REGISTRATION GUIDE

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

Look out for these icons to find 🔄 Important Information and ✨ Quick Tips!

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Office of the Registrar • PO Box 1570 • State University, AR 72467 • (870) 972-2031 • registrar@astate.edu
Accessing Self Service

1. Login to my.AState (http://my.astate.edu)
   a. Forgot your password? Select “Reset Password”

2. Complete the Duo authentication
   a. Questions about Duo? Call IT Support (870) 972-3933

3. Select “Banner Self Service”
   a. A new tab will open the Self Service home page

4. Go to “Registration and Planning” under Additional Links on the left
   a. The registration menu will open in a new window

Navigating Self Service Registration

Some pages in Self Service Registration are split into panels to help organize the way you view information. Panels are separated by a gray bar with three buttons: 

Select ▲ to maximize the bottom panel. Select ● to evenly distribute the panels. Select ▼ to minimize the bottom panel.

Panels can also be separated vertically, in which case ◀ maximizes the right panel and ▶ minimizes it; again ● evenly distributes.
Registration Status

1. Go to “Registration Status” on the registration menu
2. Select a term and select “Continue”

The Registration Status page 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.

VIEWING HOLDS

In addition to being listed under Registration Status, holds can be viewed on the top right of the Self Service home page:

1. Select “Holds” to view a list of holds on your account
2. Use the arrow ▼ to display more information about a hold
   a. You cannot register if “Registration” is an affected process

LOCATING YOUR ACADEMIC ADVISOR

Your academic advisor is listed on the Self Service home page:

1. Locate the gray area that begins with “Bio Information”
2. Your advisor is listed at the bottom of this area under “Advisors”
   a. Select an advisor’s name to view their email address

Browse Course Catalog / Browse Classes

There are two ways to look up course information in Self Service:

<table>
<thead>
<tr>
<th>BROWSE COURSE CATALOG</th>
<th>Use this search method to find general course information (description, credits, level, prerequisites, etc.) All active courses will appear in this search, even if there are no class sections scheduled for the term.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BROWSE CLASSES</td>
<td>Use this search method to find class information (course reference number [CRN], instructional method, instructor, etc.) in addition to general course information. Only scheduled class sections for the term will appear in this search.</td>
</tr>
</tbody>
</table>

Wildcard searches find partial matches. Searching the title Calculus won’t return any courses. Calculus% returns any course title that begins with “Calculus” (ex. Business Calculus) %Calculus returns any course title that ends with “Calculus” (ex. Calculus I) and %Calculus% returns all courses with “Calculus” somewhere in the title (ex. Advanced Calculus I, HNRS Calculus I, or Precalculus Mathematics)

1. Go to “Browse Course Catalog” or “Browse Classes” on the registration menu
2. Select a term and select “Continue”
3. Enter the course information you’d like to use as search criteria and select “Search”
   a. Open Advanced Search for more search options
   b. Use the symbol % for wildcard searches

You should check your registration status before registration each term to make sure you can register on time.
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, including: 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).

Course Reference Number

A Course Reference Number (CRN) is the unique five-digit ID of a class 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’.

Instructional Method

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

WEB 0% FACE-TO-FACE - These courses are 100% online and don’t have mandatory meeting times.

WEB ASSIST - The majority of content in these courses is taught online, however there may be 1-25%, 26-50%, or 51-99% of mandatory face-to-face meeting times either in-class or online via a virtual community. This includes courses that require exams to be proctored in person or at a specific online location with mandatory times.

Campus

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 Querétaro, for example. Common campus codes include:

- JONESBORO CAMPUS
- GLOBAL CAMPUS (A-State Online)
- QUERÉTARO CAMPUS

Parts of Term

Part of term is used to designate periods of a semester in which courses occur; this appears as a date range under meeting times. The three main parts of term 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.)

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.
Register for Classes

REGISTERING FOR CLASSES

1. Go to “Register for Classes” on the registration menu
2. Select a term and select “Continue”
3. There are three ways to register for classes:

   i. If you do NOT know the CRNs of your desired sections:
      1. Open the “FIND CLASSES” tab
      2. Enter the search criteria and select “Search”
      3. Scroll through the search results to find a section
         a. Closed sections show the status FULL
            ![FULL: 0 of 32 seats remain.]
         b. Open seats may be reserved for waitlists
            ![1 of 32 seats remain. 2 of 3 waitlist seats remain. Open Seats Reserved for Waitlisted Only.]
      4. Select “Add” to add a section to your summary
         a. The course will show the status Pending
            ![Pending: "Web Registered"]
         b. You won’t be able to select “Add” on sections already in your summary
      5. To register for pending classes select “Submit”
         a. A successful registration shows the status Registered
            ![Registered None]
         b. An issue registering shows the status Errors Preventing Registration

   ii. If you DO know the CRNs of your desired sections:
      1. Open the ENTER CRNS tab
      2. Enter one CRN per box
         a. Select “+Add Another CRN” to add boxes
      3. Select “Add to Summary”
         a. The course(s) will show the status Pending
            ![Pending: "Web Registered"]
      4. To register for pending classes select “Submit”
         a. A successful registration shows the status Registered
            ![Registered None]
         b. An issue registering shows the status Errors Preventing Registration

   iii. If you have a plan saved for the term you can open the PLANS tab. More information on registering for classes from a plan can be found in the Plan Ahead section of this guide.
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, make sure both classes are pending in your summary before selecting ‘Submit.’ You must register for both corequisites at the same time, otherwise you’ll receive a Prerequisite and Test Score error.

REGISTRATION ERRORS

A successful registration will show the status Registered. If an issue registering occurs, the status will show Errors Preventing Registration. A notification will list the course information and the error that occurred.

The department offering a course and the Registrar’s Office can issue permits to override registration 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. You can view your permits under Registration Status.

<table>
<thead>
<tr>
<th>Registration Error</th>
<th>Who to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVISOR APPROVAL</td>
<td>Contact the department offering the course.</td>
</tr>
<tr>
<td>CAMPUS RESTRICTION</td>
<td>Departments can contact the Registrar’s Office if necessary.</td>
</tr>
<tr>
<td>CLASS RESTRICTION</td>
<td></td>
</tr>
<tr>
<td>CLOSED SECTION</td>
<td></td>
</tr>
<tr>
<td>DEPARTMENT APPROVAL</td>
<td></td>
</tr>
<tr>
<td>DUPLICATE COURSE</td>
<td></td>
</tr>
<tr>
<td>FIELD OF STUDY</td>
<td></td>
</tr>
<tr>
<td>INSTRUCTOR SIGNATURE</td>
<td></td>
</tr>
<tr>
<td>PREREQUISITE AND TEST SCORE</td>
<td></td>
</tr>
<tr>
<td>TIME CONFLICT</td>
<td>Contact the Registrar’s Office.</td>
</tr>
<tr>
<td>REPEAT COURSE</td>
<td>Check the level of the course; undergraduate students cannot register for graduate courses.</td>
</tr>
<tr>
<td>LEVEL RESTRICTION</td>
<td></td>
</tr>
</tbody>
</table>

Global Campus courses are restricted to A-State Online students. Traditional on-campus students will receive registration errors when attempting to register for these sections.

Time Conflict errors occur when a class you’re attempting to enroll in has the same meeting time as another class on your schedule. You should find another section that meets at a different time.

DROPPING CLASSES

1. Go to “Register for Classes” on the registration menu
2. Select a term and select “Continue”
3. Choose “**Drop Web** (DD)” from the “Action” drop-down box for the class(es) you’d like to drop
4. Select “Submit.” A successful drop shows the status Deleted.

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

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WAITLISTING

There are two ways to add yourself to the waitlist for a section:

i. If a class is at maximum capacity, but has waitlist seats remaining:

1. Select “Add” to add the class to your summary
2. Choose “*Waitlisted*” from the “Action” drop-down box
3. To add yourself to the waitlist select “Submit”
   a. A successful addition to a waitlist shows the status *Waitlisted*

ii. If you receive a “Closed - Waitlisted” registration error:

1. Choose “*Waitlisted*” from the “Action” drop-down box
2. To add yourself to the waitlist select “Submit”
   a. A successful addition to a waitlist shows the status *Waitlisted*

Registering from a Waitlist

If a seat opens in the class, you will receive a “Waitlist Notification” email to your @smail.astate.edu student email account with a deadline to register for the class. After you receive the notification, you will need to login to Self Service and register for the class. On the registration menu:

1. Go to “Register for Classes”
2. Select a term and select “Continue”
3. Choose “**Web Registered**” from the “Action” drop-down box for the waitlisted class(es) with open seats
4. To register for the waitlisted course select “Submit”
   a. A successful registration shows the status *Registered*

Adding a course to your summary does NOT mean you’ve been added to the waitlist for the course. You must select ‘Submit’ and the course status must show *Waitlisted*.

You have NOT been added to the waitlist for a class until the course status shows *Waitlisted*.

You MUST register for the class by the deadline in your notification email. If you don’t register within the timeline, the seat will be offered to the next student on the waitlist.
**View Registration Information**

**REGISTRATION HISTORY**

1. Go to “**View Registration Information**” on the registration menu
2. Open the “**LOOK UP A SCHEDULE**” tab
   i. Select a term from the drop-down box
      a. A summary of your schedule for the selected term is shown in the top panel
      b. Select “**Schedule**” on the bottom panel to view a weekly schedule for the term
      c. Select “**Schedule Details**” on the bottom panel to view detailed course information

- You can find an instructor’s email address by selecting their name

**ACTIVE REGISTRATION**

1. Go to “**View Registration Information**” on the registration menu
2. Open the “**ACTIVE REGISTRATIONS**” tab
   a. Here you can view all currently registered courses, including upcoming terms
   b. Select a course title to view the syllabus, required textbooks and other class details

Waitlisted classes are included in the schedule summary, weekly schedule, and schedule details. You are only enrolled in classes with a Registered course status.
Plan Ahead

Self Service plans make it easier to enroll in classes during registration by having a planned schedule of classes saved for the term. Your advisor should have created a plan for you in Degree Works that outlines which courses you should take each term; this is also known as an eight-semester degree plan. You can use your Degree Works plan in Plan Ahead to find the courses for which you’ll then select specific class sections.

CREATING A SELF SERVICE PLAN

On the registration menu:

1. Go to “Plan Ahead”
2. Select a term and select “Continue”
3. On the Select a Plan page choose “+Create a New Plan”
4. Enter the course information you’d like to use as search criteria and select “Search”
   a. Open Advanced Search for more search criteria options
5. There are two ways to add to your plan:
   i. Select “+Add Course” to add a course to your plan
      a. The course will show the status Pending
   ii. Select “View Sections” to find a class section
      a. Select “Add” to add a class section to your plan
         i. The class section will show the status Pending
6. After adding courses and/or class sections to your plan select “Save Plan”
   a. A successfully planned course shows the status Planned
   b. To designate a preferred plan, select “Make Preferred” on the Select a Plan page

Editing Self Service Plans

On the Select a Plan page select “Edit”

REMOVING COURSES:
1. Choose “Delete” from the “Action” drop-down box for the class(es) you’d like to remove.
2. Select “Save Plan.” A successfully removed course will no longer appear in the plan summary.

ADDING NOTES:
Notes can be added to individual courses or to the plan as a whole.
1. Individual course notes: Select + within the Notes column in the plan summary.
2. Whole plan notes: Select + next to the plan title in the plan summary.
3. A saved note shows a green check. ✓

REMOVING NOTES:
To remove a note: Select the green check, delete the note text, and select “Save.”
USING A DEGREE WORKS PLAN TO CREATE A SELF SERVICE PLAN

On the registration menu:

1. Go to “Plan Ahead”
2. Select a term and select “Continue”
3. Scroll to “Number of Degree Works Plans” on the Select a Plan page
   a. Make sure the number is greater than zero and there is a plan listed
   b. Contact your academic advisor if you feel there should be a Degree Works plan listed that isn’t
4. If you have a Degree Works plan, choose “+Create a New Plan”
5. Open the “DEGREE WORKS PLANS” tab
   a. ‘Course’ and ‘Choice’ requirements assigned to the term in Degree Works will be displayed

   i. For ‘Course’ requirements:
      1. Make sure there isn’t a number listed in the “Choice Group” column
         a. If a number is listed this is a ‘Choice’ requirement, see below
      2. Select “View Sections” to find a class section of the course
      3. Select “Add” to add a class section to your plan
         a. The class section will show the status Pending

   ii. For ‘Choice’ requirements:
      1. Courses with the same number in the “Choice Group” column are a choice group

      | Title               | Details | Choice Group |
      |---------------------|---------|--------------|
      | FINE ARTS VISUAL    | ART 2503| 2            |
      | FINE ARTS MUSIC     | MUS 2503| 2            |
      | FINE ARTS THEATRE   | THEA 2503| 2 Preferred |

   2. You can choose to register for any one course within a choice group
      a. Select “View Sections” to find a class section of your chosen course
      b. Select “Add” to add a class section to your plan
         i. The class section will show the status Pending

6. After adding courses and/or class sections to your plan select “Save Plan”
   a. A successfully planned course shows the status Planned

Only plans marked ‘Active’ and ‘Locked’ in Degree Works are displayed in Self Service.

If you selected a course from a choice group within Degree Works, the selected course will say “Preferred” under the choice group number.
REGISTERING FOR CLASSES FROM A SELF SERVICE PLAN

Go to “Register for Classes” on the registration menu; select a term and select “Continue”

1. Open the “PLANS” tab. There are three ways to register for classes:

   i. If you planned class sections AND have a whole plan note:
      1. Select “Add All” to add all planned class sections to your registration summary
         a. The classes will show the status Pending
         ![Pending](image)
         2. To register for pending classes select “Submit”
            a. A successful registration shows the status Registered
               ![Registered](image)
            b. An issue registering shows the status Errors Preventing Registration

   ii. If you planned class sections but do NOT have a whole plan note:
      1. Select “Add” to add a section to your summary
         a. The class section will show the status Pending
         ![Pending](image)
      2. To register for pending classes select “Submit”
         a. A successful registration shows the status Registered
            ![Registered](image)
         b. An issue registering shows the status Errors Preventing Registration

   iii. If you planned courses OR one of your planned classes no longer has open seats
      1. Select “View Sections” next to a planned course
      2. Scroll through the search results to find a section
         a. Closed sections show the status FULL
            ![Full](image)
         b. Open seats may be reserved for waitlists
            ![Waitlist](image)
      3. Select “Add” to add a section to your summary
         a. The class section will show the status Pending
         ![Pending](image)
      4. To register for pending classes select “Submit”
         a. A successful registration shows the status Registered
            ![Registered](image)
         b. An issue registering shows the status Errors Preventing Registration

Note: Adding a course to your summary does NOT mean you've successfully registered for the course. To successfully register you must select ‘Submit’ and the course status must show Registered.

If a class shows a Pending status, you have NOT registered for the class. You must select ‘Submit’ and the course status must show Registered.

"Add All" will only add planned class sections. A class section has a CRN. Planned courses need to have a section selected using option iii.

If a class shows a Pending status, you have NOT registered for the class. You must select ‘Submit’ and the course status must show Registered.