What would you like to do?
(Click on your selection)

- Log into the system
- See classes in your Major
- Search for open classes
- Enroll in a class
- Enroll in a class with a lab or recitation
- Enroll in a block (cluster, cohort) of classes
- Drop a class
- Get help
- Deal with Problems:
  - Class is full
  - Time conflict
  - Requisites not met
  - Term maximum exceeded

Main Menu
Log into the System

1. Open a web browser and go to HTTP://WWW.ASU.EDU
2. Click on MyASU
3. Your ASURite ID is your first initial and last name.
4. You can reset your password here.

See the classes in your major

1. Freshman and Sophomores will see this:
   - My Programs and eAdvisor
   - Search for Majors, & Minors
2. Programs
3. Find Programs
4. Guides & Tips
5. Graduation

Success Tips! Visit often!

Add, drop and swap classes
Search for classes here
Enroll in an Open Class

1. Choose Semester
2. Type 5-digit class number, Click enter
3. Click Next to add class to your shopping cart
4. Proceed to Step 2 of 3
5. Finish Enrolling

Search for an Open Class

1. Choose Semester
2. Fill in the search criteria. Click on Search
3. More options in Advanced Search
4. Green = open seats
5. Requisites, description, fees

Main Menu
Drop a Class

1. Choose Semester
2. Click Drop/Withdraw
3. Click the class you want to drop.
4. Click the Drop Selected Classes button.

Enroll in a class with a lab

1. Some classes have a lecture, lab, and recitation. To enroll, search for the class, and add the row that does NOT have a parenthesis after the name.
2. Click (1) Click on the class you want to drop.
3. Click (1) Click to select an open lab.
4. Click Next a second time to add it to your shopping cart. (then click on buttons “step 2 of 3” and “finish enrolling” to add them to your schedule)
Enroll in a block (cluster) of classes

1. Choose Semester
2. Click Fall 2009 Registration
3. Add, Prop/Withdraw, Swap, Edit

Before you can enroll in a block (cluster, cohort) of classes, contact your advisor for permission.

How to get help

Find information about all of ASU’s information systems at http://help.asu.edu
Search for the topics that you are interested in.

or

Ask for help at the help desk 965-6500.
Common Error Messages

After clicking on the “finish enrolling” button, the system will check to make sure you can successfully take the courses you have chosen. It will display error messages if there are problems.

These are the common errors and how to solve them:

Class full or Reserve Capacity full

Cause: All available seats are taken. This most often happens when you select a class that displays a yellow triangle or blue square.
Solution: Search for a different section of the class. Look for the green circles to indicate open classes.

Time Conflict

Cause: The class you are enrolling in overlaps another class.
Solution: Search for another section at a different time.

Term Maximum Exceeded

Cause: You are trying to enroll in more class hours than you are allowed
Solution: Contact your advisor

Requisites not met

Cause: The class requires prior class work, a minimum test score, a particular major or some other requirement that you have not met yet (or is not in the system at the time when you registered)
Solution: Go back to your shopping cart and click on the class number to see the requirements (you can find them also by search for the class and clicking on the class number or name). Note what the requirement are. Talk with your advisor about what to do next.