

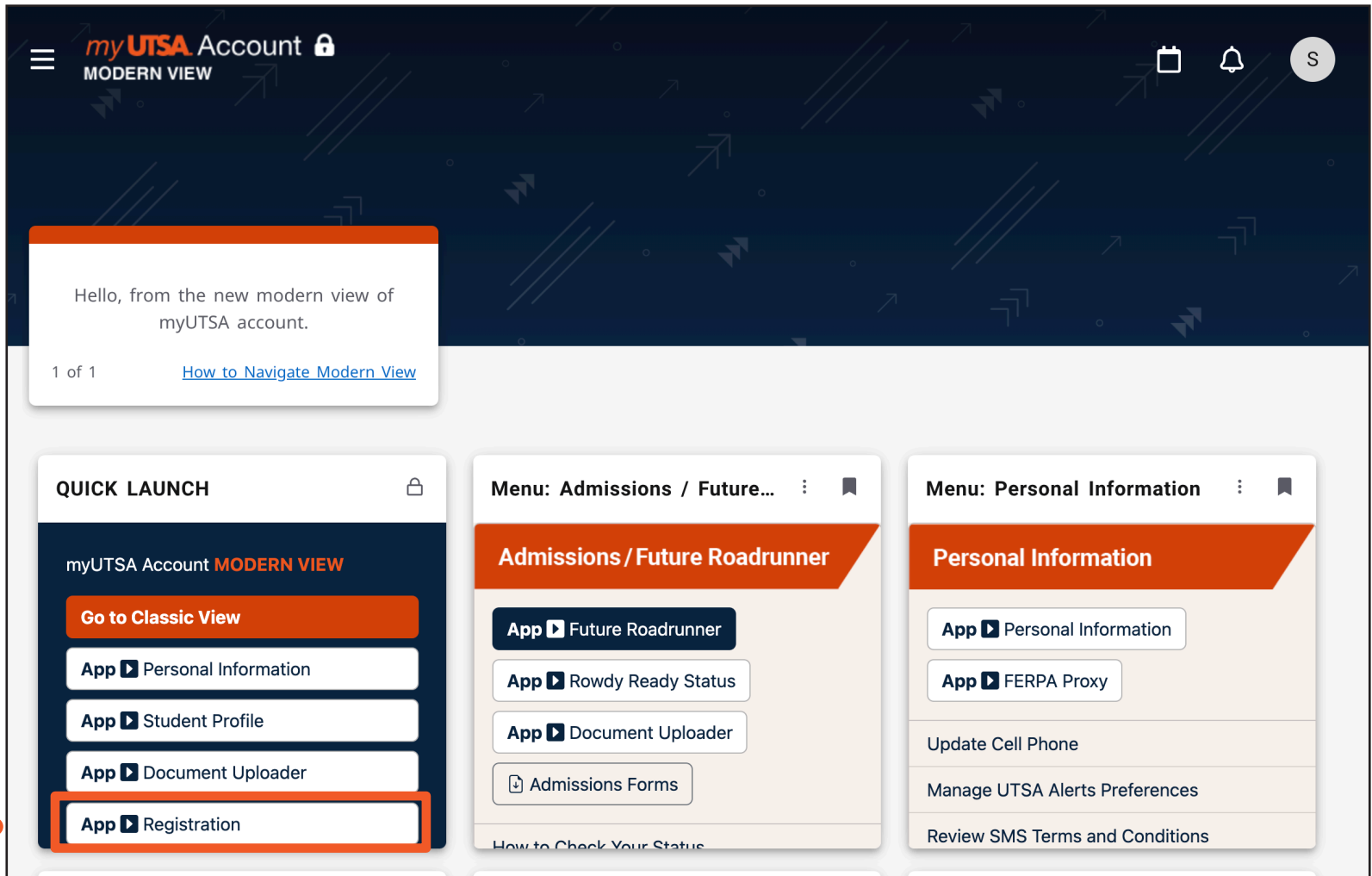
Upgraded

# Registration Experience

Get familiar with navigating registration

myUTSA Account 

## How To Access This Application on the Modern View



The screenshot displays the myUTSA Account Modern View interface. At the top, the header includes the myUTSA Account logo with a lock icon, a hamburger menu icon, and navigation icons for calendar, notifications, and a user profile. A welcome message states, "Hello, from the new modern view of myUTSA account." Below this, a "QUICK LAUNCH" section is visible, containing a "Go to Classic View" button and a list of application tiles: "App > Personal Information", "App > Student Profile", "App > Document Uploader", and "App > Registration". The "App > Registration" tile is highlighted with an orange border. To the right, two menu sections are shown: "Menu: Admissions / Future Roadrunner" with tiles for "App > Future Roadrunner", "App > Rowdy Ready Status", "App > Document Uploader", and "Admissions Forms"; and "Menu: Personal Information" with tiles for "App > Personal Information", "App > FERPA Proxy", "Update Cell Phone", "Manage UTSA Alerts Preferences", and "Review SMS Terms and Conditions".

myUTSA Account MODERN VIEW

Hello, from the new modern view of myUTSA account.

1 of 1 [How to Navigate Modern View](#)

**QUICK LAUNCH**

myUTSA Account MODERN VIEW

[Go to Classic View](#)

[App > Personal Information](#)

[App > Student Profile](#)

[App > Document Uploader](#)

[App > Registration](#)

**Menu: Admissions / Future Roadrunner**

[App > Future Roadrunner](#)

[App > Rowdy Ready Status](#)

[App > Document Uploader](#)

[Admissions Forms](#)

**Menu: Personal Information**

[App > Personal Information](#)

[App > FERPA Proxy](#)

[Update Cell Phone](#)

[Manage UTSA Alerts Preferences](#)

[Review SMS Terms and Conditions](#)

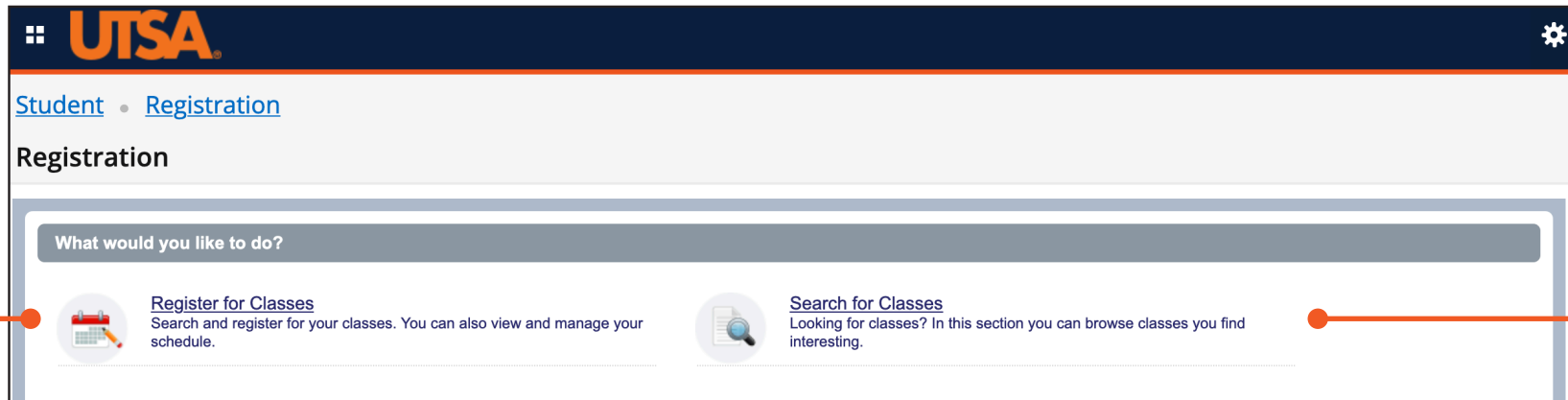
Under the Quick Launch Card on the Homepage Click on the “App > Registration” to be take to the application.

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# Registration Experience

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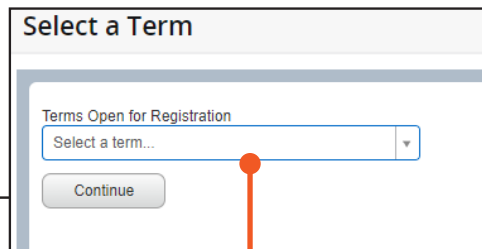
## Registration Homescreen



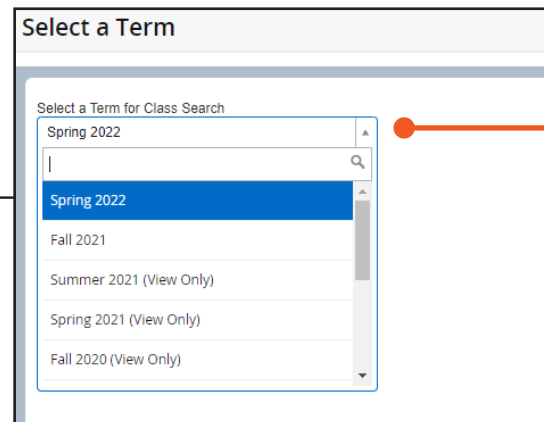
**Register for Classes**  
When registration opens, click here to search and register for classes.

**Search for Classes**  
Before registration opens, you can browse available classes.

Once you click on "Register for Classes" you will be prompted to **select a term** from the drop down term menu.



The "Select a Term" dialog box for registration features a dropdown menu titled "Terms Open for Registration" with the placeholder text "Select a term...". A "Continue" button is located below the dropdown.



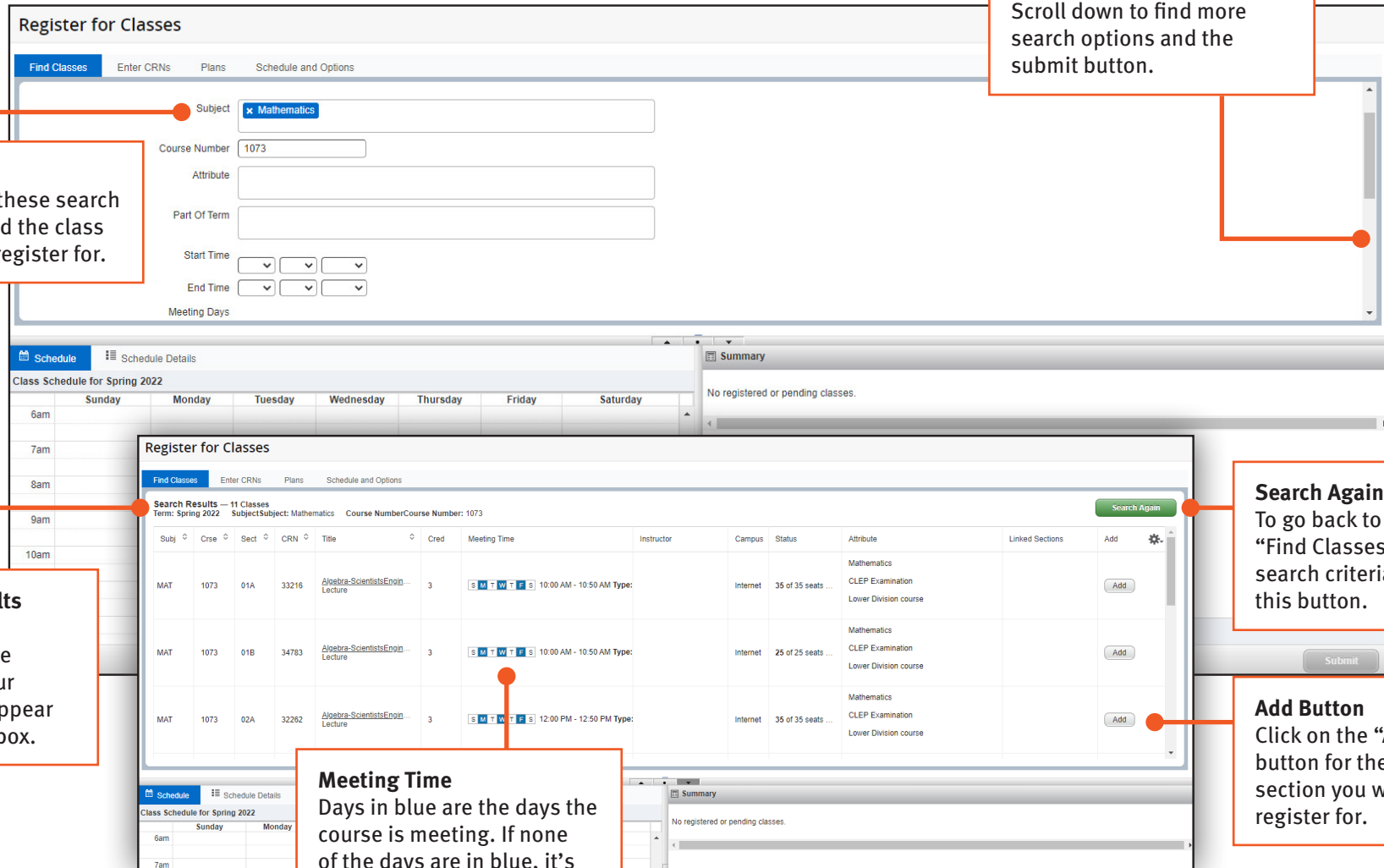
The "Select a Term" dialog box for class search features a dropdown menu titled "Select a Term for Class Search". The dropdown is open, showing a list of terms: "Spring 2022" (highlighted), "Fall 2021", "Summer 2021 (View Only)", "Spring 2021 (View Only)", and "Fall 2020 (View Only)".

Once you click on "Search for Classes" you will be prompted to **select a term** from the drop down term menu.

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Get familiar with navigating registration

## Register For Classes - Search Criteria



The screenshot displays the 'Register for Classes' web application. The top navigation bar includes 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Find Classes' tab is active, showing search criteria: Subject (Mathematics), Course Number (1073), Attribute, Part Of Term, Start Time, End Time, and Meeting Days. A 'Find Classes Submit Button' is located at the bottom right of the search criteria section. Below the search criteria, a 'Schedule' tab is active, showing a 'Class Schedule for Spring 2022' with a table of days (Sunday through Saturday) and times (6am to 10am). A 'Search Again Button' is located at the bottom right of the schedule table. The 'Search Results' section shows a table of results for 'MAT 1073' with columns for Subj, Crse, Sect, CRN, Title, Cred, Meeting Time, Instructor, Campus, Status, Attribute, Linked Sections, and Add. The 'Add' column contains 'Add' buttons for each result. A 'Submit' button is located at the bottom right of the search results section. A 'Meeting Time' callout points to the 'Meeting Time' column in the search results table.

Subj	Crse	Sect	CRN	Title	Cred	Meeting Time	Instructor	Campus	Status	Attribute	Linked Sections	Add
MAT	1073	01A	33216	Algebra-ScientistsEnjin - Lecture	3	S M T W T F S 10:00 AM - 10:50 AM Type:		Internet	35 of 35 seats ...	Mathematics CLEP Examination Lower Division course		Add
MAT	1073	01B	34783	Algebra-ScientistsEnjin - Lecture	3	S M T W T F S 10:00 AM - 10:50 AM Type:		Internet	25 of 25 seats ...	Mathematics CLEP Examination Lower Division course		Add
MAT	1073	02A	33262	Algebra-ScientistsEnjin - Lecture	3	S M T W T F S 12:00 PM - 12:50 PM Type:		Internet	35 of 35 seats ...	Mathematics CLEP Examination Lower Division course		Add

**Find Classes**  
Enter any of these search criteria to find the class you want to register for.

**Find Classes Submit Button**  
Scroll down to find more search options and the submit button.

**Search Results**  
Once you hit "Submit," the results of your search will appear in the same box.

**Search Again Button**  
To go back to the "Find Classes" search criteria, click this button.

**Add Button**  
Click on the "Add" button for the section you want to register for.

**Meeting Time**  
Days in blue are the days the course is meeting. If none of the days are in blue, it's a course that meets online asynchronously.

# Upgraded Registration Experience

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## Register For Classes - Search Results

### Search Results

Once you hit “Submit,” the results of your search will appear in the same box.

### Campus

If the campus is “Internet” then the course is online. If none of the days are in blue, then the course is online asynchronous.

### Search Again Button

To go back to the “Find Classes” search criteria, click this button.

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 11 Classes  
Term: Spring 2022 Subject: Mathematics Course Number: 1073

Subj	Crse	Sect	CRN	Title	Cred	Meeting Time	Instructor	Campus	Status	Attribute	Linked Sections	Add
MAT	1073	01A	33216	Algebra-ScientistsEngin... Lecture	3	S M T W T F S 10:00 AM - 10:50 AM Type:		Internet	35 of 35 seats ...	Mathematics CLEP Examination Lower Division course		Add
MAT	1073	01B	34783	Algebra-ScientistsEngin... Lecture	3	S M T W T F S 10:00 AM - 10:50 AM Type:		Internet	25 of 25 seats ...	Mathematics CLEP Examination Lower Division course		Add
MAT	1073	02A	32262	Algebra-ScientistsEngin... Lecture	3	S M T W T F S 12:00 PM - 12:50 PM Type:		Internet	35 of 35 seats ...	Mathematics CLEP Examination Lower Division course		Add

Search Again

### Course Detail

Click on the course title to view more information about a specific section including the course description and pre-requisites. Click the topics on the left side to toggle between the various information. When you're done, click “Close”.

### Meeting Time

Days in blue are the days the course is meeting. If none of the days are in blue, it's a course that meets online asynchronously.

### Add Button

Click on the “Add” button for the section you want to register for.

Class Details for Algebra-ScientistsEngineers(Q) Mathematics 1073 02A

Term: 202220 | CRN: 32262

Class Details

- Attributes
- Restrictions
- Prerequisites
- Corequisites
- Cross Listed Courses
- Linked Sections
- Fees
- Bookstore Links
- Instructor/Meeting Times
- Enrollment/Waitlist
- Course Description
- Comments:

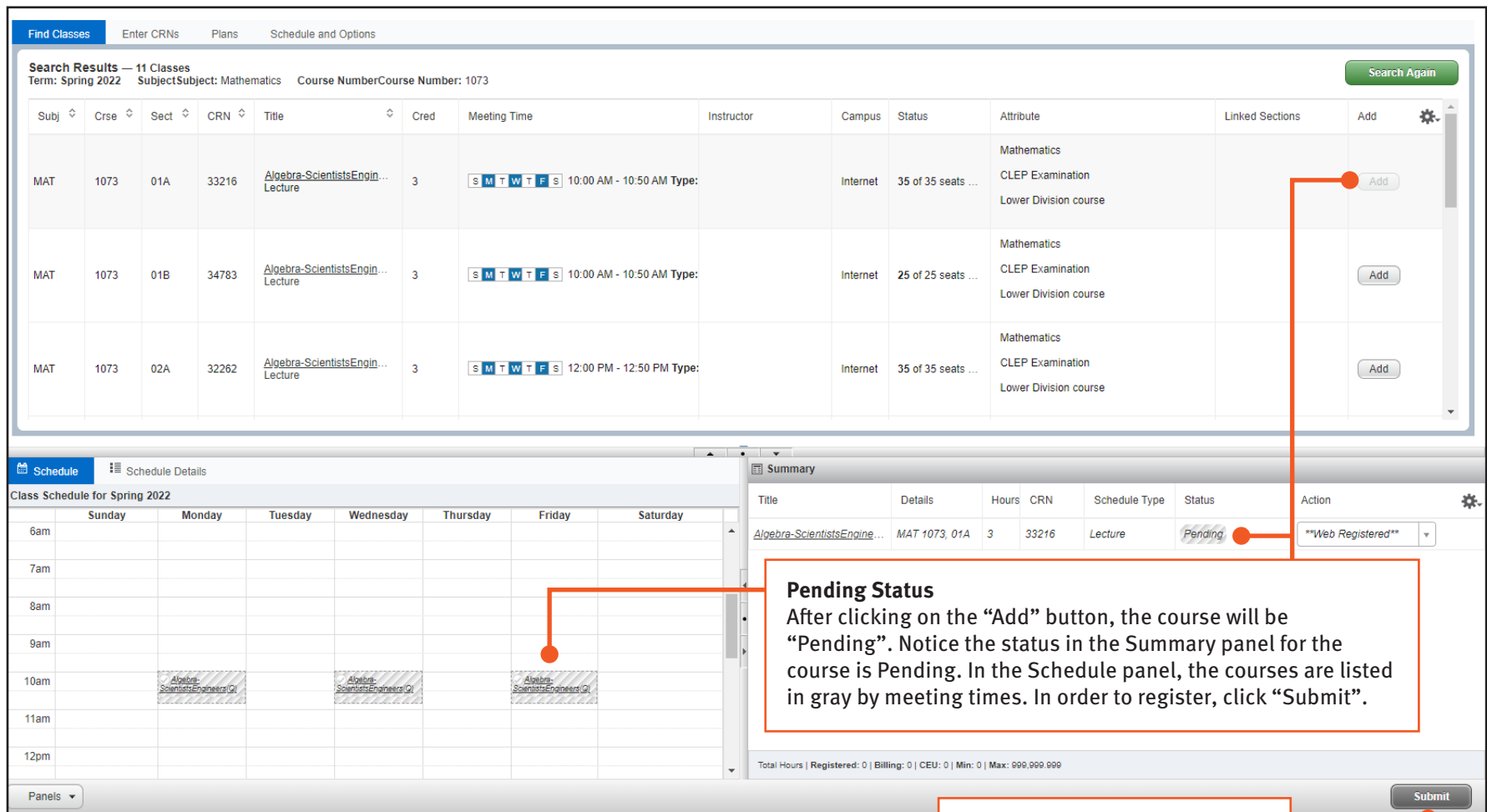
Associated Term: Spring 2022  
CRN: 32262  
Campus: Internet  
Schedule Type: Lecture  
Section Number: 02A  
Subject: Mathematics  
Course Number: 1073  
Title: Algebra-ScientistsEngineers(Q)  
Credit Hours: 3  
Grade Mode: No Section specified grade mode, please link below for more information.

Close

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## Register For Classes - Add Class / Pending Status



The screenshot displays the myUTSA registration interface. At the top, there are tabs for "Find Classes", "Enter CRNs", "Plans", and "Schedule and Options". The "Find Classes" tab is active, showing search results for 11 classes. The search criteria are Term: Spring 2022, Subject: Mathematics, and Course Number: 1073. The results table lists three sections of the course "Algebra-ScientistsEngin... Lecture" (MAT 1073) with different CRNs (01A, 01B, 02A) and meeting times. Each section has an "Add" button. A red line connects one of these "Add" buttons to a callout box.

Below the search results is the "Schedule" panel, showing a class schedule for Spring 2022. The schedule is a grid with days of the week as columns and times (6am to 12pm) as rows. The course "Algebra-ScientistsEngin... Q1" is listed in the schedule, and its status is "Pending". A red line connects this status to another callout box.

To the right of the schedule is the "Summary" panel, which provides details for the selected course. It shows the title, details, hours, CRN, schedule type, status, and action. The status is "Pending", and the action is "\*\*Web Registered\*\*". A red line connects this status to a third callout box.

At the bottom right of the interface is a "Submit" button. A red line connects this button to a final callout box.

**Pending Status**  
After clicking on the "Add" button, the course will be "Pending". Notice the status in the Summary panel for the course is Pending. In the Schedule panel, the courses are listed in gray by meeting times. In order to register, click "Submit".

**Complete Registration**  
In order to register for a course, click "Submit". Once you submit, the status will change from "Pending" to "Registered".

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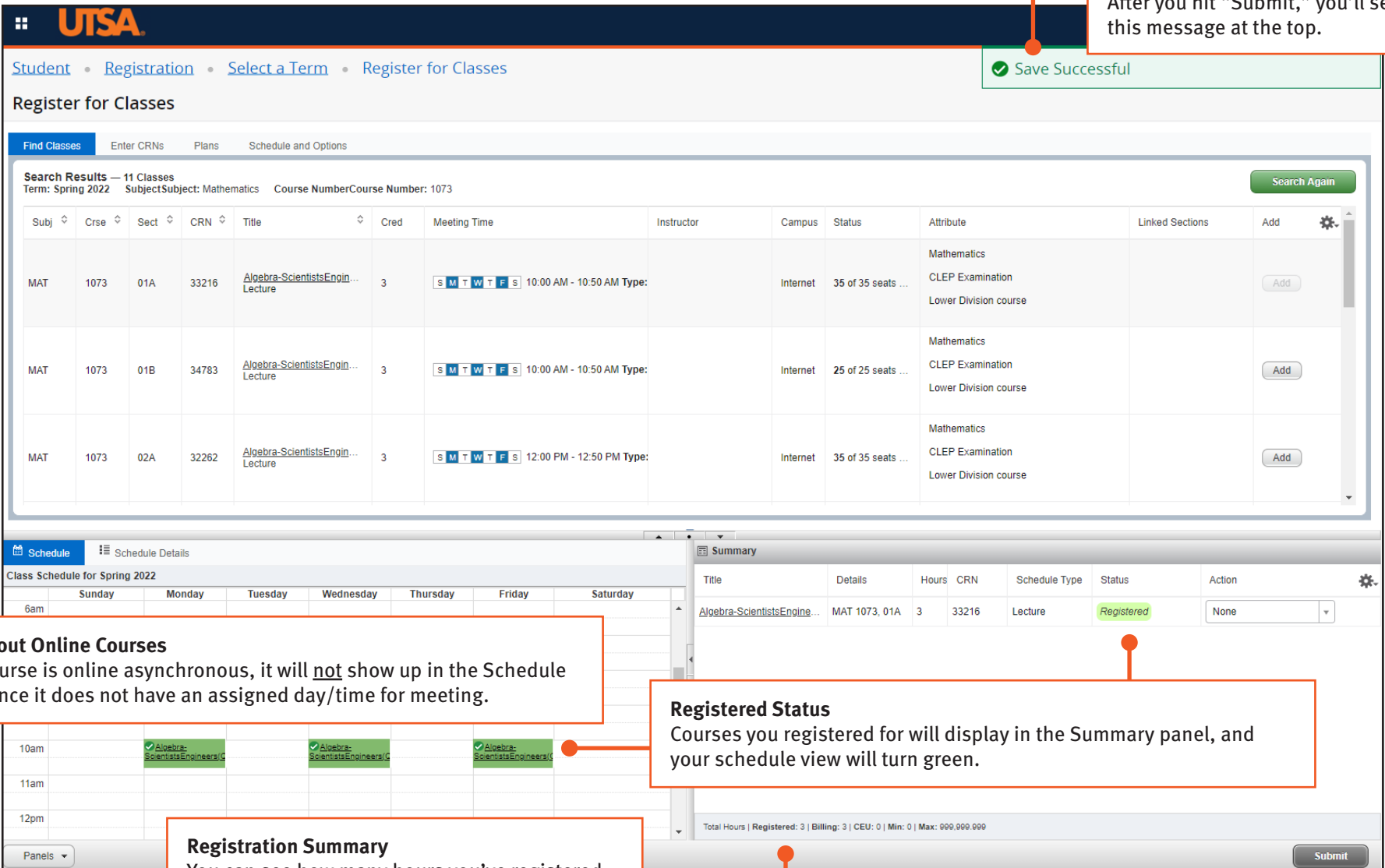
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## Register For Classes - Complete Registration

### Success Message

After you hit "Submit," you'll see this message at the top.

✓ Save Successful



**Student** • **Registration** • **Select a Term** • **Register for Classes**

### Register for Classes

**Find Classes** | Enter CRNs | Plans | Schedule and Options

**Search Results** — 11 Classes  
Term: Spring 2022 Subject: Mathematics Course Number: 1073

Subj	Crse	Sect	CRN	Title	Cred	Meeting Time	Instructor	Campus	Status	Attribute	Linked Sections	Add
MAT	1073	01A	33216	Algebra-ScientistsEngin... Lecture	3	S M T W T F S 10:00 AM - 10:50 AM Type:		Internet	35 of 35 seats ...	Mathematics CLEP Examination Lower Division course		Add
MAT	1073	01B	34783	Algebra-ScientistsEngin... Lecture	3	S M T W T F S 10:00 AM - 10:50 AM Type:		Internet	25 of 25 seats ...	Mathematics CLEP Examination Lower Division course		Add
MAT	1073	02A	32262	Algebra-ScientistsEngin... Lecture	3	S M T W T F S 12:00 PM - 12:50 PM Type:		Internet	35 of 35 seats ...	Mathematics CLEP Examination Lower Division course		Add

**Schedule** | Schedule Details

**Class Schedule for Spring 2022**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
10am		✓ Algebra-ScientistsEngin...	✓ Algebra-ScientistsEngin...			✓ Algebra-ScientistsEngin...	
11am							
12pm							

**Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
Algebra-ScientistsEngin...	MAT 1073, 01A	3	33216	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 999,999,999

**Submit**

### Note about Online Courses

If the course is online asynchronous, it will not show up in the Schedule panel since it does not have an assigned day/time for meeting.

### Registered Status

Courses you registered for will display in the Summary panel, and your schedule view will turn green.

### Registration Summary

You can see how many hours you've registered for at the bottom of the summary panel.

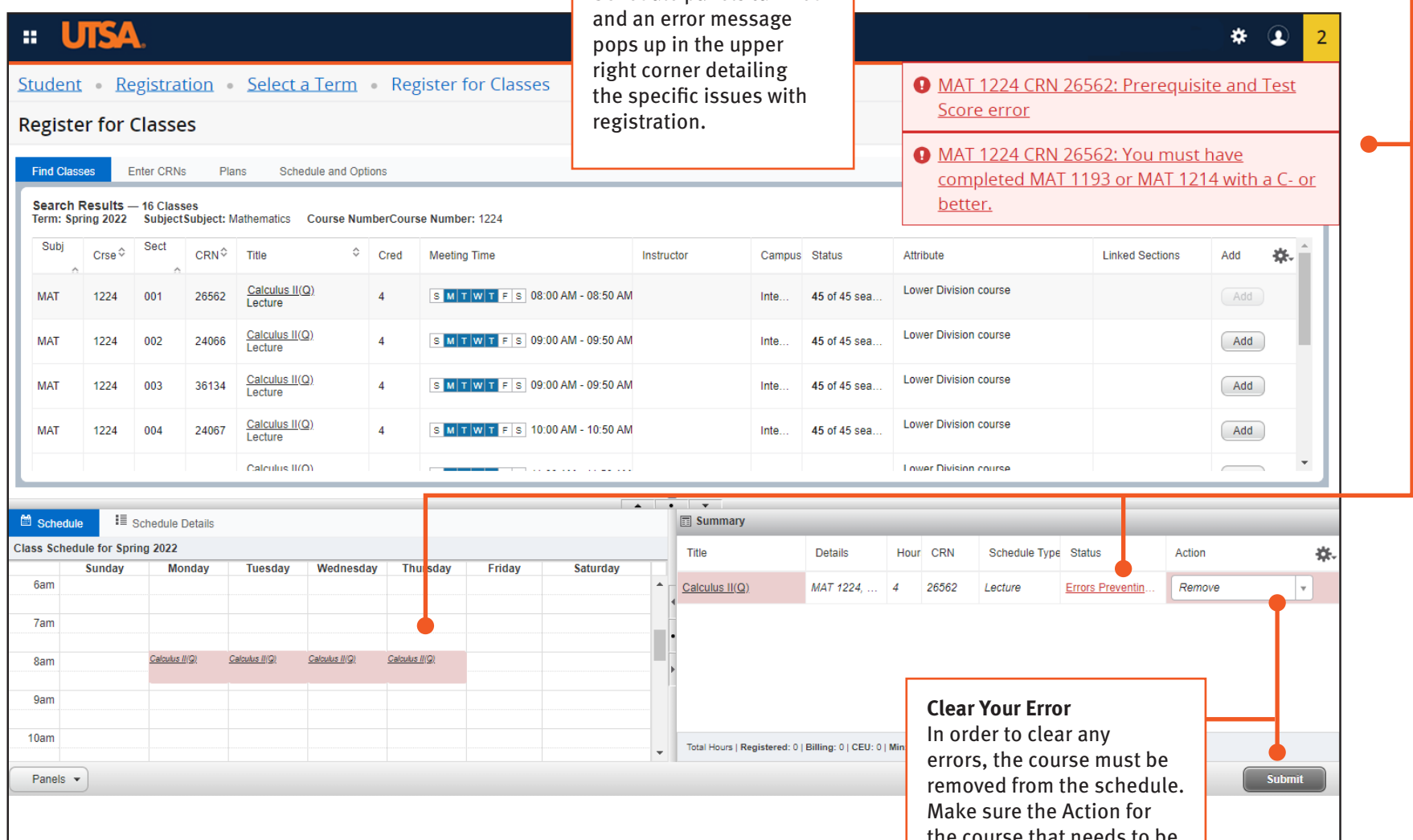
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## Register For Classes - Errors

**Error Message**  
The Summary and Schedule panels turn red and an error message pops up in the upper right corner detailing the specific issues with registration.

**Clear Your Error**  
In order to clear any errors, the course must be removed from the schedule. Make sure the Action for the course that needs to be removed says "Remove" and then hit "Submit".



**Find Classes** | Enter CRNs | Plans | Schedule and Options

**Search Results** — 16 Classes  
Term: Spring 2022 | Subject: Mathematics | Course Number: 1224

Subj	Crse	Sect	CRN	Title	Cred	Meeting Time	Instructor	Campus	Status	Attribute	Linked Sections	Add
MAT	1224	001	26562	Calculus II(Q) Lecture	4	S M T W T F S 08:00 AM - 08:50 AM		Inte...	45 of 45 sea...	Lower Division course		Add
MAT	1224	002	24066	Calculus II(Q) Lecture	4	S M T W T F S 09:00 AM - 09:50 AM		Inte...	45 of 45 sea...	Lower Division course		Add
MAT	1224	003	36134	Calculus II(Q) Lecture	4	S M T W T F S 09:00 AM - 09:50 AM		Inte...	45 of 45 sea...	Lower Division course		Add
MAT	1224	004	24067	Calculus II(Q) Lecture	4	S M T W T F S 10:00 AM - 10:50 AM		Inte...	45 of 45 sea...	Lower Division course		Add

**Schedule** | Schedule Details

**Class Schedule for Spring 2022**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		Calculus II(Q)	Calculus II(Q)	Calculus II(Q)	Calculus II(Q)		
9am							
10am							

**Summary**

Title	Details	Hour	CRN	Schedule Type	Status	Action
Calculus II(Q)	MAT 1224, ...	4	26562	Lecture	Errors Preventin...	Remove

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min

**Submit**

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## Registration Error Messages

Below is a list of the most common registration error messages along with their explanation.

### **CORQ Course CRN REQ**

(example: CORQ\_BME 3711 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, BME 3703 is the lecture portion of the class that needs to be taken with BME 3711, the required lab activity associated with the class. When registering for classes that require corequisites, both CRNs must be added to the schedule 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, along with your initial CRN.

### **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.

### **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.

### **Independent Study aprvl req**

You may not register for Independent Study courses on their myUTSA Account. 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.

### **Other Special Approval Restrictions**

Contact the advising or department office of the requested course or the office specified in the error message.

### **PREQ and TEST SCORE-ERROR**

Many courses require prerequisite courses or placement tests be completed before you can register for the course. Your myUTSA Account 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 title of a course 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. To request an override, please submit a Prerequisite Override Request Form.

### **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.