Registering for Classes at ASU

1) Sign in to your My ASU page: http://my.asu.edu

2) From the “My Classes” Box, click “Class Search”

3) Search for a specific class:
   1. Choose the semester
   2. Enter course subject prefix and number
   3. Optional: select campus Location
   4. Click the magnifying glass icon

4) Click “Add” for the section you wish to enroll in.

5) Click “NEXT” to put this class in your shopping cart

Repeat steps 3, 4 & 5. When all classes are added to your shopping cart, go to step 6.

6) Proceed to next step

7) Finish Enrolling
General Studies Search

1) Click the Advanced Search Link

2) Select Filter Options
   1. General Studies (you can select more than one)
   2. Level

3) Click “Add” for the section you wish to enroll in.

Adding a Session B Course

1) Click the Advanced Search Link:

2) Select Filter Options:
   1. Choose the Session
   2. Enter Location
   3. Select General Studies -or- a College/School
   4. Click the magnifying glass icon

3) Click “Add” for the section you wish to enroll in.
Registration Icons

1) Icons in the Class Search

Red X – Course is full; students can email the instructor to ask if an override is possible.

Green Triangle – Course seats reserved for a specific group of students. Hover your mouse over the icon to see what group of students the course is reserved for.

Green Circle – The class does not have any reserve. However, the course might have pre-requisites; click the title to review those.

2) Icons in the Shopping Cart

Yellow Triangle – Course has a reserve; if a student meets the reserve criteria, the system will allow the student to enroll. If the student doesn’t meet the criteria, there will be an error.

Blue Box – Course is full; if the student has been issued an override, the system will allow the student to enroll. If the student doesn’t have an override, there will be an error.

Common Registration Errors:

After you click the Finish Enrolling button, several common errors may occur. Please read the error message very thoroughly. If you don’t understand an error message, copy and paste it into an email to your advisor so the advisor can explain what the error means. Here are some of the most common issues students experience:

Time Conflict – If a student has added two courses that have overlapping meeting times, the system will enroll the first course but not the second course. The error message will indicate the specific class # of the course which the second class conflicts with.

Course Reserve – Some courses are reserved for specific student groups. If a student does not meet the reserve criteria and belong to that specific group, the system will not allow the student to enroll in the course.

Holds – If a student has a hold, the system will not allow any courses to be added; check your My ASU page to review your holds.

Full Course – If the class is full, the system will not allow a student to enroll in the course.

Requisites – if a student does not meet the listed prerequisite* or corequisite**, the system will not allow the course to be added. NOTE: students who don’t have placement into Math or English will not have met the requisites to enroll in the course.

*Prerequisite: a course which must be completed or a criteria which must be met prior to enrolling

**Corequisite: when two or more courses must be enrolled simultaneously; so both / all of the corequisite courses must be in the shopping cart at the same time when the student clicks to finish enrolling.
Other Notes:

General Studies

Occasionally students experience this error:

**Error:** You are required to take this requirement designation for this class. This class satisfies a general studies requirement. Please see the Requirement Designation information in the Class Search.

Although this states it is an error, it is merely a statement of information. The system is letting the student know that this course satisfies a general studies requirement and that the student is required to meet this general studies area in order to graduate. This message will not prevent enrollment in a course.

Web Browser

Not all web browsers are compatible with ASU’s registration system. The Safari browser notoriously causes students to experience an error message. This message includes the phrase “you are not authorized” which is misleading. Students that encounter this error message should attempt to enroll using a different web browser (such as Google Chrome or Firefox).