

# ASK ME FOR HELP!

## SUMMER 2008

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

Item	Details/Web Site	Hours/Location	Phone
Graduate School	<a href="http://www.utsa.edu/graduate/">http://www.utsa.edu/graduate/</a>	<b>M–F:</b> 8a.m.–5p.m.	458-4330
COLFA	<a href="http://colfa.utsa.edu/advising/">http://colfa.utsa.edu/advising/</a>	<b>M–R:</b> 8a.m.–6p.m.; <b>F:</b> 8a.m.–5p.m.; <b>*S:</b> 9a.m.–1p.m.	458-4900
COB	<a href="http://business.utsa.edu/undergraduate/uadvise.asp">http://business.utsa.edu/undergraduate/uadvise.asp</a>	<b>M–R:</b> 8a.m.–6p.m.; <b>F:</b> 8a.m.–5p.m.; <b>*S:</b> 9a.m.–1p.m.	458-4562
COEHD	<a href="http://coe hd.utsa.edu/Students/index.htm">http://coe hd.utsa.edu/Students/index.htm</a>	<b>M–R:</b> 8a.m.–6p.m.; <b>F:</b> 8a.m.–5p.m.; <b>*S:</b> 9a.m.–1p.m.	458-4424
COE	<a href="http://engineering.utsa.edu/">http://engineering.utsa.edu/</a>	<b>M–R:</b> 8a.m.–6p.m.; <b>F:</b> 8a.m.–5p.m.; <b>*S:</b> 9a.m.–1p.m.	458-5525
COS	<a href="http://www.utsa.edu/cosuac/">http://www.utsa.edu/cosuac/</a>	<b>M–R:</b> 8a.m.–6p.m.; <b>F:</b> 8a.m.–5p.m.; <b>*S:</b> 9a.m.–1p.m.	458-4045
COPP	<a href="http://utsa.edu/copp/AdvisingUndergrad.html">http://utsa.edu/copp/AdvisingUndergrad.html</a>	<b>M–R:</b> 8a.m.–6p.m.; <b>F:</b> 8a.m.–5p.m.; <b>*S:</b> 9a.m.–1p.m.	458-2550
COA	<a href="http://www.utsa.edu/architecture/webpages/Advising/Advising.htm">http://www.utsa.edu/architecture/webpages/Advising/Advising.htm</a>	<b>M–F:</b> 8a.m.–5p.m.	458-3010
Honors	<a href="http://www.utsa.edu/honors">http://www.utsa.edu/honors</a>	<b>M–F:</b> 8a.m.–5p.m.	458-4106
TRC	<a href="http://www.utsa.edu/trcss/">http://www.utsa.edu/trcss/</a>	<b>M–R:</b> 8a.m.–6p.m.; <b>F:</b> 8a.m.–5p.m.; <b>*S:</b> 9a.m.–1p.m.	458-4694
CFAC	<a href="http://www.utsa.edu/cfac/">http://www.utsa.edu/cfac/</a>	<b>M–R:</b> 8a.m.–6p.m.; <b>F:</b> 8a.m.–5p.m.; <b>*S:</b> 9a.m.–1p.m.  <b>*Office hours on the following Saturdays for all advising centers:: June 7, July 12, Aug 2, Aug 16, Aug 23</b>	458-5170
UHPO (University Health Professions Office)	The UHPO advises UTSA students interested in a health professions career. Students may schedule 30-minute advising appointments or ask brief questions during walk-in hours.	MS 3.02.10; <b>M–F:</b> 8a.m.–5p.m.  <a href="http://www.utsa.edu/healthprofessions">http://www.utsa.edu/healthprofessions</a>	458-5185

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Registration  Add/Drops/  TSI  Developmental Courses	<p>Students may register and add/drop practically 24 hours a day on the dates designated on the semester Registration Schedule in <i>ASAP</i>.</p> <p>Students with TSI holds must add or drop classes through the advising center of their major, or, if they are undecided or provisional, through the Tomás Rivera Center.</p> <p>Students dropping developmental courses must do so through their designated advising center.</p>	<p>Decided/declared: Advising center of their major</p> <p>Undecided or provisional: Tomás Rivera Center</p>	
<b>ASAP</b>	Automated Student Access Program	<a href="http://www.utsa.edu">www.utsa.edu</a> myUTSA link on the UTSA home page	
Audits	Permission to audit a class is given by the instructor and the Department Chair of the department in which the class is offered. After obtaining the required signatures and paying the required fee at the Fiscal Services Office, turn in the Audit Course Form to the Enrollment Services Center.	<p>Audit Course Forms are available online</p> <p><a href="http://www.utsa.edu/registrar/forms.cfm">http://www.utsa.edu/registrar/forms.cfm</a></p>	
Bus Passes (VIA Student Discount)	<p>Fall and Spring student bus passes are available at any Fiscal Services Office for the for \$25/semester.</p> <p>For Summer students may purchase a discounted monthly bus pass (half-Fare Big Pass) directly from Via, with a UTSA ID, for \$12.50/month.</p>	<p>Parking and Transportation Services</p> <p><a href="http://www.viainfo.net/">http://www.viainfo.net/</a></p>	458-7275 Office of Parking and Transportation Services
Campus Housing - UTSA & Campus Living Villages	<p>All housing applications, issues and questions. Laurel Village and University Oaks are taking applications for Summer 2008</p> <p><a href="http://www.utsa.edu/housing/">www.utsa.edu/housing/</a></p>	<p>Office of Housing and Residence Life Laurel Village City Center</p> <p>Monday–Friday, 8 a.m.–5 p.m. Saturday, 10 a.m.–4 p.m.</p>	458-6200
Off-campus Housing	Students who need help in getting information about off campus availability including searching for roommates and rooms/houses for rent should contact the Office of Student Life.	<p>The Office of Student Life</p> <p>UC 2.02.18</p>	458-4720

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Career Services	Work study jobs, part-time and full-time positions posted on-line in Jobbank. Numerous workshops on career-related topics. Appointments available for individual career counseling and job prep. skills. Other services: resume review, mock interviews, career and job fairs, on-campus interviews, employer information sessions.	UC 2.02.04 BV 1.304 Monday–Thursday: 7:30a.m.–5:30 p.m. Friday: 8:00 a.m.-5:00 p.m.; Evenings by appointment.  <a href="http://www.utsa.edu/careerservices">http://www.utsa.edu/careerservices</a>	458-4589 458-2910
Catalog (Undergraduate) and Graduate)	The undergraduate and graduate catalogs each consist of two publications: the <i>UTSA Information Bulletin</i> and the actual catalog with degree requirements.	Undergraduate Catalog - <a href="http://www.utsa.edu/ucat/index.cfm">http://www.utsa.edu/ucat/index.cfm</a> 1604 – Enrollment Services Center(ESC) and BB 1.01.02. Downtown – Enrollment Services Center (ESC).	458–8000
Information Bulletin	The <i>Information Bulletin</i> is updated yearly and the catalogs are updated biennially. Students follow policies in the current <i>Information Bulletin</i> regardless of the year of the catalog they are under.	Graduate Catalog - <a href="http://www.utsa.edu/gcat/index.cfm">http://www.utsa.edu/gcat/index.cfm</a> Graduate School (MS 4.01.50) and 2nd floor of MS building. 1604 and DT Enrollment Services Centers.  <i>UTSA Information Bulletin</i> is available online only <a href="http://www.utsa.edu/infoguide/">http://www.utsa.edu/infoguide/</a>	
Child Development Center	Licensed child care for approximately 96 children, infant through preschool. Center is NAEYC accredited. Current availability is determined by waiting list and varies per semester. The UTSA sponsor and legal guardian of the child to be enrolled must be a full-time student, staff or faculty member at UTSA 1604/Downtown, Institute of Texan Cultures, or University Oaks/Chisholm Hall	Monday–Friday, 7:30 a.m.–5:30 p.m. Southwest corner of the campus near Lot 11  <a href="http://www.utsa.edu/cdc/">http://www.utsa.edu/cdc/</a>	458-6364
Computing– <u>Student</u>  Labs	Two fully-staffed laboratories at UTSA–1604 and one at UTSA–Downtown. All laboratories contain assistive technology equipment. All student network user accounts have been converted to the <b>abc123</b> login format. Account maintenance procedures can be found in ASAP. This login will access lab, PrintSmart, library, AirRowdy, WebCT, and G-Mail accounts. PrintSmart is now located in several labs throughout UTSA. Registered students may print up to 200 pages free before charges occur. <a href="http://www.utsa.edu/scs">http://www.utsa.edu/scs</a>	UTSA–1604: MS 1.03.6 and BB 2.01.20 UTSA–1604: Monday – Thursday, 7 a.m.– 10p.m.; Friday, 7 a.m.– 6 p.m. Weekend hours vary. Check Web site  UTSA–Downtown: FS 2.400 UTSA–Downtown: Monday–Thursday, 7 a.m.–10:00 p.m. Friday, 7 a.m.– 6 p.m. Weekend hours vary. Check Web site	MS Lab–4557 BB Lab–7646  FS Lab–2725
Kiosks	58 PC's located in various kiosks at the 1604 and Downtown campuses		For Servicing - 5538
Air Rowdy	<a href="http://www.utsa.edu/infotech/wireless/wireless_home.htm">http://www.utsa.edu/infotech/wireless/wireless_home.htm</a> for AirRowdy Wireless Network wireless access points. Students may print to the SCS lab of their choice or the 1604 library via AirRowdy.	Nearly all areas of the tri-campus community have coverage	
Laptop Sales Program	Program terminated. SCS will provide warranty service to existing customers as long as they are UTSA students	Service Center: BB 2.01.20, Monday–Friday, 8 a.m.–5 p.m.	458-7699

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Counseling Services	Provides mental health services via individual, couples and group therapy to registered students at no cost <a href="http://www.utsa.edu/counsel/">http://www.utsa.edu/counsel/</a>	<u>UTSA-1604: RecWellness Center, Room 1.810</u> Monday, Thursday and Friday, 8:00 a.m.–5:00 p.m. Tuesday and Wednesday, 8:00 a.m.–7:00 p.m.  <u>UTSA-DT: BV 1.308</u> Monday–Thursday, 8 a.m.–4 p.m. (counselors also available by phone on Friday, 8 a.m.–5 p.m.)	458-4140  458-2930
<u>Financial Aid</u>  Processing and Disbursement	Students enrolled at least half-time with required paperwork turned in, and file approved: aid will automatically disburse to student account. If disbursed aid exceeds costs for tuition and fees, a check for the remaining amount will be cut the following day and either mailed to the student or sent direct deposit, if arrangements have been made with Fiscal Services.  Students who have not completed all paperwork must complete required paperwork for financial aid to process. 2-3 weeks should be allowed for financial aid processing. <b>Please encourage the student to take out a tuition and fee loan.</b>	1604 (JPL 1.01.04) & Downtown (FS 1.504) Financial Aid/ Enrollment Services:  Monday–Thursday, 8:00 a.m.–6:00 p.m. Friday, 8:00 a.m.–5:00 p.m. *Saturday, 9:00 a.m.–1:00 p.m. (1604 Campus Only)  *Office hours only on the following Saturdays: June 7, July 12, August 2 and August 16.	458-8000 or 800-669-0919  UTSA School Code:010115
Tuition and Fee Loans	Any UTSA student enrolled for at least 3 (three) semester hours is eligible to apply. You do not have to be a financial aid recipient in order to apply. You must not have a prior semester Fiscal Services balance or any type of financial hold	<u><b>LOAN PROCESSING ONLY</b></u>  TUITION AND FEE LOANS: 8 AM – 5 PM FINANCIAL AID & ENROLLMENT SERVICES 1604 (JPL 1.01.04) DOWNTOWN (FS 1.504)	458-8000 or 800-669-0919
\$300 Book Loans <u>(cash)</u>	<b>1604 &amp; Downtown</b> –The Student Financial Aid & ESC staff will process BOOK LOANS for <b>first summer session on Friday, May 30 and for second summer session on Monday, July 7, 8:00 a.m.–4:00 p.m.</b> Funds will be available for pickup at any Fiscal Services Office between 9a.m. and 4p.m.	UTSA-1604: JPL 1.01.04 UTSA-Downtown: FS 1.504	
Health Services– Student	Health care services available to registered students while classes are in session. <a href="http://www.utsa.edu/health/">http://www.utsa.edu/health/</a>	<u>UTSA-1604: WRC 1.500</u> Monday–Thursday, 8 a.m.–7:30 p.m.; and Friday, 8 a.m. – 4:30 p.m., while classes are in session. Monday-Friday, 8 a.m.– 4:30 p.m. when classes are not in session.  <u>UTSA-Downtown: BV 1.308</u> Monday–Thursday, 8 a.m.–4 p.m. while classes are in session.	458-4142  458-2930

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Holds	If a hold is preventing a student from registering or making an add/drop, the student can access the Web ( <i>ASAP</i> ) to determine which office placed the hold on the student's record. The office that placed the hold must remove the hold. Some of the typical holds that might be on a student's record include:	AC GPA caution--see COLFA Advising Center AD Admissions Office (JPL 1.01.12); (work in progress; should be a future hold if for Spring 2008 grades, or final high school transcript) AP PR—First Time—see advisor AT Athletic DF Term GPA below 2.0—see advisor DI Academic Dismissal DR Dismissed-reinstated—see advisor, CFAC: MS 2.02.18 (1604) BV 1.306 (DT) EL ELAP required (for international students) EN Engineering Advising ES ESL required (for international students) FO Fiscal Services Office (JPL 1.03.06, MS 1.02.04, FS 1.500D) FS Fiscal Services Office (JPL 1.03.06, MS 1.02.38, FS 1.500D) GS The Graduate School (MS 4.01.50) HE Health Services (RWC 1.500) HO Housing IP International Programs (MB 1.210) JA Judicial Affairs (Formerly VP) (UC 2.02.18) J2 Judicial Affairs (UC 2.02.18) LB University Library (JPL 2nd floor, BV 2.314) OR Orientation and Transition Services (UC 1.00.40) PK Fiscal Services Perkins Hold PR Contact Advising Center RE Registrar Office (JPL 1.01.12) RM Remediation Hold – See Advisor SP Scholar Support Program - TRC (UC 1.01.02) TA TSI (Texas Success Initiative) - contact your Advising Center TR Transcript Review (Admissions evaluation—JPL 1.01.12) UP Parking and Transportation (JPL 4.03.03) U2 Parking and Transportation (JPL 4.03.03) VP Vice President Student Affairs (MB 4.108)	
ID numbers	<p>The Banner student records system assigns each student a 9-character identification number beginning with the “@” sign. (@XXXXXXXX)</p> <p>UTSACards have a 9-digit number starting with a “0” instead of @. On the Web, the first leading “0” should be replaced with “@”.</p>		

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Learning Communities	<p>Learning Communities assist first-year students by grouping 25 freshmen with a shared interest, or major, in 2-3 classes.</p> <p>To enroll student in Learning Community:  Declared major – Colleges' Freshman Advising Center (CFAC)  Undeclared major – Tomás Rivera Center (TRC)  <a href="http://www.utsa.edu/lc/about/index.htm">http://www.utsa.edu/lc/about/index.htm</a></p>	<p>MS 2.03.14</p> <p>MS 2.02.18 (CFAC)</p> <p>UC 1.01.10 (TRC)</p>	<p>458-7490</p> <p>458-5170</p> <p>458-4694</p>
Library	<p>Current 1604&amp;DT library hours are listed on our Web site.  <a href="http://lib.utsa.edu/About/Hours/">http://lib.utsa.edu/About/Hours/</a></p>	<p>BV 2.314 (UTSA–Downtown)</p>	<p>458-2440</p>
Hours	<p>Available day or night, the library's computer lab ( electronic classroom) has popular software like Word and PowerPoint for student use</p>	<p>JPL 2.01.26 (UTSA–1604)</p>	<p>458-4574</p>
ComputeLab/LEC	<p><a href="http://www.lib.utsa.edu/Services/Computing/LEC/">http://www.lib.utsa.edu/Services/Computing/LEC/</a></p>		
Meal Plans	<p>No Meal Plans are available during the Summer.</p> <p>Fall/Spring meal plans may be purchased by any student for use at all retail food operations. Installment plan available. First payment due upon sign up.</p> <p>Chaparral Village and Laurel Village residents go to Housing to sign up</p> <p>All Other Students go to ASAP (Under the UTSACard section) to sign up electronically. Charges will be immediately added to the students account at Fiscal. No Paper contracts.</p>	<p>Housing and Residence Life Office City Center at Laurel Village</p> <p>UTSACard Office, JPL 1.01.18  Monday – Friday 8 a.m. – 5 p.m.</p>	<p>458-6200</p> <p>458-4639</p>
Office Hours for Enrollment Services and Fiscal Services	<p><u>1604 ESC and MS Fiscal Services</u>  Monday–Thursday, 8 a.m.– 6 p.m.  Friday, 8 a.m.–5 p.m.  *Saturday, 9 a.m.–1 p.m.</p> <p><u>JPL Fiscal Services</u>  Monday–Friday, 8 a.m.–5 p.m.</p> <p><u>Downtown ESC and Fiscal Services</u>  Monday–Thursday, 8 a.m.–6 p.m.  Friday, 8 a.m.–5 p.m.</p> <p>*Office hours only on the following Saturdays: June 7, July 12, August 2 and August 16.</p>	<p>1604 Enrollment Services Center – JPL 1.01.04  DT Enrollment Services Center – FS 1.504</p>	<p>458-8000  or  1-800-669-0919</p>

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Orientation–Road Runner Roundup	<p>Students who transfer less than 30 hours are required to attend a Roadrunner Roundup New Student Orientation Program, and cannot register for classes until they have completed the program.</p> <p>Students with an Orientation Hold should be directed to Orientation and Transition Services.</p>	<p>MS 1.02.00</p> <p>Hours: Monday–Friday, 8 a.m.–5 p.m.</p> <p><a href="http://www.utsa.edu/orientation/">http://www.utsa.edu/orientation/</a></p>	458-4724
Parking Permits	<p>Parking permits are required for vehicles parked at UTSA–1604, UTSA–Downtown, The Institute of Texan Cultures, University Oaks Apartments, Chaparral Village, Laurel Village, and Chisholm Hall residence areas.</p> <p>Student Parking Permits: students not in possession of a parking permit must either purchase a prorated annual parking permit, pay at short-term pay spaces, or pay the hourly rate in the South Parking Garage.</p> <p><u>Commuter Student Parking Lots</u>  1604: Lots 5, 6, 8, 10, 11, 12 (partial), Tobin Lot (partial)  DT: Durango Loop lot, Monterey Lot, Under I-35 (D1-D5), and Cattleman’s Square</p> <p>Garages require <b>either a garage permit or hourly</b> payment at a numbered short-term space at the North Garage or payment at the hourly rate in the South Garage.</p> <p><u>Resident Student Parking Lots</u>  1604: 1-A, 1-B, 12 (partial), 14, The Oaks Lots</p> <p><b>All permit prices are pro-rated based on date of purchase.</b>  <b>Full Year Prices:</b> Student Garage, \$260; Night Runner (Garage Night Only), \$120; Student Housing, \$170; Commuter Surface, \$120; Twilight (Commuter Night only), \$60; Flex (Commuter Surface Day/ Garage Night), \$180; Motorcycle, \$42.</p> <p>Short-Term, \$1/hour; South Garage, \$1/hour (\$10 max)</p> <p><a href="http://www.utsa.edu/parking/">http://www.utsa.edu/parking/</a></p>	<p>PP 1.200</p> <p>Monday–Friday, 8 a.m.– 5 p.m.</p> <p>To purchase a parking permit, students will need to access <b>ASAP</b> and have their license plate number available.</p> <p>Permits ordered and paid online with E-check, MasterCard, or Discover Card will be mailed to the address provided during the order process. Permits will be received within 5 days of ordering.</p> <p>Those electing “Pay in Person” will have to pick their permits up at Fiscal Services.</p>	458-7275 Office of Parking and Transportation Services



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Payment Deadlines	<p>M Term, registered April 7–May 7: May 8  M Term, registered May 9–12: May 13 (Census)  F,T,J Terms, registered April 7–May 27: May 27  F Term, registered May 28–June 3: June 5 (Census)  T Term, registered May 28–June 3: June 17 (Census)  J Term, registered May 28–June 9: June 11 (Census)  S Term, registered April 7–July 3: July 3  S Term, registered July 4–July 10: July 14 (Census)</p> <p>INSTALLMENT PLAN IS NOT AVAILABLE FOR SUMMER TERMS</p>		
Payment Options	<p>Credit card payments: made online <i>only</i> through <b>ASAP</b> with MasterCard or Discover with a 1.855% surcharge</p> <p>Electronic Check (E-check), or via the Advanced Payment System (APS). There is no charge to use the E-check or APS feature.</p> <p>Checks for tuition and fees may be placed in a drop box outside the Fiscal Services office at JPL 1.03.06 or MS 1.02.04. Write UTSA student ID number on the check. Please no cash in the drop box.  Check payments can also be mailed to the following address:  UTSA  Attention: Fiscal Services  One UTSA Circle  San Antonio, Texas 78249</p> <p>Cash payments can be made in person at any Fiscal Services office location, JPL 1.03.06, MS 1.02.04, or at UTSA–Downtown at FS 1.500D.</p> <p><a href="http://www.utsa.edu/fiscalservices/">http://www.utsa.edu/fiscalservices/</a></p>	<p>JPL 1.03.06 (1604)  Monday–Friday 8 a.m.–5 p.m.  Drop box available</p> <p>MS 1.02.32 (1604)  Monday–Thursday 8 a.m.–6 p.m.  Friday 8 a.m.–5 p.m.  *Saturday 9 a.m.–1 p.m.  Drop box available</p> <p>*Office hours only on the following Saturdays: June 7, July 12, August 2 and August 16.</p> <p>FS 1.508 (DT)  Monday–Thursday 8 a.m.–6 p.m.  Friday 8 a.m.–5 p.m.</p> <p>All offices close at 5 p.m. when classes are not in session.</p>	458–8000
PINs (Personal Identification Number)	<p>Student <b>ASAP</b> account PIN is originally set as date of birth. Upon accessing <b>ASAP</b> for the first time, the student must create a new PIN. Problems creating a new PIN may indicate that the date of birth is not correct in the student record. The student can verify the date of birth in the system and have it corrected (with driver's license verification) at the Enrollment Services Center.</p>	<p>In most cases the PIN can be reset using the PIN reset button on <b>ASAP</b> or by calling the Enrollment Services Center at (210) 458-8000 or Toll Free (800) 669-0919. Students may also bring their photo ID to the Enrollment Services Center, or a student computer lab, to have the PIN reset. PINs are not reset via email.</p>	

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Campus Recreation	<p>Offers intramural sports, fitness programs, wellness programs; outdoor pursuits programs and club sports at both UTSA–1604 and UTSA–Downtown.</p> <p>1604 Recreation Center has facilities for racquetball, indoor soccer, an aquatics center and more. For hours of operation for Climbing Wall and Aquatic Center, check the Campus Rec Web site.</p> <p><a href="http://www.utsa.edu/recreation/index.cfm">http://www.utsa.edu/recreation/index.cfm</a></p>	<p>Monday-Thursday: 6a.m.-10p.m.  Friday: 6a.m.-8p.m.  Saturday: 10a.m.-6p.m.  Sunday: 12p.m.-10p.m.</p> <p>Summer Rec Hours (Downtown)  Monday-Friday: 11a.m.-2p.m. &amp; 4p.m.-7p.m.  Saturday: 11a.m.-2p.m.</p>	<p>458-7575</p> <p>458-2735</p>
Registration Overrides	<p>Permission to enroll in a closed class must be granted by the department of the college offering the class. Students must first check with the undergraduate advising center of the college that holds the course to determine if space is available. See the Summer 2008 chart for dates that designated department staff and academic advisors may process overrides—closed classes, co-requisites, advisor approval, major restrictions—and register students. If the advisor is unable to process the transaction, the student may bring an add form (obtained from the advising centers) with the proper signatures to the Enrollment Services Center for processing.</p>		
On-Campus Shuttle Service	<p>Shuttle service connecting 1604 campus buildings with parking lots</p> <p><a href="http://www.utsa.edu/parking/shuttles.htm">http://www.utsa.edu/parking/shuttles.htm</a></p>	<p>The North and South On-Campus Shuttles will operate 7:00 a.m.– 6:00 p.m. Monday–Friday when classes are held</p>	<p>458-7275 Office of Parking and Transportation Services</p>
Shopping Shuttle	<p>Shopping Shuttle for UTSA students living on campus</p> <p><a href="http://www.utsa.edu/parking/shop_shuttle.htm">http://www.utsa.edu/parking/shop_shuttle.htm</a></p>	<p>Saturdays Only: Noon–4:00 p.m.–Contracted to Star Shuttle</p>	<p>341-6000</p>
VIA Routes 93/94	<p>Connects 1604 and DTC campuses; offers two park-and-ride locations for free parking and free bus to either campus</p> <p><a href="http://www.utsa.edu/parking/via_info.htm">http://www.utsa.edu/parking/via_info.htm</a></p>	<p>Operates seven days a week; times may vary. Contact VIA</p>	<p>362-2020</p>

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Student Activities	<p>Student Activities provides co-curricular opportunities that foster and recognize leadership, learning and development.</p> <p>Student Activities (1) recognizes and serves as a resource to more than 225 student organizations on campus; (2) sponsors and co-sponsors a large variety of events to enhance the spirit and traditions of UTSA and; (3) provides opportunities for leadership development.</p>	<p>1604 Campus (until August): University Center 1.02.08</p> <p>Downtown Campus: Durango Building 1.302</p> <p><a href="http://www.utsa.edu/sa">www.utsa.edu/sa</a></p> <p>email: <a href="mailto:getinvolved@utsa.edu">getinvolved@utsa.edu</a>.</p>	<p>210.458.4160</p> <p>210.458.2816</p>
Student Mass Emails/ (Google email address)	<p>The official means of communication from the University of Texas at San Antonio regarding administrative issues. Official communication, such as financial aid award notification, registration information, payment deadlines, and how to access student bills and grades, will be sent to this UTSA email address.</p> <p>The official UTSA email address, along with the email username and initial password, can be found on the <i>ASAP</i> Welcome page just after logging on to <i>ASAP</i>. There are links on this page that go to the Google email system. If a student wishes to use an email address other than the UTSA email address, they will need to go into the Google email system and select the "Forward" menu option.</p>		
TSI (Texas Success Initiative)	<p>Students with TSI holds are assisted by their assigned advising center. (Refer to advisor directory on Web.)</p> <p>Freshmen with declared college majors</p> <p>All students who are undecided, provisional or exploring majors</p> <p>Sophomores through Seniors</p> <p>Special undergraduates (classification = SU) with TSI holds</p> <p><a href="http://www.utsa.edu/success">www.utsa.edu/success</a></p>	<p>The Colleges' Freshman Advising Center, MS 2.02.18; or Downtown—the Colleges' Downtown Advising Center, BV 1.304</p> <p>Tomás Rivera Center, UC 1.01.02 or Downtown DB 2.114</p> <p>The advising center of their major; or Downtown—the Colleges' referred to the Testing Center, BSA 1.01.12. Downtown Advising Center, BV 1.306</p> <p>Refer to the Testing Center, MS 1.01.04.</p>	

Item	Details/Web Site	Hours/Location	Phone
Testing Services	<p>TExES-iBT, TOEFL-iBT, Math, Chemistry, and Foreign Language Placements, Accounting PACE, Credit-By-Examination (CLEP), IS1403 test out series, ACT Residual &amp; THEA QT (Downtown office only) and Accuplacer, which is an alternative to the THEA test. For scheduled availability, see the Web Site. <a href="http://www.utsa.edu/testing/">http://www.utsa.edu/testing/</a></p> <p>Testing Services can only accept checks or money orders. NO CASH or CREDIT CARDS</p>	MS 1.01.04	458-4125
Placement Tests	<p>Register for Accuplacer, Math and Chemistry Placement, Accounting PACE online at <a href="https://asap.utsa.edu">https://asap.utsa.edu</a>. Placement test scores available online. Scores are not given over the phone. If scores cannot be accessed through <i>ASAP</i>, students may come to the Testing Services Office, with an ID, for a copy.</p>	Monday – Friday, 8 a.m.–5 p.m.	
CLEP Tests	<p>CLEP exams help students get credit for courses that students may not have the time or money to take. Must register in person at Testing Services with checks or money orders.</p>		
THEA Tests	<p>THEA (formerly TASP) or Accuplacer Scores are not given over the phone.</p> <p>All test registration must be done at least one day in advance. Students must arrive 15-30 minutes before test start time. NO LATE ADMITTANCE.</p> <p>.</p>		
Transcripts	<p>Available at no charge upon request (on the spot) from Enrollment Services with a photo ID, or written authorization if another person is to pick up for student. Maximum of five per day. Transcripts will not be provided to students with financial holds.</p> <p>Transcripts may be ordered online through ASAP. Tutorial available at: <a href="http://www.utsa.edu/registrar/transcripts.cfm">http://www.utsa.edu/registrar/transcripts.cfm</a></p>		

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University Center	<p>The University Center serves as the focal point for programs, meetings, dining, and relaxation for students, faculty, staff and university guests. The UC offers software at greatly reduced prices and serves as a Ticketmaster® outlet.</p> <p>The 59,000 square foot UC III expansion will be opening in fall 2008 with the Roost game room, meeting rooms, and space for student organizations.</p> <p><a href="http://www.utsa.edu/uctr">http://www.utsa.edu/uctr</a></p>	<p>Summer Hours:  Monday, Wednesday, Thursday, Friday, 7 a.m. – 7 p.m.  Tuesday, 7 a.m. – 8 p.m.  Saturday, 8 a.m. – 5 p.m.  Closed on Sunday</p>	458-4735
UTSACard	<p>Students need to be registered for classes, have their Banner ID number, and have a valid photo ID in order to receive their UTSACard.</p> <p>The Banner “@” sign is replaced with a “0” on the UTSACard. It should be converted back to the “@” sign when accessing records through <b>ASAP</b>.  (UTSACard = 012345678 Banner = @12345678)</p> <p>Students wishing to apply the following types of funds to the debit (Rowdy Dollars) portion of their UTSACard can go to the following offices:</p> <ul style="list-style-type: none"> <li>Financial Aid/Loan - <b>ASAP</b> ( <a href="https://asap.utsa.edu/">https://asap.utsa.edu/</a> ) (\$100 increments up to the \$600 limit - available in about 70 minutes)</li> <li>Check – UTSACard Office or Fiscal Services</li> <li>Credit Card – <b>ASAP</b> only</li> <li>Cash – Fiscal Services or any Cash Value Station</li> </ul> <p><a href="http://www.utsa.edu/utsacard">http://www.utsa.edu/utsacard</a></p>	<p><u>Office Hours:</u></p> <p><u>DT First week special hours:</u></p> <p>UTSA–Downtown:  Monday, June 2, 8:30 a.m.–5:30 p.m.</p> <p><u>Normal Hours (Beginning Jun 2)</u></p> <p>UTSA–1604:  Monday–Friday, 8 a.m.–5 p.m.</p> <p>UTSA–Downtown:  Tuesday and Thursday Only  8:30 a.m.–5:30 p.m. (closed Monday, Wednesday, and Friday)</p>	<p>458-2965</p> <p>458-4639</p> <p>458-2965</p>
Withdrawals	<p>Students may not drop their last class (withdraw) via ASAP, but must complete a withdrawal form and take it to the Enrollment Services Center. Withdrawal forms are available online, at the Enrollment Services Center, and at all academic advising centers. Academic students must have the withdrawal form signed by an advisor and International Program advisor, if applicable.</p> <p><a href="http://www.utsa.edu/registrar/forms.cfm">http://www.utsa.edu/registrar/forms.cfm</a></p>		