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).

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 Please note that both the "Worksheet" and "Plans" areas may be out-of-date if your advisor has not reviewed them recently.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.

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).

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)

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

- 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).

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).

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!