

## Summer 2011 Ask Me for Help

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	Colin Howlett 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	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/advising/">http://business.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.	458-4562
COEHD	<a href="http://education.utsa.edu/Students/Advising/index.htm">http://education.utsa.edu/Students/Advising/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/index.php">http://engineering.utsa.edu/advising/index.php</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/cos/advising/">http://www.utsa.edu/cos/advising/</a>	<b>M–R:</b> 8a.m.–6p.m.; <b>F:</b> 8a.m.–5p.m.; <b>*S:</b> 9a.m.–1p.m.	458-4045
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 4, July 9, August 13, August 20	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	. <p>Students with TSI holds must add or drop classes through their advising Center, or, if undecided or provisional, through the Tomás Rivera Center.</p> <p>Student must see their advisor</p>	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.  Book rental is available through Follett Bookstore. See store or <a href="http://www.rent-a-text.com">www.rent-a-text.com</a> for details.	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
UTSA & Campus Living Villages On-Campus Housing	All housing applications and inquiries.  <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, including assistance in searching for roommates, contact the Office of Student Life. Check the off-campus apartment listing at <a href="http://utsa.edu/studentlife/offcampus_housing.html">http://utsa.edu/studentlife/offcampus_housing.html</a> .	Office of Student Life  UC 2.02.18	458-4720
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 MNT 1.162 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

Item	Services	Hours/Location	Phone
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 – Shelves between Registrar’s office and 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 – Shelves between Registrar’s office and Enrollment Services Center (ESC).	458-8000
Child Development Center	Licensed care for 96 children, infant through preschool, for UTSA’s full-time students, faculty, and staff. NAEYC accredited. Availability based on waiting list.	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, Blackboard, 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–Friday, 8:00 a.m.–5:00 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

Item	Services	Hours/Location	Phone
<p><u>Enrollment Services &amp; Financial Aid</u></p> <p>Processing and Disbursement</p>	<p>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.</p> <p>Please allow 2-3 days after refund processes to receive direct deposit and up to 5 days via mail.</p> <p>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></p>	<p>Main (JPL 1.01.04) &amp; Downtown (FS 1.504) Financial Aid/ Enrollment Services:</p> <p>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)</p> <p><b>* Dates for Extended (Saturday) Summer Hours:</b> June 4 (9:00 a.m. – 1:00 p.m.); July 9; August 13; August 20 (both Main and DT Campuses)</p>	<p>458-8000 or 800-669-0919</p> <p>UTSA School Code:010115</p>
<p>Tuition and Fee Loans</p> <p>\$500 Book Loans <u>(cash)</u></p>	<p>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</p> <p>The Student Financial Aid &amp; Enrollment Services staff will process Summer <b>BOOK LOANS</b> beginning May 27, 2011 for summer I and July 7, 2011 for summer II. <b>Funds will be available for pickup</b> at any Fiscal Services Office between 8 a.m. and 4 p.m.</p>	<p style="text-align: center;"><u><b>LOAN PROCESSING ONLY</b></u></p> <p>TUITION AND FEE LOANS: 8 AM – 5 PM FINANCIAL AID &amp; ENROLLMENT SERVICES MAIN (JPL 1.01.04) DOWNTOWN (FS 1.504)</p> <p>UTSA–Main: JPL 1.01.04 UTSA–Downtown: FS 1.504</p>	<p>458-8000 or 800-669-0919</p>
<p>Deceased students</p>	<p>When a student passes away, whether the student was a former student, registered student, or in the process of admission, the Registrar's Office can set the <i>deceased</i> indicator in student's official record. This benefits the student's survivors by ending holds, notifying financial offices, setting the student's academic record at time of death, and providing an opportunity for condolences to be sent to survivors of current students.</p> <p>If the information is not available, please pass along as much information as possible to the Office of the Registrar by contacting Anne Macintosh Speights at: <a href="mailto:Anne.Macintosh@utsa.edu">Anne.Macintosh@utsa.edu</a> or call 458-7552</p>	<p>Information needed to begin processing the deceased student's record:</p> <ul style="list-style-type: none"> <li>• Name of Student</li> <li>• ID number (SSN used prior to Summer 2002)</li> <li>• Next of kin</li> <li>• Relationship of next of kin</li> <li>• Address of next of kin</li> <li>• Phone number of person making notification</li> <li>• Date of death</li> <li>• Cause of death</li> <li>• Proof of death (i.e., copy of death certificate, obituary)</li> </ul>	



<p>Library Hours</p> <p>Library Computers</p>	<p>Library hours are listed online at:  <a href="http://lib.utsa.edu/About/Hours/">http://lib.utsa.edu/About/Hours/</a></p> <p>All libraries have desktop computers with full access to the online catalog and electronic resources, as well as the internet and Microsoft Office suite. Laptop computers are available for check-out at the JPL and Downtown Library.  <a href="http://lib.utsa.edu/Services/Computing/">http://lib.utsa.edu/Services/Computing/</a></p>	<p>Downtown Campus Library - BV 2.314</p> <p>John Peace Library, Main Campus - JPL 2.01.26</p> <p>Applied Engineering &amp; Technology Library - AET 2.212</p>	<p>458-2440</p> <p>458-7506</p> <p>458-6256</p>
<p>Meal Service</p> <p>Meal Plans</p>	<p>Business Auxiliary Services manages the food service contract. ARAMARK is the food service provider.</p> <p>Hours of operation: <a href="http://www.utsa.campusdish.com">www.utsa.campusdish.com</a></p> <p>-----</p> <p>For Fall/Spring Meal Plans: <b>(NO SUMMER MEAL PLANS)</b></p> <p>Chaparral/Laurel Village residents go to Housing to sign up.</p> <p>All Other Students go to UTSA Card section in <i>ASAP</i> to sign up.</p>	<p>Main Campus:</p> <ul style="list-style-type: none"> <li>• JPL: Chick-fil-A, Bene Pasta and Pizza, Sushic Sushi, Montagues, Smoothie King, Starbucks</li> <li>• University Center: Subway, Taco Cabana, Starbucks, C3 Convenience Store, Burger King, Chili's Too!</li> <li>• BSE: Einstein Bros</li> <li>• Roadrunner Café</li> </ul> <p>Downtown– Frio Street Building</p> <p>-----</p> <p>Office of Housing and Residence Life - Laurel Village City Center</p> <p>UTSACard Office, MS 1.01.52  Monday – Friday 8 a.m. – 5 p.m.</p>	<p>Main Campus: 458-7682</p> <p>458-6200</p> <p>458-4639</p>
<p>Orientation and Family Programs (Roadrunner Roundup)</p>	<p>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.</p> <p>Students with an Orientation Hold should be directed to Orientation and Family Programs.</p>	<p>MS 2.01.10</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>	<p>458-4724</p>

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Parking	<p>A parking permit or payment at a short-term location are required for vehicles parked at UTSA–Main Campus, UTSA–Downtown, The Institute of Texan Cultures, University Oaks Apartments, Chaparral Village, Laurel Village, and Chisholm Hall residence areas.</p> <p>-----</p> <p><b>Permit prices are pro-rated monthly based on month of purchase.</b></p> <p><b>Many different permits are available to fit individual needs</b></p> <p>-----</p> <p>Short-term spaces are located in the North or South Parking Garages, and in Lots 1A, 5, or 8 on the Main Campus or in the DTC Garage or the Monterey Lot at the DTC.</p> <p>Parking arrangements for events and visitors must be made no less than 2 weeks prior to event date.</p>	<p>Parking citations and boot payments are processed at the Business Auxiliary Services office, MS 1.01.52, on the Main Campus and Fiscal Services on the downtown campus.</p> <p>-----</p> <p>All parking permits are purchased on <i>ASAP</i> using the vehicle license plate number. All parking permits are mailed to the address entered by student.</p> <p>Permits will be mailed within 5 business days of date of purchase.</p> <p>Please make all license plate updates and attach any vehicles that will be associated with the permit on ASAP.</p> <p>After payment, a dashboard permit may be printed through <i>ASAP</i> to use until the permit is received in the mail.</p> <p>-----</p> <p>Business Auxiliary Services  Parking Division  MS 1.01.52</p> <p>Monday–Friday, 8 a.m. – 5 p.m.</p> <p><a href="http://www.utsa.edu/parking">http://www.utsa.edu/parking</a></p>	<p>458.PARK (7275)</p>



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Payment Deadlines	<p><b>PAYMENT DEADLINES FOR STUDENTS WHO REGISTERED FOR ANY TERM OTHER THAN "M"</b></p> <p>March 1–May 25 (Term codes F)      <b>June 3 (census)</b>  May 27–June 14 (Term Code T)      <b>June 15 (census)</b>  May 27–June 9 (Term Code J)      <b>June 10 (census)</b></p> <p>March 1–July 8 (Term Code S)      <b>July 13 (census)</b>  March 1–July 8 (Term Code L)      <b>July 12 (census)</b></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>Cash payments: in person at any Fiscal Services office location, JPL 1.03.06, or at UTSA–Downtown at FS 1.500D.</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>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.</p> <p>*Saturday office hours for <b>Summer 2011</b> are available on the following dates at the John Peace Library (JPL 1.03.06) office <b>only</b>: June 4, July 9</p> <p>JPL Fiscal Services is the only drop box 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><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>	

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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. – 12:00 a.m.  Friday 6:00 a.m. – 10:00 p.m.  Saturday 10:00 a.m. – 8:00 p.m.  Sunday 12:00 p.m. – 12:00 a.m.</p> <p><u>Downtown Fitness Center</u>  Monday – Thursday 6:30 a.m. – 8:30 a.m.  11:00 a.m. – 9:00 p.m.  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	Students may register and add/drop practically 24 hours a day on the dates designated on the Registration Schedule in <i>ASAP</i> .		
Overrides	See the Spring 2011 <i>Registration/Add/Drop Time Frames</i> chart for dates that designated department staff and academic advisors may process overrides and register students.		
Shuttle Service  -----  VIA Routes 93/94  Bus Pass (VIA Student Discount)	<p>On and Off Campus shuttle service is not available during the summer. Normal service resumes on Monday, August 22<sup>nd</sup>, for the Fall semester.</p> <p>-----</p> <p>Connects Main and DTC campuses; offers two park-and-ride locations for free parking and free bus service, with UTSA ID, to either campus through May 31<sup>st</sup>. Beginning June 1<sup>st</sup>, riders must pay full fares or purchase a VIA Bus Pass.</p> <p>Students with a UTSA ID may purchase a discounted monthly bus pass (half-fare Big Pass) for \$15.00/month.</p>	<p>-----</p> <p>Operates seven days a week; times may vary.  <a href="http://www.viainfo.net">http://www.viainfo.net</a></p> <p><a href="http://www.viainfo.net">http://www.viainfo.net</a></p>	458-7275  -----  VIA: 362-2020  VIA: 362-2020

Item	Services	Hours/Location	Phone
Student Activities	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.	Main Campus: University Center III, 1.210.  Downtown Campus: Durango Building, 1.302  <a href="http://www.utsa.edu/sa/">http://www.utsa.edu/sa/</a> email: <a href="mailto:getinvolved@utsa.edu">getinvolved@utsa.edu</a>	458-4160  458-2816
Student 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. To designate a preferred email address, click the <i>I want to change my preferred email</i> address link, and enter your preferred email address.</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
Testing Services	<p>TEExES-iBT, TOEFL-iBT, Math, Chemistry Placements, Accounting PACE, Credit-By-Examination (CLEP), FACT, 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>Main Campus: MS 1.01.04</p> <p>Monday – Friday 8 a.m.–5 p.m.</p>	<p>458-4125</p> <p>458-2941</p>
Placement Tests	<p>Register for Accuplacer, Math and Chemistry Placement, Accounting PACE and FACT 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 on ASAP. Scores are not given over the phone.</p>	<p>Downtown Campus: BV 1.302</p> <p>Monday–Friday, 8 a.m.–5 p.m.</p>	
CLEP Tests	<p>Visit <a href="http://www.utsa.edu/testing/clep.html">www.utsa.edu/testing/clep.html</a> for current fees, UTSA course credit and registration process.</p>		
THEA Tests	<p>THEA (formerly TASP) registration <a href="http://www.thea.nesinc.com">www.thea.nesinc.com</a>  THEA QT registration online at <a href="http://www.utsa.edu/testing">www.utsa.edu/testing</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>		
Transcripts	<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>• The UPS Store for copies, moving supplies and on-campus mailbox rental</li> <li>• Rios Golden Cut Salons—a full service salon for both men and women</li> <li>• Roadrunner Express—Ticketmaster, discounted movie and Fiesta Texas tickets, mylar balloons, gifts and snacks, testing supplies; VIA semester bus passes and fare discount cards</li> <li>• Information Center</li> <li>• Meeting spaces</li> <li>• Weekly entertainment programs including UCinema Movie nights Coffeehouse performances and special programs like Casino Nights</li> <li>• Food court with name brand dining options</li> <li>• UTSA Bookstore</li> <li>• Gallery 23</li> <li>• Office of Student Activities and registered student organizations work spaces</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
UTSACard  Banner ID	<p>To get a UTSACard 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 @: (@XXXXXXXX)</p> <p>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 UTSACard students can go to the following offices:</p> <ul style="list-style-type: none"> <li>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)</li> <li>Check –Fiscal Services</li> <li>E-Check – <i>ASAP</i></li> <li>Credit Card – <i>ASAP</i> only</li> <li>Cash – Fiscal Services or any Cash Value Station</li> </ul>	<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>	458-4639          458-2965

Item	Services	Hours/Location	Phone
The Judith G. Gardner Center for Writing Excellence “The Writing Center”	<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>Synchronous online tutoring is also available by appointment. More information can be found on the website <a href="http://www.utsa.edu/twc">http://www.utsa.edu/twc</a></p>	<p><u>Main campus</u> – Schedules Vary, depending on each day – Check the website for the most up-to-date information.  -- Tutor Room: JPL 2.01.12D – Monday through Sunday  -- Computer Lab: JPL 2.01.12C – Monday through Friday  <i>Tutors are also available in the Computer Lab.</i>  -- Online Tutoring available by appointment only.</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>
Withdrawals	<p>After the first day of the semester, students may not drop their last class (withdraw) via ASAP. A withdrawal form must be submitted to the Enrollment Services Center. No advisor signature is required.</p> <p><b>International students and student athletes</b>, at the undergraduate or graduate level, must submit a withdrawal form signed by an advisor in the Collegiate Athletics department or International Program advisor.</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>	
Disability Services	<p>Provides support services and accommodations for students with disabilities</p> <p><a href="http://www.utsa.edu/disability">www.utsa.edu/disability</a></p>	<p><u>Main Campus: MS 2.03.18</u>  Monday-Thursday 8:00 a.m.-5:00 p.m.  Friday 8:00 a.m.-5:00 p.m.</p> <p><u>Downtown Campus: BV 1.302</u>  Monday-Friday 8:00 a.m.-5:00 p.m.</p>	<p>458-4157</p> <p>458-2945</p>