

# UTSA Registrar

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## Registration Instructions

### Verify that you are eligible to register for classes on ASAP

1. Log in to ASAP (<https://asap.utsa.edu/>)
2. Click on "Student Services"
3. Click on "Registration"
4. Click "Select Term" and enter correct term
5. Click "Check your Registration Status"

### Search for classes

1. Log in to ASAP (<https://asap.utsa.edu/>)
2. Click on "Student Services"
3. Click on "Registration"
4. Click on "Schedule of Classes"
  - If you have difficulty finding courses that fit your schedule, use the Time Blocks at the bottom of the Schedule of Classes page to search for open sections of courses.
  - You can search for classes specifically at the UTSA Downtown or Main campuses by using the Class Search feature and checking Main Campus only or Downtown Campus only on the Schedule of Classes. Downtown Campus course section numbers usually begin with "9," such as 901, while Main Campus section numbers usually begin with "0."

### Register for classes using ASAP

1. Log-in to ASAP (<https://asap.utsa.edu/>)
2. Click on "Student Services"
3. Click on "Register for classes, add/drop classes, withdraw from university"
4. Search the class schedule for CRNs of courses you wish to register for and enter into the ADD classes worksheet
5. When finished, click "Submit Changes"

### View your schedule for accuracy

1. Click on "Student Services"
2. Click on "Registration"
3. Click on "Student Detail Schedule" – You can also see your Current schedule from the main registration page

### Add/drop or waitlist classes

1. From the Registration page, you can **add** a class by entering another CRN.
2. From the Registration page you can **drop\*** a class by selecting the action of "drop" from your current schedule.

3. From the Registration page, you can **waitlist** a class by selecting the action of “waitlist” from the drop down menu (For more information on waitlisting visit <https://onestop.utsa.edu/registration/waitlisting/>)

\*You cannot drop your last class. You must withdraw.

## Withdraw from the University

From the Registration page on ASAP (<https://asap.utsa.edu>), read the information concerning **withdraw** at the top of the page and follow instructions

## Registration Error Messages

For various reasons, sometimes the classes that you try to add to your schedule in the Add Classes Worksheet do not work and registration errors result. Below is a list of the most common registration error messages along with their explanation.

- **Time Conflict** – You have attempted to register for two classes that have identical or overlapping times. This error message gives you the CRN of the class that is preventing you from registering. If you need the class that you just tried to register for, then drop the class that is currently listed on your schedule. If the classes only have a brief time overlap and both classes are needed, then a memo of permission from each instructor must be brought to the Registrar’s Office (MS 2.02.24) to have the time conflict overridden.
- **CRN Does Not Exist** – You have attempted to enter a CRN that is not presently in the Schedule of Classes. Often this is a typing error; double-check the CRN that was entered for accuracy. Possibly you may be in the wrong term and there is no matching CRN for the term that you are trying to register.
- **CORQ\_Course CRN REQ** (example: CORQ\_SPAN 1020 REQ) – Some courses require that you register for two classes at the same time, such as lecture and lab classes. These types of classes are referred to as corequisites. For example, SPN 1014 is the lecture portion of the class that needs to be taken with SPN 1020, the required lab activity associated with the class.
  - When registering for classes that require corequisites, both CRNs must be added in the Add Classes Worksheet at the same time. The CORQ error message gives you the Course ID and possibly the CRN of the missing corequisite that you should enter in the Add Classes Worksheet along with your initial CRN.
- **Duplicate Section** – You are currently registered for another section of this course. If you are trying to switch sections, you must drop the current registered section while adding the new section at the same time.
- **Linked Course Required** – This course has a linked class or lab section that requires concurrent enrollment. When registering, make sure to enter both CRN’s at the same time before clicking on the “Submit” button.
- **PREQ and TEST SCORE-ERROR** – Many courses require prerequisite courses or placement tests be completed before you can register for the course. ASAP will screen for designated prerequisites on specific departmental courses. Prior to registering for a course, you can check the prerequisites for it in the current catalog by clicking on the course subject or number in the Schedule of Classes.

- In certain circumstances, students may request permission from academic advisors, department chairs, associate deans, and/or instructors to register for a course without having the specified prerequisite completed or in progress. You can click on the Got Prereqs? link in the Schedule of Classes for more information.
- **Independent Study approval req** – You may not register for Independent Study courses by ASAP. Fill out the Independent Study Course Form, obtain the authorizations, and bring the form to the One Stop Enrollment Center. The form is reviewed and you are registered manually.
- **Level Restriction** – This error message appears when you are an undergraduate student attempting to register for graduate level courses without proper authorization. Please see your advisor if you have questions about this registration error message.
- **Major Restriction** – Courses with this message status require that you be listed as a major in whatever program of study is required for admission to these classes. Please see your advisor if you have questions about this registration error message.
- **Student Attribute Restriction** – Some course sections are only available to students in specific programs (e.g. honors). This message appears when you have tried to add a course and you are not in the specific program required for enrollment. To see if a section is only being offered to students in a specific program, visit the class schedule and view the comments listed for the course.
- **Other Special Approval Restrictions** – Contact the advising or department office of the requested course or the office specified in the error message.

### **Independent Study and Other Courses Requiring Special Approval**

You may not register for Independent Study courses in ASAP. You must obtain an Independent Study Course Form online (<https://onestop.utsa.edu/forms/registrar/>), in the department office offering the course, or from the One Stop. Complete the form, obtain the authorizations, and bring the form to One Stop during your designated registration time.

- To register for courses that require special approval, contact the advisor or department office authorizing enrollment in the course. Once authorization has been obtained, in most cases you can register for the class via ASAP.

### **Auditing Courses**

- Review the Audit Checklist and complete an Audit Course Form for each course to be audited.
- Approval of the course instructor and the Chair of the Department in which the course is offered is required. Participation of an auditor in class is at the discretion of the instructor.
- Auditors are allowed on a space available basis after all students registering for credit have been accommodated.
- Review the Audit Checklist for detailed audit information (<https://onestop.utsa.edu/forms/registrar/>)

## **Tuition and Fees**

Bill are **not** mailed and may be obtained on ASAP through Rowdy Pay. To find Registration Payment Deadlines, visit <http://www.utsa.edu/fiscalservices/deadlines.cfm>.

## **Help with Registration**

If you experience difficulty accessing registration records, please email [onestop@utsa.edu](mailto:onestop@utsa.edu). If you receive a message you do not understand, make a note of the message. If it is a problem with your admission file, call (210) 458-8000 during One Stop's business hours and select the appropriate option.