How to Register from the Waitlist in ASAP

1. If you have received an email notification, you must register yourself for the waitlisted class before the deadline time listed in the email.

   - The deadline time is usually 24 hours from when the email was sent. The email will state the actual deadline time/date.
   - On the last day of waitlisting, the deadline will be 5 PM.

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

3. Click on Student Services.

4. Click on Registration.

5. Click on Student Detail Schedule.

6. From the drop-down list, select the term for which you want to register/waitlist, then click the Submit button.
7. Under your **Current Schedule**, find the waitlisted class that you have been notified about.

8. Select **Web Registered** from the drop-down list under **Action** for the class.

9. Click the **Submit Changes** button.

10. If you have been successfully registered for the class, the **Current Schedule** will show **Registered** or **Web Registered** for the class.
    
    - Being on a class waitlist does not guarantee successful registration. Make sure you are eligible to take the class.
    - If you receive any **Registration Add Errors** or **Holds**, you will need to clear these before the deadline before you will be able to register for the class.