

See Pages 10 and 11 for Important Dates and Deadlines

Summer 2003

For most of your enrollment services needs, call a single phone number:

(210) 458-8000 or (800) 669-0919

Admissions

Registration

Registrar and Grades

Fiscal Services

***See page 12
for details.***

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| Adult and Higher Education (AHE) | 37 | Health (HTH) | 64 |
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| Bicultural-Bilingual Studies (BBL) | 41 | Kinesiology (KIN) | 68 |
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| Business Law (BLW) | 45 | Latin (LAT) | * |
| Chemistry (CHE) | 45 | Leadership (LDR) | 68 |
| Civil Engineering (CE) | 46 | Legal Studies (LGS) | 69 |
| Classics (CLA) | 47 | Linguistics (LNG) | * |
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INDEX OF COLLEGES – 1604 CAMPUS

❖ COLLEGE OF BUSINESS

| | | |
|---|-------------------------|-----------------|
| Dean's Office | BB 4.01.02 | 458-4313 |
| Center for Professional Excellence | | |
| | BB 1.01.20 | 458-4778 |
| Army ROTC | | |
| Military Science (MSC) | MS 3.01.04 | 458-4622 |
| Department of Accounting | BB 4.01.12 | 458-4320 |
| Accounting (ACC) | | |
| Department of Economics | BB 4.01.10 | 458-4315 |
| Economics (ECO) | | |
| Department of Finance..... | BB 4.01.12 | 458-6315 |
| Finance (FIN) | | |
| Department of Information Systems ... | BB 4.01.06 | 458-6300 |
| Information Systems (IS) | | |
| Department of Management | BB 4.01.06 | 458-4310 |
|Business Law (BLW) | | |
| General Business Administration (GBA) | | |
| Management (MGT) | | |
| Management of Technology (MOT) | | |
| Department of Management Science and Statistics | | |
| | BB 4.01.10 | 458-6345 |
| Management Science (MS) | | |
| Statistics (STA) | | |
| Department of Marketing | BB 4.01.08 | 458-6330 |
| Marketing (MKT) | | |

❖ COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

| | | |
|---|--------------------------|-----------------|
| Dean's Office | HSS 4.05.30 | 458-4416 |
| Division of Bicultural-Bilingual Studies | | |
| | MS 3.01.18 | 458-4426 |
| Bicultural-Bilingual Studies (BBL) | | |
| English as a Second Language (ESL) | | |
| English for International Students (EIS) | | |
| Department of Educational Leadership and Policy Studies | | |
| | MS 4.01.35 | 458-5436 |
| Educational Leadership (EDL) | | |
| Leadership (LDR) | | |
| Department of Health and Kinesiology | | |
| | MS 3.03.17 | 458-5642 |
| Health (HTH) | | |
| Kinesiology (KIN) | | |
| Kinesiology & Health (KAH) | | |
| Non-Profit Management (NPO) | | |

Continued next column

| | | |
|---|------------------|----------|
| Department of Interdisciplinary Studies and Curriculum and Instruction..... | MS 4.03.60 | 458-5969 |
| American Sign Language (ASL) | | |
| Curriculum and Instruction (C&I) | | |
| Early Childhood (ECE) | | |
| Education (EDU) | | |
| Instructional Leadership (ILR) | | |
| Interdisciplinary Studies (IDS) | | |
| Reading (RDG) | | |
| Secondary Education (SED) | | |
| Special Education (SPE) | | |

❖ COLLEGE OF ENGINEERING

| | | |
|--|-------------------------|-----------------|
| Dean's Office | EB 3.04.02 | 458-5526 |
| Air Force ROTC Aerospace Studies (ASC) | | |
| | MS 4.03.36 | 458-4624 |
| Department of Civil Engineering | | |
| | EB 3.04.02 | 458-5516 |
| Civil Engineering (CE) | | |
| Department of Electrical Engineering | | |
| | EB 3.04.02 | 458-4491 |
| Electrical Engineering (EE) | | |
| Department of Mechanical Engineering | | |
| | EB 3.04.02 | 458-5516 |
| Engineering (EGR) | | |
| Mechanical Engineering (ME) | | |

❖ COLLEGE OF LIBERAL AND FINE ARTS

| | | |
|--|--------------------------|-----------------|
| Dean's Office | HSS 4.01.23 | 458-4350 |
| Department of Anthropology | HSS 4.04.50 | 458-4075 |
| Anthropology (ANT) | | |
| Department of Art and Art History | Arts 4.01.16 | 458-4352 |
| Art (ART) | | |
| Art History and Criticism (AHC) | | |
| Department of Communication..... | HSS 4.03.38 | 458-5990 |
| Communication (COM) | | |
| Theater (THR) | | |
| Department of English, Classics and Philosophy | | |
| | HSS 4.03.16 | 458-4376 |
| Classics (CLA) | | |
| English (ENG) | | |
| Humanities (HUM) | | |
| Latin (LAT) | | |
| Philosophy (PHI) | | |
| Department of History | HSS 4.04.06 | 458-4033 |
| American Studies (AMS) | | |
| History (HIS) | | |
| Women and Gender Studies (WGS) | | |

Continued next page

INDEX OF COLLEGES – 1604 CAMPUS (cont.)

❖ COLLEGE OF LIBERAL AND FINE ARTS (cont.)

| | | |
|--|--------------|----------|
| Department of Modern Languages and Literatures | HSS 4.01.06 | 458-4377 |
| Arabic (ARA) | | |
| French (FRN) | | |
| German (GER) | | |
| Spanish (SPN) | | |
| Comparative Studies in the Humanities (CSH) | | |
| Foreign Languages (FL) | | |
| Linguistics (LNG) | | |
| Russian (RUS) | | |
| Italian (ITL) | | |
| Japanese (JPN) | | |
| Department of Music | ARTS 3.01.58 | 458-4354 |
| Music (MUS) | | |
| Department of Political Science and Geography | MS 4.03.02 | 458-4627 |
| Geography (GRG) | | |
| International Studies (INS) | | |
| Political Science (POL) | | |
| Department of Psychology | HSS 4.04.54 | 458-4372 |
| Psychology (PSY) | | |
| Department of Sociology | MS 4.02.66 | 458-4626 |
| Sociology (SOC) | | |

❖ COLLEGE OF SCIENCES

Dean's OfficeSB 4.01.10.....458-4450

| | | |
|---|------------|----------|
| Department of Biology | SB 2.01.08 | 458-4458 |
| Biology (BIO) | | |
| Allied Health Science (AHS) | | |
| Department of Chemistry | SB 4.03.24 | 458-5469 |
| Chemistry (CHE) | | |
| Department of Computer Science | SB 3.02.07 | 458-4436 |
| Computer Science (CS) | | |
| Department of Earth and Environmental Science | SB 4.03.30 | 458-4455 |
| Environmental Sciences (ES) | | |
| Geology (GEO) | | |
| Department of Mathematics | SB 4.01.28 | 458-4451 |
| Mathematics (MAT) | | |
| Department of Physics and Astronomy | SB 4.03.10 | 458-5451 |
| Astronomy (AST) | | |
| Physics (PHY) | | |

❖ HONORS COLLEGE

| | | |
|--------------|-------------|----------|
| Honors (HON) | HSS 4.02.20 | 458-4106 |
|--------------|-------------|----------|

❖ SCHOOL OF ARCHITECTURE

| | | |
|-----------------------|--------------|----------|
| | ARTS 4.01.06 | 458-4305 |
| Architecture (ARC) | | |
| Interior Design (IDE) | | |

❖ Tomás Rivera Center for Student Success

| | | |
|------------------------|------------|----------|
| | UC 1.01.02 | 458-4687 |
| Non-Course Based (NCB) | | |

IMPORTANT ADDRESSES AND PHONE NUMBERS

World Wide Web Address: www.utsa.edu

◆
Mailing address:

The University of Texas at San Antonio
Attention: (list specific office name)
6900 North Loop 1604 West
San Antonio, TX 78249

◆
Enrollment Services Center building/room:
John Peace Library Building (JPL) 1.01.08

Enrollment Services:
(210) 458-8000 toll free (800) 669-0919

◆
Graduate Level Admission:

Building/room:
John Peace Library Building (JPL) 4.03.16

Phone number:
(210) 458-4330 toll free (877) 454-4723

◆
State of Texas Common Undergraduate
Application Web Address: www.applytexas.org

ACADEMIC ADVISORS - 1604 CAMPUS

❖ COLLEGE OF BUSINESS

Undergraduate Advising Center

| | | |
|----------------------------|------------|----------|
| Carol Gonzalez, Supervisor | | |
| Beverly (Bev) Ostmo | BB 2.02.04 | 458-4563 |
| Georgette Sano | BB 2.02.04 | 458-4563 |
| Carol Ann Durham | BB 2.02.04 | 458-4563 |
| Michelle Alvarez | BB 2.02.04 | 458-4563 |
| Terri Slonaker | BB 2.02.04 | 458-4563 |
| Amy Ramirez | BB 2.02.04 | 458-4563 |

Graduate Advising

| | | |
|---------------|------------|----------|
| Kathy Pope | BB 4.01.18 | 458-4641 |
| Lee Yelton | BB 4.01.18 | 458-4641 |
| Donna Dancsek | BB 4.01.18 | 458-4641 |

❖ COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

Undergraduate Advising and Teacher Certification Center

| | | |
|---|------------|----------|
| Lona George, Supervisor | MS 4.01.74 | 458-4424 |
| Catherine (Kitty) Palmer, Certification Officer | MS 4.01.74 | 458-4424 |
| Alonzo Castillo | MS 4.01.74 | 458-4424 |
| Yolanda Davis | MS 4.01.74 | 458-4424 |
| Allegra Castro | MS 4.01.74 | 458-4424 |
| Carole Preston | MS 4.01.74 | 458-4424 |
| Melissa Tenberg | MS 4.01.74 | 458-4424 |
| Billie Hall | MS 4.01.74 | 458-4424 |
| Kristi Hayes | MS 4.01.74 | 458-4424 |

Graduate Education Advising

| | | |
|---|------------|----------|
| Jose Macias, Bicultural-Bilingual Studies | MS 3.01.40 | 458-4426 |
| Alan Shoho, Educational Leadership MA | MS 4.01.30 | 458-5411 |
| David Thompson, Educational Leadership Ed.D. | | |
| | MS 4.01.22 | 458-7394 |
| Kenneth Wunderlich, Education | MS 4.02.34 | 458-5640 |
| Robert Bayley, Cultural, Literacy & Language Ph.D. | MS 3.01.20 | 458-5529 |

❖ COLLEGE OF ENGINEERING

Undergraduate Advising Center

| | | |
|-------------------------|-------------|----------|
| Sally Bench, Supervisor | SB 1.01.04F | 458-5525 |
| Susan Hodges | SB 1.01.04F | 458-7927 |
| Connie Silvestri | SB 1.01.04F | 458-5648 |

Graduate Advising

| | | |
|--------------------------------------|------------|----------|
| Chia-Shun Shih, Civil Engineering | EB 3.04.08 | 458-5517 |
| Xiaodu Wang, Mechanical Engineering | EB 3.04.26 | 458-5565 |
| Wei-Ming Lin, Electrical Engineering | EB 3.04.48 | 458-5529 |

❖ COLLEGE OF LIBERAL AND FINE ARTS

Undergraduate Advising Center

| | | |
|---------------------------|-------------|----------|
| Kathy Calucci, Supervisor | HSS 4.05.32 | 458-4900 |
| Cindy Gable | HSS 4.05.32 | 458-4900 |
| Lapetra Brown | HSS 4.05.32 | 458-4900 |
| Cynthia Harper-Gosselin | HSS 4.05.32 | 458-4900 |
| Sylvia Mansour | HSS 4.05.32 | 458-4900 |
| Olga San Miguel | HSS 4.05.32 | 458-4900 |

Graduate Advising

| | | |
|---|--------------|----------|
| Mary McNaughton-Cassill, Psychology | HSS 4.03.50 | 458-7352 |
| Kolleen Guy, History | HSS 4.03.50 | 458-4333 |
| Laura Levi, Anthropology | HSS 4.03.50 | 458-4375 |
| Frances Colpitt, Art History | AR 2.02.22 | 458-4361 |
| Mark Allen, English | HSS 4.03.26 | 458-5368 |
| Jack Himelblau, Spanish | HSS 4.02.06 | 458-5226 |
| David Heuser, Music | AR 3.02.20 | 458-4355 |
| Ken Little, Fine Arts | AR 4.01.16C3 | 458-4361 |
| Pablo Villa, Sociology, Political Science | MS 4.03.68 | 458-4627 |
| Rodolfo Rosales, Political Science | MS 4.03.68 | 458-5883 |

❖ COLLEGE OF PUBLIC POLICY

See Directory of Offices - Downtown Campus

❖ COLLEGE OF SCIENCES

Undergraduate Advising Center

| | | |
|-------------------------------|------------|----------|
| Patricia Gonzalez, Supervisor | SB 2.01.08 | 458-4045 |
| Miriam Hollis | SB 2.01.08 | 458-4045 |
| Betty Ball | SB 2.01.08 | 458-4045 |
| Sherry Whitmore | SB 2.01.08 | 458-4045 |
| Jenni Romano | SB 2.01.08 | 458-4045 |
| Michael Ashburn | SB 2.01.08 | 458-4045 |
| Diane Elizondo | SB 2.01.08 | 458-4045 |
| Ricardo Blanco | SB 2.01.08 | 458-4045 |

Graduate Advising

| | | |
|--|-------------|----------|
| Esther Wheeler, Biology | SB 2.03.32 | 458-5760 |
| David Jaffe, Biology-Doctoral, Biotechnology | SB 3.01.25 | 458-5843 |
| Weining Zhang, Computer Science | SB 3.02.05A | 458-5557 |
| Tom Bylander, Computer Science-Doctoral | SB 3.02.05B | 458-5693 |
| Waldemar Gorsky, Chemistry | SB 3.01.28 | 458-5465 |
| Stephen Brown, Environmental Science | SB 3.01.28 | 458-4956 |
| Stuart Birnbaum, Geology | SB 2.02.16 | 458-4455 |
| Dung Le, Mathematics | SB 3.02.12 | 458-5547 |

❖ SCHOOL OF ARCHITECTURE

Undergraduate Advisor

| | | |
|------------------|------------|----------|
| Debbie Benavides | AR 4.01.06 | 458-4299 |
|------------------|------------|----------|

Graduate Advising: see Directory of Offices—Downtown Campus

❖ LEARNING COMMUNITIES

Undergraduate Advisor

| | | |
|--------------|------------|----------|
| John Montoya | UC 1.01.02 | 458-5170 |
|--------------|------------|----------|

❖ HONORS COLLEGE

Undergraduate

| | | |
|--------------|-------------|----------|
| Judi Edelman | HSS 4.02.20 | 458-4106 |
|--------------|-------------|----------|

❖ INTERCOLLEGIATE ATHLETICS

| | | |
|-----------|------------|----------|
| Athletics | PE 2.01.02 | 458-4161 |
|-----------|------------|----------|

❖ TOMÁS RIVERA CENTER FOR STUDENT SUCCESS

(This center is for students who have not decided on a major.)

| | | |
|------------------------------|------------|----------|
| Michelle Smalley, Supervisor | UC 1.01.02 | 458-4694 |
| Sabina Bhattathiry | UC 1.01.02 | 458-4694 |
| Cynthia Rodriguez | UC 1.01.02 | 458-4694 |
| Lisa Johns | UC 1.01.02 | 458-4694 |

❖ THE COLLEGES' FRESHMAN ADVISING CENTER*

(This center is for freshmen with declared majors or freshman who have not declared a major but have decided on a college.)

| | | |
|---------------------------|------------|----------|
| Joan Tsacalis, Supervisor | SB 1.03.02 | 458-5170 |
| Teresa Hopwood | SB 1.03.02 | 458-5170 |
| Alfred Lopez | SB 1.03.02 | 458-5170 |
| Windy Lopez | SB 1.03.02 | 458-5170 |
| Tricia McElligot | SB 1.03.02 | 458-5170 |
| Michael Wallen | SB 1.03.02 | 458-5170 |
| Barbara Lamont | SB 1.03.02 | 458-5170 |

*The Colleges' Freshman Advising Center will be relocating during the summer. Please call 458-5170 for directions.

DIRECTORY OF OFFICES - 1604 CAMPUS

| GENERAL OFFICES | LOCATION | TELEPHONE |
|--|-------------|-----------|
| Academic Publications | JPL 1.01.12 | 458-4005 |
| Academic Technology | MS 2.01.1 | 458-4520 |
| Media Lab | MS 3.02.28 | 458-4519 |
| Admissions | JPL 1.01.12 | 458-8000 |
| Athletics | PE 2.01.02 | 458-4161 |
| Bookstore | UC 1.02.02 | 458-4220 |
| Business Manager | JPL 4.04.26 | 458-4210 |
| Campus Dining | UC 1.01.12A | 458-4209 |
| Campus Recreation | REC | 458-7575 |
| Intramural Sports | REC 2.202G | 458-7566 |
| Fitness/Wellness | REC 2.202H | 458-7373 |
| Memberships | REC 1.102 | 458-7575 |
| REC Hotline | | 458-PLAY |
| Career Services | UC 2.02.04 | 458-4589 |
| Center for Archaeological Research | CAR 1.00.04 | 458-4378 |
| Child Care | CDC 1.100 | 458-6364 |
| Counseling Services (personal) | UC 2.01.04 | 458-4140 |
| Disability Services | MS 2.03.18 | 458-4157 |
| Education Talent Search | MS 3.02.51 | 458-5852 |
| Enrollment Services Center | JPL 1.01.08 | 458-8000 |
| ESL Services | MS 3.02.05 | 458-7677 |
| Extended Education | BV 1.320 | 458-2411 |
| Financial Aid (student) | JPL 1.01.04 | 458-8000 |
| Fiscal Services Office (Bursar) | JPL 1.03.06 | 458-8000 |
| | MS 1.02.04 | 458-8000 |
| Gear Up | MS 3.02.51 | 458-5852 |
| Graduate Studies | JPL 4.03.16 | 458-4330 |
| Health Services (student) | RWC 1.500 | 458-4142 |
| Housing Services (student) | UC 2.02.18 | 458-6220 |
| Chisholm Hall | | 458-6700 |
| University Oaks Apartments | | 877-3091 |
| Human Resources | BSA 1.102 | 458-4250 |
| Information Technology | SB 1.02.00 | 458-4555 |
| International Programs | UC 1.04.02 | 458-7202 |
| Judicial Affairs (student) | UC 2.02.18 | 458-4720 |
| Learning Communities | MS 2.02.11 | 458-7490 |
| Library Administration | JPL 2.01.26 | 458-4570 |
| Circulation (book renewal & fines) | | 458-4574 |
| Reference (collection & research info) | | 458-4573 |
| New Student Admission Center | BB 1.01.02 | 458-4599 |
| Orientation and Transition Programs | UC 1.00.40 | 458-4724 |
| Problem Solving/Conflict Resolution | MS 2.02.46 | 458-4662 |
| Registrar | JPL 1.01.12 | 458-8000 |
| Scholarships | JPL 1.03.08 | 458-4855 |
| Special Events | UC 1.00.46 | 458-6110 |
| Student Leadership and Cultural Programs | | |
| | UC 1.02.08 | 458-4160 |
| TASP Advising | UC 1.01.02 | 458-5170 |
| Teacher Certification | MS 4.01.74 | 458-4424 |
| Testing Services | BSA 1.01.12 | 458-4125 |
| Tomás Rivera Center for Student Success | | |
| Student Advising (undecided majors) | UC 1.01.02 | 458-5170 |
| Learning Assistance and Tutoring | UC 1.01.02 | 458-5170 |
| TRIO Programs | MS 3.02.51 | 458-5852 |

| | | |
|---------------------------------|-------------|----------|
| University Center | UC 1.02.04 | 458-4735 |
| University Communications | JPL 4.03.16 | 458-4550 |
| Publications | MS 2.01.10 | 458-4525 |
| Photography | MS 2.01.08 | 458-4528 |
| Video Production | MS 1.01.02 | 458-4512 |
| University Police | MS 1.02.04 | 458-4242 |
| Parking Office | | 458-4246 |
| Emergency | | 911 |
| 24-hour Dispatch | | 458-4242 |
| Crime Prevention | | 458-4421 |
| Lost and Found | MS 1.02.04 | 458-4241 |
| Upward Bound (Math and Science) | MS 3.02.51 | 458-5852 |
| UTSA Card Office | JPL 1.01.18 | 458-4639 |
| Veterans Certification | HSS 3.01.24 | 458-8000 |
| Visitor Center | BB 1.01.04 | 458-5142 |

EXECUTIVE OFFICES LOCATION TELEPHONE

(ALL CAMPUSES)

| | | |
|---|-------------|----------|
| President | JPL 4.04.08 | 458-4101 |
| Provost and Vice President for | | |
| Academic Affairs | JPL 4.04.10 | 458-4110 |
| Executive Vice Provost | JPL 4.04.10 | 458-4110 |
| Dean of Graduate Studies | JPL 4.03.16 | 458-4330 |
| Vice Provost for DT Campus | FS 4.468 | 458-2700 |
| Vice Provost for K-16 Initiatives and the | | |
| Honors College | BV 2.308 | 458-2769 |
| Vice Provost for Research, and | | |
| International Initiatives | JPL 4.03.16 | 458-4340 |
| Vice President for Administration | JPL 4.02.10 | 458-4131 |
| Vice President for Business Affairs | JPL 4.04.16 | 458-4201 |
| Vice President of Extended Services | BV 4.306 | 458-2401 |
| Vice President for Student Affairs | JPL 4.04.12 | 458-4136 |
| Associate Vice President for Academic Support | | |
| and Undergraduate Studies | JPL 4.01.10 | 458-5191 |
| Assistant Vice President for Admissions | | |
| | JPL 1.01.12 | 458-8000 |
| Assistant Vice President for Financial Aid | | |
| | JPL 1.02.24 | 458-8000 |
| Assistant Vice President– | | |
| University Registrar | JPL 1.01.12 | 458-8000 |
| Assistant Vice President for | | |
| Student Life | UC 2.02.18 | 458-4720 |
| Assistant Vice President for | | |
| Student Services | UC 2.02.18 | 458-6220 |
| Vice President for University | | |
| Advancement | JPL 4.02.10 | 458-4131 |
| Executive Director of the Institute of | | |
| Texan Cultures | ITC 3.01.05 | 458-2236 |

DIRECTORY OF OFFICES – DOWNTOWN CAMPUS

| ADMINISTRATIVE AND GENERAL OFFICES | LOCATION | TELEPHONE |
|---|-----------------|-----------|
| Admissions/Visitor Center | FS 1.528 | 458-2000 |
| Office of K-16 Initiatives | BV 2.308 | 458-2769 |
| Campus Recreation..... | DB 1.302 | 458-2816 |
| Career Services | BV 1.304 | 458-2910 |
| Counseling Services (personal)..... | BV 1.308 | 458-2930 |
| Director of Business Operations | FS 4.450 | 458-2700 |
| Director of Community Relations | FS 4.450 | 458-2700 |
| Director of Downtown Registrar Operations | FS 1.504C | 458-3535 |
| Disability Services | BV 1.302 | 458-2945 |
| Enrollment Services | FS 1.500 | 458-2400 |
| Extended Education | BV 1.320 | 458-2411 |
| Financial Aid | FS 1.500 | 458-2400 |
| Fiscal Services | BV 1.508 | 458-2820 |
| Gear Up | BV 3.308 | 458-2925 |
| Health Services (student)..... | BV 1.308 | 458-2930 |
| Information | FS 1.500 | 458-2500 |
| Library | BV 2.314 | 458-2440 |
| Music/Language Lab | BV 3.314A | 458-2557 |
| Prefreshman Engineering Program (PREP)..... | DB 4.118 | 458-2060 |
| Scholarships | FS 1.500 | 458-2400 |
| Student Computing Facility..... | FS 2.400 | 458-2725 |
| Student Leadership and Activities | DB 1.302 | 458-2816 |
| Student Recruitment..... | FS 1.528 | 458-2808 |
| Student Activities Office..... | DB 1.302 | 458-2816 |
| Testing Services | BV 1.302 | 458-2941 |
| Tomás Rivera Center for Student Success | DB 2.114 | 458-2838 |
| University Police..... | BV 1.303 | 458-2790 |
| Parking Office | | 458-4246 |
| Emergency..... | | 911 |
| 24-hour Dispatch | | 458-4242 |
| Crime Prevention | | 458-4227 |
| UTSA Card Office | FS 1.506 | 458-2965 |
| Veterans Certification Office | FS 1.500 | 458-2075 |
| Vice President of Extended Services | FS 4.306 | 458-2401 |
| Vice Provost for UTSA–Downtown..... | FS 4.450 | 458-2700 |

UNDERGRADUATE ADVISING CENTER*

| | | |
|---|----------------|----------|
| Barbara Smith, Supervisor | BV 1.306 | 458-2550 |
| College of Business – Jane Cavazos; Paula Rodriguez | | |
| College of Education and Human Development – Maria Villarreal | | |
| College of Engineering – Ross Julson | | |
| College of Liberal and Fine Arts – Nancy Smith, | | |
| College of Public Policy – Monica Campos; Barbara Smith | | |
| College of Sciences – Ross Julson | | |

*Freshmen with declared majors are also served from this center.

GRADUATE ADVISORS

| | | |
|--|-----------------|----------|
| Marcheta Evans, Counseling | DB 4.312 | 458-2647 |
| James R. Lewis, Architecture..... | BV 4.358 | 458-2574 |
| Jerrell Cogburn, Public Administration | DB 4.114C | 458-2534 |
| Michael Gilbert, Justice Policy..... | DB 4.202 | 458-2617 |

TOMÁS RIVERA CENTER FOR STUDENT SUCCESS

| | | |
|--------------------------------|----------------|----------|
| Blanca Muniz, Supervisor | DB 2.114 | 458-2838 |
| Lorenzo Villarreal..... | DB 2.114 | 458-2838 |

INDEX OF COLLEGES– DOWNTOWN CAMPUS

| | | |
|--|-----------------|----------|
| College of Business | BV 4.310 | 458-2510 |
| Department of Accounting | | |
| Department of Economics | | |
| Department of Information Systems | | |
| Department of Finance | | |
| Department of Management | | |
| Department of Management Science and Statistics | | |
| Department of Marketing | | |
| Military Science (Army ROTC) | | |
| | | |
| College of Education and Human Development | DB 4.122 | 458-2610 |
| Division of Bicultural-Bilingual Studies | | |
| Department of Counseling, Educational Psychology, and Adult and Higher Education | | |
| | DB 4.322 | 458-2600 |
| Department of Educational Leadership and Policy Studies | | |
| Department of Health and Kinesiology | | |
| Department of Interdisciplinary Studies and Curriculum | | |
| | | |
| College of Liberal and Fine Arts | BV 4.384 | 458-2540 |
| Department of Anthropology | | |
| Department of Art and Art History | | |
| Department of Communication | | |
| Department of English, Classics, and Philosophy | | |
| Department of History | | |
| Department of Modern Languages and Literature | | |
| Department of Music | | |
| Department of Political Science and Geography | | |
| Department of Psychology | | |
| | | |
| College of Public Policy | DB 4.110 | 458-2530 |
| Department of Criminal Justice | DB 4.112 | 458-2535 |
| Department of Public Administration | DB 4.114A | 458-2533 |
| Hispanic Research Institute | DB 4.226 | 458-2650 |
| Institute for Law and Public Affairs | BV 4.356 | 458-2990 |
| Metropolitan Research and Policy Institute | DB 4.226 | 458-2650 |
| | | |
| College of Sciences | FS 4.528 | 458-2570 |
| Department of Biology | | |
| Department of Chemistry | | |
| Department of Computer Science | | |
| Department of Earth and Environmental Science | | |
| Department of Mathematics | | |
| Department of Physics and Astronomy | | |
| | | |
| College of Engineering | FS 4.528 | 458-2570 |
| Department of Civil Engineering | | |
| Department of Electrical Engineering | | |
| Department of Mechanical Engineering | | |
| | | |
| Honors College | BV 2.308 | 458-2769 |

UTSA DOWNTOWN BUILDING CODES

BV Buena Vista Street Building, 501 W. Durango
 CT Cypress Tower, 1222 N. Main Ave.
 DB Durango Building, 501 W. Durango

FS Frio Street Building, 501 W. Durango
 ITC Institute of Texan Cultures, 801 S. Bowie St.
 ULS Urban Loop Sudio, 615 Urban Loop

Summer 2003**UNIVERSITY CALENDAR**

Deadlines end at 5:30 p.m. on the specified date unless otherwise noted.
 When a deadline falls on a weekend, the deadline is extended to the following Monday.
 This University Calendar is the most current listing of Summer 2003 semester dates.

Class Dates

| | |
|------------------------------|--------------------------------|
| May Mini-Mester (M) | May 12 – May 30, 2003 |
| First Five-Week (F) | June 2 – July 3, 2003 |
| Ten-Week Term (T) | June 2 – August 8, 2003 |
| First Four-Week (J) | June 9 – July 3, 2003 |
| First Three-Week (I) | June 16 – July 3, 2003 |
| Second Five-Week (S) | July 7 – August 8, 2003 |
| Second Four-Week (L) | July 7 – July 31, 2003 |
| Second Three-Week (K) | July 7 – July 24, 2003 |

ADMISSION DEADLINES AND OTHER IMPORTANT DATES



- February 1, 2003****Saturday**. Deadline for doctoral applicants to apply for admission and provide supporting documents for Fall 2003 (excludes Biology). Deadline for Biology doctoral applicants was December 15, 2002.
- March 1****Saturday**. Undergraduate priority admission application deadline for Summer 2003. Deadline for International students to apply for undergraduate and graduate level admission and provide supporting documents for Summer 2002.
- March 15**.....**Saturday**. Summer 2003 deadline to file Petition for Reinstatement for graduate students who have been academically dismissed and undergraduate students who have been academically dismissed a second or subsequent time.
- March 31–May 8**.....**SUMMER 2003 REGISTRATION ACCORDING TO STUDENT CLASSIFICATION.**
- April 1****Tuesday**. Priority undergraduate admission application deadline for Fall 2003. Deadline for international students to apply for master's level admission and provide supporting documents for Fall 2003.
- April 8–August 14****FALL 2003 REGISTRATION ACCORDING TO STUDENT CLASSIFICATION.**
- April 25****Friday afternoon**. University holiday—Battle of Flowers Day. Afternoon and evening classes do not meet.
- May 1****Thursday**. Deadline to apply for undergraduate and master's level admission and provide supporting documents for Summer 2003.
- May 26****Monday**. University holiday—Memorial Day. (Closed. Classes do not meet.)
- June 1****Sunday**. Deadline for Summer 2003 degree candidates to apply for graduation.
- June 17**.....**Tuesday**. Deadline to submit draft thesis/dissertation to committee and Office of Graduate Studies for the first five-week and ten-week terms.
- June 15**.....**Sunday**. Fall 2003 deadline to file Petition for Reinstatement for graduate students who have been academically dismissed and undergraduate students who have been academically dismissed a second or subsequent time.
- July 1****Tuesday**. Deadline to apply for undergraduate and master's level admission and provide supporting documents for Fall 2003.
- July 4**.....**Friday**. University holiday—Independence Day. (Closed. Classes do not meet.)
- July 23****Wednesday**. Deadline to submit thesis/dissertation to Office of Graduate Studies.
- August 9****Saturday**. Commencement.

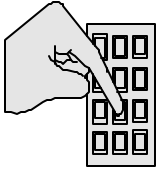
CONNECTIONS

Important! Beginning with Summer 2002 Semester transactions, UTSA began using a new student information system. Students are assigned a student identification number beginning with the "@" symbol. This number is mailed to new students. Current students should log on using their new UTSA assigned student ID number. Be sure to guard this number as you would a Social Security number and use it in future transactions. **The UTSA Card ID number substitutes "0" for "@".** **When entering the ID number on ASAP, enter "@" in place of the leading "0" shown on the UTSA Card. When accessing information on the phone, drop the leading "0" of the ID number.**

You must create a new PIN the first time you access your personal information or register via the telephone or *ASAP*. You will be prompted to enter your six-digit date of birth in month, day, year format (mm/dd/yy) and change the PIN to a number you can easily remember.

Carefully read and follow the directions in this schedule and the voice or screen prompts to avoid difficulties with registration or accessing records. Registration takes place on the days and during the hours listed on page 18.

| | |
|---|---|
|  | <p style="text-align: center;">(210) 458-8000 Toll Free (800) 669-0919</p> <p>One telephone number meets most students needs:</p> <p>Admissions Registration Registrar and Grades Fiscal Services Financial Aid</p> <p>Hours: To speak with a representative in any of these offices, call during normal business hours. General admission, registrar, financial aid, and account information is available 24 hours per day by dialing (210) 458-8000 or (800) 669-0919. Use a touch-tone telephone and follow the voice prompts. Registration, payment options and information specific to individual students records are available through the automated portion of the telephone system Monday-Sunday, 7 a.m.-11:50 p.m. To access this information you must use your UTSA-assigned student ID number and a personal identification number (PIN).</p> |
| <p>The University of Texas • San Antonio</p>  <p>AUTOMATED STUDENT ACCESS PROGRAM</p> <p>When using a computer off campus, best results are obtained in <i>ASAP</i> when the current release of one of the following browsers is installed: Netscape 6.2, Internet Explorer 6.0., or Internet Explorer for the MAC 5.1.</p> | <p style="text-align: center;">www.utsa.edu</p> <p>UTSA's Automated Student Access Program (<i>ASAP</i>) provides students with access to many of their university records via the World Wide Web from any PC lab or kiosk on campus and from off-campus personal computers. Students may use <i>ASAP</i> to register for classes, and to review the following records: current address, admission status, holds, missing financial aid documents, financial aid awards/disbursements, financial aid status, current account balance, payment by credit card, class schedule, and grades.</p> <p>To access <i>ASAP</i> go to www.utsa.edu and click on Banner <i>ASAP</i>. A UTSA-assigned student ID number and a personal identification number (PIN) are required to register or view student records. The PIN is initially set by the system as a student's date of birth (ex., May 20, 1960 = 052060). A new PIN must be created by the student when entering <i>ASAP</i> for the first time. Students are urged to access <i>ASAP</i>, establish a PIN, and review their records prior to the beginning of registration. Students who follow the instructions in <i>ASAP</i> and experience difficulty establishing a PIN or accessing registration records should e-mail registrar@utsa.edu. Students who forget their PIN should enter their ID, click on the "Forgot PIN" button, and follow the screen prompts to have their PIN reset and to create a new one. Students may also bring their photo ID to the Enrollment Services Center to have the PIN reset.</p> |



ON-CAMPUS LOCATIONS FOR ENROLLMENT INFORMATION AND REGISTRATION



When using a direct dial hotline telephone on campus, you have access to UTSA's comprehensive telephone system. The PC labs and computer kiosks on campus are available to access *ASAP* at www.utsa.edu. Registration is allowed during the times listed on pages 18 and 21 of this schedule.

| <i>Location</i> | <i>Computer kiosks</i> | <i>Direct dial hot-line Telephones (Registration only)</i> | <i>P.C. labs</i> |
|---|---|--|-------------------------|
| Arts Building | | 2.01 hallway | |
| Business Building | | | BB 2.01.02 |
| Humanities and Social Sciences Building | 2.02 hallway | 2.01 and 2.02 hallways | |
| John Peace Library Building | 1.01 hallway | | |
| Multidisciplinary Studies Building | 2.02 hallway | 2.01 and 2.02 hallways | MS 1.03.06 |
| Science Building | 2.01 hallway | 2.02 hallway | |
| University Center | 1.01, 2.01, and 2.02 hallways | | |
| UTSA–Downtown Buena Vista Building | second floor by the library | | |
| UTSA–Downtown Frio Street Building | first floor by the Enrollment Services Center | first floor by the Enrollment Services Center | second floor north wing |

REGISTRATION ELIGIBILITY

➤ ELIGIBLE FOR TELEPHONE OR *ASAP* REGISTRATION

Students without TASP holds who qualify as:

- continuing sophomores, juniors, and seniors (enrolled Spring 2003),
- continuing graduate students (enrolled since Spring 2001),
- newly admitted transfer (with 30 or more semester credit hours of UTSA accepted credit) and graduate students,
- readmitted undergraduate (with 30 or more semester credit hours of UTSA accepted credit) and graduate students, and
- continuing freshmen who have attended an advising session with an academic advisor in the Tomás Rivera Center for Student Success.

Students eligible for telephone or *ASAP* registration should register for Summer Semester classes between March 31, 2003 and May 26, 2003. Seniors are strongly encouraged to register on the first possible day as it provides the earliest access to courses required for graduation.

A student who is admitted at the master's or doctoral level, but previously registered as an undergraduate for this semester, must cancel the undergraduate registration before registering at the higher level. **Students may not register at both the undergraduate and graduate levels at the same time.** Contact the Office of Graduate Studies at (210) 458-4330 for assistance.

➤ INELIGIBLE FOR TELEPHONE OR *ASAP* REGISTRATION

The following students are ineligible for telephone or *ASAP* registration:

- Students who have a TASP hold.
- Students who register for the Summer Semester and subsequently are found to be ineligible due to prior academic performance or are in violation of TASP policy are withdrawn from the University.

ADVISEMENT

APPLYING FOR ADMISSION

Only students who have been officially admitted to UTSA and do not have current holds may register for classes. Refer to the current *UTSA Information* bulletin and Graduate Catalog for admission procedures and deadlines.

INSTRUCTIONS FOR UNDERGRADUATE ORIENTATION AND ADVISEMENT

| Student Classification/ Major | New freshmen (No previous college) with declared major/college and freshmen transfer students with declared major/college 0–29 hours earned | New students who have not decided on a major/college (no minimum hours earned) and new provisional students | Transfer students and declared majors with TASP holds who have 30 or more earned hours (includes undeclared business students) | Transfer students Declared major (includes undeclared business students) 30 or more hours earned | Continuing degree seeking students with declared major/college (includes undeclared within a college) 0–29 hours earned | Continuing degree seeking students who have not decided on a major/college Undecided and provisional | Continuing degree seeking students Declared major (includes undeclared within any college i.e. business students) 30 or more hours earned | Non degree seeking students Special undergraduate |
|--|--|---|--|--|--|---|---|---|
| Orientation | Required | Required | Optional | Optional | N/A | N/A | N/A | N/A |
| Advisement | Required | Required | Required | Optional | May be required depending upon student's academic status | May be required depending upon student's academic status | May be required depending upon student's academic status | N/A |
| Advising Office | Colleges' Freshman Advising Center during the required orientation | Tomás Rivera Center for Student Success during the required orientation | College advising center of student's major | College advising center of the student's major | Colleges' Freshman Advising Center | Tomás Rivera Center for Student Success | College advising center of student's major | Special approval codes provided through college advising center of the restricted courses |
| <p>Refer to page 29 for orientation information. The Tomás Rivera Center for Student Success is located in UC 1.01.02 at UTSA–1604, (210) 458-5170 or DB2.114 at UTSA–Downtown, (210) 458-2838. Refer to page 6 and 8 for a list of academic advisors by college. Refer to page 15 for information about the Texas Academic Skills Program (TASP).</p> | | | | | | | | |

Students enrolling in courses for which they do not have the proper prerequisites may be dropped from these classes and required to go through the add/drop procedure during the first week of class. Students taking courses that require special approval must see the proper advisor or department representative for each course requiring special approval. Information on frequency of course offerings is available in the college departmental offices. Scholarship athletes are dually advised by the advising center of their major, or the Freshman Advising Center, and the athletic advisor regarding NCAA eligibility requirements. Special undergraduate students do not pay advising fees and are not assigned academic advisors.

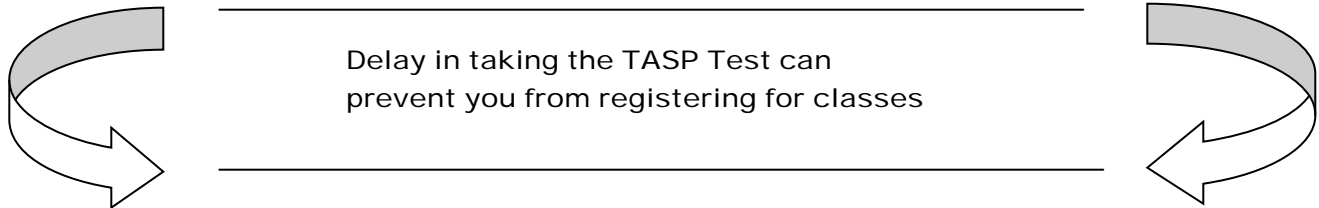
TASP Program

Beginning in the Fall 1989 Semester, the Texas State Education Code requires that each undergraduate student entering a public institution of higher education be tested for reading, writing, and mathematics skills prior to enrolling in any collegiate-level coursework, unless otherwise exempt. Students failing to pass any section of the TASP or TASP alternative test **must** enroll in a developmental class for the failed area. If all sections of the TASP Test, or alternative test, are not passed by the time 60 semester credit hours are accumulated (all schools included), then registration is restricted to freshman- and sophomore-level courses. Students may not enroll in any upper-division course(s), that would cause them to obtain 60 or more semester credit hours, until all sections of the TASP Test are passed.

Exemptions from TASP are granted to students who meet the following criteria:

- students with at least 3 semester credit hours, or the equivalent, of college-level credit from an accredited institution prior to Fall 1989
- students who possess a bachelor's degree from an accredited institution
- transient students (non-degree seeking) must provide documentation to the Testing Center before registration
- non-degree seeking students age 55 or older
- minimum scores on the following examinations:
 - TAAS.....a minimum scaled score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the math test and 89 on the reading test
 - SAT.....Composite total of 970 with no less than 420 on the verbal section and 470 on the math section (test taken prior to April 1995)
 -(Recentered SAT) Combined Math and Verbal scores of 1070 with minimum scores of 500 on Verbal and 500 on Math (effective with test dates of April 1995, and thereafter)
 - ACTComposite score of 23 with minimum scores of 19 for English and mathematics
- a student who is a citizen of a country other than the United States and is not seeking a degree
- active duty military personnel, stationed in Texas, and enrolled in a Texas public institution
- high school students who graduated from a public high school or an accredited private high school with a grade point average of 3.5 or higher on a 4.0 scale and have completed the **Recommended** or **Advanced** high school curriculum.

NOTE: Hearing impaired students are required to take the Stanford Achievement Test in lieu of the TASP Test starting in September 1995 unless otherwise exempt.



Contact the Testing Center for further details on TASP at (210) 458-4125.

The testing fee is the responsibility of the student. TASP Test results are accepted when mailed directly to UTSA by the testing company or listed on a student's official academic transcript from a previously attended institution.

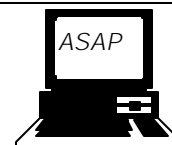
Students must have official TASP Test, or alternative test, results sent to UTSA prior to the application deadline, or they will have a hold that may prevent registration.

To ensure that they are registered in the appropriate developmental activity, students with TASP holds must have their course schedules approved by their academic advisors. These students register in person at their appropriate advising center according to the time given for their student classification.

Students placed in developmental education by the TASP or TASP Alternative Test may not drop this activity during the semester. Developmental education activities may not be counted for graduation credit.

ASAP REGISTRATION INSTRUCTIONS

www.utsa.edu



STUDENT IDENTIFICATION INFORMATION

UTSA introduced a new student information system in the Summer 2002 Semester. With this new system students are assigned a student identification number beginning with the "@" symbol (example @XXXXXXXX). This number is mailed to new students. Current students should have obtained the new student ID number the first time they logged into ASAP. Students should log on using their new UTSA assigned student ID number. Be sure to guard this number like a Social Security number. The UTSA Card ID number substitutes "0" for "@"." When entering the ID number on ASAP, enter "@" in place of the leading "0." Registration takes place based on student classification on the days and during the hours listed on pages 18 and 21 in the *Schedule of Classes* or Banner ASAP.

LOGGING ON TO ASAP

1. From the UTSA home page at www.utsa.edu, click on **Banner ASAP**,
2. Click on **Login to ASAP**. Carefully read the login instructions that are displayed.
3. Enter your student ID number in the User ID field. (example: @00012345)
 - a. If you have previously logged into ASAP or the automated phone system and created a personal identification number (PIN) enter the PIN and click on the **Login** button.
 - b. If this is your first time logging into ASAP or the automated phone system, you must create a PIN as follows:
 - i. Enter your student ID number in the User ID field. In the PIN field enter your six-digit date of birth in month, day, year format (example January 12, 1976 is 011276) and click on the **Login** button.
 - ii. In the PIN field enter your six-digit date of birth in month, day, year format. In the new PIN field enter a different six-digit number. Be sure that this number is one you can easily remember but is not known to other people. Re-enter this number in the Re-enter new PIN field. Click on the **Login** button.
 - iii. **PIN RESET FEATURE** If you forget your PIN in the future you can use the PIN reset feature (**Forgot Pin button**) to access your Banner or ASAP account. When you set up your account the system will prompt you to create a question that, if you forget your pin, the system will use to verify that you are the valid user. Carefully read the instructions on The Login Verification and Security Question form. Be sure that the question and answer you enter are ones that only you are likely to know and that you will remember the exact answer. The answer field is *case sensitive*. In the Enter Question field type the security question. In the Answer field type the answer to the security question. Click on the **Submit** button.
4. You now are logged into ASAP.

REGISTERING

1. Your name and student ID number appear at the top of the page for verification purposes.
2. Click on **Student Services & Financial Aid**, then **Registration**, and **Register for classes, add/drop classes**.
3. The Select Term form appears. In the drop box, click on **SUMMER 2003**. Click on **Submit Term**.
4. Once in this screen, select your classes by entering the call numbers in the CRN fields. Click on the **Submit Changes** button. Each time a course is selected, messages appear regarding the status of the course including any **Registration Errors**. You may have to scroll down or to the right in order to view all of the messages. A display of all courses for which you are registered appears on this screen. **Important:** If you make any changes to your schedule, you must click on **Submit Changes** for them to be effective. Once you have all your classes, you may exit from this screen.
5. From the main Registration menu you may also select the **Class Search** button. You can search by subject, course number, title, campus, instructor, start/end times and days of the week. Once search criteria is entered, click on the **Get Classes** button. If you want to register for an open class, check the box and click on the **Submit Changes** button.
6. Once all courses have been submitted, return to the Registration page and check your student schedule by day and time, see registration fee assessment or use other options.
7. After completing the registration process, be sure to close the browser window to ensure security.

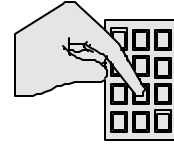
HOLDS AND ERROR MESSAGES

If you receive a message you do not understand, make a note of the message. If it is a problem with your admission file, call (210) 458-8000 during University business hours. If it is a problem accessing your record via ASAP, e-mail registrar@utsa.edu.

When registering for courses that require special approval, contact the appropriate advisor or department office authorizing enrollment in the course. Once this person has authorized you to take the course on the student information system you can register for the class via the phone ASAP. You must register for independent study courses in person. Go to the department office for the course to receive written authorization. If you are not admitted to the University or have any existing holds, you are not allowed to register. **If your registration time is during a weekend period, be sure to take care of your holds during University business hours prior to your registration period.** You may check for current University holds that prevent you from registering via ASAP.

TELEPHONE REGISTRATION INSTRUCTIONS

(210) 458-8000



STUDENT IDENTIFICATION INFORMATION

UTSA introduced a new student information system in the Summer 2002 Semester. With this new system students are assigned a student identification number beginning with the "@" symbol (example @XXXXXXXX). This number is mailed to new students. Current students should use their student ID number listed on the UTSACard. When accessing information on the phone, drop the leading "0" of the UTSACard ID number. Be sure to guard this number like a Social Security number. Registration takes place based on student classification on the days and during the hours listed on pages 18 and 21.

REGISTERING

1. Dial (210) 458-8000 and listen to the opening message and menu options. Respond by depressing the appropriate key(s) on a touch-tone phone. You have 20 minutes to complete your call. The system will tell you when you are reaching the time limit.
2. Press **1** for registration and other automated options. Press **1** again to register.
3. Input the eight numeric digits of your student ID number without the "@" symbol or leading "0" from the UTSACard ID number.
4. Enter your personal identification number (PIN).
 - a. If you previously accessed the automated phone system or *ASAP* and created a PIN, enter it.
 - b. If a PIN has not been created, the voice prompts you to create one as follows:
 - i. Press **1** to create the PIN. Enter your six-digit date of birth in month, day, year format (example January 12, 1976 is 011276).
 - ii. You are prompted to enter a new six-digit PIN other than your birthday and then re-enter it for verification purposes. Be sure that this number is one you can easily remember but is not known to other people.
 - iii. You are prompted again to press **1** to register.
5. Once the above information is entered, your file is checked for registration clearance. The system spells your last name. When clearance is received, the voice prompts you in each registration step, so listen carefully.
6. After entering your class selections, press *#. **If you hang up before your new courses are confirmed they will be automatically deleted.**
7. Before hanging up, enter **3**, which confirms each added and dropped course. This may take a few minutes. Please be patient.

HOLDS AND ERROR MESSAGES

If you receive a message you do not understand, make a note of the message. If it is a problem with your admission file, from the main menu press **5** to speak to admissions representative. If it is a problem accessing your registration record, from the main menu press **0** and then **1** for the Registrar's Office. You may also e-mail questions to registrar@utsa.edu.

If you are experiencing difficulty accessing the telephone system, hang up and try your call again later. When the system is extremely busy or is being restarted, it is possible to connect with a line that rings continuously without answering. The system is set to answer by the second or third ring. If there is no answer by the third ring, hang up and try your call again. Ring/no answer sometimes occurs when using speed dialing. Due to the high volume of calls, there may be times when all lines are busy at once. When that happens, you get a busy signal. A busy signal may also occur when the computer system at UTSA is being restarted or is down. Any time you get a busy signal, wait a while and call again.

When registering for courses that require special approval, contact the appropriate advisor or department office authorizing enrollment in the course. Once this person has authorized you to take the course on the student information system you can register for the class via the phone or *ASAP*. You must register for independent study courses in person. Go to the department office for the course to receive written authorization. If you are not admitted to the University or have any existing holds, you are not allowed to register. **If your registration time is during a weekend period, be sure to take care of your holds during University business hours prior to your registration period.** You may check for current University holds that prevent you from registering via *ASAP*.

PIN RESET INSTRUCTIONS

Enrollment Services Center – Bring your photo ID to the Enrollment Services Center and request to have your PIN reset.

REGISTRATION SCHEDULE**March 31– May 26, 2003**

Eligible students are expected to register by calling (210) 458–8000 or accessing *ASAP* (www.utsa.edu) only at the times listed below. Please do not attempt to register unless it is your time to do so, since this ties up the systems for those who are scheduled to register. If you have questions about your classification (i.e., transfer evaluation, grade change, or any other information that alters your status) please contact the Enrollment Services Center before attempting to register.

Students with more than 30 semester credit hours who have TASP holds are advised and registered by an advisor in the college advising center of the student's major.

Students may register, add, and drop courses up to a limit of 19 semester credit hours.

| HOURS: The system is available for registration Monday–Sunday, 7:00 a.m.–11:50 p.m. | | |
|--|---|--------------------------------------|
| Seniors (90 or more semester credit hours completed) | A–K | 7:00 a.m.–11:50 p.m. March 31–May 26 |
| | L–Z | 7:00 a.m.–11:50 p.m. April 1–May 26 |
| Graduate students (includes special and non-degree-seeking graduates) | A–K | 7:00 a.m.–11:50 p.m. April 2–May 26 |
| | L–Z | 7:00 a.m.–11:50 p.m. April 3–May 26 |
| Juniors (60–89 semester credit hours completed) | A–K | 7:00 a.m.–11:50 p.m. April 4–May 26 |
| | L–Z | 7:00 a.m.–11:50 p.m. April 5–May 26 |
| Sophomores (30–59 semester credit hours completed) | A–K | 7:00 a.m.–11:50 p.m. April 6–May 26 |
| | L–Z | 7:00 a.m.–11:50 p.m. April 7–May 26 |
| Freshmen (0–29 semester credit hours completed) | Newly admitted freshmen are advised and registered during orientation (New Student Programs, UC 1.02.06, (210) 458-4724). See page 29 for more details. | |
| | Continuing freshmen are advised and registered according to Instructions for Undergraduate Orientation and Advisement on page 14. | |
| | After advisement, continuing freshmen may register according to the following schedule: | |
| | A–K | 7:00 a.m.–11:50 p.m. April 8–May 26 |
| | L–Z | 7:00 a.m.–11:50 p.m. April 9–May 26 |
| Special Undergraduates | A–Z | 7:00 a.m.–11:50 p.m. April 10–May 26 |
| Certification Undergraduates (holders of bachelor's degrees who are admitted to the teacher certification program) | A–Z | 7:00 a.m.–11:50 p.m. March 31–May 26 |
| | Questions regarding status should be addressed to the Office of Teacher Advising and Certification, MS 4.01.74, (210) 458-4424. | |

Late Registration and Add/Drop Admitted students may register or add/drop classes, by telephone or *ASAP* from 7:00 a.m.–11:50 p.m., with appropriate approvals on the dates listed on page 11, except as listed below:

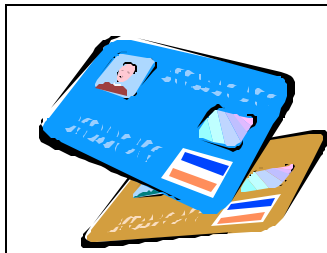
- Newly admitted freshmen
- Continuing freshmen
- Students with TASP holds

After completing add/drop transactions, verify the updated schedule

Course Drop Information From the end of the add period through the automatic “W” date, students may drop an individual class by telephone or *ASAP* from 7 a.m.–11:50 p.m. Students who drop courses between the Census Date and the Automatic “W” Date have a record of the courses on their transcripts with an automatic grade of “w.” See page 11 for the drop only dates for each term. After the automatic “W” date students may not drop a course except with the approval of the course instructor and the dean of the college in which the student is enrolled. This is done only for urgent and substantiated, non-academic reasons.

Students may not drop their last class by telephone or *ASAP*, but must complete a Withdrawal Form at the Enrollment Services Center. Students may not drop developmental education courses by telephone or *ASAP*. Faculty and staff will not drop a student from a course automatically for nonattendance. The student must initiate the process and complete any necessary steps to ensure the class is dropped. If a student fails to drop a course, even if the student does not attend the course, he/she will receive a grade of “F” in the class.

TUITION AND FEES



Registration Payment Deadlines

See page 11 for a complete list of of Summer 2003 payment deadlines and bill mail-out dates.

It is the student's responsibility to notify the Fiscal Services Office (Bursar) if a billing statement is not received within three to five days of the billing date. Failure to receive a billing statement does not exempt students from the cancellation deadline or late payment penalties. It is the student's responsibility to have a current mailing address on file at the Enrollment Services Center to ensure receiving a bill.

THE INSTALLMENT PLAN IS NOT AUTHORIZED BY THE TEXAS LEGISLATURE FOR THE SUMMER SEMESTER. PAYMENT MUST BE FOR THE AMOUNT OF THE TUITION AND FEES STATEMENT.

Emergency tuition loans are available to students enrolled for at least 3 semester credit hours who are not able to meet the payment deadline. Students may apply for a loan through *ASAP* at www.utsa.edu but must observe all payment deadlines.

Students on financial aid or scholarship must accept their awards online by accessing *ASAP* at www.utsa.edu or by contacting the Office of Student Financial Aid by the payment deadline to ensure that tuition and fees are paid. Students must also check with the Office of Student Financial Aid and/or the Scholarship Office to determine if additional requirements—loan applications, debt management, or thank you letters—must be met before funds can be used for tuition and fees.

Students paying by mail must include the payment card that is attached to the statement of tuition and fees. Payments made by mail must be postmarked four working days before the payment deadline. **Students paying by credit card** may pay in full by calling the Fiscal Services Offices at (210) 458-8000 or accessing *ASAP* at www.utsa.edu by the payment deadline.

Payment completes the registration process. Students who do not pay by the appropriate deadline listed above will have their classes canceled and must reregister. Students are charged a fee to register during the late registration periods.

The following Fiscal Services Offices process tuition and fees payments, parking permits, and fines:

JPL 1.03.06 (210) 458-8000 MS 1.02.38 (210) 458-8000 FS 1.500D (210) 458-2820 UTSA–Downtown.

Summer 2003 tuition and fees must be paid at the time specified, based on when registration occurred. Students are not registered until all tuition and deposits are paid. Please consult the 2002–2003 *UTSA Information* bulletin for more information regarding tuition, fees, and refund regulations.

NOTE: Students who are entitled to pay resident tuition by virtue of active or reserve military duty in Texas must present a statement certifying such duty at least once per 12-month academic year. If this statement is not presented as required, non-resident tuition is charged.

TUITION AND FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.

The Texas Legislature does not set the specific amount for any particular student fee. The student fees assessed are authorized by state statute. However, decisions regarding specific fee amounts and the determination to increase fees are made by the UTSA administration and University of Texas System Board of Regents. The following have been increased for the 2002–2003 school year at UTSA:

Tuition
Medical Service Fee
Library Resources Charge
Recreation Center Fee

University Center Fee (maximum amount charged)
Student Service Fee
Automated Services Charge

TUITION AND FEES

LATE REGISTRATION FEE. A nonrefundable late registration fee of \$5 is charged, and an additional \$2.50 per day is assessed thereafter, up to a maximum of \$15 for any one term.

ADD/DROP FEE. A nonrefundable add/drop fee of \$5.00 is charged to students who make changes in their initial registration schedule from the first day of class through Census Date for each term. See page 11 for the add/drop dates. Students are billed for add/drop transactions.

In addition, students are not charged the \$5 processing fee for dropping courses that are canceled by the University or for a subsequent add that results from the canceled course when the transactions are submitted by the department on the appropriate administrative form. Administrative section changes are also exempt from the fee. Other exempt courses include Independent Study, Master's Thesis, and Internship. Special exceptions to charging the fee, because of a change in employment hours or a series of changes caused by the cancellation of a course by the University, are handled by the Business Manager.

PARKING

PARKING.* SUMMER SEMESTER PERMITS EXPIRE AUGUST 31, 2003. Summer parking fees for students are as follows: \$24 general parking permit; \$24 disabled parking permit; \$9 motorcycle, motor scooter, motorbike; \$8 Lot 11 permit (discounted, UTSA-1604); and \$120 Garage permit (UTSA-Downtown). Due to legislative changes, only Congressional Medal of Honor recipients and Disabled Veterans are exempt from payment of all parking fees on campus. Parking fees are subject to change without prior notice. A parking permit is **required** at UTSA-1604, UTSA-Downtown, the Institute of Texan Cultures, University Oaks Apartments, and Chisholm Hall. Contact the Parking Office for instructions: (210) 458-4246.

*In accordance with HB 2787, public institutions of higher education are prohibited from issuing parking permits to students who are not in compliance with the Texas Department of Transportation Code, Chapter 548, Compulsory Inspection of Vehicles. Included in the prohibition are requirements for in-state registered students to obtain Texas Vehicle license plates. HB 2787 also requires the institution to provide written notice to the student that failure to register the vehicle in this state, or to display a current and appropriate inspection certificate may violate state law if the owner of the vehicle resides in Texas.

REFUNDS FOR PARKING PERMITS MUST BE REQUESTED BEFORE THE CENSUS DATE. AFTER THE CENSUS DATE, NO REFUND WILL BE GIVEN.

GENERAL PROPERTY DEPOSIT. Each student must make a general property deposit of \$10 at the time of initial registration and maintain the deposit during subsequent registrations.

TUITION AND FEES EXEMPTIONS. Students who may be eligible for an exemption from tuition and certain fees should refer to the *UTSA Information* bulletin for information. Most exemption applications are available at the Enrollment Services Center at least one month prior to registration.

REFUND POLICY AND ADJUSTMENT OF FEES FOR STUDENTS WITHDRAWING, ADDING, OR DROPPING COURSES

DROPPING is defined as dropping an individual course(s) while remaining enrolled in at least one course during the term.

WITHDRAWING from the University is defined as dropping all courses for which the student is enrolled during the term. Withdrawing students are required to complete a Withdrawal Form at the Enrollment Services Center. Students who withdraw from the University are subject to the refund, grading, and academic regulations as indicated in the current catalogs and *UTSA Information* bulletin.

To receive a 100 percent refund of tuition and fees, a student must officially withdraw from the University by the close of the last business day prior to the first day of class.

In the Spring or Fall Semester, a student withdrawing officially (a) during the first five days of the term, receives a refund of 80 percent of the applicable portion of the tuition and fees assessed for the semester; (b) during the second five class days of the term, 70 percent; and (c) during the third five class days of the term, 50 percent; (d) during the fourth five class days of the term, 25 percent; (e) after the fourth five class days of the term, no refund. For students using the installment payment plan, the refund is calculated on the total tuition and fees assessed for the semester and then netted against the balance still owed to the University. These refund percentages are applicable to tuition and mandatory fees.

In the Summer Semester, a student withdrawing officially (a) during the first, second, or third class day of the term, receives a refund of 80 percent of the applicable portion of the tuition and fees assessed; (b) during the fourth, fifth, or sixth class day of the term, 50 percent; and (c) during the seventh class day of the term and thereafter, no refund. These refund percentages are applicable to tuition and mandatory fees.

A student, who enrolls in the University for a given term and is subsequently required to withdraw because of academic dismissal the previous term, receives a full refund of tuition and fees. The University refunds tuition and fees paid by a sponsor, donor, or scholarship to the source, rather than directly to the student who has withdrawn, if the funds were made available through the institution.

Refunds of tuition and mandatory fees are made for courses dropped on or before the Census Date in the semester, if the student paid more than the minimum required and if the student has dropped below the total number of hours for which he or she was originally registered.

Refunds are processed 15 days after the Census Date. Checks are mailed to the address indicated when the student withdraws from UTSA. Students entitled to refunds should allow 10 working days after the 15-day clearing period for receipt of the refund. UTSA reserves the right to deduct from the refund any outstanding financial obligations owed to the University.

SUMMARY DESCRIPTION OF STUDENT FEES FOR SPRING/SUMMER 2003

| Type of Charge | Classification | Residency | Amount | Notes |
|-------------------------------|---|--------------|--|--|
| Tuition | | | | |
| | Undergraduate | Resident | \$88/SCH | Set by State of Texas Legislature and authorized by Governing Board |
| | | Nonresident | \$306/SCH | Set by Coordinating Board per statutory requirement |
| | Graduate | Resident | \$132/SCH | Governing board may set the rate at twice the statutory rates for undergraduate programs. |
| | | Nonresident | \$350/SCH | |
| | Graduate-College of Business | Nonresident | \$400/SCH | Nonresident Graduate students in the College of Business are charged an additional \$50/credit hour for the Graduate Incremental Tuition |
| Required Fees/Charges | | | | Fees charged to all students; may be based on semester credit hours or a set charge per semester |
| Student Services Fee | All students | All students | \$17/SCH maximum \$180/sem | A compulsory fee to fund student-related services such as recreational activities; student government and organizations; transportation service; student publications; health services; inter-collegiate athletics; others |
| Library Resources Charge | All Students | All students | \$4/SCH | To defray the costs of providing increased direct services and supplies, including on-line access to full text databases, academic indexes, and increased printed books and journals |
| University Publication Charge | All students | All students | \$5/semester | To defray costs of providing catalogs, course schedules, and other publications to enrolled students |
| University Center Fee | All students | All students | \$4/SCH \$20 minimum \$48 maximum | Fee may be used for finance, construction, operation, and maintenance of a university center and its programs |
| Medical Services Fee | All students | All students | \$18.00 per semester | In addition to portions of the student services fee, board may approve a fee up to \$55/semester specifically for providing medical services to students |
| International Education Fee | All students | All students | \$1/semester | For funding an international education financial aid fund |
| Recreation Center Fee | All students | All students | \$5/SCH maximum \$30/semester | Fee may be used for finance, construction, operation, and maintenance of student recreation center |
| Automated Services Charge | All students | All students | \$15/SCH \$60 minimum \$180maximum | An incidental charge that provides for campus computer and network facilities for administrative, library, and academic programs |
| ID Card Fee | All students | All students | \$3/semester | To defray costs of producing and distributing student ID cards |
| Record Processing Charge | All students | All students | \$5/semester | For cost of providing student transcripts |
| Advising Fees | All students | All students | Variable based on Major \$35-62/sem | To defray costs of providing advising services. |
| Incidental Fees | | | | |
| Variety (see catalog) | All students | All students | Variable | For specific services such as late registration, library fines, microfilming fees, bad check charges, application processing fees, and others as approved by the governing board |
| Course Related Fee | All students | All students | Variable | Assessment of this type of fee is related to specific academic courses and are listed in the semester class schedules in the "Fee" column |
| Learning Resource Fee | All students (depending on courses taken) | All students | \$10.00-15.00 per course | To defray cost associated with providing materials and services to enhance student success including individual or group coaching, tutorials, discussion sessions, reviews and instructional support materials. |
| EHD Program Fee | Students enrolled in COEHD or ASL courses | All students | \$1/semester | To cover the cost of criminal history reports required by area school districts for all COEHD 3000 and 4000 level courses as well as all ASL courses. |
| Laboratory Fees | | | | |
| Variety (see catalog) | All students (depending on course taken) | All students | Variable | Mandatory charges for certain laboratory courses; may not be less than \$2/semester nor more than \$30/semester and must not exceed the cost of actual materials and supplies used by a student |
| Supplemental Fees | | | | |
| Variety (see catalog) | All students (depending on courses taken) | All students | Variable | Charges in addition to regular tuition for students registered in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction |
| Voluntary Fees | | | | |
| Variety (see catalog) | Students desiring specific services | All students | Variable | May include such items as parking fees, yearbooks, locker fees |

TUITION AND FEES SCHEDULE

UNDERGRADUATE (0000 – 4000 LEVEL COURSES)

| # of Hrs. | Tuition Res. & Military | Tuition Non-res. & Int'l. | Student Services Fee | Automated Services Charge | Univ. Center Fee | Med. Svc. Fee | Univ. Publ. Charge | Int'l. Educ. Fee | Rec. Ctr. Fee | Library Res. Charge | I D Card Fee | Record Proc. Charge | Total Res. & Military | Total Non-res. & Int'l. |
|-----------|-------------------------|---------------------------|----------------------|-----------------------------------|--------------------------------|---------------|--------------------|------------------|------------------|---------------------|--------------|---------------------|-----------------------|-------------------------|
| 1 | \$88 | \$306 | 17.00 | 60.00 | 20.00 | 18.00 | 5.00 | 1.00 | 5.00 | 4.00 | 3.00 | 5.00 | \$226.00 | \$444.00 |
| 2 | \$176 | \$612 | 34.00 | 60.00 | 20.00 | 18.00 | 5.00 | 1.00 | 10.00 | 8.00 | 3.00 | 5.00 | \$340.00 | \$776.00 |
| 3 | \$264 | \$918 | 51.00 | 60.00 | 20.00 | 18.00 | 5.00 | 1.00 | 15.00 | 12.00 | 3.00 | 5.00 | \$454.00 | \$1,108.00 |
| 4 | \$352 | \$1,224 | 68.00 | 60.00 | 20.00 | 18.00 | 5.00 | 1.00 | 20.00 | 16.00 | 3.00 | 5.00 | \$568.00 | \$1,440.00 |
| 5 | \$440 | \$1,530 | 85.00 | 75.00 | 20.00 | 18.00 | 5.00 | 1.00 | 25.00 | 20.00 | 3.00 | 5.00 | \$697.00 | \$1,787.00 |
| 6 | \$528 | \$1,836 | 102.00 | 90.00 | 24.00 | 18.00 | 5.00 | 1.00 | 30.00 | 24.00 | 3.00 | 5.00 | \$830.00 | \$2,138.00 |
| 7 | \$616 | \$2,142 | 119.00 | 105.00 | 28.00 | 18.00 | 5.00 | 1.00 | 30.00 | 28.00 | 3.00 | 5.00 | \$958.00 | \$2,484.00 |
| 8 | \$704 | \$2,448 | 136.00 | 120.00 | 32.00 | 18.00 | 5.00 | 1.00 | 30.00 | 32.00 | 3.00 | 5.00 | \$1,086.00 | \$2,830.00 |
| 9 | \$792 | \$2,754 | 153.00 | 135.00 | 36.00 | 18.00 | 5.00 | 1.00 | 30.00 | 36.00 | 3.00 | 5.00 | \$1,214.00 | \$3,176.00 |
| 10 | \$880 | \$3,060 | 170.00 | 150.00 | 40.00 | 18.00 | 5.00 | 1.00 | 30.00 | 40.00 | 3.00 | 5.00 | \$1,342.00 | \$3,522.00 |
| 11 | \$968 | \$3,366 | 180.00 | 165.00 | 44.00 | 18.00 | 5.00 | 1.00 | 30.00 | 44.00 | 3.00 | 5.00 | \$1,463.00 | \$3,861.00 |
| 12 | \$1,056 | \$3,672 | 180.00 | 180.00 | 48.00 | 18.00 | 5.00 | 1.00 | 30.00 | 48.00 | 3.00 | 5.00 | \$1,574.00 | \$4,190.00 |
| 13 | \$1,144 | \$3,978 | 180.00 | 180.00 | 48.00 | 18.00 | 5.00 | 1.00 | 30.00 | 52.00 | 3.00 | 5.00 | \$1,666.00 | \$4,500.00 |
| 14 | \$1,232 | \$4,284 | 180.00 | 180.00 | 48.00 | 18.00 | 5.00 | 1.00 | 30.00 | 56.00 | 3.00 | 5.00 | \$1,758.00 | \$4,810.00 |
| 15 | \$1,320 | \$4,590 | 180.00 | 180.00 | 48.00 | 18.00 | 5.00 | 1.00 | 30.00 | 60.00 | 3.00 | 5.00 | \$1,850.00 | \$5,120.00 |
| 16 | \$1,408 | \$4,896 | 180.00 | 180.00 | 48.00 | 18.00 | 5.00 | 1.00 | 30.00 | 64.00 | 3.00 | 5.00 | \$1,942.00 | \$5,430.00 |
| 17 | \$1,496 | \$5,202 | 180.00 | 180.00 | 48.00 | 18.00 | 5.00 | 1.00 | 30.00 | 68.00 | 3.00 | 5.00 | \$2,034.00 | \$5,740.00 |
| 18 | \$1,584 | \$5,508 | 180.00 | 180.00 | 48.00 | 18.00 | 5.00 | 1.00 | 30.00 | 72.00 | 3.00 | 5.00 | \$2,126.00 | \$6,050.00 |
| | \$88 | \$306 | \$17.00 \$180 max | \$15 min \$60 min \$180 max | \$4.00 \$20 min \$48 max | | | | 5.00 \$30 max | \$4.00 | | | | |

This area shows per credit hour tuition and fees.

GRADUATE (5000 – 7000 LEVEL COURSES)

| # of Hrs. | Tuition Res. & Military | Tuition Non-res. & Int'l. | Student Services Fee | Automated Services Charge | Univ. Center Fee | Med. Svc. Fee | Univ. Publ. Charge | Int'l. Educ. Fee | Rec. Ctr. Fee | Library Res. Charge | I D Card Fee | Record Proc. Charge | Total Res. & Military | Total Non-res. & Int'l. |
|-----------|-------------------------|---------------------------|----------------------|----------------------------------|--------------------------------|---------------|--------------------|------------------|------------------|---------------------|--------------|---------------------|-----------------------|-------------------------|
| 1 | \$132 | \$350 | 17.00 | 60.00 | 20.00 | 18.00 | 5.00 | 1.00 | 5.00 | 4.00 | 3.00 | 5.00 | \$270.00 | \$488.00 |
| 2 | \$264 | \$700 | 34.00 | 60.00 | 20.00 | 18.00 | 5.00 | 1.00 | 10.00 | 8.00 | 3.00 | 5.00 | \$428.00 | \$864.00 |
| 3 | \$396 | \$1,050 | 51.00 | 60.00 | 20.00 | 18.00 | 5.00 | 1.00 | 15.00 | 12.00 | 3.00 | 5.00 | \$586.00 | \$1,240.00 |
| 4 | \$528 | \$1,400 | 68.00 | 60.00 | 20.00 | 18.00 | 5.00 | 1.00 | 20.00 | 16.00 | 3.00 | 5.00 | \$744.00 | \$1,616.00 |
| 5 | \$660 | \$1,750 | 85.00 | 75.00 | 20.00 | 18.00 | 5.00 | 1.00 | 25.00 | 20.00 | 3.00 | 5.00 | \$917.00 | \$2,007.00 |
| 6 | \$792 | \$2,100 | 102.00 | 90.00 | 24.00 | 18.00 | 5.00 | 1.00 | 30.00 | 24.00 | 3.00 | 5.00 | \$1,094.00 | \$2,402.00 |
| 7 | \$924 | \$2,450 | 119.00 | 105.00 | 28.00 | 18.00 | 5.00 | 1.00 | 30.00 | 28.00 | 3.00 | 5.00 | \$1,266.00 | \$2,792.00 |
| 8 | \$1,056 | \$2,800 | 136.00 | 120.00 | 32.00 | 18.00 | 5.00 | 1.00 | 30.00 | 32.00 | 3.00 | 5.00 | \$1,438.00 | \$3,182.00 |
| 9 | \$1,188 | \$3,150 | 153.00 | 135.00 | 36.00 | 18.00 | 5.00 | 1.00 | 30.00 | 36.00 | 3.00 | 5.00 | \$1,610.00 | \$3,572.00 |
| 10 | \$1,320 | \$3,500 | 170.00 | 150.00 | 40.00 | 18.00 | 5.00 | 1.00 | 30.00 | 40.00 | 3.00 | 5.00 | \$1,782.00 | \$3,962.00 |
| 11 | \$1,452 | \$3,850 | 180.00 | 165.00 | 44.00 | 18.00 | 5.00 | 1.00 | 30.00 | 44.00 | 3.00 | 5.00 | \$1,947.00 | \$4,345.00 |
| 12 | \$1,584 | \$4,200 | 180.00 | 180.00 | 48.00 | 18.00 | 5.00 | 1.00 | 30.00 | 48.00 | 3.00 | 5.00 | \$2,102.00 | \$4,718.00 |
| 13 | \$1,716 | \$4,550 | 180.00 | 180.00 | 48.00 | 18.00 | 5.00 | 1.00 | 30.00 | 52.00 | 3.00 | 5.00 | \$2,238.00 | \$5,072.00 |
| 14 | \$1,848 | \$4,900 | 180.00 | 180.00 | 48.00 | 18.00 | 5.00 | 1.00 | 30.00 | 56.00 | 3.00 | 5.00 | \$2,374.00 | \$5,426.00 |
| 15 | \$1,980 | \$5,250 | 180.00 | 180.00 | 48.00 | 18.00 | 5.00 | 1.00 | 30.00 | 60.00 | 3.00 | 5.00 | \$2,510.00 | \$5,780.00 |
| 16 | \$2,112 | \$5,600 | 180.00 | 180.00 | 48.00 | 18.00 | 5.00 | 1.00 | 30.00 | 64.00 | 3.00 | 5.00 | \$2,646.00 | \$6,134.00 |
| 17 | \$2,244 | \$5,950 | 180.00 | 180.00 | 48.00 | 18.00 | 5.00 | 1.00 | 30.00 | 68.00 | 3.00 | 5.00 | \$2,782.00 | \$6,488.00 |
| 18 | \$2,376 | \$6,300 | 180.00 | 180.00 | 48.00 | 18.00 | 5.00 | 1.00 | 30.00 | 72.00 | 3.00 | 5.00 | \$2,918.00 | \$6,842.00 |
| | \$132.00 | \$350** | \$17.00 \$180 max | \$15.00 \$60 min \$180 max | \$4.00 \$20 min \$48 max | | | | 5.00 \$30 max | \$4.00 | | | | |

**Tuition for College of Business nonresident graduate students is \$400/credit hour.

This area shows per credit hour tuition and fees.



There is a \$10.00 general property deposit for new students only
NOTE: Additional fees could be assessed for specific classes as noted in this Schedule of Classes

*** Tuition and fees are subject to change without prior notice.***

PARKING AND TRANSPORTATION

Parking permits are required for parking on campus, including streets, dorm lot, University Oaks Apartments, Institute of Texan Cultures, and UTSA–Downtown.

Permits must be clearly visible hanging from the interior rear-view mirror of the vehicle. Self-adhering permits must be properly affixed to two-wheeled vehicles.

Student parking permits must be displayed by June 5, 2003.

PARKING PERMITS FOR STUDENTS WITH DISABILITIES. Students with disabilities in need of a parking permit are asked to contact the Parking Office at (210) 458-4246. Effective 2001, the Texas Transportation Code exempted disabled persons who have been issued the appropriate Texas Department of Transportation disabled license plates and/or disabled placards from the payment of fees or charges for parking at parking meters. Congressional Medal of Honor recipients and Disabled Veterans (60% or more) are further exempt from payment of all parking fees on campus. All others are subject to the payment of fees for parking permits (UT System Office of General Counsel). Hence, disabled students must purchase parking permits for vehicles parked at any of the Tri-Campus facilities, including University Oaks Apartments and Chisholm Hall residence areas.

A State of Texas disabled placard or license plate number is required for issuance of a regular UTSA Disabled parking permit. For students with temporary disabilities, a doctor's letter must specify the exact length of time the temporary disability is anticipated. Students applying for a temporary disabled parking permit must have a valid general parking permit.

PARKING PERMITS BY MAIL. General parking permits **only** are mailed to students who request them during registration March 31, 2003 through May 26, 2003, if payment of tuition and fees is received by May 27, 2003. Students who pay their tuition and fees after May 27, 2003 must pick up their permits from Fiscal Services. The University Police will not issue tickets for parking without a permit (student parking only) until June 5, 2003.

HOURS. The University Parking Office is located in MS 1.02.38. Summer hours of operation are Monday–Thursday, 7:30 a.m.–5:00 p.m., and Friday 7:30–11:30. The three Fiscal Services Offices are open to accept payments as follows:

MS 1.02.38 (UTSA–1604) and FS 1.500 (UTSA–Downtown): Monday–Thursday, 7:30–5:30 p.m., and Friday 7:30 a.m.–5:30 p.m. JPL 1.03.06 (UTSA–1604): Monday–Friday, 8:00 a.m.–5:00 p.m.

RECIPROCAL PARKING. UTSA and University of Texas Health Science Center at San Antonio have a reciprocal agreement. Faculty or staff with valid permits issued by one campus may temporarily park on the other campus while conducting official business. This agreement does not extend to family members registered for courses on either campus, nor does it eliminate the requirement for such family members to purchase a student parking permit. Faculty, staff, and students must purchase permits from the institution of primary affiliation.

UNIVERSITY SHUTTLE BUS. The University Police Department provides shuttle bus service at UTSA–1604, with the route completed every 15 minutes on north and south campus, 7 a.m.–10:45 p.m., Monday–Friday. At UTSA–Downtown, a shuttle operates between the IH 35 parking area and the Frio Street Building Monday–Friday, 7 a.m.–10:45 p.m.

PUBLIC TRANSPORTATION. VIA Metropolitan Transit offers public transit service from most areas of San Antonio to the UTSA campuses. Four routes directly serve UTSA–1604: Route #93, #94, #603, and #622. Route #603 provides service to University Hospital and Route #622 provides service to Braun Station. Transit service between UTSA–1604 and UTSA–Downtown is available through an agreement with VIA Metropolitan Transit. Students, faculty, and staff may ride VIA Express Route #93 and Route #94 at no charge with a valid *UTSA Card*.

The downtown location for VIA Express Route #93 inbound is at the corner of Dolorosa Street and San Saba Street. The outbound pick-up location is at the corner of Commerce Street and Santa Rosa Street. The VIA Express Route #94 downtown stop location is in front of the UTSA–Downtown Frio Street Building. The UTSA–1604 VIA stop is located north of the Business Building in parking lot 3.

VIA offers student discount bus cards at no charge to currently enrolled students. To obtain the discount bus card, currently enrolled students must present a student ID card (*UTSA Card*) and tuition receipt from the Fiscal Services Office to the information desk in the University Center, complete an application, and take it to one of the VIA Distribution Offices at 112 N. Soledad, 800 West Myrtle, or the VIA Information Center at Crossroads Park and Ride. VIA route schedule brochures are available at UTSA–1604 University Center Information and at UTSA–Downtown Frio Street Building commons area and the Durango Building commons area. VIA schedule information is also available online at www.viainfo.net or by contacting VIA at (210) 362-2020.

Summer 2003

GENERAL INFORMATION

APPLICATION FEE UTSA charges a nonrefundable application fee of \$25 for students applying for admission, with the exception of International graduate students who are charged \$50. Former UTSA students applying for undergraduate admission are not required to resubmit the application fee. New freshmen who qualify for a fee waiver on the SAT, ACT, or TASP, are granted an application fee waiver provided this information is properly documented.

APPLICATION FOR GRADUATION Students who plan to receive a degree from UTSA must complete an Application for Graduation form and pay the Fiscal Services Office the required \$30 fee. UTSA deadlines for degree candidates to apply for graduation are as follows: Spring–February 15; Summer–June 1; and Fall–October 1. Diplomas are mailed and degrees are posted on transcripts approximately 45 days following the date of graduation. Prior to the posting of degrees, graduates may obtain a Letter of Degree Awarded by submitting a written request form available at the Enrollment Services Center, or by mailing a request to UTSA. There is no charge for a Letter of Degree Awarded.

AUDITING COURSES An Audit Course Form may be obtained at the Enrollment Services Center and must be filed for each course to be audited. Individuals who want to audit a course may do so with the approval of the course instructor and the chair of the department in which the course is offered, on a space available basis after all students registering for credit have been accommodated. Students not enrolled in courses at the University are not allowed to audit courses that require the use of the University computing system. Due to the format of studio/laboratory use, auditors are not approved for ART courses. Participation of an auditor in class is at the discretion of the instructor. Permission to audit may be obtained and fees paid beginning the first day of class through Census Date. Auditors who are not registered UTSA students pay a nonrefundable auditing fee of \$50 per course at the Fiscal Services Office. A nonrefundable fee of \$25 per course is charged to auditors who are registered students at UTSA. Persons 65 years of age or older may audit, subject to permission and availability of space, without paying an auditing fee. Students who register for a course and later want to change that course to an audit, must first drop the course in question prior to submitting the request. No official records are made of audit enrollments.

CAMPUS DINING UTSA Campus Dining Services has a wide range of options available for your convenience. There are two full service cafeterias: The John Peace Library Building cafeteria, located on the first floor, houses Burger King and a full food court. The University Central Park cafeteria, featuring Subway, is located on the first floor of the University Center. The Bistro, located on the second floor of the Business Building, features casual dining, Java City drinks, and an open-air patio. A full range of catering services—from large galas to small meetings—is available for faculty, staff, and students. Call (210) 458-7682 or (210) 458-4209 for assistance.

CHALLENGING COURSES Undergraduate students may challenge certain UTSA courses for credit by examination upon approval of the instructor. The Request for Challenge Examination form may be obtained at the Enrollment Services Center and must be returned to the Enrollment Services Center as soon as possible after the student completes registration, but **no later than** the dates for the term specified on page 11. Students should consult the *UTSA Information* bulletin for more information concerning challenge examinations.

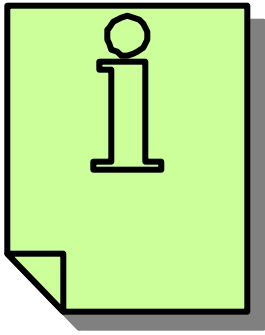
CHANGE OF NAME OR ADDRESS Currently enrolled students who have changed their name or address should notify the Enrollment Services Center in writing or may change their mailing address by accessing *ASAP* at www.utsa.edu and following the instructions. Official notification is necessary for the proper identification of the student's records and the mailing of graduation information and other university correspondence.

CHANGES IN THE SCHEDULE OF CLASSES The University anticipates offering courses for the Summer 2003 Semester as indicated in this Schedule of Classes. The University reserves the right to change the schedule, including canceling classes, if enrollments, resources, or space limitations warrant such actions. Access the course lookup options on *ASAP* at www.utsa.edu to learn of changes to course offerings.

COURSE FREQUENCY Information on frequency of course offerings is available in the college advising offices and department offices.

DISABILITY SERVICES Support services, including registration assistance and equipment, are available to students with documented disabilities through Disability Services (DS). A disability verification letter and an interview with the director begin the process for accessing services. Students are encouraged to contact DS prior to starting classes to discuss needs and make arrangements for services. The office is located in MS 2.03.18, (210) 458-4157 (Voice), (210) 458-4981 (TTY), or UTSA–Downtown, BV 1.302, (210) 458-2945.

ENGLISH AS A SECOND LANGUAGE (ESL) The Office of ESL Services provides support services and ESL classes for students speaking English as a second language. UTSA students with Test of English as a Foreign Language (TOEFL) scores between 500 and 600 are evaluated for English proficiency and placed in English for International Students (EIS) classes. Those who want to attend UTSA but have not yet gained the needed English proficiency attend the Intensive English Program. The Intensive English Program is a noncredit program for individuals who wish to improve their English for academic purposes. It is offered at UTSA in 14-week courses during the fall and spring and a 10-week course during the summer. For further information on all programs, contact ESL Services at MS 3.02.05, (210) 458-7677, email: eslservices@utsa.edu.



FINANCIAL AID Programs to assist students and parents in financing an education at UTSA are administered by the Office of Student Financial Aid. Eligibility for most financial aid programs is determined through an analysis of a family's financial need. Before being considered for financial assistance, a student must meet the following criteria:

- Be officially admitted to the University as degree seeking.
- Complete and mail the *2002–2003 Free Application for Federal Student Aid* (FAFSA). UTSA must be listed in Section H. The Title IV code is 010115.
- Provide proof of eligibility if not a United States citizen.
- Meet satisfactory academic progress requirements. Specific information is available in the Office of Student Financial Aid.
- Not be in default on a Title IV, HEA loan made for attendance at any institution nor owe a refund on a Title IV, HEA grant received for attendance at any institution.

Financial aid programs available to undergraduate students include federal and state college work study, Federal Pell Grant, Federal Supplemental Education Opportunity Grant, various scholarships, Texas Public Education Grant, State Student Incentive Grant, Texas Grants, the Federal Perkins Student Loan, and the Federal Family Education Loan Program. Some scholarships, Texas Public Education Grant, work-study programs, and the Federal Family Education Loan Programs are available to graduate students.

Consideration for the Federal Pell Grant and the Federal Family Education Loan Program is automatically given to any undergraduate student who completes the application process. However, all other major financial aid programs have a limited amount of funding that must be granted on a first-come, first-served basis. Therefore, students are strongly encouraged to have their completed application at the Office of Student Financial Aid by March 31.

Application forms and detailed instructions are available at the Enrollment Services Center at both campuses. Information regarding financial aid application status and awards received can be accessed through *ASAP* at www.utsa.edu.

FOREIGN CREDENTIALS Coursework for undergraduate applicants completed at institutions outside of the United States is evaluated on an individual basis by an outside service. A \$75 evaluation fee, payable to the Foreign Credentials Service of America (FCSA), is charged. Evaluation request forms are available at the Enrollment Services Center

GRADE REPORTS At the end of each semester students may obtain their grades in two ways:

- by accessing www.utsa.edu, clicking on Banner *ASAP*, and following the instructions
- by dialing (210) 458-8000, pressing 4, and following the voice prompts.

HEALTH SERVICES Outpatient ambulatory medical care is available through the Health Services in RWC 1.500 at UTSA–1604 and BV 1.308 at UTSA–Downtown. Hours of service and detailed information are available on site or by phone at (210) 458-4142 (UTSA–1604) or (210) 458-2930 (UTSA–Downtown). The National Center for Disease Control, The Texas Department of Health, and The University of Texas at San Antonio recommend the following immunizations:

- **TETANUS (Lockjaw)—DIPHTHERIA—vaccine:** Tetanus results from the poison produced by a bacteria. It is extremely difficult to treat, and prevention is the most appropriate action. Initially a series of three immunizations are administered within a 10 year period. People of all ages should have this vaccine.
- **MEASLES (Rubeola, Red Measles, Hard Measles, 10-Day Measles)—MUMPS—RUBELLA vaccine:** Measles is a highly contagious viral disease. Recent outbreaks of this illness have resulted in many hospitalizations and several deaths among college-age people. Students born after 1957 should have two doses of MMR vaccine administered on or after their first birthday, at least 30 days apart, and prior to beginning classes.
- **POLIO MYELITIS (Polio) vaccine:** This vaccine is administered orally and is recommended for people under 18 years of age.
- **MENINGOCOCCAL DISEASE (Meningitis) vaccine:** The American College Health Association recommends that students receive immunization against meningococcal disease. While the disease is rare, it can be fatal. More importantly, most cases can be prevented. A fact sheet discussing this disease, required by the Texas Education code, is widely distributed to incoming freshmen, international students, and transfer students during the admission process and at orientation. Meningococcal disease fact sheets are also attached to student health Information forms.

It is **mandatory** for new UTSA students to return the Student Health History form prior to registration. Students should complete immunizations prior to or during their first semester of attendance. Check with Student Health Services or the San Antonio Metropolitan Health District for current costs. Students should provide immunization records to Student Health Services at the following address: The University of Texas at San Antonio, Student Health Services, SB 1.03.02, 6900 North Loop 1604 West, San Antonio, Texas 78249-0684. Telephone numbers are: (210) 458-4142, FAX: (210) 458-4151, and (210) 458-2811 (UTSA–Downtown).

Student Group Health Insurance is available to UTSA students and their dependents. Brochures and applications for the student health insurance are available in Health Services.

International Students*

International students are automatically enrolled in the UT System Student Health Insurance Plan at the time of registration unless proof of U.S. comparable coverage as explained above is furnished and a waiver obtained. The charge for this coverage appears as a required fee on the student fee bill. International students are required to maintain approved comprehensive health insurance while enrolled at UT System component institutions. This requirement can be fulfilled in any of the following ways:

- By purchasing the UT System Student Health Insurance Plan
- By showing proof of enrollment (if eligible) in the UT System Employee Health Plan and purchasing separate repatriation and medical evacuation coverage
- By showing proof of a mandatory government-sponsored health plan, which covers health care in the U.S. and complies with the Federal Civil Rights Restoration Act of 1987 and UTSA requirements, or continuing coverage for a continuously enrolled student that satisfies the requirement of UTSA and United States Insurance Association (USIA) regulations; and obtaining a UTSA waiver by completing the following waiver instructions.

To obtain a waiver, the student must provide to Health Services a copy of the policy with an insurance identification card, dates that insurance is in effect, proof that insurance is comparable to UT System Student Health Insurance and in compliance with USIA, and proof of current medical evacuation and repatriation coverage. Documents must be in English showing U.S. dollar equivalent. J-1 students are also required to show proof of U.S. approved insurance for spouses and dependents accompanying them. Deadline for submission of the waiver card to the Fiscal Services Office is Census Date (12th day of class). **NO WAIVERS ARE ACCEPTED AFTER THIS DATE.**

Additionally, international students are required by UTSA to have a tuberculosis (T.B.) skin test or chest x-ray performed and read within 90 days of admission, and prior to the beginning of the semester. The results must be read by a physician or nurse licensed to practice in the USA. A student with positive results must have proof of appropriate follow-up and treatment and a confirmatory report submitted to Student Health Services. **Students who fail to comply with this policy will be not be permitted to register for classes.**

*Some international students may be classified as Texas residents for tuition purposes. These students must either pay for this health insurance or seek a waiver.

HOLDS ON REGISTRATION AND RELEASE OF RECORDS Any student who fails to meet admission, academic, or health requirements, or has a financial obligation to UTSA has a HOLD placed on his/her record. Until the HOLD is removed, these students may not register, obtain transcripts, or receive some other services. To check for current University holds, access www.utsa.edu, click on *ASAP*, and follow the instructions.

HONORS COLLEGE The Honors College, which is open to qualified students from all disciplines, is a community of highly talented and motivated students who want the excitement and stimulation of a comprehensive, urban university and the individual attention available in an Honors College. The Honors College offers small classes with greater opportunities for student participation, increased faculty contact, greater individual attention, lively discussions of important issues, special interdisciplinary seminars, community service opportunities, and supervised research experiences—all designed to challenge talented students. Participation in the Honors College supplements, but does not replace, work in a major field. Students who complete program requirements graduate from the University with a bachelor's degree in the Honors College. Students who study abroad or pursue advanced study of a foreign language also graduate with international distinction. Entering freshmen with a minimum SAT of 1100 or ACT of 26 or class rank in the top 10% are invited to apply for admission to the college. Continuing students and transfer students who have completed at least 12 hours of college course work and have attained at least a 3.30 GPA are also invited to apply for admission. For further information, contact the Office of the Dean of the Honors College, BV 2.308, (210) 458-2769; or HSS 4.02.20, 458-4106.

INDEPENDENT STUDY COURSES Students may not register for Independent Study courses by telephone or *ASAP*. Independent Study Course Forms may be obtained in the department office offering the course or the Enrollment Services Center. Fill out the Independent Study Course Form, obtain the authorizations, and bring the form to the Enrollment Services Center during your designated registration time. The form is reviewed and the course is entered on the computer.

INTERNATIONAL PROGRAMS The Office of International Programs' (OIP) mission is to provide the university's faculty, staff and students comprehensive service and advice related to the creation of international relationships, related to travel and study abroad, and related to hosting international visitors, students, scholars and researchers. OIP serves as a clearinghouse for information related to the international activities of UTSA. The Office of International Programs is located in UC 1.04.02. The telephone number is (210) 458-7202.

- **International Student Advisors** The International Student Advisors assist students with immigration documents, cultural counseling and other nonacademic concerns. The advisors help students maintain their immigration status, file paperwork related to work authorization and reinstatement, and help students monitor INS compliance. A required new student orientation program is conducted every semester and covers topics related to immigration, health insurance requirements, English language testing, housing, and other areas related to cultural adjustment. Cultural activities are organized by the Office of International Programs throughout the year. The advisors also oversee scholarship programs for international students.
- **Study Abroad and Exchange Programs** Study Abroad Advisors assist students in selecting the appropriate place and duration to study abroad. Advisors guide students through program selection, the application procedure, applications for financial assistance, course selection and approval, and help counsel students while they are abroad. Orientation programs are held every semester and cover subjects related to cultural adjustment, safety, differences in academic systems and friendships, and how to get the most from an experience abroad.
- **Faculty and Staff Programs** The advisors in the Office of International Programs assist faculty when hiring foreign nationals, when bringing short-term researchers or scholars to the US, and creating exchange programs and short-term, faculty-led study-abroad programs. The Office of International Programs also coordinates the Fulbright program on campus.

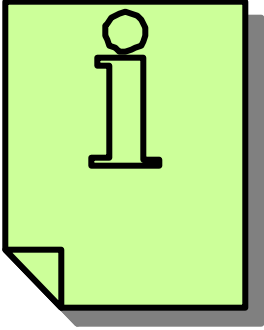
LEARNING ASSISTANCE The Tomás Rivera Center for Student Success offers various academic support services. Academic tutoring in specific subject areas is offered, as well as general instruction in effective study habits. The Tomás Rivera Center for Student Success is located in UC 1.01.02, (210) 458-5170, and at UTSA–Downtown, DB 2.114, (210) 458-2838. For information on enrolling in noncourse-based (NCB) mathematics, call Richard Means at (210) 458-5175. For information on NCB reading and writing, call Karen Roth at (210) 458-4687. For all UTSA–Downtown NCB instruction, call Daniel Ayala at (210) 458-2837.

LEARNING COMMUNITIES PROGRAM The Learning Communities Program is designed to ease the transition to college for UTSA students. First-year students are enrolled in two or three core curriculum classes per semester with the same group of 25 students. Core curriculum classes taken by students in the Learning Communities Program are as academically rigorous as other sections of core curriculum courses; however, students frequently interact with faculty, learn about tools and resources for academic success, and develop critical thinking skills that promote academic success across the curriculum. Also, because students attend several classes together, a greater opportunity exists to make friends.

A wide variety of classes are available in conveniently scheduled blocks of time. During the Fall Semester, students take COR 1203 Freshman Seminar, and one or two other core curriculum classes together. In the Spring, students take two additional core curriculum classes with their Learning Community. There is no additional cost to participate. Students pay the same tuition and fees rate as all other UTSA

students. For further information, or to register for a Learning Community, contact the Office of Learning Communities, MS 2.02.11, (210) 458-7490, www.utsa.edu/lc.

MAINTAINING REGISTRATION REQUIREMENTS Students must be registered during any term in which they are taking courses or required examinations for the degree. In addition, graduate students must enroll in thesis or dissertation every term in which they receive guidance toward the thesis.



ORIENTATION UTSA Orientation is mandatory prior to registration for the following students:

- Entering freshmen
- Freshman transfer students with zero to 29 semester credit hours
- All entering international students

These students are not allowed to register without attending UTSA orientation. Orientation is strongly recommended for transfer students with 30 or more semester credit hours, but is not required.

For a listing of Summer 2003 Orientation Dates, students should consult the Orientation Web site: www.utsa.edu/students/toc_orin.htm. Students must register for these programs by sending in the orientation reservation form from the Summer 2003 Freshman Orientation or Transfer Orientation brochures. By Texas law, unless exempt, students must have TASP scores or TASP Alternative scores in order to register for classes at Orientation. Thus, students must have TASP or TASP Alternative scores in hand or on file with UTSA before attending Orientation. Students unable to fulfill this requirement will not be permitted to attend Orientation and will be required to reschedule and attend after test results have been received.

Students who need to take the TASP, or TASP Alternative, can call Testing Services (210) 458-4125 for information about the Accuplacer or Quick TASP test schedule. Quick TASP results are received on campus in five working days. Students who have not received credit previously for college level math courses, and who would like to take a math course this summer, must take a math placement exam before enrolling in their first math course. Please call Testing Services with questions about math placement.

The orientation programs provide information about UTSA's academic requirements, campus services, and student activities and also include academic advising and registration. Orientation brochures are sent to new students when they are officially admitted to the University. Contact the Office of Orientation and Transition Services, UC 1.00.40 (210) 458-4724, for more information. Students must register for these programs by sending in the orientation reservation form from the Orientation Brochure. Reservations are not taken over the telephone or by fax.

The Office of International Programs conducts a mandatory orientation program for all international students. The program orients students on basic immigration guidelines pertaining to all visa statuses. Information on intensive English testing and registration is also provided during orientation. Orientation information is sent to students upon admission to the University. For more information, call (210) 458-4770.

PHOTO IDENTIFICATION CARDS The UTSA *Card* serves as the University's identification card. Students/faculty/staff must carry this card at all times in order to obtain university services. You may obtain this card at either the 1604 office, JPL 1.01.18, or the downtown office, FS 1.506. Call (210) 458-4639 for office hours. A \$3 nonrefundable UTSA *Card* fee is assessed each semester at the time of registration. A \$10 fee is charged for replacing the UTSA *Card*. With an optional prepaid debit account, it can be used at various locations on both campuses.

RELEASE OF INFORMATION Educational student records are maintained in accordance with state and federal laws. Pursuant to the Family Educational Rights and Privacy Act, "Directory Information" at UTSA includes the following:

| | |
|---|--|
| Student's name | Dates of attendance |
| Current and permanent address | Date of graduation |
| Telephone number | Degrees and awards received |
| E-mail address | Enrollment status |
| Date and place of birth | Most recent previous educational institution attended |
| Major field of study, including concentration | Participation in officially recognized activities and sports |
| Classification | Weight and height of athletic team members |

Student consent that "Directory Information" is deemed public information is presumed. Requests to restrict the information as confidential must be submitted in writing to the Enrollment Services Center on the prescribed form by Census Date for a term. This request remains in effect until such time as the student specifically authorizes in writing the release of information. The request for confidentiality applies to insurance companies, potential employers, and other interested parties; students are advised to carefully consider the impact of having directory information withheld.

SCHOLARSHIPS The Scholarship Office administers scholarships, grants, and exemption/waiver programs for undergraduate and graduate students. A number of general scholarships are awarded each year that require students to complete only the General Scholarship Application. The scholarship application deadline is February 15 each year. Most of these scholarships are based on financial need; therefore, it is imperative that students complete the Free Application for Federal Student Aid (FAFSA) and any other documentation requested by the Office of Student Financial Aid. Students should also submit any required essays indicated on the General Scholarship Application to be considered for scholarships. Information on scholarships, applications, and exemption/waiver programs is available in the Scholarship Office, JPL 1.03.08, (210) 458-4855.

STUDENT IDENTIFICATION NUMBER UTSA assigns a student identification number to all students. While a student's Social Security number is requested at the time of admission, under the provisions of the Federal Privacy Act of 1974, a student is not required to provide the Social Security number. This is voluntary.

TAXPAYER RELIEF ACT OF 1997 The Taxpayer Relief Act of 1997 allows certain taxpayers who pay qualified tuition and fees to claim the Hope Scholarship Credit or the Lifetime Learning Credit against their federal income tax liability. IRS regulations require UTSA to report the name, social security number, and address of the student as well as any taxpayer that is claiming the student as a dependent on their federal income tax return on Form 1098-T. All students are required to complete the form only once and the information will remain in effect throughout enrollment at UTSA. A new form should not be submitted unless the information in Part II has changed.

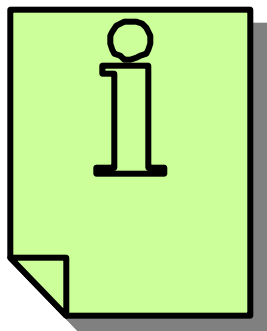
The Hope Scholarship Credit is available for qualified tuition and fees paid after December 31, 1997. The Lifetime Learning Credit is available for qualified tuition and fees paid after June 30, 1998. The credits may be claimed by the taxpayer for himself, his spouse, or any dependents. Payments by a taxpayer's dependents must be treated as having been made by the taxpayer.

The Hope Scholarship Credit is available for qualified tuition and fees as follows:

- 100% of the first \$1000, plus 50% of the second \$1000; \$1500 maximum PER STUDENT
- Must be a half time student for at least one academic period
- First two years of post-secondary education; available for two tax years.

The Lifetime Learning Credit is available for qualified tuition and fees with no restrictions regarding minimum enrollment or academic classification as follows:

- 20% of the first \$5000 (\$10,000 after 2002) PER TAXPAYER
- Not limited to first two years of education
- No minimum course load requirement
- No limit on number of years credit can be taken
- Cannot combine with Hope Scholarship Credit for same student in same tax year.



TEACHER CERTIFICATION PROGRAM Specific information regarding admission requirements for the Teacher Certification undergraduate, postbaccalaureate, and professional certification programs, and the required program applications, may be obtained in the College of Education and Human Development Advising and Certification Center, MS 4.01.74, (210) 458-4424. To be eligible for admission to the Teacher Certification Program, applicants must meet the following criteria:

- Be in good standing with the University
- Hold a Junior classification (60 semester credit hours or above)
- Earn minimum TASP scores of 230 for reading and math, and score of 220 for writing
- Have completed at least three courses at UTSA (9 semester credit hours)
- Have completed all core curriculum requirements with at least an average grade of “C,” with a minimum grade-point average of 2.5 on work completed at UTSA and cumulative grade-point average of 2.5 overall
- Complete COM 2123 and IDS 2003 with a grade of “C” or better
- (Elementary certification) Complete IDS 2083 with a grade of “C” or better
- (Secondary certification) Complete CS 1033 with a grade of “C” or better
- Submit to a Texas Department of Public Safety criminal background check*

*All UTSA Teacher Certification Program applicants must submit to a Texas Department of Public Safety criminal background check upon application to the program and every semester during which they will interact directly with minor children or adults of diminished capacity. Students who are unable to provide a clear criminal background check may not be admitted to, or permitted to complete, the program.

TRANSCRIPT SERVICE Transcripts may be requested in one of three ways:

- in person on a first-come, first-served basis at the Enrollment Services Centers at the 1604 and Downtown campuses (Please note that next-day pick up may be required if the volume of transcript requests during any given day is excessive.)
- by fax at (210) 458-5959
- in writing to the following address: The University of Texas at San Antonio, Office the Registrar, 6900 North Loop 1604 West, San Antonio, TX 78249-0608.

A maximum of five transcripts may be requested in one day. There is no charge. Requests for transcripts from students who have a financial obligation or other commitment outstanding to the University are not honored until the obligation is cleared. Transcript requests by telephone to the Office of the Registrar are not accepted. Transcripts requested by fax or by mail are processed within three business days.

A transcript request form is available on the UTSA Web site at www.utsa.edu. Please print, complete, sign, and fax or mail the form. If you do not have Web access, write a letter that includes your name, student ID number or social security number, signature, and complete address where the transcript is to be sent.

UNDERGRADUATE ENROLLING IN GRADUATE COURSES Undergraduate students may enroll in graduate-level courses only when advance approval is granted. The appropriate form to request approval is available in the department office that offers the course or at the Enrollment Services Center. Students should bring the approved form to the Enrollment Services Center during their designated registration time.

UNIVERSITY POLICIES AND PROCEDURES Students are responsible for becoming familiar with University policies and procedures as stated in the current *UTSA Information* bulletin, catalogs, and Schedule of Classes and Registration Instructions. Questions regarding academic policies should be referred to the student's advisor and/or to the departments offering the courses and programs in which students are interested. Questions regarding financial aid, admission, and registration matters should be referred to the Enrollment Services Center.

UTSA BOOKSTORE Located on the first floor of the University Center at UTSA–1604 and on the first floor of the Buena Vista Street Building at UTSA–Downtown, the UTSA Bookstore offers a variety of academic services. In addition to a full line of new and used textbooks, the bookstore offers general reading and reference books, magazines, school supplies, imprinted clothing, giftware, and greeting cards. The Marketplace, located in the bookstore, offers snacks, drinks, and sundries. The UTSA Bookstore also buys used textbooks year-round for competitive prices. Please visit the bookstore for details and restrictions. UTSA Bookstore telephone numbers are (210) 458-4220 at UTSA–1604 and (210) 458-2865 at UTSA–Downtown.

VERIFICATION OF ENROLLMENT AND DEGREE UTSA student enrollment and degree verifications are reported by the National Student Clearinghouse (NSC). For students on financial aid, this means that UTSA electronically submits enrollment verification statuses to the NSC at several key periods during the semester to keep their enrollment status up to date with loan guarantors, servicers, or lenders. The NSC also provides enrollment status and deferment information to the Department of Education's National Student Loan Data System. This service provides for more efficient processing of enrollment information for financial aid loans.

The NSC also provides enrollment and degree verifications for non-lending institutions, such as travel agencies, healthcare companies, prospective employers, etc. Students who do not want to have their directory information, such as enrollment and degree status, verified in this manner should contact the Office of the Registrar to request that this information be kept confidential.

VETERANS Veterans who are eligible for enrollment certification must be registered for classes and sign an Authorization for Certification form before their enrollment will be certified. These forms may be picked up at the UTSA-1604 Office of Veterans Certification, HSS 3.01.24, (210) 458-4540; or the UTSA-Downtown Office of Veterans' Certification, FS 1.500, (210) 458-2075.

WITHDRAWAL FROM UTSA A student, who finds it necessary to withdraw from the University (i.e., drop all courses or the last class for which he or she is enrolled during a specific term), is required to complete a Withdrawal Form at the Enrollment Services Center. Students who withdraw from the University are subject to the refund, grading, and academic regulations indicated in the *UTSA Information* bulletin, catalogs, and the Schedule of Classes and Registration Instructions.



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For a copy of the Extended Education Course Catalog, or for registration information, call (210) 458-2411 or visit www.utsa.edu/vpee.



JOINT DEGREE PROGRAM IN CLINICAL LABORATORY SCIENCES UTSA/UTHSCSA SUMMER COURSE SCHEDULE

The Clinical Laboratory Sciences courses listed on this page are offered at the University of Texas Health Science Center at San Antonio (UTHSCSA) as part of the Clinical Laboratory Sciences joint degree program with the University of Texas at San Antonio. Enrollment in these courses requires that students be accepted into the Clinical Laboratory Sciences Program and that all pre-requisite courses be completed and approved by a faculty advisor. Students may enroll in these courses by completing a UTHSCSA course card available in the Department of Clinical Laboratory Sciences Office at UTHSCSA, Room 4.204 AHR. Additional information regarding enrollment and details of registration procedures at the UTHSCSA can be obtained by calling the UTHSCSA Department of Clinical Laboratory Sciences Office at (210) 567-8860. UTHSCSA classes begin May 19, 2003

| Course | Course Title | Days | Time | Room | Instructor |
|-----------|------------------------|------|-------------|-------|----------------|
| CLSC 3081 | Clinical Chemistry | M W | 8:30–10.00 | 4.110 | Burns |
| CLSC 3082 | Clinical Chemistry Lab | M W | 10:30–1:30 | 4.306 | Burns/Barnhart |
| CLSC 3010 | Body Fluids Lecture | T R | 9:00–10:15 | 4.110 | Smith/Bearden |
| CLSC 3010 | Body Fluids Lab | T R | 10:45–12:45 | 4.306 | Smith/Bearden |

UT Telecampus

The UT TeleCampus is the centralized support center for online education throughout The University of Texas System. UT TeleCampus collaborative degree program courses offered by UTSA are noted with a comment beneath the course section in this class schedule. To see a full list of courses and host universities for UTTC programs, access the UT TeleCampus website at www.telecampus.utsystem.edu. This website contains online classrooms, a digital library, free online tutorial services, 24/7 technical support, links to various admissions and registrar offices throughout the UT System and full program descriptions for the online courses and degrees the UT TeleCampus facilitates. Designated contacts at each campus, and student services support staff of the UT TeleCampus, are available to assist students. Call toll-free: (888) TEXAS-16 or (888) 839-2716 for additional information.

UTSA-1604 BUILDING CODES

| | |
|--|--|
| AC.....Activities Center | JPL.....John Peace Library Building |
| AF.....Athletic Field | MSMultidisciplinary Studies Building |
| AR.....Arts Building | PEPhysical Education Building |
| BB.....Business Building | PPB.....Physical Plant Building |
| BS.....Biosciences Building | PSL.....Physical Science Laboratory-West Campus |
| BSABusiness Services Annex-West Campus | SB.....Science Building |
| CAR.....Center for Archaeological Research-West Campus | SELSciences & Engineering Laboratory-West Campus |
| CC.....Convocation Center | S&C.....Sculpture and Ceramics Building-West Campus |
| EB.....Engineering Building | TC.....Tennis Court |
| HSSHumanities and Social Sciences Building | UC.....University Center |
| | REC.....Recreation/Wellness Center |

UTSA-DOWNTOWN BUILDING CODES

| | |
|--|--|
| BV Buena Vista Street Building, 501 W. Durango | FS..... Frio Street Building, 501 W. Durango |
| CT..... Cypress Tower, 1222 N. Main Ave. | ITC..... Institute of Texan Cultures, 801 S. Bowie St. |
| DB..... Durango Building, 501 W. Durango | ULS..... Urban Loop Studio, 615 Urban Loop |

OFF-CAMPUS BUILDING CODES

| | |
|-------------------------------------|---|
| USAA 9800 Fredericksburg Road | UTHSC..... University of Texas Health Science Center at San Antonio, 7703 Floyd Curl Drive |
|-------------------------------------|---|

THE COURSES LISTED ON THE FOLLOWING PAGES INCLUDE ALL CLASS LOCATIONS**COURSE NOTES**

Some courses have additional notes that are repetitive in nature. Rather than repeat these for every section of the course, a letter is assigned in the NOTE column next to the course title. The letter corresponds with one of the letters listed below and describes the additional information.

- A** - Special authorization is required for this course. Contact the advising office for the course.
- B** - Special authorization is required for this course. Contact the department office for the course.
- C** - Backup section. This section is initially closed. Backup sections may be opened at a later date. For more information, contact the department office for the course.
- D** - For majors only. Students who want to take business courses and are not declared majors in the College of Business should contact the College of Business Advising Office, BB 2.02.04 for assistance.
- E** - Anyone who intends to take the comprehensive examination during this semester, and is not registered for any other courses, must register for the Comprehensive Examination course for that major.
- F** - Learning Community section. For general information contact the Learning Community office, MS 2.02.11, (210) 458-7490. To register see an advisor in the Tomás Rivera Center for Student Success, UC 1.01.02, (210) 458-5170; or UTSA-Downtown, DB 2.114, (210) 458-2838.
- G** - Students may not register for Independent Study courses by telephone or *ASAP*. Fill out the Independent Study Course Form, obtain the authorizations, and bring the form to the Enrollment Services Center. The form is reviewed and you are registered manually.
- H** - Developmental education course. Developmental education courses are not used for graduation credit. Students placed into a developmental education course by either TASP, the Math Placement Test, SAT, ACT, or TAAS may not drop that course via telephone or *ASAP*. Students must contact the Tomás Rivera Center for Student Success to obtain permission to drop this class.
- I** - Students who do not attend the first week of lab for orientation and check-in, may be automatically dropped in order to allow other students to add. For BIO and AHS labs the professor listed supervises the lab and the instructor of the lab is to be announced.
- J** - Only students in the Region 20 Education Service Center's alternative teacher certification program may register for this section. Contact the Region 20 office for approval.
- K** - Concurrent enrollment is required in both a lecture and lab section for this course.
- L** - Students must have completed 32 semester credit hours or more to enroll in this course.
- M** - Interactive video classes are taught via two-way audio/video conferencing between UTSA and specific remote locations such as the UTSA-Downtown campus and USAA. Students should register for the section of the course at the location where they plan to attend.
- N** - This section has a service-learning (S-L) component. S-L is a type of experiential learning in which students have an opportunity to participate in out-of-class activities and projects with non-profit community agencies.

FINAL EXAMINATION SCHEDULE AND CLASS SCHEDULE CODES

Students are responsible for verifying their final examination schedules at the time of registration, since it is possible for students to create a schedule with more than one final examination at the same time. If extenuating circumstances exist for a student to create a schedule with conflicting final examinations, the student must make special arrangements at the beginning of the semester with the faculty member for an alternate final examination time.

Students registering for classes at UTSA and UTSA Downtown should take the final examination times into consideration when planning their schedules. If there is not enough time to go from one final examination location to another, students should adjust their schedules accordingly. If extenuating circumstances exist for a student to create a schedule with insufficient travel time between final examinations, the student must make special arrangements at the beginning of the semester with the faculty member for an alternate final examination time.

Except for common finals, final examinations are conducted in the same rooms in which classes normally meet. Classes with both a lecture and laboratory meet for the final examination at the time scheduled for the lecture portion of the course. **If a final examination date is not shown for a course in which you are enrolled, the examination date listed for the course whose meeting day(s) and time most closely corresponds with the meeting day(s) and time of the course in which you are enrolled is used in determining the final examination schedule.**

| First Five-Week Term (F) | Final Examination Time and Day |
|-----------------------------------|---|
| 08:00 a.m. – 09:50 a.m., M-R..... | 08:00 a.m. – 10:30 a.m.WednesdayJuly 2 |
| 10:00 a.m. – 11:50 a.m., M-R..... | 08:00 a.m. – 10:30 a.m.ThursdayJuly 3 |
| 12:00 noon – 01:50 p.m., M-R..... | 11:00 a.m. – 01:30 p.m.WednesdayJuly 2 |
| 02:00 p.m. – 03:50 p.m., M-R..... | 11:00 a.m. – 01:30 p.m.ThursdayJuly 3 |
| 04:00 p.m. – 05:50 p.m., M-R..... | 02:00 p.m. – 04:30 p.m.ThursdayJuly 3 |
| 06:00 p.m. – 07:50 p.m., M-R..... | 06:00 p.m. – 08:30 p.m.WednesdayJuly 2 |
| 08:00 p.m. – 09:50 p.m., M-R..... | 06:00 p.m. – 08:30 p.m.ThursdayJuly 3 |

| Ten-Week Term (T) | |
|-----------------------------------|---|
| 08:00 a.m. – 09:50 a.m., MW | 08:00 a.m. – 10:30 a.m.ThursdayAugust 7 |
| 10:00 a.m. – 11:50 a.m., MW | 08:00 a.m. – 10:30 a.m.FridayAugust 8 |
| 12:00 noon – 01:50 p.m., MW | 11:00 a.m. – 01:30 p.m.ThursdayAugust 7 |
| 02:00 p.m. – 03:50 p.m., MW | 11:00 a.m. – 01:30 p.m.WednesdayAugust 6 |
| 04:00 p.m. – 05:50 p.m., MW | 02:00 p.m. – 04:30 p.m.ThursdayAugust 7 |
| 06:00 p.m. – 07:50 p.m., MW | 08:00 p.m. – 10:30 p.m.ThursdayAugust 7 |
| 08:00 p.m. – 09:50 p.m., MW | 08:00 p.m. – 10:30 p.m.FridayAugust 8 |
| 08:00 a.m. – 09:50 a.m., TR..... | 08:00 a.m. – 10:30 a.m.WednesdayAugust 6 |
| 10:00 a.m. – 11:50 a.m., TR..... | 11:00 a.m. – 01:30 p.m.FridayAugust 8 |
| 12:00 noon – 01:50 p.m., TR..... | 02:00 p.m. – 04:30 p.m.WednesdayAugust 6 |
| 02:00 p.m. – 03:50 p.m., TR..... | 02:00 p.m. – 04:30 p.m.FridayAugust 8 |
| 04:00 p.m. – 05:50 p.m., TR..... | 05:00 p.m. – 08:00 p.m.ThursdayAugust 7 |
| 06:00 p.m. – 07:50 p.m., TR..... | 05:00 p.m. – 08:00 p.m.FridayAugust 8 |
| 08:00 p.m. – 09:50 p.m., TR..... | 08:00 p.m. – 10:30 p.m.WednesdayAugust 6 |

| Second Five-Week Term (S) | |
|-----------------------------------|---|
| 08:00 a.m. – 09:50 a.m., M-R..... | 08:00 a.m. – 10:30 a.m.ThursdayAugust 7 |
| 10:00 a.m. – 11:50 a.m., M-R..... | 08:00 a.m. – 10:30 a.m.FridayAugust 8 |
| 12:00 noon – 01:50 p.m., M-R..... | 11:00 a.m. – 01:30 p.m.ThursdayAugust 7 |
| 02:00 p.m. – 03:50 p.m., M-R..... | 11:00 p.m. – 01:30 p.m.WednesdayAugust 6 |
| 04:00 p.m. – 05:50 p.m., M-R..... | 02:00 p.m. – 04:30 p.m.ThursdayAugust 7 |
| 06:00 p.m. – 07:50 p.m., M-R..... | 08:00 p.m. – 10:30 p.m.ThursdayAugust 7 |
| 08:00 p.m. – 09:50 p.m., M-R..... | 08:00 p.m. – 10:30 p.m.WednesdayAugust 6 |

Three- and Four- Week Courses (I, J, K, L, M)

Courses listed in the schedule as meeting three or four weeks have their final exams at the last class meeting time.

CLASS MEETING DAYS The days classes meet are indicated by the following abbreviations:

- | | | | |
|---------|---------------------------|-------|----------------------|
| MWF - | Monday, Wednesday, Friday | W - | Wednesday only |
| TR - | Tuesday and Thursday | FS - | Friday and Saturday |
| R - | Thursday only | | |
| MW - | Monday and Wednesday | F - | Friday only |
| MTWRF - | Monday through Friday | S - | Saturday only |
| MTWR - | Monday through Thursday | U - | Sunday only |
| M - | Monday only | ARR - | Hours to be arranged |
| T - | Tuesday only | | |