Obtaining your E-ID card.
All UTSA faculty members must have an Electronic Identification (EID) card -- UTSA Card. The UTSA Card is the official identification card of the University. Your card can be used as a prepaid debit card by purchasing Rowdy Dollars. Rowdy Dollars are accepted for everything from on-campus dining to copier use. This card also allows you entrance into locked rooms and must be displayed when requested on campus.

The UTSA Card Office on the Downtown campus is located in the Frio Street Building 1.506. This office is open Monday - Thursday from 9:00am-6:00pm (closed 1:00-2:00pm) and Friday 8:00am-5:00pm (closed 1:00-2:00pm). The 1604 office is located in the Multidisciplinary Studies Building 1.01.52 and is open from 8:00am-5:00pm, Monday-Friday. For more information call 210-458-4639.

When you go to get your card, take your valid Banner number and an official form of identification (Driver’s License, Texas ID Card, Passport, etc.) to verify your identity. If you bring your Banner ID number with you, it will speed up the process time. If not, they can search for it in the office. The most important part is that your number must exist in the Banner system in order to print a card with that number on it and encode it correctly.

More info is available on the web site at <http://www.utsa.edu/utsacard>.

Obtaining your class roster.
You may print your class rosters (via the Banner system) at any time during the semester. If you need further assistance with this process, you may contact your Departmental Office. To obtain your class roster, go to www.utsa.edu
Click on “myUTSA,” then click on “ASAP.” Then click on “Login to ASAP.” Click on “Faculty Services” and scroll down to “Summary Class List” or “Class Photo List.”

Parking Information.
Adjunct faculty may purchase any permit available online for the appropriate fee. There are provisions to use payroll deductions for a permit. Campus maps are available online as well. To obtain your parking permit, go to www.utsa.edu
Click on “myUTSA,” then click on “Login to ASAP.” Click on “Employee Services” and click on “Business Auxiliary Services Parking Division.” Scroll down and click on “request a permit.”

Any questions regarding parking should be directed to the Business Auxiliary Services Parking Division. They are located in MS 1.01.52 and their phone number is 210-458-PARK (7275). Business hours are Monday-Friday 8:00am-5:00pm.
Important Dates the Fall 2012 Semester:
Convocation: Monday, August 27 9:30am-10:30am, Convocation Center
COEHD Roadrunner Days: Monday, August 27 10:30am-12:00pm, Ground Floor of Main Building
First Day of Classes: Wednesday, August 29
Last Day to Add: Wednesday, September 5
Labor Day – University Holiday: Monday, September 3
Census Date: Friday, September 14
  Census Day is the 12th class day. This is when the official University headcount for the Semester occurs. Please be certain that everyone who is attending your class is on your roster. It is very costly to the University to add students to your class after census day. Do not allow students to attend class if they are not on the official class roster. Adding students after census date is greatly discouraged and may not be approved even if the student has attended every class.
Thanksgiving – University Holiday: November 22-24
Last Day to Drop (for all undergraduates excluding athletes and international students): Wednesday, December 5
Last Day to Drop (graduate students): Thursday, November 1
Last Day to Withdraw from the University (drop all classes): Wednesday, December 5
Undergraduate students other than athletes and international students may withdraw from the University via ASAP. Athletes who wish to withdraw must contact the Office of Academic Services in the Department of Intercollegiate Athletics; international students who wish to withdraw must contact the Office of International Programs.
Graduate students who wish to withdraw from the University must submit a completed and signed Withdrawal Form to the Enrollment Services Center. The form may be obtained on the Registrar’s Web site. International graduate students must also have the approval of the Office of International Programs.
Midterm Grades Due: Monday, October 15 at 2pm Faculty members are required to report midterm grades for all freshmen, and for all other undergraduates whose course performance at the time midterm grades are submitted is at the level of a grade of “D” or “F.”
Study Days: Monday, December 10 and Tuesday, December 11. Classes do not meet.
Final Exams: December 12-18 (Wednesday-Tuesday)
Final Grades Due: Friday, December 21 at 2pm
Commencement: Tentatively December 20-22 (Thursday-Saturday)

Retention of Student Records. (Handbook of Operating Procedures, 2.19)
Faculty members will retain student work not returned to the student (such as examinations, term papers, and other materials) for at least two semesters after the conclusion of a course. During this time students will have access to these materials should they ask for them.
Faculty may dispose of these records at the conclusion of that time period. All grades, including all those assigned during a semester as well as the final grade, should be recorded in a separate grade book which should be retained for a minimum of three years.

Short Notice Class Cancellations by Faculty Members
Occasionally, because of unforeseen circumstances, 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, and the department will send
someone to the classroom to place a notice on the door or otherwise inform the students of the 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. The UTSA Police Department will dispatch an officer to the classroom to notify the students. This outside of the normal business hours notification procedure will prevent our evening and weekend students from having to wait unnecessarily when a faculty member finds that he or she will not be able to meet a class as planned.

Syllabus Guidelines.
Probably the most formal relationship you establish with students is through the course syllabus. As the number of students taking courses in the College has grown, so also have the number of problems related to misunderstanding of course expectations and instructor policies. To help alleviate some of those problems, you should adhere to the following guidelines pertaining to syllabi.

**Items to Include in Your Syllabus**

1. **Evaluation Methods Employed in the Course.** You are required to inform students (prior to the end of the add/drop period) of how they are going to be evaluated in the course. This information should be as specific as possible. These methods may be changed during the semester provided that no student is penalized by the change. (Handbook of Operating Procedures, Chapter 2.17)

Final examinations or other evaluative activities are required in all organized courses. These exams and evaluations are held at the close of each semester, minimester and summer term. The time and place of final examinations for organized courses are given in the University’s Final Examination Schedule which appears in the UTSA Schedule of Classes for each semester, minimester and summer term. The Schedule is to be followed as announced, with final examinations given on the dates and at the times when they are scheduled and in the places where they are scheduled. **No final exam may be scheduled or given prior to Final Exam week.**

2. **Grade Scale.** How the grade will be derived and your grading scale must be clearly stated on your syllabus. There is no University grade scale.

3. **Attendance & Class Participation.** Attendance and class participation are required in all remedial courses. Students are expected to regularly attend and participate in all other courses. If either attendance or class participation is listed as required and a part of the grade, you must maintain records of when you take attendance and must demonstrate that the class participation grade is applied consistently to all students. (Handbook of Operating Procedures, Chapter 5.9)

4. **Make-up Work.** Students celebrating religious holidays and students absent on official University business must be allowed to make up work they miss. Any other make-up work is at the discretion of the instructor, but your policy on make-up work must be applied uniformly to all students. (Handbook of Operating Procedures, Chapter 5.9)

5. **Information on Scholastic Dishonesty, Particularly Plagiarism.** Scholastic dishonesty is considered a student discipline issue. **You may not penalize a student for scholastic dishonesty without following procedures outlined in the Handbook of Operating Procedures.** (Handbook of
Operating Procedures, Chapter 2.37) We encourage you to include the following statement in your syllabus:

Students are expected to be above reproach in scholastic activities. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the University. According to The Regents’ Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22, "Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an exam for another person, and act designed to give unfair advantage to a student or the attempt to commit such acts." Since scholastic dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced.

6. Information on Criminal Background Checks.
Please include the following statement on your syllabus for all undergraduate courses: Criminal background checks will be conducted by area ISD’s and other receiving agencies on all students enrolled in selected undergraduate courses in the College of Education and Human Development (COEHD). Since observation and interaction with minors is required for successful completion of degree programs in the COEHD, students who do not have a clear criminal background check may not be able to continue in the programs of the College.

7. Students with disabilities must be registered with the Office of Disability Services located in MS 2.03.18, (210) 458-4157 (Voice), (210) 591-7318 (Videophone), or UTSA Downtown, BV 1.302, (210) 458-2945 (Voice), 866-954-3650 (Videophone), in order to receive support services.

8. Special Requirements. Field trips or unique equipment or supplies that must be purchased for the course should be identified in the syllabus.

9. Office Hours. These should be listed in the syllabus and be posted on your door. If you do not have an office or you share an office, you should make yourself available to your students. This may be in the classroom prior to &/or after your class. Please use your best judgment when sensitive or confidential topics are discussed.

10. The Roadrunner Creed (enclosed)

11. The University of Texas at San Antonio Academic Honor Code (enclosed)

Obviously, the syllabus will contain a variety of other information related to the conduct of the course, among which may be

- course goals and objectives,
- textbooks and reading assignments,
- important dates,
- a course calendar or schedule,
- list any competencies (e.g.: TExES, CACREP) addressed in your class. (Consult the SBEC web page for a complete listing of competencies, [http://www.sbec.state.tx.us/](http://www.sbec.state.tx.us/))

There are a number of policies contained in the UTSA Faculty Handbook that will give you guidance related to other classroom issues such as eating and drinking in the classroom, final examinations, use of tape recorders, and releases for field trips.
Finally, your Department may provide additional information on classroom policies and procedures related to the students. Please do not hesitate to contact your Department Chair or the Dean’s Office anytime you have questions related to these issues.

**Procedures to Add a Closed Class.**
Most undergraduate classes close when they are at maximum room capacity. However, some courses have been “capped” and will close even though there are chairs available in the classroom. (For example, C&I 4403 and C&I 4303 are capped at 20.) Graduate courses will likely close while there is room available.

Waitlisting is a process where a student can “wait in line” electronically through ASAP for classes that have met their set maximum enrollment (closed). Waitlisting is being piloted in the COEHD for Fall 2012. Many departments within the COEHD have elected to have certain courses waitlisted. **Before signing an add form make certain that the course does not have an active waitlist, as you may be allowing students not on the waitlist to skip ahead of those on the waitlist.**

**To add a closed class,**
- if the classroom is at full capacity, students may not be added. They should continue to try to register for the course until the last day to add. As other students drop the class, this will open up room in your class. Since registration is computerized, there is no need for you to keep a waiting list.
- if the class is closed but there are still chairs available in the classroom (i.e.: the class is capped at 20 and the classroom will hold a maximum of 35), the student will bring an add form for your signature.

In cases such as this, the student must obtain an Add Form and the necessary approvals. For undergraduate students these include: the instructor, the advisor in the advising center, and the department head.

Graduate students must obtain approvals from the instructor and the Graduate Advisor of Record or the Department Chair or the Associate Dean for Graduate Studies.

Any adds after census date, are greatly discouraged and require the signature of the Associate Dean for Undergraduate Student Success (for undergrads) or Associate Dean for Graduate Studies (for grad students) and the Vice-Provost/Dean for the University College, formerly Undergraduate Studies, (for undergrads) or the Dean of the Graduate School (for grad students). If the necessary approvals are obtained, undergraduate students should go to Enrollment Services (JPL 1.01.08). Graduate Students should contact the department in which the course is taught. For classes within the COEHD, Graduate Students should contact the Student Development Specialist located in each department. The Student Development Specialist will assist students with department overrides and/or other related questions.
Advising & Certification Center.
The Advising & Certification Center is located in MB 3.214 (458-4424) on the 1604 campus and in BV 1.304 (458-2550) at the Downtown campus. The Center provides academic advising for undergraduate students. Academic advising for graduate students is provided by tenured and tenure-track faculty.

Certification services (458-6287) are provided in the Center for all students completing teacher certification at UTSA, as well as certification as a School Counselor, Principal, Reading Specialist, Superintendent, or Master Reading Teacher.

Graduate students seeking certification in any of these areas, should make an appointment to discuss certification requirements and procedures for the TExES Exam(s). Undergraduate students seeking a degree and/or certification should keep in close contact with the Center to be certain they are on the right track to graduation and/or certification.

Policies & Procedures

Administrative Drop.
Instructors may not drop students for non-attendance. See the Information Bulletin on line for more information. (http://www.utsa.edu/infoguide/) In instances after the drop date where there are documented extenuating circumstances, an undergraduate student should initiate the process by contacting you. If you believe a “drop” is warranted, contact an Associate Dean for further direction. The criteria for granting administrative drops include urgent and substantiated, nonacademic reasons or extenuating circumstances that directly affect the student and are beyond the student’s control such as illness or hospitalization.

Medical or Mental Health Drop.
For a medical drop, students are advised to contact Student Health Services for more information at (210) 458-4142.

For a mental health drop, students are advised to contact Counseling Services for more information at (210) 458-4140.

Course Incomplete.
To eligible for an incomplete, students must have completed at least three-fourths of the course and be passing. To give a student an “Incomplete” in your course, you should fill out the Requirements for Removal of Incomplete form on line via ASAP at the time grades are due. Your department may have additional guidelines regarding incompletes. The grade “IN” is given by an instructor to indicate that some part of the work of a student in a course has, for good reason, not been completed, while the remainder of the student’s work in the course was satisfactorily completed. The Incomplete allows a student to complete the course without repeating it. A grade of Incomplete may not be assigned when a definite grade can be given for the work done.
Whenever a grade of Incomplete is assigned, the instructor is required to submit requirements for removal of the Incomplete. Although the student has a maximum of one year to complete the course requirements, the instructor may set an earlier deadline. After course requirements are fulfilled, the instructor will submit a change of grade form. You should check ASAP to be sure the change of grade has been processed.

In undergraduate courses, incomplete work must be made up no later than the end of the final examination period one year from the semester the Incomplete was received and before the student’s graduation. A student cannot graduate with an “IN” grade on the transcript. If the work is not completed within this time, the “IN” is automatically changed to a grade of “F” or “NC.”

UNDER NO CIRCUMSTANCES WILL GRADES BE CHANGED AFTER ONE CALENDAR YEAR.

Academic and Grade Grievance Procedures.
In resolving any student grievance regarding grades, evaluations or other academically-related situations involving a faculty member, the student must first make a serious effort to resolve the matter with the faculty member with whom the grievance originated. It is University policy that individual faculty members retain primary responsibility for assigning grades and student evaluations. The faculty member’s judgment is final unless compelling evidence shows discrimination, differential treatment or factual mistake, or violation of a relevant University policy. When the faculty member has made his/her final decision it is requested that he/she provide a formal letter/memo on letterhead to the student indicating his/her decision with justification. Please keep a copy of this letter for your records and provide a copy of this letter to the Department Chair.

If the matter is not resolved, the student may file a formal grade grievance with the Department Chair. The student must file the grievance in writing with the Department Chair within 90 calendar days from the end of the term in which the grade was assigned or the other concern or incident occurred.

The Department Chair will communicate his or her decision to the student via a formal letter on letterhead and forward a copy of this letter along with a copy of the instructor’s letter to the Associate Dean of Undergraduate Student Success (for undergrads) or the Associate Dean for Graduate Studies (for grad students). The student may appeal the decision to the appropriate Associate Dean and then, if necessary, to the Vice Provost/Dean for the University College or Dean of the Graduate School. The decision of the Vice Provost/Dean for the University College or Dean of the Graduate School is final.
Emergency Issues
In case of ANY emergency or concern, call UTSA Police Dispatch at Ext. 4242 (458-4242).
WEATHER-RELATED CAMPUS INFORMATION OR CLOSINGS, call (210) 458-SNOW

Sexual Harassment
The COEHD and the University does not tolerate sexual harassment. Read more in the UTSA Handbook of Operating Procedures policy and procedures for filing a formal complaint.

Scholastic Dishonesty (For more information consult the Information Bulletin.)
We hope you do not encounter scholastic dishonesty this semester. However, if such a situation occurs, contact your department chair and/or Ms. Anne Jimenez (458-4720) in the Office of Student Conduct and Community Standards for further direction regarding how to proceed.

Compliance Training
All benefits eligible University employees are required to complete Compliance Training modules. Each module takes only a few minutes to complete and can be accessed on line at <http://www.utsa.edu/compliance/>. You must use an on-campus University computer to access these modules.

HAVE A WONDERFUL SEMESTER!
## Appendix

COEHD Contact Information

### COEHD Professional Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>1st Point of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>COEHD Advising Center, Director</td>
<td>Sylvia Mansour</td>
<td>MB 3.214</td>
<td>458-4025</td>
</tr>
<tr>
<td>Certification Advising, Coordinator</td>
<td>Kim Perez</td>
<td>MB 3.214</td>
<td>458-6287</td>
</tr>
<tr>
<td>Undergraduate Student Services, Coordinator</td>
<td>Francesca Broder</td>
<td>MB 3.214J</td>
<td>458-4021</td>
</tr>
<tr>
<td>School Partnerships, Director</td>
<td>Gina Davis</td>
<td>NPB 1.204</td>
<td>458-8658</td>
</tr>
<tr>
<td>Student Teaching, Director</td>
<td>Janet Scott</td>
<td>NPB 1.204</td>
<td>458-8658</td>
</tr>
<tr>
<td>TExES Program, Director</td>
<td>Cherie Weiss-Curry</td>
<td>NPB 1.204</td>
<td>458-8658</td>
</tr>
</tbody>
</table>
## Department and Program Offices

<table>
<thead>
<tr>
<th>Department</th>
<th>Dept Chair</th>
<th>Office</th>
<th>Phone</th>
<th>1st Point of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bicultural Bilingual Studies</td>
<td>Dr. Belinda Flores</td>
<td>MB 3.112</td>
<td>458-5570</td>
<td>Margarita</td>
</tr>
<tr>
<td>Counseling</td>
<td>Dr. Thelma Duffey</td>
<td>DB 4.122</td>
<td>458-2602</td>
<td>Donna</td>
</tr>
<tr>
<td>Ed Leadership &amp; Policy Studies</td>
<td>Dr. Bruce Barnett</td>
<td>MB 3.310</td>
<td>458-4816</td>
<td>Michael</td>
</tr>
<tr>
<td>Educational Psychology</td>
<td>Dr. Norma Guerra</td>
<td>DB 4.322</td>
<td>458-2738</td>
<td>Teresa</td>
</tr>
<tr>
<td>Health &amp; Kinesiology</td>
<td>Dr. Wan Yao</td>
<td>MB 3.324</td>
<td>458-5642</td>
<td>Carmen</td>
</tr>
<tr>
<td>Interdisciplinary Learning &amp; Teaching</td>
<td>Dr. Mari Cortez</td>
<td>MB 2.212</td>
<td>458-4413</td>
<td>Jenny</td>
</tr>
<tr>
<td>African American Studies Program</td>
<td>Dr. Mark Giles</td>
<td>MB 3.462</td>
<td>458-8542</td>
<td>Leah</td>
</tr>
<tr>
<td>Mexican American Studies Program</td>
<td>Dr. Marie Miranda</td>
<td>DBB 4.248</td>
<td>458-5570</td>
<td>Margarita</td>
</tr>
<tr>
<td>Women Studies Institute</td>
<td>Dr. Sonia Saldivar-Hull</td>
<td>MS 3.01.14</td>
<td>458-6277</td>
<td>Carolyn</td>
</tr>
</tbody>
</table>
### Dean’s Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>1st Point of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dean</strong></td>
<td>MB 3.304</td>
<td>458-4370</td>
<td>Denise</td>
</tr>
<tr>
<td><strong>Associate Dean, Undergraduate Student Success</strong></td>
<td>MB 3.214</td>
<td>458-4416</td>
<td>Silvia</td>
</tr>
<tr>
<td><strong>Associate Dean, Teacher Education</strong></td>
<td>NPB 1.204</td>
<td>458-5818</td>
<td>Allison</td>
</tr>
<tr>
<td><strong>Associate Dean, Downtown Campus</strong></td>
<td>DB 4.226</td>
<td>458-3069</td>
<td>Liz</td>
</tr>
<tr>
<td><strong>Associate Dean, Graduate Studies</strong></td>
<td>MB 3.304</td>
<td>458-7470</td>
<td>Alicia</td>
</tr>
<tr>
<td><strong>Associate Dean, Research</strong></td>
<td>MB 3.304</td>
<td>458-4112</td>
<td></td>
</tr>
<tr>
<td><strong>Associate Dean, Consortium for Social Transformation</strong></td>
<td>MB 3.462</td>
<td>458-8542</td>
<td>Leah</td>
</tr>
</tbody>
</table>

### College Council. (Partial Information)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chair</strong></td>
<td><a href="mailto:Patricia.mcghee@utsa.edu">Patricia.mcghee@utsa.edu</a></td>
</tr>
<tr>
<td><strong>Non-Tenure Track Representative</strong></td>
<td><a href="mailto:Arnaldo.noyola@utsa.edu">Arnaldo.noyola@utsa.edu</a></td>
</tr>
</tbody>
</table>