Waitlisting @ UTSA

How to Waitlist in ASAP

- 1. Log in to <u>ASAP</u> using your myUTSA ID (abc123)
- 2. Click on Student Services.
- 3. Click on Registration.
- 4. Click on Register for classes, add/drop classes, withdraw from University.
- 5. From the drop-down list, select the term for which you want to register/waitlist, then click the **Submit** button.
- 6. On the Add/Drop Classes page...
 - Enter the CRN(s) of the classes you want to register/waitlist for under the Add Classes Worksheet.
 - Click the Submit Changes button.
- 7. If the class is closed/full because it has met its set maximum enrollment, you will be notified under **Registration Add Errors**.
- 8. If there is a waitlist available, under **Registration Add Errors** the action field for the class will have a drop down box to make a selection: *None* or *Waitlist*.
- 9. To add yourself to the waitlist for the section...
 - Select *Waitlist* from the drop-down list under Action for the class.
 - Click the Submit Changes button.
- **10.** If you have been successfully waitlisted for the class, you will see it in the **Current Schedule** section as **Waitlist on DATE**.
- **11.** If any errors prevented you from getting onto the waitlist for the class, they will show in the **Registration Add Errors**.
- **12.** If a seat becomes available in the class, and you are the next in line, a notification will be sent to your priority email address, as selected in ASAP. You will then have until the stated deadline time in the email to register for the class.
- 13. For further information...
 - For directions on checking your position on the waitlist, see page 2 of this guide.
 - For directions on registering from the waitlist, see page 3 of this guide.
 - For frequently asked questions or more information, see the Waitlist Information website.
 - For directions on changing your preferred email, see Email Accounts on Ask Rowdy.

Waitlisting @ UTSA

How to view your position on the Waitlist in ASAP

- 1. Log in to <u>ASAP</u> using your myUTSA ID (abc123)
- 2. Click on Student Services.
- 3. Click on Registration.
- 4. Click on Student Detail Schedule.
- 5. Select the term for which you want to check, and click the Submit button.
- 6. Scroll down to the information about the class in question.
- 7. The Status field will show if you are currently registered or on the waitlist and the date it occurred.
- 8. The Waitlist Position field will show your current place in line on the Waitlist.
 - A position of 0 means you have been notified of a seat available.
- 9. The *Notification Expires* field will show the deadline time, if you have been notified.
 - A waitlisted class could remain on your schedule for up to 1 hour after the deadline time has passed.
 - Once the notification has expired, you will not be able to register for the class, regardless if it is still on your schedule.

10. If you no longer want or need a waitlisted class, you can drop it from your Add/Drop Classes.

- Click on Add/Drop Classes at the bottom of the Student Detail Schedule.
- Select Drop Course no grade Web from the drop-down list under Action for the class.
- Click the **Submit Changes** button.
- You will be removed from the waitlist for the class.

11. For further information...

- For directions on adding yourself to a class waitlist, see page 1 of this guide.
- For directions on registering from the waitlist, see page 3 of this guide.
- For frequently asked questions or more information, see the Waitlist Information website.

Rev102611

Waitlisting @ UTSA

How to Register from the Waitlist in ASAP

- 1. If you have received an email notification, you must register yourself for the waitlisted class before the deadline time listed in the email.
 - The deadline time is usually 24 hours from when the email was sent. Your notification email will state the actual deadline time/date.
 - On the last day of Registration (not Late Registration), the deadline will be 5 PM.
- 2. Log in to <u>ASAP</u> using your myUTSA ID (abc123)
- 3. Click on Student Services.
- 4. Click on **Registration**.
- 5. Click on Register for classes, add/drop classes, withdraw from University.
- 6. Select the term for which you want to register, and click the Submit button.
- 7. Under your Current Schedule, find the waitlisted class that you have been notified about.
- 8. Select **Web Registered** from the drop-down list under Action for the class.
- 9. Click the Submit Changes button.
- 10. If you have been successfully registered for the class, the **Current Schedule** will show ****Registered**** or ****Web Registered**** for the class.
 - Being on a class waitlist does not guarantee successful registration. Make sure you are eligible to take the class.
 - If you receive any **Registration Add Errors**, you will need to clear these before the deadline before you will be able to register for the class.
- 11. If you no longer want or need a waitlisted class, you can drop it from your Current Schedule.
 - Select *Drop Course no grade Web* from the drop-down list under Action for the class.
 - Click the **Submit Changes** button.
 - You will be removed from the waitlist for the class.

12. For further information...

- For directions on adding yourself to a class waitlist, see page 1 of this guide.
- For directions on checking your position on the waitlist, see page 2 of this guide.
- For frequently asked questions or more information, see the Waitlist Information website.