

Register for Classes

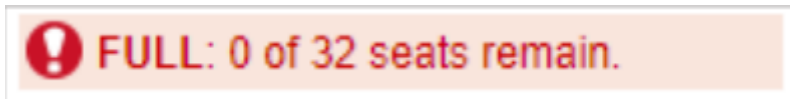
Registering for Classes

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.

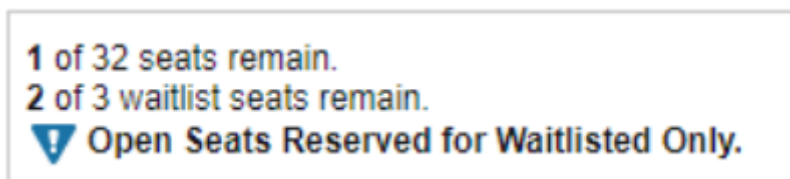
If you do not know the CRNs of your desired sections

1. Open the **Find Classes** tab.
2. Enter the search criteria and select **Search**.
3. Scroll through the search results to find a section.

Closed sections show the status **FULL**.

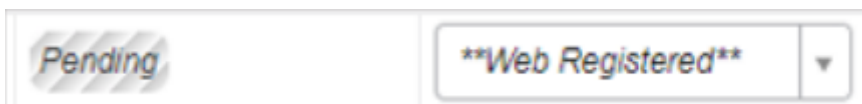


Open seats may be reserved for waitlists.



4. Select **Add** to add a section to your summary.

The course will show the status **Pending**.



You cannot select **Add** on sections already in your summary.



Adding a course to your summary does NOT mean you've successfully registered for the course. You must select 'Submit' and the course status must show *Registered* in order to successfully register for classes.

5. To register for pending classes, select **Submit**.

A successful registration shows the status **Registered**.

Registered	None	▼
------------	------	---

An issue registering shows the status **Errors Preventing Registration**.

If you do know the CRNs of your desired sections

1. Open the **Enter CRNs** tab.
2. Enter one CRN per box.
3. Select **+Add Another CRN** to add more boxes if needed.
4. Select **Add to Summary**.

The course or courses will show the status **Pending**.

Pending	**Web 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* in order to successfully register for classes.

4. To register for pending classes, select **Submit**.

A successful registration shows the status **Registered**.

Registered	None ▼
------------	--------

An issue registering shows the status **Errors Preventing Registration**.

Using a Saved Plan

If you have a plan saved for the term, you can open the **Plans** tab. More information on registering from a plan can be found in the Plan Ahead section of this guide.

Registering for Corequisites

If you are trying to register for a class that has a corequisite, such as a Chemistry lecture and 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 or you will receive a prerequisite and test score error.

Registration Errors

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

occurred.

Errors Preventing Regis...

Remove

 **MATH 2143 CRN 60226: Prerequisite and Test Score error**

The department offering a course and the Registrar's Office can issue permits to override some 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.

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

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 classes you want to drop.

Registered

Drop Web (DD)

4. Select **Submit**. A successful drop shows the status **Deleted**.

Deleted

None

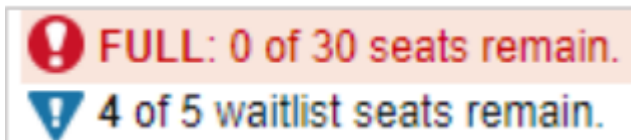


Once fee assessment begins, please be aware of the refund of fees schedule available from the Treasurer's Office.

Waitlisting

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

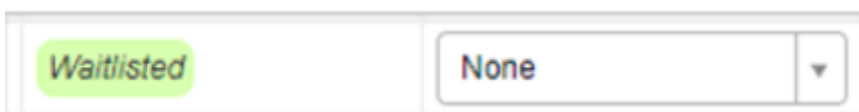
If a class is at maximum capacity but has waitlist seats remaining



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*.

1. Select **Add** to add the class to your summary.
2. Choose **Waitlisted** from the Action drop-down box.
3. Select **Submit** to add yourself to the waitlist.

A successful addition to a waitlist shows the status **Waitlisted**.



If you receive a Closed, Waitlisted registration error

Errors Preventing Regis... Remove	BCOM 2563 CRN 62868: Closed - 1 Waitlisted
-----------------------------------	--

1. Choose **Waitlisted** from the Action drop-down box.
2. Select **Submit** to add yourself to the waitlist.

A successful addition to a waitlist shows the status **Waitlisted**.

Waitlisted	None
------------	------

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 receiving the notification, log in to Self Service and register for the class.

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 classes with open seats.

Waitlisted	**Web Registered**
------------	--------------------

4. Select **Submit** to register for the class.

A successful registration shows the status **Registered**.

Registered	None
------------	------



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.

Revision #5

Created 2024-11-06 22:07:36 UTC by Sameer Basha Shaik

Updated 2026-05-26 18:48:13 UTC by Justin Carothers