

Student Survival Guide



Table of Contents

Department Information

<i>Faculty You Need to Know</i>	4
<i>Staff You Need to Know</i>	5
<i>I Need to Talk To</i>	6
<i>What's Your Email Address?</i>	6
<i>Quick Facts</i>	7

Academic Information

<i>Degree Plans-Master's: 2023-2025</i>	8
<i>Degree Plan-Doctoral: 2023-2025</i>	9
<i>Admissions</i>	10
<i>Registration</i>	14
<i>Qualifying Exam</i>	18
<i>Proposal</i>	19
<i>Dissertation Committee</i>	19
<i>Thesis/Project Committee</i>	20
<i>Dissertation/Thesis Defense</i>	21



Table of Contents

International Students

<i>Enrollment</i>	22
<i>Reduced Course Load (RCL)</i>	23
<i>Extension of Stay Form (I-20 Extension)</i>	25
<i>Curricular Practical Training (CPT)</i>	26
<i>Optional Practical Training (OPT)</i>	27

Funding

<i>FAFSA</i>	28
<i>TASFA</i>	23
<i>Graduate Teaching Assistant</i>	29
<i>Graduate Research Assistant</i>	30
<i>Grader and Lab Asst.</i>	30
<i>Other Resources</i>	31

University Information

<i>Food On Campus</i>	32
<i>Other Important Places</i>	33
<i>UTSA Safety and Survival</i>	36



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
- **MS-Artificial Intelligence:** Dr. Jeff Prevost
- **PhD-Electrical Engineering:** Dr. Wei-Ming Lin
- **PhD-Computer Engineering:** Dr. Eugene John

Doctoral Program/Studies Chair:

Dr. Ram Krishnan (EE)

Dr. Eugene John (CPE)

The Doctoral Program Chair and the rest of the Graduate Committee make decisions concerning the Doctoral program in terms of the catalog, program requirements, doctoral admissions, and doctoral petition approval

Undergraduate Advisor of Record (UGAR):

Dr. Mehdi Shadaram

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:

Sr. Department Manager: Justin Bingham
Sr. Program Coordinator: Khanh Nguyen
Lab Manager: Justin Streton

Other Staff:

KCEID Senior Program Coordinator: Stephanie Jimenez
KCEID Business Center: Tracy Cielencki

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 the ECE website. 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.

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

as of Fall 2023

ECE MS students

- 89 total

ECE Ph.D. students

- 88 total

ECE MS & Ph.D. enrollment makes up about 27% of the graduate student population in the College of Engineering and Integrated Design and is the largest engineering department in graduate enrollment.

- ECE Graduate Students– 177
- KCEID Graduate Students– 656

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 catalog for additional details.
2023-2025 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

MS-Artificial Intelligence (*Thesis*)

- 3 core courses —9 credits
- 5 technical elective course (from ECE concentration list) —15 credits
- 2 Master's Thesis course—6 credits

There are also non-thesis options for each MS program not listed here

Degree Plan-Doctoral

*Quick summary of courses you need.
Visit the course catalog for additional details.
2023-2025 Catalogue*

PhD-Electrical Engineering (75 hours—no earned Master's degree in ECE)

- 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
- 5 Doctoral Research course—15 credits
- 5 Doctoral Dissertation course—15 credits

PhD-Electrical Engineering (48 hours—already has Masters in ECE)

- 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
- 5 Doctoral Research course—15 credits
- 5 Doctoral Dissertation course—15 credits

PhD-Computer Engineering (81 hours—no earned Master's degree in ECE)

- 2 core courses—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-Computer Engineering (54 hours—already has Masters in ECE)

- 2 core courses—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

Course Catalog >>



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 **myUT-SAid@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 (PhD):

Please reply back to accept (or deny) the admission into the graduate program if funding is involved.

Admissions Condition:

Some students come in with admissions conditions. It can be viewed on your ASAP account. If you are unsure, then ask Khanh. 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.

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](#). There is an in-person and virtual option for attending.

The ECE department will host a short Orientation at the beginning of the Fall/Spring semester after classes have started. No registration is required. Highly encouraged for everyone to come. Khanh will send an email concerning the date of the ECE Orientation.

Admissions

What to do after you're admitted

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 send International Programs the following documents via the International Student Portal
 - Copy of Visa
 - I-94 form (www.cbp.gov)
 - Local San Antonio Address and Phone Number
- Portal Login: <https://international.utsa.edu>

• Pathway Program

- Usually only for International student who do not meet TOEFL/IELTS minimum scores
- Contact englishlanguagecenter@utsa.edu for information and Pathway class registration

• 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 ASAP for Admissions Conditions
3. "Accept" or "Decline" admissions via ASAP
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 paperwork that need to be turned in
8. Register for classes

What To Do Next Quick Info

Registration

How To Register For: Technical Electives (regular classes)

1. go to [ASAP.utsa.edu](https://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"

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

*CRN is the 5 number code associated with each individual class. You can find the CRN of each class on the 4th column of the [Class Schedule](#).

Search Results — 21 Classes
Term: Fall 2022 Subject: Electrical Engineering Course Number: 5%

Subj	Crse	Sect	CRN	Title	Cred
EE	5113	001	11953	VLSI System Design Lecture	3

Registration

Registration Dates:

<https://onestop.utsa.edu/resources/calendar-pdfs/>

Academic Schedule:

<https://onestop.utsa.edu/resources/calendar-pdfs/>

Class Schedule: [Class Schedule](#)

- M = Monday
- T = Tuesday
- W = Wednesday
- R = Thursday
- F = Friday

Filtering in Class Schedule:

- **Subject:** Will vary but you'll mostly be using:
 - EE-Electrical Engineering classes
 - CPE-Computer Engineering classes
 - MATE-Advanced Materials Engineering classes
- **Course Number:** Any 5000+ are graduate courses
 - Use '%' to have open ended searches
 - Ex: "6%" — will find all 6000 level classes
 - Ex: "%5%" — will find all classes with a 5 in the course number
- **Attribute:** "Grad Doctoral level course"

Registration

How To Register For: [Independent Study](#)

- Fill out the "[Independent Study Request Form](#)"
 - Form can be found online at the Register's/One Stop website
 - 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:
 - Make sure the syllabus matches the template given. If not, you will be instructed to redo the syllabus
- Once the above is compiled, give to me to gather Graduate Advisor signature, Department Chair signature, and Dean's signature.
 - I will email you the form back when signatures are received.
- Once all signatures are received, you can use the Document Uploader feature to turn it in to Registrar

Document Uploader: <https://uploader.it.utsa.edu/>

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.
- Each research class is made unique for each student/professor. Please do not enroll in any research class until Khanh gives you the CRN.

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 no later than 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
 - The core course for your concentration (i.e., the QE subject you are testing on), and another core course of your choice
 - These two core courses must average out to at least a 3.5 gpa
- Should have already found a faculty advisor

Recommendations:

It is highly recommended that in the semesters before taking the QE, that you register for at least 2-3 elective classes that are related to the QE test subject you want to choose. Each concentration gives test questions that are related to the elective classes in that concentration.

Exam Topics:

- Communications
- Electronic Materials and Devices
- Digital Signal Processing
- Computer Engineering
 - *This is the only topic to choose from for PhD-CpE students*
- Power and Energy
- System and Controls

You will only be tested on **one** of the topics listed above. The topic you get tested on is your choice as long as you have taken the corresponding core course. Students should typically pick a topic related to their re-

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 the semester after 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 they 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 they 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
- If needed: book a room with Khanh for the time and date needed for the defense. Defenses can also be virtual. Virtual defenses are set up and coordinated by the student.
- 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 3 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 3 credit hour
 - No: Do not need to be enrolled
- **Are you going to be a Summer Grader?**
 - Yes: Must be enrolled in Fall and Spring, but not Summer
 - No: Do not need to be enrolled
- **Are you going to be doing CPT in Summer?**
 - 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)

Relevant to international students only

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 \(RCL\)](#) through the international student portal.

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” OR “Completion of all course requirements except for a thesis or dissertation”
- 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 Students:

- 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 >>>>

Reduced Course Load cont...

- Letter from the academic advisor recommending reduced enrollment hours for this reason 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)
- Letter from your thesis/dissertation advisor explaining progress in the thesis/dissertation toward completion and remaining requirements for thesis/dissertation complete

****Everything in dark purple are items that Khanh Nguyen can help you with. ****

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** through the international student portal.

Required Documents:

- F-1/J-1 Extension of Stay Request Form
- Degree Plan that has been signed by your Academic Advisor
- Extension of stay letter from your academic advisor
- Proof of Financial Resources
- Confirmation of Financial Resources Form for F-1
- Proof of Medical Condition (only if applicable)
- Immigration Documents: Copies of your passport, visa, I-94 and current Form I-20/DS-2019
- Proof of Medical Condition (if applicable)
- Dependent(s)' immigration documents: If you are accompanied by dependent(s)
- Additional documentation for J-1 students only:
 - DS2019 Request Form
 - Proof of Health Insurance for yourself and accompanying family members

**Everything in dark purple are items that Khanh Nguyen can help you with. **

Most all International forms and requests can be done on the International Student Portal.

- Portal Login: <https://international.utsa.edu>

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 to explain how this is a necessary and required part of your project/thesis/dissertation.
 - phone number and email address)
- 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 o 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 CPT and OPT](#) (read this first)

Most all International forms and requests can be done on the International Student Portal.

- Portal Login: <https://international.utsa.edu>

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:

Turning 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 2024: January 15, 2024
- Fall 2025: January 15, 2025

[More information about FAFSA](#)

TASFA

Relevant to Texas Residents that are not US 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 Texas resident students.

[More information about TASFA](#)

Graduate Teaching Assistant

A teaching assistant (GTA) is assigned to some undergraduate courses during each semester. There will be about 17 TAs in in Fall/Spring/Summer. **Only doctoral students can be a GTA.**

How to Become a GTA?

- You must find a faculty advisor

There are 11 slots to fill and each slot is based on faculty nomination. This means faculty needs to promise funding, and offer you a GTA position/funding. These are the students that the department will use for the years GTA assignments.

Money Amount

- Varies per student and dependent on what faculty are providing as part of the full funding promise.

Other Important Information

- You must be enrolled full time during the Fall/Spring semester to be a GTA. You need to be enrolled in at least 3 credit hour during the Summer to be a GTA.
- You must be in academic good standing to become a GTA.
- You need to take EGR 6183 OR EGR 6283 during the semester you are a GTA.
 - Unless you already took the class previously

Graduate Research Assistant

A research assistant (GRA) 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 GRA?

- A faculty must agree to hire you for the GRA job

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

Money Amount

What you get paid as a GRA is totally dependent on your faculty advisor. They decide how much to fund you. On average it ranges from \$24,000 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 a GRA. You need to be enrolled in at least 3 credit hour during the Summer to be an GRA.
- You must be in academic good standing to become an GRA.

Grader and Lab Assistants

Only Masters students (and sometimes UG students) have these positions.

A Grader is someone who helps grade the homework and other assignments for the class that they are assigned to. Lab Asst help conduct recitation and lab duties—similar to a GTA job.

Applications to be a grader or lab assistant will be announced and emailed out every time it becomes available. Usually once at the beginning of each academic year.

Other Resources

UTSA General Scholarship Application

Many scholarship listed. You'll need to look at the list to see if any are relevant to you.

[More information about the General Scholarship](#)

Graduate Student Professional Development (Travel) Award

- See webpage linked below for deadlines.
- Funds vary yearly but can be as high as \$750

[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 for continuing students. New students are automatically considered, no additional applications needed
- Award for new and continuing students
- Also known as the "Pioneering Scholarship"

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 know 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:

- Dragon Bowlz
- Freshens
- Starbucks
- Chick-fil-A
- Subway
- Sushic

Student Union:

- Panda Express
- Freebirds Burritos
- Rising Roll
- Smoothie King
- Prime Grill

Boss Tea: *Science and Engineering Building*

Java City: *Guadalupe Hall*

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

Freebirds Burrito: *Student Union North (1.01.02)*

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

RowdyMarts: *Various places around campus*

[More information about UTSA Dining](#)

Other Important Places

Other important UTSA locations

Other Important Places

Other important UTSA locations

One Stop Enrollment Center (One Stop): *JPL 110*

One Stop 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 1.02.02*

The office where you can pay most bills associated with your tuition and fee bill. Your bill can also be paid online via ASAP.

Phone:

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

Email:

fiscalservices@utsa.edu

[More information about Fiscal Services](#)

Global Affairs Office: *Graduate School and Research Building (GSR 2.116)*

Phone:

(210) 458-7202

Email:

International.Services@utsa.edu

[More information about the International Office](#)

College of Engineering and Integrated Design

Dean's Office: *BSE 2.106*

Phone:

(210) 458-4490

[More information about the College of Engineering and Integrated Design](#)

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 lot of games and entertainment free for students.

UTSA Shuttle and Bus Stops:

<https://www.utsa.edu/campuservices/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:
210-458-4142
210-458-4140 (for emergencies and crisis)

[More information about Counseling Services](#)

UTSA Wellness Services (health services): RWC 1.500

Phone:
210-458-4142
Option 1

Email:
wellbeing.education@utsa.edu

Resources for where to go for medical assistance after hours or on week-end when the clinic is closed:

<https://www.utsa.edu/students/wellbeing/assistance>

[More information about Wellness Services](#)

[UTSA Campus Map](#)



ELECTRICAL & COMPUTER ENGINEERING

Phone: 210-458-6482
BSE 1.500
Fax: 210-458-6475