

# Registering for Classes at ASU

1) Sign in to your My ASU page: <http://my.asu.edu>

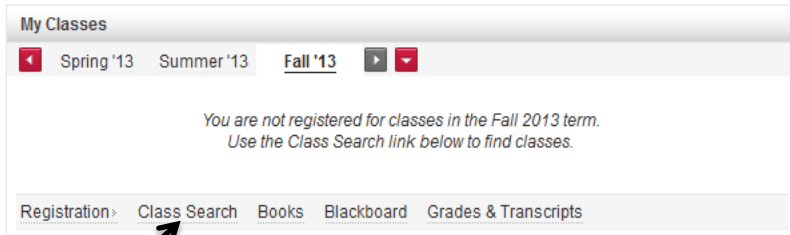
## Sign In

ASURITE User ID:  [Activate or Request an ID](#)

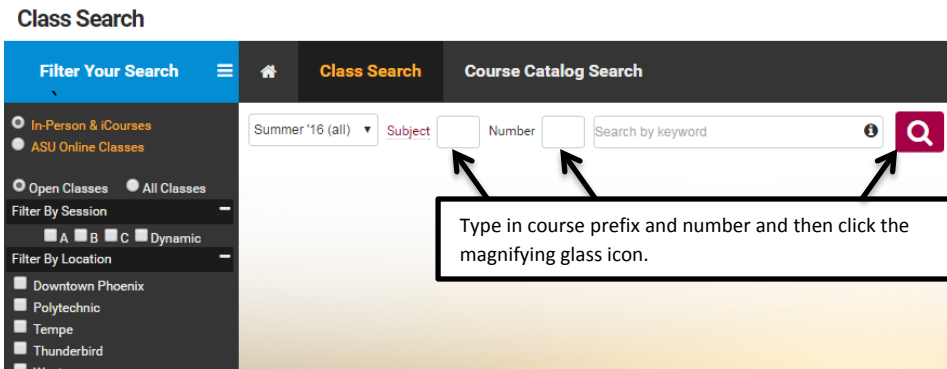
Password:  [Forgot ID / Password?](#)

Remember My User ID

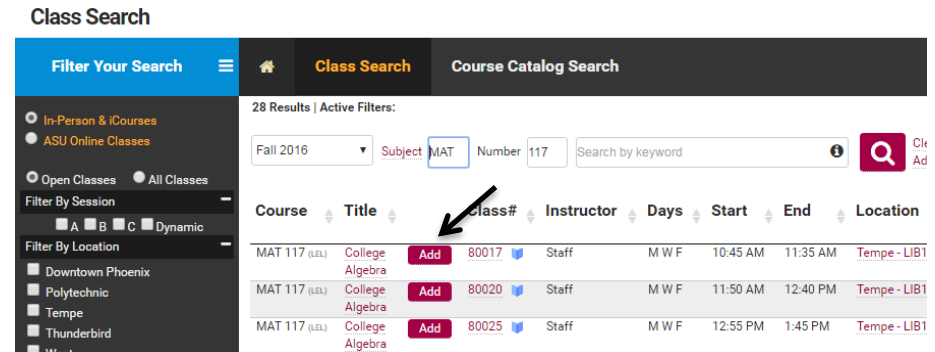
2) From the “My Classes” Box, click “Class Search”



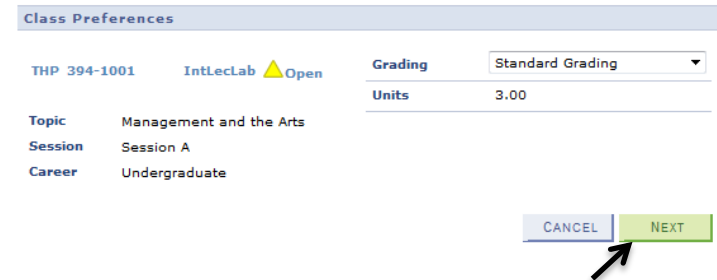
3) Search for the class using Quick Search



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

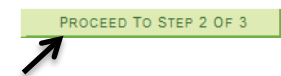


5) Click “NEXT” to put this class in your shopping cart



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

6) Proceed to next step

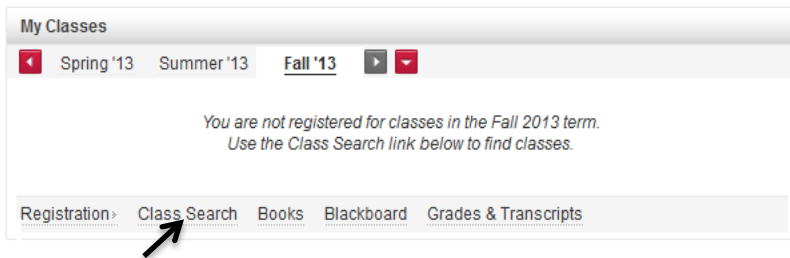


7) Finish Enrolling

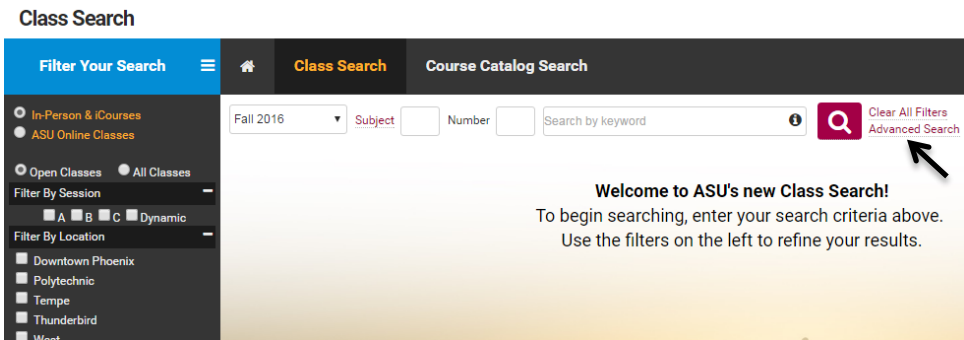


# Search for General Studies

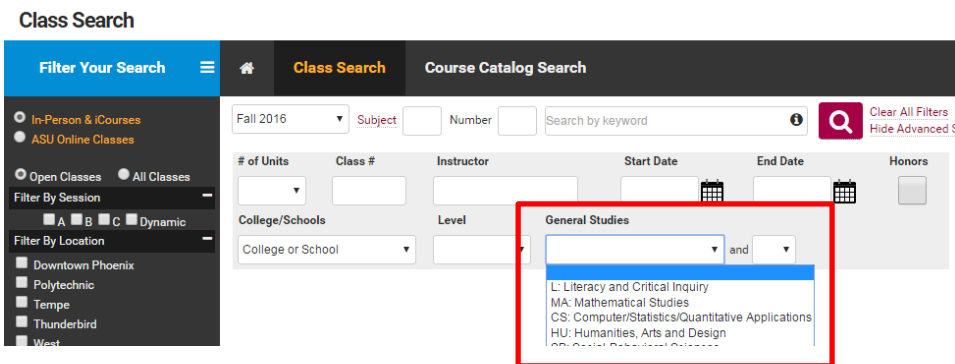
1) Open up “My Classes” Box, click “Class Search”



2) Click on “Advanced Search”



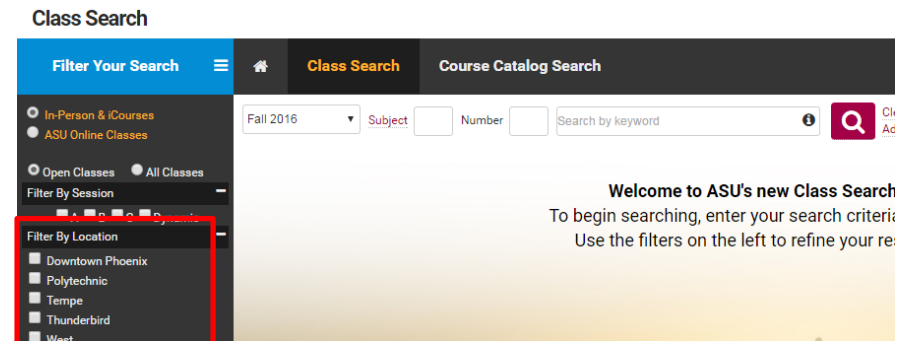
3) Select specific General Studies category:



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

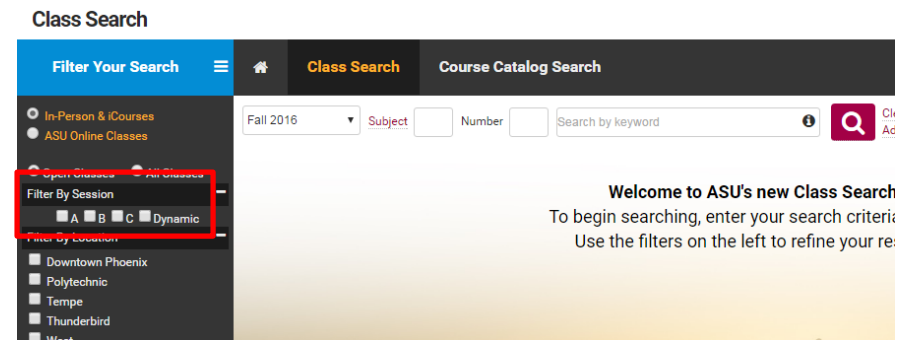
# Search by Location

Pick the Location:



# 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:

Class Search

Filter Your Search Class Search Course Catalog Search

9 Results | Active Filters: Summer '18 (8/1) Subject DCE Number Search by Keyword Clear All Filters Advanced Search

Course	Title	Class#	Instructor	Days	Start	End	Location	Dates	Units	Seats Open	GS
DCE 100	Introduction to Dance	4152	Schenck		12:00 AM	12:00 AM	iCourse	05/16 - 06/24(A)	3	0 of 50	HL
DCE 100	Introduction to Dance	4154	Young		12:00 AM	12:00 AM	iCourse	06/29 - 08/09(B)	3	0 of 50	HL
DCE 115	Yoga I	4126	Britt	M T W Th	5:30 PM	7:00 PM	Tempe - FEBV239	05/16 - 06/24(A)	2	0 of 40	
DCE 118	Yoga/Pilates	4148	Staff	M T W Th	5:30 PM	7:00 PM	Tempe - FEBE190	06/29 - 08/09(B)	2	0 of 40	
DCE 499	Individualized Instruction	4189	Jackson		12:00 AM	12:00 AM	Tempe - TBA	05/16 - 07/08(C)	1-3	0 of 5	
DCE 693	Project	4155	Etheridge Woodrum		12:00 AM	12:00 AM	Tempe - TBA	05/16 - 06/24(A)	1-12	0 of 2	
DCE 693	Applied Project	41483	Etheridge Woodrum		12:00 AM	12:00 AM	Tempe - TBA	06/29 - 08/09(B)	1-12	5 of 5	
DCE 695	Continuing Registration	41216	Etheridge Woodrum		12:00 AM	12:00 AM	Tempe - TBA	06/29 - 08/09(B)	1	2 of 2	
DCE 695	Continuing Registration	47011	Etheridge Woodrum		12:00 AM	12:00 AM	Tempe - TBA	05/16 - 07/08(C)	1	2 of 2	

Introduction to Dance	Add	1.	81 of 150	▲	3.
Introduction to Dance	Add	2.	113 of 150	▲	3.
Yoga I	Add		0 of 160	✖	4.
Yoga/Pilates	Add		1 of 20	●	
Individualized Instruction	Add		1 of 20	●	5.

Once you have added classes to the shopping cart...

2015 Fall Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">ARS 102-1004 (75080)</a>	TBA	Internet	K. Strange	3.00	
	<a href="#">MUS 354-1906 (83835)</a>	TBA	Internet	M. Shellans	3.00	

## Description:

- Gray Add button** – The add deadline has passed so students cannot add the course without completing paperwork asking permission to add the class late.
- Red Add button** – Clicking this button will add the course in this row to the student's shopping cart.
- 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.
- 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).