

## SPRING 2017 REGISTRATION SCHEDULE

Eligible students may register on *ASAP* ([my.utsa.edu](http://my.utsa.edu)) as listed below. If you have questions about your classification (i.e., freshman, sophomore, etc.) contact One Stop Enrollment at 458-8000 or 1-800-669-0919 before attempting to register. Students in the Post Baccalaureate Teacher Certification Program with questions regarding status should contact the College of Education and Human Development Advising and Certification Center, MB, 3.214, (210) 458-4424.

Students with Texas Success Initiative (TSI) holds, are advised and registered by their assigned academic advisor. The student may find their academic advisor by logging into ASAP <http://www.utsa.edu/advise/docs/ASAPAdvisorSteps.pdf>

**HOURS:** The system is available for registration Monday–Sunday, virtually 24 hours per day. It is down briefly for backup each evening, and from 5 p.m. to 8 a.m. on registration, payment, and census deadlines. Students may register for, add, and drop up to 19 semester credit hours via ASAP.

| STUDENT CLASSIFICATION  | REGISTRATION BEGINS  |
|---|----------------------|
| Doctoral and Graduate Students (degree seeking)                 | 7:00 a.m. October 31 |
| Teacher Certificate   | 7:00 a.m. October 31 |
| Seniors (115-150+ credit hours earned)                          | 7:00 a.m. Nov 1      |
| Seniors (90-114 credit hours earned)                            | 7:00 a.m. Nov 2      |
| Post Bac Students   | 7:00 a.m. Nov 3      |
| Juniors (60-89 credit hours earned)                             | 7:00 a.m. Nov 7      |
| Sophomores (30–59 credit hours earned)                          | 7:00 a.m. Nov 8      |
| Freshmen (10-29 credit hours earned)                            | 7:00 a.m. Nov 9      |
| Freshmen (0-9 credit hours earned)                              | 7:00 a.m. Nov 10     |
| Special Undergraduates/Special and Non-Degree seeking Graduates | 7:00 a.m. Nov 11     |

### [How to find your credit hours in ASAP](#)

Log on to ASAP, click on STUDENT SERVICES, click on REGISTRATION, click on SELECT TERM, click on CHECK REGISTRATION STATUS. Look for credit hours under EARNED CREDIT; add transfer hours and institutional hours to get the total. Registration is based on TOTAL credit hours.

Classroom assignments will not be available until approximately two weeks before the scheduled start of the semester. Students who register will not be given classroom information at the time of registration. Approximately two weeks before the semester begins, classroom information will be available on ASAP.