

Course Registration - Computer Lab

New Student Orientation-Fall 2014

Step-by-Step Instructions

STEP 1: DO NOT TAKE THIS PAPER!! ***PLEASE LEAVE THIS SHEET IN THE COMPUTER LAB FOR OTHER STUDENTS***

STEP 2: Turn in your **plastic name badge** to the box at the front. You can **keep** the paper tag & the lanyard.

STEP 3: REQUIRED - Complete the anonymous **new student orientation survey**. Click the link [HERE](#)
(or type in this link: <http://studentvoice.com/utsa/newstudentorientationevaluation>)

STEP 4: REQUIRED - Follow the "Class of 2018" **Rowdy Link** Registration Instruction Card (student orgs interest)

STEP 5: Locate ASAP via the **UTSA homepage** (utsa.edu) by selecting **myUTSA** then **ASAP**. Click on **login to ASAP**.

STEP 6: Log In to ASAP

In the **User ID** space, enter your **myUTSA ID** (ex: abc123)

In the **PASSPHRASE** space, enter your passphrase.

- This is the passphrase you created when you registered for orientation.
- If you have a problem, please raise your orange sheet in the air for assistance, on OL will be there shortly.

STEP 7: Click on the grey **Student Services** tab located at the top of the screen.

Click on **Registration** located on the left hand side of the screen.

Click on **Register for Classes, add/drop classes** located to the left hand side of the screen.

STEP 8: Change your **Select a Term** to **Fall 2014**, Click **Submit**.

STEP 9: Scroll to the bottom of the screen to the **Add Classes Worksheet** section.

In each box marked **CRNs** (Course Registration Numbers) enter the "5 digit call number" for each course you will be taking. (You should have already received these CRNs during your academic advising appointment)

STEP 10: After entering all your classes CRNs click **Submit Changes**.

- Once the page loads there should now be a section titled **Current Schedule** with your course information (review for errors).
- If a course you selected is no longer available, you may review your course availability sheet or click on class search to search for additional class times and availability.

Printing - Inside the Course Registration Lab OR if you are connected to a printer:

STEP 11: Once all classes are registered for, proceed by clicking on the **Student Services** tab again.

Click on **Registration** once again.

STEP 12: Click on **Student Schedule by Day & Time**.

Type **09/08/2014** in the 'Go to Box' on the right hand side of the screen and Click **Submit**. This is the third week of classes (for a full week view).

Please **review** to make sure everything is correct.

STEP 13: **Right Click** and scroll to **Print** OR press **Ctrl + P** and print to the **LEC** printer (if inside lab).

STEP 14: Scroll to the bottom of the screen and select **Account Summary by Term** to view your bill.

STEP 15: **Right Click** and Scroll to **Print** OR press **Ctrl + P** and print to the **LEC** printer (if inside lab).

STEP 16: Please listen for your name to be called to receive your printed items (if inside lab).

STEP 17: Once you've received your documents, please let us know if you have any more questions!

DON'T FORGET TO EXIT OUT OF YOUR ASAP ACCOUNT! See you in the fall!