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 Student Policies, 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: Architecture and Construction Planning (Downtown), Arts and Humanities, Business Studies, Engineering, Interdisciplinary Education, Life and Health Sciences, Mathematical and Physical Sciences, Public Service and Policy Studies (Downtown), Social 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 assigned academic advisors no later than the first semester of their sophomore year and develop a filed degree plan, utilizing the planner component of Degree Works, 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 their assigned advisor and filed a degree plan with an anticipated graduation date. Undergraduates are expected to follow this filed degree plan in Degree Works and meet with their advisor regularly when they deviate from the plan or have a change in academic standing, to ensure they stay on track for timely progress toward graduation.

In addition, undergraduate students are required to meet with their academic advisors to complete a pre-graduation degree audit before they meet 90 semester credit hours toward their degree. 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, Degree Works, available through ASAP (https://asap.utsa.edu) (Automated Student Access Program) (https://asap.utsa.edu). 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.

Graduate Advising

Graduate advisors may be professional or faculty advisors and assist students in developing intellectual potential, exploring educational opportunities and life goals. Students are also encouraged to develop mentoring relationships with faculty and departmental staff for additional information and support.

Graduate students are responsible for seeking adequate academic advice, for knowing and meeting degree requirements, and for enrolling in appropriate courses to ensure orderly and timely completion of their degree programs. Frequent advisor contact provides students with current academic information and promotes progress toward educational goals.

For more information on academic advising in their departments, graduate students should contact the Graduate Advisor of Record (http://graduateschool.utsa.edu/current-students/category/graduate-advisors).