Reviewing Holds and Requirements on ASAP

Holds and Requirements are hurdles that may prevent Registration and Financial Aid disbursement. These holds and requirements can range from:

- Missing a final High School Transcript
- Having to meet with an advisor prior to registration
- Needing to submit forms for financial aid
- Having a balance that is past due for tuition and fees

1) Select the Student Records link and take a look at the area for holds.

2) Then select the View Holds link. This page will load any registration holds on your account.
This area will tell you the hold type, the state and end date of the hold, what department placed the hold, and what process the hold will prevent.

This example shows a Fiscal Service Balance hold, that starts on Sep 21, 2020 and end Dec. 31, 2099. The date means the hold will be in place until it is resolved even if the student leaves the university. This indicated that the hold was placed on the account by Fiscal Services. The hold prevent registration, transcript request graduation and enrollment verification.

3) Select the Registration link to check another area that will inform you if there are holds on the account.
4) Then select Check Your Registration Status.

Registration

Undergraduate admitted or enrolled students who do not enroll at UTSA for three semesters or more are required to reapply for admission by the application deadline. A $40 application fee is charged to former UTSA enrolled students. Official Transcripts from colleges attended while away from UTSA are required. Deadlines are: July 1 for Fall Semester, November 15 for Spring Semester, and May 1 for Summer Semester. Failure to reapply by the deadline will prevent former students from registration.

Select Term
Register for classes, add / drop classes, withdraw from university
Here you can choose the term that you wish to register for.

Check Your Registration Status

Schedule of classes
Student Schedule by Day & Time
Student Detail Schedule
Account Summary by Term
Account Detail by Term
Credit Card Payment
Select this link to pay your tuition and fees charged with Discover or Master Card.
Electronic Check Payment for Tuition and Fees
Select this link to pay your tuition and fees charged today from your checking or savings account.
Submit Indemnification Form
Some courses in the College of Education & Human Development require that an Indemnification Form be completed. If you are enrolled in one of these courses, you should fill out the form on the web. If you are unsure if the course(s) will require the form, contact your instructor or consult with someone at COED. View a complete list of courses at http://coeih.utdallas.edu/Courses/Indemnify.asp

Access UTSA Bookstore
Use this link to connect to the UTSA Bookstore website to reserve your textbooks. This will take you out of the ASAP system.

E-Mail UTSA Registrar Office

5) You may see one of the following screens below:

Check Your Registration Status:

Should you receive all green check marks, you do not have any registration holds on your account.

This is another reminder that you have a hold, when you see this icon and sentence. It is your responsibility to resolve the holds so you can register.

Note: Holds may appear while the semester is in progress and notification of holds may not always be sent to the student. It is important to periodically check your account for holds.

6) Next let’s check Financial Aid holds and requirements. Select the Financial Aid tab at the top.
7) Now select the Eligibility link to check for holds and requirements regarding financial aid.

The Holds and Student Requirements links will inform you if there are any outstanding items missing or not yet received that may prevent your aid from being awarded or being disbursed.

Note: Holds and Student Requirements are two different items. While the semester is in progress new holds or requirements may arise, it is important to periodically check your account, as well as any emails sent by UTSA to your preferred email address, for these types of concerns.

8) Select the Holds link.

As of Feb 27, 2015, no financial aid holds have been placed on your record.

Select Another Aid Year

For this example you will see that there are no holds on the account.
9) Go back to Eligibility and select the Student Requirements link.

### Eligibility Requirements for 2015 - 2016 Financial Aid Year

<table>
<thead>
<tr>
<th>Unsatisfied Requirements</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent Verification Worksheet</td>
<td>Action is Required Jan 27, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UTSA Financial Aid Statement of Rights &amp; Responsibilities</td>
<td>Action is Required Jan 26, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(For more information, click here.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(For more information about this requirement, click here.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Complete the form here.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Satisfied Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Student Financial Aid Application (FAPSA)</td>
<td>Requirement Satisfied</td>
<td>Feb 09, 2015</td>
<td></td>
</tr>
</tbody>
</table>

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

As you can now see there are requirements that are unsatisfied. So even though there were no holds, these missing requirements will prevent aid from disbursing.

Note: There are some requirements that will appear before any aid accepted, and other requirements that will appear only after aid is accepted. It is important to always check this periodically/ failure to do so may delay disbursement.

**Important reminders about Holds and Requirements:**

- Holds can prevent a student from registering, ordering transcripts, viewing grades or receiving a diploma.
- Registration holds may not be the same as financial aid holds. A student can have one and not the other.
- Financial Aid may be delayed if there are unsatisfied requirements on the account.
- It is always the responsibility of the student to check for holds and requirements. Not doing so may prevent registration or the awarding/disbursing of financial aid.