Academic Advising

UTSA views sound academic advising as a significant responsibility in educating its students. Employing developmental advising principles, UTSA academic advisors offer academic advising and guidance to empower students to realize their full potential. For this reason, each student is assigned to a particular professional academic advisor so the student can establish a strong mentoring relationship with her or his advisor, whom he or she may consult on all academic and curricular issues. Each advisor has a caseload of students which allows the advisor to be knowledgeable about their students’ strengths, weaknesses, and preferences. Students should be comfortable and confident in the advice given them by their advisors, and know the advice they receive will be consistent and accurate. Students are encouraged to develop mentoring relationships with faculty for additional information and support.

Students are ultimately responsible for knowing and meeting degree requirements, for enrolling in appropriate courses to ensure orderly and timely completion of their degree programs, and for following the rules and policies of UTSA as found in the catalog, the current UTSA Information Bulletin, and the online schedule of classes. Each professional advisor sees students concerning all matters related to their academic status, such as progress toward degree completion, graduation status, academic warning, academic probation, academic dismissal, and changing majors. Students who are on academic warning or academic probation for the first time or who are reinstated after academic dismissal or with a Texas Success Initiative (TSI) deficiency are required to be advised, and holds are placed on their registration records to ensure that the student meets with the advisor. Students may also be required to meet with an advisor to obtain approval to register for restricted courses.

Frequent advisor contact provides students with current academic information and promotes progress toward educational goals. All students, regardless of classification or major, accepted into the Honors College (http://honors.utsa.edu) are advised through the Honors College. In some cases, a student may be advised by more than one advising component.

All academic advising is organized into the following components:

- **Academic Major Advising:** Downtown, Arts and Humanities, Social Sciences, Interdisciplinary Education, Business Studies, Engineering, Life and Health Sciences, Mathematical and Physical Sciences
- **Student Placement Advising** (includes students without declared majors; CAP students)
- **Pre-Professional Advising:** Health Professions, Pre-Law
- **Honors**
- **Athletics**
- **Teacher Certification**

Students may need to consult with advisors in the Athletics program, secondary teacher certification, or Health Professions Office if they are student-athletes, are seeking teacher certification at the secondary level, or are pursuing a career in the health professions.

All UTSA undergraduates are required to meet with their academic advisors no later than the first semester of their sophomore year and develop filed degree plans showing semester-by-semester course selections and expected graduation dates. A registration hold will be placed on the records of each undergraduate who has earned 45 or more semester credit hours and has not met with an advisor and filed a degree plan with an anticipated graduation date. Undergraduates are expected to meet with their advisors regularly to update their filed degree plans to ensure timely progress toward graduation.

In addition, students are required to meet with their academic advisors to complete a pre-graduation degree audit before they meet 90 semester credit hours. The pre-graduation audit is intended to inform the student about which courses are still needed to graduate, ensure that all courses needed for graduation are included in the student’s filed degree plan, and identify required prerequisites which are missing and whether scheduling accommodations are necessary. Holds may be placed on the records of each undergraduate who has earned 90 or more semester credit hours but has not completed a pre-graduation degree audit.

Undergraduates are urged to monitor their progress toward their degrees by using the online degree evaluation system available through ASAP (https://asap.utsa.edu) (Automated Student Access Program). Degree Works is the degree auditing/checking system within Banner. Students are able to run a degree evaluation in the Student Services area of ASAP.

Undergraduate Studies Support and Technology Services

The Office of Undergraduate Studies Support and Technology Services (USSTS) (http://utsa.edu/advice) provides support to all UTSA undergraduate students and the academic advising community that serves them with educational and technical services for achieving academic and professional goals. Two support programs are housed within this office: academic advising for Special Undergraduates and the National Student Exchange Program. In addition, the office provides coordination and support of the transfer articulation processes between UTSA departments and community colleges, and coordinates academic advising activities across the UTSA campuses.

National Student Exchange

UTSA is a member of the National Student Exchange (NSE) (http://utsa.edu/advice/nse.html) program, which is the only comprehensive student exchange program in the United States and now includes partners in Canada. The NSE program provides opportunities for undergraduates with 30 or more earned credit hours and a minimum grade point average of 2.5 to study for a semester or up to one calendar year at another NSE (non-Texas) institution. With more than 175 institutions located in the U.S., Puerto Rico, Guam, the Virgin Islands, and five Canadian provinces, students can continue to enhance their academic progress, broaden life experiences, and explore institutions for possible graduate school opportunities at the same cost as UTSA tuition. Please contact the Office of Undergraduate Studies Support and Technology Services for application information and deadlines.

The University of Texas System Student Exchange Program

An undergraduate student who is degree-seeking at another UT System institution and is interested in registering for courses at UTSA through a reciprocal exchange program with the student’s home institution must apply as a special undergraduate student. See Special Undergraduate Student Admission (http://catalog.utsa.edu/informationbulletin/admission/undergraduate/specialundergraduatestudents) requirements in this bulletin. This program is limited to students with more than 60 semester credit hours of degree-related college-level work. Students may register for undergraduate courses for which they have the necessary
prerequisites, provided that space is available and that they have the approval of the course instructor.

For assistance, please contact the undergraduate student exchange coordinator in the Office of Undergraduate Studies Support and Technology Services at 210-458-4302.