Enrollment Services Center

The mission of the Enrollment Services Center at The University of Texas at San Antonio is to serve students and the community in an efficient, service-friendly atmosphere. The Center provides information and guidance regarding admission, registration, financial aid, scholarships, fiscal services, and various student service-related offices. The Enrollment Services Center works closely with other UTSA offices to ensure that current information is provided to students to alleviate the need to visit numerous offices to obtain information. Service is provided at the Main and Downtown campuses as well as through the Enrollment Services Call Center.

Some of the services include:

• providing efficient and courteous service to students
• assisting students with financial aid, admission, registration, credit card payments by telephone for tuition and fees, billing, and miscellaneous student services information
• accepting and documenting admissions and registration paperwork
• providing financial aid information and counseling sessions
• answering questions regarding financial aid status, missing documents, special circumstances, and appeals for financial aid
• providing general financial aid and scholarship information through presentations to current UTSA students, prospective students and the community
• disbursing, accepting, and documenting financial aid paperwork
• assisting students with University applications, class schedules, changes of address, requests to audit classes, registration in independent study classes, and information about academic policies and procedures
• processing late registration requests and withdrawals from the University
• providing information and processing for tuition and fee loans
• printing and distributing official UTSA transcripts and accepting official transcripts from other institutions
• providing problem-solving assistance to students and making referrals to the appropriate University offices, if necessary
• providing information updates through a variety of social media including Facebook, Twitter, and AskRowdy
• answering preliminary questions related to many student service areas at the University.

Students may call 210-458-8000 or 1-800-669-0919 to speak to a representative for questions and assistance regarding enrollment at the University.