

# University Studies Division

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Office of Undergraduate Academic Development and Retention  
Director: Diana Velez, Ph.D., Princeton University  
Website: [www.uh.edu/uadr/homepicnav1.htm](http://www.uh.edu/uadr/homepicnav1.htm)

The Office of Undergraduate Academic Development and Retention (UADR), which reports to the Assistant Vice President for Undergraduate Studies, Academic Affairs, is responsible for the design, development, and implementation of academic administrative and programmatic strategies in support of undergraduate academic development.

## University Studies Division

**Associate Director:** Sara Lee, M.A., University of Kansas

**Associate Director:** Catherine Murphy, M.A., University of Houston

The University Studies Division (USD) is designed to assist undergraduate students with core curriculum and Texas Academic Skills Program (TASP) information at first enrollment. It also provides support and advisement for Pre-Professional Studies in the areas of Pre-Medical, Pre-Dental, and Pre-Law. In addition, USD manages all undeclared students. Those students who have a declared major also have, in addition to the wide array of services available to them at USD, the services of their major department or college advisors.

## Advising Resources

The USD is the primary advising resource for

1. Students who have not yet declared a major
2. Students on Academic Notice
3. Prospective undergraduate students
4. Pre-health professions students
5. Adult Admission Option Program students
6. Students seeking an alternative major or general university information
7. Students seeking TASP information.

## Texas Academic Skills Program (TASP)

The University Studies Division has responsibility for TASP screening and TASP advising, TASP compliance monitoring, and TASP remediation assignment. For current information, see the catalog web page at [www.uh.edu/academics/catalog](http://www.uh.edu/academics/catalog).

## Declaring a Major

Students who choose not to declare a major at the point of admission to the University of Houston will be offered assistance through the USD that will help them later make an informed decision about a major field of study. All USD students must declare a major by the beginning of their junior year (60 credit hours), if they have not already done so.

## The Academic Advising Center

The University Studies Division is responsible for the university-wide collection and coordination of advising information and advising policies. The USD's professional advising staff provides TASP compliance information, core curriculum, lower level prerequisite, and alternative major advising. The University Studies Division's Academic Advising Center is located in room 320 of the Student Service Center and is open Monday through Friday, 8:00 a.m. to 5:00 p.m. No appointment is necessary. As a convenience to evening students, the center is also open Monday and Tuesday evenings to 6:00 p.m. during the fall and spring semesters when classes are in session.

## Other Activities

**Training:** The University Studies Division provides training for campus advisors by organizing monthly advisor training sessions and semesterly University Advisors Meetings. The division has developed and maintains a University Studies Division website providing advising information to students and staff. USD has designed and administers the campus-wide Academic Advisement Certification Program and it maintains the online Academic Advisement Manual.

**Support:** Members of the University Studies Division staff participate in the Admission Review

Committee, Student-Athlete Admissions Committee, Cougar Preview, and the Honors Banquet. USD staff also participates in new student orientation providing Math placement criteria, TASP screening, the University Seminar, and a Parents Orientation presentation on family support.

The University Studies Division maintains a record of students' TASP and other related scores and provides students with copies of TASP scores for area community college admission requirements and College of Education professional program requirements.