1. Student logs in Student Forms using ABC123 and Passphrase. Form is accessible from One Stop page: https://onestop.utsa.edu/forms/registrar/

2. Student will select “Late Registration Form” from the drop down menu and click create form
3. Student will select Term and Full Term, click “Continue To Form”

Late Registration - Term Selection

Please select the term for which you would like to complete a form submission.

Select Term:

Fall 2020

Select Part Of Term:

Full Term “1” (08/24/2020 - 12/5/2020)

Continue To Form

4. Enter the CRN of the course you would like to request to register for late and click “Search”

Late Registration Form

Instructions
Late Registration cannot be submitted if:
1. Registration is open on ASAP
2. You have a hold that prevents registration
3. The class you are trying to add has an active Waitlist
4. Census Date has passed

Student Information
First Name: Preferred  Last Name: Davox  myUTSA ID: feg302
Major: Economics  Minor: 
Preferred Email:  Phone: 

Course Search (Term: Fall 2020)
CRN:
17991

Search
Note: CRN can be found on the class schedule:
https://asap.utsa.edu/pls/prod/xwskschd.P_UTSA_OpenSch

5. Verify the course information populated by the CRN requested. If correct, click submit. If incorrect, select clear and enter correct CRN

6. Confirmation will appear, request will be routed to instructor for approval/denial