ASTATE ONLINE REGISTRATION GUIDE

Step by Step Instructions
Go to https://degree.astate.edu

FINDING THE SCHEDULE OF COURSES FOR YOUR PROGRAM

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 Getting Started
2) A dropdown box will open.
3) Click on Calendar
FINDING THE SCHEDULE OF COURSES FOR YOUR PROGRAM

The page to the left will appear after clicking on Calendar.

4) Scroll ALL THE WAY down to the BOTTOM of the page.

NEED MORE INFORMATION?

Submit the form below, and a representative will contact you to answer any questions.

- Program of Interest:
- First Name*
- Last Name*
- Email*
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.
FINDING THE SCHEDULE OF COURSES 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
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.

**Finding the Schedule of Courses for Your Program**

- ELFN 6773: Introduction to Statistics and Research
- ELFN 8763: Philosophies of Education
- ELAD 6203: Ethical Leadership*
- ELAD 6073: School Law
- ELAD 6003: School and Community Relations
- ELCI 6533: Theories of Instruction
- ELCI 6083: Supervision and Evaluation of Teaching
- ELCI 6063: Curriculum Management
- ELCI 6323: Elementary School Curriculum
- ELCI 6423: Middle School Curriculum
- ELCI 6523: Secondary School Curriculum
- ELCI 6493: Curriculum Internship

**MUST REGISTER BY January 31 Spring and June 1st for Summer and Sept 1st for Fall**

**You must contact your advisor for a permit to register for this class at elceadvising@astate.edu.**

Note: Supervised Internship must be the last class taken and must be taken by itself.

WEBCAM MAY BE REQUIRED FOR SOME COURSES SEE SYLLABUS FOR INFORMATION

*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.)

Tip – Click on Manage favorites to have your most used links at the top of the page.
1) Enter your log information:

Campus Wide ID
Pin number

(Never give out your pin number. A state 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 IT Help Desk at 870-972-3933)
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 partnershipregistrar@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 Withdraw)

5) Click Submit Changes.