

### Fall 2016 – Registration/Add/Drop Time Frames

Transaction Type	Time Frame	<i>ASAP</i>	How/Where Registration/Add/Drop Overrides are Processed
<b>Open Registration</b>	3/31/2016 – 8/12/2016	Yes	By academic advisors or at the One Stop Enrollment Center with the written permission of the department/downtown associate dean’s office; <b>payment deadline is 8/16/2016 – students who do not pay by 8/16/2016 at 5:00 p.m. are charged a \$100 registration late payment fee.</b>
No Registration	8/13/2016-8/17/2016	No	No registration due to reporting requirements
<b>Waitlisting (12 hour notification period)</b>	8/18/2016-8/29/2016	Yes	Students notified from waitlist have 12 hours to register. Add forms cannot be processed if course has an active waitlist
Waitlisting Ends	8/29/2016	No	Students can no longer add to the waitlist. Pending notifications have until their stated deadline time
<b>Adding Courses</b>	8/18/2016 – 8/29/2016	Yes	The advisor/department/downtown associate dean’s office granting override permission processes most overrides. Students are billed for added courses and should view the amount they owe in <i>ASAP</i> .
	8/30/2016–9/8/2016	No	Students must complete an Add Form in the advisor/department/downtown associate dean’s office and return it to the One Stop Enrollment Center for processing during regular business hours. Students are billed for added courses and should view the amount they owe in <i>ASAP</i> . <b>Add forms now have an expiration date and should not be processed if date noted has expired.</b>
<b>Last day to Add Class</b>	10/7/2016	No	Last day to add a class (One month after census date) Students must show proof of payment and have all approved signatures.
<b>Dropping Courses (no grade)</b>	03/31/2016-9/8/2016	Yes	Students may not drop developmental courses via <i>ASAP</i> , but must go to their assigned advisor: Undecided students (listed with the major UND) and CAP students go to the Student Placement Advising Center. Freshmen through Seniors with declared majors, not in the Honor’s College, go to their assigned advisor in the advising center of the major. <a href="http://www.utsa.edu/advise">www.utsa.edu/advise</a> <ul style="list-style-type: none"> <li>Students in the Honor’s College go to Honor’s College Advising Center.</li> </ul>
<b>All Undergraduate &amp; Graduate Students Dropping Courses (automatic “W” grade)</b>	9/9/2016 – 10/25/2016	Yes	Students may not drop developmental courses via <i>ASAP</i> , but must go to their advising center. A “W” will be given for each dropped class.
<b>Withdrawal from all classes</b>	10/26/2016 – 12/05/2016	No/Yes	<b>Students on Financial Aid, International Students, and Student Athletes may not withdraw online.</b> Time frame for Undergraduate and Graduate students to withdraw from all classes; <b>an individual class may not be dropped.</b> A “W” will be given for each withdrawn class. International students and student athletes must have advisor approvals from the Office of International Programs or the Dept of Intercollegiate Athletics. Students on financial aid must submit a <b>paper withdrawal form to the One Stop Enrollment Center.</b> All other students can withdraw through <i>ASAP</i> until the deadline.
<b>Withdrawing from all classes before first day of class</b>	03/31/2016 – 8/22/2016	Yes	All students may drop all their classes including the last class via <i>ASAP</i> .
<b>Withdrawing from all classes beginning first day of class</b>	8/23/2016 – 12/05/2016	No/Yes	See the notes above for withdrawal from all classes

**Refund Percentages:**    8/22/16 - 100%                    8/29/16 - 80%                    9/6/16 - 70%                    9/13/16 - 50%                    9/20/16 - 25%

### Important Enrollment Dates

03/31/2016- 8/29/2016	Designated college/department staff and advisors have registration permission in Banner
8/23/2016	Classes begin
9/8/2015 9/20/2015	<b>Census Date - registration, section adjustments, course cancellations, etc. must be done by 5 p.m. in the Office of the Registrar; deadline to assign faculty</b> Second Census Date (20 <sup>th</sup> class day)-used for reporting requirements only. Enrolled students who have not paid tuition bills by this date will be assessed a \$100 fee and the courses will be dropped.
October 11, 2016	Mid-term grades due at 2:00 pm
12/8/2016 and 12/9/2016	Study days
12/10/2016 & 12/12/2016 – 12/16/2016	Final exams
12/10/2016 - 12/20/2016, 2 p.m. deadline	Faculty enter grades; Grades due 12/20/2016 at 2 p.m.

### SFAREGS Registration Status Codes

WS	Withdrawn student through Census Date-no grade	RP	Registered-Repeated course
WW	Withdrawn student after Census Date-automatic “W” grade	RW	Registered on Web
CC	Cancelled course	VC	Course registered and certified for a veteran
DC	Dropped course on desktop through Census Date-no grade	WC	Dropped course on desktop after Census Date-automatic “W” grade
DW	Dropped course on Web through Census Date-no grade	WL	Waitlisted course (not officially registered)
RE	Registered on desktop	XC	Dropped course on Web after Census Date-automatic “W” grade
RC	Reinstated Course-only available as an option in ASAP		
RN	Registered-not reported to Coordinating Board		

### Overrides during Late Registration

Type of Override	Exception Authority	Office Performing Override (Registrar’s Office and One Stop staff may process overrides if student is sent with signed registration forms)
Time Conflict	Faculty members teaching the two class(es) where conflict occurs, plus an advisor	Students bring the signed memo to College Advising Center for registration.
Major Restriction	Advisor or department/DT associate dean’s office	Advisor or department/downtown associate dean’s office
Prerequisite Courses	Advisor or department/downtown associate dean’s office	Advisor or department/downtown associate dean’s office
Corequisite Courses	Usually no override is required since Banner allows students to register in corequisite classes if the correct classes are selected.	If a student is to be registered in only one of the corequisite courses, only the advisor or department/downtown associate dean’s office for the course may perform the override.
Duplicate Sections	Usually no exception is required	Advisor or department/downtown associate dean
Undergrad Taking Graduate Course	Department/downtown associate dean’s office	Students bring the appropriate signed form to the One Stop Enrollment Center where they will be registered. (Forms at <a href="http://utsa.edu/registrar">utsa.edu/registrar</a> )
Graduate Taking Undergraduate Course for Graduate Credit	Department/Graduate School	Students bring the appropriate signed form to the One Stop Enrollment Center where they will be registered. (Forms at <a href="http://utsa.edu/registrar">utsa.edu/registrar</a> )
Closed Section	Advisor, department/downtown associate dean’s office	Advisor or department/downtown associate dean’s office (Independent Study courses require a form to be completed with all approval signatures and returned to ESC.)

Exceeds 19 Hour Maximum For <i>ASAP</i> Registration	Advisor	Advisor NOTE: Students on probation are limited to registering for 13 semester credit
Advisor Approval	Advisor or department/downtown associate dean's office	Students usually add courses by <i>ASAP</i> after the advisor or department/downtown associate dean's office staff member enters the appropriate override code in Banner.

**REMINDER TO ADVISORS AND DEPARTMENT/COLLEGE STAFF RESPONSIBLE FOR REGISTRATION OVERRIDES**

1) Check the Banner SFAREGS *Holds* field. If *Y*, refer the student to that office to clear the hold. 2) Check the Banner SFAREGS *Status* field. If Eligible, determine if the student is registered for any classes. If not registered, remind the student to pay by the appropriate deadline. If already registered, the student will be billed for any added class and should view the amount owed in *ASAP*. Proceed with the registration in Banner. If the *Status* field is anything other than Eligible, refer student to the One Stop Enrollment Center.

**ADD FORMS**

Once Late Registration is over, but the date is on or before Census Date, if an admitted student without holds needs to add a course, check whether the student has registered. If registered, then complete an Add Form and return it to the student to bring to One Stop for processing. The student will be billed. **After Census Date**, if not registered, complete an Add Form with all approvals. **Student must pay for class(es) and bring add forms and payment receipt to One Stop** for processing. **\*Students are not permitted to register after the close of the late registration period, except in extenuating circumstances. Adding a course after the late registration period requires the approval of the course instructor, the academic advisor, and the chair of the department offering the course. After the Census Date, approvals include the Dean of the College offering the course and the Associate Dean of Undergraduate Studies or the Dean of the Graduate School. One month after the Census Date is the last day to accept add forms. Add forms now have a valid until field. Do not process after valid until date.**

Special Situation	Office with Responsibility	Special Instructions
TSI holds	Advising Centers  Testing Services	<b>Undecided</b> students (listed with the major UND) and <b>CAP</b> students go to the Student Placement Advising Center. Freshmen through Seniors with <b>declared majors</b> go to their assigned advisor in the advising center of the major. <a href="http://www.utsa.edu/advise">www.utsa.edu/advise</a> Students in the <b>Honor's College</b> go to Honor's College Advising Center.  Students who are special undergraduates with TSI holds.
Freshmen	<b>Undecided students</b> and <b>CAP</b> students go to the Student Placement Advising Center. Freshmen through Seniors with <b>declared majors</b> go to their assigned advisor in the advising center of the major. <a href="http://www.utsa.edu/advise">www.utsa.edu/advise</a> Students in the <b>Honor's College</b> go to Honor's College Advising Center.	<b>New freshmen</b> must complete orientation and advising prior to registration; continuing freshmen must be advised prior to registration and may have holds if they have not been advised.
Athletes	Intercollegiate Athletics Academic Advisor	Athletes with Texas Success Initiative holds must be sent to the Intercollegiate Athletics Advisor.
Other holds	Holds must be cleared before registration occurs.	Note: Orientation holds should be referred to Orientation and Family Services
Honors courses	University Honors College Office	Includes HON and honors sections of other disciplines
Independent Study courses	Approval signatures required up through deans' level	Independent Study courses require a form to be completed and returned to ESC by the student.
Dropping developmental courses	Through the respective advising center	<u>All</u> students requesting to drop developmental courses must be referred to their respective advising center.
Adjustment due to course cancellation	Advisor or department/associate dean's office	After the first week of class, Drop/Add forms must be completed, approved and brought to the ESC.