



# REGISTRATION GUIDE FOR STUDENTS

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Registration at Arkansas State University is completed through Banner Self Service. This guide was created to explain the different features of the Registration menu in Self Service and assist students with registration— from adding and dropping classes to understanding registration add errors and detailed course information.

## TABLE OF CONTENTS

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Accessing Self Service Through myCampus .....	2
Navigating Self Service .....	2
Registration Status .....	2
Course Reference Number .....	2
Registering For Classes .....	3
If you know the CRN	
If you do NOT know the CRN	
Registering For Corequisites .....	3
Registration Add Errors .....	4
Dropping Classes .....	4
Registration History .....	4
Active Registration .....	5
Week At A Glance .....	5
Student Detailed Schedule.....	5
Course Catalog.....	5
Course Information and Search Criteria .....	6
Instructional Method	
Campus Codes	
Parts Of Term	
Attributes	
How to View Your Holds .....	7
Locating Your Academic Advisor .....	7

## ACCESSING SELF SERVICE THROUGH MYCAMPUS

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1. Login to myCampus (<http://mycampus.astate.edu>)
  - a. Your username is the part of your A-State email address before the @ sign
  - b. If you have forgotten your password, click **'Forgot Password'**

**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 one (1) year you will need to readmit. If you have any questions regarding this process, please contact our office at (870) 972-2031 or [admissions@astate.edu](mailto:admissions@astate.edu)*

2. Complete the Duo authentication
  - a. The ITS HelpDesk can answer questions about this process; (870) 972-3933
3. Click **'Self Service Banner'**
  - a. A new tab will open with Self Service; this is the Self Service main menu

## NAVIGATING SELF SERVICE

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On the Self Service main menu:

1. Click **'Student'**
2. Click **'Registration'**
3. Click **'Select Term'**
  - a. Choose the term you want to register for classes
  - b. Click **'Submit'**; you'll be directed back to the Registration menu

**IMPORTANT:** *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 **'Select Term'** and choose a new term.*

## REGISTRATION STATUS

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On the Registration menu:

1. Click **'Registration Status'**

The Registration Status link will identify any problems you may have during registration for the term selected including: holds, academic standing and student status. It will also identify any permits you have been granted, your earned hours and curriculum information.

**IMPORTANT:** *Check this link before registration each term to make sure you'll be able to register on time. If you don't get cleared by your advisor you'll receive a message during registration saying you can't register until this has been done. Your student status will say "permits registration" once you've been cleared. If you have holds on your account you won't be able to register until they're taken care of and this page shows no holds which prevent registration.*

## COURSE REFERENCE NUMBER

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A Course Reference Number (**CRN**) is the unique five-digit ID of a section for a given term. Instead of having to remember the subject prefix, course number, and section number you can use the CRN when asking questions about or registering for classes. Spring CRNs begin with '1', summer begin with '3', and fall with '6'.

## REGISTERING FOR CLASSES

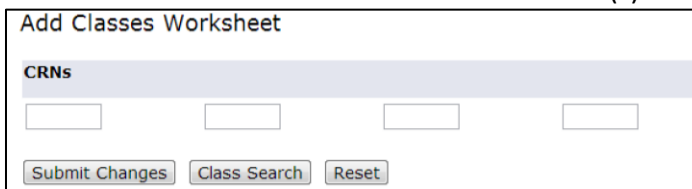
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There are two ways to register for classes:

→ If you know the CRN(s) of the section(s) for which you'd like to register:

On the Registration menu:

1. Click **'Add or Drop Classes'**
2. Under **'Add Classes Worksheet'** enter the CRN(s) one per box



3. Click **'Submit Changes'**
  - a. If registration was successful the status will be **\*\*Web Registered\*\***
  - b. If there were any issues registering you'll receive a Registration Add Error

→ If you do NOT know the CRN(s) for the section(s) for which you'd like to register:

On the Registration menu:

1. Click **'Look Up Classes'**
2. Select the subject(s) you'd like to look up (hold CTRL to select multiple subjects)
3. Click **'Course Search'**
4. Click **'View Sections'** next to the course for which you'd like to register
5. Check the box next to the section for which you'd like to register
6. Click **'Register'**
  - a. If registration was successful the status will be **\*\*Web Registered\*\***
  - b. If there were any issues registering you'll receive a Registration Add Error

**OR**

1. Click **'Look Up Classes'**
2. Select **'Advanced Search'**
3. Select the search criteria you'd like to use (at least one Subject is required)
4. Click **'Section Search'**
5. Check the box next to the section you want to add
  - a. Closed sections show 'C'; an empty space means you're already registered:

<input type="checkbox"/>	C	61758	ACCT 2133 003 J	3.000	INTRODUCTION TO MANAGERIAL ACCOUNTING	TR	11:00 am-12:15 pm
<input type="checkbox"/>		61113	ACCT 2133 004 J	3.000	INTRODUCTION TO MANAGERIAL ACCOUNTING	TR	12:30 pm-01:45 pm
<input type="checkbox"/>		62325	ACCT 2133 005 J	3.000	INTRODUCTION TO MANAGERIAL ACCOUNTING	TR	06:00 pm-07:15 pm
<input type="checkbox"/>		61493	ACCT 3003 001 J	3.000	INTERMEDIATE ACCOUNTING I	TR	09:30 am-10:45 am
<input type="checkbox"/>		61693	ACCT 3003 002 J	3.000	INTERMEDIATE ACCOUNTING I	TR	05:00 pm-06:15 pm

6. Click **'Register'**
  - a. If registration was successful the status will be **\*\*Web Registered\*\***
  - b. If there were any issues registering you'll receive a Registration Add Error

## REGISTERING FOR COREQUISITES

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If you're trying to register for a class that has a corequisite, such as a Chemistry lecture and its corresponding laboratory course, you'll use the 'Add Classes Worksheet' registration method mentioned above. **You must register for both corequisites at the same time**, otherwise you'll receive a Prerequisite and Test Score error.

## REGISTRATION ADD ERRORS

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A successful registration will show the status **\*\*Web Registered\*\***:

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

Otherwise, a Registration Add Error will appear in the status field (ex. Level Restriction):

● 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	

The department offering a course and the Registrar's Office can issue permits to override Registration Add Errors. Not all errors will receive permits. To request a permit override send an email to the contact listed below and include your name, ID number, the error type, and CRN.

Registration Add Errors and who to contact include:

- **Advisor Approval** – Contact the department offering the course
- **Campus Restriction** – Contact the department offering the course
- **Class Restriction** – Contact the department offering the course, they'll contact the Registrar's Office
- **Closed Section** – Contact the department offering the course
- **Department Approval** – Contact the department offering the course
- **Duplicate Course** – Contact the department offering the course
- **Field of Study** – Contact the department offering the course
- **Instructor Signature** – Contact the department offering the course
- **Level Restriction** – Check the level of the course; undergraduates cannot register for graduate courses
- **Pre-Req and Test Score** – Contact the department offering the course
- **Repeat Course** – Contact the Registrar's Office
- **Time Conflict** – Select a different section, or contact the department offering the course

**IMPORTANT:** *A-State Online Courses are restricted to 100% online students (not including DPEM or Online MBA students). These courses can be identified by their campus code, LSD. Traditional on-campus, DPEM, and Online MBA students will receive Registration Add Errors when attempting to register for these sections.*

## DROPPING CLASSES

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On the Registration menu:

1. Click **'Add or Drop Classes'**
2. Select **'\*\*Drop Web\*\*'** from the dropdown menu under *Action* for the class(es) you'd like to drop
3. Click **'Submit Changes'**

Once fee assessment begins you must contact the Wilson Advising Center in order to drop your last class or withdraw from the University. The refund of fees schedule is available from the Treasurer's Office.

## REGISTRATION HISTORY

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On the Registration menu:

1. Click **'Registration History'** to view a complete listing of all registration since Fall 2006, including grades

## ACTIVE REGISTRATION

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On the Registration menu:

1. Click **'Active Registration'** to view all currently registered courses, including upcoming terms
  - a. Mid-Term grades, if issued, can be viewed here
2. Click a course title to view the syllabus, required textbooks and materials and registration information

## WEEK AT A GLANCE

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On the Registration menu:

1. Click **'Week at a Glance'** to view your schedule one week at a time
2. Enter a date in a MM/DD/YYYY format and the system will display your schedule for that week

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		CIT 4503-001 64180 Class 3:30 pm-4:45 pm BU 221					


## STUDENT DETAILED SCHEDULE

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On the Registration menu:


1. Click **'Student Detail Schedule'** to view detailed course information about your schedule
  - a. Use the envelope icons 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) 

## COURSE CATALOG

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On the Registration menu:

1. Click **'Course Catalog'** to look up course information
2. Select a term and click **'Submit'**
3. Select the search criteria you'd like to use and click **'Get Courses'**
  - a. Course information, including description, credits and level, will display in the results
4. Click the title of a course to display more detailed information, including restrictions and prerequisites

## COURSE INFORMATION AND SEARCH CRITERIA

When looking up classes there's course information that can be used as search criteria that's important to keep an eye on. This information includes how a course will be taught (instructional method), where it'll be taught (campus), the date range when it'll be taught (part of term), and special course features (attributes).

Sections Found															
Computer and Information Tech															
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location
<input type="checkbox"/>	30333	CIT	1503	001	J	3.000	MICROCOMPUTER APPLICATIONS	W	02:30 pm-04:35 pm	25	22	3	Paula D Ruby (P)	05/29-06/27	BU 221
									TBA				Paula D Ruby (P)	05/29-06/27	WEBA
<input type="checkbox"/>	30334	CIT	1503	002	J	3.000	MICROCOMPUTER APPLICATIONS		TBA	50	38	12	John F Seydel (P)	07/01-08/01	WEB

## INSTRUCTIONAL METHOD

Using the Instructional Method search feature students can search for courses outside of those that are typically considered traditional. This includes online (WEB) and web assisted (WEBA) courses. The course details will list whether a course is WEB or WEBA in both the instructional method and the course location.

**Online (WEB)** – These courses are 100% online courses and don't have any mandatory meeting times.

**Web-Assisted (WEBA)** – The majority of the content in these courses will be taught online, however there may be mandatory meeting times either in-class or online in a virtual community. This includes courses that require exams to be proctored in person or at a specific online location with mandatory times. Students MUST attend these scheduled times just like a traditional class time.

## CAMPUS CODES

Students should be aware of the campus codes assigned since this is where the course will be taught. Students on the Jonesboro campus can't register for classes in Queretaro, for example. Common campus codes include:

**J** – Jonesboro

**P** – Paragould

**LSD** – A-State Online Programs

**QUE** – Queretaro (Mexico)

## PARTS OF TERM

Part of term (PoT) is used to designate periods of a semester in which courses occur; this appears as a date range on detailed course information. The three main PoTs for any given semester are Full Term, Session I (first half of the term), and Session II (second half of the term). If a date range is displayed the part of term can be determined from the dates listed (ex. a fall course that runs from August to December is likely full term.)

**IMPORTANT:** A-State Online Courses have special PoTs that begin with "Online Degree" in the search criteria.

## ATTRIBUTES

Some courses are marked with attributes which denote special features of those courses. These attributes can be used to search for courses. Common course attributes include:

**Honors** – These sections count toward the required Honors coursework in the Honors College

**Structure Learning Assistance (SLA)** – These sections have mandatory support hours

## HOW TO VIEW YOUR HOLDS

On the Self Service Main Menu:

1. Click **'Student'**
2. Click **'Student Records'**
3. Click **'View Holds'**
  - a. The hold will affect registration if "Registration" appears under Processes Affected
  - b. Contact the Originator at the phone number listed to take care of the hold

<b>Administrative Holds</b>						
<b>Hold Type</b>	<b>From Date</b>	<b>To Date</b>	<b>Amount</b>	<b>Reason</b>	<b>Originator</b>	<b>Processes Affected</b>
Owe Accts Receivable Balance	Feb 02, 2018	Dec 31, 2099		Owes on Account	Student Accts (870)972-2285	Registration Transcripts

## LOCATING YOUR ACADEMIC ADVISOR

On the Self Service Main Menu:

1. Click **'Student'**
2. Click **'Student Records'**
3. Click **'View Student Information'**
  - a. Your academic advisor will be listed next to the Primary Advisor field

### 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