

# Spring 2020 Registration Schedule

Spring Registration starts October 21, 2019, and will close January 10, 2020. Eligible **students will have certain days and times to register** for their spring courses. See detailed instructions on the second page.

## Who Can Register

### Classifications and Earned Credit Hours

Rows in white are the 1st designated timeframe for a specific group of students.  
Rows in gray are the 2nd designated timeframe for a specific classification group.

## When Can you Register

### Registration Timeframe

Only students indicated below can register during their specified timeframe.

<b>Priority Populations</b>	
Eligible Veterans	Oct. 21, 7am - Oct. 23, 6am
Honors College Students	Oct. 21, 7am - Oct. 23, 6am
ROTC Students	Oct. 21, 7am - Oct. 23, 6am
ACP Teacher Certification Students	Oct. 22, 7am - Oct. 23, 6am
Undergraduates who applied for spring graduation w/ 80% completion in DegreeWorks	Oct. 23, 7am - Oct. 25, 6am
All Priority Populations Listed Above	Oct. 25, 7am - Oct. 28, 6am
<b>Graduate Students</b>	
Doctoral Students	Oct. 22, 7am - Oct. 23, 6am
Master's Students	Oct. 24, 7am - Oct. 25, 6am
All Graduate Students	Oct. 25, 7am - Oct. 28, 6am
<b>Seniors</b>	
126+ credit hours earned	Oct. 28, 7am - Oct. 29, 6am
111-125 credit hours earned	Oct. 29, 7am - Oct. 30, 6am
100-110 credit hours earned	Oct. 30, 7am - Oct. 31, 6am
90-99 credit hours earned	Oct. 31, 7am - Nov. 1, 6am
All Seniors	Nov. 1, 7am - Nov. 4, 6am
<b>Post Bacs</b>	
Post Bac Students	Nov. 1, 7am - Nov. 4, 6am
<b>Juniors</b>	
80-89 credit hours earned	Nov. 4, 7am - Nov. 5, 6am
70-79 credit hours earned	Nov. 5, 7am - Nov. 6, 6am
60-69 credit hours earned	Nov. 6, 7am - Nov. 7, 6am
All Juniors	Nov. 7, 7am - Nov. 11, 6am
<b>Sophomores</b>	
50-59 credit hours earned	Nov. 11, 7am - Nov. 12, 6am
40-49 credit hours earned	Nov. 12, 7am - Nov. 13, 6am
30-39 credit hours earned	Nov. 13, 7am - Nov. 14, 6am
All Sophomores	Nov. 14, 7am - Nov. 18, 6am
<b>Freshmen</b>	
20-29 credit hours earned	Nov. 18, 7am - Nov. 19, 6am
1-19 credit hours earned	Nov. 19, 7am - Nov. 20, 6am
0 credit hours earned	Nov. 20, 7am - Nov. 21, 6am
All Freshmen	Nov. 21, 7am - Nov. 25, 6am
<b>Non-Degree Seeking</b>	
Special/Non-degree seeking Undergraduate and Graduate Students	Nov. 22, 7am - Nov. 25, 6am
<b>Open Registration</b>	
Registration open to all eligible continuing and new students; wait lists open	Nov. 25, 7am - Jan. 10, 5pm

# Spring 2020 Registration Schedule

## Registration Instructions

### 1. Review the chart on the first page to find your designated registration date and time.

Registration timeframes are based on student classification (your total earned credit hours).

- Each timeframe is a window of time students can register. It has a start date/time and close date/time for the indicated classifications.
- If you miss your first designated registration time period, there will be a second designated period for all students within your classification.
- If you miss the second designated registration time period, registration opens for all students on November 25, 2019.
- Please note that waitlists will not start until the open registration time on November 25.

### 2. Prepare ahead of time prior to registration.

- **Check your registration status** → Log into [ASAP](#) to check your current classification and earned credit hours (*click on "Student Services", then "Registration", then "Select Term", then "Check Registration Status", then look under "Earned Credit" and add "transfer hours" and "institutional hours" to get your total earned credit hours*)
- **Check your holds and prerequisites** → Certain holds and prerequisites can prevent registration, so it is highly recommended that students address any holds or prerequisite overrides they have or need prior to their registration timeframe.

### 3. Register during your designated timeframe.

- **Login to ASAP** → Students must log onto their ASAP student portal to register for, add or drop up to 19 semester credit hours. Please note students on probation or academic warning are limited to 13 credits.

Additionally, please note classroom (location) assignments will not be available during registration.

Classrooms are assigned approximately two weeks before the scheduled start of the semester. Check out the Spring 2020 Academic Calendar for Payment Deadlines, Refund Deadlines, Drop & Withdrawal Deadlines, and other important dates! Lastly, this registration schedule is subject to change.

**HELP** → If you have questions about your classification (i.e., freshman, senior, etc.) or registration contact One Stop Enrollment at (210) 458-8000 or 1-800-669-0919. Students with Texas Success Initiative (TSI) holds are advised and registered by TSI Programs. TSI programs can be contacted at [TexasSuccessInitiative@utsa.edu](mailto:TexasSuccessInitiative@utsa.edu) or 210-458-4498.