Reserving Your UTSA Orientation Program – Fall 2016
Step-by-Step Guide
(updated as of 03/11/2016)

Orientation Reservation System Opens:
- Freshmen / Freshman Transfer New Student Orientation
- Reservation System Opens March 14 in ASAP

Things You Will Need:
- Computer with Internet Access and a Printer
- Electronic Payment by either Credit Card or eCheck *Fall Only Students*
- Your myUTSA ID (abc123) & Passphrase
- Your Personal Calendar (optional-to choose the right orientation date for you)

Note: Screens listed below may vary from student to student.

Registering for Your UTSA Orientation Program Online:
- Go to UTSA.edu/Orientation
  - Find your orientation section (by semester) and read more about your orientation program
- Go to UTSA.edu
  - From UTSA’s homepage, find the navigation buttons at the top of your screen, hover over ‘myUTSA’, a dropdown menu will appear, select ‘ASAP’
  - ASAP Homepage: Login to ASAP using your myUTSA ID (abc123) & Passphrase (please review your acceptance materials for this information)
- Initial Screen(s) When You Login to ASAP
  - You may see different screens at this point (change your passphrase, set up your university e-mail, sign-up for emergency response, Meningitis hold FYI, etc.) complete those tasks so that you can access the ‘Main Menu’ screen
  - From the ‘Main Menu’ – at the top grey tabs, click ‘Student Services’ then Click ‘Orientation Reservation System’

Follow the On-Screen Step by Step Instructions
The top of the screen will list key identifying information (your name, your myUTSA ID, your intended major & your assigned academic advising center)

Student Reservation
- Orientation Disclaimer
  Read this entire disclaimer & if you agree to terms, check the box & agree to terms at the bottom
- Your Rowdy Ready Status
  Your Rowdy Ready status includes a custom list of required to-do items prior to attending your orientation session.
  Details about your Pre-Orientation Assessment, TSI Testing Status, Meningitis Hold status, ENGAGE assessments and your other required items can be found on UTSA.edu/rowdyready
- Select Your Orientation & Make a Pre-Payment
  Change Your Major (Optional): You are able to change your major for the purposes of orientation. Some majors require pre-approval or qualifying scores
  Select Your Student Orientation Program Date
  Choose from the list of dates; note that Student Orientation Housing is required for three-day orientations.

Make Your Pre-Payment: *Fall Students Only; a $50 Non-Refundable Pre-Payment is needed to secure your reservation (Option 1 Pay with Credit Card or eCheck; or Option 2 exit the ASAP system and pay in person on campus at Fiscal Services; this will cancel your reservation)
“Print” Payment Acknowledgement page (for your records)

○ Additional Opportunities
  For More Information About Optional Orientation Session’s: UTSA’s Health Professions

○ Orientation Meals
  Select an Orientation Meal Package (optional) – added to your tuition and fees bill

  Provide any special dietary needs: none, vegetarian, vegan, food allergy

Family Reservation
○ Reserve Your Family Orientation
  For More Information on UTSA Family Orientation, click here: utsa.edu/orientation/family/index.html
  If you would like to make a Family Orientation Reservation (optional; separate program), you will answer yes.
  If yes - additional fee(s) will be added to your student account; Select a Family Orientation date (Highlighted in yellow is the date that matches the student’s program date; You can register for different dates)

○ Reserve Family Orientation Housing
  *Fall Only Screen* If Family Orientation housing is needed (optional / additional fee(s) will be added to your student account), add optional Short Stay Housing at University Oaks -Phase III (half unit or full unit)

○ UTSA Family Association
  To Receive More Information include your families contact information about UTSA Family Association

View and Print the Orientation Confirmation Packet
○ Review and “Print” your Confirmation Packet (includes important orientation details – Checklist / Parking Permits)
○ Click ‘Map’ link and “Print” Campus Map with Directions *(to find orientation check-in)*
○ Exit Confirmation Letter
○ 48 Hours Prior – Reminder
  Log back in to confirm your program and re-print a new copy of your confirmation letter (things may be updated)

• Reminders & FYI’s
  ○ FYI - You can log back in to make updates to your program *(change program date, change guests)*
  ○ Review the cancelation policy on your confirmation letter – cancelations and updates must happen at least 12 business days prior to the orientation date you registered for, you must log back in to ASAP to cancel on your own.
  ○ Carefully read the Rowdy Ready status ‘Required Items’ UTSA.edu/rowdyready - Students are required to complete several 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 least 3-4 weeks in advance of your testing date; 210-458-4157; disability.services@utsa.edu
  ○ New Student Transition Camp – Roadrunner Camp Aug 18-19 *(optional experience)* *Fall Students Only *

• Exit ASAP
  ○ For safety, always exit out / log off of your ASAP account, closing the window will not log you out.