



NEW
STUDENT

ORIENTATION



UNIVERSITY OF THE INCARNATE WORD®

UIW®



Advising Center



University Advising Center

2020-2021 Advising Syllabus

Office Location: Student Engagement Center, Room 3120

Office Hours: Monday – Friday, 8 a.m. – 5 p.m.

Office Phone: (210) 805-5814

Email: advising@uiwtx.edu

Website: www.uiw.edu/advising

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

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

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

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

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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. For additional information, visit the University Advising Center's website at www.uiw.edu/advising/student-resources.html.

2020-2021 ADVISING CALENDAR

<p><u>Summer 2020</u> New Students: Attend an orientation session and review your degree checklist and class schedule with an advisor. Be sure official transcripts are sent to UIW.</p> <p>Returning Students: Be sure official transcripts are sent to UIW if you attended summer school anywhere else.</p>	<p><u>August 2020</u> All Students: Be sure to purchase your course materials for your classes and check your cardinal mail daily.</p> <ul style="list-style-type: none"> • Monday, Aug. 24: Fall 2020 undergraduate classes begin • Monday, Aug. 24: Late Registration – a \$50 fee charged for Fall 2020 • Friday, Aug. 28: Last day to apply for December 2020 graduation without a \$150 late fee
<p><u>September 2020</u> All Students: Be aware of drop dates and other deadlines.</p> <p>Returning Students: Use this time to reconnect with your advisor and let them know how your classes are going.</p> <p>New Fall Students: You should receive your advisor assignment by the third week in September. Be sure to introduce yourself and let them know how your classes are going.</p> <ul style="list-style-type: none"> • Tuesday, Sept. 1: Last day to register, add, drop or withdraw 100% for Fall 2020 	<p><u>October-November-December 2020</u> All Students: Meet with your advisor to plan for the spring semester. Be sure that there are no holds on your account that would prohibit you from registration.</p> <ul style="list-style-type: none"> • Thursday, Oct. 1: Last day to apply for May 2021 graduation without a late fee • Monday, Oct. 12: Early Alert grades available in BannerWeb for 0000-2000 level courses. • October: Advising Period Spring 2021 TBA • Nov. 9-13: Registration for Spring 2020 • Friday, Dec. 4: Last day to drop a class with a W or Withdraw for Fall 2020 • Dec. 5-11: Finals Week <p>Check your final grades to ensure you do not need to adjust your Spring 2021 schedule.</p>
<p><u>January 2021</u> All Students: Contact your advisor if you have questions or concerns about your fall semester</p>	<p><u>February 2021</u> All Students: Be aware of drop dates and other deadlines.</p>

<p>grades or if you need to change your class schedule.</p> <ul style="list-style-type: none"> • Monday, Jan. 11: Spring 2021 classes begin • Monday, Jan. 11: Late Registration – a \$50 fee charged for Spring 2021 • Friday, Jan. 15: Last day to apply for May 2021 graduation without a \$150 administrative late fee • Tuesday, Jan. 19: Last day to register, add, drop or withdraw 100% for Spring 2021 	<p>Returning Students: Use this time to reconnect with your advisor and let them know how your classes are going.</p> <p>New Spring Students: You should receive your advisor assignment by the third week in February. Be sure to introduce yourself and let them know how your classes are going.</p>
<p><u>March-April 2021</u></p> <p>All Students: Meet with your advisor to plan for your summer/fall semester(s). Be sure that there are no holds on your account that would prohibit registration.</p> <ul style="list-style-type: none"> • Monday, March 1: Early Alert grades available in BannerWeb for 0000-2000 level course. • Monday, March 1: Last day to apply to August 2021 graduation without a \$75 late fee • March: Advising Period Fall 2021- TBA • April 12-16: Registration for Summer/Fall 2021 	<p><u>May 2021</u></p> <p>All Students: If you plan on taking summer classes somewhere other than UIW, be sure to submit a request to study at another institution form to the registrar's office.</p> <ul style="list-style-type: none"> • Friday, April 30: Last day to drop a class with a W or withdraw for Spring 2021 • Saturday, May 1: Last day to apply to December 2021 graduation without a late fee • May 3-7: Finals Week <p>Check your final grades to ensure you do not need to adjust your Summer 2021 and/or Fall 2021 schedule(s).</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 and begin interviewing.



University Advising Center

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

Student Checklist

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

BEFORE CLASSES BEGIN:

ACADEMIC ADVISING Review your degree checklist and learn about degree requirements. Make sure to address any academic questions or concerns you have with an academic counselor.

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

Important Summer/Fall 2020 Registration Deadline Date:

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

FINANCIAL AID Submit your 2020-21 FAFSA and Student Information Form (SIF). Review your financial aid award letter for additional steps and/or requirements. Learn about grants, scholarships, loans and work-study opportunities. Speak with a financial aid representative to address any questions or concerns you may have.

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

CENTER FOR VETERANS AFFAIRS If you will be using veteran affairs educational benefits be sure to apply for your VA education benefits, meet with the veteran's affair coordinator to ensure all necessary documentation has been received and submit the Enrollment Certification Request Form once you have registered for classes (**you must submit this form every semester that you want your registration to be certified**).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): In compliance with FERPA, The University of the Incarnate Word will not release student records, such as academic information, student account information or financial aid information to parents/guardians, spouse or others unless permission is given by the student. To allow access you will need to authorize the individual(s) as a proxy. Instructions have been provided in your packet.

HOUSING If you plan to live on campus you must complete a housing application and deposit.

PHOTO ID Obtain your student ID. You will need to bring your driver's license or state identification card and a copy of your class schedule.

TRANSCRIPTS: All official transcripts must be received by the Office of Admissions before classes begin on Monday, August 24, 2020. An **unofficial transcript statement has been provided in your graduation portfolio if you are missing any official transcripts**, an academic counselor will review this form with you.

IT HELPDESK Visit the IT Help Desk for assistance with accessing your UIW Cardinal Mail account, access to UIW Wi-Fi and learn more about the technology resources that are available to you as a UIW student.

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

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

BOOKSTORE Visit the [bookstore's website](#) to purchase textbooks and other course materials. Be sure to have your class schedule available when searching.

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

AFTER CLASSES BEGIN:

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

STUDENT RESOURCES: Be sure to utilize resources available to help you with your academic success. Please refer to the student resources flyer provided in your graduation portfolio.

UIW®







UIW Athletics

UIW ATHLETICS

STUDENTS GET IN **FREE** TO ALL HOME ATHLETIC EVENTS WITH STUDENT ID!
SIGN UP FOR REDS REWARDS AND EARN PRIZES!
VISIT [UIWCARDINALS.COM/REDSREWARDS](https://uiwcardinals.com/redsrewards) FOR DETAILS.

GET CONNECTED

 @UIWATHLETICS  UIW ATHLETICS  UIW_ATHLETICS
 UIWCARDINALS.COM

MEMBERSHIP

- UIW IS A MEMBER OF THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) DIVISION I AND THE SOUTHLAND CONFERENCE.
- MEN'S SOCCER IS AN AFFILIATE MEMBER OF THE WESTERN ATHLETIC CONFERENCE (WAC), WHILE SWIMMING AND DIVING IS A MEMBER OF THE COASTAL COLLEGIATE SPORTS ASSOCIATION (CCSA). FENCING COMPETES IN THE WESTERN CONFERENCE. ALL OTHER SPORTS COMPETE IN THE SOUTHLAND CONFERENCE.

23 TEAMS REPRESENTING 14 DIFFERENT SPORTS

NOTEABLE WINS & CHAMPIONSHIPS

- SINCE BEGINNING ITS TRANSITION TO DIVISION I IN 2013-14, UIW HAS EARNED MARQUEE VICTORIES IN BASEBALL (NO. 7 TEXAS, NO. 23 TEXAS A&M, NO. 30 NOTRE DAME, AND UTSA), MEN'S BASKETBALL (NEBRASKA, PRINCETON AND ST. JOHN'S), WOMEN'S BASKETBALL (HOUSTON), AND SOFTBALL (HOUSTON, KANSAS, UTEP, AND UTSA).
- SINCE ITS TRANSITION TO DIVISION I, UIW HAS WON CONFERENCE CHAMPIONSHIPS IN FOOTBALL (2018), MEN'S TENNIS (2018) AND MEN'S SWIMMING AND DIVING (2018, 2019 AND 2020).



#THEWORD

ATHLETIC PROGRAMS (HOME FACILITY)

MEN'S

- BASEBALL (DANIEL SULLIVAN FIELD SPONSORS BY H-E-B)
- BASKETBALL (ALICE P. MCDERMOTT CENTER)
- CROSS COUNTRY
- FENCING (HENRICH CENTER FOR FENCING & INTERNATIONAL SPORTS)
- FOOTBALL (GAYLE AND TOM BENSON STADIUM)
- GOLF
- SOCCER (GAYLE AND TOM BENSON STADIUM)
- SWIMMING AND DIVING (ANN BARSHOP NATATORIUM)
- TENNIS (MABRY TENNIS CENTER)
- TRACK AND FIELD

WOMEN'S

- BASKETBALL (ALICE P. MCDERMOTT CENTER)
- CROSS COUNTRY
- FENCING (HENRICH CENTER FOR FENCING & INTERNATIONAL SPORTS)
- GOLF
- SOCCER (GAYLE AND TOM BENSON STADIUM)
- SOFTBALL (H-E-B FIELD)
- SWIMMING AND DIVING (ANN BARSHOP NATATORIUM)
- SYNCRONIZED SWIMMING (ANN BARSHOP NATATORIUM)
- TENNIS (MABRY TENNIS CENTER)
- TRACK AND FIELD
- VOLLEYBALL (ALICE P. MCDERMOTT CENTER)

UIW ATHLETICS



CHECK IN AT EVENTS. EARN POINTS. GET REWARDED



GET THE APP

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

EARN POINTS

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

GET REWARDED

Use the points you earn to claim rewards.



FEATURES

Events

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

Rewards

Use the points you've earned to claim rewards.

Profile

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

Leaders

See where you rank among the points leaders.

Social

See your school's latest posts on social media.

Rosters

Check team rosters and learn more about the athletes.

UIW®



Campus Engagement

OFFICE OF CAMPUS ENGAGEMENT

Get Involved!

Campus Engagement oversees different student organizations and student leadership roles that help students not only get involved and develop both professionally and personally but also help create long-lasting memories of your collegiate journey.

Events & Traditions

FIRST YEAR TRADITIONS

Don't miss out on the first year experience with traditions that are only available to you in your first year at UIW. These consist of custom Freshman Jerseys with the incoming graduating year on it, move-in day for residents, the official community welcome in the form of a pinning ceremony and more.

CAMPUS WIDE EVENTS

Don't miss out on the first-year experience with traditions that are only available to you in your first year at UIW. These consist of custom Freshman Jerseys with the incoming graduating year on it, move-in for residents, the official community welcome in the form of a pinning ceremony, and more.



Red's Pub

WEEKLY EVENTS

Be sure to stop by the pub not just for the food and drink but for the weekly events. Need something to do on campus? Check out trivia nights, craft days, or game nights.

RECREATIONAL ACTIVITIES

In addition to the weekly events, there are different recreational activities that students can check out using their UIW student IDs. These activities include billiard tables, shuffleboard, darts, and gaming consoles.



Get Involved!

STUDENT GOVERNMENT

Get involved with SGA and learn to be a voice for the student body and create change.

CAMPUS ACTIVITIES BOARD

Want to help plan free fun events on campus? Join the activities board, a group of students coming up with new ideas for campus events.

GREEK LIFE

Interested in going Greek? Learn about Greek organizations on campus, the recruitment process, and how you can join the Greek Life Community at UIW.

STUDENT ORGANIZATIONS

With over 120 organizations to choose from, there is something for everyone. Don't see anything for you? All you need are seven fellow peers and you can be on your way to creating your own student organization.



Office of Campus Engagement

(210) 829 - 6034

Student Engagement Center Suite 3150

campusengagement@uiwtx.edu

Follow us!



[uiwcampusengage](https://www.instagram.com/uiwcampusengage)

INFO SESSIONS & TRIVIA FUN!

Learn more about SGA and CAB!

The SGA strives to serve the student body as a voice to the students and encouraging change. The Campus Activities Board is a group of students who plans fun, free, events for students.

Zoom Session:
<https://uiw.zoom.us/j/93886021743>

at 3PM
FRI. JUNE 26

HOSTED BY THE
STUDENT GOVERNMENT ASSOCIATION
& CAMPUS ACTIVITIES BOARD

HOSTED BY
GREEK LIFE & STUDENT ORGANIZATIONS

MON. JUNE 29

at 3PM

Zoom Session:
<https://uiw.zoom.us/j/95056202525>

Interested in Greek Life or or interested in joining one of the many student organizations on campus? Ask questions and learn how you can join one of our organizations or how to start your own.

Learn about Greek Life and Student Orgs!

Learn about school traditions, Welcome Week, and more!

Learn about campus-wide programming, school traditions, the popular spots on campus, and about Red's Pub located in the Student Engagement Center.

Zoom Session:
<https://uiw.zoom.us/j/98644252441>

at 3PM
TUES. JUNE 30

HOSTED BY
CAMPUS ENGAGEMENT & RED'S PUB

June Events

Follow us!



@uiwcampusengage

INFO SESSIONS & TRIVIA FUN!

Learn more about SGA and CAB!

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Zoom Session:

<https://uiw.zoom.us/j/93886021743>

WED. JULY 29

at 3PM

HOSTED BY THE
STUDENT GOVERNMENT ASSOCIATION
& CAMPUS ACTIVITIES BOARD

HOSTED BY
GREEK LIFE & STUDENT ORGANIZATIONS

THURS. JULY 30

at 3PM

Zoom Session:

<https://uiw.zoom.us/j/95056202525>

Interested in Greek Life or or interested in joining one of the many student organizations on campus? Ask questions and learn how you can join one of our organizations or how to start your own.

Learn about Greek Life and Student Orgs!

Learn about school traditions, Welcome Week, and more!

Learn about campus-wide programming, school traditions, the popular spots on campus, and about Red's Pub located in the Student Engagement Center.

Zoom Session:

<https://uiw.zoom.us/j/98644252441>

FRI. JULY 31

at 3PM

HOSTED BY
CAMPUS ENGAGEMENT & RED'S PUB

July Events

Follow us!



@uiwcampusengage

INFO SESSIONS & TRIVIA FUN!

Learn more about SGA and CAB!

The SGA strives to serve the student body as a voice to the students and encouraging change. The Campus Activities Board is a group of students who plans fun, free, events for students.

Zoom Session:

<https://uiw.zoom.us/j/93886021743>

at 6PM
WED. AUG 19

HOSTED BY THE
STUDENT GOVERNMENT ASSOCIATION
& CAMPUS ACTIVITIES BOARD

HOSTED BY
GREEK LIFE & STUDENT ORGANIZATIONS

THURS. AUG 20

at 6PM

Zoom Session:

<https://uiw.zoom.us/j/95056202525>

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Learn about Greek Life and Student Orgs!

Learn about school traditions, Welcome Week, and more!

Learn about campus-wide programming, school traditions, the popular spots on campus, and about Red's Pub located in the Student Engagement Center.

Zoom Session:

<https://uiw.zoom.us/j/98644252441>

at 4PM
FRI. AUG 21

HOSTED BY
CAMPUS ENGAGEMENT & RED'S PUB

August Events

Follow us!



@uiwcampusengage

UNIVERSITY OF THE
INCARNATE WORD

WELCOME WEEK 2020

WEDNESDAY 19

Get Involved!
INFO SESSION & TRIVIA NIGHT
WITH SGA & CAB
6PM | ONLINE (UIW ENGAGE)

THURSDAY 20

Get Involved!
INFO SESSION & TRIVIA NIGHT
WITH GREEKS AND STUDENT ORGS
6PM | ONLINE (UIW ENGAGE)

FRIDAY 21

Get Involved!
INFO SESSION & TRIVIA NIGHT
WITH CAMPUS ENGAGEMENT & RED'S PUB
4PM | ONLINE (UIW ENGAGE)

Welcome Tradition
ANNUAL PINNING
CEREMONY

6PM | VIRTUAL CEREMONY
FACEBOOK LIVE: UIW CAMPUS ENGAGEMENT

MONDAY 24

Kickoff Event
CLOSE-UP MAGIC
WITH STEVE STONE

45 MIN. SHOWS
11AM / 12PM / 1PM | DUBUIS LAWN

TUESDAY 25

Greek Life & Club Sports
ACTIVITIES FAIR
11AM - 1PM | WESTGATE CIRCLE
CIRCLE OF FUN
4 - 7PM | WESTGATE CIRCLE

Craft Tuesday
DIY FACE MASKS
11AM - 1 PM | WESTGATE CIRCLE

WEDNESDAY 26

Hosted by Student Government
ACTIVITIES FAIR
11AM - 1PM | WESTGATE CIRCLE
DIY HAND SANITIZER
11AM - 1PM | WESTGATE CIRCLE

Campus Activities Board
WELCOME HOME
FOAM PARTY
45 MIN. PARTIES (6PM / 7PM / 8PM)
NATATORIUM PARKING LOT

THURSDAY 27

Hosted by Student Government
ACTIVITIES FAIR
11AM - 1PM | WESTGATE CIRCLE

Pub Special
PAINTING WITH A TWIST
6PM | RED'S PUB

FRIDAY 28

Finale Event
MOVIE UNDER
THE STARS

FREE POPCORN | BYOBLANKET
9PM | FRIENDSHIP GARDEN

OFFICE OF CAMPUS ENGAGEMENT

16TH ANNUAL
**PINNING
CEREMONY**

FRIDAY, AUGUST 21
FACEBOOK LIVE | 6 PM

FACEBOOK PAGE: @UIWCAMPUSENGAGEMENT

Join the community tradition of welcoming first time students to UIW through a symbolic ceremony where lapel pins are given to all incoming students as a welcome to the UIW community and to mark the start of your collegiate journey as the university seal on your incoming pins reflects the same seal that will decorate your class ring during commencement.

**F L I G H T O F T H E
C A R D I N A L S**

At the first UIW home football game, the incoming class of 2024 will be the honorary UIW hosts. Those who purchase a freshman jersey will take part in the pre-game ceremonies, including participation in the Flight of the Cardinals—the walk-through Tailgate Alley with the Spirit Team, pass the Bronze Cardinal for luck and across the football field!

All jerseys will have the number 24 on the back with a customized name of your choice above it. You can submit your customization during purchase and each jersey is only \$25.00. All purchases must be pre-ordered online so don't wait!

For more information or to order your jersey now, visit
<https://www.uiw.edu/studentlife/freshman-jersey.html>

F R E S H M E N J E R S E Y
D E A D L I N E : A U G U S T 3 1

UIW®



Campus Police



University Police Department

Emergency: 911

Non-Emergency: (210) 829-6030, www.uiw.edu/police

Personal Safety

Safety Tips

Walking on Campus

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

Exercising on Campus

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

Residence Halls

- Report lost or stolen residence hall keys immediately to your residence hall staff.
- Report any malfunctioning locks, doors or windows to your residence life staff.
- Do not leave your keys lying around in your room when you are not in the room.
- Do not leave messages on your door about when you will be returning to your room.
- Tell a roommate or friend if you are planning to be away overnight or for a few days.

- Report any suspicious persons or activities (including solicitors) in or near your residence hall to staff or police.
- Secure your valuables and engrave expensive items with identifying information Operation ID registration.
- Always lock your doors and windows at night, especially if you reside on the first or second floors.
- Do not leave your identification, keys, wallets, checkbooks or other valuables in open view.
- Get to know your RAs and neighbors.

Living Off Campus

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

REMEMBER: A safe campus is everyone's responsibility!

UIW Weapons Policy:

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

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

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

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

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.
- Improve weapons with any items at hand.

FIGHT FOR YOUR LIFE AND THE LIVES OF OTHERS.

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: PAdmin@uiwtx.edu | (210) 829-6030
 For further information go to: www.uiw.edu/police/training.html



Civilian Response to Active Shooter Events (C.R.A.S.E.)

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 Everything You Know

- Your specific location (if known)
- Location of the shooter (if known)
- Number of shooters
- Race and gender
- Clothing style and color
- Physical features
- Types of weapons (handguns, rifles, shotguns, explosives, edge weapons)
- If you recognize the shooter(s), give name and any known information about them.

HIDE

- Become Invisible
- If you cannot get out of the building, get into a classroom, bathroom or office.
- If possible, allow others to shelter with you.
- Lock and barricade the door with available heavy objects such as desks, furniture and cabinets.
- Turn off lights and cell phones.
- Get down on the floor behind any available solid cover.
- Stay away from doors.
- Stay on the floor and remain calm and quiet.
- Do not open the door unless you are absolutely certain that the police are directly requesting you to do so.



FIGHT

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

If you choose to fight, plan ahead.

- Stand near the door – not across the room.
- If you are close to the shooter, you may have the element of surprise on your side.
- If you are far away, you are likely to become a target.
- Go for the gun. Don't let it go and point it away from people.

Fight for your life! This is not a fair fight!

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



When Police Arrive

- The police WILL enter the building/area, seek out and stop the shooter.
- Everyone WILL be viewed as a possible suspect.
- DO NOT have anything in your hands.
- Show OPEN / EMPTY HANDS at all times to the police.
- STAY ON THE FLOOR/GROUND unless otherwise instructed by the police.
- Your response to an active shooter will influence the response of others.
- Use your senses and instincts to survive.
- Stay calm and attempt to keep others calm.

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

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

University Police

PAdmin@uiwtx.edu

(210) 829-6030

For further information go to:

www.uiw.edu/police/training.html

Emergency Notification

When an emergency notification is required, the chief of police or designee, will issue the emergency notification through various modes of communication.

These modes of communication may include, but are not limited to:

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

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

Sign up for RAVE Alerts at:

www.getrave.com/login/uiw

Theft and Burglary Prevention

THEFT AND BURGLARY

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

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

Thieves work in office buildings, libraries, restaurants, residence halls and other places where people gather.

Thefts of backpacks, purses, laptops, phones and other electronic gadgets are the most prevalent crime on campus.

By working with the police and following a few commonsense 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 other's 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.



DON'T 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 thief's job easier.

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

IT IS YOUR JOB AS WELL AS OURS

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

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

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

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

University Police: PAdmin@uiwtx.edu | (210) 829-6030

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

Operation Identification

What is Operation Identification?

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

How Does It Work?

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

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

How Can You Participate?

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

How 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.

How we use this information

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

UIW®



Career Services



UIW career services

HOW CAN WE HELP YOU?

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

WHAT IS ?

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

HERE YOU WILL BE ABLE TO...

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

FOLLOW US AND STAY UP TO DATE ON NEW EVENTS



@uiwcareers



UIW Office of Career Services



@UIWCareerSvcS

LOCATION & CONTACT INFO

STUDENT ENGAGEMENT CENTER
SUITE 3030

CALL US TODAY TO SET UP AN
APPOINTMENT!

MY.UIW.EDU/CAREER

CAREERS@UIWTX.EDU
(210) 829-3931

Career Services & Professional Development

Career Services is here to help your student plan and prepare for a meaningful and productive life during and after college.

Career planning helps students see the value of:

- Coursework & other academic experiences
- Co-curricular activities (student organizations, clubs, etc.)
- Internships (academic internships and other supervised career-related experiences, volunteering)
- Employment while in College

*The Office of Career Services has partnered with various offices across campus to create an initiative to help students create and enhance their **4-Year Career Development Plan**. Our office offers programs and services for students in each classification to foster self-awareness, encourage major and career exploration, and provide the proper resources to increase student employability and Cardinal Career readiness!*

Office of Career Services

University of the Incarnate Word

Student Engagement Center, Suite 3030 (3rd floor)

(210) 829-3931

careerservices@uiwtx.edu



**LOG IN
TODAY!**

app.joinhandshake.com/login

Four Year Career Plan

Discover (First Year)

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

Develop (Second Year)

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

Experience (Third Year)

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

Implement (Fourth Year)

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

UIW®



**Center for
Veteran Affairs**



UIW CENTER FOR VETERANS AFFAIRS
INVITES YOU TO JOIN US DURING OUR
ZOOM ORIENTATION DESK HOURS
FOR ANY QUESTIONS YOU MAY HAVE

Freshman Orientation ZOOM Hours

Thursday June 11, 2020 | 11:30 AM-12:30 PM

Friday June 26, 2020 | 11:30 AM—12:30 PM

Friday July 10, 2020 | 11:30 AM—12:30 PM

Thursday July 23, 2020 | 11:30 AM—12:30 PM

Friday August 7, 2020 | 11:30 AM –12:30 PM

Thursday August 20, 2020 | 11:30 AM –12:30 PM

Transfer Orientation ZOOM Hours

Wednesday May 20, 2020 | 11:30 AM—12:30 PM

Wednesday June 17, 2020 | 11:30 AM—12:30 PM

Tuesday July 7, 2020 | 11:30 AM—12:30 PM

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

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

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

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

ZOOM Appointments can also be scheduled!

Contact veterans@uiwtx.edu to schedule your appointment.

Starting VA Educational Benefits

STEP 1

Apply to the UIW academic program of your choice:

Main Campus [Admissions](#) or

Extended Academic Programs: [School of Professional Studies](#)

STEP 2

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

Apply Online at <https://www.benefits.va.gov/gibill/apply.asp>

Or by calling 1-888-GIBILL-1 (1-888-442-4551).

STEP 3

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

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

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



Student Disability Services

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.

my.uiw.edu/sds

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



Student Disability Services

University of the Incarnate Word
Administrative Building—Suite 51
4301 Broadway, CPO #295
Phone and Fax (210) 829-3997
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.



**Ettling Center for Civic
Leadership and Sustainability**



15 Freshman



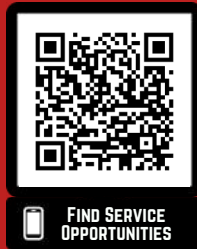
15 Sophomore



15 Junior

Community Service

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



FIND SERVICE OPPORTUNITIES

Relax Senior Year

How to Submit Service Hours

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

*Be sure to use your @uiwtx.edu email



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

3. Then click on the "**Add Impact**" button

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

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



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

*Don't forget to "share" with UIW



Ettling Center for Civic Leadership and Sustainability

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



@UIWECCLS



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 GivePulse

- 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 GIVEPULSE 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.

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 GIVEPULSE button to get you in the system.

B GivePulse Event Listing

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

C Not Listed in GivePulse

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

D "Can't find it"

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

UIW®



Financial Assistance



UNIVERSITY OF THE INCARNATE WORD

FINANCIAL ASSISTANCE CHECKLIST

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

PRIOR TO FALL 2020

COMPLETE ANY OUTSTANDING FINANCIAL AID REQUIREMENTS

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

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

VERIFY YOUR BILLED CHARGES

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

HEALTH INSURANCE (WAIVE IF ELIGIBLE)

It is required for full-time main campus students to have health insurance. If you are insured, complete the annual waiver at www.uiw.edu/busoff/waivers.html before Sept. 13, 2020. You will need to submit the waiver each academic year before the posted deadline, if eligible. Contact the **Business Office** to verify completion.

REQUEST PARKING PERMIT

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

SUBMIT OUTSIDE SCHOLARSHIPS

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

ACCEPT/DECLINE FEDERAL STUDENT LOANS

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

REVIEW ADDITIONAL PAYMENT OPTIONS (IF APPLICABLE)

- *Monthly Payment Plan*
You can enroll in a payment plan through the ePayment Center. Contact the Business Office for more details.
- *Parent PLUS Loan*
Parents of dependent undergraduate students may apply for a Parent PLUS Loan online at studentloans.gov.
- *Private Loan Options*
You may also apply for a private or state loan; however, you may be required to have a credit-worthy cosigner.
- **Veteran Education Benefits**
Contact the UIW Veteran Affairs Office for more information at veterans@uiwtx.edu.
- **Military Discounts**
Qualified military students and dependents may be eligible for tuition discounts. Contact the Business Office for more details at busad@uiwtx.edu.
- **College Savings Plan**
Submit payment to the Business Office each semester after charges have been verified.

FALL 2020

REGISTER YOUR IGRAD ACCOUNT

It is time to register your iGrad account! As a UIW student, you need to register for this interactive and adaptive online financial wellness platform. Registration is available now by clicking the "iGrad Financial Literacy" option from your launchpad in the [Cardinal Apps](#).

iGrad personalizes financial information for your specific situation, based on the questions you answer and the content you access. iGrad includes a loan tracking tool to prepare you for loan payments after graduation, scholarship search engine, budgeting tools, live counselors and a job/internship search module.

REQUEST BOOKSTORE CREDIT (IF ELIGIBLE)

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

APPLY FOR A FEDERAL WORK-STUDY JOB (OPTIONAL)

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

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

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

- **HOW TO APPLY FOR A JOB**

A work-study award does not guarantee job placement. Search for jobs at jobs.uiw.edu.

APPLY FOR ADDITIONAL SCHOLARSHIPS

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

RENEW 2021-2022 FAFSA

Starting October 1, 2020, the 2021-22 FAFSA will be available at studentaid.gov/h/apply-for-aid/fafsa. Resubmit the FAFSA using 2019 tax information, to determine aid eligible for Summer 2021-Spring 2022.

MAINTAIN ELIGIBILITY

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

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

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

STAY CONNECTED

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

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

UIW®



Health Services

UIW SCHOOL OF OSTEOPATHIC MEDICINE

HEALTH SERVICES

ALL SERVICES ARE CONFIDENTIAL

Primary Care Clinic

Agnese/Sosa 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 students with CHP insurance (Mayo Clinic Nurse Line at 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

Behavioral Health Services and 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

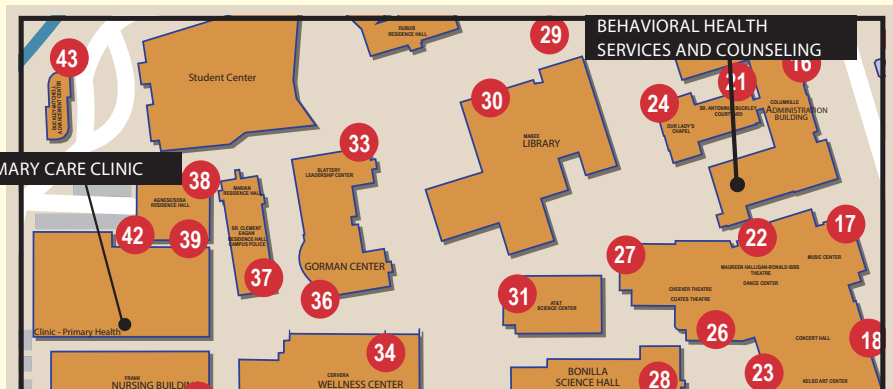
Employees should contact Human Resources for counseling benefits (210) 829-6019.



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®



Music



Welcome Class of 2024!



**IF YOU AUDITIONED
AND ARE ACCEPTED...**



**MAKE SURE THE FOLLOWING CLASSES
APPEAR ON YOUR SCHEDULE:**

FRESHMAN SEMINAR

- **MUSI 1110 - Freshman Music Seminar**
Credit: 1, Tuesdays, 2:30-3:45 PM

MAJOR ENSEMBLE

PRIMARY INSTRUMENT: VOICE, GUITAR, PIANO

- **MUEN 1131 - Cardinal Chorale**
Credit: 1, MWF, 12:00-1:00 PM

PRIMARY INSTRUMENT: WOODWIND, BRASS, and PERCUSSION

- **MUEN 1140 - Marching Cardinals**
Credit: 1, MW 6:00-8:00P, F 1:30-2:45P

PRIMARY INSTRUMENT: STRINGS

- **MUEN 1185 - Orchestra of the Incarnate Word**
Credit: 1, M 7:00-9:45P

APPLIED LESSONS

PRIMARY INSTRUMENT: VOICE

- **MUAP 1176 - Lessons I: *Your Instrument*** (Credit: 1)

PRIMARY INSTRUMENT: INSTRUMENTAL

- **MUAP 1154 - Lessons I: *Your Instrument*** (Credit: 1)

QUESTIONS?

STRINGS, PIANO, GUITAR: Prof. William Gokelman, *Chair*
gokelman@uiwtx.edu

WOODWINDS, BRASS, PERCUSSION: Dr. Brett A. Richardson, *Director of Bands*
barichar@uiwtx.edu

VOICE: Dr. Orit Eylon, *Voice Area Coordinator*
eylon@uiwtx.edu



IF YOU HAVE NOT AUDITIONED YET...



**CONTACT
MR. ROLAND SUL**
Department of Music
sul@uiwtx.edu



**COMPLETE ONLINE APPLICATION
AND SUBMIT**



**RECORD YOUR AUDITION VIDEO – 2 PIECES IN
CONTRASTING STYLE**



**SEND THE LINK FOR YOUR VIDEO TO
MR. ROLAND SUL***



**IF ACCEPTED, REGISTER FOR AN
ONLINE ORIENTATION**

More Information at
www.uiw.edu/admissions/new-student-orientation.html



Zoom Registration Advising Sessions

The DEPARTMENT OF MUSIC is offering virtual registration advising sessions with music faculty to ensure you are registered for the appropriate classes for the start of the Fall 2020 semester.

Day and Evening times offered the day prior to each ORIENTATION SESSION.

For more information, email: Prof. William Gokelman, *Chair*
gokelman@uiwtx.edu

zoom MEETING ID: <https://uiw.zoom.us/j/2108293848>

SCHEDULE

- | | | |
|----------------------------|-----------------|-------------|
| ▶ ZOOM ADVISING SESSION #1 | JUNE 9, 2020 | 1:30 PM CST |
| ▶ ZOOM ADVISING SESSION #2 | JUNE 24, 2020 | 7:00 PM CST |
| ▶ ZOOM ADVISING SESSION #3 | JULY 8, 2020 | 1:30 PM CST |
| ▶ ZOOM ADVISING SESSION #4 | JULY 21, 2020 | 7:00 PM CST |
| ▶ ZOOM ADVISING SESSION #5 | AUGUST 5, 2020 | 1:30 PM CST |
| ▶ ZOOM ADVISING SESSION #6 | AUGUST 18, 2020 | 7:00 PM CST |

Class of 2024, You are About to Embark on an Incredible Journey...

Keep Music in Your Life!



Attend Virtual Q&A Sessions and Learn How to Join:

CHOIR – MARCHING BAND
JAZZ BAND – CONCERT BANDS
CHAMBER ENSEMBLES – ORCHESTRA



GOKELMAN

MEET WITH
Prof. William Gokelman
Chair & Director of Choirs
AND
Dr. Brett A. Richardson
Director of Bands



RICHARDSON

- ▶ JUNE 9, 2020
- ▶ JUNE 24, 2020
- ▶ JULY 8, 2020
- ▶ JULY 21, 2020
- ▶ AUGUST 5, 2020
- ▶ AUGUST 18, 2020

ALL MEETINGS
10-11 AM CST

f @UIWMUSIC

www.uiw.edu/Music

zoom LINK:

<https://uiw.zoom.us/j/2108293848>

UIW®



Registrar's Office

TO-DO LIST FOR NEW STUDENTS

- 1) SEND US YOUR FINAL HIGH SCHOOL TRANSCRIPT!
 - Make requests to your high school counselor
 - Must have final graduation date
- 2) SEND US YOUR DUAL CREDIT/COLLEGE TRANSCRIPT
 - Make requests to Registrar of college attended
 - They will need your high school transcript too
- 3) LEARN ABOUT YOUR FERPA RIGHTS
[THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT \(FERPA\)](#)

4) ESTABLISH PROXY

While not required, University of the Incarnate Word students can give others permission to access information about their Business Office bill, Financial Aid and Class Registration in Banner Self-Service. This is called granting "proxy access", and those given permission are referred to as a "proxy."

Students commonly grant parents, guardians, or spouses proxy access to their personal information. But multiple proxies can also be set up, each with different access to do different tasks.

<https://my.uiw.edu/registrar/proxy-access.html>



ADDITIONAL ITEMS YOU MAY NEED IN THE FUTURE:

- ENROLLMENT VERIFICATION
 - Available for current term after add/drop deadline
 - Order verification at <https://my.uiw.edu/registrar/registration-information/enroll-verification.html>
- UIW TRANSCRIPT REQUESTS
 - Order a copy of your UIW official transcript at <https://my.uiw.edu/registrar/transcript-request.html>
- CREDIT BY EXAM
 - List of accepted exams and credit by exam policies available at <https://uiw.smartcatalogiq.com/en/2019-2020/Catalog/VII-Institutional-Academic-Policies/Credit-Hour-Definition>
- REQUEST TO STUDY AT ANOTHER INSTITUTION
 - Once enrolled at UIW, you must have approval to take courses from other institutions prior to registering. We will review for acceptability and application to your degree. Complete Request to Study at Another Institution form at <https://my.uiw.edu/registrar/request-to-study.html>





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.

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 _____



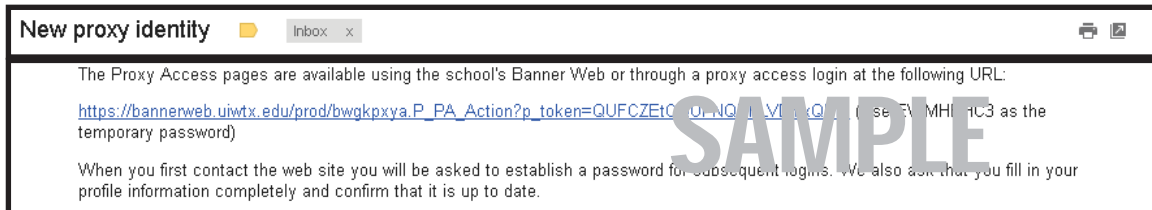
UIW OFFICE OF THE REGISTRAR

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

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



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

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

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

Profile | Red Cardinal

Required data missing : Birthdate

Proxy Profile
Please keep your Banner Web proxy information up-to-date. [Click here to change your PIN](#)

* - indicates a required field.

Salutation

First Name

Middle Name

Last Name

Name Suffix

Nickname

E-Mail Address

Birthdate (MM/DD/YYYY)

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

Profile | Red Cardinal

Proxy Authorizations

The following Banner Web page links have been specifically authorized for your use Access window. There is no need to close the window until you have completed all

Authorized User for Red Cardinal

- View Address
- View Holds
- Print Unofficial Transcript

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






UIW OFFICE OF THE REGISTRAR

FERPA Rights and Proxy Access

Proxy Instructions for Students

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

1. Log in to  using your UIW credentials and select  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

Apartment Style	Female	Male	Community Lounge	Living Room	Private Bathroom	Apartment/Hall Kitchen	Community Fridge and Microwave	Single Rate	Double Rate
** 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[®]
RESIDENCE LIFE AND HOUSING OPERATIONS
2020-2021

HOUSING

DINING DOLLARS

BOARD MEALS

PER SEMESTER

PLATINUM

\$2500
+ TAX

\$550

17/week

GOLD

\$2400
+ TAX

\$500

16/week

SILVER

\$2250
+ TAX

\$650

12/week

BRONZE*

\$2050
+ 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
housing@uiwtx.edu



UNIVERSITY OF THE
INCARNATE WORD
RESIDENCE LIFE and
HOUSING OPERATIONS

PHONE:
(210) 829-6034

OFFICE: 3150 SEC

UIW®



Sodexo
UIW Dining



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.

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 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

210.829.2788

WE EAT TIME
IT'S TIME FOR YOU





Meal Plans

RESIDENTIAL MEAL PLANS

Plan	Meals	DCB Dollars	Cost
Platinum	17 Meals/wk.	\$550/sem.	\$2,500
Gold	16 Meals/wk.	\$500/sem.	\$2,400
Silver	12 Meals/wk.	\$650/sem.	\$2,250
Bronze	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®



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

www.uiw.edu/studyabroad



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

UIW®



**Technology
UIW Help Desk**

University of the Incarnate Word

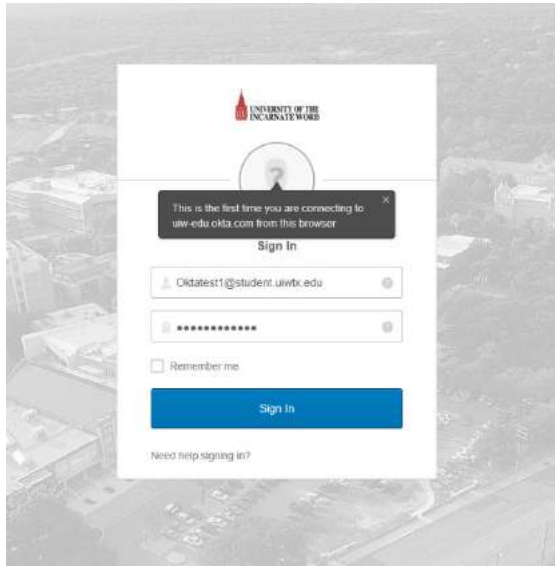
Information Resources Division

How-To Document

Enrolling in Cardinal Apps

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

To activate your Cardinal Apps account:



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

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

Choose a 'forgot password' question

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

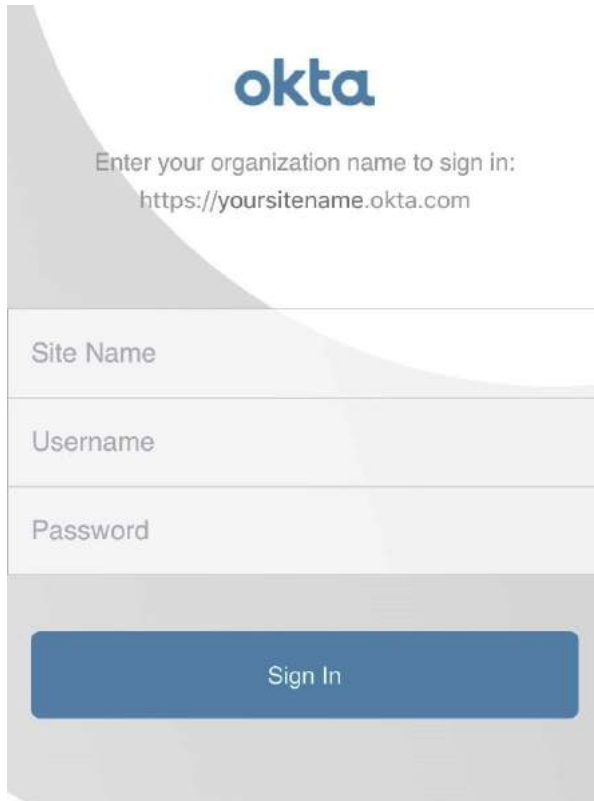
Click 'Create MyAccount'

University of the Incarnate Word

Information Resources Division How-To Document

Setting Up Cardinal Apps Phone Application

From your App Store Search and Download the OKTA App.



The image shows the Okta login interface. At the top is the Okta logo. Below it, the text reads "Enter your organization name to sign in:" followed by a placeholder URL "https://yoursitename.okta.com". There are three input fields labeled "Site Name", "Username", and "Password". A blue "Sign In" button is located at the bottom of the form.

Site Name: apps.uiw.edu

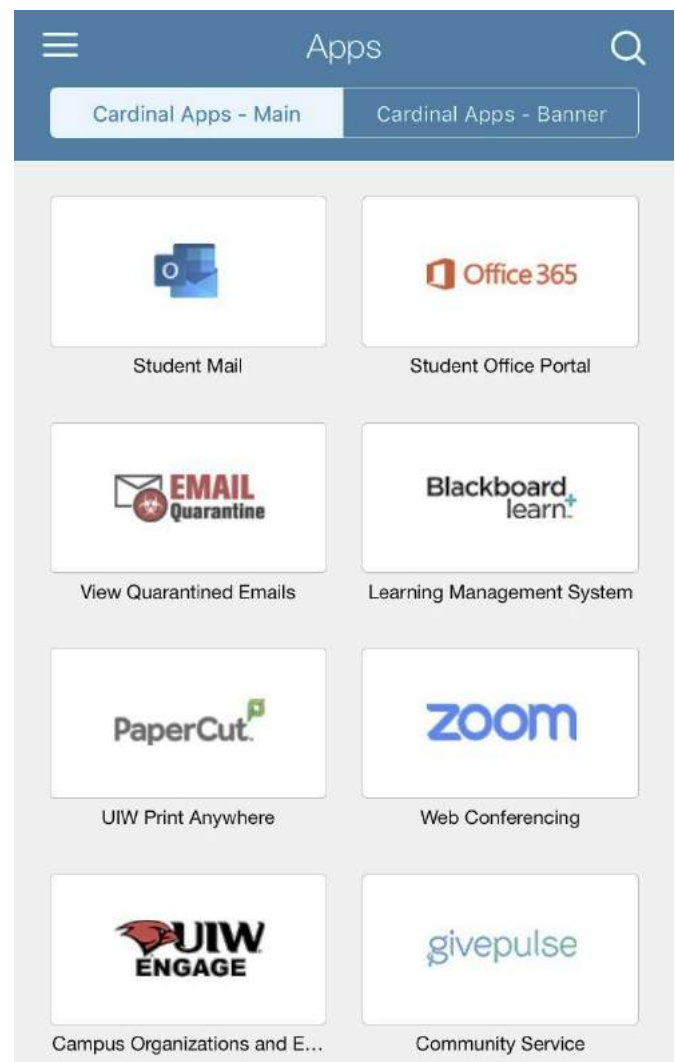
Or uiw-edu.okta.com

Username: Same as Cardinal Apps

Password: Same as Cardinal Apps



The image shows the PIN creation screen. At the top, it says "Create a 4-digit PIN" with a clear button (X). Below this is a horizontal line for the PIN. At the bottom is a numeric keypad with digits 1-9 and 0, and a checkmark button.



OKTA Cardinal Apps

Multifactor Authentication

Enrolling in Multifactor Authentication

Log in to Cardinal Apps.

UNIVERSITY OF THE INCARNATE WORD

Sign In

Username
Your UIW username

Please enter a username

Password
Your Current UIW Password

Please enter a password

Remember me

Sign In

Need help signing in?

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

UNIVERSITY OF THE INCARNATE WORD

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

Okta Verify
Use a push notification sent to the mobile app.
Setup

SMS Authentication
Enter a single-use code sent to your mobile phone.
Setup

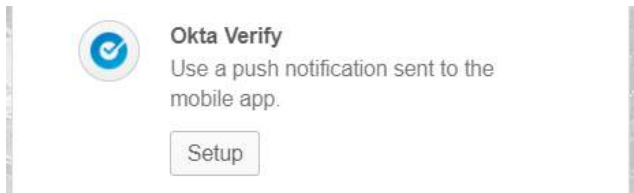
Voice Call Authentication
Use a phone to authenticate by following voice instructions.
Setup

First Method: The Okta Verify Application

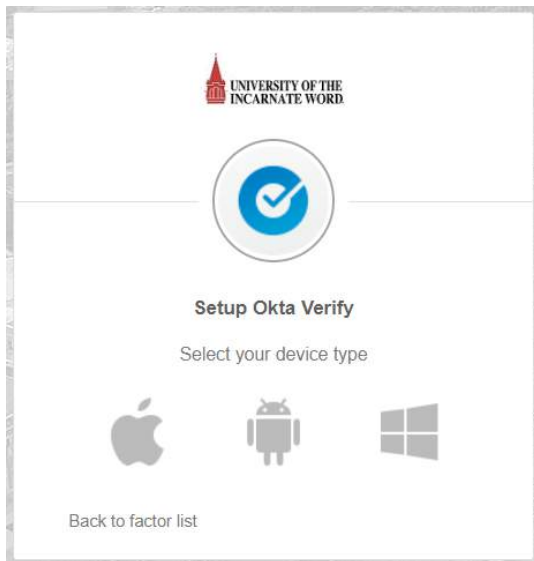
Okta Verify is a mobile application for iOS, Android, and Windows phones. This app offers two ways for a user to authenticate with Okta.

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

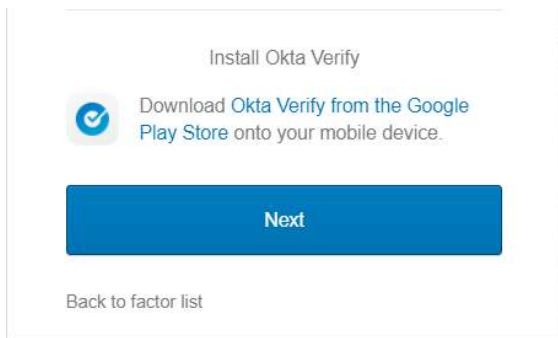
Click Setup for Okta Verify



Select Your Type of Device.



Download the Okta Verify App



Authentication Process:

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

UNIVERSITY OF THE INCARNATE WORD

Okta Verify (GM1915)

Send Push

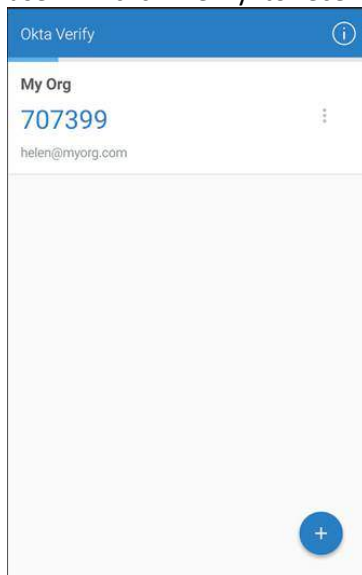
Enter Code

Verify

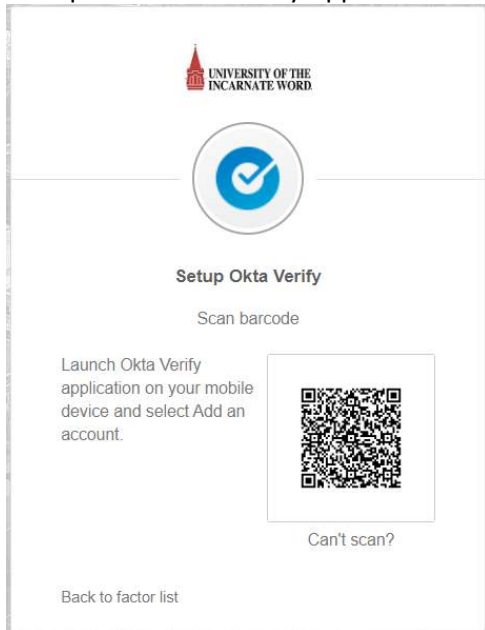
Send push automatically

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

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



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

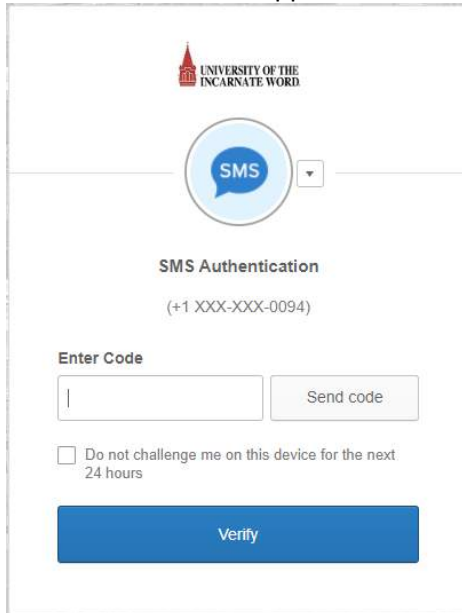


Second Method: SMS Authentication

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

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

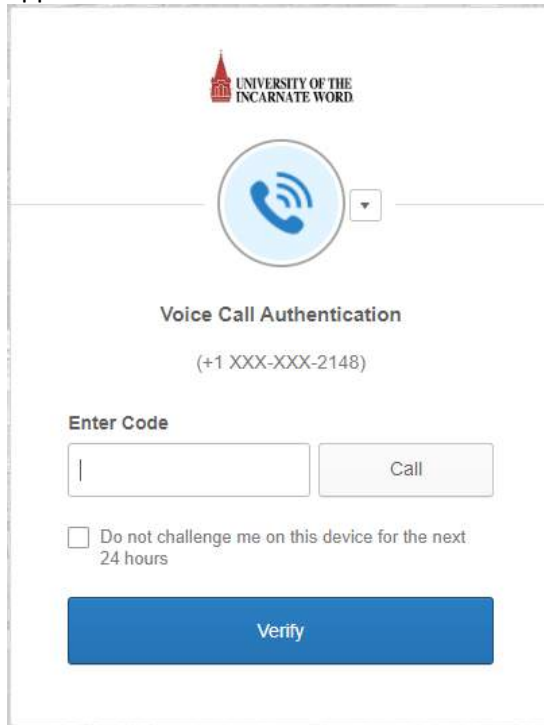
Authentication Process –The user will click the 'Send Code' button. A one-time code will be sent via SMS to the registered number. The user will enter the received code at the prompt and click 'Verify' to receive access to the application.



3rd Method: Voice Call Authentication

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

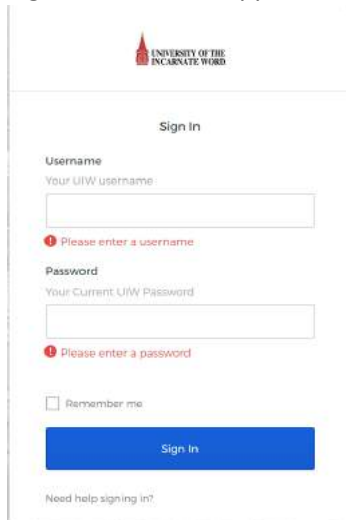
Authentication Process – The user will click the 'Call' button. They will receive a voice call that recites a one-time code. The user will enter the code at the prompt and click 'Verify' to receive access to the application.



The screenshot shows a mobile application interface for voice call authentication. At the top, the University of the Incarnate Word logo is displayed. Below the logo is a large blue circular icon containing a white telephone handset with signal waves, and a small dropdown arrow to its right. The text "Voice Call Authentication" is centered below the icon, followed by the phone number "(+1 XXX-XXX-2148)". Underneath, the label "Enter Code" is positioned above a text input field with a vertical cursor. To the right of the input field is a light gray button labeled "Call". Below the input field is a checkbox with the text "Do not challenge me on this device for the next 24 hours". At the bottom of the screen is a prominent blue button labeled "Verify".

Using Zoom Via Cardinal Apps

1. Sign into Cardinal Apps



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

2. Click on the Zoom App



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

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

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

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

Schedule a Meeting

Topic

Description (Optional)

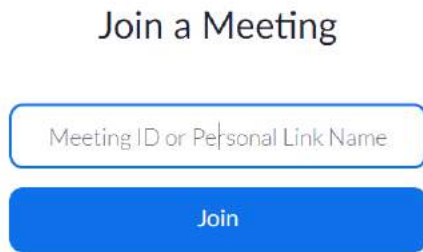
When

Duration hr min

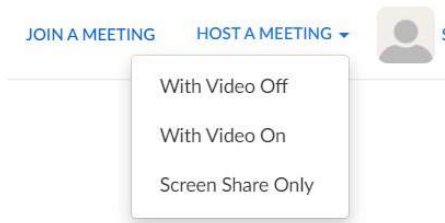
Time Zone

Recurring meeting

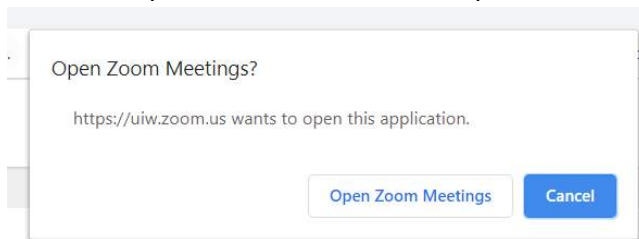
5. Join a Meeting – Enter the Meeting ID emailed to you



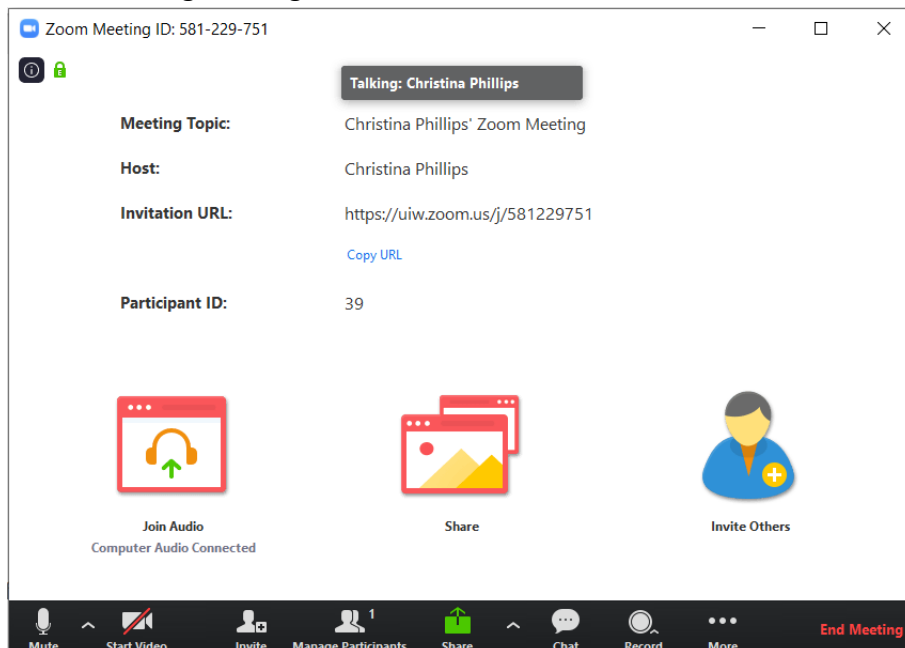
6. Host a Meeting – Choose the option you would like



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



8. Zoom meeting will begin





Wellness and Club Sports



**THE ONLY PLACE TO
HAVE FUN, PLAY SPORTS,
& BE A CHAMPION!**

ABOUT US

INTRAMURAL SPORTS ARE OFFERED AS INDIVIDUAL AND TEAM COMPETITIONS IN THE FORM OF REC NIGHTS, LEAGUES, TOURNAMENTS AND SPECIAL EVENTS. OPEN TO CURRENT UIW STUDENTS, FACULTY AND STAFF. ALWAYS FREE, ALWAYS FUN!

SPORTS

DODGEBALL, BASKETBALL, VOLLEYBALL, SOCCER, FOOTBALL, LASERTAG, SOFTBALL, TABLE TENNIS, PICKLEBALL, BADMINTON, WALLYBALL, KICKBALL, DISC GOLF, ULTIMATE FRISBEE, FLOOR HOCKEY, SKILLS CHALLENGE, CLOCK WORK 3-POINT SHOOTOUT, OBSTACLE RACE, FIELD DAY, SLACKLINING, SPIKE BALL, SHOOT-RUN

Phone : 210-805-3001
Email: intramurals@uiwtx.edu
Website :
www.uiw.edu/intramurals



REC NIGHTS

Walk-up participation, no commitment, join as an individual or with friends!



TOURNAMENTS

Sign up as a team or an individual, usually one night!



LEAGUES

Sign up as a team or as an individual, leagues run for multiple weeks.

**ESPORTS
IS NOW A
CLUB SPORT**



UIW[®]

CLUB SPORTS

JOIN ONE OF OUR CURRENT CLUB SPORTS OR START A NEW ONE!



WOMEN'S & MEN'S BASKETBALL



WOMEN'S & MEN'S VOLLEBYALL



WOMEN'S & MEN'S SOCCER



TRAP & SKEET



LACROSSE



TRIATHLON

**IT'S MORE THAN A GAME, IT'S CLUB SPORTS.
REPRESENT UIW YOUR WAY!**

UIW Club Sports allows students to continue their passion for sports and competition on their terms. Compete against other universities and stay a part of a team and represent UIW!



@UIWCLUBSPORTS

WWW.UIW.EDU/CLUBSPORTS

Helpful Resources for Freshman Students

Department Phone Numbers and Websites



Admissions Office

210-829-6005
www.uiw.edu/visit

Business Office

210-829-6043
www.uiw.edu/busoff

Academic Advising

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

Athletics

210-829-2798
www.cardinalathletics.com

Health Services

210-829-6017
www.uiw.edu/health

Financial Aid Office

210-829-6008
www.uiw.edu/finaid

First Year Engagement

210-805-5814
www.uiw.edu/firstyear

Disability Services

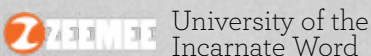
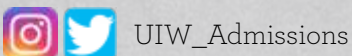
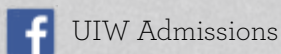
210-829-3997
www.uiw.edu/ada

Residence Life

210-829-6034
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