Waitlisting @ UTSA

How to view your position on the Waitlist in ASAP

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

2. Click on Student Services.

3. Click on Registration.

4. Click on Student Detail Schedule.

5. From the drop-down list, select the term for which you want to register/waitlist, then click the Submit button.

6. Scroll down to the information about the class in question.

7. The Status field will show if you are currently registered or on the waitlist and the date it occurred.

8. The Waitlist Position field will show your current place in line on the Waitlist.
   - A position of 0 means you have been notified of a seat available.

9. The Notification Expires field will show the deadline time, if you have been notified.
   - A waitlisted class could remain on your schedule for up to 1 hour after the deadline time has passed.
10. If you no longer want or need a waitlisted class, you can drop it from your Add/Drop Classes.
   - Click on Add/Drop Classes at the bottom of the Student Detail Schedule.
   - Select Drop Course – no grade Web from the drop-down list under Action for the class.
   - Click the Submit Changes button.
   - You will be removed from the waitlist for the class.

For further information...

- For directions on adding yourself to a class waitlist, see pages 1-2 of this tutorial.
- For directions on registering from the waitlist, see pages 4-6 of this tutorial.
- For frequently asked questions or more information, see the Waitlist Information website.