

The University of Texas at San Antonio

The Honors College Advising Center (HCAC)

*"One Student, One Advisor, One Plan for Success!"*

<http://www.utsa.edu/honors>

Honors College Advising Center Syllabus

HCAC Mission:	The primary mission of the HCAC is to assist students in identifying and clarifying their academic and professional directions and educational goals and to help them develop meaningful plans and strategies to achieve them. Working in collaboration with students, HCAC advisors should enable students to become self-sufficient learners and responsible decision-makers and encourage them to take advantage of available educational opportunities within the formal curriculum and beyond.
HCAC Vision:	Academic advising is a developmental and collaborative process in which students seek and receive guidance in the development and achievement of meaningful academic and career goals that are consistent with their interest, values, and strengths. While the ultimate responsibility lies with the student, HCAC academic advisors guide students as they think critically, seek out resources, and develop action plans in an atmosphere of mutual respect and learning.
HCAC Core Values:	The core values of the Honors College Advising Center are: <u>H</u> onesty, <u>O</u> pportunity, <u>N</u> urturance, <u>O</u> riginality, <u>R</u> espect, and <u>S</u> uccess.
HCAC Advisors:	Diana Howard <a href="mailto:diana.howard@utsa.edu">diana.howard@utsa.edu</a>
Office Location:	JPL 4.02.10, 1604 Campus
Phone and Fax:	(210)-458-4106 (P); (210)-458-5730 (F)
Hours of Operation:	Monday – Friday, 8:00 am – 5:00 pm
Appointments:	Appointments are either 30 minutes (for routine appointments) or 1 hour in length (if you are a new student). If you are 10 minutes late to a 30 minute appt. or 15 minutes late to a one hour appt., you may be asked to reschedule.
Walk-ins:	Walk-ins are scheduled to accommodate high volume periods of time; i.e., registration, orientation. Walk-ins are limited to 15 minutes and are designed for quick answers. Questions regarding what it takes to graduate or processing a major change need to be addressed during an appointment.
Texts and Materials:	UTSA Undergraduate Catalog <a href="http://www.utsa.edu/ucat/">http://www.utsa.edu/ucat/</a> UTSA Information Bulletin <a href="http://www.utsa.edu/infoguide/">http://www.utsa.edu/infoguide/</a> Degree Plan and Individualized Semester by Semester Plan _____ Honors College Handbook Honors College Thesis Handbook (Depending on Tier Status pursued)
University Web Resources:	ASAP <a href="https://asap.utsa.edu/">https://asap.utsa.edu/</a> Class Schedule <a href="https://asap.utsa.edu/pls/prod/xwkschd.P_UTSA_OpenSch">https://asap.utsa.edu/pls/prod/xwkschd.P_UTSA_OpenSch</a> Transfer Equivalency <a href="https://asap.utsa.edu/pls/prod/xwgktreg.p_transequiv">https://asap.utsa.edu/pls/prod/xwgktreg.p_transequiv</a>
GPA Calculation:	<a href="http://www.utsa.edu/cfac/PDFs/GPA%20CALCULATION.pdf">http://www.utsa.edu/cfac/PDFs/GPA%20CALCULATION.pdf</a>

## Expectations of Students

The HCAC Staff expects every student to:

- ❖ Build rapport with his/her advisor.
- ❖ Determine his/her educational goals and make an educational plan that includes courses and out-of-class activities.
- ❖ Know his/her curriculum requirements and track his/her progress toward graduation.
- ❖ Follow UTSA policies, procedures (such as add/drop), and deadlines (including deadlines for registration through the Honors College).
- ❖ Use the UTSA catalog, ASAP, the Information Bulletin, the list of Honors requirements, the Honors Student Handbook, and the Thesis Handbook effectively as information resources.
- ❖ Use advising sessions effectively by making appointments, arriving on time, bringing needed materials, asking specific questions, and expecting advisors to work.
- ❖ Check my.utsa e-mail at least twice per week and daily during the week registration opens.

## Expectations of Advisors

HCAC students can expect their advisor to:

- ❖ Build rapport with them.
- ❖ Acknowledge them in a prompt and service-oriented manner.
- ❖ Assist them in determining their educational goals, including discussion of choice of major and vocation.
- ❖ Provide accurate and relevant information regarding academic programs and University requirements, policies, and procedures.
- ❖ Work with them on development of 2-year and 4-year academic plans.
- ❖ Recommend class choices on a semester basis.
- ❖ Recommend enhancement opportunities, such as study abroad, research opportunities, internships, special programs, and service learning.
- ❖ Inform students of institutional requirements and help them interpret institution policies and procedures relevant to their success.
- ❖ Monitor their progress toward completion of their academic plans and discuss concerns.
- ❖ Contact them during their freshman year if they have midterm grades of "C" or below.
- ❖ Make appropriate referrals to services.
- ❖ Ensure confidentiality.
- ❖ Go the extra mile for them.

## Expectations of our Graduates

When you graduate, you will:

- ❖ Know your academic program, honors requirements, and all of the policies and procedures that guided you towards completing your degree.
- ❖ Know how to access and use university resources (even as alumni).
- ❖ Know what it takes to graduate from UTSA.
- ❖ Know how to navigate academic technology (e.g. ASAP, my.utsa e-mail, university websites).
- ❖ Know how to set priorities, make decisions, set goals, manage your daily life and appreciate life-long learning.
- ❖ Know yourself better, including your values, your strengths and weaknesses, your life goals and how to reach them.
- ❖ Appreciate diversity and readily engage as a citizen within our global society.
- ❖ Leave with a sense of community and pride in UTSA.

## Advising Calendar

- June - July If you haven't registered for fall, plan what you will take in the fall and schedule an advising appointment in June or July. Come to your appointment prepared with your degree plan or 4yr plan and proposed classes.
- June 15 Deadline for Summer graduation via ASAP for all undergraduate students.
- July - Aug *(If applicable)* Finish your summer classes and determine how your performance has affected your fall and spring class schedules. Adjust your fall schedule as needed.
- August Buy your books, supplies and begin attending classes. STUDY, STUDY, STUDY! Call advising office to schedule advising appointment in September or October for spring planning.
- Sept – Oct Come to your appointment prepared with your degree plan or 4yr plan and proposed classes. When the spring schedule is posted on ASAP, determine if any changes need to be made to your proposed courses. The HCAC will register you for your classes submitted by the priority registration deadline on the first day that registration opens. If you have any holds that would prevent you from registering, you need to get them cleared off of your account so as not to hinder registration.
- November On the first day that registration opens, the HCAC will register you for classes that were submitted by the priority registration deadline. It is **YOUR responsibility** to check ASAP to make sure the classes for which you are registered are correct. Have back-up classes in case your first choices are closed. Monitor your my.utsa account daily, as email is the means to communicate schedule issues that arise.
- November 15 Deadline for Spring graduation via ASAP for all undergraduate students.
- December Study, Study and Study! – Do your best on exams! Call and make an appointment with your advisor for February or March for summer and fall planning. Adjust your spring schedule as needed.
- January Buy your books, supplies and begin attending classes. STUDY, STUDY, STUDY! If you have not already called for an advising appointment, call now for an appointment in February or March.
- Feb - Mar Come to your appointment prepared with your degree plan or 4yr plan and proposed classes. When the spring schedule is posted on ASAP, determine if any changes need to be made to your proposed classes. If you have any holds that would prevent you from registering, you need to get them cleared off of your account so as not to hinder registration.
- April On the first day that registration opens, the HCAC will register you for classes that were submitted by the priority registration deadline. It is **YOUR responsibility** to check ASAP to make sure the classes for which s/he is registered are correct. Have back-up classes in case your first choices are closed. Monitor your my.utsa account daily, as email is the means to communicate schedule issues that arise.
- April 15 Deadline for Fall graduation via ASAP for all undergraduate students.
- May Study, Study and Study! – Do your best on exams! Call and make an appointment with your advisor for June or July for spring planning. Adjust your summer or fall schedule as needed.

## Important Dates:

### Application to UTSA Deadline:

Fall - July 1<sup>st</sup>

Spring - December 15<sup>th</sup>

Summer - May 1<sup>st</sup>

### Application for Graduation Deadlines:

Fall - April 15<sup>th</sup>

Spring - November 15<sup>th</sup>

Summer - June 15<sup>th</sup>

### Application to the Honors College Deadline:

Rolling admissions, but students are best served if they apply to the Honors College at the same time they are applying to the University (see UTSA application deadlines above).

## Other Key Dates not Reflected in the Calendar

- ❖ **Census Date** – Every semester -- spring, summer, and fall – has a Census date, with summer having census dates for each part of term. Census date, which occurs on the 12th day of classes, is the last day to drop a course without receiving a “W.” Adding a course after census date requires additional signatures and usually extreme circumstances to be approved. If a course is dropped prior to census date, students receive a 100% refund and no “W” appears on the student’s transcript.
- ❖ **Contract Deadlines** – All contracts are due by Census date in the semester in which the Contract is being completed. A contract is an agreement between the Professor and the student to allow the student to earn honors credit for a non-honors course.
- ❖ **Automatic “W” Drop Deadlines** – There are two separate drop deadlines posted every spring, summer, and fall semester. The first drop deadline is for all **Sophomores** and above with 30 or more hours, and occurs during the ninth week of the fall or spring semesters, with multiple dates throughout the summer due to multiple terms. The second drop deadline is for **Freshmen** with fewer than 30 hours, and occurs no later than the third class day preceding final examinations. The Drop Deadline is the last day to drop an individual course and receive an automatic grade of “W.” An individual course may not be dropped after this date without withdrawing from all classes. After the automatic “W” drop date, students may not drop courses, except with the approval of the course instructor and the Dean of the College in which the student is enrolled. Such drops are only granted when extenuating circumstances exist.
- ❖ **Withdrawal Deadlines** – The withdrawal deadlines are posted every spring, summer and fall semester. Students may not withdraw from the University later than the third class day preceding final examinations in the Spring and Fall semesters. Students who officially withdraw from the University during the regular drop period, from the day after Census Date through the Automatic “W” Date, receive a grade of “W” in all classes. Student who withdraw after the regular drop period receive a grade of “W” for each class they are passing at the time of withdrawal and a grade of “F” for each class they are not passing.

\*\*\*\*Please note there may be additional consequences associated with each of these deadlines further outlined in the Information Bulletin\*\*\*\*

## SUMMARY OF IMPORTANT UTSA RULES & POLICIES

**Catalog of Graduation:** Undergraduate students have seven years from the semester of original registration to complete a degree program under the catalog in effect when they initially registered. A student may choose a subsequent catalog under which to complete graduation requirements, providing the student completed at least one course during a semester in which the selected catalog was in effect with a letter grade other than "W," "NR," or "F." The student must complete all degree requirements under the subsequent catalog. Choosing a new catalog begins a new seven-year time limit. Students who graduate under one catalog and begin a second degree must begin the new degree under the catalog in effect at that time. A student must have an approved catalog at the time an application for graduation is filed.

**Official Degree Plan:** The only "official" degree plan is the one stated in the student's catalog of graduation. Policies and procedures outlined in the UTSA Information Bulletin apply to all students, regardless of their declared catalog. The student is individually responsible for reading and complying with catalog degree requirements and policies outlined in the current Information Bulletin. The Advising Center has created tools to help you chart your progress. *It is your responsibility to check with the catalog and/or Advising Center for any changes in curriculum or university requirements.*

**Course Prerequisites:** Course prerequisites are listed with the course description in the student's catalog. Prerequisites are set by the departments to ensure that you have the necessary background knowledge to do well in that course. Prerequisites can be waived only with the signature of the instructor and the department. To determine what prerequisites BANNER is currently enforcing, check the prerequisite website [http://www.utsa.edu/advise/GOTPREREQS .htm](http://www.utsa.edu/advise/GOTPREREQS.htm).

**Grade repeat policy:** The policy for repeating courses, as stated below, only applies to courses initially completed and repeated at UTSA. Courses may be repeated and the grades reapplied if:

1. The student has earned fewer than 45 semester hours of college credit prior to the semester in which the course is repeated.
2. The course is lower-division (1000-2000) level.
3. The student has initially taken the course(s) at UTSA and received a "D" or "F".
4. The student repeats same course at UTSA and receives a higher grade.

NOTE: Even when the above conditions are true, the earlier attempt of the course is not deleted from the student's transcript.

NOTE: Under no circumstances will repeating an upper-division course result in the initial grade being replaced in the student's UTSA GPA computation.

NOTE: If a UTSA course is repeated in a semester after the student has earned 45 or more hours, both grades are used in computing the student's cumulative UTSA GPA.

### Courses That May Be Repeated to Improve a Grade

Students may only repeat a course for credit in which they received a grade of "D" or "F." Credit will only be counted for one of the courses. Receipt of a higher grade in a subsequent semester does not alter the student's academic standing in the semester when the original grades were earned. Students may repeat any course in which they received a grade of "NC" in order to improve their grade; however, this does not alter the student's overall grade point average.

### Courses That May Not Be Repeated to Improve a Grade

If a student repeats a course in which a grade of "A," "B," "C," or "CR" was earned and the course description does not indicate that the course "may be repeated for credit," then the repeated course is marked as a duplication and the grade and semester credit hours for the repeated course are not used in the calculation of the student's grade point average or the number of hours earned at UTSA.

**Three-Attempt Rule:** The Texas Legislature has enacted legislation that does not allow universities to receive state funding for courses containing the same content attempted by a student more than twice at the same Texas state-supported institution of higher education. This regulation not only includes completing a class more than twice, but also includes classes where grades of "W" were earned by withdrawing from classes or dropping a class after the official semester Census Date (see the online registration instruction calendars for specific Census Dates for each semester). Upon the third or subsequent attempt to take the same course at UTSA, a surcharge per semester credit hour will be assessed by UTSA for courses that fall into this category. This surcharge will be in addition to the regular in-state, per-semester, credit-hour, tuition rate.

**Transfer credit:** Only 66 hours of community college coursework may be applied to a student's degree plan. More hours may be transferred to UTSA, but ONLY 66 hours may be applied toward a degree.

**Residency requirements for graduation:**

1. A minimum of 25% of the total semester credit hours used to satisfy degree requirements must be taken in residence at UTSA.
2. Of the final 30 hours taken to complete the degree, 24 hours must be taken at UTSA.
3. All of the last 30 hours must be taken at UTSA if you are pursuing a second (or third, etc.) undergraduate degree AND if you only have 30 hours to complete this degree.
4. A minimum of 39 upper-division hours must be completed in the degree plan, of which 18 must be taken at UTSA.
5. A minimum of 6 upper-division hours in the major must be completed at UTSA.

**Grade point average requirements for graduation:**

1. Minimum 2.0 in the Major.
2. Minimum 2.0 in all UTSA coursework.

**Undergraduate Credit Limitation:** Students who initially enrolled at a Texas public institution of higher education between Fall 1999 and Fall 2006 may not attempt more than 45 hours in excess of the hours required for their degree. A student who initially enrolled in a Texas public institution of higher education in Fall 2006 or later may attempt no more than 30 hours in excess of the hours required for his/her degree. A higher tuition rate will be charged to resident students for semester credit hours attempted in excess of 45 (or 30) hours above those required for completion of a degree program. This includes courses which are repeated, duplicated, passed, failed, dropped, or courses in which a grade of "W" is received. (See the UTSA Information Bulletin for more details.)

**Tuition Rebate:** Resident students entering a baccalaureate degree program on or after September 1, 1997, may be eligible for a tuition rebate of up to \$1000 if the student:

- ❖ is awarded a baccalaureate degree
- ❖ has attempted no more than 3 semester credit hours in excess of the minimum number of semester credit hours required to complete the degree
  - Including transfer credits and credit earned by examination
  - Excluding course credit that is earned to satisfy requirements for a Reserve Officers' Training Corps (ROTC) program but that is not required to complete the degree program.

**45-hr and 90-hr Holds:** Students will be required to visit an academic advisor after earning forty five (45) semester hours and again after earning ninety (90) semester hours. The purpose of these visits will be for the student and the advisor to collaboratively develop a detailed plan showing which courses the student expects to complete in each semester, culminating in a projection of the student's semester of graduation. (See the UTSA Information Bulletin for more details.)

**6-Drop Policy:** Effective Fall 2007, the newly legislated and enacted six-drop policy limits each student to dropping no more than six courses throughout his or her undergraduate college career at Texas public institution of higher education. For a more detailed account of this new legislation, please see the Information Bulletin or the advising center of choice.

**Withdrawal from University:** Students may not withdraw from all of their classes (including their only class) on ASAP. Students who wish to withdraw from UTSA – that is, who wish to drop ALL classes in which they are registered -- must complete a Withdrawal Form, obtain an advisor's signature, and return the form to Enrollment Services. The form may be obtained in the advising center or at Enrollment Services. Students should refer to the online registration instructions each semester for deadlines to withdraw from the university.

**\*\*\*\*Please note there are additional policies in the Information Bulletin\*\*\*\***

#### **SUMMARY OF IMPORTANT SKILLS STUDENTS NEED TO BE SUCCESSFUL**

1. *Automated Student Access Program (ASAP):* Know how to access ASAP from the UTSA home page.
2. *Logging on to ASAP:* Know how to log on to ASAP.
3. *Online schedule:* Know how to conduct course searches on the online course schedule.
4. *Registration instructions:* Know how to locate important dates and other important information in the registration instructions online document.
5. Know how to set up and access my.utsa e-mail.

#### **Resources:**

Career Services	<a href="http://www.utsa.edu/careerservices/">www.utsa.edu/careerservices/</a>	Library	<a href="http://lib.utsa.edu">http://lib.utsa.edu</a>
Counseling Services	<a href="http://www.utsa.edu/counsel/">www.utsa.edu/counsel/</a>	Registrar's Office	<a href="http://www.utsa.edu/registrar/">www.utsa.edu/registrar/</a>
Directory Info	<a href="http://www.utsa.edu/directory/">www.utsa.edu/directory/</a>	Student Activities	<a href="http://www.utsa.edu/sa">www.utsa.edu/sa</a>
Disability Services	<a href="http://www.utsa.edu/disability/">www.utsa.edu/disability/</a>	Scholarship Office	<a href="http://www.utsa.edu/scholarship">www.utsa.edu/scholarship</a>
Financial Aid and Enrollment	<a href="http://www.utsa.edu/financialaid/">www.utsa.edu/financialaid/</a>	Testing Center	<a href="http://www.utsa.edu/testing/">www.utsa.edu/testing/</a>
Graduation Coordination	<a href="http://www.utsa.edu/Registrar/graduation.cfm">www.utsa.edu/Registrar/graduation.cfm</a>	TRC/Tutoring	<a href="http://www.utsa.edu/trcss/">www.utsa.edu/trcss/</a>
Health Services	<a href="http://www.utsa.edu/students/health">www.utsa.edu/students/health</a>		
Health Professions Office	<a href="http://www.utsa.edu/healthprofessions">www.utsa.edu/healthprofessions</a>		

## Other Advising Centers across The University of Texas at San Antonio

Colleges' Freshman Advising Center (declared freshman advising, undeclared within a college, UT Coordinated Admission Program [CAP])

<http://www.utsa.edu/cfac/>

(210) 458-5170

Tomas Rivera Center for Student Success (undeclared freshman advising, ACE, ADP)

<http://www.utsa.edu/trcss/>

(210) 458-4694

College of Architecture

<http://www.utsa.edu/architecture>

(210) 458-2550

College of Business

<http://business.utsa.edu>

[cobuadvise@utsa.edu](mailto:cobuadvise@utsa.edu)

(210) 458-4562

College of Education and Human Development

<http://coehd.utsa.edu>

[coehdadvising@utsa.edu](mailto:coehdadvising@utsa.edu)

(210) 458-4424

College of Engineering

<http://engineering.utsa.edu>

<http://engineering.utsa.edu/students.html>

(210) 458-5525

College of Liberal and Fine Arts

<http://colfa.utsa.edu/colfa>

[colfaadvising@utsa.edu](mailto:colfaadvising@utsa.edu)

(210) 458-4900

College of Public Policy

<http://utsa.edu/copp>

[dtadvising@utsa.edu](mailto:dtadvising@utsa.edu)

(210) 458-2550

College of Science

<http://www.utsa.edu/cos>

<http://www.utsa.edu/cosuac/>

(210) 458-4045

Intercollegiate Athletics

<http://www.utsa.edu/about/Athletics>

[caroleegoodyear@utsa.edu](mailto:caroleegoodyear@utsa.edu)

(210) 458-4165

Downtown Undergraduate Advising Center  
(Advising for all majors at the Downtown Campus)

<http://www.utsa.edu/dtuac>

(210) 458-2550

BAAS, Transient and Special Undergraduates

[http://www.utsa.edu/advise/OTSAS\\_Home.htm](http://www.utsa.edu/advise/OTSAS_Home.htm)

(210) 458-4302