Transfer Tips for UTSA

- Important Dates/Deadlines
- Myths & Facts
- UTSA Lingo 101

Need more info? Visit us on the web:

http://www.utsa.edu/admissions/transfer/transfer.html
APPLY FOR ADMISSION TO UTSA

<table>
<thead>
<tr>
<th>When you want to come to UTSA?</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Deadline</td>
<td>July 1</td>
<td>December 1</td>
<td>May 1</td>
</tr>
<tr>
<td>Priority Deadline</td>
<td>April 1</td>
<td>November 1</td>
<td>March 1</td>
</tr>
<tr>
<td>Best date to start the process</td>
<td>February 1</td>
<td>September 1</td>
<td>January 1</td>
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Get the process started even earlier to be sure all paperwork is received by UTSA and reviewed in a timely manner.

A deadline means there is a time limit and UTSA is very firm about its deadline date. The priority deadline means that all applications with all required documents received by this date will be processed in time for the admitted applicant to register during our priority registration, thus avoiding a potential problem of closed/full classes if registration occurs closer to the beginning of the semester.

Transfer applicants with MORE than 30 college credit hours from accredited colleges or universities must:

Have at least a C average (2.0 GPA on a 4.0 scale) in all college hours attempted

Be eligible to return to all previous institutions attended

REMEMBER:

- Apply online and pay the application fee [https://www.applytexas.org](https://www.applytexas.org)
- Send official transcripts of all college work from all institutions attended at the time you apply.
- Once you receive a Banner Student ID# from Admissions, you can check your admission status through our BANNER ASAP (Automated Student Access Program).
- Banner ASAP access: [https://asap.utsa.edu/](https://asap.utsa.edu/)

APPLY FOR FINANCIAL AID

Recommended deadline date for a Fall Semester is MARCH 31. The later you wait to apply the more difficult it is to receive aid. UTSA’s FAFSA code is 010115.

- Submit your Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) as early as January 2nd.
- Accept your award online using UTSA’s Banner ASAP.
- Complete a “Student Information Form” and submit it to the Office of Student Financial Aid or Enrollment Services Center. (The form is available in the bookcase next to the FA Office or on ASAP)
- Turn in missing documents listed on your award letter.

REMEMBER: [http://www.utsa.edu/financialaid/apply.cfm](http://www.utsa.edu/financialaid/apply.cfm)

APPLY FOR SCHOLARSHIPS

[http://www.utsa.edu/scholarships](http://www.utsa.edu/scholarships)

| UTSA General Scholarship Application | Deadline: February 15  
| Must also apply for admission by this date |
| UTSA and the ACCD 2+2 (transfer) Scholarship Application | Deadline: June 1 for Fall Term and December 1 for Spring Term |

APPLY FOR HOUSING

The earlier you send in your application, the more likely you will be able to receive on campus housing! A contract nor lease can be issued until you are admitted to UTSA.

REMEMBER: [http://www.utsa.edu/students/housing/index.cfm](http://www.utsa.edu/students/housing/index.cfm)

It is the student’s responsibility to complete and submit all appropriate applications and/or payments by the stated deadlines.
<table>
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<tr>
<th>COMMON MYTHS ABOUT TRANSFERRING</th>
<th>REAL FACTS ABOUT TRANSFERRING</th>
</tr>
</thead>
</table>
| **GPA**                        | Yes and no when you transfer you will have a UTSA GPA, a transfer GPA and overall GPA (includes both your transfer and UTSA GPA). Your overall GPA is important and vital not only for your admission to UTSA but also your college success. Some programs and majors require a minimum grade point average for admission to the major or for teacher certification:  
  - COB 2.20 in business core/2.0 overall  
  - Teacher Certification 2.5 on core curriculum and 2.5 overall coursework. |
| **Grades - Replace**           | “Any course I repeat will have the highest grade counted at UTSA regardless of where I repeat it.”  
                                 | While your transfer “from” institution may allow this, UTSA does not. Typically, what you repeat at the other institution averages or the highest grade is used for transfer credit. Refer to UTSA's information bulletin for more information [http://www.utsa.edu/infoguide/](http://www.utsa.edu/infoguide/). |
| **Grades of “D”**              | “UTSA doesn’t accept grades of “D” for transfer.”  
                                 | UTSA does accept grades of “D”. But keep in mind that some majors will require minimum grades of “C” for particular courses for the major. |
| **Grades of “W”**              | “Grades of W’s don’t count against me and they don’t hurt the GPA.”  
                                 | This is partially true in that the “W” grade does not count in the GPA calculation. However, the “W” grade can impact your Satisfactory Progress with financial aid if too many grades of “W” are earned. |
| **Fresh Start**                | “Asking for ‘Fresh Start’ when applying to UTSA will make all my F’s and D’s disappear.”  
                                 | This is partly true. It doesn’t erase them from your transcript. However, Texas residents may apply for admission to UTSA under the Academic Fresh Start statute (Texas Education Code, § 51.931). Under this program, academic course credits or grades earned 10 or more years before the semester for which the student seeks enrollment are not considered for admission purposes. If granted, no credit is given for any courses during this time period, regardless of the grades made. This means that even the A’s, B’s, and C’s made will not be counted or used for credit. |
| **All Community College Hours**| “UTSA will take all of my community college hours.”  
                                 | State law allows us to apply up to 66 credit hours of transferable college credits to your degree plan from a community college. If more than 66 hours are earned, the 66 hours that best apply will be counted toward the degree requirements. This law does not apply to credits earned at a 4-year institution. UTSA does not accept technical courses from community colleges unless the student is pursuing the Bachelor of Applied Arts and Sciences degree. |

*It is the student’s responsibility to complete and submit all appropriate applications and/or payments by the stated deadlines.*
| **TASP/TSI /THEA** | “The TASP went away so I don’t need any testing or developmental courses at all.” | The TASP was renamed in Fall 2003 to THEA and is under the state’s Texas Success Initiative (TSI). Depending upon whether or not you have received an exemption under the law, you may still be required to test and complete appropriate developmental courses. It is advisable that you complete the required sequence of developmental courses at your current school. |
| **A Major** | “I must have a major to apply for admission.” | It’s a good thing to be decided about a major before coming to UTSA, but it is not necessary for the admissions process. You can just leave the college and major areas “blank” on the paper application or select “undeclared” within a college on the electronic application. There are advisors at UTSA who specialize in working with the undecided student and will help you select a major once you have been admitted to UTSA. |
| **Advising** | “I must be advised in order to be registered for classes once I’m admitted to UTSA.” | In most cases students can, and we encourage students to, register themselves via the UTSA web on “ASAP”. The students who must be registered by advisors are students with TSI holds or other academic holds. Advisement is only mandatory for entering freshmen, freshmen transfers, and students entering on provisional status. |
Common Terms Used at UTSA and Their Meanings

ROADRUNNER – The UTSA Mascot; also a bird native to this part of Texas.

FULLTIME UNDERGRADUATE STUDENT - enrolled in at least 12 semester credit hours for a semester (fall, spring), or a summer term. A fulltime Graduate Student must take 9 semester hours.

TERM or SEMESTER – the way an academic year is divided for course enrollment and credit. At UTSA the year is divided into fall semester, spring semester, and summer term. We use the words term and semester interchangeably.

SEMESTER CREDIT HOUR – the number of hours a course is worth determined by the hours it meets in a semester. For example, a one-semester credit hour course meets one hour per week in a semester; two-semester credit hour course meets two hours per week; three-semester credit hour course meets three hours per week; and so on. Summer courses are condensed, but the actual class time is the same as long semesters.

STUDENT CLASSIFICATION – a system of levels determined by student’s earned credit hours used primarily for priority student registration.

Undergraduate students:
- Freshmen 0-29
- Sophomore 30 – 59
- Junior 60-89
- Senior 90 and over

COURSE NUMBERS – a numbering system that indicates the academic level, academic subgroup or sequence, and credit hours of the specific course.

For example, all UTSA numbers are four digits. Look at WRC 1013 as an example:

WRC 1 0 1 3

1 - The first digit is the academic level: 1-freshman (2-sophomore; 3-junior; 4-senior; 5,6,7- graduate)
01 – the sequence assigned to this course by the English faculty
3 – the credit hours that the course meets per week (determines a value of the course in the grade calculation)

All courses beginning with a 1 or 2 are considered “lower division” and those beginning with 3 or 4 are upper division. This is important for registration and for university graduation requirements.

DISCIPLINE – the academic course label determined by the college or department and faculty.

For example, ENG 2013 is ENGLISH from the English department. A listing of these labels is always in the course schedule online resource for each registration period as well as the current undergraduate catalog.

COURSE/CLASS SCHEDULE – this online resource lists all of the courses and sections of courses offered for registration in a specific semester or summer term. It lists the time the class meets, the day of the week, the name of the instructor (if assigned), and any course restrictions or descriptions in the notes. This online resource also gives registration instructions and important dates. Access UTSA ASAP on the web. (This is not the catalog.)

UTSA INFORMATION BULLETIN – specifically for undergraduate students, this bulletin is published annually and gives all of the policies and procedures concerning the university calendar, tuition, fees, charges, deposits, admission, and general academic regulations. This bulletin supersedes any former bulletins and governs these rules for the year that the bulletin is in effect.

CATALOG OF GRADUATION - the University publishes a catalog every two years (longer time period for graduate catalogs). It is the catalog that is in effect at the time the student actually first enrolls at UTSA. It lists all of the courses required for the student’s degree completion and any prerequisites. This plan of study does not change.
DEGREE AUDIT OR “CAPP” OR WEB “CAPP” – is a process by which students can see how their course credits apply toward their intended degree. Students and advisors can access the automated degree evaluation program called CAPP (Curriculum, Advising and Program Planning) via the advisor’s desktop PC or via the web using ASAP for students.

PREREQUISITE – a requirement that must be completed before the desired course can be taken.

GRADE POINTS – points earned for each letter grade and are used to determine the grade point average (GPA). UTSA is on a 4.0 grade point system. Below are instructions on how to calculate your GPA.

1) Multiply the number of credit hours for each course taken at UTSA by the point value of the letter grades. (See chart below) By doing this, you translate the "letter grades" into "points."

2) Add the number of credit hours*.

3) Add the number of points earned**.

4) Divide the total number of points by the total number of credit hours.

Here is an example:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point Value</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours*</th>
<th>Grade Points</th>
<th>Points Earned**</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 2213</td>
<td>3</td>
<td>A (4.0)</td>
<td>12 (3 x 4)</td>
</tr>
<tr>
<td>HIS 1043</td>
<td>3</td>
<td>B (3.0)</td>
<td>9 (3 x 3)</td>
</tr>
<tr>
<td>GRG 1013</td>
<td>3</td>
<td>C (2.0)</td>
<td>6 (3 x 2)</td>
</tr>
<tr>
<td>SOC 1013</td>
<td>3</td>
<td>D (1.0)</td>
<td>3 (3 x 1)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>12</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>GPA</td>
<td></td>
<td></td>
<td>2.5 GPA (30/12)</td>
</tr>
</tbody>
</table>

ASAP – the Automated Student Access Program is on the UTSA BANNER information system web site. Students can create a personal identification number and access their grades, registration, financial obligation, account balance, and many other very useful data. Students can also perform an unofficial degree audit evaluation of their progress in the major as well as a "what if" analysis for a different major to see how their credits fit with various programs.

ACADEMIC ADVISOR – is a professional who advises students with academic planning and supports students in ways that promote student’s academic success. All freshmen with declared college majors receive advisement at the Colleges’ Freshman Advising Center. Other undergraduate students who are sophomores through seniors receive advisement in the college academic advising centers of the students’ major.

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