ASAP Registration Instructions

Follow these steps after you login to ASAP:

1. **Click Student Services Tab**

2. **Click Registration**

**Student Services**

- **Admissions**: Check the status of your application for admission; Review admissions
- **Advisor Contact Info**: Display Advisor Contact Information
- **Registration**: Check your registration status; Add or drop classes; Select a term
- **Student Records**: View your holds; Display your grades and transcripts; Review course
- **Graduate School**: Request a Change of Catalog; Request an Application Deferral
- **Financial Aid**: Apply for Financial Aid; Review the status of your financial aid
- **Fiscal Services**: This menu provides a link to all online payment options and account

3. **Click Register for classes, add/drop classes, withdraw from university**

**Registration**

Undergraduate admitted or enrolled students who do not enroll at UTSA for
while away from UTSA are required. Deadlines are: July 1 for Fall Semester.

4. **Select Fall 2015 and click submit**

5. **Insert the 5 digit code for each course and click submit changes**

6. **Click Exit**