How To Access This Application

Click on the Student Services Tab

You can also access the new Registration Experience from this gray box. Please note this gray box will be updated over time.

Click *New* Registration Experience Link

In order to withdraw from courses, you must use the existing Registration link.

ASAP Updates & Improvements
As part of our ongoing efforts to improve your technology experience, UTSA will be upgrading applications within ASAP throughout 2021. As new features or upgrades become available, we will highlight them here. More details at webop.utexas.edu.

Email Policy Change & New Outlook Inbox (New)
After October 6, 2021, students will be issued a new Microsoft Outlook email account and all university communications will be sent to your university-issued, test-only email address.

Registration (Upgraded)
When spring registration opens in November, students will experience a new registration application. As part of this change, the "Schedule of Classes" page will also have a new look and expanded access function for courses.

Student Profile (New)
View all of your academic information, advisement, registration status and more.

Financial Aid & Scholarships (Upgraded)
An improved user experience for reviewing and accepting your financial aid.
Registration Experience
Get familiar with navigating registration on ASAP

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.

Select a Term
Once you click on “Register for Classes” you will be prompted to select a term from the drop down term menu.

Select a Term
Once you click on “Search for Classes” you will be prompted to select a term from the drop down term menu.
Registration Experience
Get familiar with navigating registration on ASAP

Register For Classes - Search Criteria

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.
**Registration Experience**
Get familiar with navigating registration on ASAP

**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.

- **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”.

- **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.
Get familiar with navigating registration on ASAP

Register For Classes - Add Class / Pending Status

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”.

Upgraded Registration Experience
Get familiar with navigating registration on ASAP
Registration Experience
Get familiar with navigating registration on ASAP

Register For Classes - Complete Registration

Success Message
After you hit “Submit,” you’ll see this message at the top.

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.

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.
Registration Experience
Get familiar with navigating registration on ASAP

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”.

1. MAT 1224 CRN 26562: Prerequisite and Test Score error
2. MAT 1224 CRN 26562: You must have completed MAT 1193 or MAT 1214 with a C- or better.