Answers to Frequently Asked Questions
Higher Education Administration Concentration

1. How do I find out who my advisor is? When should I get advised?

The name of your advisor was listed in both the acceptance letter from the Graduate School and the acceptance letter from our department. You can also contact the SDS or ELPS Department to learn who your advisor is. Faculty contact information can be found through the UTSA Directory or ELPS Department website.

ELPS Department Faculty: [http://education.utsa.edu/educational_leadership_and_policy_studies/faculty/](http://education.utsa.edu/educational_leadership_and_policy_studies/faculty/)
SDS Contact: elisha.reynolds@utsa.edu; 210-458-6620
ELPS Department: 210-458-5436

Generally, you do not have to be advised immediately but should still be advised early in your program. If you are having a difficult time coordinating with your advisor and need to enroll in classes soon, you are encouraged to refer to your program’s Program Guide for information on the recommended sequence of coursework. If you need a Course Plan or Program Guide, please visit the Current Student Resources section of our website.

Current Student Resources:
[http://education.utsa.edu/educational_leadership_and_policy_studies/Forms_and_Links/](http://education.utsa.edu/educational_leadership_and_policy_studies/Forms_and_Links/)

2. What courses should I register for?

You should have received a Course Plan with your email of acceptance from the department. You can also obtain one through the Current Student Resources section of our department’s website (see link above).

It is strongly recommended that students take the Core Course EDU 5003: Research Methods during their first semester of study. This course provides students with the foundation to understand the research in the articles in other coursework. Students should enroll in HSA 5003: History of American Higher Education, HSA 5023: Foundation and Function of College Student Personnel, and HSA 5103: College Student Development early on in their program. Internship is taken in students’ last semester of coursework.

Please note that HSA courses are offered two out of three semesters in an academic year. The course plan at the end of this document lists when courses are offered and when during their program students should enroll in specific coursework. We encourage students to keep these recommendations in mind when planning out their course sequence.
1. Where do I find out about financial aid?

Information on financial aid can be found on the One Stop Enrollment Center website. Students who are interested in finding out more about financial aid should make an appointment with the One Stop Enrollment Center.

One Stop Enrollment Center: http://www.utsa.edu/financialaid/about/

Information about filling out FAFSA, grants, loans, etc., can be found at http://www.utsa.edu/financialaid. UTSA does set aside grant money for graduate students and there are opportunities for free money! The best advice we can give you is to do your research and apply early and often.

2. I want to transfer in credits from another university. How do I do that?

Students are allowed to transfer in usually not more than 6 hours of appropriate graduate-level coursework from another university. This coursework cannot have already been used toward a degree. The first step to transferring course work is to meet with your advisor to decide whether courses from outside universities are acceptable and where they fit into your degree plan. Afterwards, contact the SDS so she can help you with the paperwork.

The following items may be required: a letter from the student stating why they are requesting the transfer, a letter of support from the student’s advisor, course syllabi, course descriptions, a transcript from the institution reflecting the course term and grade awarded, and any other supporting documents from the course. For more information on transferring coursework, consult the Graduate Catalog, Master’s Degree Regulations section. Students should be advised that the coursework taken in the course for which transfer credit is being requested must align extremely closely with the courses offered in the UTSA curriculum.

Graduate Catalog: http://catalog.utsa.edu/graduate/

3. How and when do I register for the internship?

Students must take the internship (HSA 6943) in their last semester of enrollment before graduation. During their next-to-last semester of study, students must be cleared by their ELPS faculty advisor to register for internship. To be authorized to enroll in the internship, students must complete the required paperwork:

1. Internship Clearance Form
2. Final Course Plan with unofficial transcripts attached (can obtain through ASAP)

Students meet with their advisor so that he or she can verify eligibility and sign the above listed paperwork. If there are any courses not accounted for in the student’s Course Plan, the student will be notified by his/her faculty advisor. After obtaining the required signatures, students turn in their
internship paperwork to the Student Development Specialist. The Student Development Specialist will contact the student when he or she is clear to enroll.

The above mentioned internship paperwork, information on possible site locations, and the Internship Handbook can all be found at the department’s website, http://education.utsa.edu/educational_leadership_and_policy_studies/Forms_and_Links/#MED1Students

NOTE REGARDING INTERNSHIPS OFFERED BY OFFICES ON CAMPUS:

Various offices across the university will occasionally advertise for student “internships.” It is important that you do not confuse these internships with the internship opportunities associated with your M.Ed. requirements (and the HSA 6943 class). We cannot grant credit for such internships, even if the work done for them may correspond somewhat with the kind of experience you would get doing the HSA 6943 internships. You must go through the steps identified above in order to get credit for your HSA 6943/M.Ed. internship.

4. When do I take the comprehensive exam?

Students are required to take and pass a comprehensive exam before graduating. The exam is given the semester a student is scheduled to graduate. Students are advised to not take more than 6 hours during the semester they sit their comprehensive exams. The exams are offered in the fall and spring.

If you are not taking any other courses the semester you take the exam, you are required to enroll in EDU 6961 to maintain enrolled status through the university.

1. What if I need to take a semester off?

If you are a newly admitted student, you have two semesters to enroll in a graduate-level course to maintain your active status with the university (i.e., if you were admitted for the fall 2016 semester, you can enroll in fall 2016 or spring 2017). If you inactivate, you will have to reapply to the university.

Students who have already taken graduate-level courses may sit out for up to two years without inactivating. Keep in mind, a student has six years to complete their degrees before classes expire, so there is flexibility for students who have to take time off due to unforeseen circumstances.

2. What is a Special Graduate Student?

From the Graduate Catalog, a Special Graduate Student is, “A student who is admitted to UTSA for the purpose of enrolling in graduate and/or undergraduate courses in one or more colleges of the University without entering a degree program.”

Many students are only seeking certification and not a master’s degree so they would apply as a Special Graduate. For some students, we may have suggested applying as a Special Graduate Student if they did
not meet the GPA requirements for our program. In this case, students may begin taking graduate level work to help them raise their GPAs. The coursework Special Graduate Students complete can then be applied to their Master’s degrees once their GPA is raised to the required level. HOWEVER, no more than 12 hours of coursework done as a Special Graduate Student may be applied to the Master’s degree. Therefore, it is important for students to remain aware of how many hours they have completed so they do not lose hours.

3. I was admitted as a Special Graduate Student and am ready to switch over to “Graduate Degree-Seeking.” How do I do that?

Students who wish to change their classification from Special Graduate Student to Graduate Degree-Seeking Student must reapply to our program as a Degree-Seeking Student. Please contact the Graduate School to determine whether you need to submit any additional documents with your application, 210-458-4331.

Graduate School website: http://graduateschool.utsa.edu/

4. Have more questions?

Elisha Reynolds: elisha.reynolds@utsa.edu; (210) 458-6620
Office location: Buena Vista Building, BV 4.310 at UTSA Downtown Campus
# PRELIMINARY COURSE PLAN with Course Sequence

## Master of Education Degree with Concentration in Higher Education Administration

### College of Education and Human Development

Student Name: ___________________________  Banner ID: ________________

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semesters course has been historically offered</th>
<th>Advisor comments</th>
<th>Semester you plan to enroll in course</th>
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</thead>
<tbody>
<tr>
<td><strong>Core Requirements (9 semester credit hours)</strong></td>
<td><strong>Course Title</strong></td>
<td><strong>Offered Semesters</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU 5003</td>
<td>Research Methods</td>
<td>Fall, Spring and Summer</td>
<td>Take early in program</td>
<td></td>
</tr>
<tr>
<td>EDL 5303</td>
<td>Human Relations in Educational Administration</td>
<td>Fall, Spring and Summer</td>
<td></td>
<td></td>
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<tr>
<td>EDU 6223</td>
<td>Education in a Culturally and Linguistically Diverse Society</td>
<td>Fall, Spring and Summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Higher Education Administration Requirements (27 semester credit hours)</strong></td>
<td><strong>Course Title</strong></td>
<td><strong>Offered Semesters</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSA 5003</td>
<td>History of American Higher Education</td>
<td>Fall, Spring</td>
<td>Take early in program</td>
<td></td>
</tr>
<tr>
<td>HSA 5023</td>
<td>Foundation and Function of College Student Personnel</td>
<td>Fall, Spring</td>
<td>Take early in program</td>
<td></td>
</tr>
<tr>
<td>HSA 6503</td>
<td>The Community College</td>
<td>Spring, Summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSA 5103</td>
<td>College Student Development</td>
<td>Fall, Spring</td>
<td>Take early in program</td>
<td></td>
</tr>
<tr>
<td>HSA 5203</td>
<td>Multicultural Issues in Higher Education</td>
<td>Fall, Summer</td>
<td></td>
<td></td>
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<tr>
<td>HSA 6003</td>
<td>Higher Education Law</td>
<td>Fall, Spring</td>
<td>Take later in program</td>
<td></td>
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<tr>
<td>HSA 6123</td>
<td>Program Planning and Evaluation in Higher Education and Student Affairs</td>
<td>Fall, Spring</td>
<td>Take after EDU 5003</td>
<td></td>
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<tr>
<td>HSA 6143</td>
<td>Administration of Student Services in Higher Education</td>
<td>Spring, Summer</td>
<td>Take later in program</td>
<td></td>
</tr>
<tr>
<td>HSA 6943</td>
<td>Internship in Educational Administration (includes 150 hour internship and comprehensive examination)</td>
<td>Fall, Spring</td>
<td>Must take in last semester</td>
<td></td>
</tr>
</tbody>
</table>

1. Please note that all course offerings are tentative and may be subject to change.
2. All students are encouraged to meet their faculty advisor. Students who are seeking course substitutions, course petitions, and/or internship clearance need to meet with their advisor for review and approval. Please also notify the Student Development Specialist as additional paperwork may be required.

**Signed and Agreed Upon:**

Student: ___________________________________________ Date: ____________

ELPS Faculty Advisor^2: ___________________________ Date: ______________