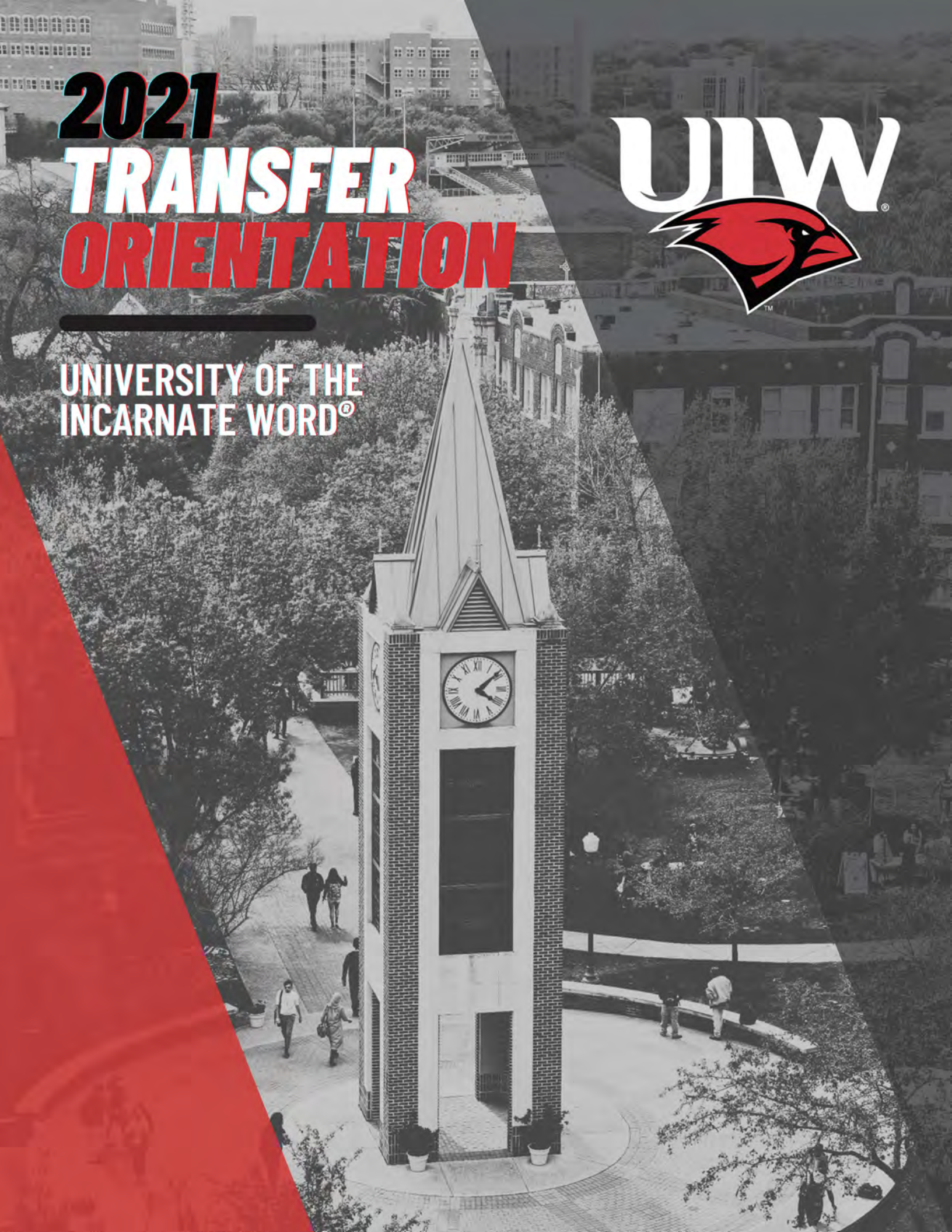


2021 **TRANSFER** **ORIENTATION**

**UNIVERSITY OF THE
INCARNATE WORD®**





ADVISING CENTER



University Advising Center

2021 - 2022 Advising Syllabus

Office Location: Student Engagement Center, Room 3120
Office Hours: Monday – Friday 8:00 am – 5:00 pm
Office Phone: 210-805-5814
Email/Website: advising@uiwtx.edu / <http://www.uiw.edu/advising/>

WELCOME TO THE **UAC** AT THE UNIVERSITY OF THE INCARNATE WORD!

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (NACADA, 2004)

In cooperation with university faculty, the mission of the University Advising Center (UAC) is to assist students in discovering their abilities, values, interests and limitations in the context of higher education. We accomplish this by collaborating with students to develop effective decision making skills and realistic goals consistent with their career choices and the realities that they will encounter in the world of work.

The UAC serves as the primary advisor to undeclared transfer, transient and non-degree seeking students. Additionally, the UAC provides supplemental advising to declared transfer students, probation students, and any students needing additional help after meeting with their assigned faculty or professional advisor. Professional Advisors serve as the primary advisor for lower classmen and secondary advisor for upperclassmen within their discipline.

UAC STAFF/PROFESSIONAL ADVISORS

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STUDENT - ADVISOR PARTNERSHIP

Both students and advisors have clear responsibilities for ensuring the advising partnership is successful.

EXPECTATIONS OF STUDENTS	EXPECTATIONS OF ACADEMIC COUNSELORS
<ul style="list-style-type: none">• Accept responsibility for your decisions and actions.• Proactively make regular contact with your advisor each semester.• Keep a personal record of your academic progress.• Become knowledgeable of UIW curriculum, graduation requirements, policies and procedures.• Be aware of important deadlines/dates each semester.• Be honest, open and be willing to share any struggles that are affecting your academic progress.• Be willing to accept the help we can offer when necessary.• Check your Cardinal Mail regularly.	<ul style="list-style-type: none">• Be accessible for meeting with advisees via office hours for advising, telephone or email.• Understand and effectively communicate UIW curriculum, graduation requirements and policies and procedures.• Refer you to appropriate resources/services.• Maintain confidentiality.• Listen carefully to your questions, comments and concerns.• Guide you in making course and major decisions.

STUDENT LEARNING OUTCOMES:

Through the advising experience, students will:

- Select their major based on their interests, abilities and career goals.
- Demonstrate knowledge of degree requirements and the ability to select courses each semester to progress towards fulfillment of their educational plans in a timely manner.
- Develop an understanding of UIW academic policies and procedures and how these policies and procedures impact their educational progress.
- Effectively utilize technology resources to assist in educational planning and course registration.
- Be able to identify and effectively use campus resources and services that can be used to assist them in achieving their academic, personal and career goals.
- Understand the importance of co-curricular programs for supporting and promoting their educational and life goals.

RESOURCES

There are a number of resources and services available on campus to aid you in your academic success. Visit the University Advising Center's website for additional information at <http://www.uiw.edu/advising/student-resources.html>.

2021-2022 ADVISING CALENDAR

<p><u>Summer 2021</u></p> <p>New Students: Attend an orientation session and review your degree checklist and class schedule with an advisor. Be sure official transcripts are sent to UIW.</p> <p>Returning Students: Be sure official transcripts are sent to UIW if you attended summer school anywhere else.</p>	<p><u>August 2021</u></p> <p>All Students: Be sure to purchase your material for your classes and check your cardinal mail daily.</p> <ul style="list-style-type: none"> • August 23rd - Fall 2021 UG classes begin • August 23rd - Late Registration: a \$50 fee charged for Fall 2021 • August 27th - Last day to apply for December 2021 graduation without a \$150 late fee • August 30th - Last day to register, add, drop or withdraw 100% for Fall 2021
<p><u>September 2021</u></p> <p>All Students: Be aware of drop dates and other deadlines.</p> <p>Returning Students: Use this time to reconnect with your advisor and let them know how your classes are going.</p> <p>New Fall Students: You should receive your advisor assignment by the third week in September. Be sure to introduce yourself and let them know how your classes are going.</p>	<p><u>October-November-December 2021</u></p> <p>All Students: Meet with your advisor to plan for the spring semester. Be sure that there are no holds on your account that would prohibit you from registration.</p> <ul style="list-style-type: none"> • October 1st - Last day to apply for May 2022 graduation without a late fee • October 1st - Early Alert grades available in Bannerweb for 0000-2000 level courses. • November 1st - November 12th - Advising Period Spring 2022 • November 15th – 19th - Registration for Spring 2022 • November 19th - Last day to drop a class with a W or Withdraw for Fall 2021 • December 6th – 10th Finals Week <p>Check your final grades to ensure you do not need to adjust your Spring 2022 schedule.</p>
<p><u>January 2022</u></p> <p>All Students: Contact your advisor if you have questions or concerns about your fall semester grades or if you need to change your class schedule.</p> <ul style="list-style-type: none"> • January 10th – Spring 2022 classes begin • January 10th - Late Registration: a \$50 fee charged for Spring 2022 • January 14th - Last day to apply for May 2022 graduation without a \$150 administrative late fee • January 18th - Last day to register, add, drop or withdraw 100% for Spring 2022 	<p><u>February 2022</u></p> <p>All Students: Be aware of drop dates and other deadlines.</p> <p>Returning Students: Use this time to reconnect with your advisor and let them know how your classes are going.</p> <p>New Spring Students: You should receive your advisor assignment by the third week in February. Be sure to introduce yourself and let them know how your classes are going.</p> <ul style="list-style-type: none"> • February 25th - Early Alert grades available in Bannerweb for 0000-2000 level course.

<p><u>March-April 2022</u></p> <p>All Students: Meet with your advisor to plan for your summer/fall semester(s). Be sure that there are no holds on your account that would prohibit registration.</p> <ul style="list-style-type: none"> • March 1st - Last day to apply for August 2022 graduation without a \$75 late fee • March 15th – April 4th – Fall 2022 Advising Period • April 7th - 14th - Registration for Summer/ Fall 2022 	<p><u>April-May 2022</u></p> <p>All Students: If you plan on taking summer classes somewhere other than UIW be sure to submit a request to study at another institution form to the registrar's office.</p> <ul style="list-style-type: none"> • April 22nd - Last day to drop a class with a W or withdraw for Spring 2022. • May 1st - Last day to apply for December 2022 graduation without a late fee • May 2nd -6th - Finals Week <p>Check your final grades to ensure you do not need to adjust your Summer 2022 and/or Fall 2022 schedule(s).</p>
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FOUR YEAR ADVISING GUIDE

The following guide will assist you as you advance through your degree. Keep in mind you will have to make decisions about your goals and objectives. Your advisor will not make these decisions for you but will provide you with the most accurate information available and will work with you to create a realistic plan to accomplish your educational and career goals.

FRESHMAN YEAR (0-29 credit hours)

- Explore values, skills, and interests related to academic and career goals.
- Begin developing effective time management skills and work on improving or learning effective study habits skills.
- Get to know your academic/professional advisor.
- Familiarize yourself with degree requirements, responsibilities and university policies. Refer to the degree sequence for your major, undergraduate bulletin and student handbook for specific details.
- Use multiple resources to maximize your undergraduate experience (advisor, student orgs, tutoring, study groups, etc.).
- Visit **Career Services** to check out available career resources, assistance with work-study positions and help identifying potential majors. Begin to develop a resume and have it reviewed.
- Get involved in student organizations, campus activities, and community events that you find interesting and that are related to your career goals.
- Complete **15 hours** towards your **Community Service** requirement and **document your hours online through Cardinals apps > givePulse-Community Service.**

SOPHOMORE YEAR (30-59 credit hours)

- If you still have not chosen a major, visit Career Services to take a career assessment.
- Continue to build your resume.
- Continue to follow your four year degree sequence.
- Seek internships, research, study abroad, and or co-op opportunities.
- Stay involved!
- Complete **15 hours** towards your **Community Service** requirement and **document your hours online through Cardinals apps > givePulse-Community Service.**

JUNIOR YEAR (60-89 credit hours)

- Get involved in undergraduate research, internships or co-op.
- Keep updating your resume.
- Attend the annual Career Fair (Many employers are seeking interns and part-time employees).
- Research career options and graduate programs.

- Continue to follow your four year degree sequence.
- Complete your ***remaining 15 hours*** towards your ***Community Service*** requirement and **document your hours online through Cardinals apps> [givePulse](#)-Community Service.**

SENIOR YEAR (90+ hours)

- Apply for Graduation.
- Finalize career/postgraduate plans.
- Request letters of recommendation from faculty/other professionals that you have built rapport with allowing ample time for completion.
- Take graduate exams, if needed (i.e. LSAT, GRE, GMAT, MCAT).
- Utilize Career services to improve interview skills, resume techniques and continue job searching.
- Apply for graduate/professional school.
- Submit resumes, begin interviewing.



University Advising Center

Student Engagement Center, Suite 3120

210-805-5814, www.uiw.edu/advising

Student Checklist

Welcome to the University of the Incarnate Word! To help ensure a successful, seamless transition to UIW, we have prepared this checklist. Have a great semester!

BEFORE CLASSES BEGIN:

ACADEMIC ADVISING (University Advising Center, SEC 3120, 210-805-5814, www.uiw.edu/advising): Review your degree checklist and learn about degree requirements. Make sure to address any academic questions or concerns you have with an academic counselor.

REGISTRATION: Register during your designated orientation/advising session. A copy of your official class schedule will be provided during the session. Once registered, if you need assistance with changes to your class schedule or have any questions, contact the University Advising Center.

Important Summer/Fall 2021 Registration Deadline Date:

- The last day to Add/Drop or Withdrawal 100% for **Maymester is May 10, 2021**
- The last day to Add/Drop or Withdrawal 100% for **Summer I & Extended Summer is June 7, 2021**
- The last day to Add/Drop or Withdrawal 100% for **Summer II is July 12, 2021**
- The last day to Add/Drop or Withdrawal 100% for **Fall is September 3, 2021**

FINANCIAL AID (Chapel Building, Lower Level, 210-829-6008, uiw.edu/finaid): Submit your 2021-22 FAFSA and Student Information Form (SIF). Review your financial aid award letter for additional steps and/or requirements. Learn about grants, scholarships, loans and work-study opportunities. Speak with a financial aid representative to address any questions or concerns you may have.

BUSINESS OFFICE (AD 190, 210-829-6043, uiw.edu/busoff): Log onto Cardinal Apps to access the e-Payment center where you can obtain a copy of your invoice or set up a payment plan and register your vehicle through Cardinal Cars (if you will be parking in a designated UIW parking lot). If you have health insurance coverage, submit your health insurance waiver on the business office website. Speak with a business office representative to ensure your account stays clear of any financial holds.

MILITARY AND VETERAN CENTER (SEC 3030, 210-832-2154, military.uiw.edu): If you will be using veteran affairs educational benefits be sure to apply for your VA educational benefits, meet with the veteran's affair coordinator to ensure all necessary documentation has been received and submit Enrollment Certification Request Form once you have registered for classes (**you must submit this form every semester that you want your registration to be certified**).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): In compliance with FERPA, The University of the Incarnate Word will not release student records, such as academic information, student account information or financial aid information to parents/guardians, spouse or others unless permission is given by the student. To allow access you will need to authorize the individual(s) as a proxy. Use the following link for more information <https://my.uiw.edu/registrar/proxy-access.html>.

HOUSING (Office of Residence Life, SEC 3150, 210 829-6034, uiw.edu/housing): If you plan to live on campus you must complete a housing application and deposit.

PHOTO ID (Campus Engagement, SEC 3150, 210 829-6034, uiw.edu/campuslife): Use the following link for details on obtaining your Cardinal Id. <https://my.uiw.edu/campuslife/campus-id.html>.

TRANSCRIPTS: All Official Transcripts must be received by the Office of Admissions before classes begin on Monday, August 23, 2021. An unofficial transcript statement has been provided in your graduation portfolio if you are missing any official transcripts, an academic counselor will review this form with you.

IT HELP DESK (SEC Basement, 210 829-2721, uiw.edu/ird/help_desk.html): Visit the help desk for assistance with accessing your UIW Cardinal Mail account, access to UIW wi-fi and learn more about the technology resources that are available to you as a UIW student.

CARDINAL MAIL: You are automatically assigned a student email account. This email account is used for all official UIW communication. Be sure to check your Cardinal Mail daily for timely information about campus-wide news, events, opportunities and important notices from your faculty and administrative offices.

UIW Cardinal Apps (apps.uiw.edu): Provides single sign-on access to most of the academic tech tools you will use at UIW (e.g., CardinalMail, Canvas, Bannerweb, etc.). The site also provides easy access to student account and course information. Your sign-on is the same as your CardinalMail account.

BOOKSTORE (Student Engagement Center, 1st floor, 210-829-6056): Visit the bookstore's website (www.bkstr.com/incarnatewordstore/shop/textbooks-and-course-materials) to purchase textbooks and other course materials. Be sure to have your class schedule available when searching.

TITLE IX & SEXUAL MISCONDUCT COURSE: Check your UIW email for instructions on how to log in and complete the online course. It is very important that you complete it by the designated deadline.

AFTER CLASSES BEGIN:

ADVISOR ASSIGNMENTS: Three weeks after school begins, you will receive an email notification of your advisor assignment. This notice will only be sent to your UIW Cardinal Email account.

STUDENT RESOURCES: Be sure to utilize resources available to help you with your academic success.

STUDENT RESOURCES

- Resources & services available on campus to aid you in your academic success -

Advising Center
SEC 3120
(210) 805-5814
[www.uiw.edu/
advising](http://www.uiw.edu/advising)

Business Office
AD 190
(210) 829-6043
[www.uiw.edu/
busoff](http://www.uiw.edu/busoff)

**Campus
Engagement**
SEC 3150
(210) 829-6034
[www.uiw.edu/
campuslife](http://www.uiw.edu/campuslife)

Career Services
SEC 3030
(210) 829-3931
[www.uiw.edu/
career](http://www.uiw.edu/career)

**Center for
Veteran's Affairs**
SEC 3021
(210) 832-2154
[www.veterans.
uiw.edu](http://www.veterans.uiw.edu)

Counseling Services
AD 438
(210) 832-5656
[www.uiw.edu/campus
life/counseling](http://www.uiw.edu/campuslife/counseling)

Disability Services
AD Suite 51
(210) 829-3997
www.uiw.edu/sds

**Ettling Center for
Civic Leadership**
AD Room 158
(210) 283-6423
www.uiw.edu/ccl

Financial Aid
Chapel Building
Lower Level
(210) 829-6008
www.uiw.edu/finaid

**First Year
Engagement**
SEC 3120
(210) 805-3006
www.uiw.edu/firstyear

Health Services
Ground Level Agnese/
Sosa Parking Garage
(210) 829-6017
www.uiw.edu/health

**Help Desk/Media
Center Lab**
SEC Basement
(210) 829-2721
helpdesk@uiwtx.edu

**J.E. and L.E.
Mabee Library**
(210) 829-6010
[www.uiw.edu/
library](http://www.uiw.edu/library)

Math Tutoring Lab
Bonilla Science Hall
Room 336
(210) 841-7254

Mission & Ministry
AD Bldg.
Room 147
[www.uiw.edu/
ministry](http://www.uiw.edu/ministry)

Registrar's Office
AD Bldg. Room 129
(210) 829-6006
[www.uiw.edu/
registrar](http://www.uiw.edu/registrar)

Study Abroad
Grossman ICC
Room F111
(210) 805-5709
[www.uiw.edu/
studyabroad](http://www.uiw.edu/studyabroad)

Testing Services
AD 216
(210) 829-3876
[www.uiw.edu/
testingservices](http://www.uiw.edu/testingservices)

Tutoring Services
SEC 3167
(210) 829-3870
[www.uiw.edu/
tutoringservices](http://www.uiw.edu/tutoringservices)

**Writing &
Learning Center**
SEC 3167
(210) 829-3870
www.uiw.edu/wlc



ATHLETICS

UIW ATHLETICS

Students get in *FREE* to all home athletic events with student ID!
Sign up for Reds Rewards and earn prizes!
Visit uiwcardinals.com/redsrewards for details.

GET CONNECTED



@UIWATHLETICS



UIW ATHLETICS



@UIW_ATHLETICS



UIWCARDINALS.COM

MEMBERSHIP



- UIW is a member of the National Collegiate Athletic Association (NCAA) Division I and the Southland Conference.
- Men's soccer is an affiliate member of the Western Athletic Conference (WAC), while swimming and diving is a member of the Coastal Collegiate Sports Association (CCSA). Fencing competes in the Western Conference. All other sports compete in the Southland Conference.

23 TEAMS REPRESENTING 14 DIFFERENT SPORTS.

NOTEABLE WINS & CHAMPIONSHIPS

- Since beginning its transition to Division I in 2013-14, UIW has earned marquee victories in baseball (No. 7 Texas, No. 23 Texas A&M, No. 30 Notre Dame, and UTSA), men's basketball (Nebraska, Princeton and St. John's), women's basketball (Houston), and softball (Houston, Kansas, UTEP, and UTSA),
- Since its transition to Division I, UIW has won conference championships in football (2018), men's tennis (2018) and men's swimming and diving (2018, 2019 and 2020).



#The Word

ATHLETIC PROGRAMS (HOME FACILITY)

MEN'S

- Baseball (Daniel Sullivan Field sponsors by H-E-B)
- Basketball (Alice P. McDermott Center)
- Cross country
- Fencing (Henrich Center for Fencing & International Sports)
- Football (Gayle and Tom Benson Stadium)
- Golf
- Soccer (Gayle and Tom Benson Stadium)
- Swimming and Diving (Ann Barshop Natatorium)
- Tennis (Mabry Tennis Center)
- Track and Field

WOMEN'S

- Basketball (Alice P. McDermott Center)
- Cross country
- Fencing (Henrich Center for Fencing & International Sports)
- Golf
- Soccer (Gayle and Tom Benson Stadium)
- Softball (H-E-B Field)
- Swimming and Diving (Ann Barshop Natatorium)
- Synchronized Swimming (Ann Barshop Natatorium)
- Tennis (Mabry Tennis Center)
- Track and Field
- Volleyball (Alice P. McDermott Center)

UIW ATHLETICS



CHECK IN AT EVENTS. EARN POINTS. **GET REWARDED**



GET THE APP

Download the app for free in the App Store or Google Play.

EARN POINTS

Check in at events to earn points. Earn more points by sharing on social media.

GET REWARDED

Use the points you earn to claim rewards.



FEATURES

Events

Stay up to date with a consolidated schedule of events and point values.

Rewards

Use the points you've earned to claim rewards.

Profile

See your stats, track achievements, customize settings, and more.

Leaders

See where you rank among the points leaders.

Social

See your school's latest posts on social media.

Rosters

Check team rosters and learn more about the athletes.



BUSINESS OFFICE



Reminders from the
UIW Business Office
(210) 829-6043 | busad@uiwtx.edu

Payment Plans

- Tuition is due on/by the first day of the semester (refer to Academic Calendar)
- Payment plans are available through Cardinal Apps (ePayment Center)
- There is no cost to enroll in a payment plan
- Payments are due on the 1st of each consecutive month
- A new payment plan **is required** each semester
- Fall payment plans end November 1st and Spring payment plans end April 1st
- Automatic monthly payments are available

To Enroll:

1. Visit your Cardinal Apps portal
2. Select the Cashnet application (ePayment Center)
3. Select the Payment Plans tab located on the left side
4. Select *Enroll* to set up your payment plan

Granting Access to ePayment Center

Students have the option to grant access to their e-Payment Center to parents or other individuals. Parents and individuals may be authorized to set up payment plans, make payments, access student bills, and electronic 1098-T forms.

1. Visit your Cardinal Apps portal
2. Select the Cashnet application (ePayment Center)
3. Select the My Account tab located on the left side
4. Under the Payer section select the link [Send a payer invitation](#)

Student Health Insurance

Students enrolled at full-time status*, will automatically be enrolled in the student health insurance plan, provided by Wellfleet. The insurance premium will be reflected on the student's bill. Students have the option to waive** the annual premium by demonstrating comparable health insurance coverage. International students are required to maintain the student health insurance plan, provided by Wellfleet.

*Full-time students (Undergraduate 12+ hours, Graduate 6+ hours, Professional Programs, and Doctoral 6+ hours) are defined as main campus students enrolled in the traditional 16-week semester. 8-week programs are not eligible. International students are automatically billed when enrolled in 1+ hours.

**Waiver is submitted online ONLY. Refer to the [Business Office](#) webpage for waiver instructions.

Students who fail to submit an insurance waiver by September 3, 2021 will be responsible for the full premium.

Parking

Parking on UIW Campus requires your vehicle to be registered. The annual cost of parking is assessed to your student bill once you have registered your vehicle(s).

To Register Vehicle(s)

1. Visit your Cardinal Apps portal
2. Select the Cardinal Cars application
3. Select Get Permits to begin the registration process

Once you have registered your vehicle(s) return to the Cardinal Cars main homepage and select View Your Permits to ensure you have successfully completed your vehicle registration.

- Please refer to our Parking Map for additional parking information.
- Any vehicle not registered or parked in a location other than the permit-designated area, is subject to fines.

Student Refunds

Student refunds will be processed after the 100% add/drop date for the respective semester; refer to [Academic Calendar](#) for dates. A refund does not necessarily imply that your student balance is \$0. If you have not completed the Payment Authorization Form (see Title IV Federal Funding section), some charges beyond tuition and fees may still have an outstanding balance on your student account. Student may have their refunds issued directly to their personal checking or

savings account by setting up direct deposit. Students who do not set up direct deposit will receive a printed refund check mailed to the permanent address on file.

To Enroll in Direct Deposit

1. Visit your Cardinal Apps portal
 2. Select the Banner|9 My Profile application
 3. Select the section for Direct Deposit
 4. Under Accounts Payable Deposit select Add New to add your banking information
 5. Save New Deposit
- Please note that your bank account number is not the same as your debit or credit card number.
 - Students are only permitted to have one Accounts Payable Direct Deposit allocation at a time.
 - If you have closed or changed your bank account, please make sure to update your direct deposit information as soon as possible.

Title IV Federal Funding

Students may authorize the University of the Incarnate Word to apply excess Title-IV funds to satisfy other outstanding charges beyond tuition & fees, such as health insurance, parking permits, fines, and other non-course fees. To do so, students must complete a Payment Authorization Form and return it to the Office of Financial Assistance. Please contact the Office of Financial Assistance at (210) 829-6008 or finaid@uiwtx.edu.

Family Educational Rights and Privacy Act (FERPA)

FERPA provides for the confidentiality of student education records. The University of the Incarnate Word may neither disclose certain educational information concerning students nor permit inspection of their education records without the permission of the student unless such actions are covered by certain exceptions as stipulated in FERPA. For the Business Office to conduct business with anyone other than the student, they must grant Proxy Access to that individual. To grant Proxy Access visit the [Registrar's Office](#) webpage for additional instruction.



***CAMPUS
POLICE***



University of the Incarnate Word Police Department



Emergency: 911

**Non Emergency:
(210) 829-6030**

RUN

Get away from the danger area.

If no door is available, make one.

Break a window if necessary.

Alert others to the danger and take them with you.

When you arrive at a safe area, call 911.

Tell the Dispatcher All You Know

Your specific location if known

Location of the shooter if known

Number of shooters

Race and gender

Clothing style and color

Physical features

Types of weapons (handguns, rifles, shotguns, explosives, edge weapons)

If you recognize the shooter(s), give name and any known information about them.



HIDE

Become Invisible

If you cannot get out of the building, get into a classroom, bathroom or office.

If possible, allow others to shelter with you.

Lock and barricade the door with available heavy objects such as desks, furniture and cabinets.

Turn off lights and cell phones.

Get down on the floor behind any available solid cover.

Stay away from doors.

Stay on the floor and remain calm and quiet.

Do not open the door unless you are absolutely certain that the police are directly requesting you to do so.



FIGHT

If the shooter enters your area, you will be faced with a difficult decision. Will you freeze or will you fight?

If you choose to fight, plan ahead.

Stand near the door – not across the room.

If you are close to the shooter, you may have the element of surprise on your side.

If you are far away, you are likely to become a target.

Go for the gun. Don't let it go, and point it away from people.

Fight for your life!

This is not a fair fight!

Use improvised weapons, gouge eyes, bite, kick and pull hair.

When Police Arrive

The police **WILL** enter the building/area, seek out and stop the shooter.

Everyone **WILL** be viewed as a possible suspect.

DO NOT have anything in your hands.

Show **OPEN / EMPTY HANDS** at all times to the police.

STAY ON THE FLOOR/GROUND

Unless otherwise instructed by the police.

Your response to an active shooter will influence the response of others.

Use your senses and instincts to survive.

Stay calm and attempt to keep others calm.

The University of the Incarnate Word Police Department offers a Civilian Response to an Active Shooter Event presentation that covers the topics listed in this brochure and many more.

To schedule a Civilian Response to an Active Shooter Event presentation, contact:

University Police
PDAdmin@uiwtx.edu
(210) 829-6030

For further information go to:
www.uiw.edu/police/training.html

Emergency Notification

When an emergency notification is required, the chief of police or designee, will issue the emergency notification through various modes of communication. These modes of communication may include, but are not limited to:

- **Voice Mass Notification System (VMNS)**
- **RAVE Alerts** via text messaging and/or emails
- **University Website** (www.uiw.edu)
- **KUIW.org Internet Radio**
- **Fire Alarm**
- **UIW's Official Facebook Page** (www.facebook.com/uiwcardinals)
- **UIW's Official Twitter Account** (www.twitter.com/uiwcardinals)

You will receive instructions on the location of the emergency, the nature of the emergency and what you need to do (shelter in place/evacuate).

Signup for RAVE Alerts at:
www.getrave.com/login/uiw



University of the Incarnate Word Police Department

Emergency: 911 | Non Emergency: (210) 829-6030

OPERATION IDENTIFICATION

What is Operation Identification?

Operation Identification is a citizen's burglary prevention program for use in homes and businesses. The Operation ID program involves the marking of property with an identifying number as a means of discouraging burglary and theft. In communities where it has been properly implemented, Operation ID has shown dramatic results in its ability to reduce burglaries.

How Does It Work?

FIRST, mark your valuables with your Driver's License Number so that your property can be easily traced and identified as yours.

SECOND, keep a record of all the information you gathered.

How Can You Participate?

To participate in Operation Identification call the UIW Police Department to borrow an electric engraving tool. The UIWPD offers this service free of charge to our Community. You can also bring items for marking to our office.



How We Use This Information

When property is stolen, Police Departments are able to enter the make, model and serial number into a national database. By entering this information, we may be able to recover your property and may be able to identify a suspect.

INFORMATION NEEDED

Make: Brand of Item

Model Number: Example - iPhone 6s

Serial Number/Driver's License Engraving

Color

Special Conditions: Scratches, dents, etc.

Your University Police Department is taking positive actions to minimize the risk of theft and to help ensure the return of stolen property should a theft occur.

This positive action is the **Operation Identification Program**. This program has proven to be a definite deterrent to the potential burglar or thief by assuring them the property they steal can be identified by the police.

Just a few minutes of your time will help you from becoming a victim of theft and will greatly aid in the return of your item should it become lost or stolen.

Information may also be recorded at:

<https://reportit.leadsonline.com/>

[illegible]

How Do I Engrave My Own Property?

Your Driver's License Number should be used as your identifying mark on the valuables that you engrave.

A typical marking should look like this:

TXDL12345678

The Driver's License Number should be engraved on an area that cannot be easily dismantled, and which is not easily seen. After marking your property, make a list of your valuables and keep a copy of the list in a safe place. If you should subsequently become a burglary victim, you will be able to quickly describe the stolen property from the list. This will be of great help to the police in their attempts to recover the stolen property.

Marking Textbooks

First, pick a page number.

Second, pick a word or phrase.

Third, choose top or bottom.

Mark all textbooks with this information **"IN INK"**

Example: Page-42, "Don't Panic" written in the bottom left corner.

The University of the Incarnate Word Police Department offers a 1 hour "Operation ID" presentation that covers the topics listed in this brochure and many more.

**To schedule a full 1 hour
"Operation ID" presentation, contact:**

University Police
PDAdmin@uiwtx.edu
(210) 829-6030

For further information go to:
<http://www.uiw.edu/police/training.html>

This publication is available in alternate format by request. To request an alternate format, please contact UIW PD at (210) 829-6030.



University of the Incarnate Word

Police Department

Emergency: 911 | Non Emergency: (210) 829-6030

PERSONAL SAFETY

Safety Tips

Walking on Campus

- Familiarize yourself with the layout of the campus
- Plan the safest route to your destination; choose well-lit, busy pathways and streets
- Share your class schedule with your parents and trusted friends and give them your telephone numbers.
- At night, stick to well-lit areas whenever possible and avoid alleyways or shortcuts through isolated areas
- Travel in groups and avoid going out alone at night
- Use the campus escort or shuttle services at night
- Know where the emergency call boxes are located on campus and learn how to use them
- If you are being followed, change direction and go to the nearest business or home, knock on the door and request that someone call the police
- Note the description of the person following you
- Walk near the curb and avoid shrubbery or other places of potential concealment
- Tell a friend or roommate where you are going and what time you expect to return
- Stay alert to your surroundings and the people around you
- Carry your purse close to your body and keep a firm grip on it. Carry your wallet in an inside coat pocket or your front pant pocket
- Keep your keys separate from your purse or backpack
- Don't overload yourself with bags or packages. Avoid wearing shoes that restrict your movements
- Walk with a confident stride; keep your head up and look around
- If a motorist stops and asks for directions, keep your distance from the car

Exercising on Campus

- Plan your route in advance and walk/jog/run in familiar areas
- Go with a known companion if possible
- Carry identification
- Don't wear jewelry or carry cash
- Avoid secluded or dimly lit areas

Residence Halls

- Report lost or stolen residence hall keys immediately to your residence hall staff
- Report any malfunctioning locks, doors or windows to your residence life staff
- Do not leave your keys lying around in your room when you are not in the room
- Do not leave messages on your door about when you will be returning to your room
- Tell a roommate or friend if you are planning to be away overnight or for a few days
- Report any suspicious persons or activities (including solicitors) in or near your residence hall to staff or police
- Secure your valuables and engrave expensive items with identifying information Operation ID registration
- Always lock your doors and windows at night, especially if you reside on the first or second floors
- Do not leave your identification, keys, wallets, checkbooks or other valuables in open view
- Get to know your RAs and neighbors

Living Off Campus

Know the answers to the following questions:

- Do local security/police patrol the grounds/buildings where you live?
- Do you have an alarm system?
- How secure are the locks/doors?
- How often are the locks changed?
- Are there dead bolt locks on the exterior doors?
- Is parking adequate, safe and well lit?
- Are there secluded or dark areas near the buildings?
- Is there a Neighborhood Watch program?
- Is there an adequate fire safety detection and evacuation system in place?

REMEMBER:

A safe campus is everyone's responsibility!

UIW Weapons Policy:

Pursuant to the Texas Penal Code, Sections 30.06 (Trespass by License Holder with a Concealed Handgun) and 30.07 (Trespass by License Holder with an Openly Carried Handgun), a person licensed under subchapter H, Chapter 411, Government Code (Handgun Licensing Law), may not enter the UIW property with a concealed handgun, or a with a handgun that is carried openly.

The use, possession or carrying of any weapon, including but not limited to a concealed handgun, by any person on UIW property (with the exception of authorized weapon(s) carried by police officers) is prohibited and in violation of state law.

The University of the Incarnate Word will exercise the “opt out” provision of Texas Senate Bill 11, also known as the “Campus Carry” law, after discussions with the campus community.

The University of the Incarnate Word is a **WEAPONS-FREE** campus.

Remember to:

- Be responsible for your personal safety
- Be alert to potential danger
- **Trust your instincts**
- Be aware of all your surroundings
- Avoid anything that does not feel safe
- Anticipate possible problems
- Be vigilant and prepared for anything
- Report suspicious activity

What is suspicious activity?

****Anyone who acts in an unusual or frightening manner. Also, anything found or placed in an unusual location, should be considered suspicious.****

Emergency Call Boxes

**Connect directly with police dispatch and are located in various locations around campus.
Use for emergencies only.**



The University of the Incarnate Word Police Department offers a one-hour “Personal Safety” presentation that co-vers the topics listed in this brochure and many more.

To schedule a full one-hour “Personal Safety” presentation, contact:

University Police
PDAdmin@uiwtx.edu
(210) 829-6030

For further information go to:
www.uiw.edu/police/training.html

Active Shooter Response

RUN

- If possible, exit the building/area immediately, but only if it can be done safely
- Notify anyone you may encounter to exit the building immediately
- Notify the police

HIDE

If exiting the building/area is not possible, the following actions are recommended:

- Go to the nearest room or office
- Close and lock the door
- If unable to lock the door, use a wedge device or heavy furniture to block the door
- Stay low, move away from the door, keep quiet and act as if no one is in the room
- DO NOT answer the door
- Notify the police
- Provide information as needed

FIGHT

- If the shooter enters your area, you may decide to fight back. This is not an easy decision and is based upon personal beliefs and abilities.
- Improvise weapons with any items at hand.

FIGHT FOR YOUR LIFE AND THE LIVES OF OTHERS.



University of the Incarnate Word Police Department

Emergency: 911 | Non Emergency: (210) 829-6030

THEFT AND BURGLARY PREVENTION

Theft and Burglary

Theft and burglary are serious problems everywhere and the University is no exception. Because of the high number of opportunities presented, college campuses have become a favorable place for criminals.

The best ally in crime prevention is to provide our community with the proper education, awareness and crime prevention techniques.

Thieves work in office buildings, libraries, restaurants, residence halls and other places where people gather. Thefts of backpacks, purses, laptops, phones and other electronic gadgets are the most prevalent crime on campus.

By working with the police and following a few common sense recommendations, you can significantly reduce the chances of a thief stealing University or personal property.

Method of Operation of a Thief

When the thief enters a room or vehicle they will look for a purse or any valuable property in the more obvious places such as:

1. On the floor under the desk
2. On the desk
3. In desk drawers or filing cabinets
4. In dresser drawers or closets
5. Under the bed
6. In the glove compartment or center console of a car

If the thief does not locate any property within a few seconds, they will typically leave and look for a better target. Many thefts occur immediately after the property is left unattended.

REMEMBER:

One of the best ways to prevent yourself from becoming a victim is to lock your desk, office, car or room when you leave and to take your keys with you -- even if you leave for only a few minutes.

Most thieves do not stay longer than 60 seconds.

Prevention is Simple

Do not leave your property unattended and do not become distracted and inattentive to the point where property can be taken from under your nose. Thieves have even preyed upon students who have fallen asleep in the library.

Thieves looking for valuables to steal will often search offices, common areas or apartments where there is little to no pedestrian traffic. They will check up and down the hallway to see if there is opened or unlocked office doors. Thieves usually do not operate in a building where most of the doors are closed or rooms occupied.

All UIW Maintenance workers will be in uniform and will present identification when requested.

Just a few simple steps can help:

1. Lock your doors and take your keys when you leave.
2. Participate in the UIW Operation ID Program.
3. Do not prop open doors.
4. Hide your valuables when not in use.

When Working on Campus

- When you are not using your desk, lock it and take your keys with you.
- If you leave your office, always lock your door, even if you are only going to be gone for just a few minutes.
- Have all coworkers join together to watch each others property and offices.
- If you encounter a suspicious person in your building, ask if you can help them. If the person has legitimate business, they will gladly show you identification.
- If a person claims to be looking for someone in the building, make sure that the unknown individual is expected.
- If the individual refuses to cooperate, call the police immediately to have the person checked out.

WHEN IN DOUBT, CALL THE POLICE.



DONT WAIT TO CALL!

If you see a suspicious person or action, call the police immediately and answer all questions asked. Provide Dispatch with identifying description of the suspicious person, such as:

SEX - Male or Female

RACE - White, Black, Hispanic or Asian AGE - Approximate

HAIR - Style and Color

HEIGHT - Approximate

WEIGHT - Approximate

CLOTHING - What are they wearing? WHAT WAS SUSPICIOUS?

WHERE ARE THEY NOW?

DON'T LET THEM IN!

Locked doors and card readers seem like an inconvenience. Most thieves will bypass a locked door in search of an easy target.

By propping doors open, you are making a thieves job easier.

If you lose your key or Student ID, get it replaced as soon as possible. There may be a small replacement fee but that is a small cost compared to your personal safety.

IT IS YOUR JOB AS WELL AS OURS

Members of the University community are vulnerable to the same crime problems encountered by residents of any major metropolitan area. The primary purpose of the University Police is to protect the campus community from criminal activities. The patrolling of the campus and surrounding areas by the University Police is a major factor in deterring crime but, the opportunity for crime continues to exist.

You can assist us in reducing crime on campus by utilizing preventive measures to reduce the opportunity for criminal acts. You are urged both to report crimes and to practice logical prevention techniques to reduce them. We all share in the responsibility for making UIW as safe of a place as possible.

The University of the Incarnate Word Police Department offers a 1-hour "Theft and Burglary Prevention" presentation that covers the topics listed in this brochure and many more.

To schedule a full 1-hour "Theft and Burglary Prevention" presentation, contact:

University Police
PDAdmin@uiwtx.edu

(210)-829-6030

For further information go to:
www.uiw.edu/police/training.html

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CAREER SERVICES



UIW career services

HOW CAN WE HELP YOU?

- Resume Review
- Cover Letter Review
- Mock Interview
- Career Assessment
- Job Search
- Career Counseling
- Career Fairs
- Professional Development Workshops
- Career/Major Exploration

WHAT IS handshake?

Handshake is a recruiting platform connecting UIW students to top tier companies.

HERE YOU WILL BE ABLE TO...

- Search and apply for part-time/full-time
- Jobs Search and apply for internships
- Connect with employers, students and alumni
- Register for Career Services events
- Schedule appointments with career advisors

FOLLOW US AND STAY UP TO DATE ON NEW EVENTS



@uiwcareers



UIW Office of
Career Services



@UIWCareerSvcs

LOCATION & CONTACT INFO

STUDENT ENGAGEMENT CENTER
SUITE 3030

CALL US TODAY TO SET UP AN
APPOINTMENT!

[HTTPS://MY.UIW.EDU/CAREER/INDEX.HTML](https://my.uiw.edu/career/index.html)

CAREERS@UIWTX.EDU
210-829-3931

Four Year Career Plan

Discover (First Year)

- ☐ Complete the Focus2Career Assessment to understand how your skills, interests, and values relate to careers (<https://www.focus2career.com> PASSWORD: cardinal)
- ☐ Meet with a career counselor about possible career interest areas related to your major (careers@uiwtx.edu)
- ☐ Start to define a strategy for reaching your career goals
- ☐ Conduct an informational interview with a professional, faculty member, or mentor to learn the realities of your intended career
- ☐ Activate and complete your Handshake account (<https://uiw.joinhandshake.com>)
- ☐ Create a resume with a Career Advisor
- ☐ View internships posted in Handshake, identify job titles of potential interest
- ☐ Consider career-related experience through an externship, internship, co-op, research or volunteer
- ☐ Identify potential mentor to help you be successful in your professional development

Develop (Second Year)

- ☐ Update your resume and Handshake account with experiences from summer
- ☐ Create cover letter with Career Advisor
- ☐ Practice your interview skills with a Career Advisor
- ☐ Join a student organization that is related to your major or intended career – consider a leadership position in these organizations
- ☐ Create your LinkedIn account – meet with Career Advisor to learn strategies to develop your personal brand
- ☐ Meet with Career Advisor to solidify your internship search strategy
- ☐ Attend Career Services events and Career Fairs to learn about current and new semester opportunities

Experience (Third Year)

- ☐ Update your resume and Handshake account with experiences from summer
- ☐ Decide if graduate or professional school is necessary to reach your career goals, if so work with a Career Advisor to start planning (Fall)
- ☐ Conduct research to determine the types of entry-level positions for which you might qualify
- ☐ Meet with Career Advisor to solidify your career search strategy (Spring)
- ☐ Learn appropriate attire for recruitment events. Attend Career Services' Suit Up Night to purchase business professional suit and accessories
- ☐ Fine tune your interview skills by attending Career Fair Week one-on-one Mock Interview sessions
- ☐ Complete at least one internship or co-op to gain experience and build your resume
- ☐ Develop professional network via LinkedIn, student, or professional organizations

Implement (Fourth Year)

- ☐ Update your resume and Handshake account with experiences from summer
- ☐ Fine tune your cover letter and resume with a Career Advisor
- ☐ Schedule a mock interview to prepare for full-time job or graduate/professional school interviews
- ☐ Meet with Career Advisor to identify full-time job opportunities and finalize your job search plan
- ☐ Identify professionals willing to serve as references and write letters of recommendation
- ☐ Make necessary changes to Handshake profile (2) months prior to graduation



ETTLING
CENTER



ONEWORD

Commitment to Community

ETTLING CENTER FOR CIVIC LEADERSHIP & SUSTAINABILITY



Helping Others & Impacting the World

The Etting Center for Civic Leadership & Sustainability was established in 2013 under the leadership and vision of Sister Dorothy "Dot" Etting, CCVI. She envisioned a center that would focus on the development of student leaders, civic engagement in the community, enhancement of academic service learning opportunities, and the development of partnerships with local and global non-profit agencies to address the needs and issues of our global society within the construct of Catholic Social Teaching. As a result, the Center during the 2018-2019 academic year conducted over **175** programs and activities in collaboration with its campus and community partners impacting over **40,000** global community members from inner-city San Antonio to Chimbote, Peru.

Locally, the Center has been able to continue to lead several K-12 educational pipeline initiatives with entities such as the School of Science & Technology, Scouts of America-San Antonio, Ella Austin Community Center, Somerset ISD (SISD), San Antonio ISD (SAISD), and Southwest ISD (SWISD). These initiatives provide students with opportunities and experiences to enhance their educational progression. The activities include the development of an outdoor learning center (SWISD), a college and career exploration program (Ella Austin) and hosting a merit badge "university" event.

Regionally, the Center conducted its annual summer camp and winter health mission for the ARISE communities of South Texas, which impacted over **3,500** residents of the Rio Grande Valley. Plans for the 2019-2020 are in place to expand the summer camp service mission to other parts of Texas.

At the national level, the Center in association with the National Hispanic Medical Association hosted the 2nd Annual College Health Scholars Program in Spring of 2019. In the past two years, over **140** undergraduate college students have participated in this one-day conference focused on increasing the participation and matriculation rates of Latina/o students in health professional programs throughout the Southwest and nation.

On the global stage, the Center continues to support and assist with global service missions and activities in Peru, Mexico, Costa Rica, Guatemala, and Germany impacting over **5,000** global citizens.

Commitment to Community



"We hope through the intentional efforts of the Center and of our partners that we provide opportunities for our students, to have a clear understanding of UIW's core value of SERVICE. We hope that as our students transition from undergraduate to college graduate that they have a transformation. One which will encourage and motivate them to continue to serve, assist, and help others throughout their lives-- do onto others as you would have them do onto you. "

Dr. Ricardo Gonzalez

Director
Ettling Center for Civic Leadership & Sustainability
rigonza4@uiwtx.edu
(210) 832-3208



In an effort to provide meaningful and experiential opportunities for the campus community, the Center supports, assists, and implements several programs throughout the academic year. The following is a brief summary of programs conducted by the Center:

Student Engagement

Cardinal Community Leaders Program
Cardinals' Cupboard-Food Pantry
Voter Registration Initiative
DiversiTEA
Peace & Social Justice Week
Earth Week/Month

School/University Partnerships

NHMA College Health Scholars Program
Southwest ISD College/Career Expo
Latino Student Leadership Conference
K-12 School Vaccinations
STEM/GearHeads Summer Camps
Brainpower Connection Halloween

Community Partnerships

Cardinals in the Community - Global Day of Service
Golden Harvest Annual Food Drive
CCVI Immigration Action Committee
Boy Scouts of America - Badge University
Community Service Volunteer Fair
U.S. Department of Homeland Security-Naturalization Ceremony

Global Service

Oaxaca Health Mission
Peru Education & Wellness Mission
ARISE Summer Immersion Experience-South Texas
ARISE Winter Mission-South Texas
International Mission Life

Sustainability

Sustainability Scholars/Ambassadors
Cardinal Technology Recycle Program
Cardinal Move In/ Move Out
Cardinal Community Gardens
San Antonio Eco Exchange Edu
UIW Cardinal Football "Green Game"
UIW Composting Initiative
UIW/Southwest ISD Outdoor Learning Center
UIW Earth/Sustainability Week

Commitment to Community



In an effort to make the process easy for students to complete their 45 hour community service requirement for graduation, we utilize the ENGAGE/GIVE PULSE platform system. The following is a brief summary of the steps to navigate through the platform:

How do I sign-up for a Service Opportunity?

Cardinal Apps

- 1** Visit the UIW website and click on the button for CURRENT STUDENTS located at the top of the page. Enter your credentials and then click on CARDINAL APPS.

Give Pulse

- 2** Once you enter into CARDINAL APPS, please be sure to locate the GIVE PULSE app and click on that button.

Get Involved

- 3** As you enter the GIVE PULSE system, you will see your name at the top right hand of the dashboard. Along that same row, you will see a GET INVOLVED tab, click it.

Find a Match & Sign Up!

- 4** A listing of service opportunities will appear. You may adjust the offerings by your interest, date, or even a specific zip code. Now just REGISTER to sign up!

Tips when using Give Pulse

- Make sure that you SHARE your hours between organizations. For example you may REGISTER for an event with Habitat for Humanity. When completing the IMPACT for the event, one of the options offered as your scroll down to complete the form will be SHARING AND PRIVACY SETTINGS. Be sure to click on the box for University of the Incarnate Word. This ensures both entities will give you credit for the hours. You may share with as many organizations as you wish.
- You may attach a copy of the event flyer or sign in sheet, or even a selfie of you and your friends at the event. This option is available to you when completing the IMPACT.
- If for some reason you are having issues with the GIVE PULSE platform or just have a question regarding the service requirement, please do not hesitate to speak to a staff member of the Ettling Center for Civic Leadership & Sustainability at (210) 283-6423 or email us at ccl@uiwtx.edu.

How do I record service hours?

A Follow steps 1 & 2

Recording your service hours will start the same way. Enter CARDINAL APPS and then click on the GIVE PULSE button to get you in the system.

B Give Pulse Event Listing

If you are trying to record hours for an event you signed up for previously on GIVE PULSE, just go back in to the event and complete any information necessary. Don't forget to complete a reflection. **That's it, your done!**

C Not Listed in Give Pulse

Please note, that Steps C & D are to assist you record hours for an event you did not previously register for on Give Pulse or Click on your name on the dashboard and scroll to IMPACT. Which will take you to the IMPACT form.

D "Can't find it"

Click on the CAN'T FIND IT teal button and complete all the information required on the form. Be sure to complete the reflection. That's it!



15 Freshman



15 Sophomore



15 Junior

Community Service

Split up your required
45 hours of community service
equally during your first three
years



FIND SERVICE
OPPORTUNITIES



Relax Senior Year

How to Submit Service Hours

1. Go to
<https://uiw.campuslabs.com/engage>
and log in with your UIW credentials

*Be sure to use your @uiwtx.edu email



2. Scroll down to find the "Campus Links" area, then click the "Record Community Service" link

3. Then click on the "Add Impact" button

4. You can change the place of impact if you did not serve with UIW by clicking the "Change" button at the top of the form. It will give you a list to choose from or you can click the "Can't find it?" button which will allow you to type in a name and contact information.

5. Fill out the date, the amount of hours served, and answer the questions, as well as give any more feedback or upload any documents you would like.



6. Once you're satisfied, go ahead and click "Save Impact" and your submission will be verified by us!

*Don't forget to "share" with UIW



UIW Engage

Ettling Center for Civic Leadership and Sustainability

If you have any questions or concerns, please contact us at 210.283.6423, ccl@uiwtx.edu or visit us in AD 158.



@UIWECCLS



FINANCIAL AID



UNIVERSITY OF THE INCARNATE WORD FINANCIAL ASSISTANCE CHECKLIST

4301 Broadway, Box 308
San Antonio, TX 78209
Phone: (210) 829-6008
Fax: (210) 283-5053
finaid@uiwtx.edu
www.uiw.edu/finaid

PRIOR TO FALL 2021

☐ COMPLETE ANY OUTSTANDING FINANCIAL AID REQUIREMENTS

Our office will notify you of outstanding requirements via Cardinal e-mail and BannerWeb. Required forms are available in BannerWeb or can be downloaded at www.uiw.edu/finaid under “**Forms**”.

Securely send your documents to the Office of Financial Assistance using the file uploader tool online at www.uiw.edu/finaid/forms.html. Access BannerWeb through **Cardinal Apps**, or by following the instructions provided at <https://www.uiw.edu/finaid/ofa.html>

☐ VERIFY YOUR BILLED CHARGES

Review your invoice prior to each semester to make sure your charges are correct. Compare your accepted awards to your bill to determine if you need additional funding, or if you will have excess funds. Should you decide to accept loans, we recommend borrowing only what you need to cover your tuition and direct costs.

☐ HEALTH INSURANCE (WAIVE IF ELIGIBLE)

It is required for full-time main campus students to have health insurance. If you are insured, complete the annual waiver at www.uiw.edu/busoff/waivers.html each academic year before the posted deadline. Contact the **Business Office** to verify completion.

☐ REQUEST PARKING PERMIT

Students may register their vehicle online on Cardinal Cars via **Cardinal Apps**.

☐ SUBMIT OUTSIDE SCHOLARSHIPS

Outside scholarships can be mailed to:
University of the Incarnate Word, Office of Financial Assistance
4301 Broadway, CPO 308, San Antonio, TX 78209

☐ ACCEPT/DECLINE FEDERAL STUDENT LOANS

- To accept Federal student loans for the first time, you will need complete Loan Entrance Counseling and Master Promissory Note (MPN) at studentaid.gov. Please note that once you accept student loans, they will automatically be accepted each following year.
- To decline or adjust student loans, you can complete the Loan Change Request Form at: www.uiw.edu/finaid/loanchange.html.

☐ REVIEW ADDITIONAL PAYMENT OPTIONS (IF APPLICABLE)

• Monthly Payment Plan

You can enroll in a payment plan through the ePayment Center. Contact the Business Office for more details.

• Parent PLUS Loan

Parents of dependent undergraduate students may apply for a Parent PLUS Loan online at studentaid.gov.

• Private Loan Options

You may also apply for a private or state loan; however, you may be required to have a credit-worthy cosigner.

• Veteran Education Benefits

Contact the UIW Military & Veteran Center for more information at veterans@uiwtx.edu.

• Military Discounts

Qualified military students and dependents may be eligible for tuition discounts. Contact the Business Office for more details at busad@uiwtx.edu.

• College Savings Plan

Submit payment to the Business Office each semester after charges have been verified.

FALL 2021

☐ **REQUEST BOOKSTORE CREDIT (IF ELIGIBLE)**

Bookstore credit can be awarded to students who will have *excess in guaranteed financial assistance* to purchase books at the University Bookstore. Bookstore credit will reduce the amount of your anticipated refund, and a student ID card is required. Contact the Office of Financial Assistance for more information

☐ **APPLY FOR A FEDERAL WORK-STUDY JOB (OPTIONAL)**

The Federal Work-Study Program provides part-time employment opportunities to students with financial need, allowing you to earn money to help supplement the costs of a postsecondary education. Earnings will be paid directly to you unless an automatic payment toward tuition and fees is requested.

- **DETERMINE IF YOU QUALIFY FOR WORK-STUDY**

In order to qualify for work-study, you must indicate interest in being considered for work-study on the FAFSA and demonstrate financial need. If you do not qualify for work-study, you can apply for a student employment position which allows a department to hire you with university funds.

- **HOW TO APPLY FOR A JOB**

A work-study award does not guarantee job placement. Search for jobs at <https://jobs.uiw.edu/>.

☐ **APPLY FOR ADDITIONAL SCHOLARSHIPS**

For additional scholarship opportunities, visit www.uiw.edu/finaid/scholarships.html.

☐ **RENEW 2022-2023 FAFSA**

Starting October 1, 2021 the 2022-23 FAFSA will be available at <https://studentaid.gov/h/apply-for-aid/fafsa>. Resubmit the FAFSA, using 2020 tax information, to determine aid eligible for Summer 2022 – Spring 2023.

☐ **MAINTAIN ELIGIBILITY**

To receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirements:

- Successfully complete a minimum of 75% of all attempted coursework, including transferred hours
- Maintain a cumulative GPA of 2.0 for undergraduate students
- Not exceed 150% of the number of hours required for graduation

Students awarded the Texas Equalization Grant (TEG) must also maintain a minimum 2.5 GPA, complete 24 credit hours and 75% of attempted hours per academic year.

☐ **STAY CONNECTED**

Important reminders and notices will be communicated to you via Cardinal e-mail or posted as an online resource on our webpage or social media accounts. Be sure to stay connected to keep up with events, upcoming deadlines, scholarship opportunities, loan information, and forms:

				
finaid@uiwtx.edu	www.uiw.edu/finaid	UIWFinancialAssistance	UIWFinancialAid	UIWFinancialAid



HEALTH SERVICES

FEEL BETTER TODAY



✦ Primary Care

- Acute illness, injuries and cuts
- Physical exams (*appointments only*)
- Diabetes, high blood pressure

✦ Osteopathic Manipulative Medicine (OMM) (*appointments only*)

✦ Physical Therapy

✦ Well-woman exams

- Pap Smear
- Breast Exams

✦ Immunizations

- Influenza, Td, Tdap, Hep B, Meningitis and HPV
- TB skin tests, Mondays, Tuesdays and Wednesdays

✦ Blood Pressure, Blood Sugar and Cholesterol Screenings

✦ Health Promotion and Education

✦ Psychiatry Services (*hours by appointment only*)

✦ Medications

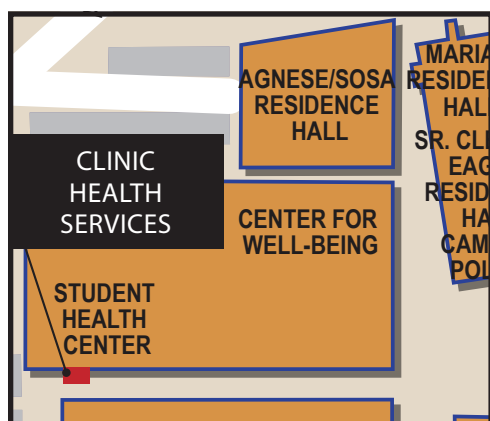
- Over the counter medications
- Prescriptions for indicated medication for illness

✦ Pharmacist available for medication counseling

✦ 24-hour nurse line available for students with Wellfleet insurance (Mayo Clinic Nurse Line @ 1-844-886-2896)

✦ Licensed dentist available throughout the semester for students with Wellfleet insurance (*appointments only*)

✦ Rapid COVID-19 Testing



Agnese/Sosa garage, ground level entrance behind Ila Faye Miller School of Nursing & Health Professions Red awning over entrance door

**All services are confidential
UIW Students and Employees
Welcome**

Hours:
9 a.m. - 5 p.m., Mondays - Tuesdays
8 a.m. - 5 p.m., Wednesdays - Fridays
(closed campus holidays and weekends)

www.uiwtx.edu/health



BACTERIAL MENINGITIS VACCINE CLINIC

Bacterial meningitis is a serious illness that can result in death or permanent disability. People in group settings, such as college campuses, are at increased risk for meningococcal disease. Texas law mandates proof of a meningitis vaccine (administered within the last 5 years) for all students younger than 22 years old entering college.

In teens and young adults (age 16-23 years old), *N. meningitidis* and *S. pneumoniae* are the bacteria that cause infection. In 2018, a reported 310 cases of *N. meningitidis* infections resulted in 50 deaths (16.1%). Reported *S. pneumoniae* infections of 31,400 resulted in 3,480 deaths (11.1%).

SYMPTOMS OF MENINGITIS INFECTION

- Fever
- Headache
- Stiff neck
- Nausea
- Vomiting
- Light sensitivity
- Altered mental status

WHO

All incoming UIW students and transfer students younger than 22

WHAT

Meningitis vaccine clinic provided by UIW Health Services

WHEN

Monday through Friday
8 a.m. to 4:30 p.m.

WHERE

UIW Health Services on Broadway
Campus

REGISTER

To schedule an appointment, call (210) 829-6017.
Please provide a copy of your insurance card.

Insurances accepted:

- Gilsbar
- Wellfleet
- Aetna
- BlueCross BlueShield
- Cigna
- Humana
- United Health

COST

100% covered by insurance or self-pay: \$145



This publication is available in alternate format by request. To request an alternate format, please contact the UIW Office of Admissions at 210-829-6005. 4/21 500



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**SISTERS OF CHARITY OF
THE INCARNATE WORD**



**MILITARY
AND VETERAN
CENTER**

UIW MILITARY AND VETERAN CENTER

Starting VA Educational Benefits

STEP 1

Apply to the UIW academic program of your choice:

Main Campus Admissions or

Extended Academic Programs: School of Professional Studies

STEP 2

Determine your eligibility and benefit type with the Department of Veterans Affairs

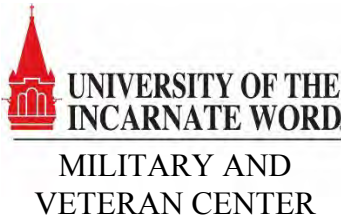
Apply Online at <https://www.benefits.va.gov/gibill/apply.asp> or by calling 1-888-GIBILL-1 (1-888-442-4551).

STEP 3

Ensure all required documents for your benefit type are submitted to the UIW Center for Veterans Affairs; walk-ins or sent via e-mail (veterans@uiwtx.edu) are welcome.

For Veterans	Chapter 33	Chapter 31	Chapter 30	Chapter 1606
Certificate of Eligibility (COE)	X		X	X
VBA-22-1995-ARE - Change of Program (Required if benefit used at another school. Please submit confirmation page and number to veterans@uiwtx.edu)	As Needed		As Needed	As Needed
PO Authorization (Received from Voc Rehab Counselor)		X		
Member 4/2 (Active Duty may turn in a copy of orders or LES)	X	X	X	X
Military Transcripts	X	X	X	X
Veterans Certification Form (Completed online via Cardinal Apps every semester)	X	X	X	X

For Spouses & Dependents	Chapter 33	Chapter 35	Fry Scholarship
Certificate of Eligibility (COE)	X	X	X
Member 4/2		X	
22-1995 - Change of Program (Required if benefit used at another school. Please submit confirmation page and number to veterans@uiwtx.edu)	As Needed		
22-5495 - Change of Program (Required if benefit used at another school. Please submit confirmation page and number to veterans@uiwtx.edu)		As Needed	As Needed
Veterans Certification Form (Completed online via Cardinal Apps every semester)	X	X	X



Using your VA Educational Benefits and Helpful Reminders:

Certification Requirement

Degree Plan Requirement: All courses certified to the VA must be required for your degree plan at the time of certification. General electives can only be certified if the credit hours are required to graduate.

Repeat/GPA Boosting Courses: If a student successfully completes and passes a course it cannot be certified again to the VA. However, if a student fails the course and the program requires a higher grade than the one achieved, that course may be repeated and certified to the VA again.

Withdrawing or Dropping Courses

Students must report all dropped courses through the UIW VA Certification Form on Cardinal Apps. We encourage all students to contact the Military & Veteran Center if they are considering withdrawing or dropping a course post-census (after the 100% drop date). Withdrawals or drops are reported to the VA and may result in a student debt.

For Chapter 33 Post 9-11 GI Bill®: A drop or withdrawal could require the return of paid tuition, fees, or yellow ribbon payments back to the VA. Any outstanding balance would be the responsibility of the student and may incur a Business Office Hold.

Prior Credit

Students are responsible to submit all official transcripts to UIW for prior credit evaluation. Failure to submit transcripts on time may require the school to reverse certification for a course where transfer credit was given.

Processing Time

It is our priority to process all students in a timely manner. Once all required documents are received, please allow 5 -7 business days to process your certification. Please note that students not meeting the certification requirements mentioned above can experience delays in their certification.

Billing

For students utilizing Chapter 33 Post 9-11 GI Bill® & Chapter 31 Benefits, the Military & Veteran Center will bill the VA after the 100% drop date each semester. VA Payment typically arrives 2-4 weeks after this date.

Parking Permit Fee

Students parking on campus are responsible to obtain a parking permit from the UIW Business Office. The VA does NOT cover the cost of the parking permit with the exception of Chapter 31 Vocational Rehabilitation Program. The University does grant a parking permit fee waiver for disabled/decorated veterans upon submission of their vehicle registration at the UIW Business Office.

Health Insurance Fee

All full-time Main Campus students are automatically charged for health insurance annually. The cost is not covered under VA Educational Benefits and can be waived by the pre-determined deadline on the UIW Business Office website.

Yellow Ribbon Program

The Yellow Ribbon Program for Chapter 33 Post 9-11 GI Bill® recipients who exceed the VA national annual funding cap allotted to private institutions. The remaining required tuition/fee charges are split 50% by the VA and UIW.

To Qualify: 100% Ch 33 Post 9-11 GI Bill® recipient with remaining months of benefits and NOT Active Duty or Spouse of Active Duty

To Apply: Submit a Yellow Ribbon Application (available each Spring) and a recent Certificate of Eligibility.



MILITARY AND VETERAN CENTER

Undergraduate Rate of Pursuit

Chapters 30, 35, 1606, and 1607:

VA Benefits are paid based on training time. In a standard semester, VA measures training time as follows:

12 hrs	Full-Time
9-11 hrs	$\frac{3}{4}$ Time
6-8 hrs	$\frac{1}{2}$ Time
4-5 hrs	$< \frac{1}{2}$ Time
1-3 hrs	$< \frac{1}{4}$ Time

Ch 33 Post 9-11 GI Bill®

Semester Credit Equivalency Table

Weeks → ↓ Credit	15 to 19	14	13	12	11	10	9	8	7	6	5	4	3	2	1
12 or more	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
11	$\frac{3}{4}$	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
10	$\frac{3}{4}$	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
9	$\frac{3}{4}$	$\frac{3}{4}$	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
8	$\frac{1}{2}$	$\frac{3}{4}$	$\frac{3}{4}$	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
7	$\frac{1}{2}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
6	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	FT	FT	FT	FT	FT	FT	FT	FT	FT
5	$< \frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	FT	FT	FT	FT	FT	FT	FT
4	$< \frac{1}{2}$	$< \frac{1}{2}$	$< \frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{3}{4}$	$\frac{3}{4}$	FT	FT	FT	FT	FT	FT
3	$\frac{1}{4}$	$\frac{1}{4}$	$< \frac{1}{2}$	$< \frac{1}{2}$	$< \frac{1}{2}$	$< \frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{3}{4}$	$\frac{3}{4}$	FT	FT	FT	FT
2	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$< \frac{1}{2}$	$< \frac{1}{2}$	$< \frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{3}{4}$	FT	FT	FT
1	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$< \frac{1}{2}$	$\frac{1}{2}$	$\frac{3}{4}$	FT

**** Please Note:** Ch 33 Post 9-11 GI Bill® students receiving a housing allowance must be more than half-time in their rate of pursuit to receive their stipend.

Graduate Rate of Pursuit

	Master's Full Semester	Master's 8-Week	Professional	Ph.D.	Ph.D. (Dissertation)
Full-Time	6 hrs	3 hrs	6 hrs	6 hrs	3 hrs
Half-Time	3 hrs	1 hrs	3 hrs	3 hrs	1 hrs

****Students taking solely distance learning in a term will receive half the MHA rate****

Military and Veteran Center

Phone: (210) 832- 5651 E-mail: veterans@uiwtx.edu www.uiw.edu/military-veteran-services/



REGISTRAR'S OFFICE

University of the Incarnate Word

2021-2022 Academic Calendar

Fall 2021

Professional Program Dates:

Program	Classes Begin	Classes/Finals End
School of Osteopathic Medicine		
1 st Year	Monday, July 19, 2021	Friday, November 19, 2021
2 nd Year	Monday, July 26, 2021	Friday, December 17, 2021
3 rd Year	Monday, August 16, 2021	Friday, November 5, 2021
4 th Year	Monday, August 30, 2021	Friday, December 17, 2021
MBS students		
School of Optometry		
1 st – 3 rd Year	Monday, August 23, 2021	Friday, December 10, 2021
4 th Year	Monday, August 23, 2021	Saturday, December 18, 2021
School of Pharmacy		
P1-P4 students	Monday, August 16, 2021	Friday, December 10, 2021
School of Physical Therapy		
PT1	Monday, August 23, 2021	Friday, December 10, 2021
PT2	Monday, August 30, 2021	Friday, December 10, 2021
PT3	Monday, August 30, 2021	Friday, December 17, 2021

Refer to program web page for more details about their calendar and deadlines.

School of Professional Studies

Program	Classes Begin	Classes/Finals End
DBA Term	Monday, August 23, 2021	Friday, December 10, 2021
School of Professional Studies Term I	Saturday, August 21, 2021	Friday, October 15, 2021
School of Professional Studies Term II	Saturday, October 16, 2021	Friday, December 10, 2021

Undergraduate, Graduate, and Doctorate Dates:

August	21	Fall Mini Term I (eight weeks) begins
August	23	Graduate Extended Classes begin
August	23	Undergraduate Classes begin
August	23	Late registration fee (\$50.00) for Graduate and Undergraduate Fall Extended and Mini I
August	27	Last day to apply for December 2021 for ensured publication entry
August	30	Fall Undergraduate/Graduate Extended and Mini Term I Registration Deadlines <ul style="list-style-type: none"> Last day to register, add, or change schedule Last day to register for independent study Last day to change from graded to pass/fail Last day to change from pass/fail to graded Last day to change from graded to audit Last day to change from audit to graded

University of the Incarnate Word

2021-2022 Academic Calendar

August	30	Fall Undergraduate/Graduate Extended and Mini Term I Financial Deadlines ** <ul style="list-style-type: none"> Last day to make payment arrangements Last day for 100% refund Last day to submit information for tuition discounts
August	31	Fall Confirmation of Attendance Begins
September	3	Undergraduate/Graduate Fall Terms Student Insurance Waiver Deadline ** <ul style="list-style-type: none"> Last day to waive student insurance
September	6	Labor Day Holiday (UIW Closed) No classes including Fall Mini Term I
October	1	May 2022 Graduation Priority Deadline
October	1	Last day to drop with a W or withdraw from the University for Fall Mini I (week 6)
October	1	Early Alert grades are available in for 0000/1000/2000 level classes
October	15	Fall Mini Term I ends (Saturday classes end on October 10th)
October	16	Fall Mini Term II begins
October	18	Late registration fee (\$50.00) charged for Fall Mini Term II begins
October	19	Final grades due from faculty for Fall Mini Term I
October	22	Fall Mini Term I grades available to students after 2 p.m.
October	21-22	Fall Break for Undergraduate/Graduate Extended term. Fall Mini I classes meet
October	25	Fall Mini Term II Registration Deadlines ** <ul style="list-style-type: none"> Last day to register, add, or change schedule Last day to register for independent study Last day to change from graded to pass/fail Last day to change from pass/fail to graded Last day to change from graded to audit Last day to change from audit to graded
October	25	Fall Mini Term II Financial Deadlines ** <ul style="list-style-type: none"> Last day to make payment arrangements Last day for 100% refund Last day to waive insurance Last day to submit information for tuition discounts
November	15	Registration for Spring 2022 begins
November	19	Last day to drop with a W or withdraw from Undergraduate/Graduate Extended and Fall Mini Term II terms
November	24	In observance of Thanksgiving Holiday, No classes Wednesday
November	25-26	Thanksgiving Holiday. UIW Closed. Classes will not meet Wednesday 11/24
December	6-10	Final examinations for Undergraduate/Graduate Extended and Fall Mini II Terms
December	10	Last day of fall Undergraduate and Graduate Extended and Mini Term II classes
December	10	Fall Baccalaureate Mass
December	11	Commencement
December	14	Grades due from faculty for Undergraduate and Graduate Fall Extended and Fall Mini II terms
December	17	Undergraduate/Graduate Extended and Fall Mini II term grades available to students on after 2:00 PM
December 24 - Jan 1		Christmas Break - University Closed

University of the Incarnate Word

2021-2022 Academic Calendar

Spring 2022

Professional Program Dates:

Program	Classes Begin	Classes/Finals End
School of Osteopathic Medicine		
1 st Year	Monday, November 22, 2021	Friday, April 8, 2022
2 nd Year	Monday, January 3, 2022	Friday, May 6, 2022
3 rd Year	Monday, November 8, 2021	Friday, April 8, 2022
4 th Year	Monday, January 3, 2022	Friday, May 6, 2022
MBS students		
School of Optometry		
1 st – 3 rd Year	Monday, January 3, 2022	Friday, May 6, 2022
4 th year	Monday, January 3, 2022	Saturday, April 30, 2022
School of Pharmacy		
P1-P4 students	Monday, January 3, 2022	Friday, May 6, 2022
School of Physical Therapy		
PT1	Monday, January 3, 2022	Friday, May 6, 2022
PT2	Monday, January 3, 2022	Friday, April 1, 2022
PT3	Monday, January 10, 2022	Friday, April 15, 2022

Refer to program web page for more details about their calendar and deadlines

School of Professional Studies Dates:

Program	Classes Begin	Classes/Finals End
Winter Term	Monday, December 13, 2021	Friday, January 7, 2022
DBA Term	Monday, January 10, 2022	Friday, April 29, 2022
School of Professional Studies Term I	Saturday, January 8, 2022	Friday, March 4, 2022
School of Professional Studies Term II	Saturday, March 5, 2022	Friday, April 29, 2022

Undergraduate, Graduate, and Doctorate Dates:

January	8	Spring Mini Term I begins
January	10	Graduate Spring Extended Classes begin
January	10	Undergraduate Spring Extended Classes begin
January	10	Late registration fee (\$50.00) charged for Spring Undergraduate and Graduate Extended and Spring Mini I terms
January	14	Last day to apply for May 2022 for ensured publication entry
January	17	Dr. Martin Luther King, Jr. Holiday. No classes.
January	18	Spring Undergraduate/Graduate Extended and Mini Term I Registration Deadlines
		<ul style="list-style-type: none"> • Last day to register, add, or change schedule • Last day to register for independent study • Last day to change from graded to pass/fail • Last day to change from pass/fail to graded • Last day to change from graded to audit • Last day to change from audit to graded

University of the Incarnate Word

2021-2022 Academic Calendar

January	18	Spring Undergraduate/Graduate Extended and Mini Term I Financial Deadlines ** <ul style="list-style-type: none"> Last day to make payment arrangements Last day to submit information for tuition discounts Last day for 100% refund
January	19	Spring Confirmation of Attendance Begins
January	21	Undergraduate/Graduate Spring Terms student insurance waiver deadline** <ul style="list-style-type: none"> Last day to waive student insurance
February	18	Last day to drop a course with a W or withdraw from the University for the Spring Mini I term
February	25	Early Alert grades are available on BannerWeb for 0000/1000/2000 level classes
March	1	Last day August 2022 graduation candidates to apply for participation in May 2022 commencement
March	2	Ash Wednesday
March	4	Spring Mini Term I ends (Saturday classes end on February 26)
March	7-11	Spring Break
March	8	Grades due from faculty for the Spring Mini I term
March	11	Spring Mini I term Grades available to students after 2p.m.
March	12	Spring Mini Term II begins
March	14	Late registration fee (\$50.00) charged for Spring Mini II begins
March	21	Spring Mini II term Registration deadlines ** <ul style="list-style-type: none"> Last day to register, add, or change schedule Last day to register for independent study Last day to change from graded to pass/fail Last day to change from pass/fail to graded Last day to change from graded to audit Last day to change from audit to graded
March	21	Spring Mini Term II Financial Deadlines ** <ul style="list-style-type: none"> Last day to make payment arrangements Last day to waive insurance Last day to submit information for tuition discounts Last day for 100% refund
April	7-14	Online Registration begins for Summer/Fall 2022
April	8	Fiesta Battle of Flowers
April	11-15	Holy Week
April	14	Holy Thursday-Day classes meet, evening classes do not
April	15	Good Friday; UIW Closed—no classes
April	17	Easter Sunday!
April	18	Easter Monday - Evening classes meet, day classes do not
April	22	Last day to drop a course with a W or withdraw from the University for the Spring Mini II and UG/GR Extended terms
May	1	Priority deadline for December 2021 graduation for ensured publication entry
May	2-6	Final examinations for Undergraduate and Graduate Extended and Spring Mini II Terms
May	6	Last day of UG/GR Extended and Spring Mini II Terms (Saturday classes end May 1)
May	6	Baccalaureate Mass
May	7	Commencement
May	10	Grades due from faculty for Spring UG/GR Extended and Mini II terms
May	13	UG/GR and Spring Mini term II grades available to students after 2 p.m.

University of the Incarnate Word

2021-2022 Academic Calendar

Summer 2022

Professional Program Dates:

Program	Classes Begin	Classes/Finals End
School of Osteopathic Medicine		
1 st Year	Monday, April 11, 2022	Friday, June 3, 2022
2 nd Year	N/A	N/A
3 rd Year	Monday, April 11, 2022	Friday, July 8, 2022
4 th Year	N/A	N/A
School of Optometry		
1st – 3rd Year	Monday, May 16, 2022	Saturday, August 13, 2022
4th Year	In-House Monday, May 9, 2022 Externship Monday, May 16, 2022	Saturday, August 13, 2022
School of Pharmacy		
P1-P4 students	Monday, May 9, 2022	Friday, August 12, 2022
School of Physical Therapy		
PT1	Monday, May 9, 2022	Friday, August 19, 2022
PT2	Monday, April 11, 2022	Saturday, September 9, 2022

Refer to program web page for more details about their calendar and deadlines

School of Professional Studies Dates:

Program	Classes Begin	Classes/Finals End
DBA Term	Monday, May 2, 2022	Friday, August 19, 2022
School of Professional Studies Term I	Saturday, April 30, 2022	Friday, June 24, 2022
School of Professional Studies Term II	Saturday, June 25, 2022	Friday, August 19, 2022

Refer to program web page for more details about their calendar and deadlines

Undergraduate, Graduate, and Doctorate Dates:

May Term 2022

May	9	First day of Maymester
May	9	Late registration fee (\$50.00) charged for Maymester
May	9	Registration Deadlines for Maymester <ul style="list-style-type: none">• Last day to register, add, or change schedule• Last day to register for independent study• Last day to change from graded to pass/fail• Last day to change from pass/fail to graded• Last day to change from graded to audit• Last day to change from audit to graded

University of the Incarnate Word

2021-2022 Academic Calendar

May	9	Financial Deadlines for Maymester** <ul style="list-style-type: none">• Last day to make payment arrangements• Last day to waive insurance• Last day to submit information for tuition discounts• Last day for 100% refund
May	13	Last day to drop a course with a W or withdraw from the University for the Maymester
May	27	Last day of Maymester
May	30	Memorial Day Holiday. UIW closed.
May	31	Grades due from faculty for the Maymester term

Summer I 2022

May	31	Summer I begins
May	31	Extended Summer Term begins
May	31	Late registration fee (\$50.00) charged for Summer I and Summer Extended
June	3	Registration Deadlines for Summer I and Summer Extended terms ** <ul style="list-style-type: none">• Last day to register, add, or change schedule• Last day to register for independent study• Last day to change from graded to pass/fail• Last day to change from pass/fail to graded• Last day to change from graded to audit• Last day to change from audit to graded
June	3	Financial Deadlines for Summer I and Summer Extended terms ** <ul style="list-style-type: none">• Last day to make payment arrangements• Last day to waive insurance• Last day to submit information for tuition discounts• Last day for 100% refund
June	17	Last day to drop a course with a W or withdraw from the University for Summer I
July	1	Summer I ends
July	4	Independence Day; No classes. UIW Closed
July	5	Summer I grades due from faculty
July	8	Summer I Term grades available to students after 2 p.m.

Summer II 2022

July	5	Summer II begins
July	5	Late registration fee (\$50.00) charged for Summer II begins
July	8	Summer II Registration Deadlines ** <ul style="list-style-type: none">• Last day to register, add, or change schedule• Last day to register for independent study• Last day to change from graded to pass/fail• Last day to change from pass/fail to graded• Last day to change from graded to audit

University of the Incarnate Word

2021-2022 Academic Calendar

- Last day to change from audit to graded

July	8	Financial Deadlines for Summer II ** <ul style="list-style-type: none">• Last day to make payment arrangements• Last day to waive insurance• Last day to submit information for tuition discounts• Last day for 100% refund
July	22	Last day to drop a course with a W or withdraw from the University - Summer II
July	22	Last day to drop a course with a W or withdraw from the University - Extended Summer term
August	5	Summer terms ends
August	8	Final grades due from faculty for Summer courses
August	12	Summer grades available to students on after 2 p.m.

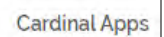


UIW OFFICE OF THE REGISTRAR

FERPA Rights and Proxy Access

Proxy Instructions for Students

The Family Rights and Privacy Act of 1974 (FERPA) provides for the confidentiality of student education records. This means that you, alone, have access to your UIW records including all billing, financial aid, academic records, etc. **To grant access to a parent or other person to be able to view any of your personal information, and to discuss that information with UIW officials, follow the instructions below.** For more details on FERPA and how it is enforced at UIW, visit www.uiw.edu/registrar/FERPA.html

1. Log in to  using your UIW credentials and select



from the Cardinal Apps—Banner tab

2. Click on the Proxy Services tab and then click on Proxy Management

3. Click on Add Proxy



and complete all the required fields. Click Add Proxy again. This will send an email to your proxy so that they may establish their access.

4. Click on Expand [Your Proxy's Name]. Four tabs will appear: Profile, Authorization, History, and Communication


• Profile Tab

 Profile

- ♦ Choose your proxy's relationship to you by selecting either **Parent or Legal Guardian** or **Authorized Proxy User** from the dropdown menu. In the Description field, be as specific as possible—i.e. Mother, Father, Aunt, Sister, etc.
- ♦ Select a Passphrase to share with your proxy. They will use this passphrase when speaking with UIW officials to identify them as your official proxy. Make this something that is unchanging and memorable like your date of birth. If you or your proxy forget this passphrase, only YOU can change it. UIW officials are not able to edit this for you.
- ♦ Enter the dates you wish for this access to be available. The default is one year. You can increase or reduce this time as you wish. Only you control these dates.
- ♦ Right below the Stop Date you will see options to Email Passphrase, Reset PIN, and Delete Proxy Relationship. If you change your passphrase or your proxy forgets the passphrase or their PIN, you can resend it to them using these options. You can also delete a proxy all together with the final option.

• Authorization Tab

 Authorization

- ♦ Click the top box to grant all the access listed or click the individual boxes next to the information you want to release to your proxy. (Note: these are live links. If you click on the text instead of the box, you will be navigated to that information.) You can choose to E-Mail a list of which Authorizations  you have granted by using the icon on the right of the list.

♦ History and Communication Tabs

- ♦ As explained with their titles, these tabs will let you view the history and communication detail of the actions you have taken with your proxy.





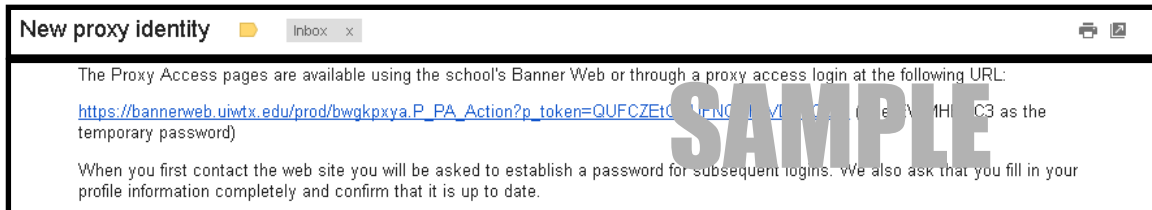
UIW OFFICE OF THE REGISTRAR

FERPA Rights and Proxy Access

Proxy Instructions for Parents and Authorized Proxy Users

The Family Rights and Privacy Act of 1974 (FERPA) provides for the confidentiality of student education records. This means that the student, alone, has access to their UIW records including all billing, financial aid, academic records, etc. To grant access to a parent or other person to be able to view any personal information, and to discuss that information with UIW officials, a student must designate a proxy through their Cardinal Apps/ Bannerweb account. **If your student has done this, follow the instructions below to establish your proxy access.** For more details on FERPA and how it is enforced at UIW, visit www.uiw.edu/registrar/

1. You will receive an email notifying you that a student has granted you proxy access with the subject line **New proxy identity**. Click on the link in the email and use the temporary password provided in the email to gain access. (It is a good idea to save this link for future use.)



2. You will be prompted to Reset your PIN. Your Old PIN is the temporary password you received in the email. Enter a new PIN that is memorable and unchanging. You will use this for all subsequent log ins. If you forget your PIN, only you or your student can reset it for you. UIW officials do not have that capability.

Enter e-mail address*	<input type="text" value=" @gmail.com"/>
Enter Old PIN*	<input type="password" value="....."/>
Enter New PIN*	<input type="password" value="....."/>
Validate PIN*	<input type="password" value="....."/>
<input type="button" value="Save"/>	

3. Update the required profile information in the Profile tab. Click Save.

Profile	Red Cardinal
Required data missing : Birthdate	
Proxy Profile: Please keep your Banner Web proxy information up-to-date.	
* - indicates a required field.	
Salutation	<input type="text" value="Mother"/>
First Name *	<input type="text" value="Cardinal"/>
Middle Name	<input type="text" value=""/>
Last Name *	<input type="text" value=""/>
Name Suffix	<input type="text" value=""/>
Nickname	<input type="text" value=""/>
E-Mail Address *	<input type="text" value="mothercardinal@gmail.com"/>
Birthdate (MM/DD/YYYY) *	<input type="text" value="04/04/1973"/>
<input type="button" value="Save"/>	

4. Click on the tab with your student's name to view what you have access to.

Profile	Red Cardinal
Proxy Authorizations	
The following Banner Web page links have been specifically authorized for your use Access window. There is no need to close the window until you have completed all	
Authorized User for Red Cardinal	
View Address	
View Holds	
Print Unofficial Transcript	

NOTE: Access to this information does not grant others permission to alter the student's record or conduct business on behalf of the student. Changes to the student enrollment or academic record must be made by the student.



Schedule Planner

Note: When using this schedule planner be sure to write down the following as you are selecting classes: the course CRN, the course subject, the course number and the course section number.

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 – 8:45 a.m.					
9 – 10:15 a.m.					
10:30 – 11:45 a.m.					
12 – 1:15 p.m.					
1:30 – 2:45 p.m.					
3 – 4:15 p.m.					
4:30 – 5:45 p.m.					
6 – 7:15 p.m.					
7:30 – 8:45 p.m.					
<u>Evening/Night Classes</u> 6:30 – 9:15 p.m. 7:45 – 9 p.m.					



University of the Incarnate Word
Office of the Registrar
4301 Broadway, CPO 304
San Antonio, Texas 78209
Phone: (210) 829-6006

Registration/Add/Drop Form

***** IMPORTANT NOTICE TO STUDENTS *****

YOUR signature on this form confirms your acknowledgment of and compliance with the following policies:

1. You are responsible for cancelling your enrollment if you do not attend class/complete course requirements
2. You are responsible for all financial obligations *and* grades associated with your enrollment, whether or not you attend class
3. Fees for late schedule adjustments will be automatically applied to your student account
(For deadlines, refer to academic calendar online at www.uiw.edu/registrar)

Semester/Year: ☐ Fall _____ ☐ Spring (Includes Winterterm) _____ ☐ Summer (Includes Maymester) _____

Student Name: _____ Student ID: _____

Phone Number: (____) _____ E-Mail: _____

Student Signature _____ Date _____ Advisor Signature* _____ Date _____

REGISTRATION or COURSE(S) ADDITION						
CRN (5 Digits)	Subject (ENGL)	Number (1301)	Section (01/ONL)	Grade Mode N = Normal A = Audit P/F = Pass/Fail	Override Approval Signature (If Required) Check Appropriate Box	Dean/Instructor Signature **Provide Signature Alone for 3'peat Override **
					<input type="checkbox"/> Instructor <input type="checkbox"/> Class Limit <input type="checkbox"/> Time Conflict <input type="checkbox"/> Pre-req.	
					<input type="checkbox"/> Instructor <input type="checkbox"/> Class Limit <input type="checkbox"/> Time Conflict <input type="checkbox"/> Pre-req.	
					<input type="checkbox"/> Instructor <input type="checkbox"/> Class Limit <input type="checkbox"/> Time Conflict <input type="checkbox"/> Pre-req.	
					<input type="checkbox"/> Instructor <input type="checkbox"/> Class Limit <input type="checkbox"/> Time Conflict <input type="checkbox"/> Pre-req.	
					<input type="checkbox"/> Instructor <input type="checkbox"/> Class Limit <input type="checkbox"/> Time Conflict <input type="checkbox"/> Pre-req.	
					<input type="checkbox"/> Instructor <input type="checkbox"/> Class Limit <input type="checkbox"/> Time Conflict <input type="checkbox"/> Pre-req.	
					<input type="checkbox"/> Instructor <input type="checkbox"/> Class Limit <input type="checkbox"/> Time Conflict <input type="checkbox"/> Pre-req.	
					<input type="checkbox"/> Instructor <input type="checkbox"/> Class Limit <input type="checkbox"/> Time Conflict <input type="checkbox"/> Pre-req.	

*Advisor signature required for all registration/add

Total Reg./Add Hours _____

DROP CLASSES (Withdrawal Form required to drop ALL classes)				
CRN (5 Digits)	Subject (ENGL)	Number (1301)	Section (01/ONL)	*** Class Drop NOTICES ***
				1) Contact the following offices, as applicable: Financial Assist., Military/Veterans Ctr., ISSS <u>before</u> dropping any class(es)
				2) Drop/Withdrawal may affect graduation status
				3) Dropping classes may not remove charges from student account


















Total Drop Hours _____



RESIDENCE ***LIFE***

FIRST YEAR












































SINGLE DOUBLE

 AGNESE SOSA	  	_____	\$3,390
CLEMENT	   	_____	\$3,360
SKY VIEW	   	_____	\$3,800
JOERIS	    	\$4,550	\$3,800

- Joeris 5TH Floor contains DOUBLES for Males
- Joeris 4TH Floor contains SINGLES for Males and Females

UPPERCLASSMEN

SINGLE DOUBLE

 AVOCA	    	_____	\$3,760
HILLSIDE	     	\$4,550	_____
JOERIS	    	\$4,550	_____
 MCCOMB'S**	    	\$4,000	\$3,800
ST. JOSEPH'S	     	\$3,960	_____
 TOWNSHIP	     	\$4,700	\$4,000
 WATSON LOFTS	     	_____	\$3,800

KEY GUIDE

 APARTMENT STYLE	 FEMALE	 MALE
 PRIVATE BATHROOM	 SHARED BATHROOM	 COMMUNITY SHOWER
 LIVING ROOM	 APARTMENT/HALL KITCHEN	 COMMUNITY FRIDGE AND MICROWAVE
 COMMUNITY LOUNGE	*FRIDGE IN APARTMENT WITHOUT MICROWAVE	**SOME APARTMENTS DO NOT CONTAIN KITCHEN

ALL RESIDENCE HALLS ARE DESIGNATED NON-SMOKING, AND EACH ROOM IS FURNISHED (PER STUDENT) WITH:

1 TWIN XL BED, 1 DESK, 1 DESK CHAIR, AND 1 DRESSER.

RESIDENCE HALL RATES INCLUDE ROOM, UTILITIES, AND WIRELESS INTERNET.

ALL PRICES ARE ON A PER SEMESTER BASIS, CONTRACTS ARE FOR AN ACADEMIC YEAR.

RATES FOR THE 2021-2022 ACADEMIC YEAR HAVE BEEN APPROVED BY THE BOARD OF TRUSTEES.

MEAL PLANS

PER SEMESTER

UNIVERSITY OF THE INCARNATE WORD®
RESIDENCE LIFE AND HOUSING OPERATIONS
2021-2022

PLAN	COST	DINING DOLLARS	BOARD MEALS
PLATINUM	\$2,550 +TAX	TBD	TBD
GOLD	\$2,450 +TAX	TBD	TBD
SILVER	\$2,300 +TAX	TBD	TBD
BRONZE* UPPERCLASSMEN ONLY	\$2,100 +TAX	TBD	TBD

ALL AMOUNTS ABOVE ARE PER SEMESTER, AND PRICED AS SUCH UNLESS NOTED OTHERWISE.
MEAL PLANS ARE REQUIRED FOR ALL RESIDENTS FOR THE FULL ACADEMIC YEAR.
ALL MEAL PLANS HAVE BEEN APPROVED BY THE BOARD OF TRUSTEES FOR THE 2021-2022 ACADEMIC YEAR.

WHERE TO USE YOUR MEAL PLAN

BOARD MEALS ————— STUDENT ENGAGEMENT CENTER CAFETERIA
ALL YOU CARE TO EAT

DINING DOLLARS ————— LUCIANO'S
COFFEE SHOP
HORTENCIA'S
FINNEGAN'S

- ALL UNUSED BOARD MEALS ARE FORFEITED AND WILL NOT ROLL OVER.
- DINING DOLLARS CAN BE CARRIED OVER FROM FALL TO SPRING SEMESTER.
- UNUSED DINING DOLLARS WILL EXPIRE IN MAY OF EACH ACADEMIC YEAR.



ADD MORE DINING DOLLARS AT ANYTIME IN \$25 INCREMENTS*

(*Plus tax through the UIW ePAYMENT CENTER)



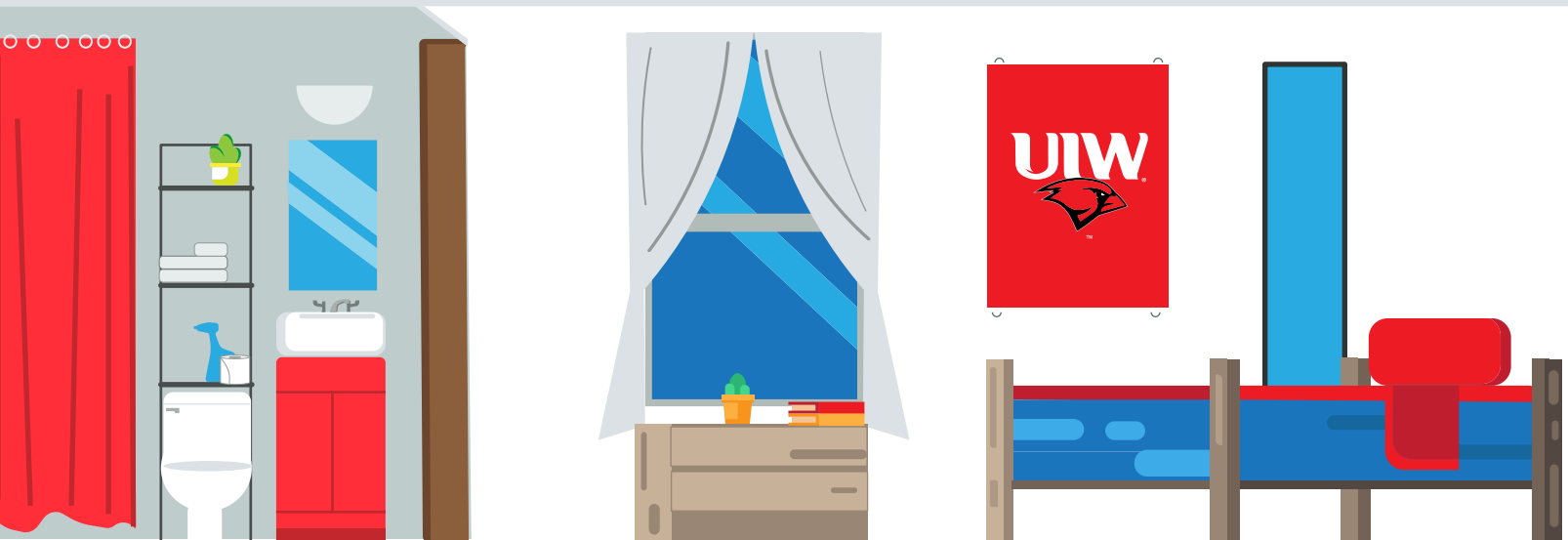
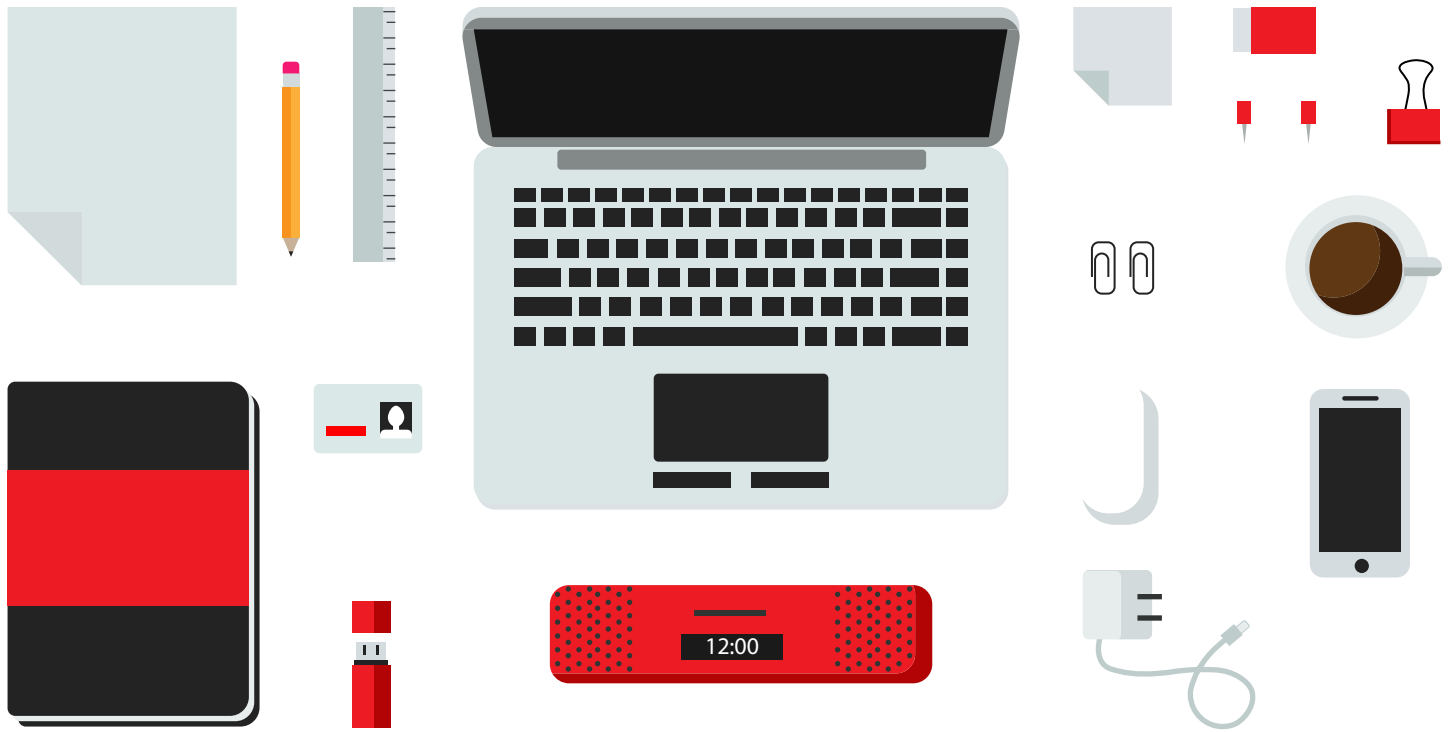
UIW.EDU/HOUSING
HOUSING@UIWTX.EDU



UNIVERSITY OF THE
INCARNATE WORD
RESIDENCE LIFE and
HOUSING OPERATIONS

PHONE:
(210) 829-6034

OFFICE: SEC 3150



room essentials

BRING

Alarm Clock
Bath Towels
Shower Curtain
School Supplies
USB Drive
Laundry Detergent
Toilet Paper
Raid/Pest Deterent
Cleaning Supplies
Dining and Cooking Utensils
Curtain and Curtain Rod

Twin XL Bedding
Small Fan
Mattress Pad
Hangers
Vacuum
Shoe Storage
Command Strips
Room Decor
First Aid Kit
Area Rug

Trashcan with Bags
UL Surge Protector
MiniFridge (<4.5 Cu. ft.)
Microwave (<750w)
Iron and Ironing Board
Lamp w/ single stem
Storage Bin
Printer

DO NOT BRING

CANDLES
OPEN FLAME DEVICES
SLOW COOKERS
OIL SCENT DIFFUSERS
EXTENSION CORDS

HALOGEN/MULTI STEM LAMPS
CHRISTMAS LIGHTS
HOVER-BOARDS
LAVA LAMPS
SPACE HEATERS



housing@uiwtx.edu
(210) 829-6034



RESIDENCE LIFE





STUDENT
DISABILITY
SERVICES



STUDENT DISABILITY SERVICES

Commitment to Equitable Access & Inclusion

SDS strives to create an accessible, inclusive, sustainable learning environment, where disability is recognized as an aspect of diversity that is integral to the campus community and society. Our primary objective is to provide equitable access to campus programs, services, and activities for all students in accordance with federal mandates.

The following items are needed to start the connection process with our office:



Complete online request for classroom accommodations (make sure to submit accurate information):
https://uiw.formstack.com/forms/request_for_letters_of_a_accommodation.



Within the form, include medical/professional documentation and a summary regarding barriers encountered. For details on documentation guidelines:
my.uiw.edu/sds/documentation.html.



Upon receipt, a member of the SDS team will contact you to finalize your request. This is a great opportunity to learn about our processes.

Questions?

Andrea Gonzalez | SDS Advisor
(210) 829-3104 or aagonz16@uiwtx.edu

Michelle Beasley | SDS Manager
(210) 829-3997 or beasley@uiwtx.edu

Moises Torrescano | Director of Auxiliary Academic Services
(210) 829-3928 or moisest@uiwtx.edu

University of the Incarnate Word | Administrative Building | Suite 51
<http://www.uiw.edu/sds>

This document is available in alternative format upon request to Student Disability Services

Documentation Guidelines

In order to be recognized for services and accommodations through the University's Office of Student Disability Services, a student (full-time or part-time) with a disability/chronic medical condition should provide documentation on letterhead and signed by the appropriate, licensed educational, mental health, or medical professional who is: not related to the student and who is licensed/certified in the area for which the diagnosis is made.

Documentation requirements vary by situation. The Coordinator of Student Disability Services will talk to the student about documentation during the initial conversation. No student should delay meeting with the Student Disability Services out of concern for not having appropriate paperwork.

Generally, documentation should provide the following information:

- Date of evaluation
- Specific diagnosis
- Method of evaluation/examination
- Specific limitation(s) concerning the current impact of the disability in the University and related educational environments as it relates to the accommodations requested
- Medication – the expectation of how the use of specific, prescribed medications will impact the functioning of the individual.

Documentation by Disability

Attention Deficit Hyperactivity Disorder (ADHD/ADD)

Documentation must include, evidence of early impairment, evidence of current impairment, description of current functional limitations pertaining to an educational setting that is probably a direct result of problems of attention. Documentation from a licensed psychologist, psychiatrist, or neurologist is highly recommended.

Blind or Visually Impaired

An ophthalmologic or optometric report indicating current visual acuity, near and distant vision (left/right, both eyes), and visual fields, with or without corrective lenses. The documentation must also include a specific diagnosis from a professionally licensed Ophthalmologist.

Chronic Medical/Systemic Conditions

Documentation must explain the current functional limitations imposed by the medical/systemic condition. If applicable, it should also list medications and their possible side effects and give any other pertinent information that may assist in determining reasonable accommodations. The documentation must be provided by a licensed physician.

Deaf or Hard-of-Hearing

Documentation must include an audiological report indicating current hearing levels, speech reception levels, with or without hearing aids and/or assistive listening devices, and a specific diagnosis by a professionally licensed or certified Speech Pathologist and/or Audiologist.

Learning Disabilities

Documentation must include, results of a diagnostic interview, background information, behavioral observations, a comprehensive cognitive assessment, test scores, related discussion, and a specific diagnosis. Documentation must be provided by a licensed/certified Educational Diagnostician, Educational Psychologist, or Licensed Professional Counselor (LPC).

Physical/Mobility Impairments

Documentation must include current functional limitations, with or without mobility devices, and whether the condition is permanent or temporary. If the condition is temporary, the documentation must include the expected length of time for recovery. The documentation must be provided by a licensed physician specializing in the area of the diagnosis.

Psychological Disorders

Documentation must include a specific diagnosis, a description of current functional limitations in the academic environment as well as across other settings, relevant information regarding medications and their possible effects, and must include any other pertinent information that may assist in determining reasonable accommodations. Documentation must be provided by a licensed Psychologist, Psychiatrist, Professional Counselor, or Social Worker.

Traumatic Brain Injury

Documentation must explain the current functional limitations imposed by the condition. If applicable, it should also list medications and their possible effects and give any other pertinent information that may assist in determining reasonable accommodations. Documentation must be provided by a Neurologist or other related Physician.



STUDY
ABROAD



EXPERIENTIAL LEARNING

Students gain a diverse set of experiences, meet new people of various backgrounds, languages, and cultures, as well as develop their skillset for empathy, compassion, and the ability to communicate across cultures.

CAREER PROSPECTS

Students who complete an international study, internship, or service-learning program abroad have higher graduation rates and access to better employment opportunities.

LESSONS LEARNED

Studying abroad provides students the opportunity to hone their abilities to be flexible, adaptable, and resilient, as well as learn how to work independently while overcoming linguistic, and cultural barriers.



IT'S

NOT A MATTER

OF IF YOU FLY,

BUT WHEN.

#WhenCardinalsFly



Ask me how to apply for the
Gilman Scholarship to
study & intern abroad!

CONTACT US

210-805-5709
studyabroad@uiwtx.edu
www.uiw.edu/studyabroad



uiw_studyabroad



TECHNOLOGY

University of the Incarnate Word

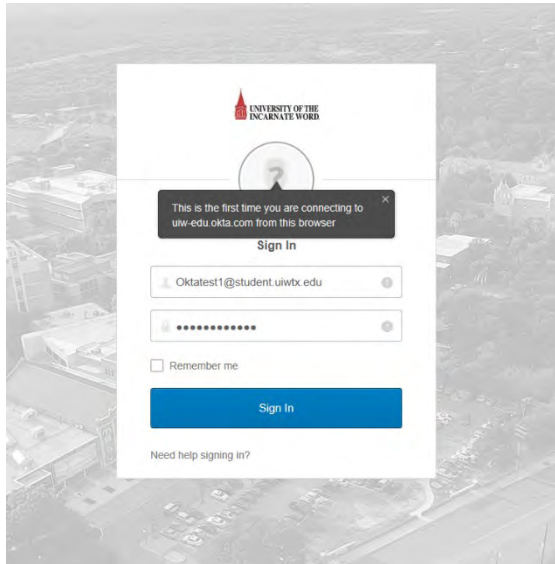
Information Resources Division

How-To Document

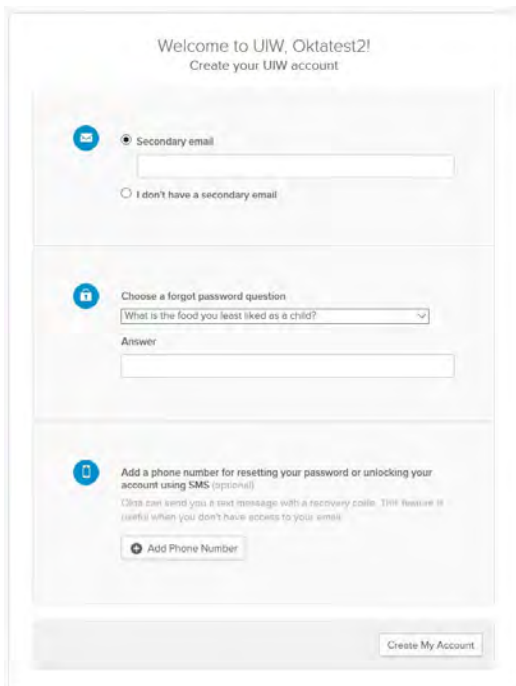
Enrolling in Cardinal Apps

The first time you use Cardinal Apps or visit <https://apps.uiw.edu>, you will be prompted to answer a few questions to fully enable your Cardinal Apps account.

To activate your Cardinal Apps account:



Login to Cardinal Apps using your UIW email address and current UIW password:



Enter a secondary (non-UIW) email address to aid with future password recovery

Choose a 'forgot password' question

Add a mobile phone number if you would like to use SMS for password recovery


Click 'Create MyAccount'

University of the Incarnate Word

Information Resources Division How-To Document

Setting Up Cardinal Apps Phone Application

From your App Store Search and Download the OKTA App.




The Okta login screen features the Okta logo at the top. Below it, a prompt asks the user to "Enter your organization name to sign in:" followed by the URL "https://yoursitename.okta.com". There are three input fields labeled "Site Name", "Username", and "Password". A blue "Sign In" button is located at the bottom.

Site Name: apps.uiw.edu

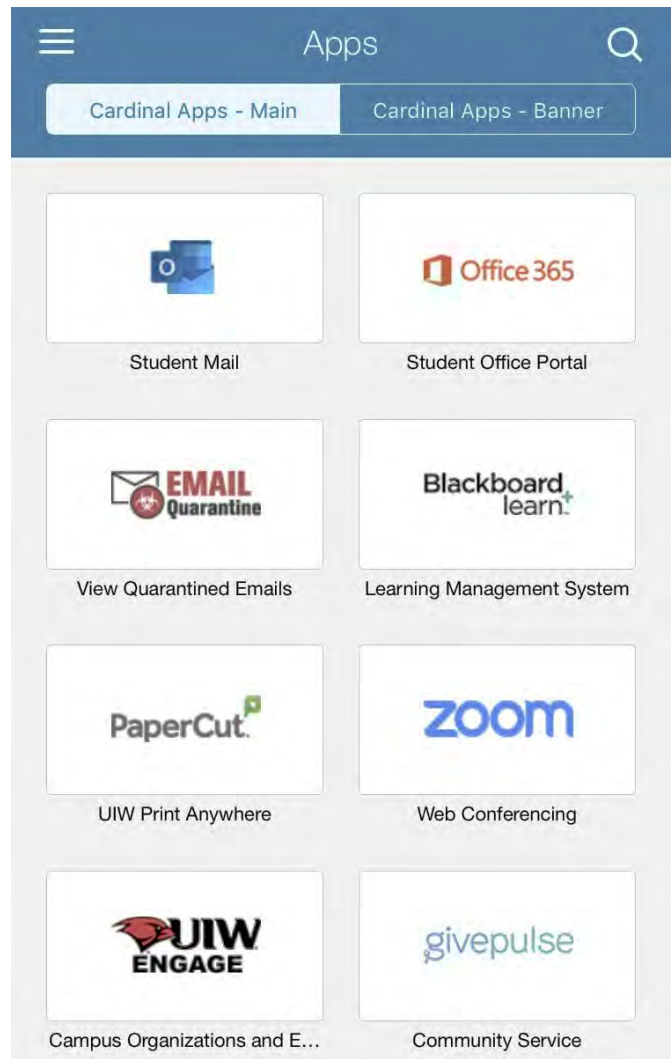
Or uiw-edu.okta.com

Username: Same as Cardinal Apps

Password: Same as Cardinal Apps



The PIN creation screen displays the instruction "Create a 4-digit PIN" above a four-digit input field. To the right of the input field is a small icon of a crossed-out box. Below the input field is a numeric keypad with digits 1 through 9 and 0, each with its corresponding letters (e.g., 1, 2 ABC, 3 DEF). A checkmark icon is located at the bottom right of the keypad.

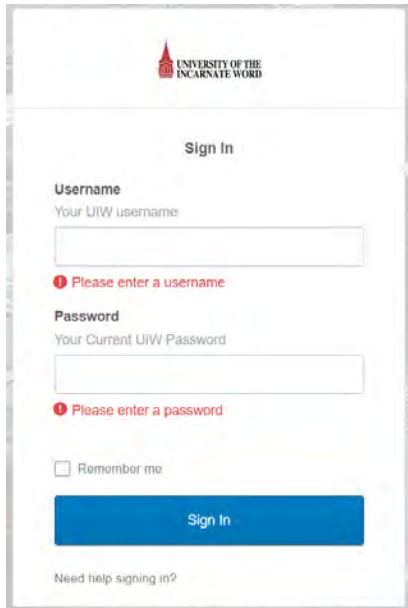


OKTA Cardinal Apps

Multifactor Authentication

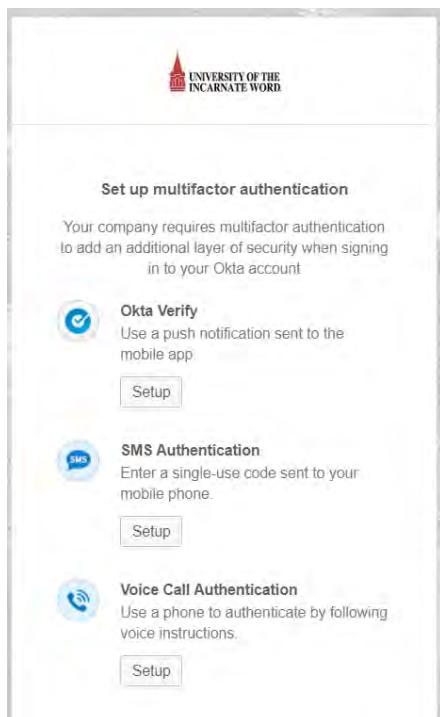
Enrolling in Multifactor Authentication

Log in to Cardinal Apps.



The image shows a 'Sign In' form for the University of the Incarnate Word. At the top is the university's logo. Below it is the title 'Sign In'. The form has two main sections: 'Username' and 'Password'. The 'Username' section has a label 'Your UIW username:' followed by a text input field. Below the field is a red error message: 'Please enter a username:'. The 'Password' section has a label 'Your Current UIW Password' followed by a text input field. Below the field is a red error message: 'Please enter a password:'. There is a checkbox labeled 'Remember me' below the password field. At the bottom of the form is a blue 'Sign In' button. Below the button is a link that says 'Need help signing in?'.

Upon logging into Cardinal Apps, you will be prompted to choose your preferred method of authentication.



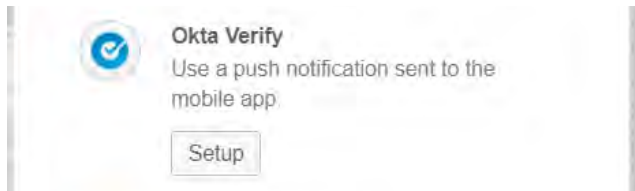
The image shows a 'Set up multifactor authentication' screen. At the top is the university's logo. Below it is the title 'Set up multifactor authentication'. The text below the title says: 'Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account'. There are three options for multifactor authentication, each with an icon, a title, a description, and a 'Setup' button. The first option is 'Okta Verify' with a blue circular icon containing a white checkmark. The description is 'Use a push notification sent to the mobile app.' The second option is 'SMS Authentication' with a blue circular icon containing a white 'SMS' label. The description is 'Enter a single-use code sent to your mobile phone.' The third option is 'Voice Call Authentication' with a blue circular icon containing a white telephone handset. The description is 'Use a phone to authenticate by following voice instructions.'

First Method: The Okta Verify Application

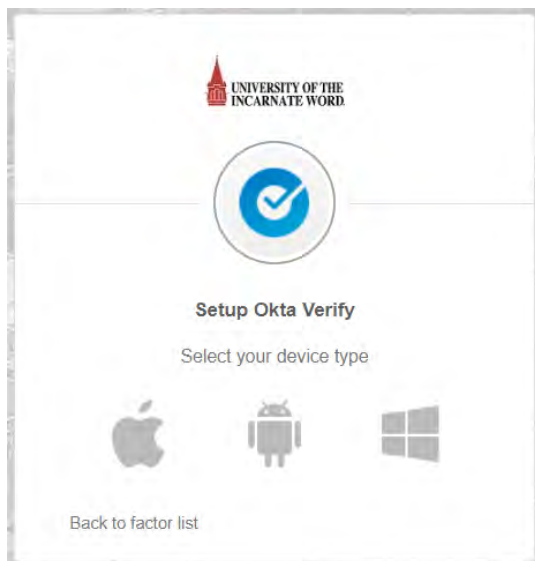
Okta Verify is a mobile application for iOS, Android, and Windows phones. This app offers two ways for a user to authenticate with Okta.

Enrollment Process – The user downloads the application from the app store for their device. The enrollment process will display a QR code that the user will scan with the Okta Verify application. The device will then be enrolled.

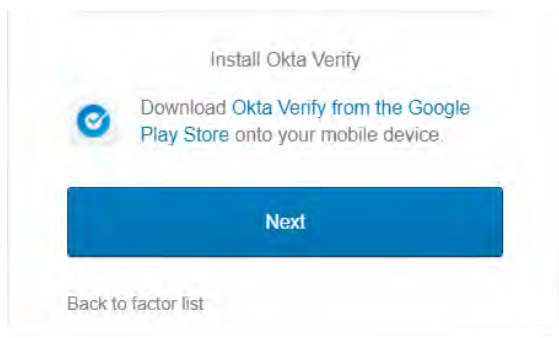
Click Setup for Okta Verify



Select Your Type of Device.

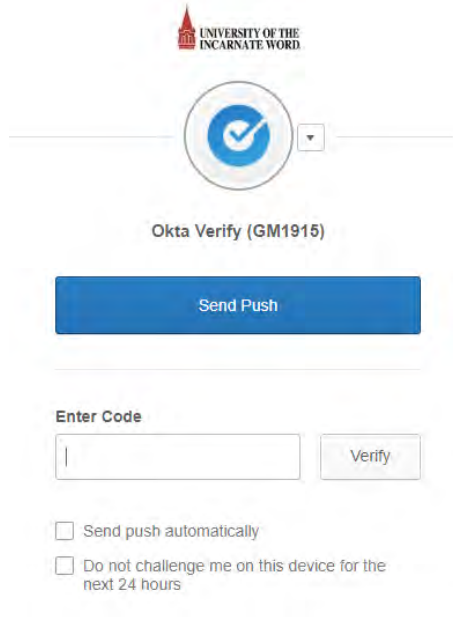


Download the Okta Verify App



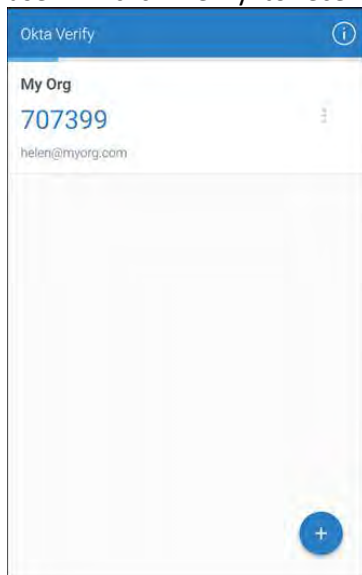
Authentication Process:

1. Push – The user will click ‘Send Push’ on the authentication screen. The user simply needs to tap ‘Approve’ on the notification that pops up on their device. The user will receive access to the application.

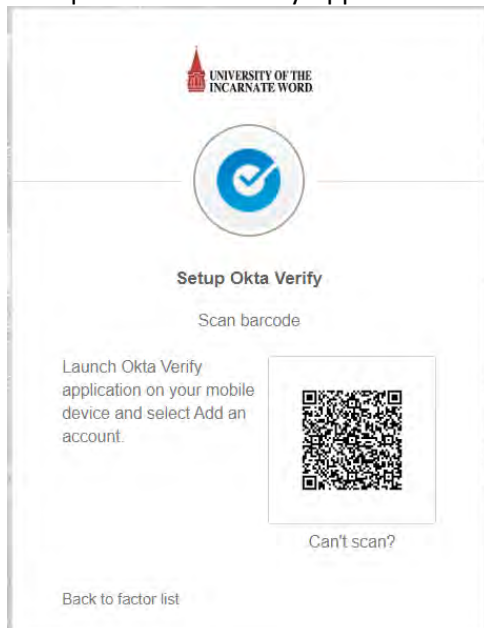


The image shows a web-based authentication interface for Okta Verify. At the top, there is a logo for the University of the Incarnate Word. Below the logo is a circular icon with a blue checkmark. The text 'Okta Verify (GM1915)' is displayed. A prominent blue button labeled 'Send Push' is centered. Below this, there is a section titled 'Enter Code' with a text input field and a 'Verify' button. At the bottom, there are two checkboxes: 'Send push automatically' and 'Do not challenge me on this device for the next 24 hours'.

2. One-Time Code – The user can open the Okta Verify application on their phone to see a one-time code that can be entered in the multifactor authentication window. Once entered, the user will click ‘Verify’ to receive access to the application.



Or: Open the Okta Verify App and scan the Barcode on the Screen.



Second Method: SMS Authentication

SMS Authentication sends a one-time code via text message to a user's cell phone.

Enrollment Process – The user enters their SMS-capable phone number (Cell phone number) at the enrollment prompt. The user is then sent a text with a verification code. The user enters the code from the text at the prompt and the device is enrolled.

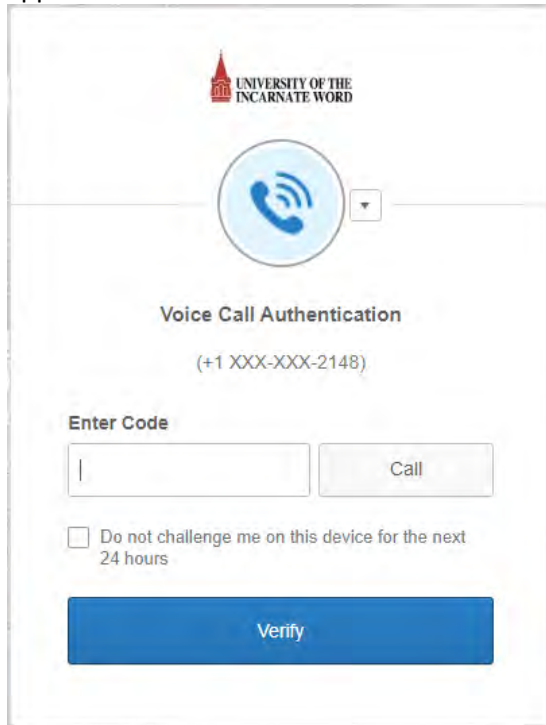
Authentication Process –The user will click the 'Send Code' button. A one-time code will be sent via SMS to the registered number. The user will enter the received code at the prompt and click 'Verify' to receive access to the application.

The screenshot shows the 'SMS Authentication' screen. At the top is the University of the Incarnate Word logo. Below it is a large blue circular icon with a white speech bubble containing the text 'SMS'. To the right of the icon is a small dropdown arrow. The text 'SMS Authentication' is centered. Below it is a placeholder phone number '(+1 XXX-XXX-0094)'. Underneath is the label 'Enter Code' followed by a text input field and a 'Send code' button. Below the input field is a checkbox with the text 'Do not challenge me on this device for the next 24 hours'. At the bottom is a large blue button labeled 'Verify'.

3rd Method: Voice Call Authentication

Enrollment Process – The user enters their office phone number at the enrollment prompt. The user will receive a voice call that recites a verification code. The user will enter the verification code at the prompt. The phone number will then be enrolled.

Authentication Process – The user will click the 'Call' button. They will receive a voice call that recites a one-time code. The user will enter the code at the prompt and click 'Verify' to receive access to the application.



The image shows a mobile application interface for 'Voice Call Authentication' at the University of the Incarnate Word. At the top, the university's logo is displayed. Below it is a large blue circular icon with a white telephone handset and signal waves. To the right of this icon is a small square button with a downward-pointing arrow. The text 'Voice Call Authentication' is centered below the icon, followed by the phone number '(+1 XXX-XXX-2148)'. Underneath, there is a label 'Enter Code' above a text input field. To the right of the input field is a 'Call' button. Below the input field is a checkbox with the text 'Do not challenge me on this device for the next 24 hours'. At the bottom of the form is a large blue 'Verify' button.

UNIVERSITY OF THE
INCARNATE WORD

Voice Call Authentication
(+1 XXX-XXX-2148)

Enter Code

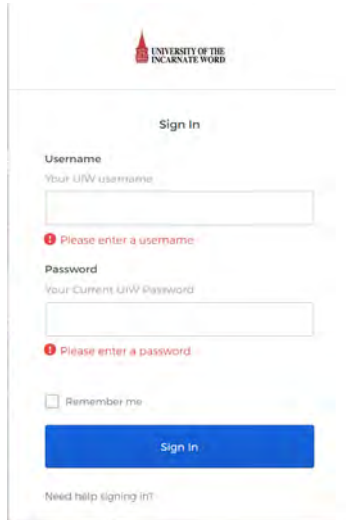
Call

☐ Do not challenge me on this device for the next 24 hours

Verify

Using Zoom Via Cardinal Apps

1. Sign into Cardinal Apps



The image shows the 'Sign In' page for the University of the Incarnate Word. At the top is the university's logo. Below it is a 'Sign In' heading. There are two input fields: 'Username' with the placeholder 'Your UIW username' and 'Password' with the placeholder 'Your Current UIW Password'. Both fields have red error messages below them: 'Please enter a username' and 'Please enter a password'. There is a 'Remember me' checkbox and a blue 'Sign in' button. At the bottom, there is a link that says 'Need help signing in?'.

2. Click on the Zoom App



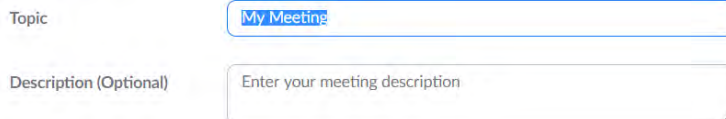
3. On the right side of the page you can choose the option that best fits your need

[SCHEDULE A MEETING](#) [JOIN A MEETING](#) [HOST A MEETING ▼](#)

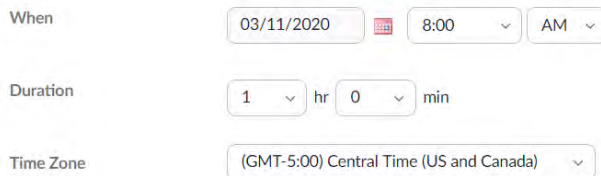
4. Schedule a Meeting – Feel out the necessary information > Click Save

[My Meetings](#) > [Schedule a Meeting](#)

Schedule a Meeting



The image shows the 'Schedule a Meeting' form. It has two main fields: 'Topic' with a text input containing 'My Meeting' and 'Description (Optional)' with a larger text area containing the placeholder 'Enter your meeting description'.



The image shows the 'Schedule a Meeting' form fields for 'When', 'Duration', and 'Time Zone'. The 'When' field has a date picker set to '03/11/2020', a time picker set to '8:00', and a dropdown for 'AM'. The 'Duration' field has a dropdown for '1' hour and a dropdown for '0' minutes. The 'Time Zone' field has a dropdown set to '(GMT-5:00) Central Time (US and Canada)'.

☐ Recurring meeting

5. Join a Meeting – Enter the Meeting ID emailed to you

Join a Meeting

Join

6. Host a Meeting – Choose the option you would like

JOIN A MEETING

HOST A MEETING

With Video Off

With Video On

Screen Share Only

7. When an option is selected – Click open Zoom Meetings

Open Zoom Meetings?

https://uiw.zoom.us wants to open this application.

Open Zoom Meetings

Cancel

8. Zoom meeting will begin

Zoom Meeting ID: 581-229-751

Talking: Christina Phillips

Meeting Topic: Christina Phillips' Zoom Meeting

Host: Christina Phillips

Invitation URL: https://uiw.zoom.us/j/581229751

Participant ID: 39

Join Audio
Computer Audio Connected

Share

Invite Others

Mute

Start Video

Invite

Manage Participants

Share

Chat

Record

More

End Meeting



TITLE IX AND OSAA

TITLE IX

The Title IX Office provides assistance to students while they attend UIW. The Title IX office investigates complaints of Sex Discrimination and Sexual Misconduct. The Title IX Office also provides resources to students and education to faculty and students regarding Sexual Misconduct, Consent, Reporting Obligations and Bystander Intervention.

Contact Information:

Alexandria Salas, Director of Title IX
(210) 283-6977
ansalas@uiwtx.edu

Website:

my.uiw.edu/titleix/index.html

OSAA

The Office of Student Advocacy and Accountability (OSAA) exists to help students through their time at UIW. Through outreach with the CARE Team, addressing student complaints, and administration of University policies through the student misconduct process, OSAA works to ensure that every student has the opportunity to fully participate and enjoy their experience as a Cardinal.

Contact Information:

(210) 805-5864
osaa@uiwtx.edu

Website:

my.uiw.edu/student-advocacy-and-accountability/

MANDATORY STUDENT TRAINING

State law requires mandatory student training for all entering freshman, new transfer students and first-year professional school students.

- This training is done through the Vector Solutions app on Cardinal Apps.
- The modules will be posted on your account after classes begin (4 Total)
- The due date for Fall 2021: October 15, 2021
- If you fail to complete the training, you will be unable to register for classes in Spring 2022.

YOUR JOURNEY. OUR MISSION.

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**MORE INFO:
www.uiw.edu**