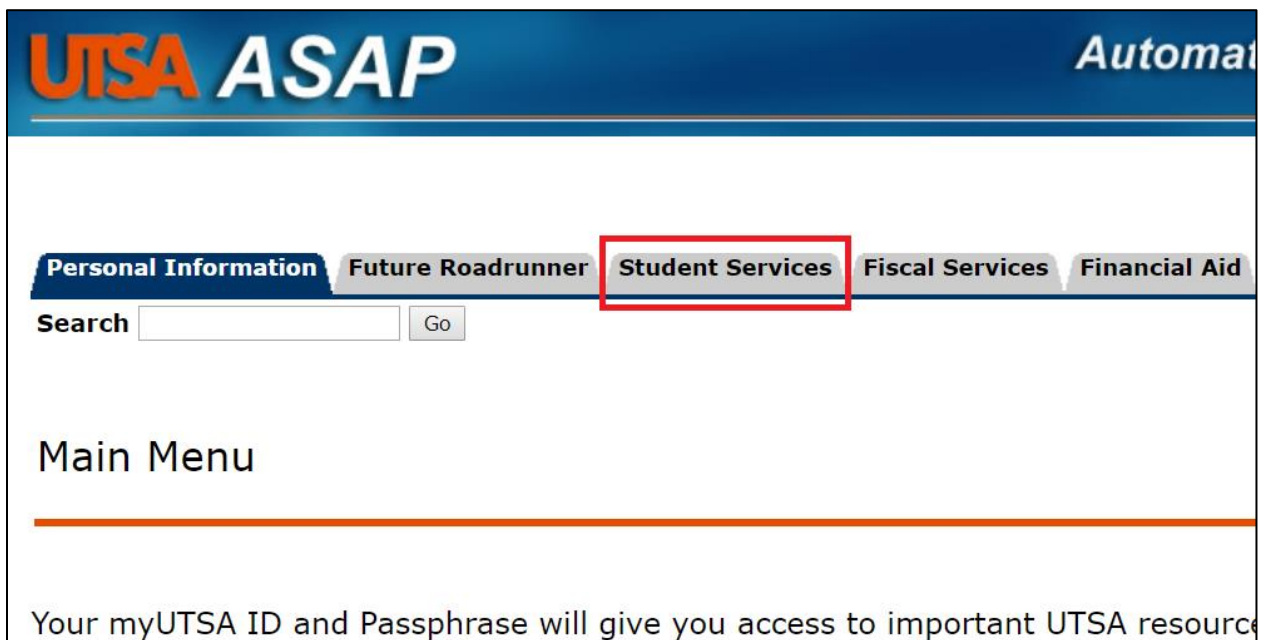


How to Check Your Registration Status in ASAP

This document outlines the steps taken by a student to check their registration status in ASAP. Students will receive a personalized email from the Registrar's Office regarding their registration dates and times, but they can also view this information in ASAP.

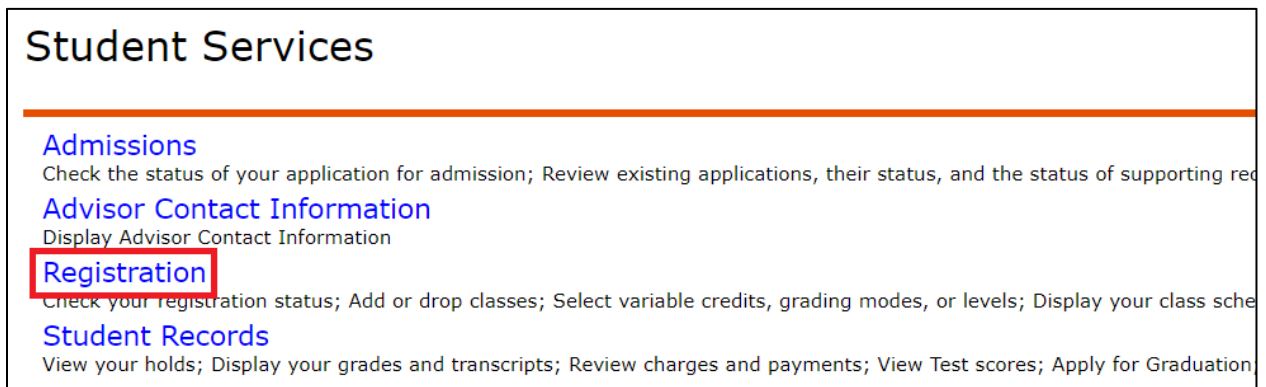
If a student has any questions related to their registration status, direct them to the Registrar's Office in **Multidisciplinary Studies building (MS) 2.02.24**. More information can also be found on the [Registration page](#) of the One Stop website.

1. After logging in to ASAP (asap.utsa.edu), click the "Student Services" tab.



The screenshot shows the top navigation bar of the UTSA ASAP website. The logo "UTSA ASAP" is on the left, and "Automat" is partially visible on the right. The navigation tabs are: "Personal Information", "Future Roadrunner", "Student Services" (highlighted with a red box), "Fiscal Services", and "Financial Aid". Below the tabs is a search field with the text "Search" and a "Go" button. Underneath is a "Main Menu" section with a horizontal line. At the bottom of the screenshot, it says "Your myUTSA ID and Passphrase will give you access to important UTSA resource".

2. Click on the "Registration" link.



The screenshot shows the "Student Services" page. The title "Student Services" is at the top. Below it is a horizontal line. The page lists several links: "Admissions" (Check the status of your application for admission; Review existing applications, their status, and the status of supporting rec), "Advisor Contact Information" (Display Advisor Contact Information), "Registration" (highlighted with a red box) (Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class sche), and "Student Records" (View your holds; Display your grades and transcripts; Review charges and payments; View Test scores; Apply for Graduation).

3. Click on the “Check Your Registration Status” link.

Registration

Registration Eligibility: If you have not been enrolled at UTSA for the last three semesters, or were a **deadline**. Visit the [Future Roadrunner webpage](#) for more information about reapplying to UTSA.

Fall Registration is Closed

See [the schedule](#) for exact dates/times on when registration is open based on your classification.

Be sure to check your **pre-requisites** before you register for classes.

[Registration Help](#)

[Select Term](#)

[Schedule Planner New!!!](#)

Create the perfect class schedule.

[Schedule Planner Registration Cart](#)

[Register for classes, add / drop classes, withdraw from university](#)

[Check Your Registration Status](#)

[Schedule of classes](#)

4. In the dropdown menu, select a term.

Select Term

Select a Term:


- Fall 2020 (View only)
- Spring 2020 (View only)**
- Fall 2019
- Summer 2019 (View only)
- Spring 2019 (View only)

5. Confirm your Classification and Earned Credit Hours.

Note: Students need to combine **UTSA (Institutional)** hours and **Transfer** hours to determine their **Total** earned hours. If a transcript is processed or a student accepts AP/CLEP credit, their Total earned hours and Classification could change. **It is recommended that students check their registration status several times before registration begins.**

Check Your Registration Status:

@01234567 Jon Snow
Spring 2020
Oct 03, 2019 12:05 pm

 Displayed below are various items which may affect your registration. Your Time Ticket, Holds, Academic Standing, Student Status, Class, and Curriculum may prevent registration or restrict the courses you will be permitted to select.

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing is Academic Good Standing which permits registration.
- ✓ Your Student Status permits registration.

Your Class for registration purposes is **Freshman.**

Earned Credit

Level	Type	Hours
Undergraduate	Institutional	27.000

6. View the Registration Schedule for the term at the top of the [Schedule of Classes](#) page.

Schedule of Classes

Registration Information	Spring Information	Summer Information	Fall Information	Courses Offered in the Past 3 years (By Semester)
Registration Instructions 3-Year Calendar (.pdf file)	Registration Schedule (.pdf file) Academic Calendar (.pdf file) Final Exams Schedule (.pdf file)	Registration Schedule (.pdf file) Academic Calendar (.pdf file) Final Exams Schedule (.pdf file)	Registration Schedule (.pdf file) Academic Calendar (.pdf file) Final Exams Schedule (.pdf file)	

Schedule

- Required selections -

Term:	<div style="border: 1px solid gray; padding: 2px;"> Fall 2019 Spring 2020 </div>	Subject:	<div style="border: 1px solid gray; padding: 2px;"> Academic Inquiry & Scholarship (AIS) Accounting (ACC) Advanced Materials Engineering (MATE) Aerospace Studies (ASC) Affiliated Studies (AFS) African American Studies (AAS) </div>
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Select multiple subjects by using the mouse with the Ctrl or Shift key.

7. Find your Classification and Total Earned Credit Hours on the Registration Schedule to determine your registration dates.

Note: Students have more than one chance to register. For instance, a Freshman with 27 earned hours could register from November 18th at 7:00 AM to November 19th at 6:00 AM. They would then be able to register again during the “All Freshman” dates (from November 21st at 7:00 AM to November 25th at 6:00 AM). More information can also be found on the [Registration page](#) of the One Stop website.

Spring 2020 Registration Schedule

Spring Registration starts October 21, 2019, and will close January 10, 2020. 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	
Eligible Veterans	Oct. 21, 7am - Oct. 23, 6am
Honors College Students	Oct. 21, 7am - Oct. 23, 6am
ROTC Students	Oct. 21, 7am - Oct. 23, 6am
ACP Teacher Certification Students	Oct. 22, 7am - Oct. 23, 6am
Undergraduates who applied for spring graduation w/ 80% completion in DegreeWorks	Oct. 23, 7am - Oct. 25, 6am
All Priority Populations Listed Above	Oct. 25, 7am - Oct. 28, 6am
Graduate Students	
Doctoral Students	Oct. 22, 7am - Oct. 23, 6am
Master's Students	Oct. 24, 7am - Oct. 25, 6am
All Graduate Students	Oct. 25, 7am - Oct. 28, 6am
Seniors	
126+ credit hours earned	Oct. 28, 7am - Oct. 29, 6am
111-125 credit hours earned	Oct. 29, 7am - Oct. 30, 6am
100-110 credit hours earned	Oct. 30, 7am - Oct. 31, 6am
90-99 credit hours earned	Oct. 31, 7am - Nov. 1, 6am
All Seniors	Nov. 1, 7am - Nov. 4, 6am
Post Bacs	
Post Bac Students	Nov. 1, 7am - Nov. 4, 6am
Juniors	
80-89 credit hours earned	Nov. 4, 7am - Nov. 5, 6am
70-79 credit hours earned	Nov. 5, 7am - Nov. 6, 6am
60-69 credit hours earned	Nov. 6, 7am - Nov. 7, 6am
All Juniors	Nov. 7, 7am - Nov. 11, 6am
Sophomores	
50-59 credit hours earned	Nov. 11, 7am - Nov. 12, 6am
40-49 credit hours earned	Nov. 12, 7am - Nov. 13, 6am
30-39 credit hours earned	Nov. 13, 7am - Nov. 14, 6am
All Sophomores	Nov. 14, 7am - Nov. 18, 6am
Freshmen	
20-29 credit hours earned	Nov. 18, 7am - Nov. 19, 6am
1-19 credit hours earned	Nov. 19, 7am - Nov. 20, 6am
0 credit hours earned	Nov. 20, 7am - Nov. 21, 6am
All Freshmen	Nov. 21, 7am - Nov. 25, 6am