Orientation and Family Programs

Orientation Sign Up
2017 Step-by-Step Guide

(Guide updated 03/13/2017)

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Getting Started

**THINGS YOU’LL NEED**

- Computer with Internet Access and a Printer
- Electronic Payment by either Credit Card or eCheck
- Your myUTSA ID (abc123) & passphrase (review your acceptance materials for this information)
- Your Personal Calendar (optional to help select your Orientation date)

**FIND OUT MORE ABOUT ORIENTATION**

- Visit [UTSA.edu/Orientation](http://UTSA.edu/Orientation) to find out more about your Orientation (varies based on how you were admitted and your starting term)

**LOGIN TO ASAP**

- Go to [UTSA.edu](http://UTSA.edu); from homepage, locate top right navigation buttons, hover over ‘myUTSA’, select ‘ASAP’ from dropdown menu
- From the ASAP Homepage, login using your myUTSA ID (abc123) & passphrase

**LOCATE ORIENTATION SIGN UP**

- After logging in to ASAP, you may see a variety of screens (ex: change passphrase, set up your e-mail, sign-up for emergency response, Meningitis holds, etc.), these screens vary from student to student, complete all tasks until you access the ‘Main Menu’ screen
- From ASAP ‘Main Menu’ – locate top grey tabs, select ‘Future Roadrunner’ tab
- On ‘Future Roadrunner’ tab, click ‘Sign Up for Orientation’
- Please Note: you will be able to view your customized Rowdy Ready Status under ‘Check your Rowdy Ready Status’
  - Rowdy Ready provides students a customized check list of items you should plan to complete prior to attending Orientation
  - You can still sign up for Orientation even if items are not completed in this list
  - Return to this location in ASAP for updates to your Rowdy Ready Status
  - For details on Rowdy Ready visit [UTSA.edu/rowdyready](http://UTSA.edu/rowdyready)

Step-by-Step Guide

Follow the on-screen instructions to sign up for your Orientation. **F** = Fall Term Freshmen Only **F** = Freshman **T** = Transfer

**WELCOME SCREEN**

- The left hand side of the screen lists key identifying info (your name, myUTSA ID, major, assigned advising center & special population)
- The Welcome Screen includes things you (the student) should know before you get started with Orientation Sign Up
  - You must go through every screen and make your pre-payment to secure an Orientation date
  - If you exit the system before submitting a pre-payment, items you selected will not save
  - A non-refundable pre-payment (credit card or e-check) is required in order to confirm your Orientation
  - All remaining Orientation fee balances are added to your Student Tuition & Fees upon check-in

**STUDENT SIGN UP**

Confirm Your Intended Major **F**

- If you’d like to change your major, you can do so at this time. Some majors require pre-approval or qualifying scores.

Select Your Date

- Choose from the list of available Student Orientation Program dates
  - Fall Term Freshmen **F** = In Person Orientation is 3-day, 2-night with required overnight stay in on-campus housing; Online Orientation available only after all In Person programs are over
  - Spring/Summer Term Freshmen **F** = In Person Orientation is 1-day; Online Orientation available after In Person programs end
Orientation Meals
- Provide any special dietary needs: none, vegetarian, vegan, food allergy
- Select an Orientation Meal Package (optional) – if selected, a Meal Card will be handed to you during Orientation check-in, this card can be used at all on-campus dining locations for meals; additional fee applies, added to your Tuition & Fees bill

**FAMILY SIGN UP**

Family Orientation
- Family Orientation is an optional experience; For more information on UTSA Family Orientation, visit [utsa.edu/orientation/family/]
  - Fall Term Freshman = Family Orientation is 2-days in length and is separate from the Student’s Orientation
  - Spring/Summer Term Freshmen = Family shadow their student during their student’s 1-day Orientation
  - Spring/Summer/Fall Term Transfer Students = Family shadow their student during their student’s 1-day Orientation
- If you’d like to sign up guests for Family Orientation, answer ‘Yes’, include the number of guests you’d like to sign-up (max of four), and their names. Additional fee(s) apply per family member, children 9 and under are free; added to Student Tuition & Fees bill

Family Orientation Housing
- Optional Family Orientation Housing is available for Fall Freshmen families
- Two-night accommodations are available at UTSA’s Laurel Village; space is limited
- Additional fee(s) apply per family member (max of four); added to Student Tuition & Fees bill

UTSA Family Association
- Sign your family members up for [UTSAs Family Association](#) while you are in the Orientation Sign Up system

**OPTIONAL - PRE-ORIENTATION SESSION**
- You can register yourself and a guest(s) for any optional Pre-Orientation Session opportunities
- These sessions will occur PRIOR to Orientation check-in; Space is limited; Sessions are free of charge
- If you are interested in attending any of these sessions, select the session time and title you would like to attend and the number of guests who will attend with you; Otherwise, select “Not Interested”

**MAKE YOUR PRE-PAYMENT**
- A Non-Refundable Pre-Payment is required to secure your reservation
  - Three-Day, Two-Night Orientation Pre-Payment - Fall Freshmen Only = $50
  - One-Day Orientation Pre-Payment - Spring/Summer/Fall = $25
- Payment Option 1 - Pay online during the sign up process with Credit Card or eCheck
- Payment Option 2 - Exit the ASAP system and pay cash in person on campus at Fiscal Services; reservation will not save
- Print the ‘Payment Acknowledgement’ receipt page for your records

**CONFIRMATION SCREEN**
- Open, Review and ‘Print’ your Orientation Confirmation Packet (includes important details – Checklists / Parking Permits / Forms)
- Click ‘Map’ link and ‘Print’ Campus Map with Directions (to find Orientation check-in); Exit Confirmation Packet
- 48 Hours Prior – Reminder Log back in to confirm your program and re-print a new copy of your confirmation packet (updated regularly)

**EXIT ASAP**
- Always keep your personal information secure by exiting out / logging off of your ASAP account

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**Reminders**
- You may cancel or modify your Orientation reservation in ASAP 12 days prior to your Orientation date (before midnight).
- Carefully read your Rowdy Ready status in ASAP ([UTSA.edu/rowdyready](#)). Students are required to complete these items prior to attending New Student Orientation. Failure to complete some items will result in your inability to register for classes.
- Complete testing prior to Orientation (important) For more information, contact [Testing Services](#) at 210-458-4125
  - Disability Related Accommodations for Testing, contact [Student Disability Services](#) at 210-458-4157; [disability.services@utsa.edu](mailto:disability.services@utsa.edu)
- Roadrunner Camp – Register online for UTSA New Student Spirit & Traditions Camp NOW! Aug 17-18 (Optional Experience)