



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.

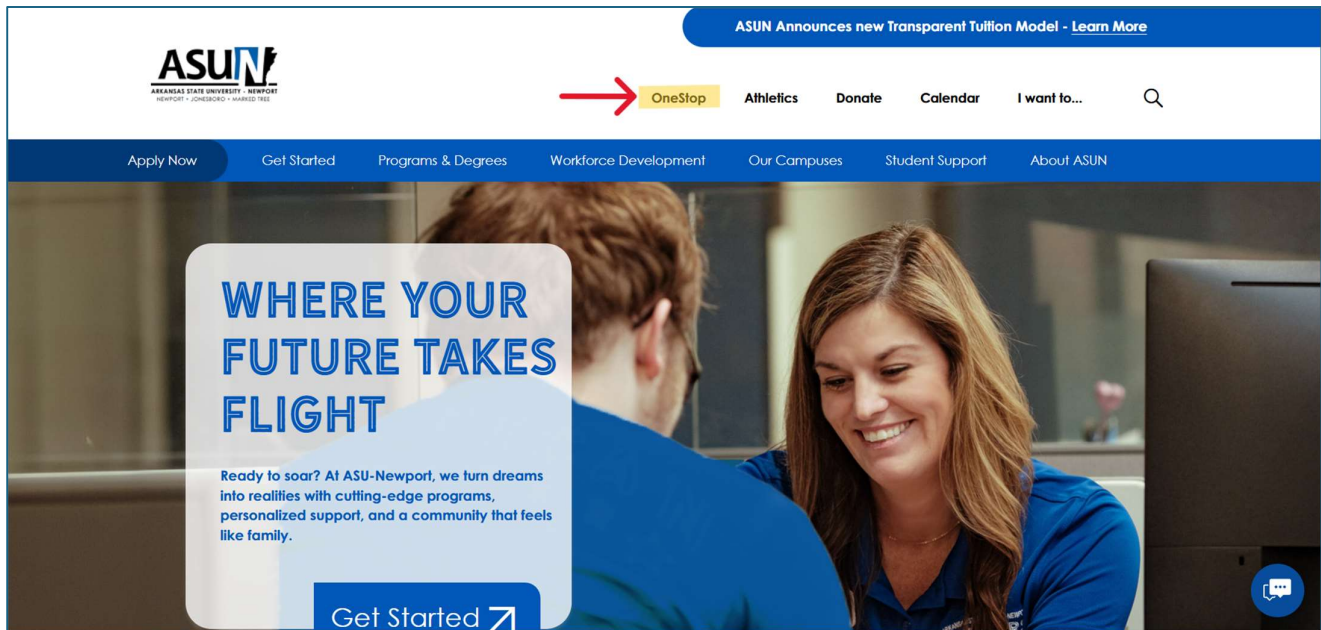
Use the hyperlinks in the table of contents below and throughout the document for ease of use:

- [How to Access Self Registration](#)
- [Registering for Classes by Using the Search Function](#)
- [Registering for Classes When You Know the CRN](#)
- [Registration Add Errors](#)
- [Dropping a Class](#)

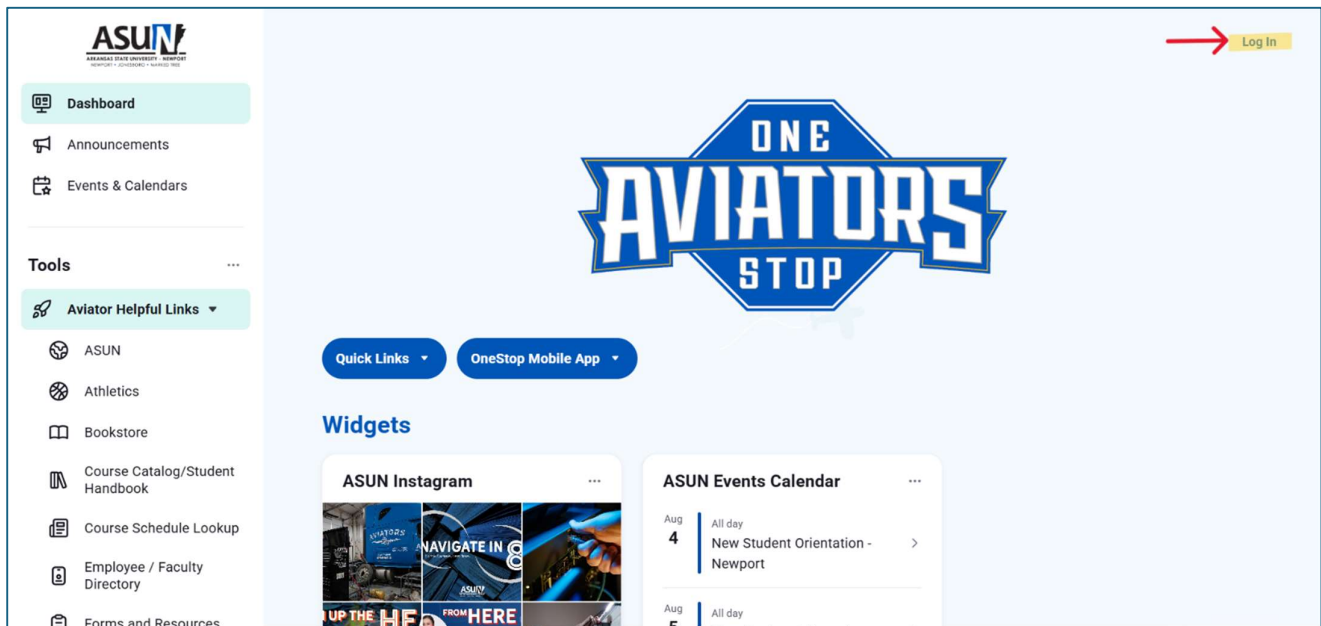
How to Access Self Registration

To access the registration and planning portal, please follow these steps:

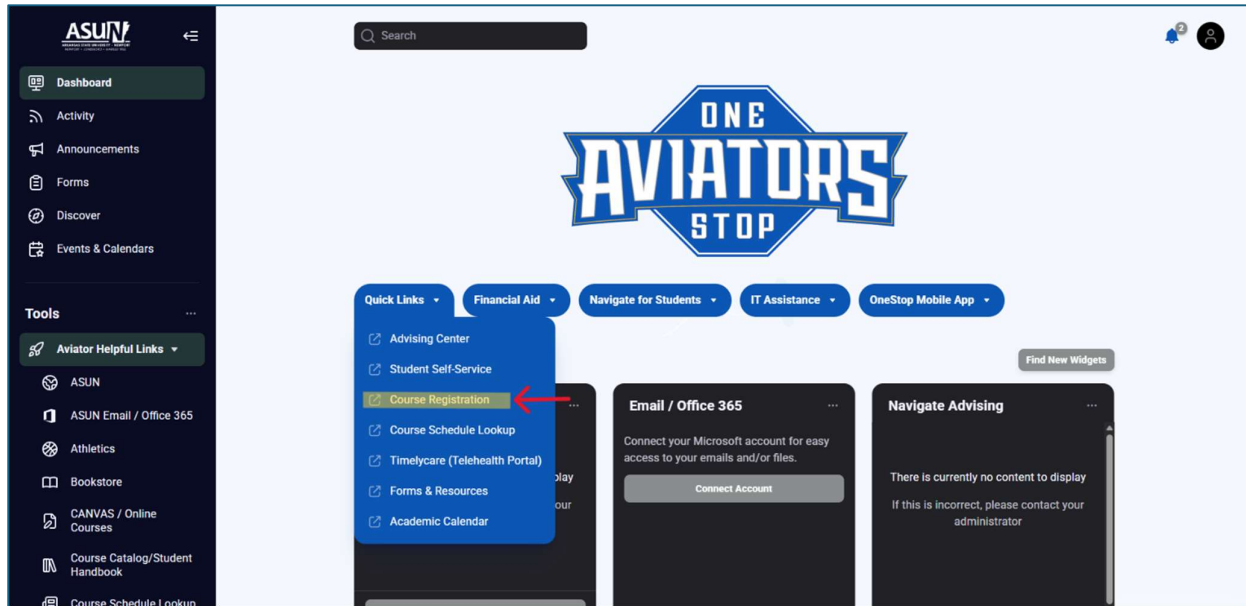
1. Go to asun.edu and select "OneStop."



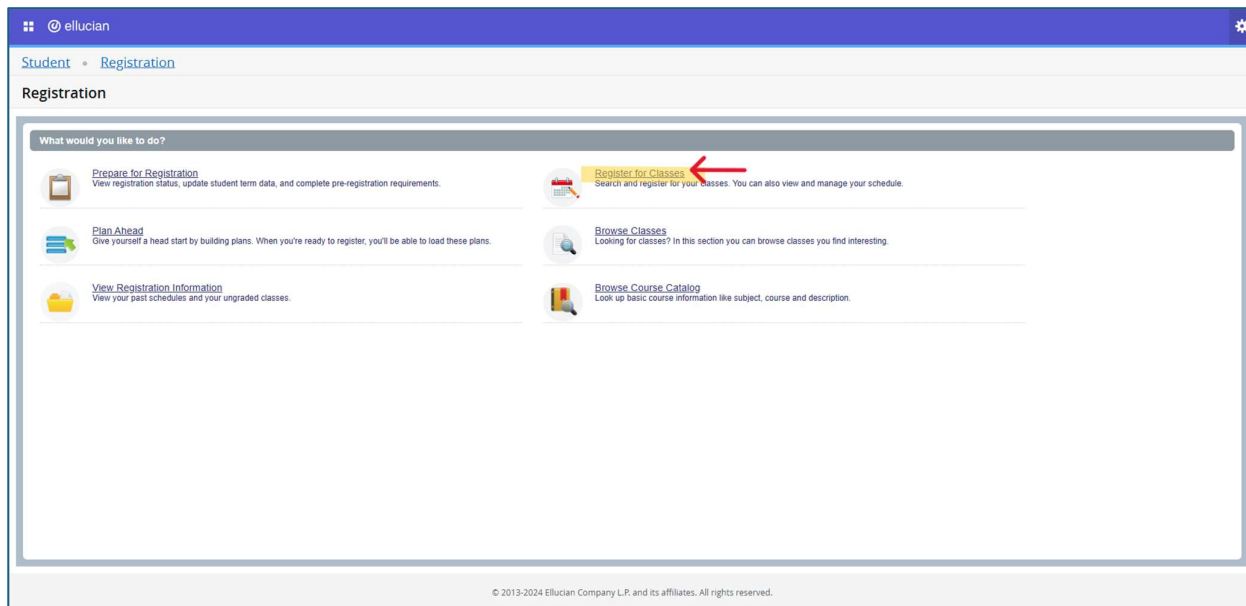
2. Log in to your student account. Your username is your full student email address and your password.



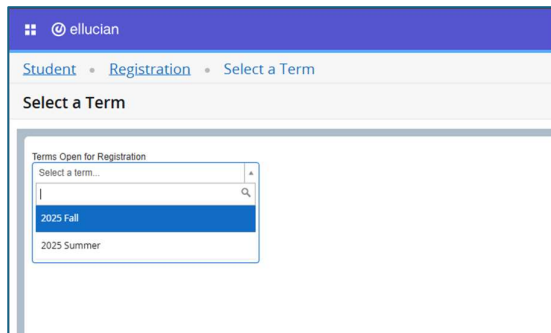
3. From the "Quick Links" drop down menu, select "Course Registration."



4. Click "Register for Classes".



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



Registering for Classes by Using the Search Function

For instructions on how to access the self-registration page, please visit [page 2](#).

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

[Clear](#) [Advanced Search](#)

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

Subject

Course Number

Title

- Engineering
- 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

Course Number

Title

[Clear](#) ▶ [Advanced Search](#)

4. Scroll the available sections of the course to identify the course in which you wish to register. 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

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	64895	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...		<input type="button" value="Add"/>
COMPOSITION I	English	1003	023	3	64896	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...		<input type="button" value="Add"/>
COMPOSITION I	English	1003	024	3	64897	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...		<input type="button" value="Add"/>
COMPOSITION I	English	1003	025	3	64898	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...		<input type="button" value="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 LSOE Tuition US POT I	Web, 0% Face-t...		<input type="button" value="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...		<input type="button" value="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

1:45 PM

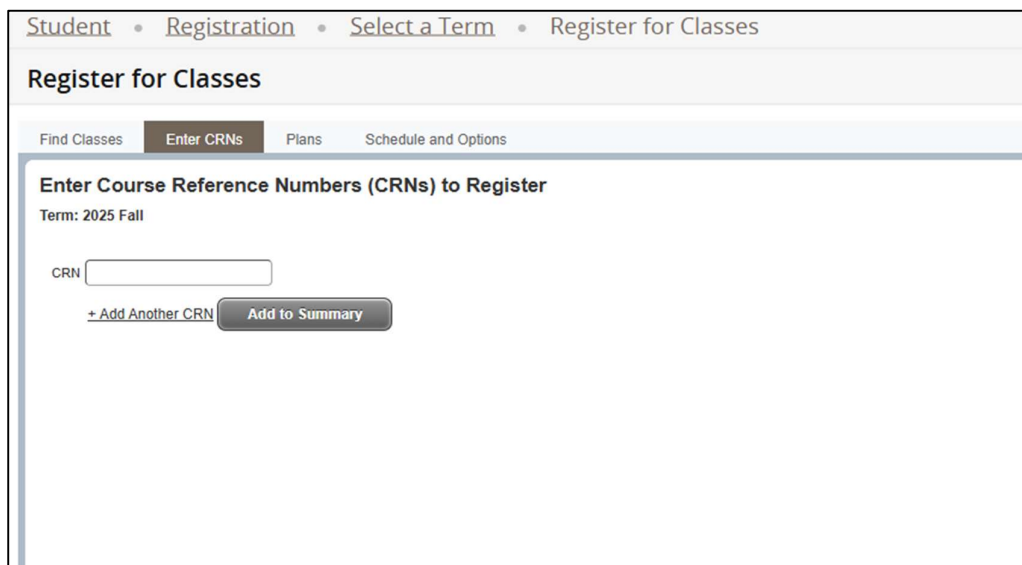
Registering for Classes When You Know the CRN

For instructions on how to access the self-registration page, please visit the guide on [page 2](#).

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

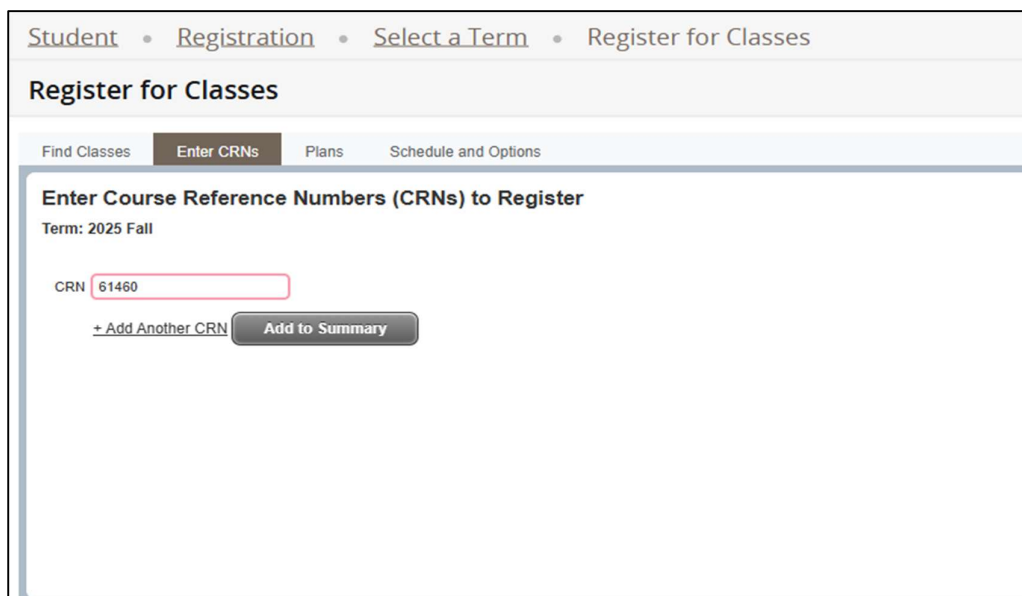
The CRN is a unique 5-digit number assigned to each specific section of a course. You can find course CRNs for under the registration portal.

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



The screenshot shows the 'Register for Classes' page. At the top, there is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • Register for Classes. Below this is the 'Register for Classes' header. A navigation bar contains 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' and specifies 'Term: 2025 Fall'. It features a text input field labeled 'CRN' which is currently empty. Below the input field are two buttons: '+ Add Another CRN' and 'Add to Summary'.

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



This screenshot shows the same 'Register for Classes' page as the previous one, but with the CRN '61460' entered into the 'CRN' input field. The 'Enter CRNs' tab remains selected. The 'Add to Summary' button is now visible and ready to be clicked.

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

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
INTRODUCTION TO PSYCHO...	PSY 2013, 10A	3	61460	Lecture	Registered	None

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

Submit

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 on [page 2](#).
2. Find your registered courses in the bottom right corner.

The screenshot shows the 'Register for Classes' interface. At the top, there are navigation links: Student, Registration, Select a Term, and Register for Classes. Below this is a section titled 'Register for Classes' with tabs for Find Classes, Enter CRNs, Plans, and Schedule and Options. The 'Find Classes' tab is active, showing 'Enter Your Search Criteria' for Term: 2025 Fall. Search fields include Subject (English), Course Number (1003), and Title. There are Search, Clear, and Advanced Search buttons. Below the search section is a 'Schedule' panel showing a class schedule for 2025 Fall. The schedule is a grid with days of the week (Sunday to Saturday) and times (6am to 10am). A 'Summary' panel is open on the right, showing details for 'COMPOSITION I' (ENG 1003, 10A, 3 hours, CRN 63763, Lecture, Registered). The status is 'Registered' in green. The 'Action' column has a dropdown menu with 'None' selected. At the bottom of the summary panel, it says 'Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15'. A 'Submit' button is at the bottom right.

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

The screenshot shows the 'Summary' panel with the 'COMPOSITION I' course selected. The dropdown menu for the 'Action' column is open, showing options: 'None', 'None', and '***Drop Web** (DD)'. The '***Drop Web** (DD)' option is highlighted. The 'Status' column shows 'Registered' in green. At the bottom of the summary panel, it says 'Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15'. A 'Submit' button is at the bottom right.

4. Click "submit" to save the change.
5. *****Notice: If you intend to drop a course, you must complete the withdraw form using the link [here](#) before doing so.*****