How to Drop a Waitlisted Class

1. If you no longer want or need a waitlisted class, please drop it to allow others a chance to waitlist.

2. Log in to ASAP using your myUTSA ID (abc123)

3. Click on Student Services.

4. Click on Registration.

5. Click on Register for classes, add/drop classes, withdraw from University.

6. Under your Current Schedule, find the waitlisted class you wish to drop.

7. Select Drop Course – no grade Web from the drop-down list under Action for the class.

8. Click the Submit Changes button.

9. You will be removed from the waitlist for the class & it should no longer be displayed on your Current Schedule.