

The University of Texas at San Antonio™

Office of the Registrar

Grade Mode Change via ASAP

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).

Log in to ACAD at agon uton adu

i. Log iii to ASAP at asap.utsa.et	Ju					
UTSA. The University of Texas at San Antonio	myUTSA	Info For	Maps	Directory	UTSA Calendar	About UTSA
ASAP Automated Student Access Program						

1	
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 klosk.

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 210-488-6037 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



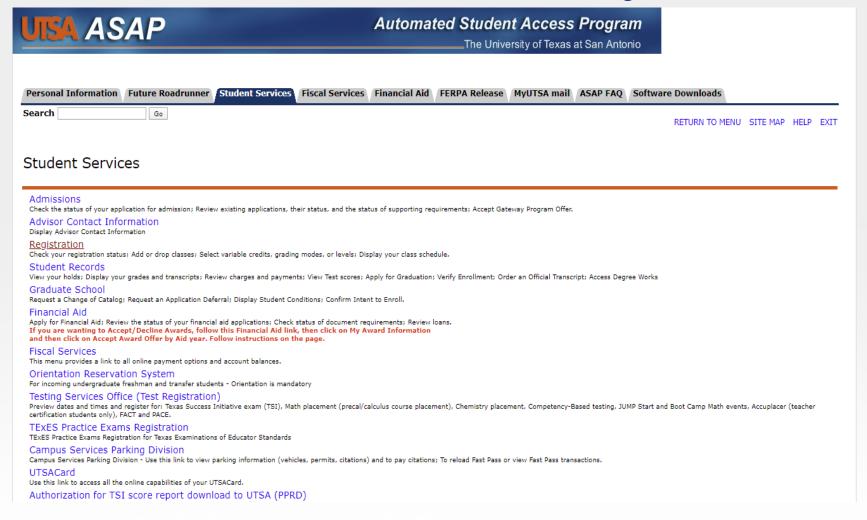
For technical support on your personal devices, visit our Tech Café on the Paseo location.

Innovate and Create with Adobe

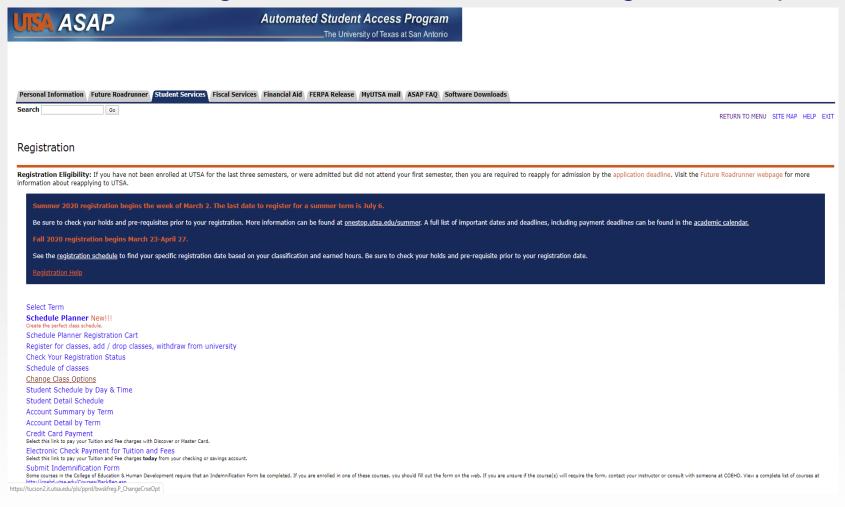
Adobe Creative Cloud software is now available in UTSA classrooms and UTS Computing labs.

Find more student technology resources on the UTS

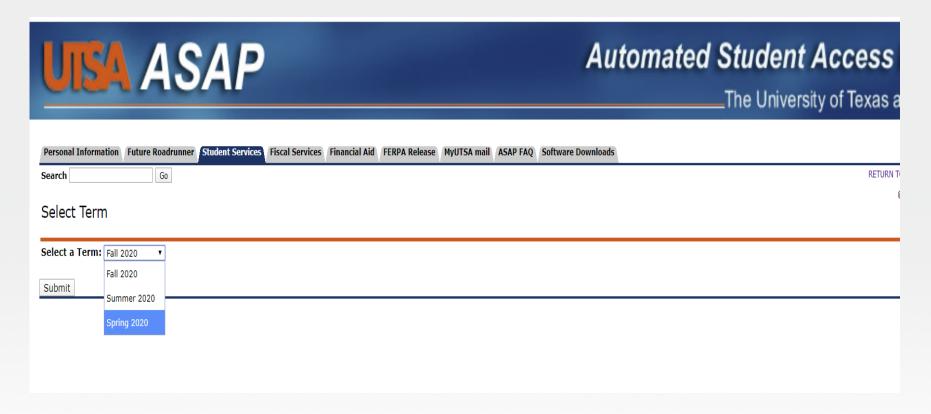
2. Select the "Student Services" tab and Registration Menu.



3. From the Registration menu select "Change Class Option."

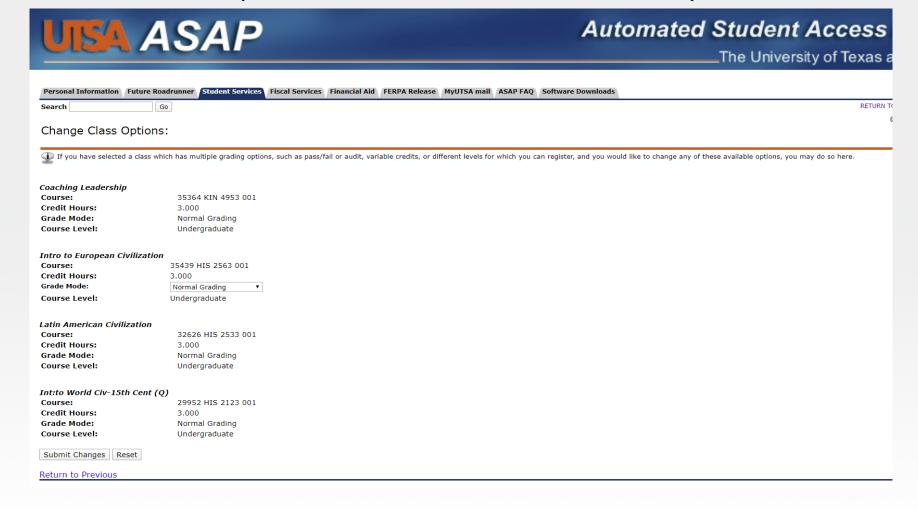


4. Select "Spring 2020" and Submit.

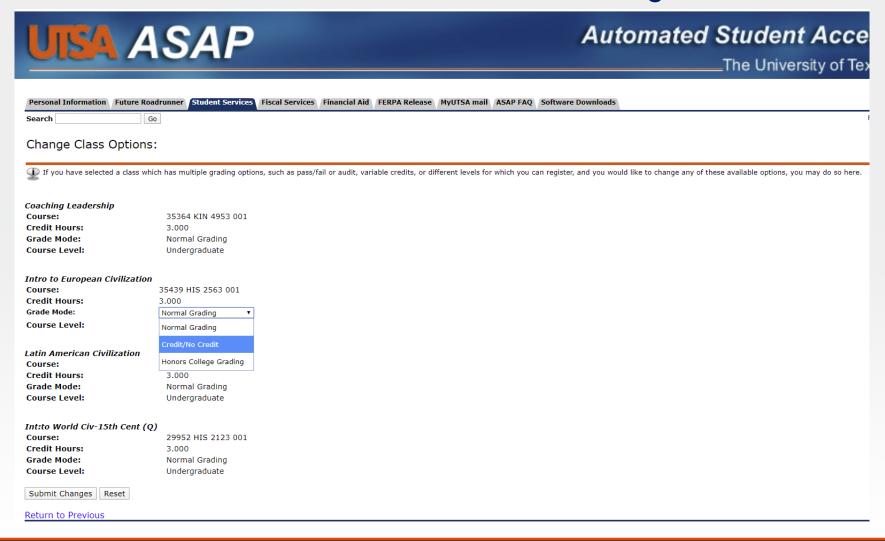




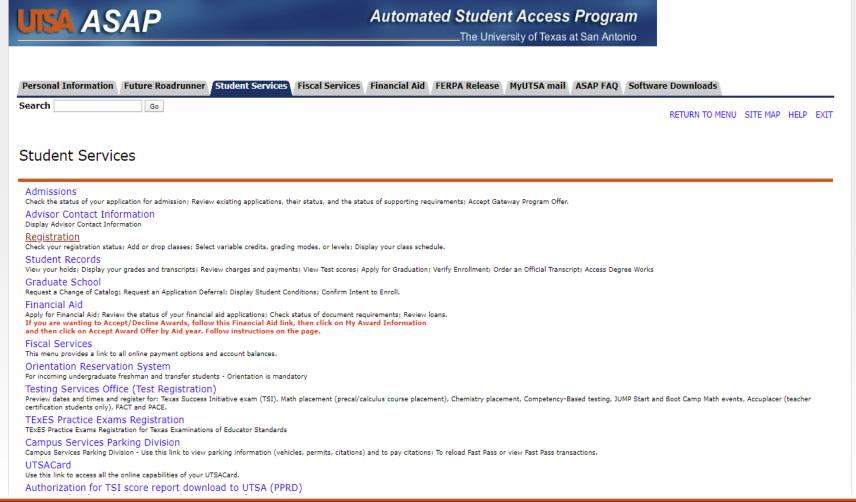
Courses with an optional Grade Mode will have a drop-down available.



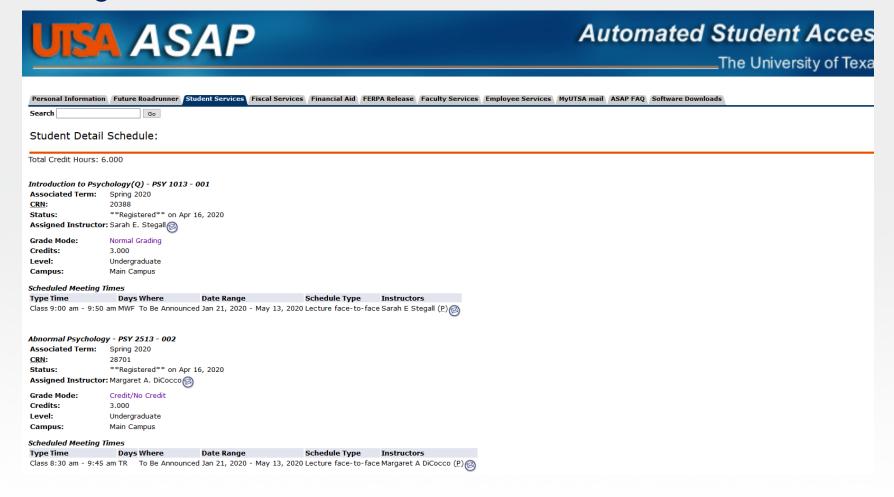
5. Select "Credit/No Credit" and Submit Changes.



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



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



Additional Information

- For more detailed information on the Credit/No Credit policy, please visit the <u>Spring 2020 Credit/No Credit FAQ</u>
- 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.