

Registration Checklist

This document includes a list of some of the activities that you should complete BEFORE registration begins for the next semester.

1. Check holds in ASAP.

Check to see if you have any holds in your ASAP account by following these instructions:

- Go to the ASAP homepage <https://asap.utsa.edu>
- Enter your myUTSA ID & password and click the “Login” button
- Click on the “Student Services” tab
- Click on “Student Records”
- Click on “View Holds”

If you have holds, seek to address them with the appropriate office before registration begins.

2. Check your registration date.

You should check your individual registration date so that you can register for classes as early as possible. The registration dates are updated each semester and are posted at the top of the class schedule page (see screenshot below).

The screenshot shows the UTSA ASAP website interface. At the top, the 'UTSA ASAP' logo is displayed in blue and white. Below the logo, there are links for 'HELP' and 'EXIT'. The main heading is 'Schedule of Classes'. A navigation bar contains tabs for 'Registration Information', 'Spring Information', 'Summer Information', 'Fall Information', and 'Courses Offered in the Past 3 years'. Under the 'Spring Information' tab, there are three links: 'Registration Schedule (.pdf file)', 'Academic Calendar (.pdf file)', and 'Final Exams Schedule (.pdf file)'. A yellow box with the text 'GOT PREREQS? Check before you register!' is visible. At the bottom right, there is a search bar with 'Term:' set to 'Spring 2017' and 'Subject:' set to 'Ac'.

Registration is based on the overall number of EARNED hours you have, so any course currently in progress do not count. To find your registration date, click on “Registration Schedule” for whichever semester you wish to register for.

3. Determine which classes to register for.

Once you know your registration date, you should then determine which classes to register for. To do this, you should check your DegreeWorks. DegreeWorks can be accessed through your ASAP account by following these instructions:

- Go to the ASAP homepage <https://asap.utsa.edu>
- Enter your myUTSA ID & password and click the “Login” button
- Click on the “Student Services” tab
- Click on “Student Records”
- Click on “DegreeWorks”

The main “Worksheet” page shows courses that are completed, in-progress, and still needed. The “Plans” tab may contain a semester-by-semester plan outlining potential courses to take each semester. Please note that both the “Worksheet” and “Plans” areas may be out-of-date if your advisor has not reviewed them recently. For more information about DegreeWorks, please refer to the videos on the [DegreeWorks resources page](#).

The screenshot shows the UTSA DegreeWorks web application interface. The browser title is "Elucian Degree Works - UTSA Degree Works - Google Chrome". The URL is "https://dworkswebprod.sis.utsa.edu/IRISLink.cgi". The page features the UTSA logo and navigation links: "Back to ASAP", "FAQ", "Print", "Change Password", and "Log Out". A search bar is present with "Student ID" and "Name" fields. The "Student ID" field contains "@00010656" and the "Name" field contains "Davox, Testy". Below the search bar, there are tabs for "Worksheets", "Plans", "Exceptions", and "GPA Calc". The "Worksheets" tab is selected, and the "Format" dropdown is set to "Student View". There are buttons for "View", "Save as PDF", and "Process New", along with a link for "Unofficial Transcript". A "History" section is visible with a search box and a "(not frozen)" dropdown. A "What If" section has a "Save" button and a message: "Save this audit with this new description and freeze status". The "Look Ahead" section displays "UTSA Degree Works" and "Student View AA64VDS4 as of 06/26/2017 at 09:03". At the bottom, there are tabs for "Student" (Davox, Testy) and "Advisor" (Rios, Shannon D).

4. Check prerequisites of desired courses.

Once you have chosen potential courses to register for, you should make sure that you meet any prerequisites needed to enroll in the courses. Prerequisites are listed in the course description of each course in the [Undergraduate Catalog](#) (see screenshot below for an example).

The screenshot displays the '2016-17 Undergraduate Catalog' website. On the left is a navigation menu with a search bar and a list of categories including 'Undergraduate Catalog', 'General Information', 'Bachelor's Degree Regulations', and 'Course Descriptions'. The main content area shows the breadcrumb path 'Catalog > Undergraduate Catalog > Course Descriptions > History (HIS)'. Below this is the heading 'History (HIS)' and 'History (HIS) Courses'. Three courses are listed: HIS 1043 (Pre-Columbus to Civil War Era), HIS 1053 (Civil War Era to Present), and HIS 2003 (Historical Methods). The prerequisite for HIS 2003 is highlighted with a red box: 'Prerequisite: WRC 1013'. The description for HIS 2003 states that WRC 1013 is an introduction to the study of history and that a minimum grade of 'C-' is needed to enroll in HIS 4973.

You can also click on a course number in the Class Schedule or DegreeWorks to automatically pull up the course description from the catalog.

5. Check the Class Schedule to see when your desired courses are being offered.

Once you have checked the prerequisites for your desired courses, you can then check the Class Schedule to see when they are being offered. The Class Schedule page can be accessed by following these instructions:

- Go to the ASAP homepage <https://asap.utsa.edu>
- Do NOT login (you cannot access the class schedule before registration begins if you login)
- Click on “Class Schedule” at the bottom of the page (see screenshot)

ASAP
Automated Student Access Program

myUTSA ID

Passphrase

[Forgot Passphrase](#)

This is a logon server for multiple applications, do not bookmark this page.

Please exit your Web browser and/or log out completely when you are done accessing services that require authentication, especially if you are using a public computer or kiosk.

[Acceptable Use Policy](#)

This computer application is the property of The University of Texas at San Antonio. Improper or unauthorized use of this application may lead to criminal prosecution or other disciplinary action. Use of this application, authorized or unauthorized, constitutes consent to monitoring of the system and the user's acknowledgement of accountability and responsibility.

Log in to ASAP

Register for classes
Add/drop classes
Apply for or accept admission
Order a parking permit
Check registration
Check admissions
Apply for graduation
DegreeWorks

There is a new official UTSA transcript

For more information, visit the Office of Transcript Services at <https://utsa.edu/re>

Order your transcript

ASAP Resources

[Class Schedule](#)

[Final Exam Schedules](#)

Academics

[Advising - Undergraduate](#)

[Advising - Graduate](#)

- Select a Term and Subject. You may also enter a 4-digit course number if you are looking for a particular course.

Schedule

[Click here to view archived copies of schedules from prior terms.](#)

- Required selections -

Term: Spring 2017
 Summer 2017
 Fall 2017

Subject: Academic Inquiry & Scholarship (AIS)
 Accounting (ACC)
 Advanced Materials Engineering (MATE)
 Aerospace Studies (ASC)
 Affiliated Studies (AFS)
 African American Studies (AAS)
 Select multiple subjects by using the mouse with the Ctrl or Shift key.

- Optional selections -

Course Number:

Attributes: -Any Attribute-
 Developmental Courses (DEVL)
 Graduate Level Courses (GRAD)
 Honors Course (HNRS)
 Show all subjects matching this specific attribute:

Part of Term (Summer Only): -Any Part of Term-
 May 3 week Summer "M2" (10-May-2017 - 27-May-2017)
 Paralegal "PL" (13-May-2017 - 19-Aug-2017)
 May 3 week Summer "M1" (15-May-2017 - 02-Jun-2017)

Time Blocks: Morning: 7:00 am - 12:00 noon Afternoon: 12:00 noon - 5:00 pm Evening: 5:00 pm - 10:00 pm Weekends: Saturday or Sunday

Campus: Main Campus only: Downtown Campus only:

- Be sure to pay attention to any "Comments" or "Notes" that tell you about any special restrictions about a section. For example, the two sections of HIS 1043 in the below screenshot are restricted to certain students (those in the Honors College and the Pathways Pilot Program).

FALL 2017									
History									
Stat	Subj	Crse	Sec	Crn	Title	Cred	Meeting Time	Campus	Location
					Comments			Fees	Notes
✓	HIS	1043	001	10162	US His: Pre Columbus-Civil War	3	MWF 8:00-8:50am	Main Camp	TBA
					View Book Information			Fees: \$97	Notes: TW
✓	HIS	1043	002	15983	US His Pre-Columbus to Cvl War	3	MWF 9:00-9:50am	Main Camp	TBA
					View Book Information			Fees: \$22	Notes: ATW
✓	HIS	1043	003	20272	US His Pre-Columbus to Cvl War	3	MWF 10:00-10:50am	Main Camp	TBA
					View Book Information			Fees: \$97	Notes: TW
✓	HIS	1043	004	18579	US His Pre-Columbus to Cvl War	3	MWF 1:00-1:50pm	Main Camp	TBA
					View Book Information			Fees: \$22	Notes: ATW
					Comments: Reserved for Pathways Pilot Program for First-Year Students.				

6. Create preferred and backup schedule options.

It is always recommended to have backup course options in mind in case your preferred courses fill up before you are able to register. Keep an eye on the enrollment of your preferred courses so that you will not be surprised that a course is full when you register.

You may want to review instructor ratings and a past syllabus for each course on [Bluebook](#) to help you determine which sections you prefer. You are able to search Bluebook based on faculty name or by course number (see the screenshots below for examples).

The University of Texas at San Antonio
home degree plans cost of attendance work study help/about faculty login

bluebook UTSA

Search:

- Course Subject
- Faculty
- Academic Department
- Keyword
(Course, Faculty and Keyword searches return up to four years of historical data.)
(Keyword search includes course titles and course descriptions.)

Search Results

Search by course subject, faculty name, department name or keyword, then enter text in the search field to see results.

Search field: Luna, [X]

Results list:

- Luna, Martha Alicia
- Luna, Veronica Marcela
- Luna, Carolyn
- Luna, Hector A
- Luna, Aaron B
- Luna, William
- Luna, Beverly Ann
- Luna, Christian Jude
- Luna, Cynthia Margarita
- Luna, Sierra Gabrielle
- Luna, Alyssa Cole
- Luna, Andrea Margarita
- Luna, David James
- Luna, Amberley L

Buttons: search, clear all

The University of Texas at San Antonio
home degree plans cost of attendance work study help/about faculty login

bluebook UTSA

Search:

- Course Subject
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- Keyword
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(Keyword search includes course titles and course descriptions.)

Search Results

Search by course subject, faculty name, department name or keyword, then enter text in the search field to see results.

Search field: HUM 2053 [X]

Results list:

- HUM 2053

Buttons: search, clear all

7. Schedule an appointment to see your advisor BEFORE your registration date.

If you have questions about any of the above steps or if you want to confirm that your registration plans are accurate, you can always schedule an appointment to meet with your advisor. It is always recommended to meet BEFORE your registration date so that any issues can be addressed ahead of time. The contact information for each advising center is available on the [Advising website](#).

8. Register for classes as early as possible.

It is always recommended that you register as early as possible in order to have the best chance of getting into your preferred courses. Waiting to register can mean missing out on a required course that could delay your graduation, so set calendar alert that will remind you of when registration begins.

For help with ASAP registration please refer to this [video](#) or these [instructions](#).

Good luck!