

UNIVERSITY OF THE INCARNATE WORD®



# ORIENTATION





# ONE WORD

## Commitment to Community

ETTLING CENTER FOR CIVIC LEADERSHIP & SUSTAINABILITY



### Helping Others & Impacting the World

The Ettlign Center for Civic Leadership & Sustainability was established in 2013 under the leadership and vision of Sister Dorothy "Dot" Ettlign, 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.

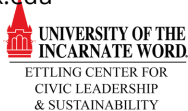
# Commitment to Community



*"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 unto others as you would have them do unto 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 Ettlting Center for Civic Leadership & Sustainability at (210) 832-3208 or email us at [ccl@uiwtx.edu](mailto: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!



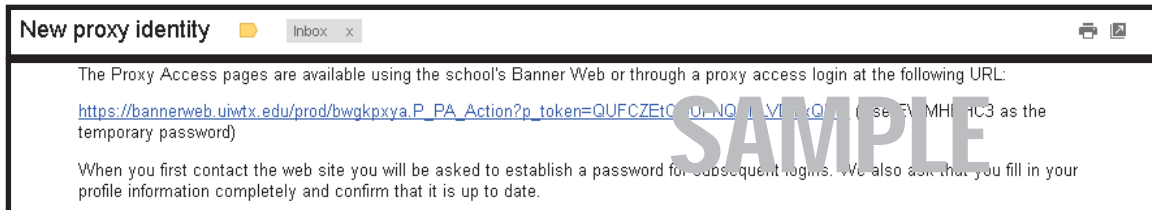
## UIW OFFICE OF THE REGISTRAR

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 MyWord/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/FERPA.html](http://www.uiw.edu/registrar/FERPA.html)

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. [Click here to change your PIN](#)

\* - indicates a required field.

Salutation

First Name \*

Middle Name

Last Name \*

Name Suffix

Nickname

E Mail Address \*

Birthdate (MM/DD/YYYY) \*

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.**






## UIW OFFICE OF THE REGISTRAR

FERPA Rights and Proxy Access

# Proxy Instructions for Students

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1. Log in to  using your UIW credentials and select  BannerWeb from the Launchpad
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.  Add Proxy
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.  E-mail Authorizations

- ♦ **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.





# University of the Incarnate Word

## Add/Registration/Drop Form

**Students:** By your signature, you agree to the following. You are responsible for cancelling your registration if you do not plan to attend class or complete the course requirements. You are responsible for your financial obligations and grades regardless of whether you attend class or not. Fees are assessed for late registration and add/drop. Refer to deadlines at [uiw.edu/registrar/deadlines](http://uiw.edu/registrar/deadlines).

**This process is not complete until the Registrar's Office receives the signed form.**

Semester/Year:  Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_ Student ID: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_ Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

REGISTER OR ADD A CLASS						
CRN	DEPT	Number	Section	Grade Mode N = Normal; A = Audit; P/F = P/F	Approval Signatures (IF REQUIRED): Check box to indicate reason for signature.	The Instructor/Dean's signatures are required to override a closed class.
					<input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Class Limit <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict	
					<input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Class Limit <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict	
					<input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Class Limit <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict	
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					<input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Class Limit <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict	
					<input type="checkbox"/> Signature Requirement <input type="checkbox"/> Over-ride Class Limit <input type="checkbox"/> Over-ride Pre-requisite <input type="checkbox"/> Time-Conflict	

DROP A CLASS (Complete the WITHDRAWAL form to drop ALL of your courses.)				
Contact the Financial Aid Office before you drop any course. This action may affect your graduation.				
CRN	DEPT	Number	Section	NOTE: Dropping courses may not remove charges from your account.

TOTAL HOURS ENROLLED \_\_\_\_\_



# University Advising Center

Student Engagement Center, Suite 3120  
210-805-5814, [www.uiw.edu/advising](http://www.uiw.edu/advising)

## Student Checklist

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**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, <http://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 2020 Registration Deadline Dates:

- The last day to Add/Drop or Withdrawal 100% for **Maymester is May 11, 2020**
- The last day to Add/Drop or Withdrawal 100% for **Summer I & Extended Summer is June 5, 2020**
- The last day to Add/Drop or Withdrawal 100% for **Summer II is July 10, 2020**
- The last day to Add/Drop or Withdrawal 100% for **Fall is September 1, 2020**

**FINANCIAL AID** (*Chapel Building, Lower Level, 210-829-6008, <http://www.uiw.edu/finaid>*): Submit your 2020-21 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, <http://www.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 BossCars Vehicle (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.

**CENTER FOR VETERANS AFFAIRS** (*SEC 3030, 210-832-2154, <http://www.veterans.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 the 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.

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

**PHOTO ID** (*Campus Engagement, SEC 3150, 210 829-6034, <http://www.uiw.edu/campuslife>*): Obtain your student ID. You will need to bring your driver's license or state identification card and a copy of your class schedule.

**TRANSCRIPTS:** All Official Transcripts must be received by the Office of Admissions before classes begin on **Monday, August 24, 2020**. 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 HELPDESK** (*SEC Basement, 210 829-2721, <https://my.uiw.edu/ird/helpdesk/index.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** (<https://apps.uiw.edu>): Provides single sign-on access to most of the academic tech tools you will use at UIW (e.g., CardinalMail, Blackboard, 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, 1<sup>st</sup> floor, 210-829-6056*): Visit the bookstore's website (<https://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 cardinal 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. Please refer to the student resources flyer provided in your graduation portfolio.



# University Advising Center

## 2020 - 2021 Advising Syllabus

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**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](mailto: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

**Kedra Grant-Brinkley**  
Director, UAC  
Academic Advisor  
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Music, Philosophy, Religious Studies,  
Spanish, Theatre Arts  
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**Charles Puente**  
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**Rochelle Ramirez**  
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**Megan York**  
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Criminal Justice, Political Science, Psychology &  
Sociology  
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**Dora Garner**  
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Broadcast Meteorology, Chemistry, Environmental  
Science, Meteorology and Nutrition.  
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**Dave Kincaid**  
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**Nursing Advisor**  
210-283-6322/NB 112

**Natalie Hernandez**  
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## STUDENT - ADVISOR PARTNERSHIP

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

### EXPECTATIONS OF STUDENTS

- 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.

### EXPECTATIONS OF ACADEMIC COUNSELORS

- 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>.

## 2020-2021 ADVISING CALENDAR

<p><b><u>Summer 2020</u></b>  <b>New Students:</b> 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><b>Returning Students:</b> Be sure official transcripts are sent to UIW if you attended summer school anywhere else.</p>	<p><b><u>August 2020</u></b>  <b>All Students:</b> Be sure to purchase your material for your classes and check your cardinal mail daily.</p> <ul style="list-style-type: none"> <li>• <b>August 24<sup>th</sup></b> - Fall 2020 UG classes begin</li> <li>• <b>August 24<sup>th</sup></b> - Late Registration a \$50 fee charged for Fall 2020</li> <li>• <b>August 28<sup>th</sup></b> - Last day to apply for December 2020 graduation without a \$150 late fee</li> </ul>
<p><b><u>September 2020</u></b>  <b>All Students:</b> Be aware of drop dates and other deadlines.</p> <p><b>Returning Students:</b> Use this time to reconnect with your advisor and let them know how your classes are going.</p> <p><b>New Fall Students:</b> 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> <ul style="list-style-type: none"> <li>• <b>September 1<sup>st</sup></b> - Last day to register, add, drop or withdraw 100% for Fall 2020</li> </ul>	<p><b><u>October-November-December 2020</u></b>  <b>All Students:</b> 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"> <li>• <b>October 1<sup>st</sup></b> - Last day to apply for May 2021 graduation without a late fee</li> <li>• <b>October 12<sup>th</sup></b> - Early Alert grades available in Bannerweb for 0000-2000 level courses.</li> <li>• <b>October</b> - Advising Period Spring 2021 TBA</li> <li>• <b>November 9<sup>th</sup> – 13<sup>th</sup></b> - Registration for Spring 2020</li> <li>• <b>December 4<sup>th</sup></b> - Last day to drop a class with a W or Withdraw for Fall 2020</li> <li>• <b>December 5<sup>th</sup> – 11<sup>th</sup></b> Finals Week</li> </ul> <p><b>Check your final grades to ensure you do not need to adjust your Spring 2021 schedule.</b></p>
<p><b><u>January 2021</u></b>  <b>All Students:</b> 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"> <li>• <b>January 11<sup>th</sup></b> – Spring 2021 classes begin</li> <li>• <b>January 11<sup>th</sup></b> - Late Registration a \$50 fee charged for Spring 2021</li> <li>• <b>January 15<sup>th</sup></b> - Last day to apply for May 2021 graduation without a \$150 administrative late fee</li> <li>• <b>January 19<sup>th</sup></b> - Last day to register, add, drop or withdraw 100% for Spring 2021</li> </ul>	<p><b><u>February 2021</u></b>  <b>All Students:</b> Be aware of drop dates and other deadlines.</p> <p><b>Returning Students:</b> Use this time to reconnect with your advisor and let them know how your classes are going.</p> <p><b>New Spring Students:</b> 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>
<p><b><u>March-April 2021</u></b>  <b>All Students:</b> 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"> <li>• <b>March 1<sup>st</sup></b> - Early Alert grades available in Bannerweb for 0000-2000 level course.</li> <li>• <b>March</b> – Advising Period Fall 2021- TBA</li> <li>• <b>April 12<sup>th</sup> -16<sup>th</sup></b> - Registration for Summer/Fall 2021</li> <li>• <b>March 1<sup>st</sup></b> - Last day to apply to August 2021 graduation without a \$75 late fee</li> </ul>	<p><b><u>May 2021</u></b>  <b>All Students:</b> 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"> <li>• <b>April 30<sup>th</sup></b> - Last day to drop a class with a W or withdraw for Spring 2021.</li> <li>• <b>May 1<sup>st</sup></b> - Last day to apply to December 2021 graduation without a late fee</li> <li>• <b>May 3<sup>rd</sup>-7<sup>th</sup></b> - Finals Week</li> </ul> <p><b>Check your final grades to ensure you do not need to adjust your Summer 2021 and/or Fall 2021 schedule(s).</b></p>

## 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.



# 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 AM					
9:00 – 10:15 AM					
10:30 – 11:45 AM					
12:00 – 1:15 PM					
1:30 – 2:45 PM					
3:00 – 4:15 PM					
4:30 – 5:45 PM					
6:00 – 7:15 PM					
7:30 – 8:45 PM					
<u>Evening/Night Classes</u>					
6:30 – 9:15 PM					
7:45 – 9:00 PM					

# UIW career services



## HOW CAN WE HELP YOUR STUDENT?

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

## WHAT IS handshake ?

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



## YOUR STUDENT WILL BE ABLE TO...

- Search & apply for PT/FT Jobs
- Connect with employers, students and alumni
- Register for Career Services events

## IS YOUR STUDENT UNSURE ON THEIR CAREER CHOICE?



Use Focus2 to explore careers and majors while strengthening your future career path. Begin investigating your options today. Focus2 will ask you a series of questions related to things like your personality, life preferences, and more. Remember, a better understanding of yourself will give you the confidence you need to make more informed decisions about your education.

STUDENT ENGAGEMENT CENTER  
SUITE 3030

HAVE YOUR STUDENT CALL US  
TODAY FOR AN APPOINTMENT!

[WWW.UIW.EDU/CAREER](http://WWW.UIW.EDU/CAREER)  
[CAREERS@UIWTX.EDU](mailto:CAREERS@UIWTX.EDU)  
210-829-3931

# UIW SCHOOL OF OSTEOPATHIC MEDICINE

## HEALTH SERVICES

**ALL SERVICES ARE CONFIDENTIAL**

### Primary Care Clinic

AgneseSosa Bldg. (behind the Nursing Bldg)

UIW Students and Employees Welcome

**Appointments preferred,  
walk-ins welcome  
(210)829-6017**

#### ❖ Primary Care

- Acute Illness, Injuries and Cuts
- Physical Exams (*appointments only*)
- Diabetes, High Blood Pressure

#### ❖ Osteopathic Manipulative Medicine (OMM) (*appointments only*)

#### ❖ Well-woman Exams

#### ❖ Immunizations

- Influenza, Td, Tdap, Hep B, Meningitis and Gardasil 9
- TB skin tests  
Mondays, Tuesdays and Wednesdays

#### ❖ Blood Pressure, Blood Sugar and Cholesterol Screenings

#### ❖ Health Promotion and Education

#### ❖ Assistance with student accident and illness insurance

#### ❖ Medications

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

#### ❖ 24-hour Nurse line available for student with CHP insurance (Mayo Clinic Nurse Line @ 1-844-886-2896)

#### ❖ Licensed Dentist available throughout the semester for student with the CHP insurance (*appointments only*)

#### Hours

8 a.m. - 5 p.m., Mon. - Fri.

[www.uiwtx.edu/health](http://www.uiwtx.edu/health)

### Behavioral Health Services & Counseling

Administration Bldg, Suite 438

UIW Students Only

**Appointments only  
210-832-5656**

#### ❖ Relationship Issues

#### ❖ Psychological Counseling

#### ❖ Substance Abuse

#### ❖ Depression

#### ❖ Eating Disorders

#### ❖ Interpersonal Communication

#### ❖ Mindfulness

#### ❖ Self-Esteem

#### ❖ Learning Assessment

#### ❖ Test Anxiety Management

#### ❖ Stress Management

#### ❖ Performance Anxiety

#### ❖ Consultation

#### ❖ Referral Services

#### ❖ Psychiatry

(*only for non-SOM students attending counseling*)

#### Hours

8 a.m. - 6 p.m., Mon-Thurs.

8 a.m. - 5 p.m., Fri.

#### Psychiatry Hours

1-3 p.m., Tues. - Wed.

9 a.m. - 3 p.m., Thurs.

[www.uiw.edu/counseling](http://www.uiw.edu/counseling)

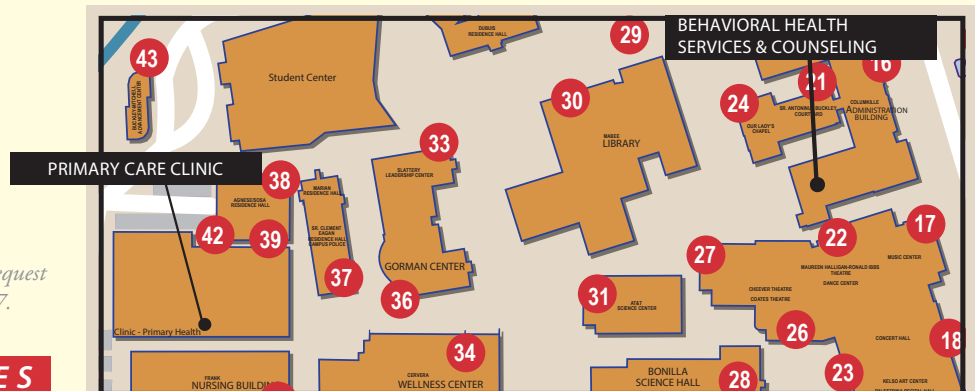
Employees should contact Human Resources for counseling benefits 210-829-6019



This publication is available in alternate format by request. To request an alternate format, please contact the Clinic at (210) 829-6017.

7/18 50

**NO NARCOTICS ON PREMISES**



GENEVIEVE TAYLOR DOUGHERTY FINE ARTS CENTER



# 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  
[my.uiw.edu/counseling/](http://my.uiw.edu/counseling/)

**Disability Services**  
AD Suite 51  
(210) 829-3997  
[www.uiw.edu/sds](http://www.uiw.edu/sds)

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

**Financial Aid**  
Chapel Building  
Lower Level  
(210) 829-6008  
[www.uiw.edu/finaid](http://www.uiw.edu/finaid)

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

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

**Help Desk/Media  
Center Lab**  
SEC Basement  
(210) 829-2721  
[my.uiw.edu/ird/helpdesk](http://my.uiw.edu/ird/helpdesk)

**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/testing-services](http://www.uiw.edu/testing-services)

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

**Writing &  
Learning Center**  
SEC 3870  
(210) 829-3870  
[www.uiw.edu/wlc](http://www.uiw.edu/wlc)



## 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.

## LEARN A NEW WAY OF LIFE

Students are immersed in another culture while abroad. Exposure to local history, politics, and language of a region will build your student's cross-cultural competencies. Immersion in another culture exposes students to local history, politics, and language of the region.

## 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

## CONTACT US

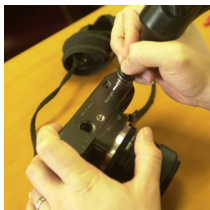
210-805-5709

[studyabroad@uiwtx.edu](mailto:studyabroad@uiwtx.edu)

[www.uiw.edu/studyabroad](http://www.uiw.edu/studyabroad)



[uiw\\_studyabroad](https://www.instagram.com/uiw_studyabroad)



## 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.

Rev. 08/2017

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## 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.

# OPERATION IDENTIFICATION



## University of The Incarnate Word Police Department

**Emergency: 911**

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



## 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.

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## 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:  
<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. Rev. 08/2017

# Theft and Burglary Prevention



## University of The Incarnate Word Police

**Emergency: 911**

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

## 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.

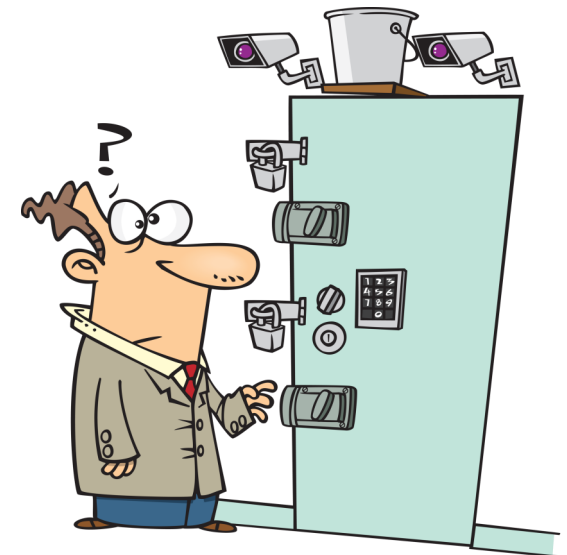
Have all coworkers join together to watch each others property and offices.

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.



## 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.**



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**SISTERS OF CHARITY OF  
THE INCARNATE WORD**

## 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 covers 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](http://www.uiw.edu/police/training.html)

## **Personal Safety**



**University of the  
Incarnate Word Police  
Department**

**Emergency: 911**

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

Rev 10/17

# 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.**



## 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](http://www.uiw.edu))
- **KUIW.org Internet Radio**
- **Fire Alarm**
- **UIW's Official Facebook Page** ([www.facebook.com/uiwcardinals](http://www.facebook.com/uiwcardinals))
- **UIW's Official Twitter Account** ([www.twitter.com/uiwcardinals](http://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](http://www.getrave.com/login/uiw)



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THE INCARNATE WORD**

## 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](http://www.uiw.edu/police/training.html)



**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.



# Student Disability Services (SDS)

The University of the Incarnate Word is committed to providing a supportive, challenging, diverse, and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act of 1973, Subpart E and Title III of the Americans with Disabilities Act, the University ensures accessibility to its programs, services and activities for students with documented disabilities.

## **STEPS TO REGISTER WITH SDS**

1. Gather appropriate documentation of disability. See reverse side of this page for documentation guidelines.
2. Submit a "request for letters of accommodations" form using the web link below. Within the form is a section to upload your documentation electronically. Contact SDS to schedule an appointment if you need assistance with the form or need to submit paperwork in person.

**<https://my.uiw.edu/sds/index.html>**

3. The Coordinator of Student Disability Services will then contact you to finalize your request for accommodations.

## **EXAMPLES OF POSSIBLE ACCOMMODATIONS**

- Priority seating in the classroom
- Change of classroom location
- Option to audio record lectures
- Copies of Power Point presentations
- Use of enlarged print for all print based materials
- Use of a reader during exams
- Use of a scribe for exams
- Use of a computer when taking exams
- Extra time for testing
- Use of a calculator / spell checker
- Use of a sign language interpreter
- Note-taking assistance
- Textbooks in alternate format
- Receiving handouts in alternate format

For more information contact:

## **Student Disability Services**

University of the Incarnate Word  
Administrative Building—Suite 51  
4301 Broadway, CPO #295  
Phone & Fax (210) 829-3997  
<http://uiw.edu/sds/>



## Appropriate Documentation of a Disability

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 must 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 should provide the following information :**

- Date of evaluation
- Specific diagnosis
- Method of evaluation/examination
- Specific limitation(s) with respect to 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 use of specific, prescribed medications will impact the functioning of the individual.

### **Additional Documentation Needed – by Disability:**

**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.

**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.

**Physical/Mobility Impairments:** Documentation that identifies current functional limitations, with or without apparatus, and that also states 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 diagnoses.

**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 specializing in the area of the diagnosed condition.

**Psychological Disorders:** Documentation must include: a specific diagnosis based on the DSM-IV-TR, 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 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

**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 are presumably a direct result of problems of attention, identification of DSM-IV-TR criteria, specific diagnosis, and an interpretive summary. Documentation from a Neurologist is preferred; however documentation from a licensed psychologist or psychiatrist will also be accepted.

**Learning Disabilities:** Documentation must include, results of a diagnostic interview, background information, behavioral observations, a comprehensive cognitive (intellectual) assessment with resulting standard test scores, a complete achievement battery to measure current functioning (the Wide Range Achievement Test – WRAT-3 is not acceptable as the sole measure of achievement) with resulting standard test scores and related discussion, and a specific diagnosis. Documentation must be provided by a licensed/certified Educational Diagnostician, Educational Psychologist, or Professional Counselor.

**NOTE:** For all other disabilities or chronic medical/systematic disorders, please contact Student Disabilities Services directly for documentation information



UIW CENTER FOR VETERANS AFFAIRS  
INVITES YOU TO JOIN US DURING OUR  
**ZOOM ORIENTATION DESK HOURS**

**Freshman Orientation ZOOM Dates & Times: TBD**

**Transfer Orientation ZOOM Dates & Times:**

Wednesday May 20, 2020 | 11:30 AM—1:30 PM

Wednesday June 17, 2020 | 11:30 AM—1:30 PM

Tuesday July 7, 2020 | 11:30 AM—1:30 PM

Wednesday August 12, 2020 | 11:30 AM—1:30 PM

**<https://uiw.zoom.us/j/95357421774>**

We are here to help you with your VA Educational Benefit Questions. Your time with the School Certifying Official  
is confidential.

Note: We will speak with one student at a time. You will be placed in a Zoom waiting room if the SCO is assisting  
another student.

# Helpful Resources for Transfer Students

## Department Phone Numbers and Websites



### Admissions Office

210-829-6005  
[www.uiw.edu/visit](http://www.uiw.edu/visit)

### Business Office

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

### Academic Advising

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

### Athletics

210-829-2798  
[www.cardinalathletics.com](http://www.cardinalathletics.com)

### Health Services

210-829-6017  
[www.uiw.edu/health](http://www.uiw.edu/health)

### Financial Aid Office

210-829-6008  
[www.uiw.edu/finaid](http://www.uiw.edu/finaid)

### First Year Engagement

210-805-5814  
[www.uiw.edu/firstyear](http://www.uiw.edu/firstyear)

### Disability Services

210-829-3997  
[www.uiw.edu/sds](http://www.uiw.edu/sds)

### Residence Life

210-829-6034  
[www.uiw.edu/housing](http://www.uiw.edu/housing)



Connect with us on social media  
using **#UIWpride**

UIW Admissions

UIW\_Admissions

**ZEEMEE** University of the  
Incarnate Word

All your official documents should be mailed to the  
following address:

**University of the Incarnate Word**  
**Office of Admissions**  
**4301 Broadway, CPO 285**  
**San Antonio, TX 78232**