



NEW  
STUDENT

**ORIENTATION**



**UNIVERSITY OF THE INCARNATE WORD®**

**UIW**®



**Advising Center**



# 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)

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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

- 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>
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<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					



# **ACADEMIC ADVISING**

**PRESENTED BY  
THE UNIVERSITY ADVISING CENTER**

# WHAT WE WILL COVER



University Advising  
Center (UAC)



Academic Advising



Understanding Your  
Degree Requirements



Advising  
Tools/Resources

# UNIVERSITY ADVISING CENTER (UAC)



Office Location:

Student Engagement Center Room 3120

Phone:

210-805-5814

Email:

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

Normal Office Hours:

Monday - Thursday:

8:00 am – 6:00 pm

Friday

8:00 am – 5 pm

Click [here](#) to access the UAC's website



# ADVISING SERVICES



Add/Drop/Registration of courses



Academic Changes



Class Absence Notification



Explanation Degree Requirements



Explanation of university policies and procedures



Major Exploration



Referral to Other Student Support Service Offices



# **ACADEMIC ADVISING**

Academic Advisors at UIW are here to guide you on your academic path from orientation to graduation! Your Academic Advisor will assist you in identifying and achieving your academic, career, and personal goals. Additionally, they will help you understand degree/graduation requirements and explain university policies and procedures. Lastly, they will provide academic guidance in order to keep you on track for graduation and can connect you to campus programs and resources.

- You are assigned an Academic Advisor based on your program of interest. Advisors work for a specific college and advise exclusively on the major(s) within that college.
- You will be assigned to an academic advisor no later than the third week of the start of the Fall 2020 semester.\* We encourage you to meet with your academic advisor at least once each semester.
- Additionally, if you are a student athlete you will be assigned to an athletic advisor, depending on your sport, for additional support.

\*Contact the UAC for advising questions/concerns prior to being assigned your academic advisor.

# FIND YOUR ADVISOR

- Log onto **Cardinal Apps**
- Click the **Cardinal Apps - Banner** tab
- Then click the **Banner 8 Self Service** icon
- Select **Student Services** tab
- Select **Student Records**.
- Select the current term (*Spring 2021*) and click **Submit**.
- Select **Student Information**.
- Your advisor's name can be found next to the **Primary Advisor** field
- To find your advisor's contact information, use the **UIW Directory** link at the top of the page



*As a student, it is your responsibility to know degree requirements and courses required for graduation, as well as comply with university policies, procedures and deadlines. You are expected to be an active participant in planning your education — you should come prepared to advising meetings, ask questions and be on time to your appointments.*

# ADVISING SYLLABUS



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**Dora Garner**  
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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.

Click [here](#) to download a pdf copy of the Advising Syllabus

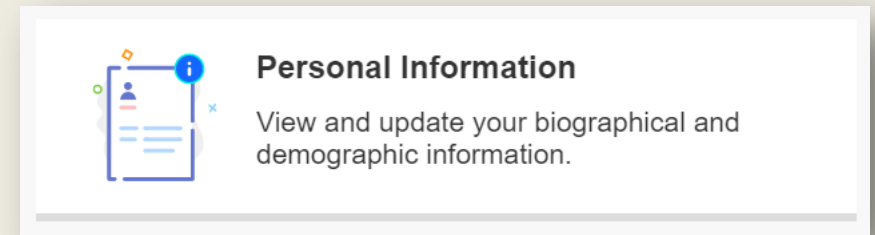
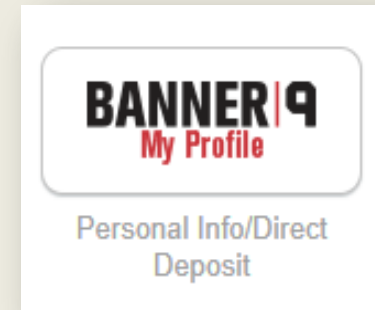
# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- 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.

Click [here](#) for more information about Proxy Access.

# BANNER 9 MY PROFILE

- Each semester make sure your contact information is up to date.
- This includes your:
  - Telephone number
  - Address



Click [here](#) to access instructions on how update your contact information.

A decorative wavy orange line with a white shadow, running vertically down the left side of the page.

# **UNDERSTANDING YOUR DEGREE REQUIREMENTS**

# MATH PLACEMENT

- Placement in mathematics courses is based on the Admission's Office evaluation of students' ACT, ACCUPLACER, SAT or TSI scores according to the Mathematics Department guidelines.
- Students that do not meet the minimum required test score will be required to:
  - 1.) Take developmental math (MATH 0320 Intermediate Algebra) and earn a C or better before taking their college level Math.  
or
  - 2.) Try to test out of the developmental math requirement by completing ALEKS Placement, Preparation and Learning (PPL).
- Please note: Developmental courses from other institutions are not transferrable. You will be required to take MATH 0320 or ALEKS to place into your college level Math.

Click [here](#) for details about ALEKS PPL.

**DEGREE  
WORKS**

Degree Audit

# STAY ON TRACK OF YOUR DEGREE PROGRESS

Click [here](#) to download instructions to access Degree Works

Ellicott Degree Works Report

### Academic Degree Audit

Student View A000760Z as of 12/12/2019 at 23:40

Student	College	Col of Humanities/Arts/Soc Sci	Graduation Application [Y/N]	N
ID	Freshman	Level Undergraduate	Application [Y/N]	Fall 2020
Advisor		Degree Bachelor of Arts	Catalog Term	
Overall GPA	0.00	Major English		
Academic Standing		Concentration		
Hold		Minor		
		Concentration		

#### Requirements

The degree requirements bar is an estimate based on the requirements listed below; it neither guarantees nor serves as official notification of degree completion. Contact your academic advisor for assessing degree completion status.

NOTE: Degree Works Academic Audits are available for only the more recent undergraduate and graduate catalogs, and not for UIW professional schools. If your audit returns an error message, please contact your academic advisor for a degree audit. You can also run a WhatIf Audit under one of the available catalogs.

#### Degree Progress

Requirements	Credits Required	Credits Applied
<b>Degree in Bachelor of Arts</b>	120	0
<input type="checkbox"/> Minimum 120 Total Credit Hours Required	Reason: 120 credit hours are required. You currently have 0, you still need a minimum of 120 more credit hours and successful completion of all graduation requirements.	
<input type="checkbox"/> Minimum 36 upper-division credit hours required	Reason: 36 upper-division credit hours are required. You currently have 0, you still need a minimum of 36 more.	
<input type="checkbox"/> Minimum credits taken at the University of the Incarnate Word	Reason: Minimum credits taken at the University of the Incarnate Word: You have 0 but still need a minimum of 45 credits.	
<input type="checkbox"/> 36 of the last 45 credit hours must be taken at UIW.	Reason: Last credits at the University of the Incarnate Word: You have 0 but still need a minimum of 36 credits.	
<input type="checkbox"/> A minimum GPA of 2.0 is required	Still Needed: When your first term is graded, your cumulative GPA will be calculated. If this GPA falls below 2.0 it is important to see an advisor to make plans for raising your GPA.	
<input type="checkbox"/> Main Campus Core Curriculum Requirements	Still Needed: See Core Curriculum section	
<input type="checkbox"/> Community Service Requirement	Still Needed: See Community Service Requirement section	
<input type="checkbox"/> Major Requirements	Still Needed: See Major in English section	
<b>Core Curriculum</b>	Credits Required: 43	Credits Applied: 0
<input type="checkbox"/> Minimum 43 General Education Core Credit Hours Required	Reason: 43 credit hours are required. You currently have 0, you still need a minimum of 43 more credit hours and successful completion of all graduation requirements.	
<input type="checkbox"/> English Composition I (grade of C or better)	Still Needed: 1 Class in ENGL 1311* or 1311L	
<input type="checkbox"/> English Composition II (grade of C or better)	Still Needed: 1 Class in ENGL 1312* or 1312H*	
<input type="checkbox"/> World Literature	Still Needed: 1 Class in ENGL 2310* or 3310H* or @ @ ATTRIBUTE = LITR	



Student ID	⏪ ⏩ Name	Degree	Major	Level	Student Class Level	Last Audit	Last Refresh
<input type="text"/>	<input type="text"/>	BA	English	UG	FR	05/12/2020	05/12/2020 at 10:47 pm

### Academic Degree Audit

**Student View** A0008bte as of 05/12/2020 at 23:18

Student		College	Col of Humanities/Arts/Soc Sci	Graduation Application [Y/N]	N
ID		Level	Undergraduate	Catalog Term	Fall 2020
Classification	Freshman	Degree	Bachelor of Arts	Sport	
Advisor		Major	English		
Overall GPA	0.00	Concentration			
Academic Standing		Minor			
Hold					

#### Degree Progress



The degree requirements bar is an estimate based on the requirements listed below; it neither guarantees nor serves as official notification of degree completion. Contact your academic advisor for assessing degree completion status.

NOTE: Degree Works Academic Audits are available for only the more recent undergraduate and graduate catalogs, and not for UIW professional schools. If your audit returns an error message, please contact your academic advisor for a degree audit. You can also run a WhatIf Audit under one of the available catalogs.

## Degree in Bachelor of Arts

Credits Required: 120

Credits Applied: 0

<input type="checkbox"/> Minimum 120 Total Credit Hours Required	<b>Still Needed:</b> 120 credit hours are required. You currently have 0, you still need a minimum of 120 more credit hours and successful completion of all graduation requirements.
<input type="checkbox"/> Minimum 36 upper-division credit hours required	<b>Still Needed:</b> 36 upper-division credit hours are required. You currently have 0, you still need a minimum of 36 more.
<input type="checkbox"/> Minimum credits taken at the University of the Incarnate Word	<b>Still Needed:</b> Minimum credits taken at the University of the Incarnate Word: You have 0 but still need a minimum of 45 credits.
<input type="checkbox"/> 36 of the last 45 credit hours must be taken at UTW.	<b>Still Needed:</b> Last credits at the University of the Incarnate Word: You have 0 but still need a minimum of 36 credits.
<input type="checkbox"/> A minimum GPA of 2.0 is required	<b>Still Needed:</b> When your first term is graded, your cumulative GPA will be calculated. If this GPA falls below 2.0 it is important to see an advisor to make plans for raising your GPA.
<input type="checkbox"/> Main Campus Core Curriculum Requirements	<b>Still Needed:</b> See <a href="#">Core Curriculum</a> section
<input type="checkbox"/> Community Service Requirement	<b>Still Needed:</b> See <a href="#">Community Service Requirement</a> section
<input type="checkbox"/> Major Requirements	<b>Still Needed:</b> See <a href="#">Major in English</a> section

■ Core Curriculum		Credits Required: 43	Credits Applied: 0
<input type="checkbox"/> Minimum 43 General Education Core Credit Hours Required	Still Needed:	43 credit hours are required. You currently have 0, you still need a minimum of 43 more credit hours and successful completion of all graduation requirements.	
<input type="checkbox"/> English Composition I (grade of C or better)	Still Needed:	1 Class in ENGL 1311* or 1311L	
<input type="checkbox"/> English Composition II (grade of C or better)	Still Needed:	1 Class in ENGL 1312* or 1312H*	
<input type="checkbox"/> World Literature	Still Needed:	1 Class in ENGL 2310* or 3310H* or @ @ with Attribute LITR	
<input type="checkbox"/> Fine Arts Electives	Still Needed:	3 Credits in ARTH 1000:4999 or ARTS 1000:4999 or DANC 1000:4999 or ENGL 2375* or 3375* or 4375* or MUAP 1000:4999 or MUSI 1000:4999 or THAR 1000:4999 or @ @ with Attribute FINE	
<input type="checkbox"/> Introduction to Philosophy	Still Needed:	1 Class in PHIL 1381 or 1381H or @ @ with Attribute PHIL	
<input type="checkbox"/> Religious Studies	Still Needed:	1 Class in RELS 1305 or 1315 or 1325 or 1327H or 1335 or @ @ with Attribute RELG	
<input type="checkbox"/> Advanced Philosophy or Religious Studies	Still Needed:	1 Class in PHIL 3000:4999 or RELS 3000:4999 or @ 3000:4999 with Attribute PHILwith Attribute RELG <u>Except</u> PHIL 3000:4999 with Attribute NOAD or RELS 3000:4999 with Attribute NOAD	
<input type="checkbox"/> History	Still Needed:	1 Class in HIST 1311 or 1312 or 1321 or 1322 or 3310H or @ @ with Attribute HIST	
<input type="checkbox"/> Introduction to Psychology (grade of C or better)	Still Needed:	1 Class in PSYC 1301	
<input type="checkbox"/> NATURAL SCIENCES	Still Needed:	Choose from 1 of the following:	
<input type="checkbox"/> Anatomy & Physiology and Lab		( 2 Classes in BIOL 2121 and 2321 ) or	
<input type="checkbox"/> Chemical Principles I and Lab		( 2 Classes in CHEM 1101* and 1301* ) or	
<input type="checkbox"/> General Physics I and Lab		( 2 Classes in PHYS 1101* and 1301* ) or	
<input type="checkbox"/> Physics I and Lab		( 2 Classes in PHYS 2105* and 2305* ) or	
<input type="checkbox"/> Physical Science and Lab		( 2 Classes in PHYS 2108* and 2308 ) or	
<input type="checkbox"/> Science of Art & Lab		( 2 Classes in CHEM 1308 and 1108 ) or	
<input type="checkbox"/> Introductory Chemistry & Lab		( 2 Classes in CHEM 1310 and 1110 ) or	
<input type="checkbox"/> NATURAL SCIENCES		( 1 Class in BIOL 1401 or 1402* or CHEM 1405 or ENSC 1410 or 3420H or GEOL 1401 or 1402 or 1415 or 1420 or METR 1430 or 1430 or NUTR 2400* or @ @ with Attribute NSCI )	
<input type="checkbox"/> College Algebra, Intro to Probability or Precalc (grade of C or better)	Still Needed:	1 Class in MATH 1304* or 1304L* or 2303* or 1311*	
<input type="checkbox"/> Foreign Language (courses must be taken in same discipline)	Still Needed:	2 Classes in ARAB 1311 or 1312* or 2311* or 2312* or CHIN 1311 or 1312* or 2311* or 2312* or EDUC 2301 or 2302* or FREN 1311 or 1312* or 2311* or 2312* or GERM 1311 or 1312* or 2311* or 2312* or HEBR 1311 or 1312 or HIND 1311 or 1312* or IT 1311 or 1312* or 2311* or 2312* or JAPN 1311 or 1312* or 2311* or 2312* or KORE 1311 or 1312* or LATN 1311 or 1312* or SPAN 1311 or 1312* or 1313* or 2311* or 2312* or @ @ with Attribute LANG	
<input type="checkbox"/> Dimensions of Wellness	Still Needed:	1 Class in DWHP 1200 or 1200H or 1200	
<input type="checkbox"/> Physical Education Activity	Still Needed:	1 Class in PEHP 1101:1198 or @ @ with Attribute PHED <u>Except</u> PEHP 1190	
■ Community Service Requirement			
<input type="checkbox"/> Community service (45 hours)	Still Needed:	Students must complete a total of 45 hours of community service.	

Major in Business Administration, BBA		Credits Required: 69	Credits Applied: 6
<input type="checkbox"/> Minimum 69 Major Credit Hours Required	Still Needed: 69 credit hours are required. You currently have 6, you still need a minimum of 63 more credit hours and successful completion of all graduation requirements.		
<input type="checkbox"/> Minimum 12 upper-division credit hours required at UIW	Still Needed: 12 upper-division credit hours are required. You currently have 6, you still need a minimum of 6 more.		
A grade of C or better is required for all courses taken within the major and concentration.			
<input type="checkbox"/> Principles of Accounting I	Still Needed: 1 Class in ACCT 2311		
<input type="checkbox"/> Principles of Accounting II	Still Needed: 1 Class in ACCT 2312*		
<input type="checkbox"/> Principles of Macroeconomics (satisfies Core)	Still Needed: 1 Class in ECON 2301		
<input type="checkbox"/> Principles of Microeconomics	Still Needed: 1 Class in ECON 2302*		
<input type="checkbox"/> Introduction to Information Systems	Still Needed: 1 Class in MIS 2321		
<input type="checkbox"/> Information Management Application	Still Needed: 1 Class in MIS 2325*		
<input type="checkbox"/> Business Statistics	Still Needed: 1 Class in BMGT 3370*		
<input type="checkbox"/> Management Science	Still Needed: 1 Class in BMGT 3371*		
<input type="checkbox"/> International Business Management	Still Needed: 1 Class in BINT 3331*		
<input type="checkbox"/> Business Law	Still Needed: 1 Class in BLAW 3317		
<input type="checkbox"/> Principles of Marketing	Still Needed: 1 Class in BMKT 3331		
<input type="checkbox"/> Management Theory and Practice	Still Needed: 1 Class in BMGT 3340		
<input type="checkbox"/> Principles of Financial Management	Still Needed: 1 Class in BFIN 3321*		
<input type="checkbox"/> Integrative Business Analysis and Decision Making I	Still Needed: 1 Class in BMGT 4380*		
<input type="checkbox"/> Integrative Business Analysis and Decision Making II	Still Needed: 1 Class in BMGT 4381*		
<input type="checkbox"/> Concentration in Accounting	Still Needed: See Conc in Accounting, BBA section		

**Conc in Accounting, BBA**

Credits Required: 24

Credits Applied: 6

 Minimum 24 Concentration Credit Hours Required

Still Needed: 24 credit hours are required. You currently have 6, you still need a minimum of 18 more credit hours and successful completion of all graduation requirements.

A grade of C or better is required for all courses taken within the concentration.

<input checked="" type="checkbox"/> Intermediate Accounting I	ACCT 3311	Intermediate Accounting I	B	3	Fall 2012
<input checked="" type="checkbox"/> Intermediate Accounting II	ACCT 3312	Intermediate Accounting II	C+	3	Fall 2012
<input type="checkbox"/> Cost Accounting	Still Needed: 1 Class in ACCT 3313*				
<input type="checkbox"/> Federal Income Tax I	Still Needed: 1 Class in ACCT 3315*				
<input type="checkbox"/> Auditing	Still Needed: 1 Class in ACCT 4314*				
<input type="checkbox"/> Upper-division Accounting Electives	Still Needed: 9 Credits in ACCT 3000:4999 <u>Except @ @</u> with Attribute NOAD				

**General Electives**

Credits Applied: 8.66

Classes Applied: 3

COMM 1000	Intro to Human Communication	TB+	2.66	Spring 2019
<b>Satisfied by:</b> CMN101 - Intro to Human Communication - De Paul University				
GOVT 1315	American Politics	A-	3	Spring 2016
MATH 1304	College Algebra	REG	(3)	Summer 2020

**Insufficient**

Credits Applied: 4

Classes Applied: 2

BIOL 2121	Anatomy & Physiology I Lab	W	1	Spring 2019
BIOL 2321	Anatomy and Physiology I	W	3	Spring 2019

**In-progress**

Credits Applied: 49

Classes Applied: 17

COMM 3313	Event Planning	REG	3	Fall 2020
COMM 3365	Multimedia Design/Prod	REG	3	Spring 2020
DWHP 1200	Dimensions of Wellness	REG	2	Summer 2020
ENSC 1410	Intro to Environmental Science	REG	4	Summer 2020
MATH 1304	College Algebra	REG	3	Summer 2020
MATH 1304	College Algebra	REG	3	Fall 2020
PEHP 1113	Physical Conditioning	REG	1	Summer 2020
RELS 3345	World Religions	REG	3	Spring 2020
SOCI 1311	Introduction to Sociology	REG	3	Spring 2020
SOCI 2341	Social Institutions	REG	3	Spring 2020
SOCI 3321	Social Problems/Social Justice	REG	3	Summer 2020
SOCI 3344	Social Stratification	REG	3	Fall 2020
SOCI 3347	Sociology of the Death Penalty	REG	3	Summer 2020
SOCI 3351	Social Psychology	REG	3	Fall 2020
SOCI 3371	Minority Relations	REG	3	Fall 2020
SOCI 3384	Research Methods I	REG	3	Fall 2020
SPAN 1312	Elementary Spanish II	REG	3	Spring 2020








**Not Counted**

Credits Applied: 3

Classes Applied: 1

MATH 0320	Intermediate Algebra	C+	3	Spring 2019
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**Legend**

 Complete	 Complete except for classes in-progress (T)	 Transfer Class	:	Represents a Range of Classes	 TRP	Transfer Repeat Policy
 Not Complete	 Nearly complete - see advisor	 Any course number	*	Pre-requisite Required		

**Disclaimer**

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.



General Electives		Credits Applied: 13	Classes Applied: 5
BLW 3317	Legal Aspects of Business	B 3	Spring 2018
GOVT 1315	American Politics	TC 3	Summer 2016
Satisfied by: GOVT610A - American Government - Del Mar College			
HIST 1321	The United States to 1865	TC 3	Summer 2016
Satisfied by: HIST605A - US to 1865 - Del Mar College			
PEHP 1000	Fitness Condi. Begin	TA 1	Summer 2016
Satisfied by: PE101.06 - Fitness Condi. Begin - Del Mar College			
PSYC 1301	Introduction to Psychology	TC 3	Summer 2016
Satisfied by: PSYC301 - General Psychology - Del Mar College			
Insufficient		Credits Applied: 3	Classes Applied: 1
MATH 1304	College Algebra	TRP 3	Summer 2016
Satisfied by: MATH309 - College Algebra - Del Mar College			
In-progress		Credits Applied: 3	Classes Applied: 1
MGT 4355	Organizational Behavior	REG 3	Summer 2019

Exceptions					
Type	Description	Date	Who	Block	Enforced
Substitution	Replace COMP 1301 with BINF 1000	12/20/2017	Alvarez, Ysabel D	RA000065	Yes

Notes		
	Entered by	Date
FALL 2020 BIOL 1403/1403 LAB, CHEM 1302/1102, ENGL 1312, MATH 2303, Intro to H, PEHP 1161	Johnson, Karina K	03/30/2020
SPRING 2020 CHEM 1301/1101, BIOL 2322/2122, RELS 1327H, PSYC 3331, PEHP	Johnson, Karina K	10/23/2019

Legend

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class	: Represents a Range of Classes	TRP Transfer Repeat Policy
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number	* Pre-requisite Required	

**Disclaimer**  
 You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

Worksheets Plans Notes GPA Calc

Worksheets

Format:

Student View

Process What-If

create PDF

What If

Look Ahead

To run a What-If audit, enter alternate parameters for the area of study. NOTE: The What-If audit is based upon self-selected parameters and not the current area of study declaration(s). This audit is intended for planning purposes only and is not considered official.

### Select your primary area of study

Catalog Term	Fall 2017
Program	BA Theatre Arts
Level	Undergraduate
Degree	Bachelor of Arts
College	Col of Humanities/Arts/Soc Sci

Major	Theatre Arts
Concentration	(pick a Concentration)
Minor	(pick a Minor)

### Select your additional areas of study

Program for additional areas	(pick a Program)
Major	(pick a Major)
Concentration	(pick a Concentration)
Minor	(pick a Minor)

Add

Chosen Areas of study

Remove

### Choose Your Future Classes

Enter a course and click Add Course

Subject

Number

Add Course

Courses you are considering

Remove Course

**Thinking about changing your major or adding a minor? Do a What if analysis.**

# COMMUNITY SERVICE



- 45 clock hours of Community Service
- Community Service hours must be documented online in Cardinal Apps through [givepulse](#).
- Questions about the community service requirement should be directed to the ECCL.
- Ettlign Center for Civic Leadership (ECCL)
- Administration Building Room 158
- (210)283-6423
- [ccl@uiwtx.edu](mailto:ccl@uiwtx.edu)

To access [givepulse](#), log onto [Cardinal Apps](#) and look for the [givepulse](#) App.



# **ADVISING TOOLS & RESOURCES**

Utilize the Planning Guide or Degree Sequence for your degree program to ensure you are taking your courses at the right time.

Cardinal, Red July 19, 2017


**PLANNING GUIDE**  
**Undergraduate IDS Majors Seeking Certification (EC-6)**

**Course Sequence**

FALL	SPRING	SUMMER
<b>Transferred Coursework:</b>		
<b>Fall 2017 (15)</b> ENGL 1311: Comp I EDUC 2305: Foundations of Educ. GOVT 1315: Amer. Pol HIST 1321: US to 1865 (F) PHIL 1381: Intro to Phil	<b>Spring 2018 (16)</b> ENGL 1312: Comp II MATH 0320 HIST 1322: US History Since 1865 (S) BIOL 1401: Diversity of Life & Lab DWHP 1200: Dimensions of Wellness PEHP 11XX  (THEA)	<b>Summer 2018 (6)</b> MATH 1304: College Algebra RELS 13XX
<b>Fall 2018 (15)</b> ENGL 2310: World Literature MATH 2374: Math for Elem TchrsI(F) EDSI 2374: Sci for Elem Tchrs (F) EDUC 3307: Essentials of Lit. Instruct* Second Language I	<b>Spring 2019 (18)</b> EDUC 2315: Survey of Children EDUC 3327: Dev the Floret Rdr* MATH 2375: Math for Elem TchrsII(S) EDSI 2375: Earth & Space Science PEHP 3305: Motor Dev (S) Second Language II	<b>Summer 2019</b>
<b>Fall 2019 (15-18)</b> EDUC 3337: Dev the Strategic Rdr* EDUC 3330: Soc Studies Instr ENGL 3385: Integ. LA HIST 2322: Texas History THAR 4301: Creativity in the Arts EDUC 3335: Adv for Excep Learners OPTIONAL Apply to IEP (Sept)	<b>Spring 2020 (18)</b> EDUC 3375: Teachers of Children in Primary Grades EDUC 3373: Learning Theories EDUC 3367: Tchg Children in K/EC EDUC 3325: Child Dev & Play EDUC 3347: Differentiating Lit Instr* EDUC 3346: Tchg Students w/ EBD	<b>Summer 2020</b>
<b>Fall 2020 (18)</b> EDUC 3377: Teachers of Children in Intermediate Grades EDUC 3385: Culturally Responsive Tchg EDUC 3379: Instruction & Assessment EDUC 3340: Instructional Tech EDUC 3343: Tchg Students w/ LD RELS/PHIL 33XX  Apply to Clinical Teaching (Sept)	<b>Spring 2021 (12)</b> EDUC 4905: Clinical Teaching EDUC 4305: Clinical Teaching Seminar	<b>GRADUATION: May 2021</b>
<b>Pending Substitutions:</b>		Submitted Approved
Teacher Education Program Acceptance: _____		
Clinical Teaching Cohort Acceptance: _____		
	Date Passed:	
	Content Practice Test	
	IExES Content Test	
	PPR Practice Test	
	IExES PPR Test	
<b>TEA ID:</b> _____		

Planning Guide

2015-2017 Catalog

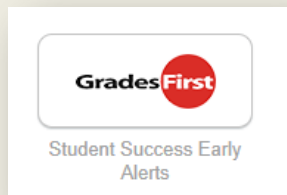
 Bachelor of Science: Chemistry  
School of Mathematics, Science and Engineering

Freshman Year: Fall	Hrs.	Freshman Year: Spring	Hrs.
CHEM 1301: Chemical Principles I	3	CHEM 1302: Chemical Principles II	3
CHEM 1101: Chemical Principles I Lab	1	CHEM 1102: Chemical Principles II Lab	1
BIOL 1402: Unity of Life and Lab	4	ENGL 1312: Composition II	3
DWHP 1200: Dimension of Wellness	2	MATH 1311: Pre-Calculus	3
ENGL 1311: Composition I	3	PEHP 11XX	1
HIST 13XX	3	Elective	3
<b>Total hours</b>	<b>16</b>	<b>Total hours</b>	<b>14</b>
Sophomore Year: Fall	Hrs.	Sophomore Year: Spring	Hrs.
CHEM 2311: Organic Chemistry I	3	CHEM 2312: Organic Chemistry II	3
CHEM 2111: Organic Chemistry I Lab	1	CHEM 2112: Organic Chemistry II Lab	1
MATH 2312: Calculus I	3	MATH 2313: Calculus II	3
ENGL 2310: World Literature Studies	3	RELS 13XX	3
PHIL 1381: Introduction to Philosophy	3	Modern Language II	3
Modern Language I	3	Fine Arts	3
<b>Total hours</b>	<b>16</b>	<b>Total hours</b>	<b>16</b>
Junior Year: Fall	Hrs.	Junior Year: Spring	Hrs.
CHEM 3321: Quantitative Analysis	3	CHEM 3342 Coordination and Solid State Chemistry	3
CHEM 3221: Quantitative Analysis Lab	2	CHEM 3142 Experimental Methods of Inorganic Chemistry	1
CHEM 3341: Inorganic Chemistry	3	Elective	3
CHEM 3160: Introduction to Chemistry Research & Careers	1	Social Science	3
PHYS 2305: Physics I	3	CHEM 4260: Advanced Chemistry Research	2
PHYS 2105: Physics I Lab	1	PHYS 2306: Physics II	3
RELS/PHIL 33XX	3	PHYS 2106: Physics II Lab	1
<b>Total hours</b>	<b>16</b>	<b>Total hours</b>	<b>16</b>
Senior Year: Fall	Hrs.	Senior Year: Spring	Hrs.
CHEM 4431: Physical Chemistry: Thermodynamics	4	Chemistry Elective (upper division) (3 or 4 hours)	3
CHEM 4231 Physical Chemistry: Thermodynamics Lab	2	CHEM 4322 Instrumental Analysis	3
CHEM 4351: Biochemistry I	3	CHEM 4222 Instrumental Analysis Lab	2
CHEM 4251: Biochemistry I Lab	2	CHEM 4332 Physical Chemistry: Quantum Mechanics	3
Elective (upper division)	3	CHEM 4132 Physical Chemistry: Quantum Mechanics Lab	1
<b>Total hours</b>	<b>14</b>	<b>Total Hours</b>	<b>12</b>
<b>UIW Core - Total Hour 43</b>		<b>Major - Total Hours 58</b>	

Degree Sequence

# GRADESFIRST

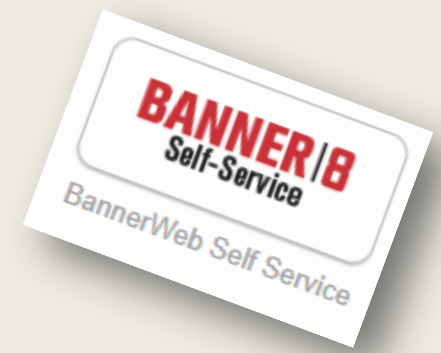
- GradesFirst is an advising communication tool that UIW utilizes.
- Through GradesFirst, students can access advising appointment notes, their midterm and final class grades, class schedule and calendar.
- Students can also coordinate and schedule academic advising appointments (if permitted by their advisor) and correspond with their professor and advisor(s).



A screenshot of the "Student Home" page in the GradesFirst system. The page is titled "Student Home" and has a navigation bar with "Class Information", "Reports", "Calendar", and "Send a Message". The main content area is titled "Classes This Term" and contains a table with columns for "CLASS NAME", "PROFESSOR", "DAYS/TIMES", "MID", and "FINAL". The table lists several classes, including Anatomy &amp; Physiology II Lab, Anatomy and Physiology II, Introductory Microbiology, Introductory Microbiology Lab, Intro Probability &amp; Statistics, and Introduction to Nutrition. To the right of the table, there are three sections: "Quick Links" with a "Take me to..." dropdown and a "School Information" link; "Upcoming Appointments" with the text "You have no upcoming appointments."; and "Your Success Team" with a profile for "Grant Brinkley, Kedra" as an "Advisor". The UIW logo is visible in the top right corner of the page.

To access GradesFirst, log onto [Cardinal Apps](#) and look for the GradesFirst App.

# BANNER 8 SELF-SERVICE



## Student Services

### Registration

Check your registration status; Add or drop classes; Select variable credits, grading modes, or level

### Student Records

View your holds, grades and unofficial transcript, Request official printed transcript, Apply to Graduate

### Financial Aid

Apply for Financial Aid; Review the status of your financial aid applications; Check status of docume

### Business Office

Review your charges and payments; Visit the Business Office website; Review 1098-T information; I

### UIW ePayment Center

Make a payment, make a housing deposit, purchase commuter meal points, pay for testing fees, pa

### Purchase Books Online from the UIW Bookstore

Get a list of books for the classes you are registered for in a selected term.

### Cardinal Cars

Register vehicles, select parking permit, and pay fines.

### Student Financial Responsibility Agreement (SFRA)

You must acknowledge your financial responsibility each term prior to registering.

## Student Records

### View Holds

### View Student Information

### Mid-Term Grades

Grades available for 0\*\*\*, 1\*\*\* and 2\*\*\* level classes

### Final Grades

### Order Official Transcript

New Automation of Transcript Ordering (PDF/Printed Transcripts)

### Grade Detail

### Print Unofficial Transcript

### Apply To Graduate

### ~~Degree Evaluation~~

### Enrollment Verification

Online enrollment verifications will not be available until after the official census date of the Fall s

### View Application to Graduate

To access Banner8 Self-Service, log onto [Cardinal Apps](#) and look for the Banner 8 Self-Service App.

# BANNER 9 REGISTRATION

- For your first semester, an advisor in the UAC completed your advising/registration.
- Future semesters, advising may be with a different academic advisor and you will be responsible for completing your registration online through Banner 9.
- Every fall and spring, the UAC provides workshops to help you better understand the advising/registration processes.





# UNDERGRADUATE CATALOG

- The undergraduate catalog outlines the academic policies at UIW.
- It is your responsibility to become familiar with these policies and discuss them with your Academic Advisor.
- In addition, you should ask your Academic Advisor about specific policies that apply to your degree plan.

Click [here](#) to access the latest undergraduate catalog.

# ADDITIONAL RESOURCES

- [Business Office](#)
- [Campus Engagement](#)
- [Ettling Center For Civic Leadership](#)
- [Financial Aid](#)
- [UIW Directory](#)
- [International Student and Scholar Services](#)
- [Mission and Ministry](#)
- [Registrar's Office](#)
- [Study Abroad](#)
- [Career Services](#)
- [Counseling Services](#)
- [Student Disability Services](#)
- [Math Tutoring Lab](#)
- [Tutoring Services](#)
- [Testing Services](#)
- [Veteran Affairs](#)
- [Writing and Learning Center](#)



# QUESTIONS

**UIW**®



**Campus Safety**

## 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.







## 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**





## 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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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.**

## 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.





**UIW**®



**Center for  
Veteran Affairs**



## Using your VA Educational Benefits; 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.

Course Substitutions: Once a course substitution has received final approval from the registrar's office, it can be certified to the VA. Please note of possible certification delays with this route.

### Added/Dropped Courses

Students must report all added/dropped courses through the UIW Veterans Certification Form on Cardinal Apps. In the event of a drop, please be advised a student debt may occur. Students are encouraged to contact our office to be informed of all consequences when considering dropping a course.

### 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 & Chapter 31 Benefits, the Center for Veterans Affairs 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 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% Chapter 33 Post 9-11 recipient with remaining months of benefits & NOT Active Duty or Spouse of Active Duty

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



Understanding Your Rate of Pursuit:

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	¾ Time
6-8 hrs	½ Time
4-5 hrs	< ½ Time
1-3 hrs	< ¼ Time

Chapter 33:

*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	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
10	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
9	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
8	1/2	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
7	1/2	3/4	3/4	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
6	1/2	1/2	1/2	3/4	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT
5	<1/2	1/2	1/2	1/2	1/2	3/4	3/4	3/4	FT	FT	FT	FT	FT	FT	FT
4	<1/2	<1/2	<1/2	1/2	1/2	1/2	1/2	3/4	3/4	FT	FT	FT	FT	FT	FT
3	1/4	1/4	<1/2	<1/2	<1/2	<1/2	1/2	1/2	1/2	3/4	3/4	FT	FT	FT	FT
2	1/4	1/4	1/4	1/4	1/4	1/4	<1/2	<1/2	<1/2	1/2	1/2	3/4	FT	FT	FT
1	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	<1/2	1/2	3/4	FT

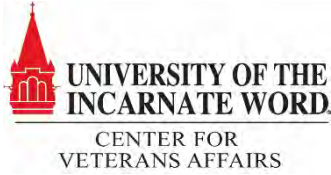
**\*\* Please Note:** Ch 33 students receiving a housing allowance must be more than half-time in their rate of pursuit to receive their stipend.

Graduate Rate of Pursuit

	Masters Full-Semester	Masters 8 – Week	Professional	Ph.D.	Ph.D. (Dissertation)
<b>Full-Time</b>	6 hrs	3 hrs	6 hrs	6 hrs	3 hrs
<b>Half-Time</b>	3 hrs	1 hrs	3 hrs	3 hrs	1 hrs

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

**Center for Veterans Affairs**  
**Phone: (210) 832- 5651 E-mail: [veterans@uiwtx.edu](mailto:veterans@uiwtx.edu) [www.veterans.uiwtx.edu](http://www.veterans.uiwtx.edu)**



# 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](mailto:veterans@uiwtx.edu)) are welcome.

For Veterans	Chapter 33	Chapter 31	Chapter 30	Chapter 1606
Certificate of Eligibility (COE)	X		X	X
<a href="#">VBA-22-1995-ARE</a> - Change of Program (Required if benefit used at another school. Please submit confirmation page and number to <a href="mailto:veterans@uiwtx.edu">veterans@uiwtx.edu</a> )	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
<a href="#">Veterans Certification Form</a> (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	
<a href="#">22-1995</a> - Change of Program (Required if benefit used at another school. Please submit confirmation page and number to <a href="mailto:veterans@uiwtx.edu">veterans@uiwtx.edu</a> )	As Needed		
<a href="#">22-5495</a> - Change of Program (Required if benefit used at another school. Please submit confirmation page and number to <a href="mailto:veterans@uiwtx.edu">veterans@uiwtx.edu</a> )		As Needed	As Needed
<a href="#">Veterans Certification Form</a> (Completed online via Cardinal Apps every semester)	X	X	X





**Ettling Center for Civic  
Leadership and Sustainability**



# 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 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 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!



**15 Freshman**



**15 Sophomore**



**15 Junior**

# Community Service

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



*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



## Ettling Center for Civic Leadership and Sustainability

If you have any questions or concerns, please contact us at 210.283.6423, [ccl@uiwtx.edu](mailto:ccl@uiwtx.edu) or visit us in AD 158.



@UIWECCLS



**UIW**®



**Financial Assistance  
and Business Office**



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# Financial Assistance Checklist



# Complete Financial Aid Requirements

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Haven't submitted your FAFSA? You still have time!

Students will be notified of outstanding requirements via:

- **Cardinal Email**
- **BannerWeb**
- **Award Letter**
  
- **Access forms online: [uiw.edu/finaid/forms.html](http://uiw.edu/finaid/forms.html)**
- **Securely upload files directly to Office of Financial Assistance**

# Verify Billed Charges

- Banded Tuition
- Fees
- Room & Board (if applicable)
- Insurance Fee (waive if eligible)

STUDENT ID AND E-MAIL		NAME	YEAR & SEMESTER	DUE DATE
W00000000 studentemail@uiwtx.edu		Student Name	Fall 2020	08/01/2020
DESCRIPTION			CHARGES	CREDITS
Previous Balance			\$0.00	
Academic Scholarship				\$10,000.00
Insurance Fee			\$1,066.00	
Biology Course Fee			\$390.00	
Chemistry Course Fee			\$160.00	
Physical Education Course Fee			\$33.00	
StuServices, Athletics, Tech Fee			\$480.00	
Athletic Training Course Fee			\$100.00	
Banded Undergrad Tuition-Fall			\$15,510.00	
Meal - Board			\$1,225.00	
Meal Plan Tax			\$169.13	
Meal - Dining Dollars			\$825.00	
Avoca Apartments			\$3,760.00	
<b>TOTAL AMOUNT DUE</b>			<b>\$13,718.13</b>	
CONTACT:			INSTALLMENT PLAN AMOUNT	
Main Campus Business Office - Email: busad@uiwtx.edu Phone: 210-829-6043				
ADCAP/Online Business Office (EAP) - Email: eapbo@uiwtx.edu Phone: 210-829-6099				
Financial Aid Office - Email: finaids@uiwtx.edu Phone: 210-829-6008				
<b>IMPORTANT INFORMATION - PLEASE READ:</b>				
Student/Authorized Payers will be required to provide the student ID # to conduct business.				
REMINDER: Health Insurance: DOMESTIC students are eligible to waive the student health insurance. Deadline to waive is 9-13-2020. Link to waiver: <a href="https://www.studentinsurance.com/Client/948">https://www.studentinsurance.com/Client/948</a> . If financial-aid credits are not reflecting on your bill, please contact UIW Financial Aid at 210-829-6008 or finaids@uiwtx.edu.				

# Submit Outside Scholarships

## Did you receive an outside scholarship?

- Be sure to submit to the Office of Financial Assistance!
- Donor may mail directly to Office of Financial Assistance  
**4301 Broadway, CPO 308**  
**San Antonio, TX 78209**
- Donors may also request verification of enrollment
- Find scholarship opportunities on our webpage

# Federal Student Loans

- Maximum Federal Student Loan Total Award (Freshman): **\$5,500**
- Repayment begins six months after graduation
- Interest Rate: **2.75%**

## **Federal Subsidized Loan**

- Need-based
- Maximum amount \$3,500
- Government pays interest while student is attending school at least half-time

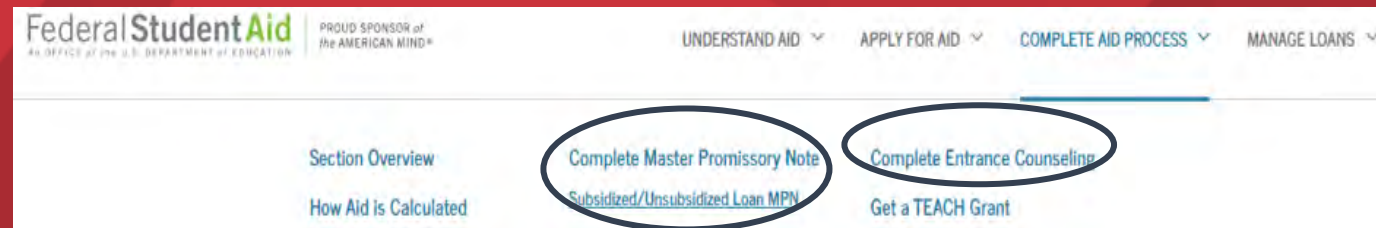
## **Federal Unsubsidized Loan**

- Interest accumulates while student is in school

# Federal Student Loans

## To accept student loans:

- Log in to **studentaid.gov** using student FSA ID
- Complete Loan Entrance Counseling and Master Promissory Note



## To decline or adjust student loans:

- Notify the Office of Financial Assistance
- Complete Loan Change Request Form

# Additional Loan Options

## Parent PLUS Loan

- Apply on **studentaid.gov** using Parent FSA ID
- Interest Rate 5.30%
- Credit-based
- Credit denials may result in additional Unsubsidized Loan for student

## Private Student Loans

- Apply with private lending institutions
- Student is the borrower
- Credit-based, cosigner may be required
- Private Loan Lender List

# Apply for Work-Study (Optional)

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**Part-time Hours:** up to 20 hours per week

**Pay Range:** \$7.25 - \$10.00 per hour paid bi-weekly

- **Do you qualify?**

Federal work-study is need-based, determined by FAFSA.

Check your award letter or contact the Office of Financial Assistance

- **How to apply?**

- Create account on Cardinal Talent ([jobs.uiw.edu](https://jobs.uiw.edu)).

- Select “Student” as Position Type.

- Job posting will indicate if work-study.

- **Other Work Options?**

Student employment jobs can also be found on Cardinal Talent.

- Additional work-study resources can be found on our webpage



# Additional Payment Options

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## Business Office

- Monthly Payment Plan  
3-6 months, \$50 enrollment fee
- Military Discounts
- Third-Party Billing
- College Savings Plan

## UIW Center for Veterans Affairs

- Veteran Education Benefits
- Students using VA benefits can apply for financial aid!

# Register iGrad Account

## Access iGrad through Cardinal Apps

- Scholarship Search
- Loan Tracker
- Budgeting Tools
- Job/Internship Search



# Bookstore Credit

- Request up to \$600 in UIW Bookstore credit with the Office of Financial Assistance up to 10 days before classes begin
- Excess in guaranteed financial assistance

## **What you will need for bookstore credit:**

- Student ID
- Payment Authorization Form indicated “Yes”

UIW Bookstore Website: [bkstr.com/incarnatewordstore](http://bkstr.com/incarnatewordstore)

# Other Reminders

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## Apply for Additional Scholarships

- Scholarship Resources Page: [uiw.edu/financialaid/scholarships.html](http://uiw.edu/financialaid/scholarships.html)
- Follow Office of Financial Assistance on social media
- Twitter for Scholarships!  @UIWFinancialAid

## Renew 2021-2022 FAFSA

- Website: [studentaid.gov/h/apply-for-aid/fafsa](https://studentaid.gov/h/apply-for-aid/fafsa)
- Available as of October 1, 2020
- Use 2019 tax information

# Maintain Eligibility

## **Satisfactory Academic Progress (SAP) Requirements:**

- Maintain cumulative 2.0 GPA
- Successfully complete 75% of attempted coursework  
Example: If you register for 12 hours, you must complete at least 9 hours  
(9 completed hours / 12 attempted hours = 75% completion)
- Not exceed 150% of the number of hours required for graduation

## **Texas Equalization Grant (TEG) Recipients must also:**

Maintain cumulative 2.5 GPA

Complete 24 hours and 75% of attempted hours per academic year

# Stay Connected!

## Remote Office Hours

8am – 5pm, Monday – Friday

## Contact Us

Email: [finaid@uiwtx.edu](mailto:finaid@uiwtx.edu)

Telephone: (210) 829-6008

VIRTUAL COUNSELING AVAILABLE

MAKE AN APPOINTMENT ONLINE AT:

[WWW.UIW.EDU/FINAID/CONTACT-US](http://WWW.UIW.EDU/FINAID/CONTACT-US)



@UIWFinancialAid



UIWFinancialAssistance



@UIWFinancialAid





Business Office





# Student Financial Responsibility Agreement

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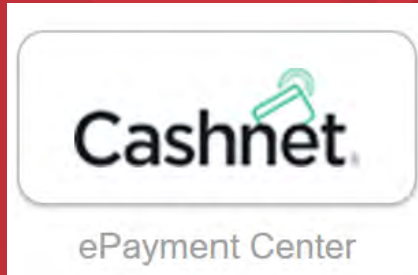
All students are required to accept the University of the Incarnate Word Financial Responsibility Agreement prior to registering each semester. The agreement outlines the financial terms and conditions associated with course registration.

# How will the Business Office communicate with me throughout the semester?

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- **Our official means of communication is through your Cardinal email account**
  - Balance notifications (e-Bills)
  - Important updates & reminders
  - Student inquiries
- **When sending an email please include your:**
  - Student ID number (not your SSN)
  - Phone number
  - This will help us access your account and better assist you

# Cardinal Apps



- View eBills
- Make payments
- Payment Plan
- Add authorized user(s)



- Obtain a parking pass
- Add vehicle(s)
- View citations or appeals



- Add/Remove direct deposit information for student refunds

# Parking Permits

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Parking permits are required for ALL vehicles parking on the UIW campus.

- To request a parking permit
  - Log into your Cardinal Apps portal and select the Cardinal Cars application
  - Select Get Permits or Add/Edit A Lot Waitlist
    - Vehicle Registration: License plate number, Year/Make/Model, Color, Type
- The annual cost of the permit is assessed to your student bill after your vehicle is registered, and permit is selected
- 2020-2021 Permit Fees:
  - Commuter Permit- \$250.00 (year)
  - Resident Permit- \$680.00 (year)
  - Daily Permit- \$5.00 (per day)

# Parking Permits

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- Student can register multiple vehicles but may only have one vehicle on campus at a time (One virtual permit)
- Open parking: Jun 1st – July 31st, 2021 (permits not required).
- Any vehicle not registered and/or that does not have a valid virtual permit is subject to a parking fine
- Students not parking on campus should NOT register a vehicle

# Payment Options

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## When is tuition due?

- Tuition is due on or before the 1<sup>st</sup> day of the semester
- **January 11, 2021**

## How can I view my bill?

- Email notifications are sent when eBills are published
- Sign into your Cardinal Apps portal and visit the CASHNet application to view your eBills.
- Student bills can be requested directly from the UIW Business Office



# Payment Methods

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## In-person Payments

- Cash, Checks, Cashier's Checks, Money Orders
- Mailing Address:
  - 4301 Broadway
  - CPO #291
  - San Antonio, TX 78209
  - *\*Student ID number must always be included*

## Online Payments

- Credit/Debit Cards
  - Visa, MasterCard, Discover, American Express
  - 2.75% fee for all domestic credit/debit cards
  - 4.25% fee for all international credit/debit cards
- Electronic Check (ACH Payment)
  - No fees!

# Payment Plans

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The University of the Incarnate Word Business Office offers a flexible payment plan option for all students.

- Cost
  - \$50.00 *Enrollment Fee*
  - Paid when enrolling in a payment plan
- No penalty for larger payments or paying ahead of schedule
- New payment plan every semester
  - Payment plans will NOT roll over semester to semester
  - Automatic payments are an option, but not required







# Payment Plans

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Spring 2021 Payment Plan		
Payment Plan Length	Deadline to Enroll	Start Date
4 Months	December 25, 2020	January 1, 2021
3 Months	January 25, 2021	February 1, 2021

*\*Payments due on the 1st of each month*









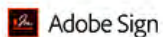















Quick Access

 <p><b>BANNER 18</b> Self-Service</p> <p>BannerWeb Self Service</p>	 <p><b>BOSSCARS</b></p> <p>Vehicle Registration</p>	 <p><b>PaperCut</b></p> <p>UIW Print Anywhere</p>	 <p><b>BANNER 19</b> Registration</p> <p>Register for Courses</p>	 <p><b>Cashnet</b> ePayment Center</p>	 <p><b>RingCentral</b> Manage Your Phone</p>
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Cardinal Apps - Main

Cardinal Apps - Banner

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 <p>Employee Mail</p>	 <p>Office 365</p> <p>Employee Office Portal</p>	 <p><b>EMAIL</b> Quarantine</p> <p>View Quarantined Emails</p>	 <p>Blackboard learn+</p> <p>Learning Management System</p>	 <p><b>RingCentral</b></p> <p>Manage Your Phone</p>	 <p><b>PaperCut</b></p> <p>UIW Print Anywhere</p>
 <p><b>zoom</b></p> <p>Web Conferencing</p>	 <p><b>vLab@</b> Everywhere</p> <p>Virtual Academic Computer Lab</p>	 <p><b>Adobe Sign</b></p> <p>Electronic Forms and Signatures</p>	 <p><b>RAVE</b> MOBILE SAFETY</p> <p>UIW Emergency Alerts</p>	 <p><b>Cashnet</b> ePayment Center</p>	 <p><b>BOSSCARS</b></p> <p>Vehicle Registration</p>
 <p><b>PEOPLEADMIN</b></p> <p>Cardinal Talent</p>	 <p><b>UIW</b> ENGAGE</p> <p>Campus Organizations and Events</p>	 <p><b>givepulse</b></p> <p>Community Service</p>	 <p><b>mimecast</b></p> <p>Security Awareness Training</p>	 <p><b>25Live</b></p> <p>Class, Event &amp; Space Resource Management</p>	 <p><b>GradesFirst</b></p> <p>Student Success Early Alerts</p>
 <p><b>Poll Everywhere</b></p> <p>Interactive Classroom Polling</p>	 <p><b>handshake</b></p> <p>Career Services</p>	 <p><b>iGrad</b></p> <p>Financial Literacy</p>	 <p><b>UIW</b> VA CERTIFICATION</p> <p>VA Certification Form</p>	 <p><b>Adobe Creative Cloud</b></p> <p>Download Adobe Software</p>	 <p><b>tableau</b></p> <p>DASH - IR Data (VPN Required)</p>

Student Name

Have a Business Office hold?

Find out what it means here!

CREDIT CARD CONVENIENCE FEES-Effective June 1, 2017

Credit Card convenience fees will begin to be charged on transactions on June 1, 2017. Domestic cards used will be required to pay a 2.75% convenience fee, and any international cards used will be required to pay a 4.25% convenience fee of the total payment made. ACH payments (electronic checks) will NOT be charged.

Messages

University of the Incarnate Word Student

Your Account

Late fees are applied on the 15th of each month.

Previous Term Balance	\$0.00
Current Term Charges and Payments	\$3,250.00
Current Term Pending Financial Aid Credits*	\$0.00
Future Term Charges and Payments	\$11,190.00
Total Amount Due	\$14,440.00

Make Payment

Current Tuition Bill/Class Schedule

\* Financial aid credits cannot be applied to previous term balances

Your Recent Payments

You have no recent payments. View All

Items for Purchase

View All

UIW Commuter Meal Points  
Students may purchase meal points in increments of \$25.00 plus tax. Payment...

UIW CLEP Test

UIW CNL Test

Parent or Authorized User PINs

You currently have no Parent PINs set up. Add New

Your e-Bills

View All

To view all your bills click 'View All'.

- Scheduled Invoice ... 05/01/2020 View
- Scheduled Invoice ... 05/01/2020 View
- Scheduled Invoice ... 04/20/2020 View

Installment Payment Plans

\*Summer 2020 - Tuition is due on the first day of class OR you

must enroll by the 25th of the month in order for payment to

be due on the 1st of the next month. (i.e. enroll on 04-25-20

and 1st payment will be due on 05-01-20).

Students who enroll after the enrollment deadline (100% drop

date), or who do not make the minimum payment, will have late

fees assessed on their account. Payments are considered late after the 10th of the month and are subject to a late fee.

\*Fall 2020 - Tuition is due on the first day of class OR you

must enroll by the 25th of the month in order for payment to

be due on the 1st of the next month. (i.e. enroll on 5-25-20

and 1st payment will be due on 6-1-20).

Students who enroll after the enrollment deadline (100% drop

date), or who do not make the minimum payment, will have late

fees assessed on their account. Payments are considered late after the 10th of the month and are subject to a late fee.

Additional Payment Plan Information:

https://my.uw.edu/business-office/view-pay-your-bill.html

Enroll in the Summer 2020 Monthly Payment Plan  
Enroll in the Fall 2020 Monthly Payment Plan



# Health Insurance

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- Students enrolled at full-time status, will automatically be enrolled in UIW's health insurance plan, provided by Wellfleet. The policy fee will be reflected on the student bill. Students who currently have health insurance, or are on their parent's health insurance, will have the opportunity to submit a waiver to have the fee removed.
  - [Summary of Benefits](#)
- International students are required to maintain the UIW health insurance provided by Wellfleet. Per University of the Incarnate Word policy, international students are not allowed to waive the coverage.



# Health Insurance Waiver

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**\*\*WAIVER DEADLINE\*\***

**January 31, 2021**

- How to Waive Coverage
  1. Visit the link
  2. Click on the **Enroll Dependents or Waive**
  3. Select Create a New Account and enter the following information
    - Last Name
    - UIW Student ID (do not include W0)
  4. You will be redirected to your Wellfleet account where you can proceed to the waiver application

*\*We recommend using your Cardinal Email when fill out the application*

< BACK LOGOUT

Current Record: Fall

History: Fall - 2020/2021 active

Quick Links

University of the Incarnate Word  
4301 Broadway Street  
San Antonio, TX 78209

ACCOUNT INFORMATION

Name:	STUDENT NAME	Insurance ID:	
DOB:		Gender:	
Email:		Password:	[change]
Confirmation #:		Record Created By:	IMPORT
Last Login:	8/3/2020	School ID:	0000000
Enroll Status / Plan Type:	Active - MAN		

⚠ - Waive 



POLICY INFORMATION

Coverage Period:	Fall	Record Year:	20/21
Coverage Dates:	8/1/2020 - 1/31/2021	Coverage:	SHIP
Class:	Undergraduate	Citizenship:	Domestic
Coverage Type:	S	Plan Number:	
Designation:	None		

# Health Insurance Waiver

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- Once the Waiver is Submitted
  1. A confirmation email will be sent to the email address you provided
  2. A notification email of approval will follow 1-2 days
  3. Please allow 5-7 business days from notification of approval for the waiver to be applied to the student bill

*\*Please contact our office if you have any issues with the waiver application or need assistance*

# Stay Connected!

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## Office Hours:

Monday-Friday

8AM-5PM

## Contact Us!

Email: [busad@uiwtx.edu](mailto:busad@uiwtx.edu)

Telephone: (210) 829-6043

Schedule a [Zoom Appointment!](#)



**UIW**®



**Health Services**

# 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)

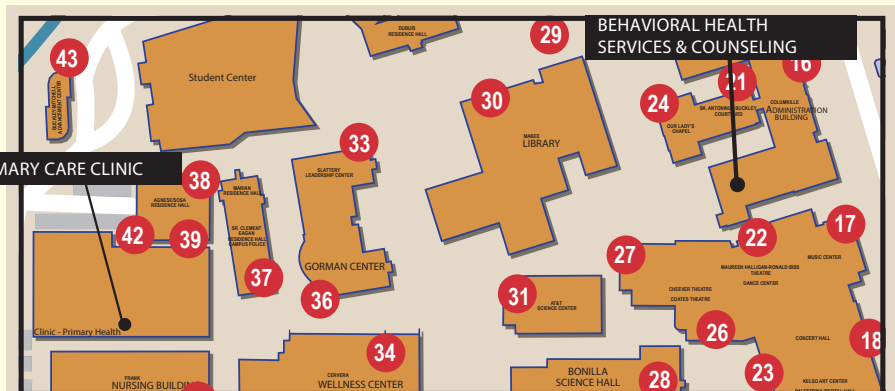
Employees should contact Human Resources for counseling benefits 210-829-6019



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**



**UIW**®



**Registrar's Office**





# 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	
					<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	

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 \_\_\_\_\_



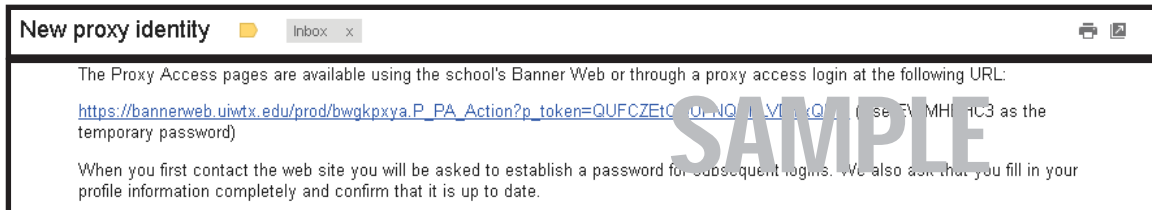
## UIW OFFICE OF THE REGISTRAR

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 user 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

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

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.



**UIW**®





**Residence Life**

# HOUSING RATES








































PER SEMESTER

## FIRST YEAR

					SINGLE	DOUBLE
**  AGNESE SOSA					—	\$3390
CLEMENT					—	\$3360
SKY VIEW					—	\$3800
JOERIS					\$4550	\$3800

- Joeris 5th Floor contains **DOUBLES** for **MALES**
- Joeris 4th Floor contains **SINGLES** for **MALES and FEMALES**

## UPPERCLASSMEN

						SINGLE	DOUBLE
 AVOCA					 *	—	\$3760
HILLSIDE						\$4550	—
JOERIS						\$4550	—
**  MCCOMB'S						\$4000	\$3800
ST. JOSEPH'S						\$3960	\$3360
 TOWNSHIP APT					 *	—	\$3800
 WATSON LOFTS					 *	—	\$3800

## KEY GUIDE

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

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.

RATES FOR THE 2020-2021 ACADEMIC YEAR HAVE BEEN APPROVED BY THE BOARD OF TRUSTEES

# MEAL PLANS

UNIVERSITY OF THE INCARNATE WORD<sup>®</sup>  
RESIDENCE LIFE AND HOUSING OPERATIONS  
2020-2021

**HOUSING**

**DINING DOLLARS**

**BOARD MEALS**

*PER SEMESTER*

PLATINUM	<b>\$2500</b> + TAX	\$550	17/week
GOLD	<b>\$2400</b> + TAX	\$500	16/week
SILVER	<b>\$2250</b> + TAX	\$650	12/week
BRONZE*	<b>\$2050</b> + TAX	\$825	8/week

*\*UPPERCLASSMEN ONLY*

ALL AMOUNTS ABOVE ARE PER SEMESTER, AND PRICED AS SUCH UNLESS NOTATED OTHERWISE.  
ALL MEAL PLANS HAVE BEEN APPROVED BY THE BOARD OF TRUSTEES FOR THE 2020-2021 ACADEMIC YEAR.

## WHERE TO USE THE MEAL PLAN

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

**DINING DOLLARS** ————— **LUCIANO'S**  
(DINING DOLLARS MAY BE USED TOWARDS MEALS  
AT THE CAFETERIA WHEN BOARD MEALS HAVE BEEN EXHAUSTED.) **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  
(\*tax through the UIW ePayment Center)



[uiw.edu/housing](http://uiw.edu/housing)  
[housing@uiwtx.edu](mailto:housing@uiwtx.edu)



UNIVERSITY OF THE  
INCARNATE WORD

RESIDENCE LIFE and  
HOUSING OPERATIONS

PHONE:  
(210) 829-6034

OFFICE: 3150 SEC





## Added Value

### Limited-Time Dining Specials


Meal time is about much more than just great food. It's a chance to recharge, catch up with friends, and have fun! At UIW, exciting limited-time offers enhance the dining experience. Join us each month for events, giveaways, and special menus. For more information on what's happening in campus dining, visit [UIWDining.sodexomyway.com](http://UIWDining.sodexomyway.com).

### The Social

Dining halls are great, but every now and then we like to do something special. The Social pop-up restaurants transform dining locations into high end restaurants serving a variety of cuisines. From steak to seafood to a create-your-own dessert bar, you'll love all of our Social options. Check our website at [uiwdining.sodexomyway.com](http://uiwdining.sodexomyway.com) and social media pages for upcoming dates.

### Vegetarian Options

UIW offers a variety of clearly labeled vegetarian options at multiple dining stations. From new twists on classic favorites to dishes custom-created by our chefs, vegetarian diners will find plenty of options to satisfy their appetites while also meeting their unique dietary needs.

 Cardinal Dining

 @UIWDining

 @UIWSodexoDining

[UIWDining.sodexomyway.com](http://UIWDining.sodexomyway.com)

210.829.2788

WE EAT TIME  
IT'S TIME FOR YOU







## Meal Plans

### RESIDENTIAL MEAL PLANS

Plan	Meals	DCB Dollars	Cost
<b>Platinum</b>	17 Meals/wk.	\$550/sem.	\$2,500
<b>Gold</b>	16 Meals/wk.	\$500/sem.	\$2,400
<b>Silver</b>	12 Meals/wk.	\$650/sem.	\$2,250
<b>Bronze</b>	8 Meals/wk.	\$825/sem.	\$2,050

### TO PURCHASE A MEAL PLAN

To purchase a meal plan, add DCB/Flex, or make changes to commuter meal plans visit the UIW Business Office or contact them at (210) 829-6043.

## Additional Info

- DCB= Declining Balance/Dining Dollars
- The meal week begins on Saturday and goes through the following Friday.
- Unused meals are non-refundable and do not roll over for use at a later time.
- Declining Balance/Dining Dollars will roll over for use in the Spring Semester and clear at the end of the Spring Semester.
- Board Swipes are for use at resident dining located at the SEC.
- Dining dollars can be used at resident dining as well as retail locations on campus.
- All residents are required to purchase a meal plan. First-Year students are eligible for Platinum, Gold, and Silver meal plans. Upper-classmen are eligible for all meal plans



## Campus Locations

### UIW Campus Dining Hall

Located at the Student Engagement Center (SEC) (*Board Swipes, DCB's, cash or credit card accepted*) Featuring an "all you care to eat" experience with a full variety of fresh quality ingredients. Focusing on multiple lifestyles including high protein, vegan and gluten-free diets.

### Hortencia's

Located at the Administration Building (*DCB's, cash or credit card accepted*) Chick-fil-A Express offers the legendary "Original Chicken Sandwich" along other favorites. Sammie's features custom made breakfast and lunch sandwiches.

### Pharmacy Cafe

Located at the Feik School of Pharmacy (*DCB's, cash or credit card accepted*) Pharmacy café offers the convenience of grab and go hot meals as well as Simply To Go items.

### Luciano Pizza

Red's at the Student Engagement Center (SEC) (*DCB's, cash or credit card accepted*) Luciano Italian Restaurant serves delicious and authentic Italian pizzas and cuisine. San Antonio's favorite!

### Finnegan's

Located at the Library (*DCB's, cash or credit card accepted*) Featuring the best of Starbucks coffees, lattes and teas. A variety of snacks, sandwiches and pastries are also available.





**UIW**®



**Student Support Services**

# Sandra D. McMakin

Associate Provost,  
Academic Support Services  
Chapel Building Room 16  
210-805-5813



**Student Success**  
Academic Support Services  
*Your Keys to Success*  
[www.uiw.edu/studentsuccess](http://www.uiw.edu/studentsuccess)

## University Advising Services

Meet with advisors for guidance  
on academic progress.  
SEC 3120, 210-805-5814

## First Year Engagement

Discover resources for a successful  
transition to college.  
SEC 3120, 210-805-5814

## Tutoring Services

Develop study skills and increase  
knowledge of course content. SEC  
AD 3167, 210-829-3870

## Writing and Learning Center

Collaborate with tutors to improve  
your writing skills.  
SEC 3167, 210-829-3870

## Careers Services

Explore Career and professional  
development opportunities.  
SEC 3030, 210-829-3931



## Student Disability Services

Request classroom, housing and  
event accommodations.  
AD 51, 210-829-3997

## Testing Services

Take Exams for class, for credit or  
for program requirements.  
AD 216, 210-829-3876

## TRiO Support Services

Find additional support for your col-  
lege journey (must apply and meet  
eligibility requirements).  
SEC 3143, 210-805-5812

# 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

# 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



# 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](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  
[helpdesk@uiwtx.edu](mailto: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 3870  
(210) 829-3870  
[www.uiw.edu/wlc](http://www.uiw.edu/wlc)





HelpDesk@SEC  
Information Technology

# 24x7 Help desk

- Location – Lower level of the student engagement center
- 24x7 phone/email support help desk
- Helpdesk@SEC walk in hours
  - By Appointment only at this time



# Important Info For Students

**\*\*\*\* Follow @UIWTECHCHECK on twitter for breaking updates on Network Outages, Important IT news, and more!**

- Vlab@everywhere
  - Vlab.uiwtx.edu or from Cardinal Apps
  - Access to software from your computer without having to download it to your PC
- Help Desk Website for information on Outages, Updates, Frequently Asked Questions, etc.
  - <https://my.uiw.edu/ird/helpdesk/index.html>

# Cardinal Apps

- For Quick Access to all UIW Apps
  - Navigate to the Cardinal Apps Portal Page via the UIW Main page or via the link [apps.uiw.edu](http://apps.uiw.edu)

Cardinal Apps

myWord

Directory ▶

Calendars ▶

News/Announcements

Email

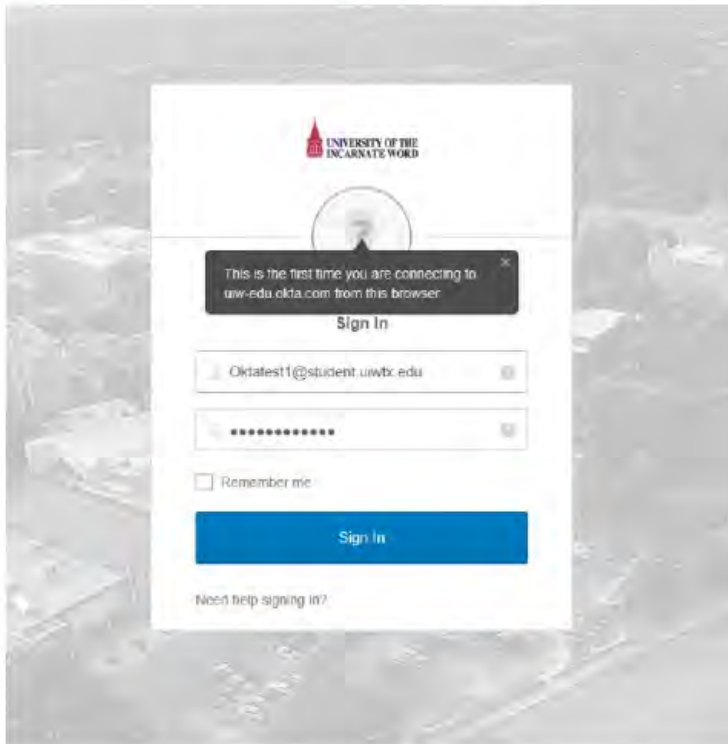
IT/Helpdesk

# Cardinal Apps

## 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:



# Cardinal Apps cont.

Welcome to UIW, Oktatest2!  
Create your UIW account

Secondary email

I don't have a secondary email

Choose a forgot password question  
What is the food you least liked as a child?  
Answer

Add a phone number for resetting your password or unlocking your account using SMS (optional)  
Note: you'll need your landline number with a secondary code! This feature is useful when you don't have access to your phone.

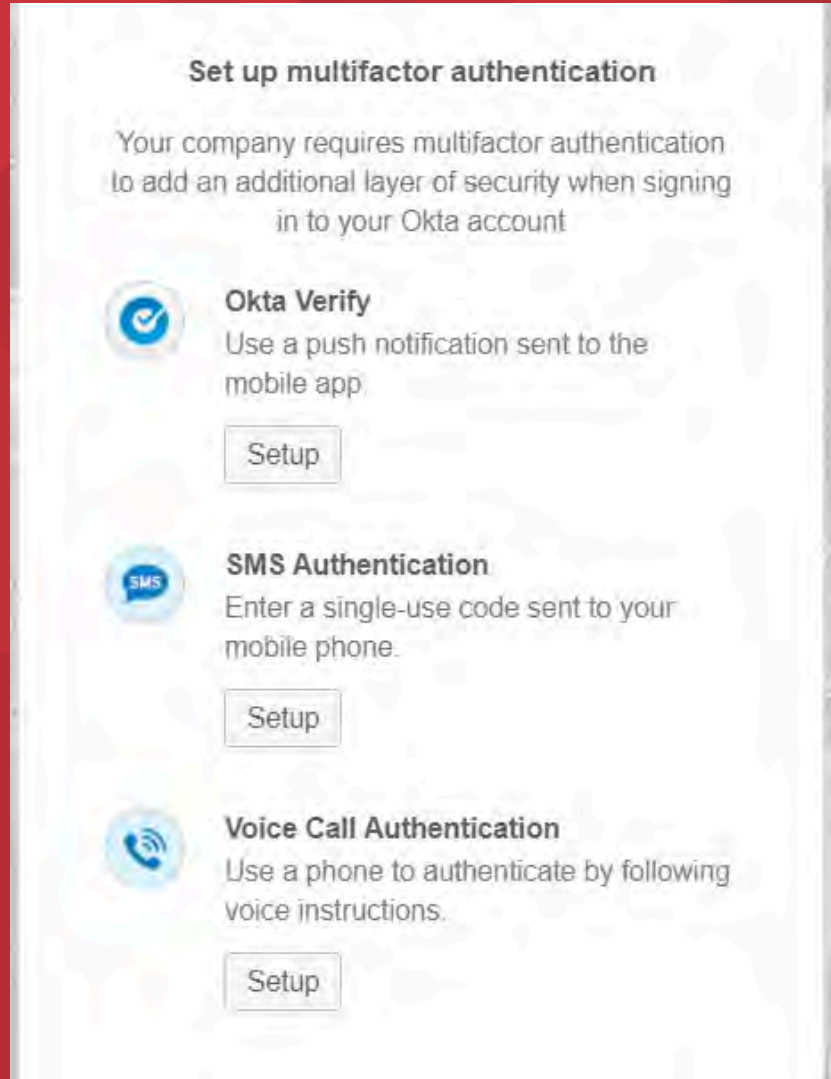
Enter a secondary (non-UIW) email address to aid with future password recovery

Choose a 'forgot password' question

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

Click 'Create MyAccount'

# Multifactor Authentication



**First Method: The Okta Verify Application**  
For iOS, Android, and Windows phones.  
Uses an app called "OKTA MOBILE"























**Second Method: SMS Authentication**  
SMS Authentication sends a one-time code via text message.

**3rd Method: Voice Call Authentication**  
The user will receive a voice call that recites a verification code.



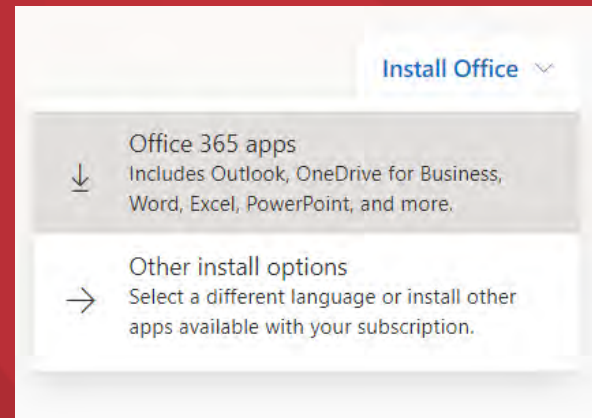
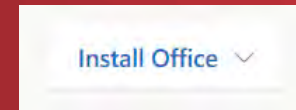
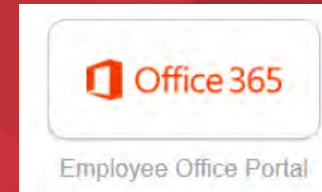
# Cardinal Apps cont.

The screenshot displays a dashboard titled "Cardinal Apps - Main" with a navigation bar containing "Cardinal Apps - Banner", "Cardinal Apps - Admin", and a "+" icon. The main area is a grid of application tiles, each with a logo and a description. Some tiles have a "NEW" badge in the top-left corner.

Cardinal Apps - Main	Cardinal Apps - Banner	Cardinal Apps - Admin	+		
 Employee Mail	 Employee Office Portal	 View Quarantined Emails	 Learning Management System	 Manage Your Phone	 UIW Print Anywhere
 Web Conferencing	 Campus Organizations and Events	 UIW Emergency Alerts	 ePayment Center	 Vehicle Registration	 Student Housing Portal
 Security Awareness Training	 Electronic Forms and Signatures	 Student Success Early Alerts	 Career Services	 Interactive Classroom Polling	 Download Adobe Software
 DASH - Institutional Research Data	 Student Housing Administration	 Health Science Education Platform	 Campus Maps		

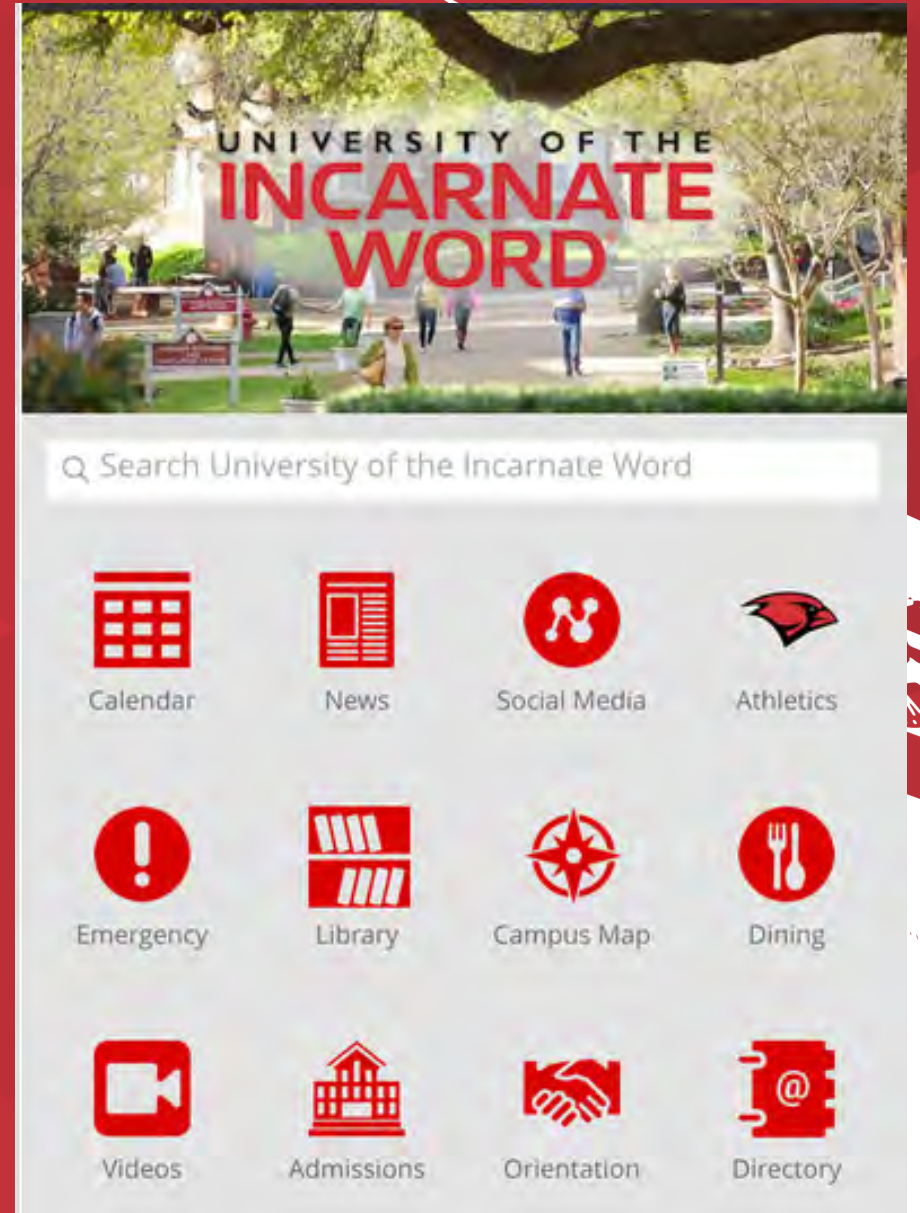
# Email & Office 365

- Free office 365 online account and Microsoft software download while you are a student
- Click Office 365 link from within Cardinal Apps
- Click Office 365 button in the upper left-hand corner
- 
- Click Install Office 2016



# UIW Mobile App

- Mobile app available for iPhone, Android & Windows phone
- Directory
- Athletics
- Emergency
- Courses
- Maps
- News



# OKTA App for Cardinal Apps

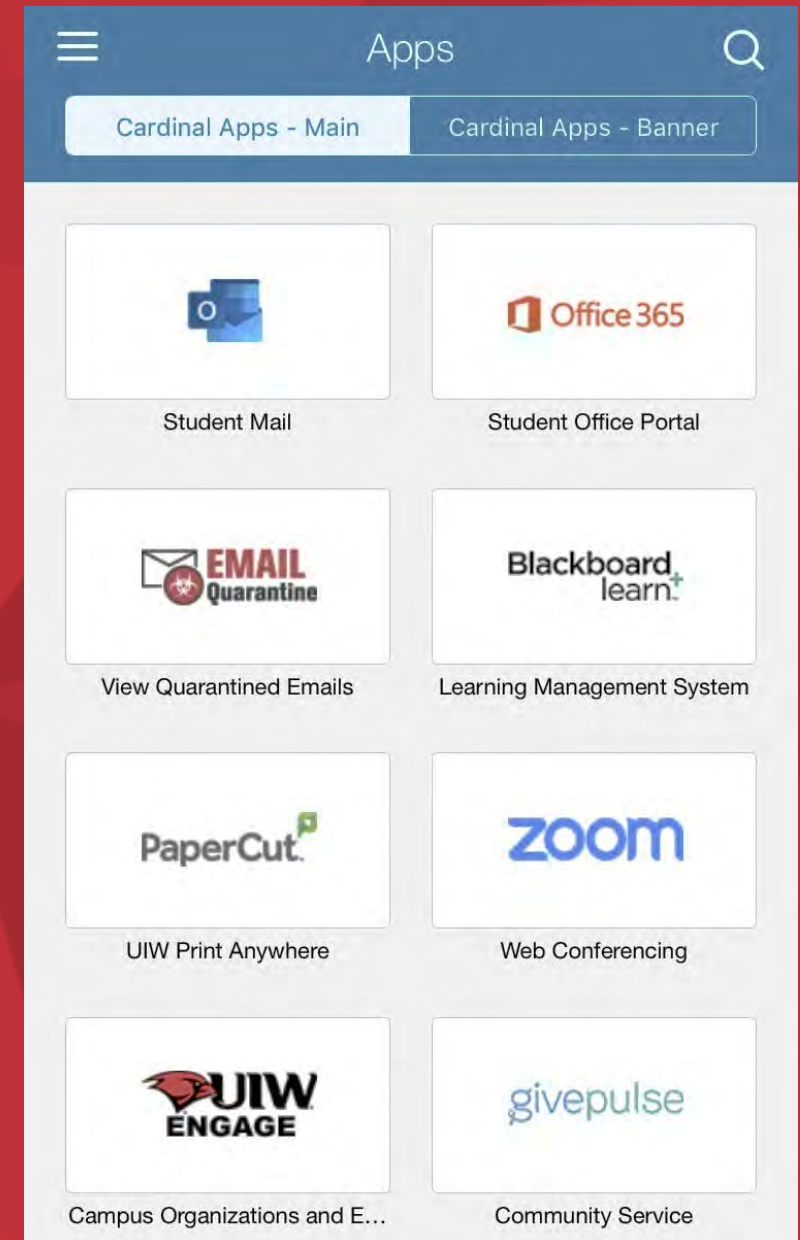
- From your App Store Search and Download the OKTA App.

Site Name: [apps.uiw.edu](https://apps.uiw.edu)

Or [uiw-edu.okta.com](https://uiw-edu.okta.com)

Username: Same as Cardinal Apps

Password: Same as Cardinal Apps



# Stay Connected!

## Office Hours

7am – 5pm, Monday – Friday

## Contact Us

Email: [helpdesk@uiwtx.edu](mailto:helpdesk@uiwtx.edu)

Telephone: (210) 829-2721

Help Desk Website: <https://my.uiw.edu/ird/helpdesk/index.html>

@uiwtechcheck



[Cardinal Apps Naviga](#)



**UIW**®



**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.

## 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)



# Helpful Resources for Freshman 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

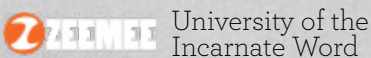
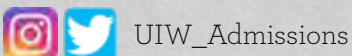
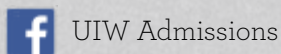
210-829-3997  
[www.uiw.edu/ada](http://www.uiw.edu/ada)

### Residence Life

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



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



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**