Upgraded
Registration Experience
Get familiar with navigating registration on ASAP

How To Access This Application

Click on the **Student Services Tab**

UTSA.ASAP

Automated Student Access Program

| Personal Information | Future Roadrunner | Student Services | Fiscal Services | Financial Aid | FERPA Release | ASAP FAQ | Software Downloads |

Search [_____] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Student Services

ASAP Updates & Improvements

As part of our ongoing efforts to improve your technology experience, UTSA will be upgrading applications within ASAP throughout 2021. As new features or upgrades become available, we will highlight them here. More details at onestop.utsa/asap.

Email Policy Change & New Outlook Inbox (New)
After October 4, 2021, students will be issued a new Microsoft Outlook email account and all university communications will be sent to your university-issued first.last@my.utsa.edu email address.

Registration (Upgraded)
When spring registration opens in November, students will experience a new registration application. As part of this change, the "Schedule of Classes" page will also have a new look and expanded search function for courses.

Student Profile (New)
View all of your academic information, advisors, registration status and more.

Financial Aid & Scholarships (Upgraded)
An improved user experience for reviewing and accepting your financial aid.

You can also access the new Registration Experience from this gray box. Please note this gray box will be updated over time.

Click ***New* Registration Experience** Link

New Registration Experience
Add or drop classes; Display your class schedule. Browse schedule of classes.

New Student Profile
Consolidates a student's personal information and academic progress into a quick, easy to read snapshot, and also includes other relevant data including transcripts and schedules.

Admissions
Check the status of your application for admission; Review existing applications, their status, and the status of supporting requirements; Accept Gateway Program Offer.

Advisor Contact Information
Display Advisor Contact Information

In order to withdraw from courses, you must use the existing **Registration** link.

Registration
Check your registration status; Add or drop classes; Withdraw; Display your class schedule.

Student Records
View your holds; Display your grades and transcripts; Review charges and payments; View Test scores; Apply for Graduation; Verify Enrollment; Order an Official Transcript; Access Degree Works
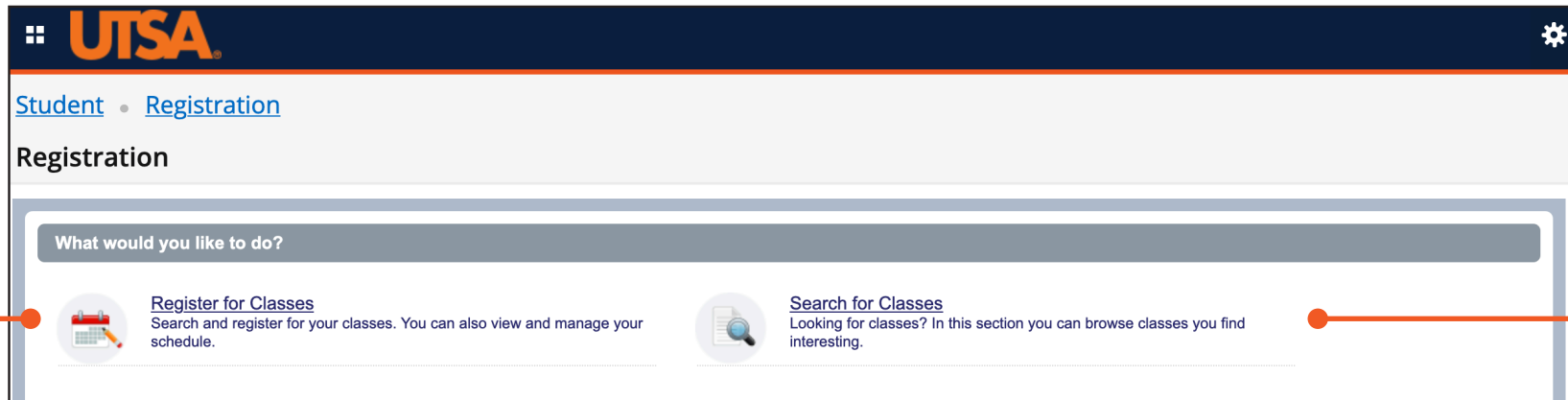
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Student • Registration

Registration

What would you like to do?

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Search for Classes
Looking for classes? In this section you can browse classes you find interesting.
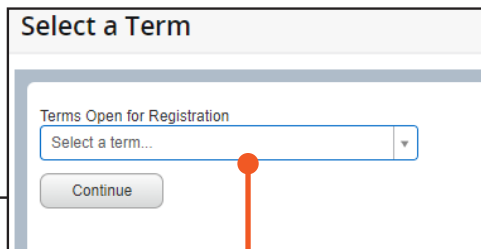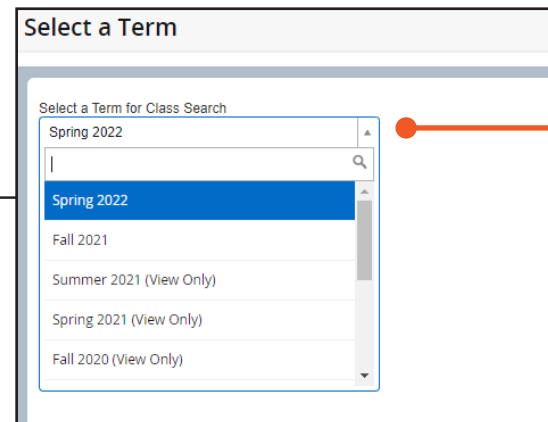
Register for Classes
When registration opens, click here to search and register for classes.

Search for Classes
Before registration opens, you can browse available classes.

Once you click on "Register for Classes" you will be prompted to **select a term** from the drop down term menu.

Select a Term

Terms Open for Registration
Select a term...   ▼

Continue

Select a Term

Select a Term for Class Search
Spring 2022   ▲

| 🔍

Spring 2022
Fall 2021
Summer 2021 (View Only)
Spring 2021 (View Only)
Fall 2020 (View Only)   ▼

Once you click on "Search for Classes" you will be prompted to **select a term** from the drop down term menu.

Register For Classes - Search Criteria

Find Classes Submit Button
Scroll down to find more search options and the submit button.

Find Classes
Enter any of these search criteria to find the class you want to register for.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Subject	x Mathematics
Course Number	1073
Attribute	
Part Of Term	
Start Time	
End Time	
Meeting Days	

Schedule | Schedule Details

Class Schedule for Spring 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Summary
No registered or pending classes.

Search Results
Once you hit "Submit," the results of your search will appear in the same box.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 11 Classes
Term: Spring 2022   SubjectSubject: Mathematics   Course NumberCourse Number: 1073

Search Again

Subj	Crse	Sect	CRN	Title	Cred	Meeting Time	Instructor	Campus	Status	Attribute	Linked Sections	Add
MAT	1073	01A	33216	Algebra-ScientistsEngin... Lecture	3	S M T W T F S 10:00 AM - 10:50 AM Type:		Internet	35 of 35 seats ...	Mathematics CLEP Examination Lower Division course		Add
MAT	1073	01B	34783	Algebra-ScientistsEngin... Lecture	3	S M T W T F S 10:00 AM - 10:50 AM Type:		Internet	25 of 25 seats ...	Mathematics CLEP Examination Lower Division course		Add
MAT	1073	02A	32262	Algebra-ScientistsEngin... Lecture	3	S M T W T F S 12:00 PM - 12:50 PM Type:		Internet	35 of 35 seats ...	Mathematics CLEP Examination Lower Division course		Add

Submit

Schedule | Schedule Details

Class Schedule for Spring 2022

	Sunday	Monday
6am		
7am		

Summary
No registered or pending classes.

Search Again Button
To go back to the "Find Classes" search criteria, click this button.

Add Button
Click on the "Add" button for the section you want to register for.

Meeting Time
Days in blue are the days the course is meeting. If none of the days are in blue, it's a course that meets online asynchronously.

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Register For Classes - Search Results

Search Results
Once you hit "Submit," the results of your search will appear in the same box.

Campus
If the campus is "Internet" then the course is online. If none of the days are in blue, then the course is online asynchronous.

Search Again Button
To go back to the "Find Classes" search criteria, click this button.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 11 Classes
Term: Spring 2022   SubjectSubject: Mathematics   Course NumberCourse Number: 1073

Search Again

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Course Detail
Click on the course title to view more information about a specific section including the course description and pre-requisites. Click the topics on the left side to toggle between the various information. When you're done, click "Close".

Add Button
Click on the "Add" button for the section you want to register for.

Meeting Time
Days in blue are the days the course is meeting. If none of the days are in blue, it's a course that meets online asynchronously.

Class Details for Algebra-ScientistsEngineers(Q) Mathematics 1073 02A

Term: 202220 | CRN: 32262

Class Details
Attributes
Restrictions
Prerequisites
Corequisites
Cross Listed Courses
Linked Sections
Fees
Bookstore Links
Instructor/Meeting Times
Enrollment/Waitlist
Course Description
Comments:

Associated Term: Spring 2022
CRN: 32262
Campus: Internet
Schedule Type: Lecture
Section Number: 02A
Subject: Mathematics
Course Number: 1073
Title: Algebra-ScientistsEngineers(Q)
Credit Hours: 3
Grade Mode: No Section specified grade mode, please link below for more information.

Close

Summary
No registered or pending classes.

Register For Classes - Add Class / Pending Status

Pending Status
After clicking on the "Add" button, the course will be "Pending". Notice the status in the Summary panel for the course is Pending. In the Schedule panel, the courses are listed in gray by meeting times. In order to register, click "Submit".

Complete Registration
In order to register for a course, click "Submit". Once you submit, the status will change from "Pending" to "Registered".

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Register For Classes - Complete Registration

Success Message
After you hit "Submit," you'll see this message at the top.

Note about Online Courses
If the course is online asynchronous, it will <u>not</u> show up in the Schedule panel since it does not have an assigned day/time for meeting.

Registered Status
Courses you registered for will display in the Summary panel, and your schedule view will turn green.

Registration Summary
You can see how many hours you've registered for at the bottom of the summary panel.

Register For Classes - Errors

Error Message
The Summary and Schedule panels turn red and an error message pops up in the upper right corner detailing the specific issues with registration.

Clear Your Error
In order to clear any errors, the course must be removed from the schedule. Make sure the Action for the course that needs to be removed says "Remove" and then hit "Submit".

Registration Experience
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Registration Error Messages

Below is a list of the most common registration error messages along with their explanation.

CORQ_Course CRN REQ
(example: CORQ_BME 3711 REQ)

Some courses require that you register for two classes at the same time, such as lecture and lab classes. These types of classes are referred to as corequisites. For example, BME 3703 is the lecture portion of the class that needs to be taken with BME 3711, the required lab activity associated with the class. When registering for classes that require corequisites, both CRNs must be added to the schedule at the same time. The CORQ error message gives you the Course ID and possibly the CRN of the missing corequisite that you should enter, along with your initial CRN.

CRN Does Not Exist
You have attempted to enter a CRN that is not presently in the Schedule of Classes. Often this is a typing error; double-check the CRN that was entered for accuracy. Possibly you may be in the wrong term and there is no matching CRN for the term that you are trying to register.

Duplicate Section
You are currently registered for another section of this course. If you are trying to switch sections, you must drop the current registered section while adding the new section at the same time
Linked Course Required – This course has a linked class or lab section that requires concurrent enrollment. When registering, make sure to enter both CRN's at the same time before clicking on the "Submit" button.

Independ Study apprvl req
You may not register for Independent Study courses by ASAP. Fill out the Independent Study Course Form, obtain the authorizations, and bring the form to the One Stop Enrollment Center. The form is reviewed and you are registered manually.

Level Restriction
This error message appears when you are an undergraduate student attempting to register for graduate level courses without proper authorization. Please see your advisor if you have questions about this registration error message.

Major Restriction
Courses with this message status require that you be listed as a major in whatever program of study is required for admission to these classes. Please see your advisor if you have questions about this registration error message.

Other Special Approval Restrictions
Contact the advising or department office of the requested course or the office specified in the error message.

PREQ and TEST SCORE-ERROR
Many courses require prerequisite courses or placement tests be completed before you can register for the course. ASAP will screen for designated prerequisites on specific departmental courses. Prior to registering for a course, you can check the prerequisites for it in the current catalog by clicking on the title of a course in the Schedule of Classes. In certain circumstances, students may request permission from academic advisors, department chairs, associate deans, and/or instructors to register for a course without having the specified prerequisite completed or in progress. To request an override, please submit a Prerequisite Override Request Form.

Time Conflict
You have attempted to register for two classes that have identical or overlapping times. This error message gives you the CRN of the class that is preventing you from registering. If you need the class that you just tried to register for, then drop the class that is currently listed on your schedule. If the classes only have a brief time overlap and both classes are needed, then a memo of permission from each instructor must be brought to the Registrar's Office (MS 2.02.24) to have the time conflict overridden.