Welcome to the College of Education and Human Development’s downtown campus of the University of Texas at San Antonio. The Associate Dean’s office is here to serve you and to make sure your needs are met in a timely and efficient manner.

Just to give you a few important facts, the College of Education and Human Development Associate Dean’s office services over 70 faculty from the main campus, two departments (Counseling and Educational Psychology) and 1700 students at the downtown campus. Some of the program offerings include a bachelor’s and master’s degree in Mexican American Studies, a master’s and doctoral degree in Counseling, and a new master’s degree in School Psychology. The downtown campus is also home to the UTSA Reading Place: Plaza de Lectura, African Education Initiative: Textbooks, Learning and Materials Program, as well as the Department of Counseling Community Family Life Center. Both centers offer assistance to members of our community and work as training facilities for COEHD students. Additionally, two nationally recognized journals, The Journal of Creativity in Mental Health and The Journal of Mujeres Activas en Letras Y Cambio Social are also located at the Downtown Campus.

This manual has been developed with the assistance of previous faculty who have worked downtown. Enclosed you will find information that will aid you in navigating the downtown campus. If there is anything the Associate Dean’s office can do to assist you, please do not hesitate to call the office.
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The College of Education and Human Development (COEHD) at the University of Texas at San Antonio will be a national and international model for developing inclusive, transformative leaders guided by principles of community, equity, respect for diversity, integrity, service, and scholarship. With this vision, the COEHD will achieve recognition as a courageous community of field-engaged scholars who, with integrity, will successfully integrate high quality professional preparation, technology, and research that builds on the assets of the faculty, the students, and the community.

The COEHD will achieve this vision through its mission of developing knowledge and preparing professionals to significantly improve the education and human development processes and/or services needed to enhance the opportunities of the diverse people of Texas and the nation.

The fundamental values embedded in the Mission of the COEHD are the creation and maintenance of a democratic, collaborative learning organization that:

- promotes equity, fairness, and accountability
- recognizes a healthy balance among scholarship, teaching, and service
- develops and applies new knowledge of best practices
- prepares educators/leaders to succeed in diverse contexts
- high quality students, faculty, and staff
- builds community within and at large
- fosters the holistic development of all its members
- uses resources effectively and efficiently so that the College prepares and graduates citizens who are engaged in productive contributions to self, society, and the global community
**Associate Dean’s Office**

The office of the Associate Dean, College of Education and Human Development-Downtown, serves to support your administrative and class needs as well as our students at UTSA Downtown Campus. The following information is intended to provide a basic orientation and some answers to frequently asked questions. You are welcome and encouraged to visit or call the COEHD-DT office with any of your questions, needs and concerns.

**Marcheta Evans**, Ph.D. – Associate Dean  
Office: DB 4.222  
Phone: 458-2610

**Elizabeth Treviño** – Senior Administrative Associate  
Office: DB 4.226  
Phone: 458-2610

**Brenda Huitt** – Administrative Associate I  
Office: DB 4.226  
Phone: 458-2610
Counseling Department

Thelma Duffey, Ph.D. – Professor and Department Chair
Office: DB 4.122
Phone: 458-2600

Donna Bomnskie – Senior Administrative Associate
Office: DB 4.122
Phone: 458-2600

Teresa Maillard – Administrative Associate
Office: DB 4.122
Phone: 458-2600

Kristina Talamantez – Student Development Specialist I
Office: DB 4.122
Phone: 458-2600
Educational Psychology Department

Norma S. Guerra, Ph.D., NCSP, LSSP, LPC-S – Department Chair
Office: DB 4.322
Phone: 458-2648

Teresa Pena- Senior Administrative Associate
Office: DB 4.322
Phone: 458-2650
Fax: 458-2019

Beverly Franke – Administrative Associate I
Office: DB 4.322
Phone: 458-2650
Fax: 458-2019

Joaquin Lopez – Student Development Specialist I
Office: DB 4.322
Phone: 458-2650
Making Copies

- A copy code is assigned by COEHD Associate Dean’s Office
- A copy machine is located in the COEHD Associate Dean’s Office Workroom (DB 4.226)
  
  - Once professors are assigned a copy code for the copier, they can make copies by simply entering their code on the touch screen and pressing enter.

Work Orders

To request copies, please pick up a work order form and fill it out completely. Place the completed requests in the “Work Orders In-box” located in the Associate Dean’s Office workroom (DB 4.226). **Two Workdays’ Advance Request** is usually sufficient to ensure timely completion of your order. Completed work orders will be placed in your mailbox. If no mailbox has been assigned, completed work orders will be placed on the shelf in the workroom for pick up. Please ask the receptionist for your copies during office hours.

Copies of work order forms as well as other necessary forms and stationery can be found in Appendix A.
Equipment

There is a Scantron machine and network printer located in the COEHD-DT mailroom that is accessible to faculty at all times.

Supplies

Supplies are available in the Associate Dean’s office located in DB 4.226.

Office Space

How to Obtain Office Space

Shared office spaces are assigned at the beginning of each semester. Any professors interested in obtaining office space should notify their respective departments. Departments will then provide the Associate Dean’s Office with these names.

Once the offices have been assigned, a COEHD staff member will notify each professor of his/her shared office location and submit the access request for those Banner ID #’s to Access Control. When completed, the professors will then swipe their card for access to the office.

Note: If professors do not receive an email prior to the beginning of the semester, they should contact the COEHD Associate Dean Office at 458-2610 and inform a staff member of their need for an office space.

After Having Obtained Office Space

Professors may keep materials at their assigned station, however, please remember that it is shared space and other faculty will also have access to these work stations. Every effort is made to minimize simultaneous occupancy.
Office Computers

Shared offices are furnished with a computer at each station and one network printer. Professors must have a UTSA network account to use the computer. If professors already have a UTSA network/ email account, but have not used this account at a Downtown campus location, they will need to call the Help Desk, (Ext. 5538) to set up access on the computer they will be using. The Help Desk will request other information including the ID of the computer and printer in the office that will be used (this ID number is written on the assigned office sheet or on top of the printer).

If professors do not have a network/email account, their department can request a network account online.

IMPORTANT: PROFESSORS MUST READ AND SIGN THE UTSA COMPUTER USE POLICY

When professors are ready to use their computer for the first time, they can call the Help Desk, (Ext. 5538) to request their profile and printer to be set up. Computer and printer IDs will be required. As previously mentioned, the printer ID is on the assigned office sheet as well as on the top of the printer.

Due to the fact that this is shared space, professors are asked to “please remember to shut down their computer when finished.” This can be done by clicking the “Start” button in the lower left corner of the screen (on the Dell computers) and then selecting “Shut Down.” If the computer has been “locked” because the previous user did not log off, it will be necessary to shut down and re-start the computer. For further assistance, professors can call the Help Desk (Ext. 5538)

Office Phones

All the telephones in the “shared” offices are extensions of the same number. No audix voice messaging system is on the extension number because of the multiple user arrangement. Messages for professors should be directed to our office, 458-2610. Messages will be placed in professors’ mailboxes or sent via email.

If you are having computer problems please call the Help Desk, Ext. 5538.
Mail

Downtown mail can be found in assigned mailboxes in DB 4.318. Professors may enter the mail room by swiping their UTSA ID card after they have been provided access thru Access Control. **Professors should be receiving mail at one campus location only.** Items too large for your mailbox are placed on the table’s bottom shelf and a notification slip will be placed in your mailbox. Student work, faxes, and phone messages will be put in your mailbox as well as regular mail and notices, so please check frequently during the semester.

Other Mailroom Services

If you need to leave outgoing campus mail, or other items to be handled by our office after regular office hours, you can take your mail directly to the mailroom in the DB basement. The mail room does not handle or deliver personal mail.
Changing Class Location

Professors must let the COEHD-DT office know of any class meeting changes. If their class meets at a site other than what is officially assigned, they should inform the Associate Dean’s Office and their department of the change (Ext. 2610).

The COEHD-DT office must be informed regardless of whether the class has been moved for the entire semester, only a certain period of time, or just for one day. This information is requested in order to make it available to students.

A sign will be prepared by the Associate Dean’s office to post on the classroom door.

Class Cancellations

COEHD-DT office also needs to be informed of any class cancellations and/or other changes (Ext. 2610). A sign will then be prepared and posted on the classroom door.
Technical Assistance

Attached is a form (Appendix A) which may be used to fax in a request for technology support for classes. For immediate technical help during the day professors may call 458-2698. Professors may also contact the main office (Ext. 4520) in case you don’t get an answer. An afterhours technician for evening classes can be reached at (Ext. 2950).

Other Numbers for Technological Assistance:

**Computer Related Issues:** Call OIT Help Desk  
Phone: 458-5538

**Audio Visual Issues:** Call Academic Technology  
Office: FS 2.516  
Phone: 458-2640
Parking Information

Students, Faculty and Staff who park in the UTSA Downtown Campus must meet the same parking permit requirements as indicated for the Main campus parking areas.

Arrangements for parking permits may be made online through ASAP (my.utsa.edu).

Campus Parking

Student parking with UTSA Student Commuter permits is available in the: Durango Loop parking lot, I-35 Lots D-1 through D-5, Cattleman's Square parking lot, Monterey parking lot, and DTC Garage (special permit required).

Faculty/Staff parking is available in the: Durango Loop parking lot, I-35 Lot D-1 and D-2, Cattleman's Square parking lot, and DTC Garage.

Downtown Campus Garage (DTC)

Student Garage permit holders may park on level B3 of DTC Garage and in any unmarked spaces in the North Garage.

Faculty/Staff Reserved Garage permit holders may park on level B1 (Reserved) and B2 (Faculty/Staff A) of DTC Garage and in similarly marked spaces in the North Garage or in any unmarked space in the South Garage.

Interstate Highway 35 Parking

Lots D-1 through D-5 under I-35 (from Buena Vista/Dolorosa south to bridge abutment) are available exclusively for UTSA Faculty, Staff, and Student parking use. All five lots have Student General parking available, and Faculty/Staff spaces are located in Lots D-1 and D-2.

Cattleman's Square Parking Lot

Cattleman's Square parking lot is located across Buena Vista from the DT Campus. This lot is available to Faculty, Staff, and Students.
Visitor Parking/Pay Stations

Individuals with or without a university parking permit may park in any of the short-term paid parking spaces, provided there is time remaining on the pay station. Short-term spaces are $1.00 per hour and are located on level G (top level) of the parking garage and in the Monterey Lot. Pay Stations are located on: level G (top level) of the parking garage, in the Frio Street building commons area, the Buena Vista Street building by the theater, and in the Monterey building lobby. Short-term spaces can be paid from any of the four pay stations by entering the pay space number. Pay stations will accept bills, coins, and credit cards.

Monterey Building

UTSA honors the lease of several tenants of the Monterey Building. These tenants obtain parking permits from UTSA.

VIA Metropolitan Transit System

VIA's bus service is designed to transport riders where they need to go quickly and easily. VIA has service throughout the San Antonio area, including service between the UTSA Main and Downtown campuses. At the Main campus the VIA stop is located on Margaret Tobin Avenue, near John Peace Boulevard. At the Downtown Campus the VIA stop is located at Buena Vista and Frio Streets.

The VIA routes serving the Downtown campus are **93 and 94**

The VIA routes serving the Main campus are 93, 94, 603 and 605

Information regarding routes, schedules, special services, fares and additional information is located at the VIA web site.
## Bookstore

### Summer Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>10:00am - 5:00pm</td>
</tr>
<tr>
<td>Tue</td>
<td>10:00am - 5:00pm</td>
</tr>
<tr>
<td>Wed</td>
<td>10:00am - 5:00pm</td>
</tr>
<tr>
<td>Thu</td>
<td>10:00am - 5:00pm</td>
</tr>
<tr>
<td>Fri</td>
<td>10:00am - 2:00pm</td>
</tr>
<tr>
<td>Sat</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Sun</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

### Location

1st floor of the Buena Vista Building

### Phone

458-2865
Library - [http://lib.utsa.edu/](http://lib.utsa.edu/)

Downtown Campus - Buena Vista Street Building
501 West Durango Boulevard
Phone: (210) 458-2440

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Location</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Dean (Administration)</td>
<td>(210) 458-7506</td>
<td>JPL 4.03.16</td>
<td></td>
</tr>
<tr>
<td>Acquisitions</td>
<td>(210) 458-5507</td>
<td>JPL 2.01.16</td>
<td></td>
</tr>
<tr>
<td>Archives</td>
<td>(210) 458-2381</td>
<td>Institute of Texan Cultures, 2nd floor</td>
<td><a href="mailto:archives@utsa.edu">archives@utsa.edu</a></td>
</tr>
<tr>
<td>Cataloging</td>
<td>(210) 458-4580</td>
<td>JPL 2.01.16</td>
<td><a href="mailto:david.hughes@utsa.edu">david.hughes@utsa.edu</a></td>
</tr>
<tr>
<td>Circulation (Borrowing Materials)</td>
<td>(210) 458-4574</td>
<td>JPL 2nd Floor (1604), Buena Vista 2nd Floor (Downtown)</td>
<td><a href="mailto:circulation@utsa.edu">circulation@utsa.edu</a></td>
</tr>
<tr>
<td>(1604) 458-2440 (Downtown)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection Development</td>
<td>(210) 458-4575</td>
<td>JPL 4.03.03</td>
<td><a href="mailto:librarycolldev@utsa.edu">librarycolldev@utsa.edu</a></td>
</tr>
<tr>
<td>Instruction</td>
<td>(210) 458-6668</td>
<td>JPL 2.01.24B (1604) BV 2.314G (Downtown)</td>
<td><a href="mailto:libraryinstruction@utsa.edu">libraryinstruction@utsa.edu</a></td>
</tr>
<tr>
<td>(1604) 458-2439 (Downtown)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>(210) 458-4891</td>
<td>JPL 2.01.06A</td>
<td><a href="mailto:ill@liblist.lib.utsa.edu">ill@liblist.lib.utsa.edu</a></td>
</tr>
<tr>
<td>Library Electronic Classroom</td>
<td>(210) 458-4579</td>
<td>JPL 3rd Floor</td>
<td></td>
</tr>
<tr>
<td>Microforms/</td>
<td>(210) 458-7507</td>
<td>JPL 2nd Floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone Numbers</td>
<td>Location</td>
<td>Contact Email</td>
</tr>
<tr>
<td>---------------------</td>
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</tr>
<tr>
<td>Periodicals Unit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multimedia Center</td>
<td>(210) 458-5503</td>
<td>JPL 2nd Floor</td>
<td><a href="mailto:multimedia@utsa.edu">multimedia@utsa.edu</a></td>
</tr>
<tr>
<td>Reference</td>
<td>(210) 458-4573 (1604)</td>
<td>JPL 2nd Floor (1604)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(210) 458-2446 (Downtown)</td>
<td>Buena Vista 2nd Floor (Downtown)</td>
<td></td>
</tr>
<tr>
<td>Special Collections</td>
<td>(210) 458-5505</td>
<td>JPL 2nd Floor</td>
<td><a href="mailto:archives@utsa.edu">archives@utsa.edu</a></td>
</tr>
<tr>
<td>Systems Office</td>
<td>(210) 458-7436</td>
<td>JPL 2.01.26</td>
<td></td>
</tr>
</tbody>
</table>

**Library Hours** – For library hours, please refer to library website [http://lib.utsa.edu/](http://lib.utsa.edu/)
Computer Lab

Hours & Locations

**Frio Street Lab:**
Location: FS 2.400  
Hours vary by day. For an up to date listing of Operating hours visit, [http://scs.utsa.edu/hours_archive/op-hours_Oct.htm](http://scs.utsa.edu/hours_archive/op-hours_Oct.htm)

**COEHD Lab:**
Location: FS 3.418  
Hours: Monday - Thursday  8:00am - 8:00pm  
     Friday             8:00am - 5:00pm
Downtown Campus Fitness Center
http://utsa.edu/recreation/

The fitness center on the downtown campus offers a convenient and enjoyable exercise option! Located in the Durango Building on the third floor, the fitness center includes new fitness equipment and an exercise studio. Patrons can get a cardiovascular, strength, or instructor-led workout between classes or after work. Call (210)-458-2735 for more information.

Downtown Campus Hours

<table>
<thead>
<tr>
<th>Downtown Campus Rec</th>
<th>Mon-Thurs</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness Center</td>
<td>6:30am-8:30am</td>
<td>6:30am-8:30am</td>
<td>11am-2pm</td>
<td>CLOSED</td>
</tr>
<tr>
<td></td>
<td>11am-7pm</td>
<td>11am-7pm</td>
<td>11am-2pm</td>
<td></td>
</tr>
<tr>
<td>Rowdy Sports Court</td>
<td>9am-7pm</td>
<td>9am-7pm</td>
<td>9am-5pm</td>
<td>9am-5pm</td>
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</tbody>
</table>

Cost

Students: No cost

Staff/ Faculty: $30 monthly membership fee

Lockers: Available for $20/month (faculty, staff, and students)

Showers and Lockers

Both showers and lockers are located in the basement of the Durango Building inside the women’s and men’s restrooms.

The Downtown Campus Recreation Center offers a convenient and fun exercise option! Located in the Durango Building on the third floor, the fitness center includes new fitness equipment and an exercise studio. Patrons can get a cardiovascular, strength, or instructor-led workout in between classes or after work. Call
Downtown Sports

Downtown Intramural Champions

Group Exercise:
The Group X program is available to all UTSA students and Rec Center members. There is no commitment or sign up required. You may come as frequently as you choose!! Participants must "sign in" for each class. The studios are located on the third floor of the Rec Center to the right of the stairs. The studio is located in the Durango Building on the third floor (3.302).

<table>
<thead>
<tr>
<th>Time</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00pm-1:00pm</td>
<td></td>
<td>Zumba</td>
<td></td>
<td>Zumba</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cathy</td>
<td></td>
<td>Cathy</td>
<td></td>
</tr>
<tr>
<td>5:30-6:30pm</td>
<td>Strength Training</td>
<td>Step &amp; Abs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kristee</td>
<td>Kristee</td>
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</tr>
</tbody>
</table>

Fitness Assessments
Fitness Assessments are FREE to all UTSA students and Rec Center members. Purpose of the assessment includes: Determine physical fitness; develop fitness goals; implement a fitness program.

By Appointment Only - Email Fitness@utsa.edu to schedule an appointment
## Fitness Competitions

<table>
<thead>
<tr>
<th>Competitions Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cardio Minute Madness</strong></td>
</tr>
<tr>
<td><strong>Lift the Rec</strong></td>
</tr>
<tr>
<td><strong>Pull Up Competition</strong></td>
</tr>
<tr>
<td><strong>Push Up Competition</strong></td>
</tr>
<tr>
<td><strong>Lift the Rec</strong></td>
</tr>
</tbody>
</table>
Where to Eat

On Campus:

SUBWAY®
Monday-Thursday 10:00am-7:00pm
Friday 10:00am-2:00pm

Grille Works
Monday-Thursday 7:00am-7:00pm
Friday 7:00am-2:00pm

JCX Coffee & C-Store
Monday-Thursday 7:00am-6:00pm
Friday 7:00am-2:00pm

Home Zone
Monday-Thursday 11:00am-2:00pm & 5:00pm - 7:00pm
Friday 11:00am-2:00pm

Bene Pizzeria
Monday-Thursday 10:00am-7:00pm
Friday 10:00am-2:00pm

Walking Distance:

Pico de Gallo

Pico De Gallo Mexican Restaurant
111 S. Leona St.
Phone: (210) 225-6060, Fax (210) 225-7344

Radisson Hotel

502 WEST DURANGO
Phone: (210) 224-7155, Fax: (210) 224-9130

Mi Tierra Café & Bakery

218 Produce Row
Phone (210)-225-1262
La Margarita
120 Produce Row
info@lamargarita.com
Phone (210)-227-7140, Fax (210)-271-3097

Market Square Food Court Area
612 W. Commerce

Ranchero Grill & Tap
Phone (210)-224-7366

Teriyaki Kitchen of Farmers Market
Phone (210)-222-1117

Que Lindo Es Jalisco
Phone (210)-225-7949

Restaurants within .5 Miles

Sanitary Tortilla Mfg Co
623 Urban Loop
Phone (210)-226-9209

Golden Star Cafe
821 W. Commerce St.
Phone (210)-223-1681

ASI Es MI Tierra Cafe & Bakery
218 Produce Row
Phone (210)-225-1262

Quick Driving Distance (easy parking)
Bill Miller BBQ (Durango St.)
Blue Star Brewing Company (Alamo St.)
South Frio Saloon (South Frio)
El Mirador (St. Mary’s St.)
Rosario's (Alamo St.)
China Latina (Alamo St.)
Madhatter's Tea House and Cafe (Beauregard St.)
UTSA Police Department

In case of any emergency or concern, UTSA Police Dispatch may be contacted at Ext. 4242 (458-4242). As a general practice in any public situation, it is recommended that professors always be aware of any suspicious activity. Many deliveries are made to UTSA campuses daily and those are to be completed at designated places. Packages come through our DT campus mail services to our office. You should never accept packages or items being delivered for UTSA. Uncertain delivery personnel should be directed to the Police Office, BV 1.303

Emergency Number: 210-458-4911
Non-Emergency Number: 210-458-4242

Battery/ Locked car Assistance
The UTSA Police Dispatch offers battery/locked car assistance (Ext. 4242). Make, model, license plate, and color of vehicle will be required.

Short Notice Class Cancellations by Faculty Members
Occasionally a faculty member may find it necessary to cancel a meeting of one of his or her classes on a short notice. During the university’s normal business hours (M thru F 8:00 a.m.-5:00 p.m.), the faculty member can notify his or her academic department about a short notice class cancellation. Outside of the university’s normal business hours, the faculty member can notify the UTSA Police Department by telephone at 458-4242 about any short notice class cancellations.

Weather Related Campus Information or Closing: Call 210-458-SNOW
Lost and Found

All found property that is turned in to the University Police Lost & Found section is stored at the University Police Lost & Found for 60 days. After 60 days, the found property is transferred to the Surplus Property Department for public auctions or further disposition.

To report lost property items call 210.458.4242. To claim found property items, individuals must present a valid Texas Driver’s license, UTSA photo ID card or a valid photo ID card from another source; military ID or another state photo ID card. Individuals must be able to accurately describe the property that was lost in order to claim property from the lost and found section.
Copies of the following forms have been attached:

COEHD Associate Dean’s Office - Shared Office Information
Cancelled Class Form
Classroom Change Form
COEHD Associate Dean’s Office
Faculty Office Information

Semester: Fall   Spring   Summer
Year:

Your Shared-Faculty Office: 

Phone #:  

Mailroom:  

Access Code:  

COEHD-DT Office:  

COEHD-DT Phone:  210-458-2610
CANCELLED CLASS

DATE: ________________________________

PROFESSOR: __________________________

CLASS: ________________________________

TIME: ________________________________

BLDG: ________________________________

NOTES: ________________________________

_______________________________

_______________________________
DATE: ________________________________

PROFESSOR: __________________________

CLASS: ________________________________

TIME: _________________________________

BLDG: ________________________________

NOTES: __________________________________

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