Go to https://degree.astate.edu
Astate Online Services official website is https://degree.astate.edu as shown in the picture to the left.

How to find the classes for your program:

1) Click on Resources
2) A dropdown box will open.
3) Click on Course Registration and Schedules.
Finding the schedule of courses for your program

The page to the left will appear after clicking on Course Registration and Schedules.

4) Scroll ALL THE WAY down to the BOTTOM of the page.
Students are allowed to take up to 2 courses or 6 hours per part term.

This program provides the flexibility to meet multiple learning needs. If you have any questions about the registration process, please call 866-881-3168.

**LIVE TEXT REGISTRATION**

A subscription to Live Text is required to create an electronic portfolio for certification, interact with class groups and exchange key assignments with instructor. A one-time fee of $98 ensures that each student access to Live Text for the duration of their enrollment in the degree program. Students need to set up their Live Text account once enrollment is complete and they are ready to begin their first class.

**SCHEDULE OF COURSES**

Find your program below to view specific course scheduling information.

- View Undergraduate Course Schedules [+]
- View Graduate Course Schedules [+]
- View Post-Graduate Course Schedules [+]
- View Certificate Course Schedules [+]

**FINDING THE SCHEDULE OF COURSES FOR YOUR PROGRAM**

At the bottom of the page you will see the heading: Schedule of Courses.

5) Under this heading, choose the appropriate link for your program.
After clicking on the appropriate link for your program, more links will display.

6) Click on the link for your program.
A Schedule of Courses will appear for your program. These are going to be the classes that are available for your program for the term specified. CRN is the 5 digit number in red. Write down this number, you will need it to register your classes.

Our terms are usually split up by two parts of term. Here we have Spring I and Spring II.
This is the other version of a Schedule of Courses.

CRN numbers are in red as well.

Course numbers are different than CRN numbers.

*Course number prior to Fall 2019 was ELAD 6103
1) Go to https://my.astate.edu
2) Log in with your information.
   If you don’t have log in information, contact IT Help Desk at 870-972-3933 to get set up.
3) Click on the Self Service Banner link. (You may need to scroll down and look for it.)
1) Enter your log information:

- Campus Wide ID
- Pin number

(Never give out your pin number. Astate Staff or Faculty will never need your pin number to change your account)

(If you don’t know your ID an Pin or are having issues logging in, contact astateonline@astate.edu with your issue and they can help you.)
2) Click on either the Student tab, or the link labeled Student.
3) Click on the Registration link.
4) Click the Add or Drop Classes link.
5) Select the term and click submit. Once you click the submit button you may get a couple of messages:

::You are not cleared to register

If you receive this message, contact the online registrar at 870-972-2920, or email apartnershipregistrar@astate.edu.

::Terms of Registration

Read through the terms, either agree or disagree and click submit.
6) Scroll down to the bottom of the page.

Here is where you are going to enter your CRN numbers for the classes you are going to add.

7) Under Add Classes Worksheet, enter the CRN number or numbers in boxes a click submit changes.

You may have to submit each class separately.
You will go to the Add or Drop Classes page as described above.

1) Scroll down to the bottom of the page.

You will see your classes listed under Current Schedule.

3) Under Action, click the drop down menu.

4) Click on Drop. (It may state Drop Web or Withdrawal)

5) Click Submit Changes.