

COEHD Advising Syllabus – Fall 2007

Mission Statement

Our mission is to educate and empower each student to reach his or her personal and professional goals in a timely and efficient manner. We promote the development of our student's self-sufficiency, integrity and professionalism to become responsible citizens and exemplary role models in the UTSA and global communities.

Objectives of Advising

- ✓ Understand degree program requirements and university policies
- ✓ Understand how to navigate through and use available resources
- ✓ Explore extracurricular activities to enhance your education and overall college experience

Required Materials:

- University Catalog (on-line at <http://www.utsa.edu/ucat/index.cfm>)
- Degree Worksheet/projection sheet
- E-mail Lonestar account
- Advising Portfolio
- Teacher Certification Program check list

Your responsibility:

- ✓ Take ownership of your education
- ✓ Follow through with tasks
- ✓ Learn policies, procedures and requirements
- ✓ Read your Lonestar e-mail
- ✓ Make an appointment to meet with your advisor at least once a semester

Contact information for COEHD Advising and Certification Center:

Location: MB 3.214 (1604 Campus)
Telephone: (210) 458-4424
Website: <http://coe hd.utsa.edu/Students/Advising/index.htm>
Center e-mail: COEHDA dvising@utsa.edu
Office hours: Monday – Thursday 8 – 6, Friday 8 – 5, Saturday 9 – 1
(subject to change)

Note: Be on time for your appointment. If you arrive more than 10 minutes late, you will not be able to meet with your advisor and need to reschedule.

Walk-ins are designed for quick answers. Questions like ‘what do I need to graduate?’ need to be addressed during an appointment.

All advisors in our Center are cross-trained and can assist students in learning about any major in COEHD. Each advisor, however, serves as liaison to a certain COEHD department and program.

Alonzo Castillo	MAS/BBL	Alonzo.castillo@utsa.edu
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What you should know/have completed by the end of each academic year:

First year (30 hours)	Know	Completed
	<ul style="list-style-type: none"> ➤ How to navigate UTSA and COEHD websites ➤ Resources on Campus ➤ Academic Calendar ➤ Registration period ➤ On-line registration specifics ➤ Degree plan ➤ How to calculate your GPA ➤ Understand holds ➤ Understand Teacher Certification Program requirements ➤ How to initiate a criminal background check 	<ul style="list-style-type: none"> ✓ TSI obligation
Second year (60 hours)	<ul style="list-style-type: none"> ➤ Understand prerequisites and course sequences ➤ Restricted courses and registration process ➤ TExES examination requirements (for prospective teachers) 	<ul style="list-style-type: none"> ✓ Finalized major decision ✓ Visited Career Services ✓ Teacher Certification Program application ✓ Criminal background check for field-based courses
Third year (90 hours)	<ul style="list-style-type: none"> ➤ Graduation application process ➤ Employment opportunities ➤ Graduate School opportunities 	<ul style="list-style-type: none"> ✓ TExES examination review ✓ TExES Practice Tests ✓ TExES State examinations ✓ Initial degree audit
Fourth year (120 hours)	<ul style="list-style-type: none"> ➤ Understand Commencement and degree award process 	<ul style="list-style-type: none"> ✓ Degree audit ✓ Online graduation application ✓ Student Teaching meeting prior to last semester ✓ HTH-KIN Internship meeting prior to last semester

	✓ Employment line-up
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Resources:

Career Services	www.jobbank.utsa.edu/
Disability Services	www.utsa.edu/disability/
Graduate School	http://www.utsa.edu/graduate/
Health Center	www.utsa.edu/students/health/
Info Bulletin	www.utsa.edu/infoguide/
Library	http://lib.utsa.edu/
Registrar's Office	www.utsa.edu/registrar/
Student Activities	www.utsa.edu/sa/
Student Affairs	www.utsa.edu/students/index.html
Student e-mail	https://lonestar.utsa.edu/horde/
Student Financial Aid and Enrollment Services	www.utsa.edu/financialaid/
Student Recreation Center	www.utsa.edu/recreation/
Thomas Rivera Center for Success	www.utsa.edu/trcss/
Testing Center	www.utsa.edu/testing/
College of Education and Human Development	http://coehd.utsa.edu/
COEHD Advising	http://coehd.utsa.edu/Students/Advising/index.htm
COEHD Admission to Teacher Certification Program	http://coehd.utsa.edu/Students/Advising/Admin_U_T_C.htm
COEHD Scholarship and Financial Resources	http://coehd.utsa.edu/Students/Scholarships/index.htm
COEHD Field Experiences and School Partnerships	http://coehd.utsa.edu/Students/FESP/index.htm
COEHD TExES Examination	http://coehd.utsa.edu/Students/TEAS/index.htm
COEHD Student Teaching	http://coehd.utsa.edu/Students/StudentTeaching/index.htm
COEHD Dean's Student Leadership and Advisory Council	http://coehd.utsa.edu/Students/DSLAC/index.html
COEHD Student Clubs and Organizations	http://coehd.utsa.edu/Students/Organizations/Clubs.htm
COEHD Computer Labs	http://coehd.utsa.edu/Students/labs/index.htm
COEHD Teacher Excellence, Advancement and Mentoring	http://www.utsa.edu/team/
COEHD Teacher Academy Learning Community	http://grants.coehd.utsa.edu/ate/Pages/TALC/TALC.html
COEHD Division of Bicultural/Bilingual Studies	http://bbl.utsa.edu/
COEHD Department of Interdisciplinary Learning and Teaching	http://isci.utsa.edu/
COEHD Department of Health and Kinesiology	http://kah.utsa.edu/
COEHD Counseling/Educational Psychology/Adult and Higher Education	http://cepahe.utsa.edu/
COEHD Educational Leadership and Policies Studies	http://elps.utsa.edu/
State Board for Education Certification	www.texas.ets.org