



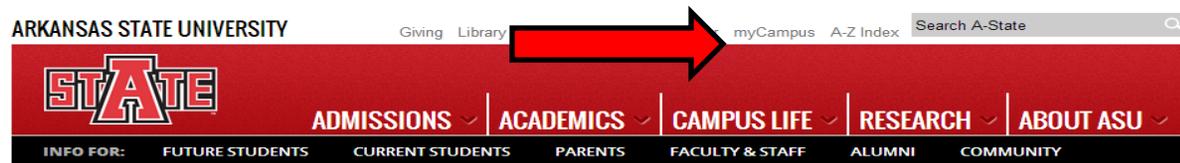
# **A myCampus Registration Guide for Concurrent Students**

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## ACCESSING MYCAMPUS

- Students can access myCampus by going to the direct link in their web browser: <http://mycampus.astate.edu>
- Students can also access myCampus by going to the A-Z index on the ASU homepage (<http://www.astate.edu>) and clicking on the myCampus link located on that page.



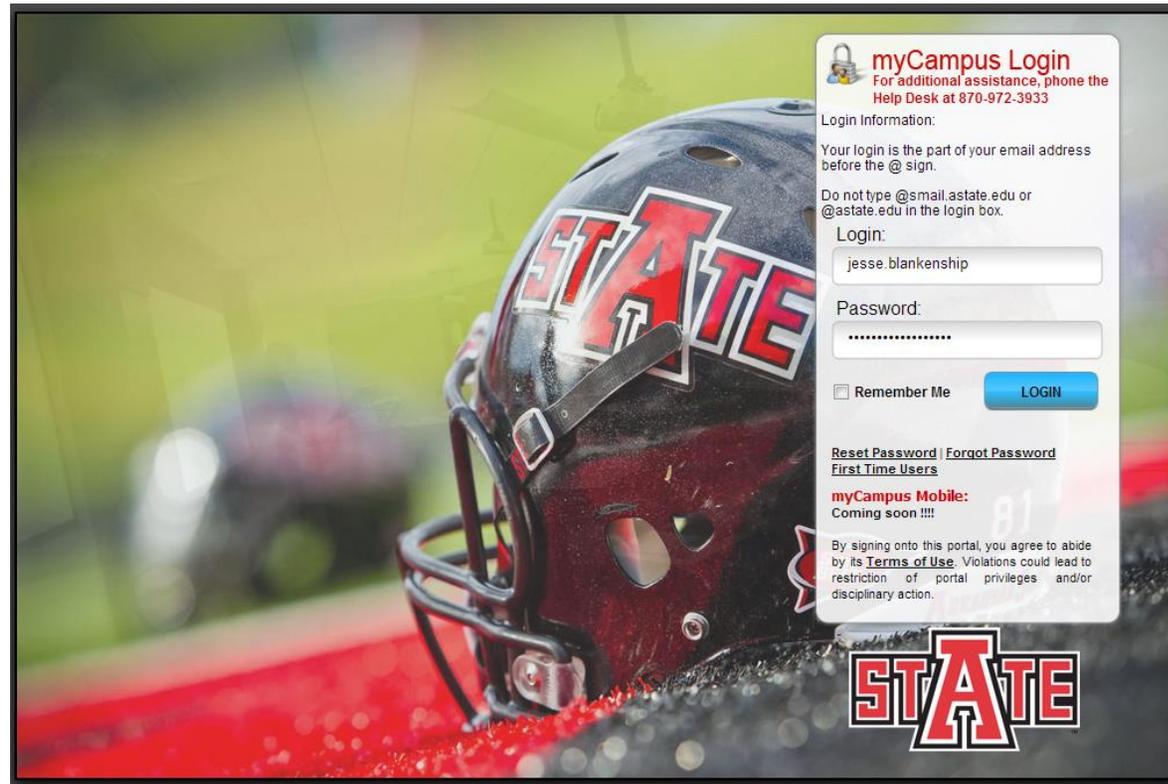
(Screenshot of ASU Homepage, arrow pointing to A-Z index link)

## A TO Z INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

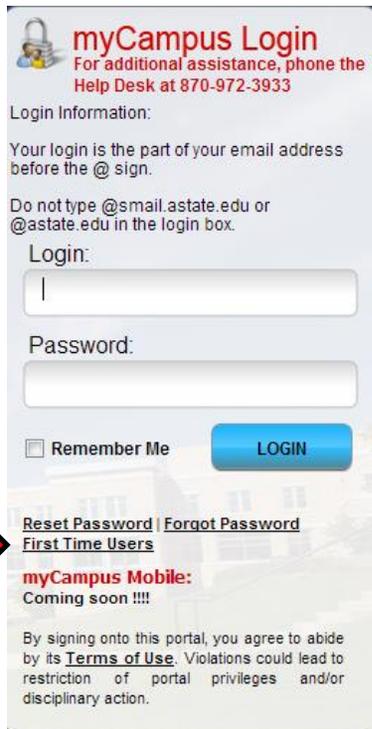
(Screenshot of A-Z Index, click M and then myCampus to reach the myCampus login page)

- Once you have accessed the myCampus login page, enter the first part of your ASU email (usually a combination of your first and last names) and password. If you have forgotten your password, click the Forgot Password link underneath the login fields.



- **IMPORTANT:** *In order to access the myCampus portal you must be admitted as a student. If you have been away from the university for more than 1 year you will need to readmit. You can start the readmission process here: [Apply for Readmission](#) If you have any questions regarding this process, please contact the Office of Admissions, Records & Registration at (870) 972-2031 or [admissions@astate.edu](mailto:admissions@astate.edu)*

- If you are a First Time user of myCampus, you will need to activate your account. To do this, click on First Time Users on the myCampus screen.



The image shows a screenshot of the myCampus Login page. At the top left is a padlock icon. The text reads "myCampus Login" in red, followed by "For additional assistance, phone the Help Desk at 870-972-3933". Below this is the heading "Login Information:" and a paragraph: "Your login is the part of your email address before the @ sign. Do not type @smail.astate.edu or @astate.edu in the login box." There are two input fields: "Login:" and "Password:". Below the password field is a checkbox labeled "Remember Me" and a blue "LOGIN" button. At the bottom, there are links for "Reset Password" and "Forgot Password", and a link for "First Time Users" which is highlighted by a red arrow. Below these links is the text "myCampus Mobile: Coming soon !!!" and a disclaimer: "By signing onto this portal, you agree to abide by its Terms of Use. Violations could lead to restriction of portal privileges and/or disciplinary action."

- On the next page, the system will ask you to accept the ASU System Use policy. Once you accept the policy, you will ID number, PIN and the new password you will use to access myCampus. Once this is complete, the system will confirm that your user name and password are correctly setup.

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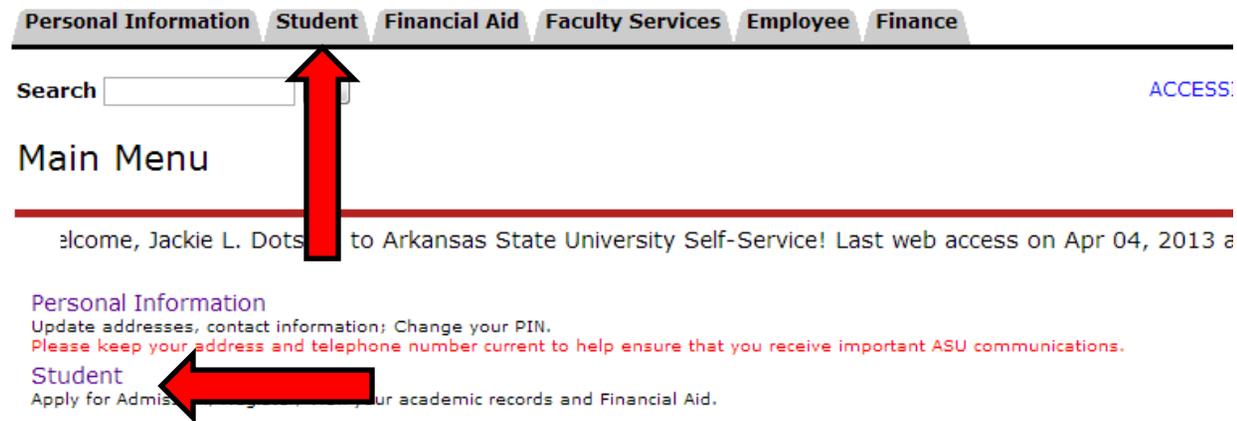
## NAVIGATING MYCAMPUS AND SELF SERVICE

- Once you are logged into the myCampus portal, you should notice a list of icons on the left-hand side of your screen. You will click the icon labeled SSB (Self Service) to access the registration pages (see screenshot below).



- When you click the SSB icon, a new page should open (if it does not, please check your pop up blockers). This new page will be the main menu of Self Service.

- 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 af
- Clear any registration holds with the appropriate office. Check to see that holds are then clear
- If you are required to complete MATH 0003 or MATH 0013, please select your CRN for the pref 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. Registratic

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

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**RELEASE: 8.5.4**

- The Registration menu will display several links that pertain to your registration (see screenshot below).

## Registration

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[Registration Status](#)

[Select Term](#)

[Add or Drop Classes](#)

Full term and first session Spring courses begin on January 14.

The last day to add a full term or first session course is January 20.

The last day to drop a first session course is February 19.

The last day to add a second session course is March 5.

The last day to drop a full term course, a second session course, or withdraw for the term is April 17.

Additional term dates can be accessed at <http://registrar.astate.edu/calendar.php>

[Look Up Classes](#)

[Week at a Glance](#)

[Student Detail Schedule](#)

[Course Catalog](#)

[Active Registration](#)

[Registration History](#)

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RELEASE: 8.5.4

- You can select **Add or Drop Classes** if you know your CRNs (Course Reference Number) or you can select **Look Up Classes** if you'd like to search for class sections.
- When selecting either method, 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.

### Add Classes Worksheet

CRNs

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- 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.

### Look Up Classes

Use the selection options to search the class schedule.  
To select all subjects, click in the subject box to see

Subject: Academic Success Institute  
Accounting  
Advertising  
Agricultural Economics  
Agriculture  
Agriculture Education  
Animal Science  
Anthropology  
Art  
Art Education

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- 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

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2013 Fall

### English

1003	COMPOSITION I	<a href="#">View Sections</a>
1013	COMPOSITION II	<a href="#">View Sections</a>
1643	IMPULSE TOWARD RELIGION	<a href="#">View Sections</a>
2003	INTRO TO WORLD LITERATURE I	<a href="#">View Sections</a>
2013	INTRO TO WORLD LITERATURE II	<a href="#">View Sections</a>

## 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.

<input type="checkbox"/>	64367	ENG	1003	901	GCH	3.000	COMPOSITION I	MTWRF	TBA	100	0	100	Meredith Ashley Baine (P)	08/19-12/13	TBA	High School Concurrent Tuition
<input type="checkbox"/>	64374	ENG	1003	902	JH	3.000	COMPOSITION I	MTWRF	TBA	100	0	100	Jennifer Lynn Engelken (P)	08/19-12/13	TBA	High School Concurrent Tuition
<input type="checkbox"/>	64387	ENG	1003	904	VVH	3.000	COMPOSITION I	MTWRF	TBA	100	0	100	Jo Ann Steed (P)	08/19-12/13	TBA	High School Concurrent Tuition
<input type="checkbox"/>	64403	ENG	1003	905	CED	3.000	COMPOSITION I	MTWRF	TBA	100	0	100	Cheryl Renee Toon (P)	08/19-12/13	TBA	High School Concurrent Tuition
<input type="checkbox"/>	64510	ENG	1003	906	RH	3.000	COMPOSITION I	MTWRF	TBA	100	0	100	Donna Deanne Mann (P)	08/19-12/13	TBA	High School Concurrent Tuition
<input type="checkbox"/>	64511	ENG	1003	907	WRH	3.000	COMPOSITION I	MTWRF	TBA	100	0	100	Donna Deanne Mann (P)	08/19-12/13	TBA	High School Concurrent Tuition

### High School Campus Codes

<b>CED:</b> Cedar Ridge High School	<b>CNH:</b> Corning High School
<b>GCH:</b> Greene County Tech High School	<b>HXH:</b> Hoxie High School
<b>JH:</b> Jonesboro High School	<b>MDH:</b> Marmaduke High School
<b>NH:</b> Nettleton High School	<b>RH:</b> Rector High School
<b>VVH:</b> Valley View High School	<b>WH:</b> Westside High School
<b>WRH:</b> Walnut Ridge High School	

- 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

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- 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.

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- 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.

• **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Level Restriction	60007	ACCT	6003	001	Graduate	3.000	Standard	Letter	ACCOUNTING FOR PLANNING AND CONTROL

- If your registration was successful, you'll see a message similar to the one in the screenshot below.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Apr 04, 2013	None	61493	ACCT	3003	001	Undergraduate	3.000	Standard	Letter	INTERMEDIATE ACCOUNTING I

## 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<sup>nd</sup> week of class in Spring and Fall terms, 3<sup>rd</sup> 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

Status	Action	CRN	Subj	Crse
**Web Registered** on Apr 04, 2013	**Drop Web** (DD) <input type="button" value="v"/> None **Drop Web** (DD)	61493	ACCT	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

CRNs			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="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

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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*

Level	Type	Hours
Undergraduate	Transfer	0.000
Undergraduate	Institutional	175.000

### *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.

• **Registration Add Errors**

Status	CRN
Prerequisite and Test Score error	60200

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

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

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[ [View Holds](#) | [Change Class Options](#) ]

- 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*

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Graduation fee to be paid	Apr 19, 2013	Dec 31, 2099			Admissions-3024 Records-2031	Registration Transcripts

RELEASE: 8.5

## WEEK AT A GLANCE

- 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.

Go to (MM/DD/YYYY):   You can enter dates in the corresponding format to view any week with registration.

[Previous Week](#)

**Week of Aug 26, 2013** (367 of 382)

[Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3pm							
4pm		<a href="#">CIT 4503-001</a> <a href="#">64180 Class</a> <a href="#">3:30 pm-4:45 pm</a> <a href="#">BU 221</a>					

## 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.

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

**Associated Term:** 2013 Fall  
**CRN:** 64180  
**Status:** \*\*Web Registered\*\* on Apr 19, 2013  
**Assigned Instructor:** Ralph Ruby    
**Grade Mode:** Standard Letter  
**Credits:** 3.000  
**Level:** Undergraduate  
**Campus:** Jonesboro

### ***Scheduled Meeting Times***

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	3:30 pm - 4:45 pm	T	Business 221	Aug 19, 2013 - Dec 10, 2013	Lecture	Ralph Ruby (P) 

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# 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

Ap

 The following classes are not officially considered complete for transcript purposes. Additional information is available by selecting hyperlinked data.

### [BUSINESS TECHNOLOGY METHODS - CIT 4503 - 001](#)

Associated Term	2013 Fall	Credits	3.000
CRN	64180	Grade Mode	Standard Letter
Status	**Web Registered** Apr 19, 2013	Course Level	Undergraduate
Schedule Type	Lecture	Midterm Grade	
Instructional Method	Web Assisted	Grade Detail	
Campus	Jonesboro	Associated Instructor	Ralph Ruby 
		Course URL	

- 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.

Jonesboro Campus

Lecture Schedule Type

Web Assisted Instructional Method

3.000 Credits

[Syllabus Available](#)

[View Catalog Entry](#)

Click here to view syllabus and textbook information



Click here to view the course description

## 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.

#### 2013 Fall

CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade
64180	CIT 4503	BUSINESS TECHNOLOGY METHODS	3.000	Undergraduate	**Web Registered** Apr 19, 2013		

#### 2012 Spring

CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade
11046	MGMT 3193	SOCIAL IMPACT MANAGEMENT	3.000	Undergraduate	Drop Course (W) Apr 17, 2012		W
12131	MGMT 3613	LEADERSHIP	3.000	Undergraduate	Drop Course (W) Apr 17, 2012		W

#### 2011 Fall

CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade
62401	ACCT 3053	COST ACCOUNTING MANAGERIAL EMP	3.000	Undergraduate	**Drop Web (W)** (DC) Nov 16, 2011		W
60204	BCOM 3573	MANAGERIAL COMMUNICATION	3.000	Undergraduate	**Registered** Aug 26, 2011	A	A

#### 2011 Summer

# 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. Your advisor can help you determine the best course of action.
- Clear any registration holds with the appropriate office. Contact your advisor for more information.
- 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 they are up to date.

### 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

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### *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