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Faculty You Need to Know

Department Chair:
Dr. Chunjiang Qian
The boss. In charge of the entire department, faculty, and staff.

Graduate Advisor of Record (GAR):
The GAR can help answer questions about policies, and gives approval for most petitions

- MS-Electrical Engineering: Dr. Wei-Ming Lin
- MS-Computer Engineering: Dr. Wei-Ming Lin
- MS-Advanced Materials Engineering: Dr. Ruyan Guo
- PhD. Electrical Engineering: Dr. Wei-Ming Lin

Doctoral Program Chair:
Dr. Ram Krishnan
The Doctoral Program Chair and the rest of the Graduate Committee make decisions concerning the Doctoral program in terms of the catalog, program requirements, and doctoral petition approval

Undergraduate Advisor of Record (UGAR):
Dr. Lars Hansen
The UGAR will be the acting Department Chair for Undergraduate students. He approves and signs on behalf of the department chair for all Undergraduate paperwork.
Staff You Need to Know

Main Staff:
Department Manager: Justin Bingham
Program Coordinator: Khanh Nguyen
Marketing Associate: Stephanie Gonzalez-Sanabia
Lab Manager: Jerod Ryan

Other Staff:
Time Reporting Point of Contact: Rachael Hayles
Student Clerk: Lysette Gamez
COE Senior Program Coordinator: LiPing Bien

Most questions you have can be answered by the Program Coordinator, but everyone in the office can help with inquiries or at least direct you to the right person.

ECE Faculty and Staff

I Need To Talk To…

Faculty:
Faculty have posted office hours on their doors. The ECE dept also tries to keep a sheet with all of that information by the front desk as well. Come by during their office hours to talk in person or email them about the issue.

GAR:
Same rules applies as faculty. Read above.

STAFF:
Staff are available during normal business hours Monday-Friday 8:00am-5:00pm. There is an iPad at the front where you need to check in to meet with staff.

What’s Your Email Address?
Most all faculty and staff UTSA email addresses will follow this format: FirstName.LastName@utsa.edu
Example: Khanh Nguyen’s email is Khanh.Nguyen@utsa.edu
If you are still unsure, you can also find all ECE department contact information at:
Quick Facts

ECE MS students
- 97 total

ECE Ph.D. students
- 103 total
  - 2nd largest doctoral program at UTSA

ECE MS & Ph.D. enrollment makes up about 40% of the graduate student population in the College of Engineering
- ECE Graduate Students- 200
- CoE Graduate Students- 499

The Electrical and Computer Engineering Department is located in the Biotechnology, Science & Engineering (BSE)1.500

Degree Plan-Master’s
Quick summary of courses you need. Visit the course catalogue for additional details. 
2017-2019 Catalogue

MS-Electrical Engineering (Thesis)
- 2 core courses (one concentration and one from outside concentration)—6 credits
- 1 EE technical elective course from concentration—3 credits
- 1 Research Seminar course—1 credit
- 5 EE technical elective courses—14 credits
- 2 Master’s Thesis course—6 credits

MS-Computer Engineering (Thesis)
- 2 core courses—6 credits
- 1 Research Seminar course—1 credit
- 6 EE/CPE technical elective courses—17 credits
- 2 Master’s Thesis course—6 credits

MS-Advanced Materials Engineering (Thesis)
- 3 core courses—9 credits
- 3 technical elective course (two from concentration and one from outside concentration)—9 credits
- 2 prescribed technical elective courses—6 credits
- 2 Master’s Thesis course—6 credits
Degree Plan-Doctoral
Quick summary of courses you need.
Visit the course catalogue for additional details.
2017-2019 Catalogue

PhD-Electrical Engineering (81 hours—no earned Master’s degree in EE or related field)

- 3 core courses (one concentration and two from outside concentration) — 9 credits
- 1 Special Problems course — 1 credit
- 12 EE technical elective courses (6 credits need to be from outside EE) — 35 credits
- 6 Doctoral Research course — 18 credits
- 6 Doctoral Dissertation course — 18 credits

PhD-Electrical Engineering (54 hours—already has Master’s in EE or related field)

- 3 core courses (one concentration and two from outside concentration) — 9 credits
- 1 Special Problems course — 1 credit
- 3 EE technical elective courses (6 credits need to be from outside EE) — 8 credits
- 6 Doctoral Research course — 18 credits
- 6 Doctoral Dissertation course — 18 credits

Degree Plan-Master’s
Quick summary of courses you need.
Visit the course catalogue for additional details.
2019-2021 Catalogue

MS-Electrical Engineering (Thesis)

- 2 core courses (one concentration and one from outside concentration) — 6 credits
- 1 EE technical elective course from concentration — 3 credits
- 1 Research Seminar course — 1 credit
- 5 EE technical elective courses — 14 credits
- 2 Master’s Thesis course — 6 credits

MS-Computer Engineering (Thesis)

- 2 core courses — 6 credits
- 1 Research Seminar course — 1 credit
- 6 EE/CPE technical elective courses — 17 credits
- 2 Master’s Thesis course — 6 credits

MS-Advanced Materials Engineering (Thesis)

- 3 core courses — 9 credits
- 3 technical elective course (two from concentration and one from outside concentration) — 9 credits
- 2 prescribed technical elective courses — 6 credits
- 2 Master’s Thesis course — 6 credits

>> Course Catalog <<
Degree Plan - Doctoral

Quick summary of courses you need.
Visit the course catalogue for additional details.

2019-2021 Catalogue

PhD-Electrical Engineering (81 hours—no earned Master’s degree in EE or related field)

- 2 core courses (one concentration and one from outside concentration) — 6 credits
- 1 Doctoral Research Seminar course — 1 credit
- 13 EE technical elective courses — 38 credits
- 6 Doctoral Research course — 18 credits
- 6 Doctoral Dissertation course — 18 credits

PhD-Electrical Engineering (54 hours—already has Masters in EE)

- 2 core courses (one concentration and one from outside concentration) — 6 credits
- 1 Doctoral Research Seminar course — 1 credit
- 4 EE technical elective courses — 11 credits
- 6 Doctoral Research course — 18 credits
- 6 Doctoral Dissertation course — 18 credits

Admissions

What to do after you’re admitted

Activate your ASAP Account:

If you have not done this yet, it is important that you active your student account. You should have received an email from myUTSAid@utsa.edu with a link to activate your UTSA ID. If you have trouble, you can contact One Stop Enrollment Services for help.

Admission Letter:

Please reply back to Mrs. LiPing Bien to accept (or deny) the admission into the graduate program

Admissions Condition:

Some students come in with admissions conditions. If you have no idea what this is, then it is probably not relevant to you. Conditions range from taking 3 core courses with a B or above to taking Undergraduate leveling classes.

You must fulfill the terms of the conditions to be allowed to graduate. As long as you take care of it condition before the last semester, then you are fine.

>> Course Catalog <<
Admissions

What to do after you’re admitted

Admissions Paperwork:

Graduate Admissions will need final official transcripts, test scores, and degree certificates after you get admitted. If they are in a foreign language, then it needs to be translated to English. Failing to turn these in will prevent you from registering for classes.

Contact Graduate Admissions for more information.

Orientation:

UTSA Graduate School has a Graduate Student Orientation. It is mandatory for new International students to attend. It is optional for all other students, but highly encouraged.

The ECE department will host a short Orientation at the beginning of the Fall/Spring semester after classes have started. No registration is required. Mandatory for Doctoral students to attend. Optional for Master’s student. Highly encouraged for every to come. Khanh will send an email concerning the date of the ECE Orientation.

Other Requirements and Holds:

Other common holds and requirements that you may see on your account as a new student. Please contact the respective offices to find out more about how to satisfy the requirements and remove and holds.

- **International Programs: Passport/Orientation**
  - You need to register for Graduate Orientation. Bring your passport
  - Mandatory for International Students to attend orientation
  - Contact International Programs for more details

- **English Language Test**
  - Usually only for International student
  - Will be handled at Orientation
  - This is not the TOEFL/IELTS test
  - Contact International Programs for more details

- **HS - Tuberculosis Screening**
  - It is highly recommended that you take a TB blood test in your home country. Student Health Services accepts the following blood tests:
    - QuantiFERON GOLD
    - T-Spot
  - Contact Health Services to find out what exactly they need from you

- **Health Services - Meningitis**
  - Submit proof of your Meningococcal immunization records to Student Health Services by email or fax by the deadlines. Your immunization records must be translated in English.
  - Contact Health Services to find out what exactly they need from you
Admissions
What to do after you’re admitted

Summary of What to Do

1. Activate your UTSA ID and ASAP account
2. Review your Admissions Letter for any conditions
3. Send message to LiPing Bien concerning whether you
   “Accept” or “Decline” admissions
4. International Students Only: Contact the International
   Programs office to see what paperwork they need from you to
   get you I-20
5. Turn in all final official transcripts and test scores
6. Register for Graduate Student Orientation if need be
7. Review all other holds and take care of any additional paper-
   work that need to be turned in
8. Register for classes

Registration

How To Register For: Technical Electives (regular classes)

1. go to ASAP.utsa.edu
2. Login with your ABC123 student ID
3. Click on “Student Services” tab
4. Click on “Registration”
5. Click on “Register for classes, add/drop classes, withdraw
   from university”
6. Select the appropriate semester that you want to register for
   then click “submit”
7. Type in the CRN of each class you want to add in the boxes
   and then click “Submit Changes”

*CRN is the 5 number code associated with each individual class. You can find the CRN of each class on the 5th column of the Class Schedule.
Registration

Spring 2020 Registration Dates:

Spring 2020 Academic Schedule:
http://www.utsa.edu/registrar/reg_materials/reg_calendar_spring.pdf

Class Schedule:
- https://asap.utsa.edu/pls/prod/xwskschd.P_UTSA_OpenSch
- M = Monday
- T = Tuesday
- W = Wednesday
- R = Thursday
- F=Friday

How To Register For: Independent Study

- Fill out the “Independent Study Request Form”
  - Form can be found online at the Register’s website, or in the lobby of the ECE front office
  - Leave CRN, Subject, Course #, and section # blank
- Get Instructor to sign it under “Instructor”
- Get a signed syllabus from instructor as well that includes the following info:
  - Materials to be studied, course work/assignments to be completed
  - # of times meetings with student
  - Grading percentile per course work item
  - Also INCLUDE:
    - Course number (ex: EE XXXX)
    - Credit hours (ex: 3)
    - Semester (Summer)
- Then bring back to me for GAR and Dept Chair signature.
  - I will email you to pick it up when signatures are received.
- Bring to Dean’s office and get last signature
- Once all signatures are received, you then take the form to One Stop Enrollment Center and they will register you.
Registration

How To Register For:  Master’s Thesis, Graduate Project, Doctoral Research, and Doctoral Dissertation

- Email Instructor and copy Khanh Nguyen in on the email
- Make a formal request to register for the course
- Include the semester, the subject, the course number, the instructor, and the amount of credit hours
  - Ex: “I would like to register for a 3 credit Thesis course-CPE6983 for the Summer 2018 under Dr. Lin.”
- You will wait until you get an approval from the instructor, or at least 24 hours. Khanh will then email you back when the CRN that you need to register for your class

Registration Errors:

Any time you encounter any registration error, email Khanh Nguyen. Include the class that you are trying to register for and the error message that you are getting and she can help.

Qualifying Exam

Relevant to Doctoral Students

Every Doctoral student must take the Qualifying Exam (QE). The timeline for the exam is typically after the 3rd long semester. Timeline Example: Admitted in Fall 2019. 3 long semesters—Fall 2019, Spring 2020, Fall 2020—will take the QE in January 2021.

The QE will only be offered twice a year in January and August (i.e. at the beginning of the Spring and Fall semester.) There is no qualifying exams during the summer semester.

Requirements for QE:
- Must have completed 2 core courses
  - These two core courses must average out to at least a 3.5 gpa
- Should have already found a faculty advisor

Exam Topics:
- Communications
- Electronic Devices
- Digital Signal Processing
- Computer Engineering
- System and Controls

You will only be tested on one of the topics listed above. The topic you get tested on is your choice. Students should typically pick a topic related to their research concentration. Every student gets two tries to pass the exam. If a student fails to pass after two attempts, then they will be dismissed from the program.

Detailed instructions will be emailed out to every doctoral student who needs to take the exam months before the QE. The test is 3 hours and is typically scheduled in the morning.
Proposal
Relevant to Doctoral Students

Every Doctoral student must present/defend a Dissertation Proposal. The timeline for this is a year after passing the Qualifying Exam. A Proposal is typically a plan and idea for your dissertation research.

Detailed instructions will be emailed to every doctoral student who needs to present the Proposal.

A doctoral student will not be allowed to take any Doctoral Dissertation classes until they have defended their Proposal.

Students will need to form a Dissertation Committee as part of the proposal process.

Dissertation Committee
Relevant to Doctoral students

Committee needs to be approved ahead of time

- 4 members are needed
- The chair is usually your dissertation advisor
- The majority need to be ECE faculty (51% so 3 out of 4)
- Any outside ECE member needs to be approved ahead of time
- If the member is not Tenure/Tenure track (or not at UTSA in general), then approval ahead of time is required as special paperwork needs to be filed before them can be an approved member

Thesis/Project Committee
Relevant to Master’s students

A committee for Master’s students is important for graduation and the Thesis/Project defense.

Committee needs to be approved ahead of time

Thesis Committee:
- Requires 3 members
- Your thesis advisor is the Chair
- ECE faculty must comprise at least 50% of committee

Non-Thesis Committee:
- Requires 2 members
- Your Project advisor is the Chair
- ECE faculty must comprise at least 50% of committee

You may not defend thesis/project to a non-approved committee.
It will not be valid!

Any outside ECE member needs to be approved ahead of time
If the member is not Tenure/Tenure track (or not at UTSA in general), then approval ahead of time is required as special paperwork needs to be filed before them can be an approved member
Dissertation/Thesis Defense
Relevant to graduating students

A pivotal part of graduation for doctoral and Master’s student is their defense. Doctoral students have a Dissertation defense and Master’s students have a Thesis/Project defense.

Khanh will send every graduation student detailed instructions on what to do when you are graduating and ready to defend.

Steps to Prepare for a Defense:
- Apply for Graduation
  - this is one of the main ways in which Khanh knows that you are ready to graduate
- Find approved committee members
- Turn in all paperwork needed by appropriate deadlines
  - details will be in the email that Khanh sends
- Book a room with Khanh for the time and date needed for the defense
- Show up to defense day and take care of paperwork that Khanh will give you
  - details will be in the email that Khanh sends
- Final step is to upload your final Dissertation or Thesis report to ProQuest by appropriate deadline
  - Project/Non-Thesis students do not need to upload their final report

Enrollment

As an International student, you are required to be enrolled full time for the Fall and Spring semester.

Fall/Spring Full Time = 9 credit hours (typically 3 classes)
Fall/Spring Part Time = 4 credit hours (about 2 classes)

Do I need to register in the Summer as an International student?
- Is that particular Summer your first Summer?
  - Yes: Must be enrolled full time for summer
  - No: Do not need to be enrolled
- Is that Summer your last semester?
  - Yes: Must be enrolled full time for summer
  - No: Do not need to be enrolled
- Are you going to be receiving a Summer stipend?
  - Yes: Must be enrolled in at least 1 credit hour
  - No: Do not need to be enrolled
- Are you going to be a Summer Teaching Assistant?
  - Yes: Must be enrolled in at least 1 credit hour
  - No: Do not need to be enrolled
- Are you going to be a Summer Research Assistant?
  - Yes: Must be enrolled in at least 1 credit hour
  - No: Do not need to be enrolled
- Are you going to be a Summer Grader?
  - Yes: Must be enrolled in at least 1 credit hour
  - No: Do not need to be enrolled
- Are you going to be doing CPT?
  - Yes: Must be enrolled in at least 1 credit hour
  - No: Do not need to be enrolled

Summer Full Time= 5 credit hours (about 2 classes)
Summer Part Time= 3 credit hours (typically 1 class)
Reduced Course Load (RCL)

If you are at the end of your program, and you have less than 9 hours left to complete, then you can apply for a Reduced Course Load (RCL).

Masters Students:
- Masters student only get to request an RCL two times, so use it wisely
- You will select the following reasons for the RCL “Final Semester before graduation”
- Required Documents:
  - Reduced Course Load form
  - Degree plan signed by your academic advisor
  - Confirmation of graduation application: print out the confirmation email after applying for graduation
  - Letter from your academic advisor recommending reduced enrollment hours for the final semester and specifying:
    - The semester and year that student will enroll below full time
    - The number of credit hours student has completed
    - The remaining academic requirements (specify the credit hours and course names if possible)

Doctoral Student
- You will select the following reasons for the RCL “Completion of all course requirements except for a thesis or dissertation (Must apply each additional semester)”
- Required Documents:
  - Reduced Course Load form
  - Degree plan signed by your academic advisor

More requirements on next page >>>>
Extension of Stay Form (I-20 Extension)

Every International student has an I-20 form with an **End Date** that corresponds with how long you are allowed to be in the states. If you are reaching the **End Date** listed on the I-20, but you are NOT done with your program and need more time to finish, then you will need to submit an **Extension of Stay Form**.

**Required Documents:**
- F-1/J-1 Extension of Stay Request Form
- Copy of current degree plan (Degree Works acceptable)
- All but Project, Thesis or Dissertation Students: A recent letter from your graduate faculty advisor stating the compelling academic reasons for the extension.
- Proof of Financial Resources: For detailed information about acceptable proof of financial resources, visit [http://international.utsa.edu/forms/confirmation-of-financial-resources/](http://international.utsa.edu/forms/confirmation-of-financial-resources/)
- Confirmation of Financial Resources Form for F-1: Download at [http://international.utsa.edu/forms/confirmation-of-financial-resources/](http://international.utsa.edu/forms/confirmation-of-financial-resources/).
- Proof of Medical Condition (only if applicable)
- Additional documentation for J-1 students only:
  - DS2019 Request Form: [http://international.utsa.edu/forms/request-ds-2019](http://international.utsa.edu/forms/request-ds-2019)
  - Proof of Health Insurance for yourself and accompanying family members

**Curricular Practical Training (CPT)**

This for when you have an internship that is “an integral part of the established curriculum.” The student is responsible for finding their own internship opportunity.

**Fall/Spring**—you must be enrolled in 9 credit hours for CPT

**Summer**—you must be enrolled in at least 1 credit hour for CPT

**Required Documents:**
- **Curricular Practical Training Request Form**
- Completed CPT Recommendation Form (pg 3 of request form)
- Copies of the Internship application documents from your college/department (if applicable)
- Copy of current degree plan showing CPT-related course as part of your program (Degree Works acceptable)
- Obtain one of the following letters:
  - Official letter from your UTSA internship professor explaining the purpose of your internship
  - Official letter from your graduate faculty advisor explaining how this is a necessary and required part of your project/thesis/dissertation.
  - Job offer letter from your employer. The letter must be on company letterhead, signed by the employer, and must include the following information:
    - Job title
    - Description of the work to be performed
    - Starting and ending dates of your employment
    - Hours per week
    - Physical address where you will be working
    - Supervisor’s contact information (name, address,

**Everything in dark purple are items that Khanh Nguyen can help you with.**
Optional Practical Training (OPT)

Temporary employment authorization to work outside of UTSA in a field related to your degree.

Commonly done the very last semester of your degree to take effect after you graduate
- Sometimes used to extend graduation if you have used up all of your RCL limits

No job offer is required at time of request. **Speak to the International Office about this.**

Optional Practical Training Form
More information about OPT

FAFSA

*Relevant to domestic students*

Some Financial Aid relevant to Graduate Students
- UTSA Graduate Student Grant
- Unsubsidized Loans
  - A max of $20,500 a year

**Priority Deadline:**

Turing your completed FAFSA in by or before the priority deadline will give you a much better chance at being awarded the Graduate Student Grant.

- Fall 2020: January 15, 2020
- Fall 2021: January 15, 2021

More information about FAFSA

TASFA

*Relevant to Texas Residents that are not citizens and not International students (HB 1403)*

It is extremely vital that you turn in a completed TASFA application by or before the priority deadline listed above. Failure to do will result in you receiving no grant aid what so ever.

If you did not get any aid and need money, you can always take out a College Access Loan. This is a Texas educational loan for students.

More information about TASFA
Graduate Teaching Assistant

A teaching assistant (TA) is assigned to some undergraduate courses during each semester. There will be about 20 TAs in the Fall and Spring and about 5 to 10 during the summer.

How to Become a TA?
- You must find a faculty advisor

Certain faculty who have grant funding are given a TA position. Who they assign to that position is up to the faculty themselves. So if you want a position, then you must find a faculty advisor who is willing to nominate you for the job.

**Summer semester is the only exception to the rule above. There is an actual application for the Summer semester. No faculty nomination is needed. The department will email all students to notify them of when the application and deadlines are every year.**

Money Amount

Fall/Spring $≈ 7500 a semester / $15,000 a year
- About 19-20 hours of work a week

Summer $≈ funds vary as the hours you work will vary depending on the summer term you are assigned

Other Important Information
- You must be enrolled full time during the Fall/Spring semester to be a TA. You need to be enrolled in at least 1 credit hour during the Summer to be a TA.
- You must be in academic good standing to become a TA.
- Must work at least 19 hours to qualify for “in-state” residency
- International students who have never been a TA before must take an Oral Language Proficiency Test

Graduate Research Assistant

A research assistant (RA) is a position that faculty can have to help aid them in their research and lab. Duties vary due to the different needs to each faculty and their research. There is no limit to how many RAs can be assigned every semester, but it is dependent on the funding that the faculty have.

How to Become an RA?
- You must find a faculty advisor

Each faculty is responsible for assigning their own research assistant position. The department has absolutely no say in the process. The students are being funded solely by the faculty advisor.

Money Amount

What you get paid as an RA is totally dependent on your faculty advisor. They decide how much to fund you. On average it ranges from $10,000 a year or more. It could be less depending on the semester and faculty.

Other Important Information
- You must be enrolled full time during the Fall/Spring semester to be an RA. You need to be enrolled in at least 1 credit hour during the Summer to be an RA.
- You must be in academic good standing to become an RA.
- Must work at least 19 hours to qualify for “in-state” residency

Grader

A grader is someone who helps grade the homework and other assignments for the class that they are assigned to. Applications to be a grader will be announced and emailed out every time it becomes available. All the rules for a GTA is the same for Graders except for the language proficiency test. Graders do not need to take that test.
Other Resources

UTSA General Scholarship Application

- COE Competitive Scholarship
  - $1000
  - “In-State” tuition
  - April 1st deadline

More information about the General Scholarship

Graduate Student Professional Development (Travel) Award

- Deadline: at least 1 month before travel date
- Funds vary yearly

More information about the Professional Development Award

UTSA ECE Pioneer Competitive Research Scholarship

- $1000
- “In-State” tuition
- Khanh will email the application and deadline to all students every year
- Award for new and continuing students

Internships/Job Opportunities

Internships and jobs are the sole responsibility of the student to find and apply to. However, every once in a while, the department will receive notification about certain opportunities. In those situations, the department will email all students about the details.

If you happen to receive an Internship outside of the state, then let Khanh now and she may be able to help waive certain fees from your bill.

Food On Campus

UTSA food vendors and locations

Roadrunner Café: Roadrunner Café (near Chaparral Village, Chisholm Hall, and Resident Lot 2)

This is a cafeteria that is all you can eat buffet style once you have paid for your meal.

JPL Food Court:

- Chick-Fil-A
- Steak ‘n Shake
- Greens To Go
- Smoothie King
- Subway
- Sushic
- Starbucks

Student Union:

- Slice Pizza and Wings
- Panda Express
- Rowdy’s Global Kitchen
- Starbucks

Einstein Bros. Bagels: Biotechnology, Sciences and Engineering Building (BSE)

Chili’s Too: Student Union North (1.01.02)

Rowdy Curbside Food Truck: Sombrilla, N. Paseo building, or the Student Union North area

Provisions on Demand (PODS): Various places around campus

More information about UTSA Dining
One Stop Enrollment Center (OSEC): JPL 1.01.04

OSEC can answer most all general questions. Financial Aid issues and questions are answered here as well.

Phone:
(210) 458-8000
1-800-669-0919 (toll free)

Email:
Onestop@utsa.edu

More information on One Stop Enrollment Services

Fiscal Services: JPL 1.03.06

The office where you can pay most bills associated with your tuition and fee bill

Phone:
(210) 458-8000
1-800-669-0919 (toll free)

Email:
fiscalservices@utsa.edu

More information about Fiscal Services

International Programs Office: Main Building (1.210)

Phone:
(210) 458-7202

Email:
InternationalPrograms@utsa.edu

More information about the International Office

College of Engineering Dean’s Office: BSE 2.106

Phone:
(210) 458-44903

Email:
You will most likely email Mrs. LiPing Bien for most issues

More information about the College of Engineering
Other Important Places

Other important UTSA locations

**John Peace Library:** 2nd--4th floor of JPL
—The Engineering Library: 1st floor of the AET building

More information about the Library

**Campus Bookstore:** Student Union North (1.02.02)

More information about the Campus Store

**United Parcel Service:** Student Union North (1.04.02)

**The Roost Game Room:** HEB Student Union South (2.220)

This is a game room that has a lot of games and entertainment free for students.

**UTSA Shuttle and Bus Stops:**
https://www.utsa.edu/campusservices/runner/index.html

UTSA Safety and Survival

**UTSA Police Department:** BOS 1.200

**Email:**
UTSAPolice@utsa.edu

**Phone—Emergency:**
210-458-4911

**Phone—Non-Emergency:**
210-458-4242

More information about the Police Department

**UTSA Security Services:** BOS 1.200

**Email:**
Securities.Services@utsa.edu

**Phone:**
210-458-6855

More information about Security Services

The Safety Escort Program, available to all community members at UTSA’s three campuses 24/7/365. To request a safety escort, call the UTSA Police Department (non-emergency) at 210-458-4242. A UTSA PD public safety officer will meet you to provide the escort.

The Emergency Info section on the UTSA Mobile app, which offers “UTSA Emergency Call” and “UTSA Non-Emergency Call” buttons that allow you to directly call to the UTSA Police Department. The app also provides immediate access to university emergency procedures in the event of a campus crisis.

UTSA’s blue emergency phones, which are located in parking lots, pedestrian walkways and other areas of the campus. Press the “Emergency Call” button to directly connect to the UTSA Police Department.
UTSA Safety and Survival

**UTSA Counseling Services:** RWC 1.810

**Email:**
Counseling.Services@utsa.edu

**Phone:**
210-458-4140

[More information about Counseling Services](#)

**UTSA Student Health Services (Clinic):** RWC 1.500

**Phone:**
210-458-4142

**Email:**
StudentHealthServices@utsa.edu

Resources for where to go for medical assistance after hours or on weekend when the clinic is closed:
[http://www.utsa.edu/health/resources/](http://www.utsa.edu/health/resources/)

[More information about Health Services](#)

[UTSA Campus Map](#)