

Validate Class Schedule Instructions

To ensure that you meet the in-person requirement for your visa status, **you are required to submit your class schedule for validation to International Student & Scholar Services (ISSS).** This is crucial in maintaining your legal status in the United States. Please follow these instructions carefully:

Step 1: Collect Your Class Schedule

Before proceeding, ensure you have already looked for the classes you intend to register for.

Enrollment Requirements for Undergraduate and Graduate Students

Undergraduate students must be enrolled in at least 12 credit hours.

1. A minimum of 9 credit hours must be in-person or hybrid (FF, H1, H2 HB, and ID)
 - a. **FF = Traditional in-person**
 - b. **H1 = Mostly online, some in-person**
 - c. **H2 = Mostly in-person, some online**
 - d. **HB = Mix of in-person and online**
 - e. **ID (Independent Study, Research, Thesis, Dissertation)**
2. Maximum of 1 online course per 12 credit hours (OA, OH, and OS are considered fully online)
 - a. **OA = Online only, at set time**
 - b. **OS = Online only, no set time**
 - c. **OH = Online only, some set time**

Graduate students must be enrolled in at least 9 credit hours.

1. A minimum of 6 credit hours must be in-person or hybrid (FF, H1, H2 HB, and ID)
 - a. **FF = Traditional in-person**
 - b. **H1 = Mostly online, some in-person**
 - c. **H2 = Mostly in-person, some online**
 - d. **HB = Mix of in-person and online**
 - e. **ID (Independent Study, Research, Thesis, Dissertation)**
2. Maximum of 1 online course per 9 credit hours (OA, OH, and OS are considered fully online)
 - a. **OA = Online only, at set time**
 - b. **OS = Online only, no set time**
 - c. **OH = Online only, some set time**

If you have been approved for a reduced course load (RCL) or have less than full-time requirements remaining, let us know so we can accommodate this request for you when submitting your schedule

Step 2: Complete the Validation Form

Go to the [international student portal](#) and look for the "Validate Class Schedule" request or similar option. This is where you will need to **type in your CRN for your courses** (you can include course number and section # if you would like) and upload your class schedule(optional). **Course Reference Number (CRN): Identifies a specific section of the course (5-digit number).**

The screenshot displays the Student Request Portal interface. At the top left, user information is shown: Roadrunner, Rowdy; F-1; N0033534082. To the right, education details are listed: Education Level: BACHELOR'S; Campus Site: University of Texas at San Antonio (F); Program Dates: 08/31/2022 - 05/31/2024; SEVIS Status: Cancelled. A navigation bar contains two tabs: '2 Personal & Program' and '3 Student Request Portal'. A red arrow points from a text box to the '3 Student Request Portal' tab. Below the navigation bar, there are sections for 'Messages' (No pending messages) and a search bar 'What can we help you with?'. A table shows a request status of 'Completed' with a date of '06/27/2023'. At the bottom, three service icons are visible: 'CPT Request' (briefcase icon), 'Concurrent Enrollment' (building icon), and 'Contact Information Update' (person icon).

Log in to the portal and click option 3 to find the requests!



Two icons for 'Validate Class Schedule' requests are shown. The first icon is labeled 'Validate Class Schedule (Graduates)' and the second is labeled 'Validate Class Schedule (Undergraduates)'. Both icons feature a person silhouette with a checkmark.

These are the icons for the request so you can find them in the portal!

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Class Schedule (Questionnaire)

Required *

Class 1 CRN Code *

EE-3313-0B1 CRN 41560

Class 2 CRN Code *

EE-3423-0A1 CRN 34060

Class 3 CRN Code *

EE-3463-0A1 CRN 29173

Class 4 CRN Code *

EGR-3323-0A1 CRN 28667

Class 5 CRN Code

HIS-1043-010 CRN 38878

Class 6 CRN Code

Step 3: Verify the Accuracy of Your Submission

Before finalizing your submission, review all the CRNs and information you have provided. Ensure that the class schedule matches your selected choices.

Here is an example of how to format your Classes, you can turn in just the CRN or the all-class info like below!

Step 4: Submit Your Request

Once you are confident that your information is correct, submit your request for validation

[Class Schedules](#) We will use this link to verify classes!

Step 5: Wait for Confirmation

ISSS will review your submitted request. Please allow up to 3-5 business days for processing.

You will receive an email confirming the validation of your class schedule if approved or denied.

***DISCLAIMER:** Due to many uncontrollable factors, such as seat availability, teacher availability, and course availability, scheduling adjustments and conflicts may still happen. Consequently, we cannot promise that your schedule will not change on the day of registration, therefore, **please submit a new schedule validation request if any changes are needed to be made and contact ISSS immediately.** Your cooperation in maintaining your visa status is crucial, and we are here to assist you.

Should you have any questions or need assistance during this process, please reach out to ISSS at [210-458-7202](tel:210-458-7202) or email us at international.services@utsa.edu. We are here to help you navigate this process and ensure your continued success as an F1 student in the United States.

Thank you for your cooperation and commitment to fulfilling your visa requirements.