Registration Guide

Steps to take when registering for courses
The first task in registering is finding out what course to register for.

If you found this guide on our site then your screen should look something like this.

If it does not, type degree.astate.edu into your search bar and press enter and this site should appear.
Step 1: Go to Admissions tab

From this screen you will need to find out what courses you need to register for.

Put your cursor over the admissions tab and a drop down menu will appear.
Step 2: Select start dates and calendar from the drop-down menu

Click on Start Dates/Calendar.
Step 3: Select your program

You may need to scroll down to find your program.

Once you find your program you can see the schedule for it by clicking on it.

For this example, we will choose the MSE in Educational Theory and Practice Program.
At this point, a new window will open that should look something like this one.

Here is where you will need to write down the CRN numbers, they are the red numbers.
Now it is time to register

- You will use the schedule you found as reference when registering.
- It may be a good idea to print your program schedule out.
- You may also want to keep the window open to refer back to while registering.
Step 1: Go to Astate.edu
Step 2: Click on the Mycampus tab, on top right of page
Step 3: Log in using the first part of your email (before the @) and the same password you use for your email.
Step 4: Go to Banner Self Service

- IF you do not see the Banner Self Service at first, Click on the folder next to Student to expand the options.
After clicking the icon, a new window will appear that should look something like this one.
Step 6: Click student tab on top, or on the list.
Step 7: Choosing classes

Click on Add or Drop classes.
Step 8: Select your semester

Click the semester you are registering for.
Step 9: Type in the CRN numbers that you wrote down earlier.

Here is where you will use the CRN numbers you wrote down earlier. Each one will go in their own box.

Once you have entered all of your CRN numbers click Submit Changes and you are done.
Step 12:

- Once you have registered for all of your courses, you can view them in the Student Detailed Schedule.
  - You can find your student detail schedule on the same page we used in step 7.