COURSES

Common Course Numbering

UT San Antonio is a participant in the Texas Common Course Numbering System (TCCNS). This system provides a standard set of course descriptions to aid in the transfer of lower-division academic courses among colleges and universities in Texas. Most community colleges in Texas have adopted the TCCNS as their course numbering system; others cross-reference their courses with the TCCNS. Common courses are identified in the *UT San Antonio Undergraduate Catalog* by a common TCCNS designation composed of a four-character discipline identifier and a four-digit course number.

Course Numbering System

All courses are designated by four-digit numbers following a two-, three-, or four-letter abbreviation of the subject of the course. The first digit indicates the level of the course. Courses beginning with "0" are developmental education courses and may not be counted toward a degree. Courses beginning with "1" or "2" are lower-division (freshman and sophomore level). Courses beginning with "3" or "4" are upper-division (junior and senior level). Courses beginning with a "5" or higher are graduate-level courses.

The second and third digits in the course numbers are used within the colleges by each department or school to distinguish individual courses. The fourth digit indicates the semester-credit-hour value of each course.

The number of lecture and laboratory contact hours per week are provided in parentheses in the course description sections of the Undergraduate Catalog *(https://catalog.utsa.edu/undergraduate/)* and Graduate Catalog *(https://catalog.utsa.edu/graduate/)* immediately following the course number and title. For example, (3-2) indicates the course has three hours of lecture instruction and two hours of laboratory instruction per week.

Distance Learning Courses

Online courses and programs are offered and supported by individual UT institutions participating in Finish@UT, previously the UT Online Consortium (UTOC). UT San Antonio participates as a host school at the graduate level. Degree-seeking graduate students taking courses through this system, that are not hosted by UT San Antonio, must still meet all UT San Antonio residence requirements. The Finish@UT website (https://utsystem.edu/finish/) is the central data hub for Finish@UT students. Students should check with their academic advisors to ensure that enrollments in Finish@UT courses will satisfy their degree requirements. For more information, visit the Finish@UT website (https://utsystem.edu/sites/ut-online-consortium/).

Independent Study Courses

No more than six hours of independent study courses or directed research, regardless of discipline, will apply toward a degree. Specifically, for baccalaureate degrees, no more than a total of six hours of independent study courses will apply to a major and a minor, to a double major, or to concurrent degrees.

Internet Access to Course Information and Syllabi

Information on undergraduate classroom courses offered for credit by the University, including course syllabi and faculty curriculum vitae for each instructor, can be found on the UT San Antonio Bluebook website (https://bluebook.utsa.edu/) or the Simple Syllabus website (https://utsa.simplesyllabus.com/en-US/).

Prerequisites
Undergraduate Students

Prerequisites are stated for many courses listed in the *UT San Antonio Undergraduate Catalog*. Prerequisites advise students of the background expected of all students in the course. It is the student's responsibility to be sure that all prerequisites are met before enrolling in any course. The prerequisites for courses are those listed in the current undergraduate catalog.

The UT San Antonio automated registration system through *myUTSA* will screen for designated prerequisites on all courses. Students are expected to access the prerequisite course lists through the relevant UT San Antonio website, as advertised on *myUTSA* Schedule of Classes, prior to registering for the courses to ensure that prerequisites have been completed appropriately or are currently in progress.

Under the following conditions, students may request permission from academic advisors, department chairs, associate deans, and/or instructors to register without the specified prerequisite in progress, completed, or posted in the UT San Antonio student record system:

- Students who have prerequisites in progress at other institutions by providing proof of course registration at the other institution
- Students who have completed the prerequisite course with a less than required grade and are repeating the prerequisite course (course is "in progress")
- Students who have completed the prerequisite course from another institution and the course has not yet been evaluated
- Students who have received substitution approvals

Students who do not meet the above requirements may be dropped from the requisite courses.

Students who have registered for the requisite courses with the prerequisites currently in progress will be reviewed for satisfactory completion at the end of Fall and Spring Semesters and Summer Terms. If prerequisites are not completed satisfactorily, the requisite registered courses will be deleted from their schedules. Students will be notified of this deletion through their *myUTSA* email accounts.

Some courses require that a prerequisite for the course be completed with a grade of "C-" or better. A prerequisite for such a course completed with a grade of "CR", Credit, is deemed to have met the prerequisite requirement for the course.

Graduate Students

Prerequisites are stated for many courses listed in the UT San Antonio Graduate Catalog *(https://catalog.utsa.edu/graduate/)*. Prerequisites advise students of the background expected of all students in the course. It is the student's responsibility to be sure that all prerequisites are met before enrolling in any course. When a student has not met the specific prerequisites listed, he or she may, under special conditions, obtain permission to register from the instructor of the course. Some colleges may also require the permission of the Department Chair and the Associate Dean. Students who do not meet prerequisites for a course and do not have the appropriate permissions to register may be dropped from the course.

Professional and Continuing Education Courses

The Office of Professional and Continuing Education (PaCE) develops and presents seminars, online courses, conferences, and programs for the general public, professionals, governmental agencies, and businesses. It also provides specialized training to businesses, government agencies, and nonprofit organizations needing customized programs for their employees. These courses are not offered for academic credit. For more information, visit the UT San Antonio PaCE website (https://www.utsa.edu/pace/).