

AOS Registration

This section will provide guidance for students and staff seeking information regarding registration in online courses.

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AOS Registration Staff

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AOS Registration Guide

A step-by-step guide for accessing registration, adding and dropping classes, viewing your detailed schedule, and ensuring your classes are meeting program requirements.

How to Access Self Registration

In order to access the registration and planning portal, please follow these steps:

1. Go to pack.astate.edu and log in. Your username is your full student email address and your password.



2. Select the option for Banner Student from the list of available tools on the left.



Forms



Events & Calendars



Directory

Tools



Banner 9 ▾



Banner Student



Academics ▶



Campus Tools ▶



Employee Tools ▶



Get Support ▶



IT Services ▶



Productivity Tools ▶

3. Click the option "Registration and Planning" from the list of available options on the left.



Curriculum and Courses

Prior Education and Testing

Additional Links

Registration and Planning

View Grades

Financial Aid Home Page

Financial Aid Award Offers-View-Accept

View and Pay Bill

Account Summary

Tax Notification

Update Personal Information

Degree Works

Enrollment Verification

Request Official Transcript

4. Click "Register for Classes".

Registration

What would you like to do?



Registration Status

View registration status, update student term data, and complete pre-registration requirements.



View Registration Information

View your past schedules and your ungraded classes.



Plan Ahead

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



Register for Classes

Search and register for your classes. You can also view and manage your schedule.



Browse Classes

Looking for classes? In this section you can browse classes you find interesting.



Browse Course Catalog

Look up basic course information like subject, course and description.

5. Select the desired semester from the drop down menu.



Student • Registration • Select a Term

Select a Term

Terms Open for Registration

Select a term...

2025 Fall

2025 Summer

Registering for Classes by Using the Search Function

For instructions on how to access the self-registration page, please visit the guide [here](#).

Registering for a class when you do not know that CRN (course reference number)

1. To register for a class when you do not know the CRN, you can use the "find classes" tab.

[Student](#) • [Registration](#) • [Select a Term](#) • Register for Classes

Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

Enter Your Search Criteria ⓘ

Term: 2025 Fall

Subject

Course Number

Title

Search

[Clear](#)

[▶ Advanced Search](#)

2. Begin typing in the subject code for the desired subject area and select the correct department from the drop down.

Subject	ENG
Course Number	Engineering
Title	Engineering Management
	English
	Industrial Systems Engineering
	Intensive English

3. If you know the course number, type the number into the "course number" box and click "search".



[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

[Find Classes](#)
[Enter CRNs](#)
[Plans](#)
[Schedule and Options](#)

Enter Your Search Criteria

Term: 2025 Fall

Subject

 English

Course Number

1003

Title

Search

Clear

[Advanced Search](#)

4. Scroll the available sections of the course to identify to the A-State Online section. Look for courses with the section number 10A, 20A, 30A, etc. The attribute will say LSDE Tuition. Click "add" to add the desired course to your cart.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 48 Classes
Term: 2025 Fall Subject: English Course Number: 1003 Search Again

Title	Subject	Course N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Instructional Method	Linked Sections	Add
COMPOSITION I	English	1003	022	3	64855	2025...	Garcia-Watson, Jose...	S M T W T F S - Type: Class Building: V	Jone...	19 of 22 seats... 5 of 5 waitlist...	Lecture	Gen Ed Communications General Education Course	Web, 0% Face-t...		Add
COMPOSITION I	English	1003	023	3	64856	2025...	Fitzgerald, Haley (Pr...	S M T W T F S - Type: Class Building: V	Jone...	18 of 22 seats... 5 of 5 waitlist...	Lecture	Gen Ed Communications General Education Course	Web, 0% Face-t...		Add
COMPOSITION I	English	1003	024	3	64857	2025...	Fitzgerald, Haley (Pr...	S M T W T F S 09:30 AM - 10:45 AM Type	Jone...	20 of 22 seats... 5 of 5 waitlist...	Lecture	Gen Ed Communications General Education Course	Traditional, 100...		Add
COMPOSITION I	English	1003	025	3	64858	2025...	Fitzgerald, Haley (Pr...	S M T W T F S 12:30 PM - 01:45 PM Type	Jone...	20 of 22 seats... 5 of 5 waitlist...	Lecture	Gen Ed Communications General Education Course	Traditional, 100...		Add
COMPOSITION I	English	1003	10A	3	63763	2025...	Garcia-Watson, Jose...	S M T W T F S - Type: Class Building: V	Glob...	997 of 999 se...	Lecture	Gen Ed Communications General Education Course LSDE Tuition UG POT I	Web, 0% Face-t...		Add
COMPOSITION I	English	1003	20A	3	63745	2025...	Garcia-Watson, Jose...	S M T W T F S 11:00 AM - 12:15 PM Type	A-St...	999 of 999 se...	Lecture	Gen Ed Communications General Education Course	Web, 0% Face-t...		Add

5. See your pending registration in the bottom right corner. Click "submit" to save your registration.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
COMPOSITION I	ENG 1003, 10A	3	63763	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15

Submit

6. Your status will then show "Registered".

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
COMPOSITION I	ENG 1003, 10A	3	63763	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

Submit

Registering for Classes When You Know the CRN

For instructions on how to access the self-registration page, please visit the guide [here](#).

Registering for a class when you know the CRN (course reference number)

The CRN is a unique 5-digit number assigned to each specific section of a course. You can find course CRNs for Online specific programs [here](#)

1. To register for a class when you know the CRN, use the tab that says "Enter CRNs".

The screenshot shows a web interface for class registration. At the top, there is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • Register for Classes. Below this is a header section titled "Register for Classes". Underneath the header is a navigation bar with four tabs: "Find Classes", "Enter CRNs" (which is highlighted with a dark background), "Plans", and "Schedule and Options". The main content area is titled "Enter Course Reference Numbers (CRNs) to Register". Below this title, it says "Term: 2025 Fall". There is a label "CRN" followed by a text input box. Below the input box, there is a link "+ Add Another CRN" and a button labeled "Add to Summary".

2. Type the 5-digit CRN into the designated box.

Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: 2025 Fall

CRN 61460

61460

+ Add Another CRN

Add to Summary

3. Click "Add to Summary", then click "submit" to save the changes.

[illegible]

Registration Add Errors

There are a few common errors you might experience when trying to register. Please contact your academic advisor for assistance with addressing these errors.

Pre-requisite and Test Score

If you receive a pre-requisite and test score error, this is an indication that you may not have met the requirements to enroll in the intended course.

English Composition and Math courses require placement exam scores for enrollment. Please speak with your academic advisor for information on course enrollment eligibility. If you need to take the Accuplacer exam, please contact the A-State testing center for more information.

For all other courses, this error indicates that there are one or more pre-requisites assigned to the intended course. You can view pre-requisites assigned by course through the bulletin, which can be found [here](#). Please be sure to select the correct bulletin for undergraduate or graduate to see the associated courses. After reviewing the pre-requisite, if you believe you should be able to enroll in the course, please contact your academic advisor for further assistance.

Advisor

If you receive an error that says "advisor", this indicates that there is a restriction set on the course that your academic advisor will need to review and provide a permit if you are eligible to enroll. Please contact your academic advisor for assistance.

Repeat Course

If you receive an error that states this is a repeat course, this indicates that you have already previously attempted, or previously completed, the course. Students repeating a course with a D or F grade should seek assistance from their academic advisor to override the error for enrollment. If unsure about the course being a repeat, please review your Degree Works audit and/or speak with an advisor to determine how to proceed.

Dropping a Class

Dropping a Class

1. To drop a class, access the self-registration by following the instructions [here](#).
2. Find your registered courses in the bottom right corner.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Your Search Criteria ⓘ
Term: 2025 Fall

Subject English

Course Number 1003

Title

[Advanced Search](#)

Schedule **Schedule Details**

Class Schedule for 2025 Fall

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
COMPOSITION I	ENG 1003, 10A	3	63763	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

3. Use the drop down menu next to the course you wish to drop and select "**drop web** (DD)".

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
COMPOSITION I	ENG 1003, 10A	3	63763	Lecture	Registered	None None **Drop Web** (DD)

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

4. Click "submit" to save the change.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>COMPOSITION I</u>	ENG 1003, 10A	0	63763	Lecture	Deleted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15

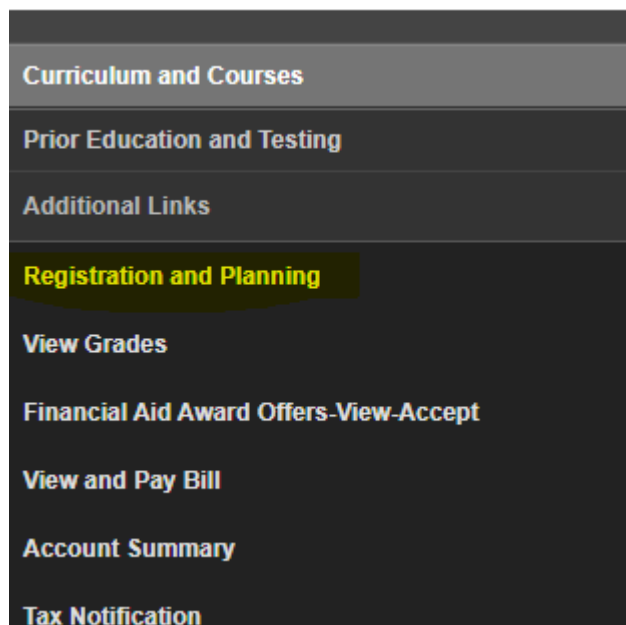
Submit

How to View My Detailed Schedule

Follow the instructions below to find your detailed schedule of registered classes, including start and end dates.

Please note that academic advisors do not have access to this student page. It is only accessible by the individual student.

1. Go to pack.astate.edu
2. Click on "Banner Student"
3. Click "Registration and Planning"



4. Click "View Registration Information".

Registration

What would you like to do?



[Registration Status](#)

View registration status, update student term data, and complete pre-registration requirements.



[Register for Classes](#)

Search and register for classes.



[View Registration Information](#)

View your past schedules and your ungraded classes.



[Browse Classes](#)

Looking for classes?



[Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



[Browse Course](#)

Look up basic course information.

5. Select the desired semester from the drop down menu.

View Registration Information

[Look up a Schedule](#)

Active Registrations

Class Schedule

Term:

2024 Spring



Title ▾	Details	Hours ⬆️	CRN ⬆️
ADMINISTRATIVE ETHICS	POSC 6623, 10A	3	11530
GRANT WRITING AND ADMINISTRATION	POSC 6573, 10A	3	11528
NONPROFIT FUNDRAISING AND FINA...	POSC 6433, 10A	3	11649
SEMINAR IN PUBLIC ADMINISTRATION	POSC 6563, 10A	3	11526

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 15

6. Go to the bottom half of the page and click "Schedule Details".

NONPROFIT FUNDRAISING AND FINA...	POSC 6433, 10A	3	11649	Lecture	Standard Letter
SEMINAR IN PUBLIC ADMINISTRATION	POSC 6563, 10A	3	11526	Lecture	Standard Letter

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 15

 Schedule  **Schedule Details**

Class Schedule for 2024 Spring

03/04/2024 -- 04/26/2024

S	M	T	W	T	F	S
---	---	---	---	---	---	---

 - Type: Class Location: Web Online Course Building: Web Online Course Room: None
 Instructor: [REDACTED] (Primary)
 CRN: 11530

▶ **GRANT WRITING AND ADMINISTRATION** | Political Science 6573 Section 10A | Class Begin: 01/08/2024 | Class End: 02/23/2024
 01/08/2024 -- 02/23/2024

S	M	T	W	T	F	S
---	---	---	---	---	---	---

 - Type: Class Location: Web Online Course Building: Web Online Course Room: None
 Instructor: [REDACTED] (Primary)
 CRN: 11528