

UTSA[®]

The University of Texas at San Antonio[™]

Office of the Registrar

Grade Mode Change via ASAP

April 7, 2020

Change Grade Mode to CR/NC via ASAP

UTSA has adopted an optional Credit/No Credit (CR/NC) "pass/fail" grading system for undergraduate and graduate courses for the Spring 2020 semester.

- You will have been notified by your instructor if your course has been designated as eligible for this grading option.
- The option will be available beginning at noon, Monday, April 20, 2020 on ASAP.
- You will have until 5 p.m., May 8, 2020 to choose the Credit/No Credit grade option. Use the following steps in ASAP to change to a Credit/No Credit option for your course(s).

1. Log in to ASAP at asap.utsa.edu

ASAP

Automated Student Access Program

myUTSA ID

Passphrase

[Forgot Passphrase](#)

Login

This is a logon server for multiple applications, do not bookmark this page.

Please exit your Web browser and/or log out completely when you are done accessing services that require authentication, especially if you are using a public computer or kiosk.

[Acceptable Use Policy](#)

This computer application is the property of The University of Texas at San Antonio. Improper or unauthorized use of this application may lead to criminal prosecution or other disciplinary action. Use of this application, authorized or unauthorized, constitutes consent to monitoring of the system and the user's acknowledgement of accountability and responsibility.

Log in to ASAP to:

- Register for classes
- Add/drop classes
- Apply for or accept financial aid
- Order a parking permit
- Check registration status
- Check admissions application status
- Apply for graduation
- DegreeWorks

Order official UTSA transcripts

For more information, check out the Registrar's Office Transcript Services webpage: <https://utsa.edu/registrar/transcripts>

Order your transcript: <https://transcript.utsa.edu>

FERPA/Proxy Users

FERPA/Proxy Users can manage or access resources on behalf of someone else. To log in, access must be previously granted by the student via ASAP (UTSA's student portal).

Use the following link to log in to your Proxy account: [Proxy Access Login](#)

Announcements

PHISHING Alert!

Federal Student Aid (FSA), an office of The Department of Education, has reported a malicious phishing campaign that may lead to potential fraud related to student refunds. While UTSA has not been affected by these phishing schemes, multiple higher education institutions have reported attempts to gain student ID and password information for the purpose of re-directing student refunds. UTSA will never ask you to verify your user ID or password. If you receive any emails requesting that you provide that information, DO NOT click on any link or reply. If you suspect suspicious activity related to your student refund, please contact Fiscal Services at 210-458-6037 or at fiscal.services@utsa.edu. Students can verify their current direct deposit information by clicking on "Direct Deposit" under the Fiscal Services tab within ASAP.



For technical support on your personal devices, visit our [Tech Café on the Paseo](#) location.

Innovate and Create with Adobe

Adobe Creative Cloud software is now available in UTSA classrooms and UTS Computing labs.

Find more student technology resources on the [UTS website](#).

2. Select the “Student Services” tab and Registration Menu.

The screenshot displays the UTSA ASAP (Automated Student Access Program) website. At the top, the UTSA logo and name are visible. Below the header, a navigation bar contains several tabs: Personal Information, Future Roadrunner, Student Services (which is highlighted), Fiscal Services, Financial Aid, FERPA Release, MyUTSA mail, ASAP FAQ, and Software Downloads. A search bar is located below the navigation bar, and a 'Go' button is next to it. To the right of the search bar, there are links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled 'Student Services' and lists various services with brief descriptions:

- [Admissions](#)
Check the status of your application for admission; Review existing applications, their status, and the status of supporting requirements; Accept Gateway Program Offer.
- [Advisor Contact Information](#)
Display Advisor Contact Information
- [Registration](#)
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.
- [Student Records](#)
View your holds; Display your grades and transcripts; Review charges and payments; View Test scores; Apply for Graduation; Verify Enrollment; Order an Official Transcript; Access Degree Works
- [Graduate School](#)
Request a Change of Catalog; Request an Application Deferral; Display Student Conditions; Confirm Intent to Enroll.
- [Financial Aid](#)
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.
If you are wanting to Accept/Decline Awards, follow this Financial Aid link, then click on My Award Information and then click on Accept Award Offer by Aid year. Follow instructions on the page.
- [Fiscal Services](#)
This menu provides a link to all online payment options and account balances.
- [Orientation Reservation System](#)
For incoming undergraduate freshman and transfer students - Orientation is mandatory
- [Testing Services Office \(Test Registration\)](#)
Preview dates and times and register for: Texas Success Initiative exam (TSI), Math placement (precalc/calculus course placement), Chemistry placement, Competency-Based testing, JUMP Start and Boot Camp Math events, Accuplacer (teacher certification students only), FACT and PACE.
- [TExES Practice Exams Registration](#)
TExES Practice Exams Registration for Texas Examinations of Educator Standards
- [Campus Services Parking Division](#)
Campus Services Parking Division - Use this link to view parking information (vehicles, permits, citations) and to pay citations; To reload Fast Pass or view Fast Pass transactions.
- [UTSACard](#)
Use this link to access all the online capabilities of your UTSACard.
- [Authorization for TSI score report download to UTSA \(PPRD\)](#)

3. From the Registration menu select “Change Class Option.”

The screenshot shows the UTSA ASAP (Automated Student Access Program) website. At the top, there is a navigation bar with the UTSA logo and the text 'Automated Student Access Program' and 'The University of Texas at San Antonio'. Below this is a secondary navigation bar with links for 'Personal Information', 'Future Roadrunner', 'Student Services', 'Fiscal Services', 'Financial Aid', 'FERPA Release', 'MyUTSA mail', 'ASAP FAQ', and 'Software Downloads'. A search bar is located below the navigation bar, and there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Registration' and contains a 'Registration Eligibility' section. A large blue box highlights registration dates: 'Summer 2020 registration begins the week of March 2. The last date to register for a summer term is July 6.', 'Be sure to check your holds and pre-requisites prior to your registration. More information can be found at onestop.utsa.edu/summer. A full list of important dates and deadlines, including payment deadlines can be found in the [academic calendar](#).', 'Fall 2020 registration begins March 23-April 27.', and 'See the [registration schedule](#) to find your specific registration date based on your classification and earned hours. Be sure to check your holds and pre-requisite prior to your registration date.' Below this box is a link for 'Registration Help'. The bottom section of the page lists various registration-related links: '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', 'Change Class Options', 'Student Schedule by Day & Time', 'Student Detail Schedule', 'Account Summary by Term', 'Account Detail by Term', 'Credit Card Payment', 'Select this link to pay your Tuition and Fee charges with Discover or Master Card.', 'Electronic Check Payment for Tuition and Fees', 'Select this link to pay your Tuition and Fee charges today from your checking or savings account.', 'Submit Indemnification Form', and 'Some courses in the College of Education & Human Development require that an Indemnification Form be completed. If you are enrolled in one of these courses, you should fill out the form on the web. If you are unsure if the course(s) will require the form, contact your instructor or consult with someone at COEHD. View a complete list of courses at <https://onestop.utsa.edu/Courses/ColEd/Indemn.htm>.' At the bottom left, there is a URL: https://hucson2.it.utsa.edu/pls/pprd/bwskfreg_P_ChangeCrseOpt.

4. Select “Spring 2020” and Submit.

The screenshot displays the UTSA ASAP (Automated Student Access) web application. At the top left is the UTSA logo and the text 'The University of Texas at San Antonio'. The main header area contains the 'UTSA ASAP' logo and the text 'Automated Student Access' and 'The University of Texas at San Antonio'. Below the header is a navigation menu with tabs for 'Personal Information', 'Future Roadrunner', 'Student Services', 'Fiscal Services', 'Financial Aid', 'FERPA Release', 'MyUTSA mail', 'ASAP FAQ', and 'Software Downloads'. A search bar is located below the navigation menu, with a 'Go' button and a 'RETURN TO' link. The 'Select Term' section features a dropdown menu labeled 'Select a Term:' with the following options: 'Fall 2020', 'Fall 2020', 'Summer 2020', and 'Spring 2020'. A 'Submit' button is positioned to the left of the dropdown menu. The 'Spring 2020' option is highlighted in blue.

Courses with an optional Grade Mode will have a drop-down available.


UTSA ASAP

Automated Student Access
The University of Texas at San Antonio


[Personal Information](#) [Future Roadrunner](#) [Student Services](#) [Fiscal Services](#) [Financial Aid](#) [FERPA Release](#) [MyUTSA mail](#) [ASAP FAQ](#) [Software Downloads](#)

Search RETURN TO

Change Class Options:

 If you have selected a class which has multiple grading options, such as pass/fail or audit, variable credits, or different levels for which you can register, and you would like to change any of these available options, you may do so here.

Coaching Leadership
Course: 35364 KIN 4953 001
Credit Hours: 3.000
Grade Mode: Normal Grading
Course Level: Undergraduate

Intro to European Civilization
Course: 35439 HIS 2563 001
Credit Hours: 3.000
Grade Mode: 
Course Level: Undergraduate

Latin American Civilization
Course: 32626 HIS 2533 001
Credit Hours: 3.000
Grade Mode: Normal Grading
Course Level: Undergraduate

Int:to World Civ-15th Cent (Q)
Course: 29952 HIS 2123 001
Credit Hours: 3.000
Grade Mode: Normal Grading
Course Level: Undergraduate

[Return to Previous](#)


5. Select “Credit/No Credit” and Submit Changes.

UTSA ASAP Automated Student Access
The University of Texas at San Antonio

Personal Information | Future Roadrunner | **Student Services** | Fiscal Services | Financial Aid | FERPA Release | MyUTSA mail | ASAP FAQ | Software Downloads

Search

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[Return to Previous](#)

6. To view your updated grade mode, Select the “Student Services” tab and Registration Menu

UTSA ASAP

Automated Student Access Program

The University of Texas at San Antonio

[Personal Information](#) [Future Roadrunner](#) **[Student Services](#)** [Fiscal Services](#) [Financial Aid](#) [FERPA Release](#) [MyUTSA mail](#) [ASAP FAQ](#) [Software Downloads](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Services

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[Graduate School](#)

Request a Change of Catalog; Request an Application Deferral; Display Student Conditions; Confirm Intent to Enroll.

[Financial Aid](#)

Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

If you are wanting to Accept/Decline Awards, follow this Financial Aid link, then click on My Award Information and then click on Accept Award Offer by Aid year. Follow instructions on the page.

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This menu provides a link to all online payment options and account balances.

[Orientation Reservation System](#)

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[UTSACard](#)

Use this link to access all the online capabilities of your UTSACard.

[Authorization for TSI score report download to UTSA \(PPRD\)](#)

6. Select the “Student Detail Schedule” Menu, your courses and grade mode will be viewable

UTSA ASAP
Automated Student Access

The University of Texas

[Personal Information](#) | [Future Roadrunner](#) | [Student Services](#) | [Fiscal Services](#) | [Financial Aid](#) | [FERPA Release](#) | [Faculty Services](#) | [Employee Services](#) | [MyUTSA mail](#) | [ASAP FAQ](#) | [Software Downloads](#)

Search

Student Detail Schedule:

Total Credit Hours: 6.000

Introduction to Psychology(Q) - PSY 1013 - 001

Associated Term: Spring 2020
 CRN: 20388
 Status: **Registered** on Apr 16, 2020
 Assigned Instructor: Sarah E. Stegall

Grade Mode: Normal Grading
 Credits: 3.000
 Level: Undergraduate
 Campus: Main Campus

Scheduled Meeting Times

Type Time	Days Where	Date Range	Schedule Type	Instructors
Class 9:00 am - 9:50 am MWF	To Be Announced	Jan 21, 2020 - May 13, 2020	Lecture face-to-face	Sarah E Stegall (P)

Abnormal Psychology - PSY 2513 - 002

Associated Term: Spring 2020
 CRN: 28701
 Status: **Registered** on Apr 16, 2020
 Assigned Instructor: Margaret A. DiCocco

Grade Mode: Credit/No Credit
 Credits: 3.000
 Level: Undergraduate
 Campus: Main Campus

Scheduled Meeting Times

Type Time	Days Where	Date Range	Schedule Type	Instructors
Class 8:30 am - 9:45 am TR	To Be Announced	Jan 21, 2020 - May 13, 2020	Lecture face-to-face	Margaret A DiCocco (P)

Additional Information

- For more detailed information on the Credit/No Credit policy, please visit the [Spring 2020 Credit/No Credit FAQ](#)
- If you have specific questions on how the Credit/No Credit policy will affect your record, contact your academic advisor.
- If you have any questions or issues setting up the Credit/No Credit option in ASAP, please email onestop@utsa.edu or contact them via chat on the [One Stop Enrollment](#) website.