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

- Accessing Self Service Through my.Astate ................................................................. 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 MY.ASTATE

1. Login to my.AState (http://my.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 my.AState 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

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

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

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

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

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:

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Title</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>61758</td>
<td>INTRODUCTION TO MANAGERIAL ACCOUNTING</td>
<td>TR</td>
<td>11:00 am</td>
<td>12:15 pm</td>
</tr>
<tr>
<td>61113</td>
<td>INTRODUCTION TO MANAGERIAL ACCOUNTING</td>
<td>TR</td>
<td>12:30 pm</td>
<td>01:45 pm</td>
</tr>
<tr>
<td>62325</td>
<td>INTRODUCTION TO MANAGERIAL ACCOUNTING</td>
<td>TR</td>
<td>06:00 pm</td>
<td>07:15 pm</td>
</tr>
<tr>
<td>61493</td>
<td>INTERMEDIATE ACCOUNTING I</td>
<td>TR</td>
<td>09:30 am</td>
<td>10:45 am</td>
</tr>
<tr>
<td>61693</td>
<td>INTERMEDIATE ACCOUNTING I</td>
<td>TR</td>
<td>05:00 pm</td>
<td>06:15 pm</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong></td>
<td>on Apr 04, 2013</td>
<td>None</td>
<td>61493</td>
<td>ACCT 3003 001</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Standard Letter</td>
<td>INTERMEDIATE ACCOUNTING I</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level Restriction</td>
<td>60007</td>
<td>ACCT</td>
<td>6003 001</td>
<td>Graduate</td>
<td>3.000</td>
<td>Standard Letter</td>
<td>ACCOUNTING FOR PLANNING AND CONTROL</td>
</tr>
</tbody>
</table>

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.
If a class is currently at maximum capacity, but has a waiting list with a slot open, you will be prompted to add yourself to the waiting list for the course. The Current Schedule Page will have the waitlisted class in the list.

If a seat opens up in the class, you will get a notification email to your @smail.astate.edu student email account with a deadline to register for the class. If you do not register within the timeframe, the seat will be offered to the next student on the waitlist.

After you receive the notification, you will need to log in and click the dropdown menu under Current Schedule, add the class, and Submit Changes.
DROPPING CLASSES

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

On the Registration menu:
1. Click ‘Registration History’ to view a complete listing of all registration since Fall 2006, including grades

ACTIVE REGISTRATION

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

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

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>3pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

STUDENT DETAILED SCHEDULE

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
COURSE CATALOG

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).

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
- **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

<table>
<thead>
<tr>
<th>Administrative Holds</th>
<th>From Date</th>
<th>To Date</th>
<th>Amount Reason</th>
<th>Originator</th>
<th>Processes Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owe Accts Receivable Balance</td>
<td>Feb 02, 2018</td>
<td>Dec 31, 2019</td>
<td>Owes on Account</td>
<td>Student Accts (870)972-2285</td>
<td>Registration, Transcripts</td>
</tr>
</tbody>
</table>
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