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ABOUT UTSA
# ABOUT UTSA

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HISTORY, MISSION, AND ORGANIZATION

History

UTSA celebrated its 25th anniversary in 1994. It was created by a mandate from the 61st Texas Legislature on June 5, 1969, to be a university of the first class offering bachelor's, master's, and doctoral degrees "as are customarily offered at leading American universities." The first class of 671 graduate students was admitted in June 1973; upper-division undergraduates were admitted in September 1975; and lower-division undergraduates were admitted in June 1976. The first commencement ceremony was in August 1974. The UTSA Alumni Association was formed in 1978. UTSA received full accreditation by the Southern Association of Colleges and Schools in December 1976. UTSA's first endowed professorship was established in 1981 in the life sciences. The first endowed chair was established in 1985 in the College of Business. The UTSA Honors Program was initiated in September 1985.

UTSA now has 49 undergraduate degree programs, 29 master's degree programs, and two doctoral degree programs. With the support of the South Texas Border Initiative, UTSA will be introducing several new programs at each level during the next few years.

Ninety-nine percent of tenured and tenure-track faculty hold a doctorate or terminal degree in their fields. Forty-one UTSA faculty have won Fulbright Fellowships to teach and conduct research in a foreign country. UTSA is in the top 30 percent of public universities in the state in research expenditures.

UTSA is one of the fastest-growing universities in the state. The Fall 1996 enrollment was 17,547, and it is projected to reach over 20,000 by the year 2000. UTSA's growth in Hispanic students places it in the top nine of all Hispanic-serving public universities in the continental United States.

Space on the campus now totals over 1.3 million square feet. Several new buildings, including a facility for the UTSA Downtown Campus, are being constructed.

Mission

UTSA, a comprehensive public metropolitan university, is committed to freedom of inquiry and the creation of an environment in which people can teach, discover, learn, and enrich themselves and their community. Through its instructional, research, and public service programs, UTSA seeks to fulfill its mission, serve the needs of the multicultural population of San Antonio and the South Texas region, both on its main campus and at the Downtown Campus, and emphasize programs that contribute to the technological, economic, and cultural development of the city, region, and state.

UTSA is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, and doctoral degrees. The Uni-
University currently offers a wide range of academic programs leading to the bachelor’s and master’s degrees as well as doctoral degree programs in Neurobiology and Computer Science. It also seeks to offer other appropriate doctoral programs in selected fields. The University offers students the knowledge and skills required to succeed in their chosen fields.

UTSA provides access to its various degree programs to a broad constituency at multiple sites and maintains rigorous academic standards in requirements for successful completion of its programs. Through flexible scheduling, varied course offerings, and student support services, UTSA encourages attendance by both traditional and nontraditional students.

UTSA emphasizes a balance of excellent teaching, research and creative activities, and scholarship. To this end, UTSA recruits and retains faculty who exemplify this balance and encourages faculty to engage in public service activities appropriate to their academic fields. UTSA encourages and facilitates multidisciplinary instructional, research, and public service efforts through its administrative structure, degree programs, and personnel policies.

Through its broad research efforts, UTSA both creates new knowledge through basic research and applies that knowledge to today’s problems through applied research. UTSA seeks to facilitate the transfer of research findings into the work environment through continuing education and graduate-level programs for maintaining and upgrading specialized skills of professionals employed in San Antonio and the South Texas region.

UTSA seeks to enrich the cultural environment of the University and the community through its fine arts and humanities programming.

Organization

UTSA is a component institution of The University of Texas System. Governance of the University is vested in the nine-member Board of Regents of The University of Texas System, whose members are appointed biennially by the Governor, with the advice and consent of the Senate, for six-year, staggered terms.

The Board of Regents delegates administrative authority to the Chancellor of The University of Texas System. The administrative authority of each component institution, such as UTSA, is in turn delegated to the President of that component.

The President at UTSA is assisted by a staff including a Provost and Vice President for Academic Affairs, a Vice President for Administration and Planning, a Vice President for Business Affairs, a Vice President for Student Affairs, a Vice President for University Advancement, and an Executive Director of the Institute of Texan Cultures.

The Provost and Vice President for Academic Affairs provides the President with advice and counsel on academic matters, acts as a liaison between the President’s Office and faculty committees concerned with academic affairs, and has direct responsibility for the development, administration, and quality of all academic programs, the administration of the academic budget, development and
implementation of academic policy, and all matters directly affecting faculty. The Associate Provost for the Downtown Campus has the responsibility for coordinating the development and delivery of the University's academic program at the Downtown Campus at its temporary site in the Cypress Tower Building and at its permanent location on Durango Boulevard. The Vice President for Extended Education has responsibility for development of UTSA's extended education programs and for the University's business assistance centers.

The Vice President for Administration and Planning provides the President with advice and counsel on the general administrative services of the University and acts as liaison between the President's Office and all University standing committees. This officer is responsible for affirmative action, strategic planning, human resource development, policy development, and the Office of Institutional Analysis.

The Vice President for Business Affairs provides the President with advice and counsel on fiscal affairs and has direct responsibility for the business operation of the University, including operation of the Physical Plant, Information Technology, University Police, General Services, and the Business Manager's Office. This officer is also responsible for budget preparation and analysis, contract and grant administration, and personnel administration.

The Vice President for Student Affairs is responsible for overseeing student affairs and for providing advice to top administrators on all aspects of student activities at UTSA.

The Vice President for University Advancement is responsible for all areas of advancement, including development, communications, and alumni affairs within the academic colleges and coordination with the University of Texas Institute of Texan Cultures.

The Executive Director of the Institute of Texan Cultures is responsible for the administration and management of all Institute programs, activities, and exhibits; leadership in educational programming and content production; dissemination of historical and cultural information to the public and the schools; development and management of volunteer programs; and fund-raising.

**UTSA Downtown Campus**

The UTSA Downtown Campus has been in operation since January 1994, at its temporary Cypress Tower location at 1222 N. Main Avenue. Students are offered a broad range of undergraduate and graduate courses. The permanent site for the Downtown Campus will be on Durango Boulevard, and the first building on that site will open in 1997. Planning for the second building has already begun.

**Accreditation**

The University of Texas at San Antonio is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, and doctoral degrees.
Graduate Council

The Graduate Council at The University of Texas at San Antonio is an operating unit of the Faculty Senate, with representation developed independently of the Senate. The Council recommends graduate program policies and monitors their implementation across graduate programs and by the various graduate studies committees. Some specific functions are developing recommendations concerning content of disciplinary and interdisciplinary programs and graduate curricula for existing graduate degrees and the establishment of new graduate degree programs; recommending and reviewing all graduate courses of instruction at UTSA; reviewing graduate programs and monitoring their quality; and recommending policies and standards for appointment of graduate students to be teaching assistants, teaching associates, research assistants, and recipients of university fellowships.

Members are elected to the Graduate Council by the members of each graduate studies committee, and from members of the graduate faculty of the programs' graduate studies committees. The Associate Vice President for Graduate Studies and Research and the Director of Libraries serve as ex officio members. A student representative to the Graduate Council from each college is elected by the members of the graduate faculty in each college, and from these representatives, one student is elected to represent the council on the University Assembly.

ADMINISTRATIVE POLICIES AND SERVICES

Rules and Regulations of the Board of Regents

A student at UTSA neither loses the rights nor escapes the responsibilities of citizenship. Compliance is expected with both the penal and civil statutes of the state and federal governments, the Rules and Regulations of the Board of Regents of The University of Texas System, and the policies and procedures of the University.

All students of UTSA are subject to the rules and regulations governing student conduct and discipline as set out in Part One, Chapter VI of the Rules and Regulations of the Board of Regents of The University of Texas System, the UTSA Handbook of Operating Procedures, and the Student Guide to UTSA.

The Rules and Regulations of the Board of Regents, the Handbook of Operating Procedures, and the Student Guide to UTSA have full force and effect as they concern all UTSA students. The Rules and Regulations of the Board of Regents and the Handbook of Operating Procedures may be consulted in the offices of the President, the Vice Presidents, the Deans, and in the UTSA Library. The Student Guide to UTSA is available from the Office of the Assistant Vice President for Student Life.

Hazing

State law (§§ 4.51 through 4.58, Texas Education Code) defines hazing as "any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining..."
membership in any organization whose members are or include students at an educational institution."

Hazing includes but is not limited to

- any type of physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity
- any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects a student to any unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student
- any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student
- any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to such acts
- any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Under state law, individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense. According to the statute, a person can commit a hazing offense

- by engaging in a hazing activity
- by soliciting, directing, encouraging, aiding, or attempting to aid another in hazing
- by intentionally, knowingly, or recklessly allowing hazing to occur
- by failing to report in writing to the Assistant Vice President for Student Life firsthand knowledge that a hazing incident is planned or has occurred.

The fact that a person consented to or acquiesced in a hazing activity is not a defense under the hazing law.

The penalty for failure to report hazing activities is a fine of up to $1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results; they include fines from $500 to $10,000 and/or up to two years in jail.

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event to the Assistant Vice President for Student Life, and immunizes that person from participation in any judicial proceeding resulting from that report.

State law does not affect or in any way restrict the right of UTSA to enforce its own rules against hazing, and the University may take disciplinary action for conduct that constitutes hazing regardless of whether public authorities prosecute students under state law. Part One, Chapter VI, § 3.28 of the Rules and Regulations of the Board of Regents provides that hazing with or without the consent of the student is
prohibited by the System and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Initiations or activities by organizations may include no feature which is dangerous, harmful, or degrading to a student, and a violation of this prohibition renders both the organization and the participating individuals subject to discipline.

**Solicitation and Distribution of Materials**

No individual, group, association, or corporation may use the grounds, buildings, or facilities owned or controlled by any component institution or by the System, except as permitted by the provisions of the *Rules and Regulations of the Board of Regents* and approved institutional rules and regulations. The term “solicitation” means the sale or offer for sale of any property or service, whether for immediate sale or future delivery; the distribution of material that is designed to encourage the purchase or rental of any property, product, or service; the oral or written appeal or request to support or join an organization other than a registered student, faculty, or staff organization; the receipt of or request for any gift or contribution; and the request that a vote be cast for or against a candidate, issue, or proposition appearing on the ballot at any election held pursuant to state or federal law. Exceptions to the prohibition include, but are not limited to, collection of membership dues by faculty, staff, or student organizations and approved fund-raising performed by registered organizations.

**Student Right-to-Know and Campus Security Act**

In compliance with the Student Right-to-Know and Campus Security Act (20 U.S.C., § 1092(a), (e), and (f), as amended), UTSA collects specified information on campus crime statistics, campus security policies, and institutional completion or graduation rates.

Pursuant to the federal law, alleged victims of violent crime are entitled to know the results of campus student disciplinary proceedings concerning the alleged perpetrators. UTSA will make timely reports to the campus community on crimes considered to be a threat to students and employees and reported to campus police or local police agencies.

Every September, UTSA publishes and distributes a report of campus security policies and crime statistics to all current students and employees, provides copies of the report to applicants for enrollment or employment upon request, and submits a copy of the report to the Secretary of Education upon request. The annual campus crime statistics report references crimes that occur on property owned or controlled by UTSA and may be supplemented by listing crimes which occur off campus in buildings or property owned or controlled by student organizations that are registered by UTSA, when such statistics are available from local police departments. The annual security report contains UTSA's policy regarding sex-related offenses, including sexual assault prevention programs, education programs to promote awareness of sex offenders, administrative disciplinary procedures and sanctions for offenders, and counseling and student services for victims.
Student Grievances

UTSA students may need to pursue questions or concerns involving academic or nonacademic aspects of student life. General grievance procedures are set forth below. Students may consult with the Office of Student Life if additional information is needed concerning the pursuit of any grievance.

A student with a grade grievance should refer to the Grade Grievance Procedure section in the General Academic Regulations chapter of this catalog.

A student grievance may involve a UTSA employee or other students. A student with a grievance involving a university employee should first seek to resolve the problem with the employee. If the matter cannot be resolved with the employee, the grievance can be forwarded to the employee's supervisor. A student who believes another student has violated the Student Code of Conduct may institute a proceeding against a student by filing a complaint with the Office of Student Life.

Financial Aid

The Office of Student Financial Aid administers programs to assist students in financing an education at UTSA. Financial aid programs for graduate students include Federal or State Work Study, Texas Public Education–State Student Incentive Grants, Perkins Student Loans, Federal Family Education Loan (FFELP) programs, and various scholarships.

A yearly determination of eligibility/financial need is required for most forms of financial aid.

To be considered for financial aid, a student must

1. be officially admitted to UTSA
2. file a Free Application for Federal Student Aid (FAFSA)
3. file a UTSA application for Financial Aid with the Office of Student Financial Aid
4. meet deadlines set by the Office of Student Financial Aid
5. not be in default of any Title IV, HEA loan made for attendance at any institution
6. not owe a refund on any Title IV, HEA grant received for attendance at any institution
7. make satisfactory academic progress as required to fulfill federal requirements for financial aid eligibility (please see Satisfactory Academic Progress Policy below)
8. be classified by the Admissions Office as a degree-seeking student.

Further,

- Transfer students must submit a Financial Aid Transcript from each postsecondary school attended whether they received financial aid or not.
- Students who are not U.S. citizens must provide proof of eligibility.
- Students selected for "verification" by the Department of Education during the processing of FAFSA applications will be asked for applicable documentation. This information must be provided to remain eligible for aid.

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Satisfactory Academic Progress

The Higher Education Act of 1965, as amended, mandates that institutions of higher education establish a standard of Satisfactory Academic Progress for students receiving financial aid. This standard must apply to students’ entire academic history at UTSA, as well as attendance at other postsecondary schools regardless of whether Title IV aid was received or not. Financial Aid Satisfactory Academic Progress only determines whether or not a student will be eligible for financial aid while attending UTSA.

1. Definitions: The following definitions are applicable to the Satisfactory Academic Progress Policy for graduate students at UTSA:
   - Academic Year: Two long semesters plus the summer term.
   - Full-Time Enrollment: Enrollment in at least 9 semester credit hours in both long terms and 5 or more for the entire summer term.
   - 3/4-Time Enrollment: Enrollment in 6 to 8 semester credit hours in both long semesters.
   - Incremental Progress: Completion of required hours in a given year. The Office of Student Financial Aid determines hours a student must complete by the end of each academic year based on the enrollment status on the University’s official census date. Satisfactory Academic Progress does apply on a semester basis according to enrollment status.

2. Satisfactory Academic Progress: Full-time graduate students must meet the following in order to be considered making Satisfactory Academic Progress:
   - Maintain 3.0 or higher grade-point average.
   - Complete their degrees within three years of full-time study.
   - If enrolled less than full-time, complete their degrees within a time frame proportional to the above.

Financial Aid Probation: Graduate students who do not meet the definition of Satisfactory Academic Progress can be placed on financial aid probation for any of the following reasons:
   - UTSA cumulative grade-point average drops below 3.0.
   - 1–6 semester credit hours deficient of incremental progress requirements.
   - Accumulated attempted hours equal to or greater than 1.25 times the number of hours required by student’s degree program.

Financial Aid Termination: Graduate students who are seriously below the Satisfactory Academic Progress standard for any of the reasons shown below will be terminated. NOTE: All students will receive one probation before termination.
   - After two consecutive semesters with a UTSA cumulative grade-point average below 3.0.
   - A net deficiency of 7 or more semester credit hours.
   - Attempted accumulated hours have exceeded 1.5 times the number of hours required by student’s degree.
3. Special Considerations:

- Students who began their academic career at another school and then transferred to UTSA will have their standing classified by the appropriate academic department. The financial aid eligibility of transfer students is identical to that of UTSA students with comparable hours.
- Doctoral students will be handled on an individual basis in the Office of Student Financial Aid. Graduate students seeking a second master's degree will be handled on an individual basis in the Office of Student Financial Aid.
- The cumulative grade-point average is based solely on grades for courses completed at UTSA and does not apply to transfer grades. Successful completion of a course is defined as a course completed with an “A” through “D.” Repeated courses can increase the grade-point average; however, these hours will also count toward the maximum number of accumulated hours allowed to complete a degree (see Financial Aid Probation and Termination above).
- The following will not be considered satisfactory completion of a class: “EP,” “NC,” “W,” “IN,” “NR,” and “RP.”

4. Appeal Process:

A student who has been terminated may appeal by completing the Financial Aid Appeal form available at the Office of Student Financial Aid. There is no need to appeal a probation status since this does not immediately affect a student’s financial aid. The appeal form must be accompanied by a written statement describing any extenuating circumstances that were the causes for not maintaining Satisfactory Academic Progress, the student’s degree plan, and appropriate supporting documentation.

The appeal, if denied by the Office of Student Financial Aid, will be referred to the Scholarship Committee for further consideration.

Once the application process is complete, financial aid will be granted on a first-come, first-served basis subject to funds availability. Students are strongly encouraged to have their applications completed by March 31 of each year.

Further information and application forms are available from the Office of Student Financial Aid. A list of scholarships available to UTSA students is also available and is published each semester in the Schedule of Classes. Contact the Scholarship Office for further information.

**Scholarship Office**

The Scholarship Office represents UTSA’s commitment to assist students with the cost of their education. The office provides students with information on scholarships, graduate fellowships, and assistantships.

Applications are available at the Scholarship Office for the many UTSA scholarships it administers. In addition, it maintains a national database and a reference library to help students research scholarship and fellowship opportunities. The office also maintains a calendar of deadlines to help students with their planning.
Veterans’ Assistance

Educational benefits are available to veterans, eligible dependents of veterans, and personnel on active service in the Armed Forces. The Office of Veterans’ Affairs, located in the Office of Admissions and Registrar, provides the necessary forms and current information about the benefits provided under the law.

Students receiving veterans’ assistance must keep themselves informed of and meet the academic standards of progress required of all VA recipients. These standards are set by Veterans Administration regulations and are monitored by the Texas Education Agency.

Identification Cards

Student identification cards are mandatory. A one-time, $10 nonrefundable charge for student photo identification cards is assessed when the student first registers at UTSA. The student must go to the Photo I.D. Office to fill out the necessary form and have a picture made. If a student fails to have the card made or fails to claim the card during the first semester, the fee is forfeited and another photo identification charge will be assessed in the next semester.

The card is valid as long as the student remains enrolled at UTSA. A $10 charge is assessed to replace a lost or stolen card. For information on I.D. cards, contact the Photo I.D. Office.

Availability of Directory Information

UTSA student educational and directory records are maintained in accordance with state and federal laws. Directory information is available upon public inquiry, and includes a student’s

- Name
- Current address
- Permanent address
- Phone number
- Date and place of birth
- Major and concentration
- Classification
- Participation in officially recognized activities and sports
- Weight and height (if the student is on an athletic team)
- Dates of attendance
- Degrees and awards received
- Most recent previous educational institution attended

A student’s consent to release this information is presumed. Students who do not want this information available to the public must submit a written request for confidentiality to the Office of Admissions and Registrar. When a student has requested confidentiality, the University responds to the public inquiry by verifying enrollment only.
In a regular (fall or spring) semester, the request must be turned in between the first day of registration and the 12th day of classes. In a summer term, the request must be turned in between the first day of registration and the fourth day of classes. The request for confidentiality will remain in effect until the student makes a written authorization releasing the information.

Research papers and theses authored by students may be made available to the general public in the library.

For more specific information concerning the disclosure, review, release, and confidentiality of student records under the Family Educational Rights and Privacy Act (20 U.S.C., § 1232g), consult the Student Guide to UTSA available in the Office of the Assistant Vice President for Student Life.

Students with Disabilities

UTSA does not discriminate on the basis of disability. Special assistance is provided to students with disabilities through the Office of Disability Services.

Lost and Found

All abandoned articles found on the UTSA campus are stored in the University Police Office. Lost items may be claimed by showing proper identification of ownership. UTSA will dispose of items that are not claimed within 60 days.

CAMPUS RESOURCES

The UTSA Library

The UTSA Library’s goals are to support and enhance University instructional, research, and public service activities by supplying the full range of services necessary to provide access to information and resources for learning and scholarship to University students, faculty, and staff. The library also contributes to the general advancement of knowledge by participating actively in local, state, and national programs for resource sharing; by studying new methods for service delivery; and by providing interpretive services to the public.

The UTSA Library is housed in the John Peace Library Building and operates branch services for the Downtown Campus. In addition to traditional library facilities, the library also maintains a multimedia center, a bibliographic instruction center, and an electronic classroom. Carrels, group study rooms, and faculty study rooms are also available and provide a variety of study opportunities.

The library’s collections include approximately 500,000 volumes, 100,000 federal, state, and local publications, 2 million microforms, and more than 2,200 periodical subscriptions. The majority of materials are on open shelves for browsing and ease of access. The collections reflect the broad range of programs offered at UTSA and a strong and increasing emphasis on electronic access and delivery of information. Notable within the Special Collections Department are collections focusing on Western Americana, Texana, and San Antonio history, including the John Peace Collec-
tion of books and documents from the Texas Republic and the Kathryn Stoner O'Connor Collection of Early Texan and Mexican materials.

The library's catalog is available online and may be accessed from remote locations both on and off campus through the campus network, by modem, and through the Internet. Other electronic products, including indexes, text, and data are also available. Services enabling patrons to access materials not owned by the library include interlibrary loan through mail or fax and cooperative agreements with other libraries including TexShare, the UT System Electronic Reference Center, and the Council of Research and Academic Libraries.

For specific information on services and regulations contact the UTSA Library.

**Tomás Rivera Center for Student Advising**

The Tomás Rivera Center for Student Advising combines academic advising functions with an array of student support services. The Academic Advising component (JPL 1.02.02, 458-5170) of the TRC advises new students (first-time freshmen and transfer freshmen) entering UTSA with 30 or fewer semester credit hours of college coursework. The Student Development component (JPL 1.01.05, 458-4694) advises undeclared majors with over 30 semester credit hours of coursework and Provisional Admission Program students.

The TRC-Student Development (JPL 1.01.05) provides students with information on UTSA programs, services, and events. It oversees the UTSA Mentoring Program and offers assistance to academically underprepared students such as San Antonio Educational Partnership students, provisionally admitted students, and freshmen on probation.

The TRC's Learning Assistance Center also offers academic tutorial instruction in specific subject areas as well as general instruction in successful study habits and techniques. Tutors are provided on a consistent weekly schedule. Individual and group tutoring sessions are provided in most subject areas. Self-paced computer software programs are available on a walk-in basis to review concepts and practice skills. Study skills classes are provided. Instructional video and audio tapes are available in subject areas that parallel and augment tutoring and study skills lessons. Supplemental Instruction classes also accompany certain high-risk courses.

**Office of Academic Technology**

The University-wide support services for UTSA classes are provided by the Office of Academic Technology. In addition to providing equipment, from overhead projectors to mobile multimedia stations, for use in all classrooms, this office provides two facilities: the Audio/Video Lab, where faculty and students can create and edit audio and video productions, and the New Media Lab, where faculty have access to the latest in academic technology (such as desktop video teleconferencing, multimedia authoring software, 3D and animation software, World Wide Web page builders, and digital video editing software) to assist them in developing materials supporting their teaching efforts. Personnel operating these labs provide tutorial and general assistance to faculty and students developing projects on campus. Additionally this office
is responsible for supporting special events scheduled at the University and the development of the distance education program at UTSA.

Office of Extended Education

The Office of Extended Education serves the region's adult, noncredit, professional, and continuing education needs through a range of targeted programs that match the University's unique resources with the lifelong learning needs of the region. Operating out of the Downtown Campus, the Office of Extended Education works collaboratively with academic and nonacademic units of the University to develop and present seminars, short courses, conferences, and programs for the general public, professionals, governmental agencies, and businesses. Instructional staff includes UTSA faculty and other professionals. Seminars, short courses, and programs are scheduled at convenient times and locations throughout the city. The UTSA Extended Education bulletin, published semiannually, provides information on seminars, short courses, and programs that are open to the public. The Office of Extended Education also provides specialized training to businesses, government agencies, and nonprofit organizations needing customized programs for their employees.

Office of International Programs

The UTSA Office of International Programs supports international components in graduate academic programs, promotes international research, develops and manages cooperative agreements and programs for academic exchanges, encourages enrollment of qualified students from other nations, provides special services to international students to maximize their academic success and intercultural exchange, maintains active relationships between UTSA and its past participants in study abroad and exchange programs, and provides assistance in obtaining financial aid for students and faculty wishing to study, teach, or perform research abroad.

UTSA maintains cooperative programs with the National Autonomous University of Mexico (UNAM–Mexico City), the Autonomous University of Nuevo León (UNAL–Monterrey, Mexico), Queensland University of Technology (Brisbane, Australia), Keele University (England), and Kyoto University of Foreign Studies (Japan). UTSA is in the process of forming partnerships with the University of British Columbia (Vancouver, Canada), the University of Calgary (Canada), Iberoamerican University (Torreón, Mexico), Instituto Tecnológico y de Estudios Superiores de Monterrey (ITESM–Monterrey Tech, Monterrey, Mexico), and Dublin City University (Ireland). Special cooperation on specific projects has also occurred with Anhui and East China Normal Universities in China and Moscow State University in Russia. As well, through consortia agreements and participation in international programs, students are offered additional opportunities to study abroad.

Besides offering guidance on study abroad programs for graduate exchanges, the Office of International Programs also assists graduate students interested in grants and other travel opportunities abroad. These include Fulbright Grants for Graduate Study, DAAD Grants, and others.
Office of Minority Affairs

The Office of Minority Affairs provides college transition support services to help minority students and other underrepresented groups have successful and rewarding college experiences.

In addition, the office presents programs that educate the UTSA and San Antonio communities about the varied cultural backgrounds of University students, offering culturally diverse students a sense of self-pride and belonging. It seeks to heighten sensitivity to multiculturalism and respect for individual differences.

Office of Research Development

The University of Texas at San Antonio's Office of Research Development assists faculty and staff seeking external support for their professional and scholarly activities. Grants and contracts provide support for research, creative projects, training, equipment acquisition, community enrichment, professional development, travel to professional meetings and collections, and institutional development. Services provided by the Office of Research Development to all UTSA faculty and staff include funding agency information; access to funding references; computerized searches; daily review of funding notices; grant alerts; contacts at agencies, foundations, and corporations; guidelines and application forms; conferences on funding opportunities; and grantsmanship workshops. The office also assists faculty in interpreting funding regulations, project development, proposal preparation, and multidisciplinary proposals, and provides help with editing and budget preparation. Strategic and technical advice is offered on how to develop a winning proposal.

Disability Services

The Office of Disability Services at UTSA coordinates support services and equipment for UTSA students with disabilities. Its goal is to provide services, accommodations, and equipment to enable students with disabilities to participate in and benefit from all university programs and activities. Some of the services and equipment available include registration assistance, note-taking, test accommodation, recorded text, TDD, motorized scooters, adaptive computers, CCTVs, and a Braille printer.

A disability verification letter and an interview with the director begin the process for accessing services. Students are encouraged to contact Disability Services before starting classes to discuss needs and to make arrangements for services.

The UTSA Art Gallery

The UTSA Art Gallery enhances the teaching, research, and outreach missions of the Division of Visual Arts and the College of Fine Arts and Humanities. Exhibitions and presentations in the gallery provide a forum for the consideration and interpretation of art works and for the cultural enrichment of the University community and the public of San Antonio.

The UTSA Art Gallery is concerned with the education of students pursuing a career in art. Programs reflect the academic curriculum, provide avenues for research, and
present opportunities for the interpretation, design, preparation, and installation of exhibits.

In addition to sponsoring a variety of curated art exhibitions of regional and national interest, the UTSA Art Gallery also presents a biennial exhibition of works by art faculty and occasionally serves as a setting for special presentations, including poetry readings, award ceremonies, and lectures.

The University Bookstore

The University Bookstore, operated by Barnes and Noble Bookstores, Inc., is located on the first level of the University Center. The bookstore attempts to maintain a complete inventory of all required and recommended books for UTSA courses. In addition, the University Bookstore carries a complete line of general school supplies, writing instruments, art materials, soft goods, decals, greeting cards, and a variety of gift items.

The Computer Store

A UTSA-owned and operated computer store is located on the first floor of the University Center and offers computer systems and software at educational discounts to students, faculty, and staff.

Campus Dining

Dining facilities are available in the University Center, the John Peace Library Building, and the Humanities and Social Sciences Building. Menu selections for students at the various dining locations include homemade entrees and vegetables, full self-serve salad bar, burgers, grilled sandwiches, deli bar, assorted desserts, and beverages. An additional dining facility will be located in the new Business Building (estimated opening, Spring 1997). A declining balance cash-card system, the Roadrunner Express Card, is available to all students, faculty, and staff and can be used at all campus dining locations. An account can be opened with a minimum of $25. Bonus bucks are available for those purchasing over $100 at a time. Purchases may be made with cash, Visa, MasterCard, or Discover Card. Campus Dining offices are located on the first floor of the University Center (Hours: 8 a.m.–5 p.m. Monday–Thursday and 8 a.m.–4 p.m. Friday). Applications for the Roadrunner Card purchases can be made at this location.

Information Technology (Computing Resources)

Computing resources at UTSA include a Hitachi EX44, IBM 4381-M1, a Sun 670 UNIX server, a modern student computing laboratory with 120 networked personal computers, and 80 terminals for academic IBM and UNIX use. With the completion of the new Business Building, presently under construction, a second student computing laboratory with approximately 200 workstations will be opened. Both student computing facilities are open and available for use 24 hours a day. Specialized facilities in the College of Sciences and Engineering include a Scientific Visualization Lab with Silicon Graphics workstations, a CAD/CAE lab with Sun and DEC workstations, and a high-performance computing lab. Other specialized student

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computing facilities supported by colleges and divisions are located in various buildings on campus.

A campuswide fiber-optic backbone network connects all facilities and provides links to wide-area networks (Internet, THENet) with electronic mail, file transfer, and remote log-in capabilities. Off-campus access is supported via dial-up modems that connect to all mainframe systems and network resources.

Administration information systems and the University Library On-Line Catalog (NOTIS) are supported on the Hitachi EX44 System. Services include automated telephone registration, integrated online student information, and other administrative support systems.

**STUDENT LIFE**

**The University Center**

The University Center is located on the West Paseo between the Humanities and Social Sciences Building and the Physical Education Building. The 139,000-square-foot community center provides essential programs, services, and amenities for UTSA students, faculty, and staff. The building includes the following administrative offices: Student Activities, Minority Affairs, Associate Vice President for Student Affairs, Assistant Vice President for Student Life, Orientation and Freshman Year Programs, Student Judicial Affairs, Assistant Vice President for Student Development, Counseling Center, Tomás Rivera Center for Student Advising, Alumni Programs, Career Services, Campus Dining Catering, and University Center Administration.

Services in the University Center include the UTSA Bookstore, food service outlets including Chick-Fil-A, a game room, lounge space, television rooms, a video arcade, an information desk, an ATM, and a TicketMaster outlet.

Space dedicated to student volunteer activities includes the Student Organizations office space, a desktop publishing room, a workroom, the Student Publications office and production space, the Campus Activities Board office, the Student Government office, the Volunteer Services office, and a central mailbox area for all campus Registered Student Organizations.

**Student Activities**

Student activities enhance the classroom educational experience, assist students in developing leadership qualities and interpersonal skills, and create a stimulating campus environment. UTSA recognizes over 150 student organizations which involve almost 5,000 students. These Registered Student Organizations (RSOs) represent a variety of interest areas including academic, service, cultural and minority, honorary, military, political, professional, religious, social, sports and recreation, and special interest.

The Student Activities Office provides administrative and advisory support for the Registered Student Organizations in addition to Student Government, the Campus
Activities Board, the Volunteer Organization Involving Community Education and Services (V.O.I.C.E.S.), the Greek community, and leadership development programs.

**UTSA Alumni Association**

The UTSA Alumni Association seeks to strengthen its ties among the University; its past, present, and future students; and the community in the interests of academic excellence. It provides scholarships to new and current students. Alumni-sponsored activities include an annual meeting each fall, the Dollars for Scholars 5K Run, and Homecoming events.

The Alumni Association was established in 1977 and incorporated in 1978. It is a dues-paying membership organization governed by a 21-member elected board of governors. A director of alumni programs manages the daily operations.

**Intercollegiate Athletics**

UTSA fields men’s and women’s teams for intercollegiate competition in Division I of the NCAA. Men’s sports include basketball, baseball, cross country, golf, indoor and outdoor track, and tennis. Women’s sports are basketball, cross country, indoor and outdoor track, softball, volleyball, and tennis.

All currently enrolled students receive admission to any on-campus UTSA athletic event.

**Intramural and Recreational Activities**

UTSA offers a wide range of intramural programs and recreational activities. The facilities available in the Convocation Center and the Physical Education Building include gymnasiaums for basketball, badminton, and volleyball, two weight rooms, ample indoor jogging space, an outdoor 400-meter synthetic-surfaced track with a grass playing infield, intramural fields for soccer, flag football, and softball, and a tennis center. A newly completed softball and baseball complex is adjacent to the outdoor track.

Intramural sports offered include tennis, track, volleyball, badminton, shuffleboard, table tennis, softball, soccer, flag football, basketball, and billiards.

**Living Accommodations**

**On-Campus.** UTSA, in partnership with the private sector, has developed a contemporary approach to campus housing. Residence hall and apartment housing is available on campus.

**Campus Housing–Residence Hall.** Chisholm Hall is open to all students and offers traditional-style accommodations with two-person rooms with private baths. All utilities are included. Residents may make 24-hour-a-day use of the adjacent Activity Center, with TV, game room, and study lounge. A junior Olympic-size indoor swimming pool is open 15 hours a day. For additional residence hall information, contact Chisholm Hall at (210) 458-6700.

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Campus Housing–Apartments. University Oaks Apartments offers efficiencies and one-, two-, and four-bedroom units. Other amenities include a swimming pool, jacuzzi, basketball and volleyball courts, and limited-access gates. Housing in University Oaks is available all year and offers various types of 9- and 12-month leases. For additional on-campus apartment information, contact the University Oaks Housing Office at (210) 561-8699.

Off-Campus. Student Housing Services, located within the Student Life Office, distributes an off-campus housing directory to help students find accommodations in the San Antonio area. Contact the Student Life Office at (210) 458-4720 for on- or off-campus housing information.

HEALTH AND COUNSELING

Student Health Services

Services and Costs. The focus of Student Health Services is to provide first aid for injuries and limited medical and nursing care for minor illnesses. In cases of severe illness or a serious accident, the student will be transferred to a local hospital for treatment and will be responsible for the expenses incurred, including transportation. The student medical service fee allows free medical coverage for general use of the student clinic, and for on-campus physician visits. There are reasonable charges for student clinic laboratory tests and medications.

Student Health Services emphasizes interdisciplinary health education, health promotion, prevention, wellness, and outreach programs to our student population, and uses nonphysician and physician providers for primary health care.

Immunizations and Insurance. Incoming students must return the Health Information form included in UTSA's application for admission to Student Health Services. Current immunization for TD (tetanus-diphtheria) and MMR (measles, mumps, rubella) is highly recommended. Student Health Services can provide instructions on the quickest and most economical method to complete immunizations. International students must have a tuberculosis (T.B.) test within 90 days of admission. Students are advised to carry health and accident insurance. A UTSA group plan is available. All international students are required to maintain approved comprehensive health insurance while enrolled at UTSA. For information on cost and coverage, contact Student Health Services.

HIV/HBV. UTSA recognizes that Human Immunodeficiency Virus (HIV) and Hepatitis B virus (HBV) are serious public health threats. UTSA's policy on HIV and HBV infection, as well as educational pamphlets about methods of transmission and prevention of HIV and HBV infections, are available at Student Health Services.

Counseling

The Counseling Office provides professional services to help meet the personal and developmental needs of currently enrolled students. Staff psychologists use counseling techniques, psychological assessment, and other aids. All services are confidential and voluntary, and most services are free to enrolled students.

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Services include individual sessions for personal and educational concerns, services to couples with relationship difficulties, and regularly scheduled group sessions on topics such as vocational choice, assertion training, interpersonal communication skills, stress management, understanding sexual orientation, and living with HIV. The Counseling Office also helps students assess career choices or identify possible learning disabilities. In addition, self-help cassette tapes are available (in person or by phone) on a variety of topics, ranging from friendship building to managing anxiety and depression.

**Testing**

The Testing Office provides University-wide testing services. Standardized tests are given on national and state testing dates. Computer-based testing for some tests is available at the Testing Office. Calendar dates for all tests are available at the Testing Office.

Students are encouraged to satisfy degree requirements through credit by examination (see General Academic Regulations). The Testing Office offers a brochure on credit by examination at UTSA that covers the various tests accepted for credit.

**Career Services**

Career Services offers a variety of services and programs for career counseling and professional employment. Career Services assists UTSA students and alumni to develop traditional and nontraditional job search methods in order to secure full-time “degreeed” professional employment. Career Services’ staff offer individual and group training for developing job search skills, including writing effective resumes, organizing a job search, and training for successful interviews.

Career Services’ computer resources include interactive, Windows-based programs on career information, job and company descriptions, interview simulation software, top jobs in multimedia, and information on graduate programs and schools. Career counseling is offered to students to assist them to make better career decisions. Career Services maintains a library of employer recruitment literature, employer videotapes, informational guides such as sample business cover letters, sample resumes for different professions, average entry-level salaries for undergraduate and graduate degrees, cost of living indices, etc. Two career fairs are offered to all UTSA students. Job vacancy listings are available, organized by major, and updated daily.

UTSA graduating students and alumni who wish to sign up for job interviews or have their resumes referred to potential employers must register with Career Services to develop a placement file. A $10 registration fee and a $10 computer disk purchase are required.

**Student Employment and Internships**

The mission of the Office of Student Employment and Internships is to provide students with comprehensive employment and career development services. The office provides resources for students conducting a job search for part-time jobs, cooperative education, and internships. In addition, the office provides assistance to students who are seeking help in identifying an appropriate occupational field or academic major.
Resources include a computerized job bank of employment opportunities as well as a library of company literature. Also, workshops and literature are available on resumes, interviewing, reaching the unadvertised job market, identifying skills for the workplace, and choosing a major. Interested students can also attend daily information sessions on co-op and internship opportunities.

**Teacher Placement Service**

The Teacher Placement Service is located in the Office of Teacher Advising, Certification, and Placement. It assists all UTSA undergraduates, graduates, or alumni who seek employment in the field of education by coordinating communication between students and employers and acting as a clearinghouse for student placement files. The office also sponsors a semiannual teacher job fair.

Information concerning services and fees for placement files is available through the Office of Teacher Advising, Certification, and Placement.

**RESEARCH ORGANIZATIONS**

**Research Center for the Visual Arts**

The activities of the Research Center for the Visual Arts encompass the visual arts, architectural history, and art criticism, with a primary focus on historical studies of Iberian and Interamerican arts.

**Institute for Music Research (IMR)**

The Institute for Music Research was established to sponsor research primarily in the areas of music psychology and music technology. Activities of the IMR include providing a variety of computer services, hosting national and international conferences, conducting research, publishing conference proceedings and other research projects, and making presentations at state, national, and international meetings. Online computer services are available worldwide via the Internet and World Wide Web and include a bibliographic database of music-related computer software. Conferences include annual music technology conferences, an international music medicine conference, and a conference on music and the brain. Research projects include a variety of projects in music psychology and music technology, such as a PET scan of musicians and development of multimedia programs for music instruction. Publications and presentations also represent a wide variety of research activities in these fields.

**Institute for Studies in Business (ISB)**

The Institute for Studies in Business is the research component of the College of Business. The major objectives of the institute are to offer the opportunity for faculty and students of the University to have a superior research environment, to encourage interaction between the business community and the University, and to provide applied economics and business training to students. While the institute is an integral part of the College of Business, it interacts with the faculty of the other colleges to provide an interdisciplinary approach to research and business education.
The focus of activity at the institute is on application of theories and research techniques to applied problems encountered in both public and private decision making. Specialized data files are maintained on a continuing basis, while a research library and computer systems guide interested users to sources of information. The knowledge and experience of the University's faculty and professional staff are utilized to undertake specific research projects in the broad categories of marketing, economic analysis and modeling, human resource planning, information systems, financial analysis, and economic development research. The institute, therefore, draws upon the creative resources, energy, and talent of the faculty, the institute staff, and the students.

**Center for Professional Excellence (CPE)**

The Center for Professional Excellence coordinates efforts within the College of Business to support the personal and professional growth of those who will share the responsibility of keeping our institutions vital and on the road to competitive survival. Its mission is to bring University faculty and students and practitioners together to create a lifelong learning resource that serves their mutual needs.

The CPE offers a portfolio of extracurricular courses, workshops, conferences, seminars, consulting, and research programs to support professional excellence in business and other community institutions. In the spirit of a joint venture with community stakeholders, the CPE conducts focus groups and annual meetings to define needs and to explore ways in which University and community resources can be effectively coupled to address them.

**Institute for Research in Sciences and Engineering (IRSE)**

The IRSE serves as the research center for the College of Sciences and Engineering; it identifies research opportunities, assembles multidisciplinary teams from within the College of Sciences and Engineering and other colleges, and assists in the development of grants and contracts. It interacts with the San Antonio community when additional expertise is required and participates in the Southwest Research Consortium. Specialized research centers are created when a research team becomes self-sustaining.

IRSE distributes information on federal, regional, and local funding sources bimonthly in the IRSE Newsletter. It also offers assistance to faculty in the preparation of proposals and the management of projects.

**Center for Water Research**

The Center for Water Research is a research component of the College of Sciences and Engineering, organized under the Institute for Research in Sciences and Engineering. Research is conducted by the center's staff and UTSA faculty and students in the major areas of hydrology, surface water hydrology, geochemistry, geophysics, and geotechnical engineering.

Research and analysis capabilities include stable isotope geochemistry, water chemistry, borehole geophysical logging, surface geophysical surveys, structural
geology of aquifer systems, microbiology of bioremediation, leakage and contaminant studies, mathematical modeling of groundwater flow and contaminant transport, surface water modeling, economic analysis of water usage, formulation of decision models for water planning, and study of municipal water supply and treatment systems.

Center for Archaeological Research

The Center for Archaeological Research, located in the College of Social and Behavioral Sciences, was established in September 1974. Among its objectives are (1) to provide the opportunity for students to train in archaeology; (2) to promote archaeological research in the South and South Central Texas region, the Greater Southwest, and Mesoamerica; (3) to carry out archaeological research and services for private, federal, state, and local agencies as required by legislation; (4) to conduct public outreach and education programs for schools and other groups through its Legacy program; and (5) to sponsor conferences.

The center's staff includes about 30 professionals and graduate and undergraduate students who have conducted archaeological investigations in various parts of Texas. Other research by the center has included the study of the ancient Maya in Belize and Guatemala, as well as in the Mogollon region of the Greater Southwest. Results of center investigations are published in nearly 275 volumes in 10 publications series: Archaeological Survey Reports; Regional Studies, Special Reports; Guidebooks in Archaeology; Choke Canyon Series; Colha Project Interim Reports; Colha Project; Belize, Working Papers; Papers of the Colha Project; Rio Azul Reports, Rio Azul Project, Guatemala; and the Archaeology and History of the San Juan Bautista Mission Area, Coahuila, and Texas.

The center has administered more than 400 contracts and grants to date, including a two-year study of the archaeology and ethnohistory of the Spanish mission complex at Guerrero, Mexico; a multiyear study of the prehistory and history of the Choke Canyon Reservoir area in southern Texas; a study of the early Mogollon farming sites in the Southwest; five seasons of excavation at the Maya site of Colha in Belize, Central America; studies of the Rio Azul site in Guatemala; numerous projects at San Antonio's five Spanish missions; and studies of historic downtown San Antonio. Several projects have also been carried out in Louisiana and New Mexico.

In 1985, the center launched its Friends of Archaeology program of public participation in support of archaeological research. Through the Friends program, the center is able to provide seed grants for faculty and students and research assistant stipends for graduate and undergraduate anthropology majors, as well as the sponsorship of special lectures, special studies, and publication of important reports. In 1994 the center enhanced its educational outreach activities by launching its Legacy program.

Center for Learning and Development Research in Education

The Center for Learning and Development Research in Education, located in the College of Social and Behavioral Sciences, is designed to stimulate basic and applied research on learning and development, particularly as it relates to the educational process. Faculty and students from this college, as well as from other colleges of the University, are encouraged to use the center to help them study problems appropriate to this area. The objectives of the center include promotion of research in learning
and development in education; development of cooperative faculty-student research; cooperation with school districts, social service agencies, and community agencies on problems of mutual interest; and solicitation of funds for appropriate activities.

The center helps identify and coordinate faculty, student, and community interests, needs, and resources. Many of the projects undertaken through the center involve cooperative efforts among UTSA, local school districts, and the community.

Center for the Study of Women and Gender

The Center for the Study of Women and Gender is located in the College of Social and Behavioral Sciences. The only institution of its kind in Texas, the center promotes multidisciplinary, multicultural, and global research on topics related to women and gender. Specifically, the center promotes, facilitates, and disseminates research by UTSA faculty and independent scholars on women and gender; promotes collaboration between academic institutions, corporate America, and the public sector on issues such as women's health, sexual harassment, affirmative action, and promotion and pay inequities; helps elementary and secondary schools, as well as institutions of higher education, integrate scholarship on women and gender into their curricula; collects primary historical sources relating to women and gender in San Antonio and throughout South Texas; and sponsors public programming—such as events for Women's History Week and periodic public conferences—which explores a variety of women and gender policy issues.

Hispanic Research Center

The Hispanic Research Center operates under the auspices of the Provost and Vice President for Academic Affairs. Its mission is to provide an interdisciplinary University focus on research regarding Hispanics. The center stimulates research on Hispanic populations in the United States and Texas and conducts faculty forums emphasizing research on Hispanics. Some research areas include social and political access, education, substance abuse, linguistics, culture, business and economic opportunity, mental and physical health, and United States-Mexican relations.

Institute of Texan Cultures

The institute was established as the official State of Texas exhibit at San Antonio’s HemisFair ’68 and was transferred to The University of Texas System Board of Regents by the 61st Legislature in 1969. On February 14, 1986, the regents approved an enhanced educational mission for the University of Texas Institute of Texan Cultures, along with an administrative affiliation of the institute with UTSA.

Since its inception, the institute has served as an educational center for the interpretation of Texas history and folk culture. Displays of art and artifacts become a teaching laboratory as professionally trained staff members and volunteers use the exhibits as a setting for living history. Outreach programs touch the lives of Texans, especially students, through traveling exhibits, TexKit presentations, and “Lifetimes: The Texas Experience,” an ITC/UTSA statewide radio program. The annual Texas Folklife Festival, held on the institute’s grounds for four days each August, attracts more than 10,000 participants and 70,000 visitors every year.