How to 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 Register for classes, add/drop classes, withdraw from University.

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

6. On the Add/Drop Classes page...
   - Enter the CRN(s) of the classes you want to register/waitlist for under the Add Classes Worksheet.
   - Click the Submit Changes button.

7. If the class is closed/full because it has met its set maximum enrollment, you will be notified under Registration Add Errors.
8. If there is a waitlist available, under Registration Add Errors the action field for the class will have a drop down box to make a selection: None or Waitlist.

9. To add yourself to the waitlist for the section…
   - Select Waitlist from the drop-down list under Action for the class.
   - Click the Submit Changes button.

10. If you have been successfully waitlisted for the class, you will see it in the Current Schedule section as Waitlist on DATE.

11. If any errors prevented you from getting onto the waitlist for the class, they will show in the Registration Add Errors. You will have to take care of these errors before you can add yourself to a waitlist.

12. If a seat becomes available in the class, and you are the next in line, a notification will be sent to your preferred email address, as selected in ASAP. You will then have until the stated deadline time in the email to register for the class. See How to Register from the Waitlist in ASAP for further instructions.