

Spring 2024 Registration Schedule

Spring registration starts October 30, 2023. Eligible students may register on [myUTSA Account](#) (formerly ASAP) as listed below. Eligible **students will have certain days and times to register** for their spring courses. See detailed instructions on the second page.

Who Can Register?

Classifications and Earned Credit Hours

Rows in white are the 1st designated timeframe for a specific group of students.
Rows in gray are the 2nd designated timeframe for a specific classification group.

When Can You Register?

Registration Timeframe

Only students indicated below can register during their specified timeframe.

Priority Populations	Registration Start/End Date
Eligible Veterans*	October 30, 7am – November 7, 6 am
Honors College & Business Honors Students	October 30, 7am – November 7, 6 am
ROTC Students	October 30, 7am – November 7, 6 am
ACP Teacher Certification Students	October 30, 7am – November 7, 6 am
Undergraduates who applied for Spring graduation by October 15	October 31, 7am – November 7, 6 am
Graduate Students	Registration Start/End Date
Doctoral Students	November 1, 7am – November 7, 6 am
Master's Students	November 1, 7am – November 7, 6 am
Seniors	Registration Start/End Date
110+ credit hours earned	November 2, 7am – November 7, 6 am
90-109 credit hours earned	November 3, 7am – November 7, 6 am
All Seniors	November 3, 7am – November 7, 6 am
Post Bacs & Online Only Programs	Registration Start/End Date
Post Bac Students	November 2, 7am – November 7, 6 am
Online Only Programs	November 2, 7am – January 5, 11:59 pm
Juniors	Registration Start/End Date
75-89 credit hours earned	November 6, 7am – November 13, 6 am
60-74 credit hours earned	November 7, 7am – November 13, 6 am
All Juniors	November 7, 7am – November 13, 6 am
Sophomores	Registration Start/End Date
45-59 credit hours earned	November 8, 7am – November 13, 6 am
30-44 credit hours earned	November 9, 7am – November 13, 6 am
All Sophomores	November 9, 7am – November 13, 6 am
Freshmen	Registration Start/End Date
10-29 credit hours earned	November 13, 7am – January 5, 11:59 pm
0-9 credit hours earned	November 14, 7am – January 5, 11:59 pm
All Freshmen	November 14, 7am – January 5, 11:59 pm

Non-Degree Seeking	Registration Start/End Date
Special/Non-degree seeking Undergraduate and Graduate Students	November 14, 7am – January 5, 11:59 pm

Open Registration	Registration Start/End Date
Registration open to all eligible continuing and new students	November 15, 7am – January 5, 11:59 pm

* Priority registration will be granted for all [eligible veterans and service members](#) who are currently utilizing GI Bill benefits.

Registration Instructions

1. Review the chart above to find your designated registration date and time.

Registration timeframes are based on student classification (your total earned credit hours).

- Each timeframe is a window of time students can register. It has a start date/time and close date/time for the indicated classifications.
- If you miss your first designated registration time period, there will be a second designated period for all students within your classification.
- If you miss the second designated registration time period, registration opens for all students on November 15, 2023.
- Waitlisting will be available starting November 15 at 7am. During early registration, October 30 to November 14, students will be allowed to add themselves to the waitlist, but notifications will NOT be sent out.
- Waitlist notifications will be sent out beginning November 15 at 7am. While it may look like there are open seats in courses when students drop, if there is a waitlist, those seats will be reserved for the students on the waitlist. Other students will not be able to register for those open seats. Once open registration begins, notifications will be sent out and the waitlist will resume as in previous semesters.

2. Prepare ahead of time prior to registration.

- **Check your registration status** → Log into [myUTSA Account](#) (formerly ASAP) to check your current classification and earned credit hours (*click on “Student Services”, then “Registration”, then “Select Term”, then “Check Registration Status”, then look under “Earned Credit” and add “transfer hours” and “institutional hours” to get your total earned credit hours*)
- **Check your holds and prerequisites** → Certain holds and prerequisites can prevent registration, so it is highly recommended that students address any holds or prerequisite overrides they have or need prior to their registration timeframe.

3. Register during your designated timeframe.

- **Login to myUTSA Account** (formerly ASAP) → Students must log onto their myUTSA Account student portal to register for, add or drop up to 19 semester credit hours. Please note students on probation or academic warning are limited to 13 credits.

Additionally, please note classroom (location) assignments will not be available during registration. Classrooms are assigned approximately two weeks before the scheduled start of the semester. Check out the [Spring 2023 Academic Calendar](#) for Payment Deadlines, Refund Deadlines, Drop & Withdrawal Deadlines, and other important dates! Lastly, this registration schedule is subject to change.

HELP → If you have questions about your classification (i.e., freshman, senior, etc.) or registration contact One Stop Enrollment at (210) 458-8000 or 1-800-669-0919. Students with Texas Success Initiative (TSI) holds are advised and registered by TSI Programs. TSI programs can be contacted at TexasSuccessInitiative@utsa.edu or 210-458-4498.