

## ASK ME FOR HELP! SUMMER 2010

Item	Services	Hours/Location	Phone
Academic Advising Centers	Undecided Freshmen through Seniors (classification = UND), or provisionally admitted <a href="http://www.utsa.edu/TRCSS/index.cfm">http://www.utsa.edu/TRCSS/index.cfm</a>	Tomás Rivera Center (TRC) Main: MS 1.02.02 Downtown: DB 2.114	458-7252 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)	Main: Colleges' Freshman Advising Center (CFAC), MS 2.02.18 Downtown: Downtown Colleges' Advising Center, BV 1.304	458-5170 458-2550
	Declared Sophomores through Seniors including BAAS majors <a href="http://www.utsa.edu/advise/advisors.htm">http://www.utsa.edu/advise/advisors.htm</a>	College center of their major (see directory listing on Web)	
	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) MS 1.02.12	Dee Kennedy 458-4165
	Special Undergraduates (SU)	Office of Undergraduate Studies Support and Technology Services, MS 2.02.18	Barbara Smith 458-4302

Item	Services	Hours/Location	Phone
Graduate School	<a href="http://www.graduateschool.utsa.edu/">http://www.graduateschool.utsa.edu/</a>	<b>M–F:</b> 8a.m.–5p.m.	458-4331
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.aspx">http://business.utsa.edu/undergraduate/uadvise.aspx</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/advising.html">http://engineering.utsa.edu/advising.html</a>	<b>M–R:</b> 8a.m.–6p.m.; <b>F:</b> 8a.m.–5p.m.; <b>*S:</b> 9a.m.–1p.m.	458-5525
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://www.utsa.edu/dtuac/">http://www.utsa.edu/dtuac/</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/dtuac/">http://www.utsa.edu/dtuac/</a>	<b>M–R:</b> 8a.m.–6p.m.; <b>F:</b> 8 a.m.–5p.m.; <b>*S:</b> 9a.m.–1p.m.	458-2550
Honors	<a href="http://www.utsa.edu/honors">http://www.utsa.edu/honors</a>	<b>M–F:</b> 8a.m.–5p.m.	458-4106
TRC	<a href="http://www.utsa.edu/trcss/">http://www.utsa.edu/trcss/</a>	<b>M–R:</b> 8a.m.–6p.m.; <b>F:</b> 8a.m.–5p.m.; <b>*S:</b> 9a.m.–1p.m.	458-4694
CFAC	<a href="http://www.utsa.edu/cfac/">http://www.utsa.edu/cfac/</a>	<b>M–R:</b> 8a.m.–6p.m.; <b>F:</b> 8a.m.–5p.m.; <b>*S:</b> 9a.m.–1p.m.  *Saturday office hours for all advising centers: June 5, July 10, August 7, 14 and 21	458-5170
UHPO (University Health Professions Office)	<a href="http://www.utsa.edu/healthprofessions">http://www.utsa.edu/healthprofessions</a>  The UHPO advises students interested in careers in health professions. Both appointments and walk-in services available. Assistance with medical and dental school applications available.	MS 3.02.10; <b>M–F:</b> 8a.m.–5p.m.	458-5185

Item	Services	Hours/Location	Phone
Add/Drops  TSI  Developmental Courses	.  Students with TSI holds must add or drop classes through their advising Center, or, if undecided or provisional, through the Tomás Rivera Center.  Student must see their advisor	Decided/declared: Advising center of their major  Undecided or provisional: Tomás Rivera Center	
Bookstores	Business Auxiliary Services manages the bookstore contract. Follett's operates the UTSA bookstores.	Locations: Main Campus: University Center II Monday - Thursday 8:00pm - 5:00pm Friday 8:00am - 4pm Saturday Closed  Downtown Campus: Buena Vista Building Monday - Thursday 10am - 5:00pm Friday 10am - 2pm Saturday Closed  Extended hours during the first two weeks of school. Check <a href="http://www.efollett.com">www.efollett.com</a> for extended hours.	Main Campus: 458-4220  Downtown Campus: 458-2865
Bus Passes (VIA Student Discount)	Students with a UTSA ID may purchase a discounted monthly bus pass (half-Fare Big Pass) directly from Via, with a UTSA ID, for \$35.00/month.	Business Auxiliary Services Transportation Division <a href="http://www.viainfo.net/">http://www.viainfo.net/</a>	458-7275
UTSA On-campus Housing & Campus Living Villages	All housing applications and inquiries.  Laurel Village and Chaparral Village have space available for Fall 2010.  <a href="http://www.utsa.edu/housing/">http://www.utsa.edu/housing/</a>	Location: Office of Housing and Residence Life - Laurel Village City Center  Monday–Friday, 8 a.m.–5 p.m. Saturday, 10 a.m.–4 p.m.  <b>Walk-ins Welcome</b>	458-6200
Off-campus Housing	For information about off-campus housing availability, including assistance in searching for roommates, contact the Office of Student Life.	Office of Student Life UC 2.02.18	458-4720

Item	Services	Hours/Location	Phone
University Career Center	Information on full- and part-time employment: internships/co-op opportunities, work study jobs, campus employment. Services: career workshops/counseling, job skills coaching, resume reviews, mock interviews, job fairs, on campus interviews and 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/careercenter">http://www.utsa.edu/careercenter</a>	458-4589 458-2910
Catalog (Undergraduate) and Graduate) Information Bulletin	Catalogs consist of two publications: the <i>UTSA Information Bulletin</i> and the catalog with degree requirements.  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. <i>UTSA Information Bulletin</i> is available <i>online only</i> <a href="http://www.utsa.edu/infoguide/">http://www.utsa.edu/infoguide/</a>	Undergraduate Catalog - <a href="http://www.utsa.edu/ucat">http://www.utsa.edu/ucat</a> Main – Enrollment Services Center(ESC) and BB 1.01.02. Downtown – Enrollment Services Center (ESC).  Graduate Catalog - <a href="http://www.utsa.edu/gcat">http://www.utsa.edu/gcat</a> Graduate School (MS 4.01.50) and 2nd floor of MS building. Main and DT Enrollment Services Centers.	458–8000
Child Development Center	Licensed care for 98 children, infant through preschool. NAEYC accredited. Availability based on waiting list. The UTSA sponsor and legal guardian must be a full-time student, staff or faculty member at UTSA Main/Downtown, Institute of Texan Cultures, or Campus Living Villages.	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 laboratories at UTSA–Main Campus and one at UTSA–Downtown containing assistive technology. Login will access lab, PrintSmart, library, AirRowdy, WebCT, and G-Mail accounts. Registered students may print up to 200 pages free before charges occur. Account maintenance procedures can be found in ASAP.  <a href="http://www.utsa.edu/scs">http://www.utsa.edu/scs</a>	Main: MS 1.03.6 and BB 2.01.20 Main: Monday–Thursday 7 a.m.– Midnight, Friday, 7 a.m.– 9 p.m. Weekend hours vary. Check Web site  Downtown: FS 2.400 Downtown: Monday–Thursday, 7 a.m.–10:30 p.m. Friday, 7 a.m.– 6 p.m. Weekend hours vary. Check Web site	MS Lab, 458-4557 BB Lab, 458-7646  FS Lab, 458-2725
Air Rowdy  Campus Technology Store	<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 Main library via AirRowdy.  Academic pricing on software, hardware, and peripherals.	Nearly all areas of the tri-campus community have coverage  UC Fountain Courtyard, 1.00.46, next to Starbucks Monday-Friday 9:00 a.m. to 5:00 p.m. or online at <a href="http://www.campustechnologystore.com">www.campustechnologystore.com</a>	458-7866

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–Main: RecWellness Center, Room 1.810</u> Monday, Thursday & Friday, 8:00 a.m.–5:00 p.m. Tuesday & Wednesday, 8:00 a.m. – 7:00 p.m.  <u>UTSA–Downtown: BV 1.308</u> Monday–Thursday, 8:00 a.m.–5:00 p.m. (Counselors also available by phone (Ext. 4140) on Fridays from 8 a.m.–5 p.m.)	458-4140  458-2930
<u>Enrollment Services &amp; Financial Aid</u>  Processing and Disbursement	Students enrolled at least half-time with paperwork turned in: aid will automatically disburse to the student’s account. If aid exceeds tuition and fees, a check for the remaining amount will either be mailed to the student or sent direct deposit. If there is a prior year balance in excess of \$200.00, refund will be held in Fiscal Services.  Please allow 2-3 days after refund processes to receive direct deposit and up to 5 days via mail.  Students with incomplete paperwork must complete paperwork to receive financial aid. 2-3 weeks processing time required. <b>Encourage the student to take out a tuition and fee loan.</b>	Main (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.(Main Campus Only)  <b>* Dates for Extended (Saturday) Summer Hours:</b> June 5, July 10, August 7, August 14	458-8000 or 800-669-0919  UTSA School Code:010115
Tuition and Fee Loans  \$500 Book Loans <u>(cash)</u>	UTSA students enrolled for at least 3 semester hours may apply. Need not be financial aid recipient to apply. Must not have a prior semester Fiscal Services balance or financial hold  The Student Financial Aid & Enrollment Services staff will process <b>BOOK LOANS</b> for Summer I and 10-week term beginning May 28, 2010. <b>Funds will be available for pickup</b> at any Fiscal Services Office between 8 a.m. and 4 p.m.	<b><u>LOAN PROCESSING ONLY</u></b>  TUITION AND FEE LOANS: 8 AM – 5 PM FINANCIAL AID & ENROLLMENT SERVICES MAIN (JPL 1.01.04) DOWNTOWN (FS 1.504)  UTSA–Main: JPL 1.01.04 UTSA–Downtown: FS 1.504	458-8000 or 800-669-0919

Item	Services	Hours/Location	Phone
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Health Services– Student	Health care services available to registered students. <a href="http://www.utsa.edu/health/">http://www.utsa.edu/health/</a>	<u>UTSA–Main: 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.–5 p.m.; and Friday, 8a.m. -noon.	458-4142  458-2930
Holds	If a hold is preventing a student from registering or adding or dropping a course, 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:	AD Admissions Office (MS 2.02.24) AT Athletic DI Academic Dismissal DR Dismissed-reinstated–see advisor EL ELAP required (for international students) ES ESL required (for international students) FO Fiscal Services Office (JPL 1.03.06, FS 1.500D) FS Fiscal Services Office (JPL 1.03.06, FS 1.500D) GS Graduate Studies (MS 4.01.50) HE Health Services (RWC 1.500) HO Housing IP International Programs (MB 1.210) JA/JA2 Student Judicial Affairs (UC 2.02.18) LB University Library (JPL 2nd floor, BV 2.314) OR Orientation and Family Programs (MS 2.01.10) PK Fiscal Services Perkins Hold PR Contact Advising Center RE Registrar Office (JPL 1.01.12) TA TSI (Texas Success Initiative) - your Advising Center TR Transcript Review (Admissions evaluation–MS 2.02.24) UP Business Auxiliary Services <i>Parking Division</i> (MS 1.01.52)	
Learning Communities	Learning Communities: Cohorts of 25 students with a shared interest, or major, who attend 2-3 classes together. 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">http://www.utsa.edu/lc</a>	MS 1.02.04  MS 2.02.18 (CFAC)  MS 1.02.02 (TRC)	458-7490  458-5170  458-4694

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Library Hours  Computers	Current Main & DT library hours are listed online at: <a href="http://lib.utsa.edu/About/Hours/">http://lib.utsa.edu/About/Hours/</a>  Both libraries have desktop computers with full access to the libraries' online catalog and electronic resources, as well as the internet and Microsoft Office suite. Laptop computers are also available for check-out. <a href="http://lib.utsa.edu/Services/Computing/">http://lib.utsa.edu/Services/Computing/</a>	Downtown Campus Library - BV 2.314  John Peace Library, Main Campus - JPL 2.01.26	458-2440  458-7506
Meal Service          Meal Plans	Business Auxiliary Services manages the food service contract. ARAMARK is the food service provider.  Hours of operation: <a href="http://www.utsa.campusdish.com">www.utsa.campusdish.com</a>  ----- No Summer Meal Plans  For Fall/Spring Meal Plans:  Chaparral/Laurel Village residents go to Housing to sign up.  All Other Students go to UTSA Card section in <i>ASAP</i> to sign up.	Main Campus: <ul style="list-style-type: none"> <li>• JPL: Chick-fil-A, Bene Pasta and Pizza</li> <li>• University Center: Subway, Taco Cabana, Starbucks, C3 Convenience Store</li> <li>• BSE: Einstein Bros</li> <li>• Roadrunner Café</li> </ul> Downtown– Frio Street Building: Subway, Grille Works, Home Zone, Bene Pasta and Pizza, Java City Coffee Express, C3 Convenience  -----  Housing and Residence Life Office - Laurel Village City Center  UTSACard Office, MS 1.01.52 (New Location) Monday – Friday 8 a.m. – 5 p.m.	Main Campus: 458-7682  Downtown Campus: 458-2788          458-6200     458-4639
Orientation and Family Programs (Roadrunner Roundup)	Students transferring to UTSA with fewer than 30 hours must attend a Roadrunner Roundup New Student Orientation Program, and cannot register for classes until they have completed the program.  Students with an Orientation Hold should be directed to Orientation and Family Programs.	MS 2.01.10  Hours: Monday–Friday, 8 a.m.–5 p.m.  <a href="http://www.utsa.edu/orientation/">http://www.utsa.edu/orientation/</a>	458-4724



Item	Services	Hours/Location	Phone
Payment Deadlines	<p><b>STUDENTS REGISTERED FOR THE M (Mini-mester) TERM</b>            April 5–May 6 <b>payment deadline</b> – May 7            May 8–May 11 <b>payment deadline</b> – May 11 (Census)</p> <p><b>STUDENTS REGISTERED FOR ANY TERM OTHER THAN M</b>            April 5–May 26 (Term codes F , T, J) <b>payment deadline</b> – May 27            May 28–June 2 (Term Code F) <b>payment deadline</b> – June 4 (Census)            May 28–June 8 (Term Code T) <b>payment deadline</b> – June 16 (Census)            May 28–June 8 (Term Code J) <b>payment deadline</b> – June 9 (Census)            April 5–July 2 (Term Code S &amp; L) <b>payment deadline</b> – July 2            July 9 –July 7 (Term Code S) <b>payment deadline</b> – July 13 (Census)            July 8 –July 6 (Term Code L) <b>payment deadline</b> – July 12 (Census)</p>		
Payment Options/Locations  (Fiscal Services)	<p>Credit card: made online <i>only</i> through <i>ASAP</i> with MasterCard, Discover, or American Express with a 1.855% surcharge</p> <p>Direct Deposits may be set up online.</p> <p>Electronic Check (E-check), or the Advanced Payment System (APS). There is no charge to use the E-check or APS feature.</p> <p>Checks may be placed in a drop box outside the Fiscal Services office at JPL 1.03.06. or (DT) FS 1.500D. Write UTSA student ID number on the check. Please no cash in the drop box.</p> <p>Check payments can also be mailed to the following address:            UTSA            Attention: Fiscal Services            One UTSA Circle            San Antonio, Texas 78249</p> <p>Cash payments: in person at any Fiscal Services office location, JPL 1.03.06, or at UTSA–Downtown at FS 1.500D.</p>	<p>JPL 1.03.06            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>JPL Fiscal Services is the only location on the Main Campus.</p> <p>FS 1.508 (DT)            Monday–Thursday 8 a.m.–6 p.m.            Friday 8 a.m.–5 p.m.</p> <p>*Spring Semester Saturday Hours available on June 5<sup>th</sup>, July 10, August 7<sup>th</sup> and August 14<sup>th</sup></p> <p>Extended Hours Available at both locations.</p> <p><a href="http://www.utsa.edu/fiscalservices/">http://www.utsa.edu/fiscalservices/</a></p>	458–8000
PINs (Personal Identification Number)	<p>Student <i>ASAP</i> account PIN is originally set as date of birth. Upon accessing <i>ASAP</i> for the first time, the student must create a new PIN. Problems creating a new PIN may indicate an incorrect date of birth in the student record. The student can verify the date of birth in the system and have it corrected (with driver’s license verification) at the Enrollment Services Center.</p>	<p>In most cases the PIN can be reset using the PIN reset button on <i>ASAP</i> or by calling the Enrollment Services Center at (210) 458-8000 or Toll Free (800) 669-0919. Students may also bring their photo ID to the Enrollment Services Center, or a student computer lab, to have the PIN reset. PINs are not reset via email.</p>	

Item	Services	Hours/Location	Phone
Campus Recreation	<p>Campus Recreation offers a variety of recreation and leisure opportunities at the Main and Downtown Campus.</p> <p>Program offerings: Aquatics, Open Recreation, Group Fitness, Weight and Cardio Training, Rockwall, Outdoor Trips and Equipment Check-Out, Intramural Sports and Club Sports</p> <p><a href="http://www.utsa.edu/recreation">http://www.utsa.edu/recreation</a></p>	<p><u>Main Campus Recreation Center Hours</u>  Monday – Thursday 6:00 a.m. – 10:00 p.m.  Friday 6:00 a.m. – 8:00 p.m.  Saturday 10:00 a.m. – 6:00 p.m.  Sunday 12:00 p.m. – 10:00 p.m.</p> <p><u>Downtown Fitness Center</u>  Monday – Friday 6:30 a.m. – 8:30 a.m.  11:00 a.m. – 7:00 p.m.  Saturday 11:00 a.m. – 2:00 p.m.</p>	458-7575
Registration  Overrides	<p>Students may register and add/drop practically 24 hours a day on the dates designated on the Registration Schedule in <i>ASAP</i>.</p> <p>See the Spring 2010 <i>Registration/Add/Drop Time Frames</i> chart for dates that designated department staff and academic advisors may process overrides and register students.</p>		
On-Campus Shuttle Service  Off-Campus Shuttle Service  Shopping Shuttle  VIA Routes 93/94	<p>Shuttle service connecting Main campus buildings with parking lots <a href="http://www.utsa.edu/parking/shuttles.htm">http://www.utsa.edu/parking/shuttles.htm</a></p> <p>No off-campus routes operate during the summer</p> <p>The Shopping Shuttle will not operate during the summer</p> <p>Connects Main and DTC campuses; offers two park-and-ride locations for free parking and free bus, with UTSA ID, to either campus <a href="http://www.viainfo.net/Ride/Default.aspx">http://www.viainfo.net/Ride/Default.aspx</a></p>	<p>The On-Campus Shuttles will operate from 7:00 a.m.– 6:00 p.m. Monday–Friday when classes are held</p> <p>Operates seven days a week; times may vary. Contact VIA</p>	<p>458-7275 Business Auxiliary Services <i>Transportation Division</i></p> <p>VIA: 362-2020</p>

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Student Activities	<p>Student Activities serves as a resource for more than 250 student organizations on campus, and provides opportunities that foster and recognize leadership, learning, and development.</p> <p>Student Activities address at the main campus is University Center III, 1.210</p>	<p>Main Campus: University Center III, 1.02.08</p> <p>Downtown Campus: Durango Building, 1.302</p> <p><a href="http://www.utsa.edu/sa/">http://www.utsa.edu/sa/</a> email: <a href="mailto:getinvolved@utsa.edu">getinvolved@utsa.edu</a></p>	<p>458-4160</p> <p>458-2816</p>
Student Mass Emails/ (Google email address)	<p>The official means of communication from the UTSA. 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. Log on to <i>ASAP</i> click the link Google email system. To use an email address, other than the UTSA email address, go into Google email 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	Services	Hours/Location	Phone
<p>Testing Services</p> <p>Placement Tests</p> <p>CLEP Tests</p> <p>THEA Tests</p>	<p>TExES-iBT, TOEFL-iBT, Math, Chemistry 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>Register for Accuplacer, Math and Chemistry Placement, Accounting PACE online at <a href="https://asap.utsa.edu">https://asap.utsa.edu</a>. Fee is charged to student's UTSA account after taking one of these tests. Math and Chemistry Placement test scores available online. Scores are not given over the phone.</p> <p>Must register for CLEP exams in person at Testing Services with checks or money orders.</p> <p>THEA (formerly TASP) registration <a href="http://www.thea.nesinc.com">www.thea.nesinc.com</a> Accuplacer registration <a href="https://asap.utsa.edu">https://asap.utsa.edu</a> Scores are not given over the phone.</p> <p><b>Registration required at least 1 day in advance for ALL tests.</b></p> <p><b>Arrive 30 minutes before start time.</b> <b>NO LATE ADMITTANCE.</b></p> <p>Payment by check or money order only. NO CASH or CREDIT CARDS</p>	<p>Main Campus: MS 1.01.04</p> <p>Monday – Friday 8 a.m.–5 p.m.</p> <p>Downtown Campus: BV 1.302</p> <p>Monday–Friday, 8 a.m.–5 p.m.</p>	<p>458-4125</p> <p>458-2941</p>
<p>Transcripts</p>	<p>Available at no charge at Enrollment Services with a photo ID, or written authorization if another person is to pick up for student. Maximum of five per day. Transcripts will not be provided to students with financial holds.</p>	<p>Transcripts may be ordered online through ASAP.</p> <p>Tutorial available at: <a href="http://www.utsa.edu/registrar/transcripts.cfm">http://www.utsa.edu/registrar/transcripts.cfm</a></p>	

Item	Services	Hours/Location	Phone
University Center	<ul style="list-style-type: none"> <li>• Campus Technology Store</li> <li>• Frost Bank</li> <li>• Ticketmaster and discounted movie tickets and testing supplies; VIA semester bus passes and fare discount cards</li> <li>• Food court with name brand food service , computer store,</li> <li>• UTSA Bookstore</li> <li>• Office of Student Activities and registered student organizations work spaces</li> <li>• Information center</li> </ul>	<p>Monday – Friday, 7 a.m. – 7 p.m.  Saturday – 8 a.m. – 5 p.m.  Sunday – Closed</p> <p>Full listing of UC based offices and services at <a href="http://www.utsa.edu/uctr/ucdirectory.html">http://www.utsa.edu/uctr/ucdirectory.html</a></p>	458-4735
<p>UTSA Card</p> <p>Banner ID</p>	<p>To get a UTSA Card students must be registered for classes, have a Banner ID number and a photo ID.</p> <p>Admitted students are assigned a 9-character identification number beginning with @: (@XXXXXXXXX)  On cards issued prior to Summer 09, the Banner ID starts with “0” instead of @. On the Web, the first “0” must be replaced with “@”.</p> <p>To apply funds to debit (Rowdy Dollars) portion of the UTSA Card students can go to the following offices:  Financial Aid/Loan - <i>ASAP</i> ( <a href="https://asap.utsa.edu/">https://asap.utsa.edu/</a>) (\$100 increments up to the \$600 limit - available in about 70 minutes)  Check –Fiscal Services  E-Check – <i>ASAP</i>  Credit Card – <i>ASAP</i> only  Cash – Fiscal Services or any Cash Value Station</p>	<p><u>UTSA–Main Campus:</u>  MS 1.01.52  Regular Hours  Monday–Friday, 8 a.m.–5 p.m.</p> <p>Regular Hours  Tuesday and Thursday Only  8:30 a.m.–5:30 p.m. (closed Monday, Wednesday, and Friday)</p> <p><a href="http://www.utsa.edu/utsacard">http://www.utsa.edu/utsacard</a></p>	<p>458-4639</p> <p>458-2965</p>
Withdrawals	<p>Students may not drop their last class (withdraw) via ASAP. A withdrawal form must be submitted to the Enrollment Services Center. Form must be signed by an academic advisor and International Program advisor, if applicable</p>	<p>Withdrawal forms are available online, at the Enrollment Services Center, and at all academic advising centers.  <a href="http://www.utsa.edu/registrar/forms.cfm">http://www.utsa.edu/registrar/forms.cfm</a></p>	
<p>The Judith G. Gardner Center for Writing Excellence “The Writing Center”</p>	<p>The Judith G. Gardner Center for Writing Excellence “The Writing Center”  Main campus and Downtown campus</p> <p>The summer schedule will vary, depending on session. See the website: <a href="http://www.utsa.edu/twc/hours.html">http://www.utsa.edu/twc/hours.html</a> for the latest scheduling details.</p> <p>One-on-one tutoring in writing for undergraduate and graduate students from all disciplines. Hardware and software available for students with special needs (upon request and by appointment).</p> <p>Walk-in or make an appointment at 458-6086.</p>	<p><u>Main campus</u>  --HSS 2.02.22 (Tutor Room): Monday–Thursday, 8 a.m.–8 p.m.; Friday, 8 a.m.–6 p.m.; Saturday, 9 a.m.–4 p.m.; Sunday, 1 p.m.–4 p.m.  -- HSS 3.03.08 (Computer Room): Monday–Thursday, 8 a.m.–8 p.m.; Friday, 8 a.m.–6 p.m.  -- JPL (Rm. 2.01.08): Schedule Varies – check the online schedule for the most up-to-date information.</p> <p><u>Downtown campus</u> --FS 4.432: Monday–Friday, 8 a.m.–4 p.m.; Downtown Library: Weekend hours – check the online schedule for the most up-to-date information.</p>	<p>458-6086</p> <p>458-4997</p> <p>458-2753</p>

	Synchronous online tutoring is also available. More information can be found on the website <a href="http://www.utsa.edu/twc">http://www.utsa.edu/twc</a>		
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