A Registration Guide for Concurrent Students
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ACCESSING SELF SERVICE

- Students can access Self Service by going to the direct link in their web browser: http://ssb.astate.edu

- Students can also access Self Service by going to the A-Z index on the ASU homepage (http://www.astate.edu) and clicking on the Self Service link located on that page.
• Once you have accessed the Self Service login page, enter your ID and PIN. If you have forgotten your password, click the **Forgot your ID? Click Here** link underneath the login fields. You will be prompted for your Social Security Number and Date of Birth and you will input those in the correct format. The system will then give you your ID number and PIN.

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**Arkansas State University**

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login

**User ID:**

**PIN:**

[Login] [Forgot PIN?]

**Forgot your ID? Click Here**

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**RELEASE: 6.5.2**
NAVIGATING SELF SERVICE

- Once logged into Self Service, you will see the Main Menu.
- On the main menu of Self Service you will see several links and tabs (screenshot below). To begin registration, click the Student tab or link.
• The Student and Financial Aid menu will be shown next. Click on Registration to continue the registration process.

Student and Financial Aid

Admissions
Apply for Admission or Review Existing Applications

Registration
Check your registration status, class schedule, and add or drop classes.
• See your advisor to discuss your academic plan. Your advisor will remove your advising hold after your registration holds with the appropriate office. Check to see that holds are then cleared.
• If you are required to complete MATH 0003 or MATH 0013, please select your CRN for the pre-fast before you can continue with additional registration.
• All remedial holds are handled in Advisement Services.

Student Records
View your holds, grades, transcripts and account summary. Set up payment plans or deposits. Students should view their Account Summary to make sure that their account is clear. Registrations

Financial Aid
Apply for Financial Aid, review status and loans

RELEASE: 8.5.4
• The Registration menu will display several links that pertain to your registration (see screenshot below).

Registration

<table>
<thead>
<tr>
<th>Registration Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Term</td>
</tr>
<tr>
<td>Add or Drop Classes</td>
</tr>
<tr>
<td>Full term and first session Spring courses begin on January 14.</td>
</tr>
<tr>
<td>The last day to add a full term or first session course is January 20.</td>
</tr>
<tr>
<td>The last day to drop a first session course is February 15.</td>
</tr>
<tr>
<td>The last day to add a second session course is March 5.</td>
</tr>
<tr>
<td>The last day to drop a full term course, a second session course, or withdraw for the term is April 17.</td>
</tr>
<tr>
<td>Additional term dates can be accessed at <a href="http://registrar.azstate.edu/calendar.php">http://registrar.azstate.edu/calendar.php</a></td>
</tr>
<tr>
<td>Look Up Classes</td>
</tr>
<tr>
<td>Week at a Glance</td>
</tr>
<tr>
<td>Student Detail Schedule</td>
</tr>
<tr>
<td>Course Catalog</td>
</tr>
<tr>
<td>Active Registration</td>
</tr>
<tr>
<td>Registration History</td>
</tr>
</tbody>
</table>

RELEASE: 8.5.4

• You first must select a term that you would like to perform registration tasks.

• Once you select a term, when you click links on the Registration page they will display information for that selected term.

• Once you have selected a term, Self Service will retain this term for all registration queries and searches. In order to select a different term, you will need to click the Select Term link to choose a new term.

• If you selected Add or Drop Classes you will be given a page where you can manually input the five-digit CRN in order to register for your chosen course. Once input, you will click Submit Changes to register.
The Look Up Classes option will allow you to search for course sections for a given term.

A list of subjects will be given and you can select for this list.
Once you select a subject, you will be given a list of courses being taught in that subject. If you click on View Sections, this will list all sections for the term of the selected course. (Please refer to the How to Locate Concurrent Courses section below to locate those courses taught at high schools).

### Look Up Classes

<table>
<thead>
<tr>
<th>2013 Fall</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1003</td>
<td>COMPOSITION I</td>
</tr>
<tr>
<td>1013</td>
<td>COMPOSITION II</td>
</tr>
<tr>
<td>1643</td>
<td>IMPULSE TOWARD RELIGION</td>
</tr>
<tr>
<td>2003</td>
<td>INTRO TO WORLD LITERATURE I</td>
</tr>
<tr>
<td>2013</td>
<td>INTRO TO WORLD LITERATURE II</td>
</tr>
</tbody>
</table>
HOW TO LOCATE CONCURRENT (HIGH SCHOOL) COURSES

- Once you see the list of sections after clicking on View Sections, you can identify high school courses by their respective section number in the fifth column. Concurrent course section numbers are always 9XX, as seen in the screenshot below. The campus codes, located in the sixth column can also be used to identify these courses. The campus code definitions are given in the key below.

High School Campus Codes

CED: Cedar Ridge High School
GCH: Greene County Tech High School
JH: Jonesboro High School
NH: Nettleton High School
VVH: Valley View High School
WRH: Walnut Ridge High School
CNH: Corning High School
HXH: Hoxie High School
MDH: Marmaduke High School
RH: Rector High School
WH: Westside High School
The Add or Drop Classes link allows you to register or drop courses by Course Reference Number (CRN).

If you receive the message below when clicking on the Add or Drop classes link it means you have not been cleared by your academic advisor or your class (Sr., Jr., So., Fr.) is not scheduled to register at that time. Please remember to visit with your academic advisor to get registration clearance and check registration dates for your class.

Add or Drop Classes

You may not have been cleared to register at this time. Please check registration dates by visiting the following link http://www2.astate.edu/registrar/.

If it is time for your classification to register, please contact your Academic Advisor.

If you are unsure about who your academic advisor is, please contact the department that your major is within.

Undecided students should contact Wilson Advising Center at (870)972-3001 in order to get their advising hold cleared.

If there were any issues registering for a course, you will get a message similar to the one in the screenshot below. This means you did not register for the class. If you receive an error like the one below, please ensure you are registering for the correct section. If you received the error and believe you should be able to register for the section, please contact the department of the course so that they can instruct you on what you need to do in order to register for the course.

If your registration was successful, you’ll see a message similar to the one in the screenshot below.
DROPPING COURSES

- In order to drop classes from your schedule, you can use the Add or Drop Classes menu described in the registration section above. Students can drop using the drop-down menu that is listed next to their courses or they can enter specific CRNs of courses that they are listed in to drop them from their schedule.

- Students need to be aware of all drop deadlines as after these dates students will no longer be allowed to drop courses. Once fee assessment begins (2\textsuperscript{nd} week of class in Spring and Fall terms, 3\textsuperscript{rd} day of class for Summer terms) in order to withdraw from the university (drop all classes) you must visit with the Wilson Advising Center.

Current Schedule

- **Web Registered** on Apr 04, 2013
- **Drop Web** (DD)
- Status: None
- CRN: 61493
- Subject: ACCT
- Course: 3003

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Apr 19, 2013 01:33 pm

Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Submit Changes  Class Search  Reset
The Registration Status link will show you basic information about the term selected. It will identify any problems you may have during registration including holds, academic standing and status. It will also identify any permits you have been granted, your earned hours and curriculum information. It is a good idea to check this link before registration each term.

**Registration Status**

Remember: You must be cleared every semester by your advisor to register.

- You have no Holds which prevent registration.
- Your Academic Standing is Good Standing which permits registration.
- Your Student Status permits registration.
  - Your Class for registration purposes is Post Degree.

**Earned Credit**

<table>
<thead>
<tr>
<th>Level</th>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Transfer</td>
<td>0.000</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Institutional</td>
<td>175.000</td>
<td></td>
</tr>
</tbody>
</table>

**Curriculum Information**

**Current Program**

Bachelor of Science

**Level:** Undergraduate

**Program:** Bachelor of Science

**Admit Term:** 2006 Spring

**Admit Type:** Major Changed

**Catalog Term:** 2005 Fall

**College:** Business

**Major and Department:** Management, Management and Marketing
REGISTRATION ERRORS

- If you receive a message that says ‘Registration Add Errors’, you can find out what the error is under the Status section of the course you attempted to register for.

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite and Test Score error</td>
<td>60200</td>
</tr>
</tbody>
</table>

The following are a few different types of errors that can occur along with who to contact when you receive the error:

- Pre-Req and Test Score Error – Contact the department where the course is housed
- Instructor Signature Error – Contact the instructor of the course for an override
- Major Restriction Error - Contact the department where the course is housed
- Campus Restriction Error - Contact the department where the course is housed
- Department Error - Contact the department where the course is housed
- Level Restriction – This is used to limit Undergraduate students to Undergraduate courses and Graduate students to Graduate courses. Check the level of the course you are trying to register for.
HOLDS

- If you encounter an error message which states “You may not add or drop classes due to holds on your record” it indicates that a department has placed on a hold on your account. You can view what type of hold as well as the department and number to contact to find out more information about the hold by clicking the View Holds link.

Add or Drop Classes

- You may not add or drop classes due to holds on your record

- Once you click the view holds link, more detailed information will be displayed regarding the hold including the hold type, department who placed the hold (Originator) and the numbers where these departments can be contacted. You must contact the originating department to have the hold modified or removed from your account.

**Administrative Holds**

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>From Date</th>
<th>To Date</th>
<th>Amount</th>
<th>Reason</th>
<th>Originator</th>
<th>Processes Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation fee to be paid</td>
<td>Apr 19, 2013</td>
<td>Dec 31, 2099</td>
<td></td>
<td></td>
<td>Admissions-3024 Records-2031 Registration Transcripts</td>
<td></td>
</tr>
</tbody>
</table>

RELEASE: 8.5
The Week at a Glance feature allows you to view your schedule one week at a time. You enter a date in a MM/DD/YYYY format and the system will display your schedule for that week.

The schedule will be displayed Monday – Sunday and show the courses you are currently registered in for the selected term. It will display the course information, meeting times, building and room of the courses on your schedule.
**STUDENT DETAILED SCHEDULE**

- The student detail schedule link displays all of the student’s courses but in a much more detailed format. Using this display you can view detailed course information including all information that was displayed on the Week at a Glance menu as well as the instructor, dates, credits, level and campus of the course.

- The instructor will also have email icons (as pointed out by the red arrows). Clicking these icons will allow you to email the instructor of the course.

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**BUSINESS TECHNOLOGY METHODS - CIT 4503 - 001**

<table>
<thead>
<tr>
<th>Associated Term:</th>
<th>2013 Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN:</td>
<td>64180</td>
</tr>
<tr>
<td>Status:</td>
<td><strong>Web Registered</strong> on Apr 19, 2013</td>
</tr>
<tr>
<td>Assigned Instructor:</td>
<td>Ralph Ruby</td>
</tr>
<tr>
<td>Grade Mode:</td>
<td>Standard Letter</td>
</tr>
<tr>
<td>Credits:</td>
<td>3.000</td>
</tr>
<tr>
<td>Level:</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Campus:</td>
<td>Jonesboro</td>
</tr>
</tbody>
</table>

**Scheduled Meeting Times**

<table>
<thead>
<tr>
<th>Type Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 3:30 pm - 4:45 pm T</td>
<td>Business 221</td>
<td>Aug 19, 2013 - Dec 10, 2013</td>
<td>Lecture</td>
<td>Ralph Ruby (P)</td>
<td></td>
</tr>
</tbody>
</table>

---
COURSE CATALOG

- The course catalog link allows students to look up course information which includes a description, credits and level of the course.

ACCT 3013 - INTERMEDIATE ACCOUNTING II

A detailed study of operational assets, investments, liabilities, and an introduction to the corporate form of organization. Prerequisite, ACCT 3003 with a grade of C or better. Spring, Summer. 3.000 Credit hours 3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Lecture
Accounting Department

- The course is hyperlinked and clicking on this link will display more detailed information regarding the course.

ACCT 3013 - INTERMEDIATE ACCOUNTING II

A detailed study of operational assets, investments 3.000 Credit hours 3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Lecture
Accounting Department

Restrictions:
Must be enrolled in one of the following Levels:
Undergraduate Graduate

Prerequisites:
Prereq for ACCT 3013

General Requirements:
Course or Test: ACCT 3003
Minimum Grade of C
May not be taken concurrently.
ACTIVE REGISTRATION

- This link will display ALL currently registered courses, including upcoming terms. Mid-Term grading can also be viewed here, provided your instructor issues one (mid-term grades are not required on Junior and Senior level students).

Active Registrations

- The course is hyperlinked on this page and clicking it will allow you to view the syllabus, required textbooks and materials and registration information regarding the course.
REGISTRATION HISTORY

- A complete listing of all registration since the Fall 2006 term is viewable on this screen along with grading for each course

Registration History

The following represents active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed. An asterisk preceding the final transcript.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
<th>Level</th>
<th>Status</th>
<th>Midterm</th>
<th>Grade</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>64180</td>
<td>CIT 4503</td>
<td>BUSINESS TECHNOLOGY METHODS</td>
<td>3.000</td>
<td>Undergraduate</td>
<td><strong>Web Registered</strong> ** Apr 19, 2013**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2012 Spring
<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
<th>Level</th>
<th>Status</th>
<th>Midterm</th>
<th>Grade</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>11046</td>
<td>MGMT 3193</td>
<td>SOCIAL IMPACT MANAGEMENT</td>
<td>3.000</td>
<td>Undergraduate</td>
<td>Drop Course (W) ** Apr 17, 2012**</td>
<td></td>
<td>W</td>
<td></td>
</tr>
<tr>
<td>12131</td>
<td>MGMT 3613</td>
<td>LEADERSHIP</td>
<td>3.000</td>
<td>Undergraduate</td>
<td>Drop Course (W) ** Apr 17, 2012**</td>
<td></td>
<td>W</td>
<td></td>
</tr>
</tbody>
</table>
| 2011 Fall
<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
<th>Level</th>
<th>Status</th>
<th>Midterm</th>
<th>Grade</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>62401</td>
<td>ACCT 3053</td>
<td>COST ACCOUNTING MANAGERIAL EMP</td>
<td>3.000</td>
<td>Undergraduate</td>
<td>Drop (W) ** Nov 16, 2011**</td>
<td></td>
<td>W</td>
<td></td>
</tr>
<tr>
<td>60204</td>
<td>BCOM 3573</td>
<td>MANAGERIAL COMMUNICATION</td>
<td>3.000</td>
<td>Undergraduate</td>
<td><strong>Registered</strong> ** Aug 26, 2011**</td>
<td></td>
<td>A</td>
<td>A</td>
</tr>
</tbody>
</table>
| 2011 Summer

20
LOCATING YOUR ACADEMIC ADVISOR

- In order for you to view your academic advisor, you will need to access the Student Records menu. On the Student Menu, click the Student Records link.

Student and Financial Aid

- **Admissions**
  - Apply for Admission or Review Existing Applications

- **Registration**
  - Check your registration status, class schedule, and add or drop classes.
  - See your advisor to discuss your academic plan.
  - Clear any registration holds with the appropriate office.
  - If you are required to complete MATH 0003 or MATH 0011 before you can continue with additional registration.
  - All remedial holds are handled in Advisement Services.

- **Student Records**
  - View your holds, grades, transcripts and account summary.
  - Students should view their Account Summary to make sure their account is current.

- **Financial Aid**
  - Apply for Financial Aid, review status and loans

- **On the Student Records page, click the link that says View Student Information**

  - **View Test Scores**
    - View official test scores received by ASU. (ACT, SAT, etc.)

  - **Course Catalog**

  - **View Student Information**
Your academic advisor will be listed next to the Primary Advisor field on the Student Information page.

You can also view other information on this page as noted by the screenshot below.

**General Student Record**

*Student Information effective from 2012*

*Summer to The End of Time*

- Registered for Term: Yes
- First Term Attended: 1998 Fall
- Last Term Attended: 2012 Spring
- Status: Active
- Matric Term: 2006 Spring
- Residence: Resident
- Citizenship: US Citizen
- Student Type: Continuing
- Class: Post Degree
- Primary Advisor: Jackie L. Dotson
- Primary Advisor Type: Major
- Expected Graduation Date: May 10, 2013
- Expected Graduation Term: 2013 Spring
- Expected Graduation Year: 2012-2013

*Curriculum Information*

*Current Program*

Bachelor of Science

- Level: Undergraduate
- Program: Bachelor of Science
- Admit Term: 2006 Spring
- Admit Type: Major Changed
- Catalog Term: 2005 Fall
- College: Business

**Major and Department:** Management, Management and Marketing