**ASUN**

# 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.
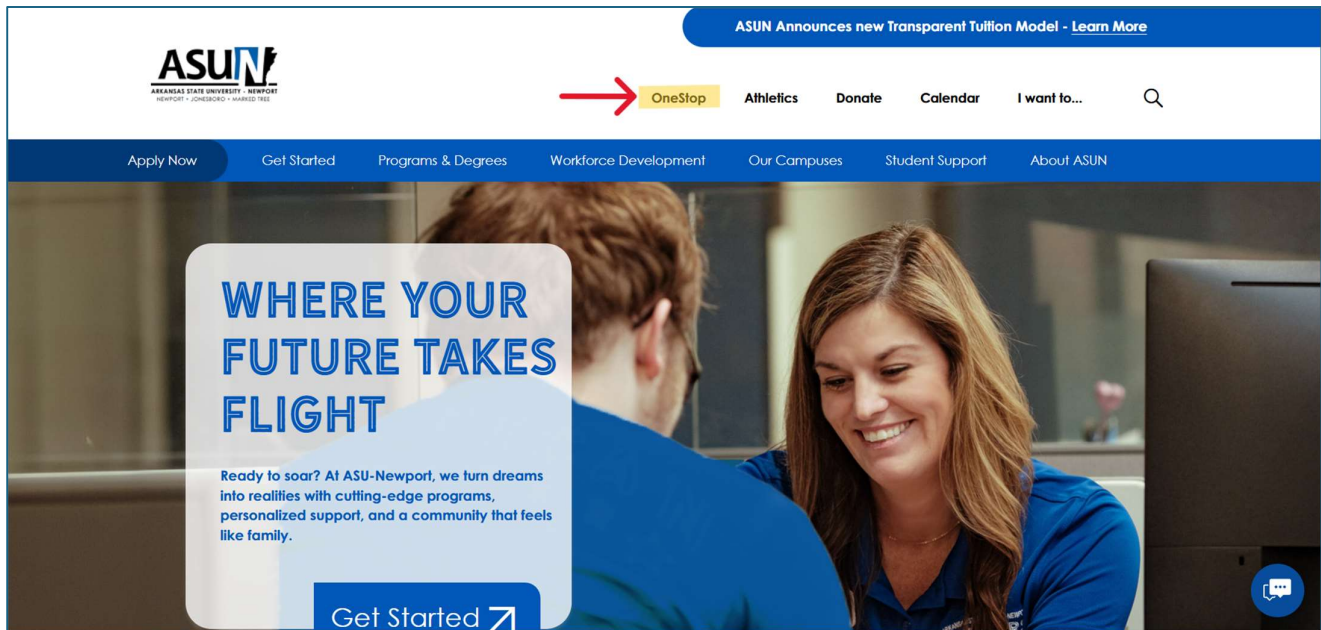
Use the hyperlinks in the table of contents below and throughout the document for ease of use:
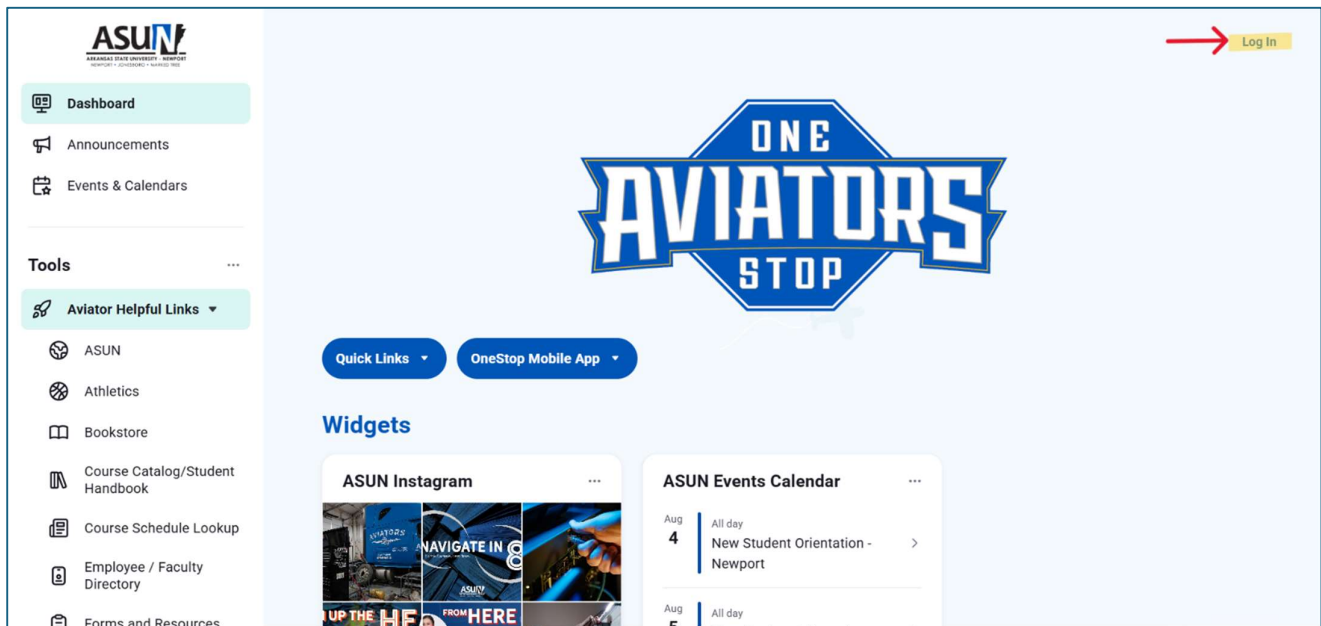
# How to Access Self Registration

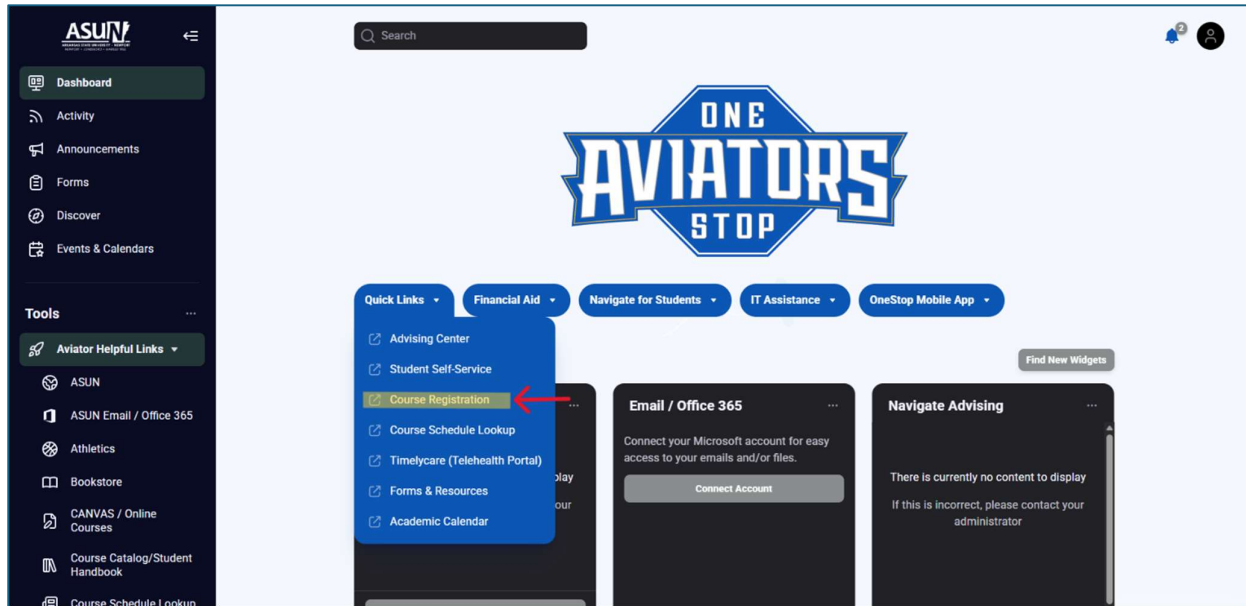To access the registration and planning portal, please follow these steps:

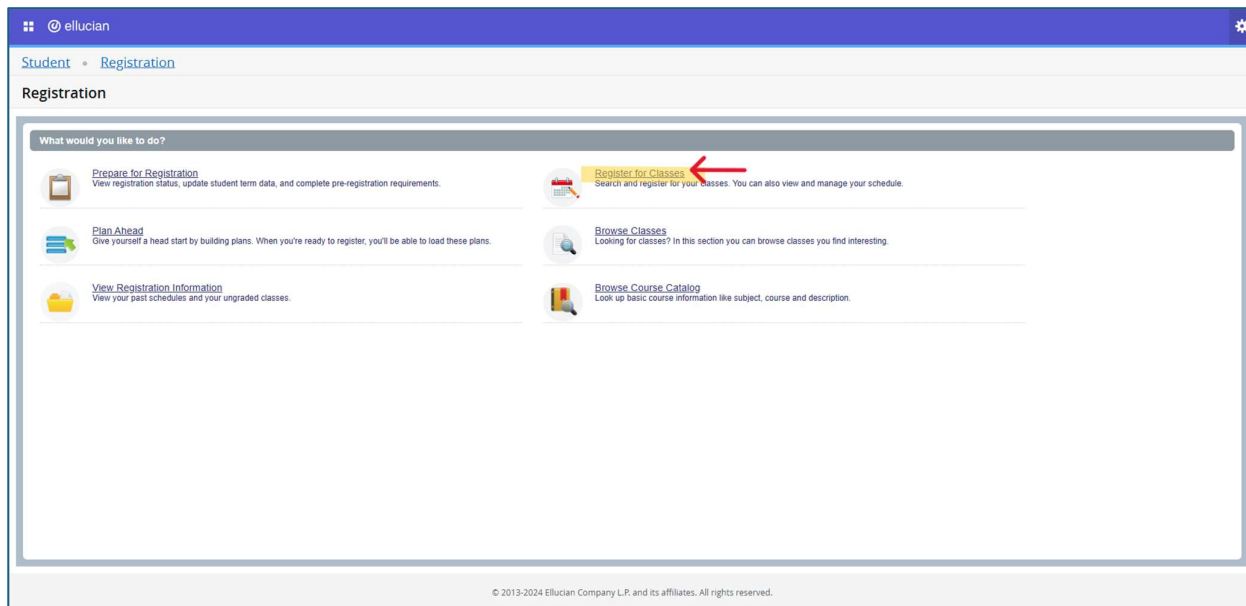1. Go to asun.edu and select "OneStop."



2. Log in to your student account. Your username is your full student email address and your password.
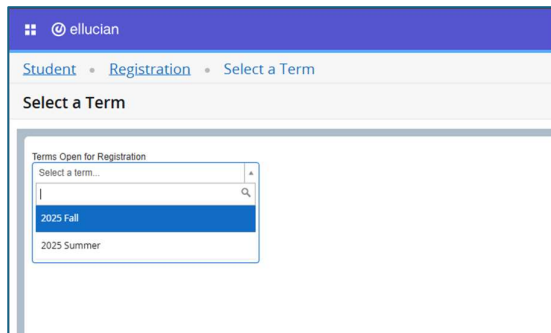
3. From the "Quick Links" drop down menu, select "Course Registration."



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 <u>do not</u> 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.



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

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

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

| 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".

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

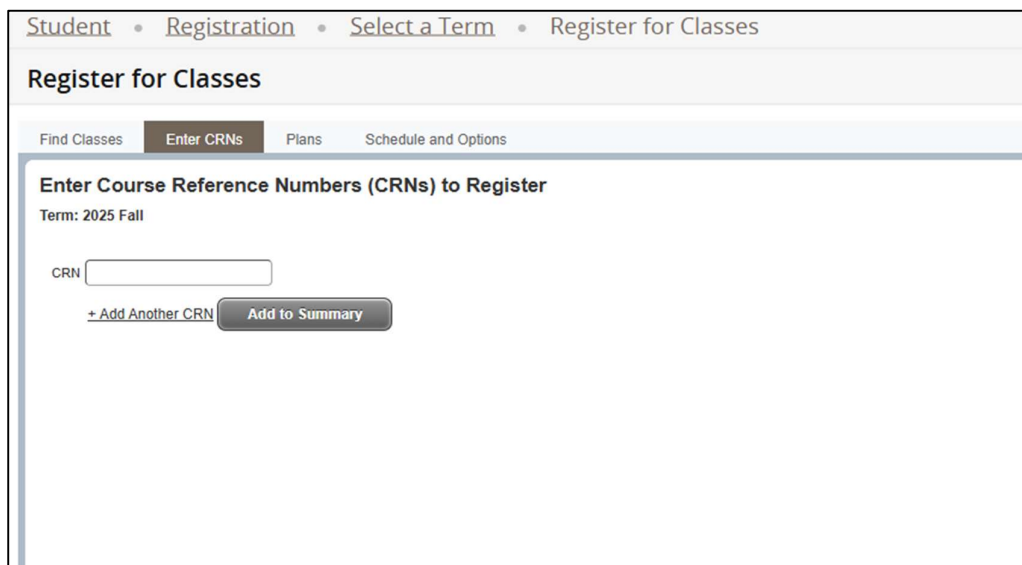Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

Submit

1:46 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.

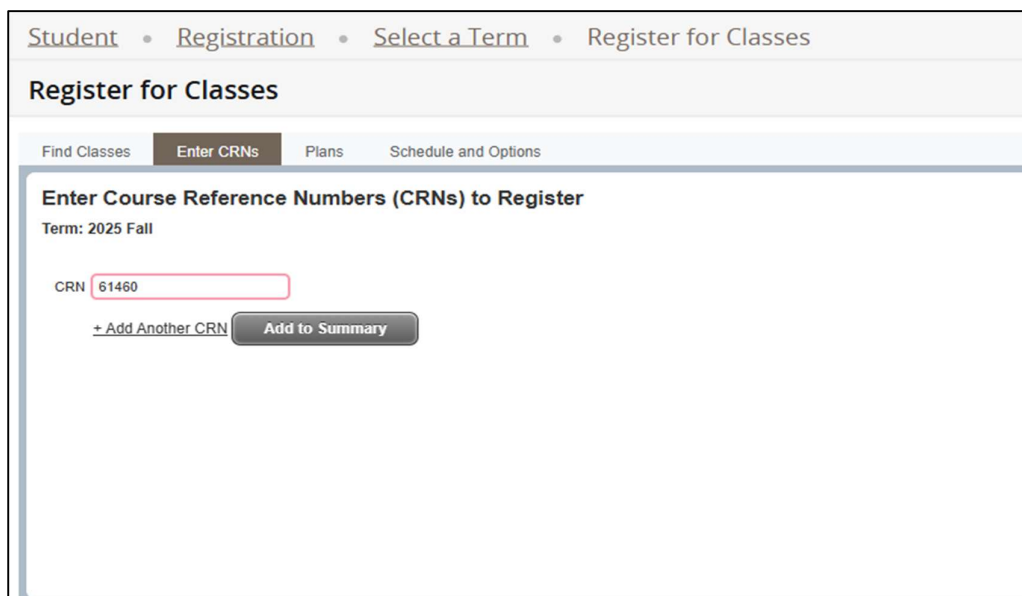**Registering for a class when you know the CRN (course reference number)**

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".



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

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.



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



4. Click "submit" to save the change.

5. ***Notice: If you intend to drop a course, you <u>must</u> complete the withdraw form using the link here before doing so.***