained and fees paid beginning the first day of class through Census Date. Auditors who are not registered UTSA students pay a nonrefundable auditing fee of \$50 per course at the Fiscal Services Office. A nonrefundable fee of \$25 per course is charged to auditors who are registered students at UTSA. Persons 65 years of age or older may audit, subject to permission and availability of space, without paying an auditing fee. Students who register for a course and later want to change that course to an audit, must first drop the course in question prior to submitting the request. No official records are made of audit enrollments.

CHANGES IN THE SCHEDULE OF CLASSES. The University anticipates offering courses for the Fall 2006 Semester as indicated in *ASAP*. The University reserves the right to change the schedule, including canceling classes, if enrollments, resources, or space limitations warrant such actions. Access *Class Schedules* on **Quick Links** at www.utsa.edu to search current course offerings.

COURSE NUMBERING SYSTEM. All courses are designated by four-digit numbers following a two- or three-letter abbreviation of the subject of the course. The first digit indicates the level of the course. Courses beginning with "0" are developmental education courses and may not be counted toward a degree. Courses beginning with "1" or "2" are lower-division (freshman and sophomore level). Courses beginning with "3" or "4" are upper-division (junior and senior level). Courses beginning with a "5" or higher are graduate-level courses.

The second and third digits in the course numbers are used within the colleges by each department to distinguish individual courses. The fourth digit indicates the semester-credit-hour value of each course.

The number of lecture and laboratory contact hours per week are provided in parentheses in the course description sections of the *UTSA Undergraduate* and *Graduate* catalogs immediately following the course number and title. For example, (3-0) indicates three hours of lecture and zero hours of laboratory per week.

ENROLLING IN COURSES AT A DIFFERENT LEVEL. Undergraduate students may enroll in graduate-level courses only when advance approval is granted. The appropriate form to request approval is available in the department office that offers the course or at the Enrollment Services Center. Students should bring the approved form to the Enrollment Services Center during their designated registration time.

Master's and doctoral students may enroll in undergraduate courses for undergraduate credit without written approval. However, they must register at the Enrollment Services Center or call (210) 458-8000 during regular business hours and select option 2 to speak with a UTSA representative.

In exceptional circumstances when a master's or doctoral student wants to take an undergraduate course for higher-level credit, the appropriate approval must be obtained in the department office.

FOREIGN CREDENTIALS. Coursework for undergraduate applicants completed at institutions outside of the United States is evaluated on an individual basis by an outside service. A \$75 evaluation fee, payable to the Foreign Credentials Service of America (FCSA), is charged. Evaluation request forms are available at the Enrollment Services Center.

GRADES. At the end of each semester students may obtain their final grades by accessing www.utsa.edu, clicking on **Current Students**, *ASAP* and following the instructions.

HOLDS ON REGISTRATION AND RELEASE OF RECORDS. Any student who fails to meet admission, academic, or health requirements, or has a financial obligation to UTSA has a HOLD placed on his or her record. Until the HOLD is removed, these students may not register, obtain transcripts, or receive some other services. To check for current university holds, go to www.utsa.edu and click on **Quick Links** in the top right corner. Select *ASAP* (first item) from the drop down box, and follow the instructions.

INDEPENDENT STUDY COURSES. Students may not register for Independent Study courses by *ASAP*. Independent Study Course Forms may be obtained in the department office offering the course or the Enrollment Services Center. Fill out the Independent Study Course Form, obtain the authorizations, and bring the form to the Enrollment Services Center during your designated registration time.

INTERNATIONAL STUDENTS HEALTH INSURANCE AND T.B. TEST

International students are **automatically** enrolled in the UT System Student Health Insurance Plan at the time of registration unless proof of U.S. comparable coverage is furnished and a waiver obtained from the Office of International Programs. In some special cases, international students may be eligible to receive Texas in-state tuition. When this occurs, international students must either pay the required premium for the international student health insurance or show proof of enrollment in a qualified, existing insurance plan, and seek a waiver.

The charge for this coverage automatically appears as a required fee on the student fee bill. International students are required to maintain approved comprehensive health insurance while enrolled at UT System component institutions. This requirement is fulfilled by:

- purchasing the UT System Student Health Insurance Plan
- showing proof of enrollment (if eligible) in the UT System Employee Health Plan and purchasing separate repatriation and medical evacuation coverage
- showing proof of a mandatory government-sponsored health plan which covers health care in the United States and complies with the Federal Civil Rights Restoration Act of 1987 and UTSA requirements, or **continuing** coverage for a continuously enrolled student that satisfies the requirement of UTSA regulations, and obtaining a UTSA waiver.

To obtain a waiver, the student must provide to the Office of International Programs (210-458-7202; internationalprograms@utsa.edu) a copy of their insurance policy, with their insurance identification card showing the dates the insurance is in effect. The student's insurance policy must be comparable to UT System Student Health Insurance and in compliance with the United States Department of State Exchange Visitor Program regulations. The student's insurance policy must

include medical evacuation and repatriation coverage. Documents must be in English, or translated into English, showing U.S. dollar equivalent. Please note that students holding J-1 visas are required to have the same insurance coverage for their spouse and dependents accompanying them.

Please note this important deadline: The deadline for submission of proof of insurance to the Office of International Programs in order to request a waiver is the term Census Date. **NO WAIVER REQUESTS ARE ACCEPTED AFTER THIS DATE.**

Tuberculosis (T.B.) Test International students are required by UTSA to have a tuberculosis (T.B.) skin test or chest x-ray performed and read within 90 days prior to admission. The results must be read by a physician or nurse licensed to practice in the United States. The T.B. test may be obtained from the Student Health Services clinic (RWC 1.500) but must be completed prior to registering for classes. **Students who do not complete this test will not be allowed to register for classes.** A student with positive results must have proof of appropriate follow-up and treatment and a confirmatory report submitted to Health Services.

MAINTAINING REGISTRATION REQUIREMENTS. Students must be registered during any term in which they are taking courses or required examinations for the degree. In addition, graduate students must enroll in thesis or dissertation every term in which they receive guidance toward the thesis or dissertation.

OFFICIAL COMMUNICATION. The official means of student communication from the University of Texas at San Antonio regarding administrative issues is the UTSA Lonestar email address. Important information, such as financial aid award notification, registration information, payment deadlines, and how to access bills and grades, is sent to the Lonestar email address. The email address, email username, and initial password, appears on the *ASAP* Welcome page after the student has accessed *ASAP*.

RELEASE OF INFORMATION Educational student records are maintained in accordance with state and federal laws. Pursuant to the Family Educational Rights and Privacy Act, "Directory Information" at UTSA includes the following:

Student's name	Dates of attendance
Current and permanent address	Date of graduation
Telephone number	Degrees, certificates, awards (including scholarships) received
E-mail address	Enrollment status
Date and place of birth	Most recent previous educational institution attended
Major field of study, including concentration	Participation in officially recognized activities and sports
Classification	Weight and height of athletic team members
	Photographs

Student consent that "Directory Information" is deemed public information is presumed. Requests to restrict the information as confidential must be submitted in writing to the Enrollment Services Center on the prescribed form by Census Date for a term. This request remains in effect until such time as the student specifically authorizes in writing the release of information. The request for confidentiality applies to insurance companies, potential employers, and other interested parties; students are advised to carefully consider the impact of having directory information withheld.

ROADRUNNER ROUNDUP (NEW STUDENT ORIENTATION). Roadrunner Roundup is mandatory, prior to registration, for the following students: entering freshmen, freshman transfer students with zero to 29 semester credit hours, and all entering international students. These students are not allowed to register for classes without attending Roadrunner Roundup. The Office of Orientation and Transition Services conducts Roundup programs for freshmen, freshmen transfer, and transfer students. A Transfer Roundup program is strongly recommended for transfer students with 30 or more semester credit hours, but is not required. The [Office of International Programs](#) conducts a mandatory orientation program for all international students. The program orients students on basic immigration guidelines pertaining to all visa statuses. Information on intensive English testing and registration is also provided during orientation.

By Texas law, unless exempt, students must have Texas Success Initiative (TSI) assessment test scores in order to register for classes at orientation. Thus, students must have TSI assessment scores in hand or on file with UTSA before attending orientation. Students needing a quick turnaround for TSI assessment scores may call Testing Services at (210) 458-4125 for information about the Accuplacer and Quick THEA test schedule. Accuplacer scores are available immediately after testing and Quick THEA results are normally received by the University in five working days after testing.

Continues Below

The Roadrunner Roundup programs provide information about UTSA's academic requirements, campus services, and student activities. Also included are academic advising and course registration. Roadrunner Roundup information is automatically sent to all new freshmen and freshman transfer students, and to all newly admitted transfer students. Students must register for these programs by using the on-line orientation reservation system at www.utsa.edu/orientation. Reservations are not taken over the telephone, fax or in person. For more information, contact the office of Orientation and Transition Services, UC 1.00.40 (210) 458-4724, or visit our website at www.utsa.edu/orientation.

THREE-ATTEMPT RULE. The Texas Legislature recently enacted legislation that does not allow universities to receive state funding for courses containing the same content attempted by a student more than twice at the same Texas state-supported institution of higher education. This regulation not only includes completing a class more than twice, but also includes classes where grades of "W" were earned by withdrawing from classes or dropping a class after the official term Census Date (see the online UTSA Administrative and Academic Calendar for specific Census Dates for each term).

There is now a monetary benefit if students complete classes prior to the third attempt; therefore, it is imperative that students make every effort to complete courses successfully the first time. Upon the third or subsequent attempt to take the same course at UTSA, a surcharge per semester credit hour will be assessed by UTSA for courses that fall into this category. This surcharge will be in addition to the regular in-state per semester credit hour tuition rate. Current tuition, fees, and charges schedules can be accessed at www.utsa.edu/fiscalservices/. The three-attempt rule applies to both undergraduate and graduate students. However, out-of-state students who pay the out-of-state rate would not be subject to the surcharge; out-of-state students with fee waivers or who are exempt from paying the out-of-state rate would be assessed the surcharge at the same rate as in-state students.

The Texas Legislature has mandated that students be held accountable for any courses they have taken beginning with the Fall 2002 Semester (this means that the "course count" begins with courses taken or dropped after Census Date beginning with the Fall 2002 semester). However, certain classes will be exempt from this rule such as master's thesis, dissertation, independent study, and special topics courses with differing content.

Students wishing to appeal a charge because of the three-attempt rule may complete an appeal form available in college advising centers for undergraduate students and the Graduate School for graduate students.

Here is an example of how this new ruling will work: A student takes MTC 1023 (College Algebra, formerly MAT 1023) during the Fall 2002 Semester and receives a grade of F. The student then reattempts this course during the Fall 2003 Semester, withdraws from the course after Census Date, and receives a grade of W. Finally, the student attempts this course for a third time during the Fall 2004 Semester. Each attempt of the MTC 1023 course was here at UTSA. For the third attempt of MTC 1023, the student will be assessed a surcharge of up to \$363 for this three credit hour class in addition to the regular three credit hour in-state rate of \$372. This would be a total assessment of \$735 for this one course attempted for the third time. The student will continue to be assessed a surcharge for each subsequent attempt of MTC 1023 or its equivalent.

TRANSCRIPT SERVICE. There are three ways to request an Official UTSA transcript:

- in person on a first-come, first-served basis at the Enrollment Services Centers at the 1604 and Downtown campuses (Please note that next-day pick up may be required if the volume of transcript requests during any given day is excessive.)
- in writing to the following address: The University of Texas at San Antonio, Office the Registrar, One UTSA Circle, San Antonio, TX 78249-0608. Write a letter that includes your name, student ID number or social security number, signature, and complete address where the transcript is to be sent.
- Online at <http://www.utsa.edu/registrar/transcripts.cfm>.

A maximum of five transcripts may be requested in one day. There is no charge. Requests for transcripts from students who have a financial obligation or other commitment outstanding to the University are not processed until the obligation is cleared. Transcript requests by telephone to the Office of the Registrar are not accepted. Transcripts requested online are processed in one or two business days. Transcripts requested by mail are processed within three business days.

TUITION REBATE. Resident students entering a baccalaureate degree program on or after September 1, 1997, may be eligible for a tuition rebate of up to \$1,000 if the student:

- is awarded a baccalaureate degree,
- has attempted no more than 3 semester credit hours in excess of the minimum number of semester credit hours required to complete the degree, including transfer credits and credit earned by examination.

For additional information see Appendix G, Tuition Rebates for Certain Undergraduates, in the *UTSA Information* bulletin.

Undergraduate Credit Limitation

Section 54.068 of the Texas Education Code was amended during the 76th legislative session to allow institutions of higher education to charge a higher tuition rate to resident students for semester credit hours attempted in excess of 45 semester credit hours above those required for completion of a degree program. The law applies only to new undergraduate resident students beginning in Fall 1999 or later. The 79th legislative session changed the reduction of the semester-credit-hour limitation to 30 semester credit hours for all new undergraduate resident students who enroll for the first time in Fall 2006 or thereafter.

The 45 (or 30) hours include courses which are repeated, duplicated, or courses for which the student received a grade of "W." Although the law allows some exclusions, hours for courses passed, failed, withdrawn, and dropped are counted in the 45 (or 30) hours if the student took them while paying resident tuition at a public institution in Texas. Students are encouraged to seek academic advising and to follow the official degree plan in the approved catalog of graduation.

Resident undergraduate students who initially enrolled during or after the Fall 1999 Semester and who enroll in courses in excess of 45 semester credit hours above those required for completion of their degree program will be assessed an additional charge of \$121 per semester credit hour. Effective Fall 2006, all new undergraduate resident students will be assessed the higher tuition rate for semester credit hours attempted in excess of 30 semester credit hours above those required for completion of a degree. Students with questions or who wish to appeal this policy due to extenuating circumstances should contact the Dean of Undergraduate Studies.