

Roadrunner Community Exploration:
Major-Specific

To help you navigate your major, use this guide to create a personalized resource toolkit as you work towards graduation. For every answer you find, include the hyperlink to that website so you can quickly refer to it when the time comes during your academic career. Begin your search for information by visiting the [colleges and academic departments webpage](#).

I. Explore Your College

- a. Where is your college advising center located and how can you contact their office staff?
- b. Where is your college advising center located and how can you contact their staff?
- c. Who is the dean for your college and how can you contact their office staff?
- d. Who is your academic advisor and how do you contact them?

II. Explore Your Academic Department

- a. Who is your academic advisor?
- b. Who is your Department Chair and where is their office?
- c. Who is your Undergraduate Advisor of Record (UGAR)?
- d. Get to know your departmental admin staff. What are their names and their contact information?
- e. How can you follow your academic department and college on social media?

III. Explore Library Services

- a. What are the four locations listed for UTSA Libraries?
- b. Who is your designated research librarian?
- c. Who is the faculty liaison for this librarian?
- d. What subjects does your designated research librarian specialize in?
- e. On which social media platforms can you connect with UTSA Libraries?

IV. Explore the Career Center

- a. What Career Community are you housed in?
- b. What are some recommended resources for this Career Community?

- c. Who is your assigned Career Counselor?
- d. What is their contact information?
- e. What is the procedure to have your resume reviewed?

v. Explore OneStop

- a. How do you apply for graduation and when?
- b. What is included in the Graduation Checklist?
- c. How do you order a copy of your UTSA Transcript?
- d. How do you get documentation to prove your verification of enrollment and degree?
- e. If you need to connect with someone from One Stop, what five options are available for you to do so?

Remember: you can always visit this landing page for access to all the tools, resources, and campus offices available to assist you: <https://www.utsa.edu/info/students.html>