

ACCEPT AP & CLEP CREDIT

1. Go to ASAP homepage: <https://asap.utsa.edu>
2. Enter your myutsa ID (abc123) and passphrase
3. At the Main Menu screen, CLICK on “Student Services”
4. CLICK on “Student Records”
5. CLICK on “Accept AP and CLEP Credit”
6. Read the disclosure statement about accepting credit.
7. UTSA strongly recommends that students meet with an academic advisor to review the policies regarding acceptance of credits and how this may affect tuition rebates or your specific graduation plan.
8. Choose the statement that best describes your meeting with an advisor.
9. Click the checkbox under the "Accept Credit" column to select available credit to be accepted. Once selection(s) have been made, click the "Update Credit" button at the bottom of the page to have credit accepted.

Note: Credits containing messages in red under the "Credit Available" column are not available for acceptance.
10. Students that took AP test U.S. Government & Politics or CLEP test American Government may earn credit for POL 1013, but this credit can only be awarded after completion of POL 1133 (Texas Politics and Society). The POL 1013 credit will be awarded to your account once grades post for POL 1133.

***If you do not see a credit available other than POL 1013 that you understand should be available, contact your advisor.