Registering for Classes at ASU 1) Sign in to your My ASU page: http://my.asu.edu Sign In ASURITE User ID: Sparky1 Activate or Request an ID Password: •••••••• Forgot ID / Password? Sign In Remember My User ID 2) From the "My Classes" Box, click "Class Search" My Classes Spring '13 Summer '13 Fall '13 You are not registered for classes in the Fall 2013 term. Use the Class Search link below to find classes. Registration» Class Search Books Blackboard Grades & Transcripts 3) Search for the class using Quick Search **Class Search** Filter Your Search **Class Search Course Catalog Search** 1

4) Click "Add" for the section you wish to enroll in.

Class Search

Filter Your Search Ξ	Class Search Course Catalog Search
In-Person & iCourses	28 Results Active Filters:
ASU Online Classes	Fall 2016 V Subject MAT Number 117 Search by keyword
Open Classes 🔍 All Classes	
Filter By Session	Course TitleClass# Instructor Days Start End Location
🗖 A 📕 B 📕 C 📕 Dynamic	
Filter By Location	MAT 117 (LEL) College Add 80017 🔰 Staff M W F 10:45 AM 11:35 AM Tempe - LIB1
Downtown Phoenix	Algebra
Polytechnic	MAT 117 (LEL) College Add 80020 🔰 Staff M W F 11:50 AM 12:40 PM Tempe - LIB1
Tempe	Algebra
Thunderbird	MAT 117 (LEL) College Add 80025 W Staff M W F 12:55 PM 1:45 PM Tempe - LIB1 Algebra

5) Click "NEXT" to put this class in your shopping cart

THP 394-	1001 IntLecLab 🛆 Open	Grading	Standard Grading 🔹		
		Units	3.00		
Горіс	Management and the Arts				
Session	Session A				
Career	Undergraduate				
			CANCEL NEXT		

Repeat steps 3,4 & 5. When all classes are added to your shopping cart, go to step 6.

6) Proceed to next step





Search for General Studies

1) Open up "My Classes" Box, click "Class Search"



2) Click on "Advanced Search"

Class Search



3) Select specific Genearl Studies category:



Note: you can select more than one GS Areas such as SB + C.

Search by Location

Pick the Location:

Class Search



Search for Session B Classes

Pick the Session:



Tips:

- Picking a specific campus and Session B will not allow you to see the most of the offered courses. Most classes offered in Session B are offered as iCourses.

- You must narrow your search by entering a subject, general studies or college; click on "Advanced Search" to pick from some of these options.

Registration Icons:

Filter Your Search	•	lass Search	Course Catal										
In-Person & Courses	9 Results A	ctive Filters:											
ASU Online Classes	Summer '16	(all) • Subject	Number	Selaich by Ne	one of the		0 0	Clear All Filters					
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er By Location -	DCE 100	Introduction to	Add 4 152	Schenck		12:00 AM	12:00 AM	iCourse	05/16-06/24(A) 3	1	5 of 50 🛓	HU
Downtown Phoenix		Dance											
Polytechnic Tempe	DCE 100	Introduction to Dance	Add 4 54 M	Young		12:00 AM	12:00 AM	iCourse	06/29-08/09(B) 3		5 of 50 🔺	HU
Thunderbird	DCE 115 cm	Yogal	Add 4 136	Britt	M T W Th	5:30 PM	7:00 PM	Tempe - PEBW239	05/16-06/24(A) 2		5 of 40 .	
West	DCE 118 at	Yoga/Pilates	Add 4: 148	Staff	MTWTh	5:30 PM	7:00 PM	Tempe - PEBE190	06/29 - 08/09(B) 2		6 of 40 .	
AZ Western College	DCE 499	Individualized	Add 4 89	Jackson		12:00 AM	12:00 AM	Tempe - TBA	05/16-07/08(C) 1-	3	5 of 5 @	
Eastern AZ College	DCE 693	Instruction	22	Part of the second		12:00 AM	12.00 AM	Tempe - TBA	05/16 - 06/240	A) 1-		tof2	
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iCourse (online) Off-campus	DCE 693	Applied	Ad 41483	Etheridge		12:00 AM	12:00 AM	Tempe - TBA	06/29 - 08/09(B) 1-	12	5 of 5 @	
Off-campus All locations	DCE 695	Project	I	Woodson									
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				Woodson									
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Once you have added classes to the shopping cart...

2015 Fall Shopping Cart								
Delete	<u>Class</u>	Days/Times	Room	Instructor	<u>Units</u>	Status		
Î	ARS 102-1004 (75080)	тва	Internet	K. Strange	3.00			
Î	MUS 354-1906 (83835)	тва	Internet	M. Shellans	3.00			

Description:

- 1. Gray Add button The add deadline has passed so students cannot add the course without completing paperwork asking permission to add the class late.
- 2. Red Add button Clicking this button will add the course in this row to the student's shopping cart.
- 3. Green Triangle Course has a reserve capacity which means the course is reserved for a specific group of students. Hover your mouse over the icon to see what group of students the course is reserved for.
 NOTE: If a course is reserved for "On-campus students" then students whose major is a campus based program (as opposed to an Online only program) may enroll.
- 4. Red box with X Course is full; sometimes instructors may be able to allow extra students into the course but not always. Students can email the instructor to ask if an override is possible.
- Green Circle The class does not have any reserve. However, the course might have pre-requisites; click the title to review those.

- Yellow Triangle Course has a reserve; if a student meets the reserve criteria, the system will allow the student to enroll. If the student doesn't meet the criteria, there will be an error message when the student attempts to enroll.
- Blue Box Course is full; if the student has been issued an override, the system will allow the student to enroll. If the student doesn't have an override, there will be an error message when the student attempts to enroll.

Common Registration Errors:

After you click the Finish Enrolling button, several common errors may occur. Please read the error message very thoroughly. If you don't understand an error message, copy and paste it into an email to your advisor so the advisor can explain what the error means. Here are some of the most common issues students experience:

- *Time Conflict* If a student has added two courses that have overlapping meeting times, the system will enroll the first course but not the second course. The error message will indicate the specific class # of the course which the second class conflicts with.
- **Course Reserve** Some courses are reserved for specific student groups. If a student does not meet the reserve criteria and belong to that specific group, the system will not allow the student to enroll in the course.
- *Holds* If a student has a hold, the system will not allow any courses to be added; check your My ASU page to review your holds.
- *Full Course* If the class is full, the system will not allow a student to enroll in the course.
- Requisites if a student does not meet the listed prerequisite* or corequisite**, the system will not allow the course to be added.
 NOTE: students who don't have placement into Math or English will not have met the requisites to enroll in the course.

***Prerequisite:** a course which must be completed or a criteria which must be met prior to enrolling

****Corequisite**: when two or more courses must be enrolled simultaneously; so both / all of the corequisite courses must be in the shopping cart at the same time when the student clicks to finish enrolling.

Other Notes:

General Studies

Occasionally students experience this error:

Error: You are required to take this requirement designation for this class. This class satisfies a general studies requirement. Please see the Requirement Designation information in the Class Search.

Although this states it is an error, it is merely a statement of information. The system is letting the student know that this course satisfies a general studies requirement and that the student is required to meet this general studies area in order to graduate. This message will not prevent enrollment in a course.

Web Browser

Not all web browsers are compatible with ASU's registration system. The Safari browser notoriously causes students to experience an error message. This message includes the phrase "you are not authorized" which is misleading. Students that encounter this error message should attempt to enroll using a different web browser (such as Google Chrome or Firefox).