HOW TO WAITLIST

**GET ON THE LIST!** Add yourself to a class waitlist during registration in **ASAP**.

**CHECK EMAIL DAILY!** You’ll be notified by preferred email **IF** a seat becomes available for you.

**BEFORE 24 HOUR DEADLINE**

**REGISTER FOR CLASS!** Use ASAP to **Register** for the waitlisted class.

**REMEMBER!**
- Waitlisting does **not** guarantee registration.
- Make sure you are **eligible** to take the class you have waitlisted.
- If you are offered a seat in the class, register **by the deadline (24 hours)**, or you will be removed from the waitlist.
- **Be considerate!** Remove yourself from a waitlist if you no longer want or need the class.
- For more information, visit the Waitlist website:
  http://utsa.edu/registrar/waitlist/
HOW TO GET ON A WAITLIST

Log in to ASAP

Access Registration (Student Services → Registration → Register for Add/Drop Classes)

Type CRN of desired section into Add Classes Worksheet

Click the Submit Changes Button

Select Waitlist Under Action in Registration Add Errors

Do you want to Waitlist?

Is the Waitlist Available?

Is the Section Full?

You are not registered or waitlisted.
Try Another Section?

You are not registered or waitlisted.
Try Another Section?

You are REGISTERED for the Section

You are on the WAITLIST.
Check your email daily!

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How to Register from the Waitlist

Currently Waitlisted for Class
- Receive an email if a seat becomes available for you

BEFORE 24 HOUR DEADLINE
- Log in to ASAP

Access Registration
(Student Services ➔ Registration ➔ Register for Add/Drop Classes)

You have DROPPED the Section Waitlist.
- Select Drop Course Under Action in Current Schedule
- Click the Submit Changes Button

**WEB Registered**
- Select **WEB Registered** Under Action in Current Schedule
- Click the Submit Changes Button

Remove yourself from a waitlist if you no longer want the class.

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- If you are offered a seat in the class, **register by the deadline (24 hours)**, or you will be removed from the waitlist.
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Do you want to REGISTER? NO YES!