


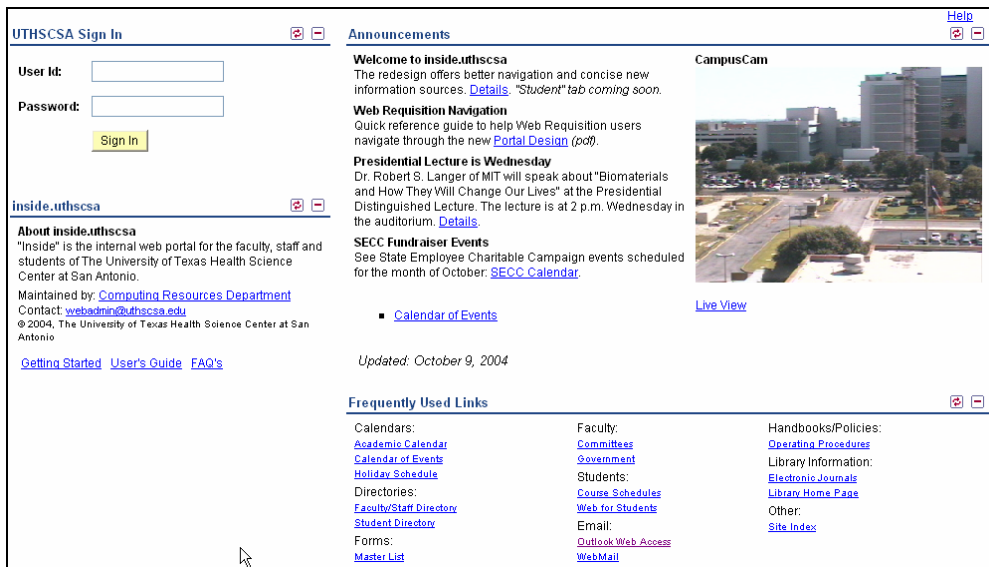
WEB REGISTRATION INSTRUCTIONS SENIOR MEDICAL STUDENTS

Web registration is conducted through the Enroll in a Class option on the SA Self-Service Learner Services menu.

To access the SA Self-Service Learner Services menu, click on the inside.uthscsa (intranet) link on the UTHSCSA homepage or use the following URL:
<http://inside.uthscsa.edu/> .



Enter your UTHSCSA domain user id and password and click on .

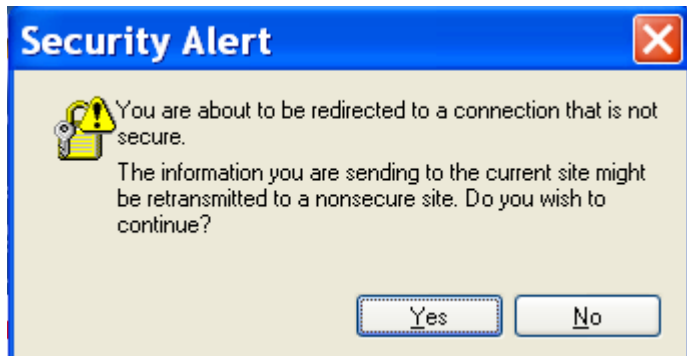


(IMPORTANT INFORMATION REGARDING YOUR UTHSCSA USER ID & PASSWORD**)**

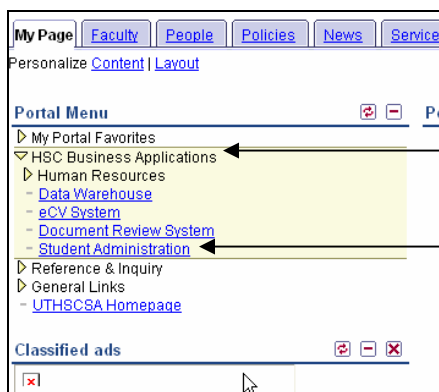
Your UTHSCSA domain user id is the same as your UTHSCSA email user id. Your UTHSCSA domain password, however, is separate from your UTHSCSA email password. If your inside.uthscsa logon fails, your domain password may have expired or you may not yet have changed it from its initial setting.

For more password information, click on <http://www.uthscsa.edu/computing/passwords> or contact Triage at 567-2069 or triage@uthscsa.edu .

Click on Yes.



Click on HSC Business Applications in the Portal Menu box. Then click on Student Administration.



(If this results in a blank screen, you must drop your browser's security level to Medium. A level of High will prevent the system from operating.)

Navigate to Learner Services following this path:

[Home](#) > [SA Self Service](#) > [Learner Services](#) > [Home](#) > Learner Services

Start by clicking on SA Self Service and continue clicking until you hit the **second Learner Services** menu option.



Click on Academics.

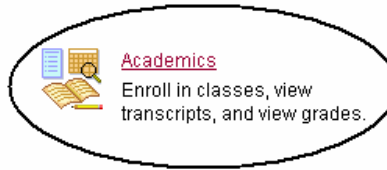
[Home](#) > [SA Self Service](#) > [Learner Services](#) > [Home](#) > [Learner Services](#)

Learner Services



[Admissions](#)

Apply for admission, and check your application status.



[Academics](#)

Enroll in classes, view transcripts, and view grades.



[Course Catalog and Schedule](#)

View course catalog information and look for specific class sections.



[Finances](#)

View your account, make a payment, and apply for financial aid.

You can also navigate without the Learner Services icon page. You may use the direct links – Catalog, **Academics**, or Finances.

[Home](#) > [SA Self Service](#) > [Learner Services](#)



Click on the Enroll in a Class option under the Enrollment heading on the Academics icon page or the Enroll in a Class direct link on the Academics menu.

[Home](#) > [SA Self Service](#) > [Learner Services](#) > [Home](#) > [Learner Services](#)

Academics



Enrollment

Enroll in classes, view your class and exam schedule.

View [Enrollment Appointment](#)

[Enroll in a Class](#)

[View My Class Schedule](#)

[View My Weekly Schedule](#)

[View My Exam Schedule](#)



Course Catalog and Schedule

View course catalog information and look for specific class sections.

[View Course Catalog](#)

[View Schedule of Classes](#)

[Return to Learner Services](#)



Academic Record

Request transcripts, view your course and grade history, evaluate your transfer credit, apply for graduation and request an enrollment verification.

[View My Grades](#)

[View My Assignments](#)

[Request Official Transcript](#)

[View Unofficial Transcript](#)

[View Degree Progress Report](#)

[View Transfer Credit Report](#)

[Evaluate Transfer Credit](#)

[View My Advisors](#)

[Request Enrollment Verification](#)

[Apply for Graduation](#)

or

Personal Portfolio
Learner Services

Home
Catalog
Academics
Finances

Enroll in a Class
View My Class Schedule
View My Grades
View My Advisors
Apply for Graduation

Click on the link for the appropriate term on the Select Enrollment Term screen.

Enrollment

Select Enrollment Term

J MedStudent

You are eligible to view and/or modify enrollment information for the terms listed below. Click the appropriate Term to do so.

Term	Academic Career	Institution
Academic Year 2006-2007	Medical Professional	UT Health Science Center at SA
Academic Year 2005-2006	Medical Professional	UT Health Science Center at SA
Spring 2004	Medical Professional	UT Health Science Center at SA
Fall 2003	Medical Professional	UT Health Science Center at SA

Click on the Add Classes link at the bottom left corner of the screen.





Go to: [Add Classes](#) [Drop / Update Classes](#) [Swap Classes](#) [Printer Friendly Page](#) [Select a Different Term](#)
[Return to Academics](#)

To add a class, you click on the magnifying glass , and search for the class you want.

To add a class to your schedule, enter the Class Number in the Class Nbr field, or click the lookup button to view the schedule of classes. Enter one or more Class Numbers. To add more than 6 Class Numbers, click ADD ANOTHER CLASS.

After you have selected all the classes you want to add, click the SUBMIT button.

Verify your add was successful by checking the Add Status column.

Class Nbr	Subject / Catalog#	Section	Units	Grading Option	Add Status
<input type="text"/>			0.00		Pending <input type="button" value="Delete"/>
<input type="text"/>			0.00		Pending <input type="button" value="Delete"/>
<input type="text"/>			0.00		Pending <input type="button" value="Delete"/>
<input type="text"/>			0.00		Pending <input type="button" value="Delete"/>

After you click on the Magnifying Glass icon, the Basic Class Search screen will open. Enter just the Subject (i.e.,FAPR) to see a list of all the class numbers for all course offerings under that subject or enter both the Subject (i.e.,FAPR) and the Catalog Number (i.e.,4020) to see only the class number for a specific course. Then, click on the **Search** button.

Basic Class Search

Institution: HSCSA UT Health Science Center at SA
Term: 3060 Academic Year 2005-2006

Select at least 2 criteria below then click Search to see the results.

Subject: Family Practice

Catalog Number:

Open Classes Only
 Open Entry/Exit Classes Only

Description:

Course Component:

Course Career:

Session:

Campus:

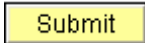
Location:

[Advanced Search](#) [Return to Add Classes](#)

Clicking on the **Search** button will open the Class Search Results screen, click on the Check Box next to the Class Number to select the course.

Class Sections											Find 1-3 of 3
<input checked="" type="checkbox"/>	Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait	
	1219	FAPR	4018	001	OFFICE PROCEDURES	4	CLN	Open	1	0	
Session: MS-4 VII											
Time: 12:00AM 12:00AM			Room: TBA			Dates: 01/09/2006 - 02/03/2006					
											Instructor: Adams,Anglenette Doty,Sue
<input checked="" type="checkbox"/>	Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait	
	1220	FAPR	4018	001	OFFICE PROCEDURES	4	CLN	Open	1	0	
Session: MS-4 VIII											
Time: 12:00AM 12:00AM			Room: TBA			Dates: 02/06/2006 - 03/03/2006					
											Instructor: Adams,Anglenette Kumar,Kaparaboyana A.
<input checked="" type="checkbox"/>	Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait	
	1221	FAPR	4018	001	OFFICE PROCEDURES	4	CLN	Open	1	0	
Session: MS-4 IX											
Time: 12:00AM 12:00AM			Room: TBA			Dates: 04/10/2006 - 05/05/2006					
											Instructor: Adams,Anglenette Doty,Sue

If you wish to register for more than six classes, click [Add Another Class](#).

Once you have entered all the required data for the classes in which you wish to enroll, click on either  button.

Enrollment

Add Classes **Academic Year 2005-2006**

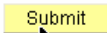
J MedStudent UT Health Science Center at SA









Medical Professional


To add a class to your schedule, enter the Class Number in the Class Nbr field, or click the lookup button to view the schedule of classes. Enter one or more Class Numbers. To add more than 6 Class Numbers, click ADD ANOTHER CLASS.

After you have selected all the classes you want to add, click the SUBMIT button.

Verify your add was successful by checking the Add Status column.



Class Nbr	Subject / Catalog#	Section	Units	Grading Option	Add Status	
1221	 FAPR 4018	001	4.00	Graded	Pending	
<input type="text"/>			0.00		Pending	
<input type="text"/>			0.00		Pending	
<input type="text"/>			0.00		Pending	

After clicking the  button, review the Add Status column on the Add Classes screen. If the column indicates “Success,” you effectively registered for the class. If the column indicates “Errors Found,” your enrollment in the course was not successful.

Click on [Errors found](#) for details concerning the student information system’s inability to process your registration request. (See examples below.)

Potential Errors include:

- Holds (financial obligation, parking ticket, etc)
- Max Session hour limit (you are already registered for a class in that period).
- Class requires departmental permission. Call the department for permission.*

***If you don’t have permission for a class you will get the following message:**

Enrollment Request Messages **Academic Year 2005-2006**

J MedStudent UT Health Science Center at SA

Medical Professional

Seq #	Enroll	Class Nbr	3283	FAPR	4020	Section	001	FAMILY MEDICINE PRECEPTORSHIP
1								


Message Severity: Error

Message Text:

Instructor Consent Required to Enroll in Class, Add Not Processed. (14640,38)

A valid permission number is required to add this class. See the instructor and/or department and if appropriate they will give you a permission number which enables you to add this class.

To enter the permission number, click the Cancel button on the bottom of this page. Click on the Subject/Catalog# hyperlink for the class that requires permission. This will open the Class Enrollment Options page where the permission number may be entered. Enter the number and re-submit the enrollment request.



MS4’s do not need permission numbers. The administrative coordinator for the department can give you permission and then enrollment will be allowed.

If you wish to drop courses for which you **successfully** registered, click on Drop/Update Classes.

Go to: [View My Schedule](#) [Drop / Update Classes](#) [Swap Classes](#)

Click on the Action drop-down box on the Drop/Update Classes screen, select Drop then click .

*Action	Subject / Catalog#	Section	Enrollm Status
-Select enrollment action- ▼	FAPR 4018	001	Enrolle
-Select enrollment action- Drop	INTD 4106	001	Enrolle
Update	SURG 4042	001	Enrolle
-Select enrollment action- ▼	SURG 4049	001	Enrolle

Review the Update Status column on the Drop/Update Classes screen. If the column indicates “Success,” you effectively dropped the class. If the column indicates “Errors Found,” your drop was not successful.

[Errors](#)

Click on [found](#) for details concerning the student information system’s inability to process your drop request.

*****Its imperative that you check your on-line schedule frequently, especially before the start of each new class, to be sure you are properly registered in the rotation.*****

Checking on Class Availability

You can check to see if a particular class is open by navigating to:

[Home](#) > [SA Self Service](#) > [Learner Services](#) > [Catalog](#) > **View Schedule of Classes**

Enter the Subject and Catalog number. You can narrow your choices by selecting a particular Session also. Notice that the Open Class Only box is checked. The Search will only return sections that are open at that time.

Basic Class Search

Institution: HSCSA UT Health Science Center at SA
Term: 3060 Academic Year 2005-2006

Select at least 2 criteria below then click Search to see the results.

Subject: Medicine

Catalog Number:

Open Classes Only
 Open Entry/Exit Classes Only

Description:

Course Component:

Course Career:

Session:

Campus:

Location:

[Advanced Search](#) [Return to Select Institution and Term](#)

A computer is available in the Registrar's office during regular business hours to be used for registration and to assist you one-on-one if you are experiencing problems with the enrollment process.

If you need assistance, please call 210-567-2671 or 567-2662 during normal business hours or email msprospect@uthscsa.edu