

# SPRING 2008

## ASK ME FOR HELP!

### Roadrunner Information Tables

#### 1604 Campus

Ambassadors will staff information tables as follows:

- First floor of the JPL: Monday–Thursday, January 7–10, 8 a.m.–6 p.m.; Friday, January 11, 8 a.m.–5 p.m.
- First floor of the JPL and the second floor of the BB, HSS, MS, MB and SB buildings: Monday–Tuesday, January 14–15, 8 a.m.–6 p.m.

#### Downtown Campus

Welcome/Information Stations: Monday–Thursday, January 14–17:

- Frio Street Commons; 7 a.m.–6 p.m.
- Durango Bldg. Info Desk; 7 a.m.–6 p.m.

Item	Details/Web Site	Hours/Location	Phone
Academic Advising Centers	Freshmen through seniors who are undecided (classification = UND) and exploring majors, or who are provisionally admitted <a href="http://www.utsa.edu/advise/advisors.htm">www.utsa.edu/advise/advisors.htm</a>	Tomás Rivera Center (TRC) 1604: UC 1.01.02 Downtown: DB 2.114	458-4694 458-2838
	Freshmen with declared majors, or who are undeclared but have selected a college, including students participating in the UT Austin Coordinated Admission Program (CAP)	1604: Colleges' Freshman Advising Center (CFAC), MS 2.02.18 Downtown: Downtown Colleges' Advising Center, BV 1.304	458-5170 458-2550
	Sophomores through seniors with declared majors	College center of their major (see directory listing on Web)	
	Architecture and Interior Design Majors (sophomores through seniors)	Downtown Colleges' Advising Center, BV 1.304	458-2550
	Honors students	Honors College (and the college of their major) JPL 4.02.10	458-4106
	Intercollegiate athletes (dually advised by advising center of major )	College advising centers (see listing) PE Building 2.01.02	Cari Goodyear 458-4165
	BAAS majors, Special Undergraduates (SU), Transient Students (TU)	Office of Undergraduate Studies Support and Technology Services, MS 2.02.18	Barbara Smith 458-4302

Item	Details/Web Site	Hours/Location	Phone
Graduate School	<a href="http://www.utsa.edu/graduate/">http://www.utsa.edu/graduate/</a>	<b>M–F:</b> 8a.m.–5p.m.	458-4330
COLFA	<a href="http://colfa.utsa.edu/advising/">http://colfa.utsa.edu/advising/</a>	<b>M–R:</b> 8a.m.–6p.m; <b>F:</b> 8a.m.–5p.m; <b>*S:</b> 9a.m.–1p.m.	458-4900
COB	<a href="http://business.utsa.edu/undergraduate/uadvise.asp">http://business.utsa.edu/undergraduate/uadvise.asp</a>	<b>M–R:</b> 8a.m.–6p.m; <b>F:</b> 8a.m.–5p.m; <b>*S:</b> 9a.m.–1p.m.	458-4562
COEHD	<a href="http://coe hd.utsa.edu/Students/index.htm">http://coe hd.utsa.edu/Students/index.htm</a>	<b>M–R:</b> 8a.m.–6p.m; <b>F:</b> 8a.m.–5p.m; <b>*S:</b> 9a.m.–1p.m.	458-4424
COE	<a href="http://engineering.utsa.edu/">http://engineering.utsa.edu/</a>	<b>M–R:</b> 8a.m.–6p.m; <b>F:</b> 8a.m.–5p.m; <b>*S:</b> 9a.m.–1p.m.	458-5525
COS	<a href="http://www.utsa.edu/cosuac/">http://www.utsa.edu/cosuac/</a>	<b>M–R:</b> 8a.m.–6p.m; <b>F:</b> 8a.m.–5p.m; <b>*S:</b> 9a.m.–1p.m.	458-4045
COPP	<a href="http://utsa.edu/copp/AdvisingUndergrad.html">http://utsa.edu/copp/AdvisingUndergrad.html</a>	<b>M–R:</b> 8a.m.–6p.m; <b>F:</b> 8a.m.–5p.m; <b>*S:</b> 9a.m.–1p.m.	458-2550
COA	<a href="http://www.utsa.edu/architecture/webpages/Advising/Advising.htm">http://www.utsa.edu/architecture/webpages/Advising/Advising.htm</a>	<b>M–R:</b> 8a.m.–6p.m; <b>F:</b> 8a.m.–5p.m; <b>*S:</b> 9a.m.–1p.m.	458-2550
Honors	<a href="http://www.utsa.edu/honors">http://www.utsa.edu/honors</a>	<b>M–F:</b> 8a.m.–5p.m.	458-4106
TRC	<a href="http://www.utsa.edu/trcss/">http://www.utsa.edu/trcss/</a>	<b>M–R:</b> 8a.m.–6p.m; <b>F:</b> 8a.m.–5p.m; <b>*S:</b> 9a.m.–1p.m.	458-4694
CFAC	<a href="http://www.utsa.edu/cfac/">http://www.utsa.edu/cfac/</a>	<b>M–R:</b> 8a.m.–6p.m; <b>F:</b> 8a.m.–5p.m; <b>*S:</b> 9a.m.–1p.m.  <b>*Office hours on the following Saturdays only: Spring 2008 – January 12, February 2, March 1, April 5</b>	458-5170
UHPO (University Health Professions Office)	The UHPO advises UTSA students interested in a health professions career. This includes advising about academic coursework, other prerequisites and the application process. Students may schedule 30-minute appointments or ask brief questions during walk-in hours.  Students may obtain the office schedule by calling the office, or by accessing the Health Professions Web page.	MS 3.02.10  <b>M–F:</b> 8a.m.–5p.m.  <a href="http://www.utsa.edu/healthprofessions">http://www.utsa.edu/healthprofessions</a>	458-5185

Item	Details/Web Site	Hours/Location	Phone
Registration Add/Drops/  TSI  Developmental Courses	<p>Students may register and add/drop practically 24 hours per day on the dates designated on the semester Registration Schedule in <i>ASAP</i>.</p> <p>Students with TSI holds must add or drop classes through the advising center of their major, or, if they are undecided or provisional, through the Tomás Rivera Center.</p> <p>Students dropping developmental courses must do so through their designated advising center.</p>	<p>Decided/declared: Advising center of their major</p> <p>Undecided or provisional: Tomás Rivera Center</p>	
<i>ASAP</i>	Automated Student Access Program	<a href="http://www.utsa.edu">www.utsa.edu</a> myUTSA link on the UTSA home page	
Audits	<p>Permission to audit a class is given by the instructor and the Department Chair of the department in which the class is offered. After obtaining the required signatures and paying the required fee at the Fiscal Services Office, turn in the Audit Course Form to the Enrollment Services Center.</p>	<p>Audit Course Forms are available online</p> <p><a href="http://www.utsa.edu/registrar/forms.cfm">http://www.utsa.edu/registrar/forms.cfm</a></p>	
Bus Passes (VIA Student Discount)	<p>Student Bus Passes are available for the Fall and Spring Semesters. The semester bus pass rate is \$25/semester. Passes may be purchased, with UTSA ID, at any Fiscal Services Office</p>	Parking and Transportation Services	458-7275 Office of Parking and Transportation Services
Campus Housing - UTSA & Campus Living Villages	<p>All housing applications, issues and questions. Taking applications for Spring 2008. Space is available at all communities..</p> <p><a href="http://www.utsa.edu/housing/">www.utsa.edu/housing/</a></p>	<p>Office of Housing and Residence Life Laurel Village City Center</p> <p>Monday–Friday, 8 a.m.–5 p.m. Saturday, 10 a.m.–4 p.m.</p>	458-6200
Off-campus Housing	<p>Students who need help in getting information about off campus availability including searching for roommates and rooms/houses for rent should contact the Office of Student Life.</p>	<p>The Office of Student Life</p> <p>UC 2.02.18</p>	458-4720

Item	Details/Web Site	Hours/Location	Phone
Career Services	Work study jobs, part-time and full-time positions posted on-line in Jobbank. Numerous workshops on career-related topics. Appointments available for individual career counseling and job prep. skills. Other services: resume review, mock interviews, career and job fairs, on-campus interviews, employer information sessions.	UC 2.02.04 BV 1.304 Monday–Thursday: 7:30a.m.–5:30 p.m. Friday: 8:00 a.m.-5:00 p.m.; Evenings by appointment.  <a href="http://www.utsa.edu/careerservices">http://www.utsa.edu/careerservices</a>	458-4589 458-2910
Catalog (Undergraduate) and Graduate) Information Bulletin	The undergraduate and graduate catalogs each consist of two publications: the <i>UTSA Information Bulletin</i> and the actual catalog with degree requirements.  <i>The Information Bulletin</i> is updated yearly and the catalogs are updated biennially. Students follow policies in the current <i>Information Bulletin</i> regardless of the year of the catalog they are under.	Undergraduate Catalog - <a href="http://www.utsa.edu/ucats/index.cfm">http://www.utsa.edu/ucats/index.cfm</a> 1604 – Enrollment Services Center(ESC) and BB 1.01.02. Downtown – Enrollment Services Center (ESC).  Graduate Catalog - <a href="http://www.utsa.edu/gcat/index.cfm">http://www.utsa.edu/gcat/index.cfm</a> Graduate School (MS 4.01.50) and 2nd floor of MS building. 1604 and DT Enrollment Services Centers.  <i>UTSA Information Bulletin</i> is available online only <a href="http://www.utsa.edu/infoguide/">http://www.utsa.edu/infoguide/</a>	458–8000
Child Development Center	Licensed child care for approximately 96 children, infant through preschool. Center is NAEYC accredited. Current availability is determined by waiting list and varies per semester. The UTSA sponsor and legal guardian of the child to be enrolled must be a full-time student, staff or faculty member at UTSA 1604/Downtown, Institute of Texan Cultures, or University Oaks/Chisholm Hall	Monday–Friday, 7:30 a.m.–5:30 p.m. Southwest corner of the campus near Lot 11  <a href="http://www.utsa.edu/cdc/">http://www.utsa.edu/cdc/</a>	458-6364
Computing– <u>Student</u>  Labs	Two fully-staffed laboratories at UTSA–1604 and one at UTSA–Downtown. All laboratories contain assistive technology equipment. All student network user accounts have been converted to the <i>abc123</i> login format. Account maintenance procedures can be found in ASAP. This login will access lab, PrintSmart, library, AirRowdy, WebCT, and G-Mail accounts. PrintSmart is now located in several labs throughout UTSA. Registered students may print up to 200 pages free before charges occur.  <a href="http://www.utsa.edu/infotech">http://www.utsa.edu/infotech</a> .	UTSA–1604: MS 1.03.6 and BB 2.01.20 UTSA–1604: Monday – Thursday, 7 a.m.– Midnight; Friday, 7 a.m.– 9 p.m. Weekend hours vary. Check Web site  UTSA–Downtown: FS 2.400 UTSA–Downtown: Monday–Thursday, 7 a.m.–10:30 p.m. Friday, 7 a.m.– 6 p.m. Weekend hours vary. Check Web site	MS Lab–4557 BB Lab–7646  FS Lab–2725
Kiosks	57 PC's located in various kiosks at the 1604 and Downtown campuses		For Servicing - 5538
Air Rowdy	AirRowdy Wireless Network wireless access points can be found at this website. Students can now print to the SCS lab of their choice via AirRowdy. <a href="http://www.utsa.edu/infotech/wireless/wireless_home.htm">http://www.utsa.edu/infotech/wireless/wireless_home.htm</a>	Nearly all areas of the tri-campus community have coverage	
Laptop Sales Program	The UTSA Gateway sales program has been terminated. SCS will provide warranty service to the existing customers of the program expires for as long as they remain a UTSA student	Service Center: Monday–Friday, 8 a.m.–5 p.m.  BB 2.01.20	458-7699

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Counseling Services	Provides mental health services via individual, couples and group therapy to registered students at no cost <a href="http://www.utsa.edu/counsel/">http://www.utsa.edu/counsel/</a>	<u>UTSA-1604: RecWellness Center, Room 1.810</u> Monday, Thursday and Friday, 8:00 a.m.–5:00 p.m. Tuesday and Wednesday, 8:00 a.m.–7:00 p.m.  <u>UTSA-DT: BV 1.308</u> Monday–Thursday, 8 a.m.–4 p.m. (counselors also available by phone on Friday, 8 a.m.–5 p.m.)	458-4140   458-2930
<u>Financial Aid</u>  Processing and Disbursement	Students enrolled at least half-time with required paperwork turned in, and file approved: aid will automatically disburse to student account. If disbursed aid exceeds costs for tuition and fees, a check for the remaining amount will be cut the following day and either mailed to the student or sent direct deposit, if arrangements have been made with Fiscal Services.  Students who have not completed all paperwork must complete required paperwork for financial aid to process. 2-3 weeks should be allowed for financial aid processing. <b>Please encourage the student to take out a tuition and fee loan.</b>	1604 (JPL 1.01.04) & Downtown (FS 1.504) Financial Aid/ Enrollment Services:  Monday–Thursday, 8:00 a.m.–6:00 p.m. Friday, 8:00 a.m.–5:00 p.m. *Saturday, 9:00 a.m.–1:00 p.m. (1604 Campus Only)  <b>*Office hours only on the following Saturdays January 12, February 2, March 1 and April 5</b>	458-8000 or 800-669-0919   UTSA School Code:010115
Tuition and Fee Loans   \$300 Book Loans <b>(cash)</b>	Any UTSA student enrolled for at least 3 (three) semester hours is eligible to apply. You do not have to be a financial aid recipient in order to apply. You must not have a prior semester Fiscal Services balance or any type of financial hold  <b>1604 &amp; Downtown</b> –The Student Financial Aid & ESCstaff will process BOOK LOANS on <b>Thursday, January 10, 8:00 a.m.–4:00 p.m</b> Funds will be available for pickup at any Fiscal Services Office between 9am and 4pm.	<b><u>LOAN PROCESSING ONLY</u></b>  TUITION AND FEE LOANS: 8 AM – 5 PM FINANCIAL AID & ENROLLMENT SERVICES 1604 (JPL 1.01.04) DOWNTOWN (FS 1.504)   UTSA–1604: JPL 1.01.04 UTSA–Downtown: FS 1.504	458-8000 or 800-669-0919
Health Services– Student	Health care services available to registered students while classes are in session. <a href="http://www.utsa.edu/health/">http://www.utsa.edu/health/</a>	<u>UTSA–1604: WRC 1.500</u> Monday–Thursday, 8 a.m.–7:30 p.m.; and Friday, 8 a.m. – 4:30 p.m., while classes are in session. Monday-Friday, 8 a.m.– 4:30 p.m. when classes are not in session.  <u>UTSA–Downtown: BV 1.308</u> Monday–Thursday, 8 a.m.–4 p.m. while classes are in session.	458-4142   458-2930

Item	Details/Web Site	Hours/Location	Phone
Holds	<p>If a hold is preventing a student from registering or making an add/drop, the student can access the Web (<i>ASAP</i>) to determine which office placed the hold on the student's record. The office that placed the hold must remove the hold. Some of the typical holds that might be on a student's record include:</p>	<p>AC GPA caution--see COLFA Advising Center  AD Admissions Office (JPL 1.01.12); (work in progress; should be a future hold if for Spring 2007 grades, or final high school transcript)  AP PR—First Time—see advisor  AT Athletic  DF Term GPA below 2.0—see advisor  DI Academic Dismissal  DR Dismissed-reinstated—see advisor, CFAC: MS 2.02.18 (1604) BV 1.306 (DT)  EL ELAP required (for international students)  EN Engineering Advising  ES ESL required (for international students)  FO Fiscal Services Office (JPL 1.03.06, MS 1.02.04, FS 1.500D)  FS Fiscal Services Office (JPL 1.03.06, MS 1.02.38, FS 1.500D)  GS The Graduate School (MS 4.01.50)  HE Health Services (RWC 1.500)  HO Housing  IP International Programs (MB 1.210)  JA Judicial Affairs (Formerly VP) (UC 2.02.18)  J2 Judicial Affairs (UC 2.02.18)  LB University Library (JPL 2nd floor, BV 2.314)  OR Orientation and Transition Services (UC 1.00.40)  PK Fiscal Services Perkins Hold  PR Contact Advising Center  RE Registrar Office (JPL 1.01.12)  RM Remediation Hold – See Advisor  SP Scholar Support Program - TRC (UC 1.01.02)  TA TSI (Texas Success Initiative) - contact your Advising Center  TR Transcript Review (Admissions evaluation—JPL 1.01.12)  UP Parking and Transportation (JPL 4.03.03)  U2 Parking and Transportation (JPL 4.03.03)  VP Vice President Student Affairs (MB 4.108)</p>	
ID numbers	<p>The Banner student records system assigns each student a 9-character identification number beginning with the "@" sign. (@XXXXXXXX)</p> <p>UTSACards have a 9-digit number starting with a "0" instead of @. On the Web, the first leading "0" should be replaced with "@".</p>		

Item	Details/Web Site	Hours/Location	Phone
Learning Communities	<p>Learning Communities assist first-year students by grouping 25 freshmen with a shared interest, or major, in 2-3 classes.</p> <p>To enroll student in Learning Community:            Declared major – Colleges’ Freshman Advising Center (CFAC)            Undeclared major – Tomás Rivera Center (TRC)  <a href="http://www.utsa.edu/lc/about/index.htm">http://www.utsa.edu/lc/about/index.htm</a></p>	<p>MS 2.03.14</p> <p>MS 2.02.18 (CFAC)</p> <p>UC 1.01.10 (TRC)</p>	<p>458-7490</p> <p>458-5170</p> <p>458-4694</p>
Library  Hours  ComputeLab/LEC	<p>The 1604 library is open continuously from 1 p.m. Sunday, through 9 p.m. Friday.            Current 1604&amp;DT library hours are listed on our Web site.  <a href="http://lib.utsa.edu/About/Hours/">http://lib.utsa.edu/About/Hours/</a></p> <p>Available day or night, the library’s computer lab ( electronic classroom) has popular software like Word and PowerPoint for student use  <a href="http://www.lib.utsa.edu/Services/Computing/LEC/">.http://www.lib.utsa.edu/Services/Computing/LEC/</a></p>	<p>BV 2.314 (UTSA–Downtown)</p> <p>JPL 2.01.26 (UTSA–1604)</p>	<p>458-2440</p> <p>458-4574</p>
Meal Plans	<p>Meal plans may be purchased by any student for use at all retail food operations. Installment plan available. First payment due upon sign up.</p> <p>Chaparral Village and Laurel Village residents go to Housing to sign up</p> <p>All Other Students go to UTSA Card Office to sign up.</p>	<p>Housing and Residence Life Office City Center at Laurel Village</p> <p>UTSACard Office, JPL 1.01.18            Monday – Friday 8 a.m. – 5 p.m.</p>	<p>458-6200</p> <p>458-4639</p>
Office Hours for Enrollment Services and Fiscal Services	<p><u>1604 ESC and MS Fiscal Services</u>            Monday–Thursday, 8 a.m.– 6 p.m.            Friday, 8 a.m.–5 p.m.            *Saturday, 9 a.m.–1 p.m.</p> <p><u>JPL Fiscal Services</u>            Monday–Friday, 8 a.m.–5 p.m.</p> <p><u>Downtown ESC and Fiscal Services</u>            Monday–Thursday, 8 a.m.–6 p.m.            Friday, 8 a.m.–5 p.m.</p> <p>*Office hours only on the following Saturdays: January 12, February 2, March 1, April 5</p>	<p>1604 Enrollment Services Center – JPL 1.01.04            DT Enrollment Services Center – FS 1.504</p>	<p>458-8000            or            1-800-669-0919</p>

Item	Details/Web Site	Hours/Location	Phone
Orientation–Road Runner Roundup	<p>Students who transfer less than 30 hours are required to attend a Roadrunner Roundup New Student Orientation Program, and cannot register for classes until they have completed the program.</p> <p>Students with an Orientation Hold should be directed to Orientation and Transition Services.</p>	<p>UC 1.00.40</p> <p>Hours: Monday–Friday, 8 a.m.–5 p.m.</p> <p><a href="http://www.utsa.edu/orientation/">http://www.utsa.edu/orientation/</a></p>	458-4724
Parking Permits	<p>Parking permits are required for vehicles parked at UTSA–1604, UTSA–Downtown, The Institute of Texan Cultures, University Oaks Apartments, Chaparral Village, Laurel Village, and Chisholm Hall residence areas.</p> <p>Student Parking Permits: students not in possession of a parking permit must either purchase a prorated annual parking permit or pay at short-term pay spaces.</p> <p><u>General Student Parking Lots</u>  1604: Lots 5, 6, 8, 10, 11, 12 (partial), 13 (remote), Tobin Lot (partial)  DT: Durango Loop lot, Monterey Lot, Under I-35 (D1-D5), and Cattleman’s Square</p> <p>Garages require <b>either a</b> garage permit <b>or hourly</b> payment at a numbered short-term space</p> <p>Resident Lots – 1-A, 1-B, 12 (partial), 14, The Oaks Lots</p> <p><b>All permit prices are pro-rated based on date of purchase.</b>  <b>Full Year Prices:</b> Student Garage, \$260; Night Runner (Garage Night Only), \$120; Student Housing, \$170; Remote, \$75 (Lot 13 only); Commuter Surface, \$120; Twilight (Commuter Night only), \$60; Flex (Commuter Surface Day/ Garage Night), \$180; Motorcycle, \$42.</p> <p>Short-Term, \$1/hour</p> <p><a href="http://www.utsa.edu/parking/">http://www.utsa.edu/parking/</a></p>	<p>PP 1.200</p> <p>Monday–Friday, 8 a.m.– 5 p.m.</p> <p>To purchase a parking permit, students will need to access <i>ASAP</i> and have their license plate number available.</p> <p>Permits ordered and paid online with E-check, MasterCard, or Discover Card will be mailed to the address provided during the order process. Permits will be received within 5 days of ordering.</p> <p>Those electing “Pay in Person” will have to pick their permits up at Fiscal Services.</p>	458-7275 Office of Parking and Transportation Services

Item	Details/Web Site	Hours/Location	Phone
Payment Deadlines	<p>Monday, January 7 is the last day to pay tuition and fees for students who registered November 5, 2007–January 6, 2008</p> <p>Monday, January 28 is the last day to pay tuition and fees for students who registered January 10–18.</p> <p><u>Installment Plan Deadlines:</u>  February 21 (Thursday)–2<sup>nd</sup> Installment Due  March 27 (Thursday)–3<sup>rd</sup> (final) installment Due</p>		
Payment Options	<p>Credit card payments: made online <i>only</i> through <i>ASAP</i> with MasterCard or Discover with a 1.85% surcharge</p> <p>Electronic Check (E-check), or via the Advanced Payment System (APS). There is no charge to use the E-check or APS feature.</p> <p>Checks for tuition and fees may be placed in a drop box outside the Fiscal Services office at JPL 1.03.06 or MS 1.02.04. Write UTSA student ID number on the check. Please no cash in the drop box.</p> <p>Check payments can also be mailed to the following address:  UTSA  Attention: Fiscal Services  One UTSA Circle  San Antonio, Texas 78249</p> <p>Cash payments can be made in person at any Fiscal Services office location, JPL 1.03.06, MS 1.02.04, or at UTSA–Downtown at FS 1.500D.</p> <p><a href="http://www.utsa.edu/fiscalservices/">http://www.utsa.edu/fiscalservices/</a></p>	<p>JPL 1.03.06 (1604)  Monday–Friday 8 a.m.–5 p.m.  Drop box available</p> <p>MS 1.02.32 (1604)  Monday–Thursday 8 a.m.–6 p.m.  Friday 8 a.m.–5 p.m.  *Saturday 9 a.m.–1 p.m.  Drop box available</p> <p><i>*Office hours only on the following Saturdays January 12, February 2, March 1 and April 5</i></p> <p>FS 1.508 (DT)  Monday–Thursday 8 a.m.–6 p.m.  Friday 8 a.m.–5 p.m.</p> <p>All offices close at 5 p.m. when classes are not in session.</p>	458–8000
PINs (Personal Identification Number)	<p>Student <i>ASAP</i> account PIN is originally set as date of birth. Upon accessing <i>ASAP</i> for the first time, the student must create a new PIN. Problems creating a new PIN may indicate that the date of birth is not correct in the student record. The student can verify the date of birth in the system and have it corrected (with driver’s license verification) at the Enrollment Services Center.</p>	<p>In most cases the PIN can be reset using the PIN reset button on <i>ASAP</i> or by calling the Enrollment Services Center at (210) 458-8000 or Toll Free (800) 669-0919. Students may also bring their photo ID to the Enrollment Services Center, or a student computer lab, to have the PIN reset. <b>PINs are not reset via email.</b></p>	

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Campus Recreation	<p>Offers intramural sports, fitness programs, wellness programs; outdoor pursuits programs and club sports at both UTSA–1604 and UTSA–Downtown.</p> <p>Beginning in Spring 2008 the 1604 Recreation Center will provide access to a new and renovated center with nearly 250,000 square feet. These new facilities will provide racquetball courts, indoor soccer, an aquatics center and more.</p> <p><a href="http://www.utsa.edu/recreation/index.cfm">http://www.utsa.edu/recreation/index.cfm</a></p>	<p>UTSA–1604: Recreation Wellness Center (RWC)  Monday–Thursday: 6 a.m.–midnight  Friday: 6 a.m.–10 p.m.  Saturday: 10 a.m.–8 p.m.  Sunday: noon–midnight</p> <p>UTSA–Downtown: DB 3.302 and 3.202  Monday–Thursday: 11 am–9 pm  Friday 11 a.m.–7 p.m.  Saturday 11 a.m.–2 p.m.</p>	<p>458-7575</p> <p>458-2735</p>
Registration Overrides	<p>Permission to enroll in a closed class must be granted by the department of the college offering the class. Students must first check with the undergraduate advising center of the college that holds the course to determine if space is available. See the Spring 2008 chart for dates that designated department staff and academic advisors may process overrides—closed classes, co-requisites, advisor approval, major restrictions—and register students. If the advisor is unable to process the transaction, the student may bring an add form (obtained from the advising centers) with the proper signatures to the Enrollment Services Center for processing.</p>		
On-Campus Shuttle Service  Shopping Shuttle  Apartment Shuttle  VIA Routes 93/94	<p>Shuttle service connecting 1604 campus buildings with parking lots  <a href="http://www.utsa.edu/parking/shuttles.htm">http://www.utsa.edu/parking/shuttles.htm</a></p> <p>Shopping Shuttle for UTSA students living on campus  <a href="http://www.utsa.edu/parking/shop_shuttle.htm">http://www.utsa.edu/parking/shop_shuttle.htm</a></p> <p>Connects 1604 campus to nearby off-campus apartments  <a href="http://www.utsa.edu/parking/apt_shuttle.htm">http://www.utsa.edu/parking/apt_shuttle.htm</a></p> <p>Connects 1604 and DTC campuses; offers two park-and-ride locations for free parking and free bus to either campus  <a href="http://www.utsa.edu/parking/via_info.htm">http://www.utsa.edu/parking/via_info.htm</a></p>	<p>The North and South On-Campus Shuttles will operate 7:00 a.m.– 9:45 p.m. Monday-Thursday and 7:00 a.m.– 7:00 p.m. Fridays when classes are held</p> <p>Saturdays Only: Noon–4:00 p.m.–Contracted to Star Shuttle</p> <p>Apartment Shuttles operate Monday–Thursday 7:30 a.m.–9:45 p.m. and Friday 7:30 a.m.–7:00 p.m. when classes are held – contracted to Star Shuttle</p> <p>Operates seven days a week; times may vary. Contact VIA</p>	<p>458-7275  Office of Parking and Transportation Services</p> <p>341-6000</p> <p>341-6000</p> <p>362-2020</p>

Item	Details/Web Site	Hours/Location	Phone
<p>Student Mass Emails/ (Google email address)</p>	<p>The official means of communication from the University of Texas at San Antonio regarding administrative issues. Official communication, such as financial aid award notification, registration information, payment deadlines, and how to access student bills and grades, will be sent to this UTSA email address.</p> <p>The official UTSA email address, along with the email username and initial password, can be found on the <i>ASAP</i> Welcome page just after logging on to <i>ASAP</i>. There are links on this page that go to the Google email system. If a student wishes to use an email address other than the UTSA email address, they will need to go into the Google email system and select the "Forward" menu option.</p>		
<p>TSI (Texas Success Initiative)</p>	<p>Students with TSI holds are assisted by their assigned advising center. (Refer to advisor directory on Web.)</p> <p>Freshmen with declared college majors</p> <p>All students who are undecided, provisional or exploring majors</p> <p>Sophomores through Seniors</p> <p>Special undergraduates (classification = SU) with TSI holds</p> <p><a href="http://www.utsa.edu/success">www.utsa.edu/success</a></p>	<p>The Colleges' Freshman Advising Center, MS 2.02.18; or Downtown—the Colleges' Downtown Advising Center, BV 1.304</p> <p>Tomás Rivera Center, UC 1.01.02 or Downtown DB 2.114</p> <p>The advising center of their major; or Downtown—the Colleges' referred to the Testing Center, BSA 1.01.12.Downtown Advising Center, BV 1.306</p> <p>Refer to the Testing Center, MS 1.01.04.</p>	

Item	Details/Web Site	Hours/Location	Phone
<p>Testing Services</p> <p>Placement Tests</p> <p>CLEP Tests</p> <p>THEA Tests</p>	<p>TEExES-iBT, TOEFL-iBT, Math, Chemistry, and Foreign Language Placements, Accounting PACE, Credit-By-Examination (CLEP), IS1403 test out series, ACT Residual &amp; THEA QT (Downtown office only) and Accuplacer, which is an alternative to the THEA test. For scheduled availability, see the Web Site. <a href="http://www.utsa.edu/testing/">http://www.utsa.edu/testing/</a></p> <p>Testing Services can only accept checks or money orders. NO CASH or CREDIT CARDS</p> <p>Register for Accuplacer, Math and Chemistry Placement , Accounting PACE online at <a href="https://asap.utsa.edu">https://asap.utsa.edu</a>. Placement test scores available online. Scores are not given over the phone. If scores cannot be accessed through <i>ASAP</i>, students may come to the Testing Services Office, with an ID, for a copy.</p> <p>CLEP exams help students get credit for courses that students may not have the time or money to take. Must register in person at Testing Services with checks or money orders.</p> <p>THEA (formerly TASP) or Accuplacer exam scores available online. Scores are not given over the phone.</p> <p>All test registration must be done at least one day in advance.</p>	<p>MS 1.01.04</p> <p>Monday &amp; Tuesday 8 a.m.–6 p.m. Wednesday – Friday, 8 a.m.–5 p.m.</p>	<p>458-4125</p>
<p>Transcripts</p>	<p>Available at no charge at Enrollment Services with a photo ID, or written authorization if another person is to pick up for student. Maximum of five per day. Transcripts will not be provided to students with financial holds.</p> <p>There is a 3-day processing time for transcript requests to be picked up.</p> <p>Transcripts may be ordered online through ASAP.</p> <p>Tutorial available at: <a href="http://www.utsa.edu/registrar/transcripts.cfm">http://www.utsa.edu/registrar/transcripts.cfm</a></p>		

Item	Details/Web Site	Hours/Location	Phone
University Center	<p>The University Center serves as the focal point for programs, meetings, dining, and relaxation for students, faculty, staff and university guests. The UC offers software at greatly reduced prices and serves as a Ticketmaster® outlet.</p> <p><a href="http://www.utsa.edu/uctr">http://www.utsa.edu/uctr</a></p>	<p>Monday-Friday, 7 a.m.–11 p.m.  Saturday, 8 a.m.–11 p.m.  Sunday, 1 p.m.–9 p.m.</p>	458-4735
UTSACard	<p>Students need to be registered for classes, have their Banner ID number, and have a valid photo ID in order to receive their UTSACard.</p> <p>The Banner “@” sign is replaced with a “0” on the UTSACard. It should be converted back to the “@” sign when accessing records through <i>ASAP</i>.  (UTSACard = 012345678 Banner = @12345678)</p> <p>Students wishing to apply the following types of funds to the debit (Rowdy Dollars) portion of their UTSACard can go to the following offices:</p> <ul style="list-style-type: none"> <li>Financial Aid/Loan - <i>ASAP</i> ( <a href="https://asap.utsa.edu/">https://asap.utsa.edu/</a> ) (\$100 increments up to the \$600 limit - available in about 70 minutes)</li> <li>Check – UTSACard Office or Fiscal Services</li> <li>Credit Card – <i>ASAP</i> only</li> <li>Cash – Fiscal Services or any Cash Value Station</li> </ul> <p><a href="http://www.utsa.edu/utsacard">http://www.utsa.edu/utsacard</a></p>	<p><u>Office Hours:</u></p> <p><u>First week extended hours:</u></p> <p>UTSA–1604:  Jan 14–15, 8 a.m.–6 p.m.</p> <p>UTSA–Downtown:  Jan 14, 15, &amp; 17, 8:30 a.m.–5:30 p.m.</p> <p><u>Normal Hours (Beginning Jan 16)</u></p> <p>UTSA–1604:  Monday–Friday, 8 a.m.–5 p.m.</p> <p>UTSA–Downtown:  Tuesday and Thursday Only  8:30 a.m.–5:30 p.m. (closed Monday, Wednesday, and Friday)</p>	<p>458-4639</p> <p>458-2965</p> <p>458-4639</p> <p>458-2965</p>
Withdrawals	<p>Prior to the first day of classes, students may withdraw via <i>ASAP</i>. After January 14 students must complete a withdrawal form and take it to the Enrollment Services Center. Withdrawal forms are available online, at the Enrollment Services Center, and at all academic advising centers. Academic students must have the withdrawal form signed by an advisor and International Program advisor, if applicable.</p> <p><a href="http://www.utsa.edu/registrar/forms.cfm">http://www.utsa.edu/registrar/forms.cfm</a></p>		