## WHAT IS ASAP?

**ASAP is the Automated Student Access Program**

UTSA students, faculty, and staff can use their ABC123 and password to access the following:

- Register for classes
- Add/drop classes
- Apply for or accept financial aid
- Order a parking permit
- Check registration status
- Check admissions application status
- Apply for graduation
- DegreeWorks

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![ASAP Login Screen](image)

**Log in to ASAP to:**
- Register for classes
- Add/drop classes
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- Check admissions application status
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**Announcements**

- **Alert**
  - Mandatory H.B. 609 - UTSA Sexual Assault Policy Acknowledgement. Effective Fall 2016, all incoming freshman and undergraduate transfer students must receive information on UTSA’s Sexual Assault Policy during their first semester. Required students must read and acknowledge our policy.

**Stay On Track: DegreeWorks**

- [UTSA DegreeWorks](https://degreeworks.utsa.edu)

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To learn more, or to schedule a consultation with our Teaching & Learning Consultant, click [here](#).
ASAP Faculty Services
ASAP offers faculty tools to help with managing classes.

Click each link and/or image to access the PDF and/or video instructions associated with each ASAP tool.

How to Locate the Course Reference Number (CRN) in ASAP.

How to Retrieve and Export a Course Roster in ASAP.

To learn more, or to schedule a consultation with our Teaching & Learning Consultant, click here.
How to Find Student Photos in ASAP.

UTSA's Grading Policy

Grades:
Make sure that your grading policy matches that of UTSA and your department. For a detailed explanation of grade requirements from the Office of the Registrar, click here.

Minimum Grade Requirements:
Students are expected to maintain a level of scholastic achievement that allows them to meet the grade requirements for graduation. Students remain in good standing when they maintain a UTSA grade point average of 2.0 or higher.

Students who fail to maintain the minimum required grade point average of 2.0 in all work attempted at UTSA will be placed on academic warning, or academic dismissal as appropriate.

For a detailed description of grade requirements from the Office of the Registrar, click here.

Mid Term Grades:
Early grade reports are required for all undergraduates.

Faculty members are required to report midterm grades seven weeks into the semester during the Fall and Spring Semesters.

All undergraduates receiving midterm grade reports of “D+,” “D,” “D-,” or “F” are required to communicate with their assigned academic advisor to develop a plan to improve their grades.

For a detailed description and schedule of Mid Term Grades from the Office of the Registrar, click here.
Final Grades:
Final grade submission via the web will be consistent with University policy; the only difference is that these grades will be submitted electronically instead of using paper forms.

Faculty should enter final grades for their students on the web within 48 hours after the final examination period.

For a detailed description and schedule of Final Grades from the Office of the Registrar, click here.

Grade Changes:
An undergraduate letter grade may be changed to another letter grade due to instructor error. Incomplete grades may be changed to a letter grade when makeup work is complete. A grade of “NR” may be changed due to a late grade or instructor error.

For a detailed description from the Office of the Registrar, click here.

Grievance Procedure:
Under no circumstances will grades be changed after one calendar year. For a detailed description from the Office of the Registrar, click here.

**Entering Grades into ASAP**

*Click each link and/or image to access the PDF and/or video instructions on steps necessary to enter your grades into ASAP.*

**Downloading Grades from Blackboard**
Uploading Blackboard Grades into ASAP

Manually Entering Grades into ASAP

To learn more, or to schedule a consultation with our Teaching & Learning Consultant, click here.
Additional Resources:

Acceptable Information Use Policy
ASAP Help & FAQs
Important Dates for Midterm and Final Grades
Submitting Grades Through ASAP Online module

To learn more, or to schedule a consultation with our Teaching & Learning Consultant, click here.