



NEW
STUDENT

ORIENTATION

Information
for Parents.



UNIVERSITY OF THE INCARNATE WORD®

UIW®



Business Office

Business Office

Parent Authorized User PINs in UIW Payment Center

Students have the option to grant access to parents or other individuals to the UIW ePayment Center. Parents/individuals may be authorized to set up payment plans, make payments, access electronic 1098-T forms, access eBills and receive bill email notifications.

1. Sign into your [Cardinal Apps](#) portal
2. Visit the CASHNet application to access your ePayment Center
3. Locate the *Parent or Authorized User PINs* section in the bottom left hand corner
4. Click *Add New* to add an authorized user to your ePayment Center
5. A welcome email will be sent to the email address entered with a login ID, temporary password, and a link to access the UIW ePayment Center

Title IV Federal Funding

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

Work-Study Direct Deposit

Students may authorize the University of the Incarnate Word to deposit their work-study checks into their student account to pay toward tuition and fees. Students must complete the *Work-Study Check Deposit Authorization Form* every semester for this option.

Work-Study Check Deposit Authorization Form: <https://my.uiw.edu/business-office/forms.html>

Student Refunds

Student refunds will be processed after the 100% add/drop date for the semester. If you would like to expedite the process by receiving your refund directly to your bank account, please enroll in direct deposit. Please keep in mind that if you receive a refund, it does not necessarily imply that your student balance is \$0. If you have not completed the Payment Authorization Form (see Title IV Federal Funding section), some charges beyond tuition and fees may still have an outstanding balance on your student account.

1. Sign into your Cardinal Apps portal
2. Visit the Banner 9 My Profile application
3. Click on Direct Deposit and enter the required information under Accounts Payable Deposit

Additional information about Student Refunds: <https://my.uiw.edu/business-office/e-refunds.html>

Family Rights & Privacy Act of 1974 (FERPA) Release

FERPA provides for the confidentiality of student education records. The University of the Incarnate Word may neither disclose certain educational information concerning students nor permit inspection of their education records without the permission of the student unless such actions are covered by certain exceptions as stipulated in FERPA. For the Business Office to conduct business with anyone other than the student, a FERPA release must be on file allowing access to those persons. If you would like others to be able to call on your behalf to discuss your student account, please visit Banner 8 Self Service on your Cardinal Apps portal and click on the *Proxy Services* tab.

FERPA Release Form Information: <https://my.uiw.edu/registrar/ferpa.html>

Health Insurance Waiver

Open: May 1, 2020
Deadline: September 13, 2020

[Wellfleet Homepage](#)

How to Waive Coverage

1. Visit the [Health Insurance Waiver](#) link
2. Click on the Waive section and select the Domestic Students ONLY-Waive button
3. Check the box to agree to the terms of the waiver
4. Proceed to the waiver application and fill out the required information
 - a. We recommend using your Cardinal email when filling out the application

A confirmation email will be sent to the email address provided. A notification of approval will follow within 1-2 business days for most. Please allow 5-7 business days from notification of approval for the waiver to be applied to the student bill.



UIW®



Career Services

UIW career services



HOW CAN WE HELP YOUR STUDENT?

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

WHAT IS handshake ?

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



YOUR STUDENT WILL BE ABLE TO...

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

IS YOUR STUDENT UNSURE ON THEIR CAREER CHOICE?



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

STUDENT ENGAGEMENT CENTER
SUITE 3030

HAVE YOUR STUDENT CALL US
TODAY FOR AN APPOINTMENT!

WWW.UIW.EDU/CAREER
CAREERS@UIWTX.EDU
210-829-3931



**Ettling Center for Civic
Leadership and Sustainability**



ONE WORD

Commitment to Community

ETTLING CENTER FOR CIVIC LEADERSHIP & SUSTAINABILITY



Helping Others & Impacting the World

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

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

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

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

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

Commitment to Community



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

Dr. Ricardo Gonzalez

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



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

Student Engagement

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

School/University Partnerships

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

Community Partnerships

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

Global Service

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

Sustainability

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

Commitment to Community



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

How do I sign-up for a Service Opportunity?

Cardinal Apps

1

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

Give Pulse

2

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

Get Involved

3

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

Find a Match & Sign Up!

4

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

Tips when using 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

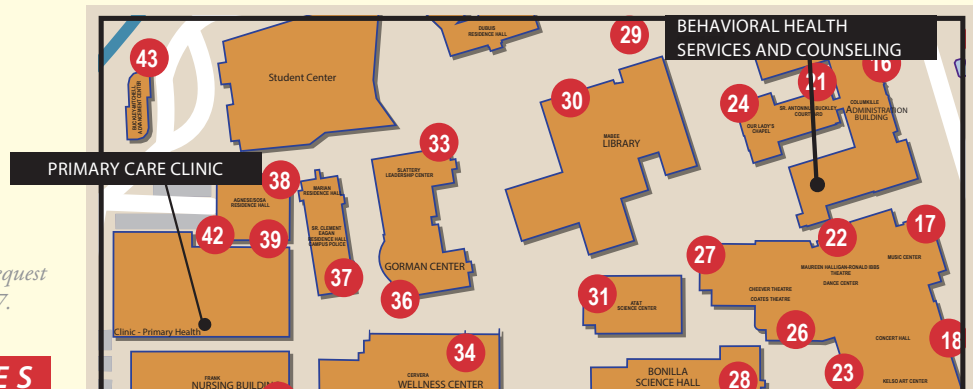
Employees should contact Human Resources for counseling benefits (210) 829-6019.



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



GENEVIEE TAYLOR DOUGHERTY FINE ARTS CENTER

UIW®



Parent Association

UIW Parent Association

Welcome, Parents!

The University of the Incarnate Word Parent Association is proud to have you as a member of the Cardinal family and parent community across the world! This exclusive association serves as a resource to you, granting you access to university news and special events throughout the year!



Who We Are

The University of the Incarnate Word Parent Association is a free membership program offered to all current university parents/guardians. As part of this association, you will be invited to exclusive Parent Association events, Parent Advisory Board meetings and receive E-Newsletters with the latest on-campus news for you and your student.

Online Community

<https://alumniandfriends.uiw.edu> is the official website of your UIW Parent Association! This is your online community to register for events and share your family's achievements. Your online parent profile can be created directly on this site!

Popular Events

- Homecoming Week (Fall)
- Parent & Family Day (Spring)
- Easter Egg Hunt (Spring)
- Ring Ceremony (Spring)
- Majestic Theatre Shows (Year Round)



parents@uiwtx.edu
(210) 805-5899



Monday-Friday
8 a.m. - 5 p.m.

102 Mt. Erin Pass
San Antonio, TX 78212



**UNIVERSITY OF THE
INCARNATE WORD**

PARENT ASSOCIATION

UIW®



Red Rewards

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®



Registrar's Office



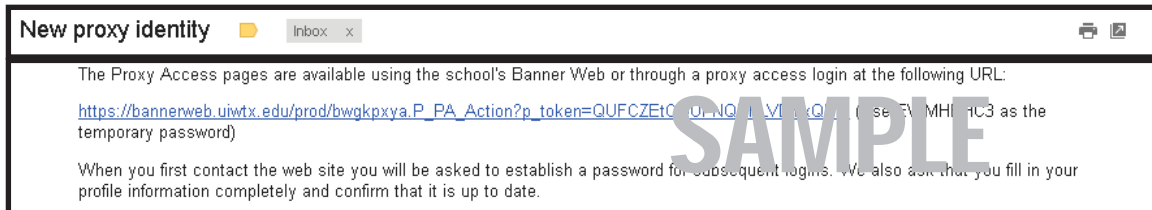
UIW OFFICE OF THE REGISTRAR

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.





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.

UIW®



Student Success

Sandra D. McMakin

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

Student Success
Academic Support Services
Your Keys to Success
www.uiw.edu/studentsuccess

University Advising Services

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

First Year Engagement

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

Tutoring Services

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

Writing and Learning Center

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

Careers Services

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



Student Disability Services

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

Testing Services

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

TRiO Support Services

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

UIW®



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)

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

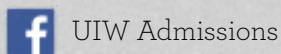
210-829-3997
www.uiw.edu/ada

Residence Life

210-829-6034
www.uiw.edu/housing



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



UIW Admissions



UIW_Admissions



University of the
Incarnate Word

All 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