Welcome to The University of Texas at El Paso. Within this guide you will find important information that every student needs to know. At the Academic Advising Center, we are here to help answer all of your general questions while you pursue your academic career. Please refer to this reference guide as a launching pad for your academic journey.

“Graduating from UTEP is not a race, it’s keeping the pace!”

**IMPORTANT WEBSITES AND LINKS**

- **Undergraduate Course Catalog**
  http://www.utep.edu/catalog

- **Course/Class Schedule**
  https://www.goldmine.utep.edu/prod/owa/bwckschd.p_disp_dyn_sched

- **Parking and Transportation Information**
  http://www.parking.utep.edu

- **You Can Follow the AAC:**
  http://facebook.com/AcademicAdvisingCenter
  http://twitter.com/UTEP_AAC
  www.instagram.com/UTEP_AAC

**YOUR ADVISOR**

We encourage you to contact your advisor about any questions or issues you may have as a prospective or current student at the University of Texas at El Paso.

If you come across any questions after reading this reference guide, please feel free to visit your advisor. Do not hesitate to ask; it’s the only way to learn.

Remember, this is your academic journey and the Academic Advising Center is here to help you on your pathway to success!

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**RESOURCES**

- **Admissions and Recruitment:**
  915-747-5890
  http://www.utep.edu/admissions

- **Center for Accommodations and Support Services:**
  915-747-5148
  http://sa.utep.edu/cass

- **Financial Aid:**
  915-747-5204
  http://academics.utep.edu/finaid

- **Help Desk (IT):**
  915-747-4357 (On-Campus)
  915-747-5257 (Off-Campus)
  http://admin.utep.edu/it

- **History Tutoring Center:**
  915-747-7060

- **MaRCS (Math) Tutoring Center:**
  915-747-5366
  http://marcs.utep.edu

- **Records and Registration:**
  915-747-5544
  http://academics.utep.edu/registrar

- **Student Assessment and Testing:**
  915-747-5009
  http://academics.utep.edu/testing

- **Student Business Services:**
  915-747-5116
  http://finsvcs.utep.edu/StudentBusinessServices/Default.aspx

- **Student Engagement and Leadership Center:**
  915-747-5670
  http://sa.utep.edu/selc/

- **University Career Center:**
  915-747-5640
  http://sa.utep.edu/careers

- **University Counseling Center:**
  915-747-5302
  http://sa.utep.edu/counsel

- **University Writing Center:**
  915-747-5112
  http://academics.utep.edu/writingcenter

Updated September 2013
ACADEMIC POLICIES

Grade Replacement Policy
Freshman level courses (courses that start with a “1”) such as HIST 1301 can be grade replaced. Beginning with courses taken in the Fall 2013 semester, Sophomore level courses (courses that start with a “2”) such as PHIL 2306 can also be grade replaced.

Students can replace a grade of “D” or “F” by attempting the class a second time.

Grade Replacement can only be completed with courses taken at UTEP.

Six-Drop Policy
Limits students to only 6 class withdrawals during their undergraduate career.

Courses dropped before Census day do not count against the 6 course drop limit.

Seventh and subsequent course drops will be recorded with grades of “WF.”

This includes student and faculty initiated drops and courses dropped at other Texas public institutions (e.g. EPCC).

Course Repeat Policy
If a student attempts the same course a third time, there will be an extra $100.00 fee PER CREDIT HOUR to retake the course.

Courses attempted a third time will not grade replace, UNLESS one of the previous attempts was a “W” (Withdrawal).

ACADEMIC STANDING

Eligible to Enroll
Overall GPA 2.0 or higher

Dean’s List
Complete 12 hours college level and semester GPA 3.5 or higher

Academic Probation
Overall GPA falls below 2.0
Continuing probation if overall GPA is below 2.0 but semester GPA is 2.0 or higher

Academic Suspension
If probation students’ semester GPA falls below 2.0

CORE CURRICULUM

All undergraduates at The University of Texas at El Paso are required to complete a 42-semester credit hour core curriculum before receiving a baccalaureate degree.

“C” Rule
All courses used to satisfy the core curriculum must be completed with a grade of “C” or better. This also applies to courses transferred from another institution.

Major Specific
Students are advised to consult particular degree requirements for their major before selecting courses to meet core curriculum requirements.

Texas Common Core
Students who transfer without completing the core curriculum at another Texas institution of higher education, but who have completed blocks within the core, shall receive credit in UTEP’s core curriculum for each of the blocks successfully (“C” or better) completed in the core curriculum of the sending institution.

Core Sequence
Within the core curriculum, students must meet designated requirements for Reading, Writing and Math sequences.

STUDENT SCHEDULE BUILDING

One of the many activities that an advisor can assist a student with is building a semester schedule. Students should prepare for advising appointments, keeping in mind the following considerations:

- Course Availability
- Core Curriculum
- Course Sequence
- Study Time
- Placement
- Healthy Habits (Wellness)
- Grade Replacement
- Reading Intensive Courses
- Work and Other Outside Responsibilities
- Major and Minor Requirements
- Degree Plan
  http://degreeplans.utep.edu/

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