

# Registration Procedures

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## Academic Advising

UTSA views sound academic advising as a significant responsibility in educating its students. Academic advisors assist students in developing intellectual potential and exploring educational opportunities and life goals. Many individuals within the UTSA community contribute to the advising process, including faculty and staff academic advisors. Students also are encouraged to develop mentoring relationships with faculty for additional information and support.

Students are responsible for seeking adequate academic advice, for knowing and meeting degree requirements, and for enrolling in appropriate courses to ensure orderly and timely completion of their degree programs. Frequent advisor contact provides students with current academic information and promotes progress toward educational goals.

For more information on academic advising in their departments, graduate students should contact the Graduate Advisor of Record (<http://graduateschool.utsa.edu/current-students/category/graduate-advisors>).

## Registration for Classes

Students who attend classes at UTSA must be officially registered or approved to audit a course. Registration instructions are online each semester in *ASAP* (<https://asap.utsa.edu>). Questions regarding registration should be directed to the One Stop Enrollment Center or the Office of the Registrar (<http://utsa.edu/registrar>).

UTSA does not guarantee the availability of particular courses or sections, and admission to classes is permitted only until the maximum number of students allowable in any section has been reached. UTSA reserves the right to cancel any course or section in which the number of registrants does not warrant its continuation.

A student is not permitted to register for classes offered in two consecutive time periods on different campuses, one at the Main Campus and the other at the Downtown Campus, unless there is at least a 40-minute period of time between the end of the first class and the beginning of the second class or the student has received special permission from the Dean of the college of his or her major to register for the two consecutive classes.

## Late Registration

Late registration permits students who have been admitted to UTSA to register for classes during an allotted time just prior to and at the beginning of the semester as indicated each semester in the online registration calendar in *ASAP* (<https://asap.utsa.edu>). Since many courses will have been closed at capacity, late registrants may need to select their courses from a reduced schedule. *Students are not*

*permitted to register after the close of the late registration period, except in extenuating circumstances. See the section Adding Courses After Online Registration is Closed.*

## Adding Courses After Online Registration is Closed

Adding a course after the Online Registration period requires the approval of the course instructor and the chair of the department offering the course. After the Census Date in any semester, students may not add courses except in extremely rare and extenuating circumstances as approved by the Dean of the college offering the course and the Dean of the Graduate School.

Undergraduates seeking to register for or to add a graduate course in any of these time periods must obtain the special approvals specified in the undergraduate section "Enrollment in Graduate Courses (<http://catalog.utsa.edu/informationbulletin/generalacademicregulations/undergraduate/registration/#grad>)."

## Maximum Hours of Enrollment in Summer Terms

The Texas Higher Education Coordinating Board sets limits on the number of semester credit hours in which a student may enroll during a semester where the courses are offered in a shortened format. Therefore, students may enroll in no more than 3 semester credit hours in a three-week summer term, no more than 4 semester credit hours in a four-week summer term, no more than 6 semester credit hours in a five-week summer term, and no more than 12 semester credit hours in a ten-week summer term. In particular, a student may enroll in no more than 3 semester credit hours in a three-week mini-semester.

A student may enroll in no more than 15 semester credit hours during an entire Summer Semester, regardless of the combination of terms.

## Dropping Courses

Students may drop courses from their schedules for a limited time each semester. The online registration calendar (<http://catalog.utsa.edu/informationbulletin/calendars>) for each semester indicates the deadlines for students to drop courses each term.

Courses officially dropped before the Census Date do not appear on a student's transcript. See the online registration calendar each semester for Census Dates.

Students who drop courses between the Census Date and the Automatic "W" Date have a record of the courses on their transcripts with an automatic grade of "W." See the online registration calendar for the Automatic "W" Date. The change becomes official after it is processed by the Office of the Registrar.

The Automatic "W" Date for graduate students is the end of the ninth week of classes for Fall and Spring semesters, the end of the third week of classes for a five-week Summer term, and the end of the sixth week of classes for a ten-week Summer term. Appropriate adjustments are made for the Automatic "W" Date for shorter Summer terms (see the online registration calendar).

It is the student's responsibility to drop a course by the appropriate deadline. If a student fails to drop a course, even if the student does not attend the course, he or she will receive a grade of "F" in the class.

Faculty and staff will not drop a student from a course automatically for nonattendance; the student must initiate the process and complete any necessary steps to ensure that the class is dropped.

Under certain circumstances, students may be dropped from courses administratively by college deans. Students who do not meet course prerequisites or who fail to attend a course prior to Census Date may be dropped from courses. If a dean determines that a student should be dropped from a course for these or other documented circumstances, the student will be notified by the college overseeing the course. Students cannot assume that they will be automatically dropped from any class for failure to attend or failure to pay tuition and fees. Students are still responsible for dropping courses by the official deadline or they will receive a grade of "F" in the class. Students are responsible for checking their schedules on *ASAP* and for checking their official UTSA e-mail accounts to determine if they have been dropped from a class.

After the Automatic "W" Date, a student may not drop a course except with the approval of the Dean of the college in which the course is offered and then only for urgent and substantiated, nonacademic reasons. Students who want to drop all classes after the semester begins should refer to the section Withdrawal from the University (<http://catalog.utsa.edu/informationbulletin/generalacademicregulations/graduate/withdrawalfromtheuniversity>).

## Instructor-Initiated Drop Policy

The Instructor-Initiated Drop allows an instructor to drop a student from the instructor's course if the student exceeds the noted attendance and/or missed assignment policy outlined in the course syllabus. The instructor may use Instructor-Initiated Drop only through the last day that a student may drop themselves.

The Instructor-Initiated Drop process is part of the revised HOP 5.09 Attendance and Participation Policy (<http://www.utsa.edu/hop/chapter5/5-9.html>). It is a voluntary activity—faculty may choose to drop a student who exceeds limits in any of their courses or choose not to implement instructor drops. However, if they choose to implement instructor drops, the instructor **must**:

- Inform students on the course syllabus that they will be dropped for exceeding the unexcused absence or missed assignment limit.
- Specify in the syllabus the exact number of unexcused absences and/or missed assignments that will result in a drop.
- NOT count officially excused absences as defined in HOP 5.09 (<http://www.utsa.edu/hop/chapter5/5-9.html>).
- Take disability accommodations directly related to attendance and/or turning in assignments into account as noted in an official letter from Student Disability Services and attempt to engage in an interactive process with the student before they initiate a drop.
- Take and record regular attendance.
- Specify in the syllabus the method of taking and recording attendance, and inform the student it is their responsibility to document their attendance using the specified method.
- Send at least one warning to the student using the official notification process in *ASAP* if the student is approaching the absence or missed assignment limit.
- Implement drops consistently for any student who exceeds the limit. In other words, all students in the class must be treated equally, since discrimination or differential treatment is a condition for upholding a student grade grievance.

Instructor-Initiated Drops or course drops by students on their own may impact progression toward degree completion and result in financial consequences and obligations. Students are advised to consult with appropriate university personnel to determine what areas of their enrollment may be impacted. These areas include but are not limited to: funding received through financial aid, scholarships, veteran affairs or other funding sources, immigration status, employment with the university, restrictions on repeating courses including gateway courses and legislation such as the Six-Drop Policy, Three Attempts Rule and Undergraduate Credit Limitation.

Instructor-Initiated Drops are enforced at the discretion of the instructor. In the event that a student no longer desires to be enrolled in the course, action must be taken by the student to drop the course via *ASAP* by the deadline.

## Cancellation of Enrollment

Students who fail to fulfill admission, registration, or financial requirements or who otherwise fail to adhere to academic regulations may have their enrollment for the semester canceled. Students may apply for readmission for a subsequent semester provided they have resolved the cause of cancellation.

## English Language Assessment Procedure

The English Language Assessment Procedure (ELAP) is a mandatory UTSA assessment for incoming international students whose Test of English as a Foreign Language (TOEFL) scores are between 500 and 600 (paper version) or 61 and 100 (Internet version). ELAP tests academic language skills in the areas of reading, writing, listening, and speaking. The test is administered during orientation week at no charge to the student. A registration hold is placed on students until the test is successfully completed.

Students who are required to take English for International Students (EIS) classes and do not register for them or drop them before they are successfully completed will be withdrawn from the University and will jeopardize their visa status. Once students successfully complete the EIS classes, the registration hold is removed from their record.