New Graduate Student Enrollment Checklist

CONGRATULATIONS ON YOUR ACCEPTANCE TO UNIVERSITY OF TEXAS AT SAN ANTONIO

The Graduate School welcomes you to UTSA. Graduate study at UTSA will enable you to gain the knowledge and the skills you need to achieve your academic and professional goals. The Graduate School is one of many resources available to assist you. Please use this information to help you prepare to enter your program. Do not hesitate to contact us for assistance at (210) 458-4331 or GraduateAdmissions@utsa.edu (email).

REMINDEER!
Please refer to your admission letter and College letter/Conditions sheet for any additional admission requirements.

Next Steps Upon Arrival to UTSA:

☐ Confirm your Enrollment: Notify the Graduate School of your intent to enroll online by submitting your “Confirm Intent to Enroll” on ASAP. Log into the ASAP system using your myUTSA ID (abc123) and passphrase, select “Student Services”, select “Graduate School”, and then select “Confirm Intent to Enroll.” Fill out the appropriate information and submit your intent.

☐ Register for Orientation: You may register and obtain additional information on our website for the Graduate School Orientation: http://graduateschool.utsa.edu/current-students/graduate-orientation/

☐ Arrange housing: Please contact the Housing and Residence Life Office at (210) 458-6200 for information on housing. For on-campus housing, please visit http://utsa.edu/housing/. The San Antonio Express News website is an excellent resource for locating off-campus housing: http://www.mysanantonio.com/realestate.

☐ Bacterial Meningitis (under the age of 30 only): Submit copies of your immunizations to the Student Health Services office: http://utsa.edu/health/requirements/meningitis.html

☐ Order a Parking Permit: For information on parking, visit http://utsa.edu/parking/. Parking permits can be purchased online through ASAP and will be mailed to the address on file. http://asap.utsa.edu/

☐ International Orientation (Required): If you are an international student, the Office of International Programs has a mandatory International Orientation which will be held prior to the beginning of the term. All international students are required to register for the event, information can be found at: http://international.utsa.edu/international-student-orientation/dates-and-location/.

☐ Advising: Meet with your Academic Advisor. Your assigned graduate advisor is listed on your College letter or Dean’s Condition sheet. He/she is available to answer questions on your graduate program.

☐ Activate your Preferred Email Account: You will receive a UTSA email address in the format of abc123@my.utsa.edu. If you prefer to have communication from the University sent to a personal or work email address, you can designate this via your ASAP account, http://asap.utsa.edu/

☐ Register for Courses/Pay tuition and fees:
  o Review course schedules: Check the course schedule at http://asap.utsa.edu then click on “Class Schedule.” Write down the course number of each class you would like to take.
  o Meet with your Academic Advisor to determine which courses you should take. View the online catalog for course listings at http://utsa.edu/gcat/ or visit your department website for more information.
  o Register: Visit http://asap.utsa.edu then click on “Log in to ASAP.” Enter the ASAP system using your myUTSA ID (abc123) and passphrase. Log-in information is available on the ASAP website.
  o Pay tuition and fees: Bills are not mailed! Bills may be obtained online through ASAP, visit Fiscal Services online: http://utsa.edu/fiscalservices/.


☐ UTSA Identification Card: You may pick up your UTSA ID, the official identification card of the UTSA community, at the Multidisciplinary Studies Building, room 1.01.52 (Main Campus) or at the Frio Street Building, room 1.506 (Downtown Campus).

☐ Student Health History Forms: Submit copies of your immunizations to the Student Health Services office: http://utsa.edu/health/forms.cfm.

☐ Textbooks: Textbooks can be purchased through the University Bookstore: http://utsa.bkstr.com. Textbooks can also be purchased through Amazon or rented through the UTSA Bookstore, if available.

☐ Student Services: As a graduate student, you want to be successful in your program and beyond. UTSA offers a wide variety of workshops and student services that allow you to grow in your academics as well as professionally.


☐ Bus Service: http://utsa.edu/auxiliary/via.html Routes serving the Main Campus are 93, 94, 603, 605 and 660.