Registration for Students Attending Orientation

Registration for Students Attending Orientation

STEP 1

Go to www.asu.edu/interactive and click on “Registration/Enrollment”.

![ASU Interactive Menu]

ASU Interactive

- Prospective Students
  - Explore Majors
  - Apply to ASU
  - Check Application Status
  - Preparing to Attend ASU
- Faculty & Staff
  - Course Management
  - Financial Services
  - Academic Affairs
  - Communications and Marketing
  - Payroll
  - Hiring
  - Phones and Data
  - Facilities
  - Research
  - Travel
  - Workshops
- Current Students
  - Registration/Enrollment
  - Academic Record Information
  - Online Courses
  - Major Information
  - Financial Aid
  - Tuition and Billing
  - Career Enhancement Programs
  - Student Government Election
- Alumni
  - Alumni Services
  - Records
- University Services
  - Library Services
  - Computing Services
  - Personal Records Information
  - Purchase Event Tickets
  - Forms
  - Miscellaneous Services
Registration for Students Attending Orientation

**STEP 2**

Click “Class Registration/Enrollment Services”.

![Classification tree diagram]

- **PROSPECTIVE STUDENTS**
  - Explore Majors
  - Apply to ASU
  - Check Application Status
  - Preparing to Attend ASU

- **CURRENT STUDENTS**
  - Registration/Enrollment
    - Class Registration/Enrollment Services (register, drop/add, class information, etc.)
    - Academic Planner
    - Schedule of Classes
    - Search Course Catalog
  - Academic Record Information
  - Online Courses
  - Major Information
  - Financial Aid
  - Tuition and Billing
  - Career Enhancement Programs
  - Student Government Election

- **FACULTY & STAFF**
  - Course Management
  - Financial Services
  - Academic Affairs
  - Communications and Marketing
  - Payroll
  - Hiring
  - Phones and Data
  - Facilities
  - Research
  - Travel
  - Workshops

- **UNIVERSITY SERVICES**
  - Library Services
  - Computing Services
  - Personal Record Information
  - Purchase Event Tickets
  - Forms
  - Miscellaneous Services
Registration for Students Attending Orientation

**STEP 3**

Log in to ASU Interactive with your ASURITE UserID and Password and click “Login”.

---

**ASU Interactive Login**

If you know your ASURITE UserID and Password, enter them here to login.

- **ASURITE UserID:** [Enter]
- **Password:** [Enter]

![Login button](image)

Are you a new student with an ASURITE UserID and activation code? [Click here] to activate.

Are you a former student who does not have an ASURITE UserID? [Click here].

Are you a prospective student? You will receive an ASURITE UserID and activation code as part of the application/admission process. Apply for undergraduate or graduate admission.

[Change Your ASURITE Password]

**Select the Logout option when you are finished in order to protect your records.**

---
Registration for Students Attending Orientation

**STEP 4**

Select the appropriate semester and click “Continue to the Class Registration Services Menu”.

Select the Semester:
- [ ] Spring
- [ ] 1st Summer
- [X] Fall
- [ ] 2nd Summer

Select the Year:
- [ ] 2006
- [X] 2007
- [ ] 2008

Select the Logout option when you are finished to protect your information and records.
Registration for Students Attending Orientation

STEP 5

To register for classes, click on “Add a Class”.

- In order for a student to register, they must either have met their enrollment appointment date and time or it must be open enrollment.
Registration for Students Attending Orientation

STEP 6
If you are registering for a cohort follow 6A. If not, skip to 6B.

6A – Cohort Registration

- Click on “show class blocks available to me”.

1. Select classes to add
To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.
Registration for Students Attending Orientation

- Pay attention to the number of rows available. This example has 3. Click “View All” to review all three.
- Student should choose [select this block] for the desired class block.
- Then click on [attempt block enrollment] to continue.

Add Class Block

Click View All below see all available class blocks.

Available Class Blocks

<table>
<thead>
<tr>
<th>Class Block</th>
<th>Class Hbr</th>
<th>Session</th>
<th>Subject</th>
<th>Catalog Hbr</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDD 503 TTH11</td>
<td>1 71776</td>
<td>REG EED</td>
<td>420</td>
<td>Lang Arts/Mgmt/Assess Elem Sch</td>
<td></td>
</tr>
<tr>
<td>EDD 503 TTH11</td>
<td>2 75265</td>
<td>REG EED</td>
<td>480</td>
<td>Math Methods, Mgmt, Assess</td>
<td></td>
</tr>
<tr>
<td>EDD 503 TTH11</td>
<td>3 75286</td>
<td>REG EED</td>
<td>496</td>
<td>Field Experience</td>
<td></td>
</tr>
<tr>
<td>EDD 503 TTH11</td>
<td>4 83685</td>
<td>REG SPE</td>
<td>416</td>
<td>Quality Pract/Collaborative Cls</td>
<td></td>
</tr>
</tbody>
</table>

Selected Class Block [select this block]

You may select a class block code from the available class blocks section, or type in a known class block code above.

My Class Schedule | Class Search | Add | Drop | Swap | Edit

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Registration for Students Attending Orientation

- The selected block displays and the student is asked to confirm that it is correct.

Add Class Block

<table>
<thead>
<tr>
<th>Available Class Blocks</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Block: ED TTH11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDB 303 TTH11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classes</th>
<th>Customize</th>
<th>Find</th>
<th>First</th>
<th>1-4 of 4</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Lbr</td>
<td>Session</td>
<td>Subject</td>
<td>Catalog Lbr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 71776</td>
<td>REG</td>
<td>EED</td>
<td>420</td>
<td>Lnc Arts/Mgmt/Assess Elem Sch</td>
<td></td>
</tr>
<tr>
<td>2 76285</td>
<td>REG</td>
<td>EED</td>
<td>430</td>
<td>Math Methods,Mgmt,Assess</td>
<td></td>
</tr>
<tr>
<td>3 76286</td>
<td>REG</td>
<td>EED</td>
<td>496</td>
<td>Field Experience</td>
<td></td>
</tr>
<tr>
<td>4 83685</td>
<td>REG</td>
<td>SPE</td>
<td>416</td>
<td>Quality Prac/Collaborative Cls</td>
<td></td>
</tr>
</tbody>
</table>

Are you sure you want to add the above class block?

- Choose “Yes” to submit the enrollment request for processing.
  - If there are enrollment errors, they are displayed.
  - If the request is successful, students will receive a confirmation message.
- Choose “No” to return to choose another block.

NOTE: Students are held to the individual class drop rules of the cohort if they try to drop individual cohort classes.

- If you need to add additional classes, continue to step 6B.
Registration for Students Attending Orientation

6B - Registering for Classes

- Enter the desired class number and click “enter”.
- If the class number is unknown, click “search” to search for a class.

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

- Review the information related to the class to be sure this is what you want.
  - If the class was a variable unit class, there will be a box around the number of units and it would be available to edit. Be sure you enter the number of units desired.
Registration for Students Attending Orientation

- If the student was approved to audit the class, the grading could be changed to “audit”. (No credit is given, audit registration must be approved by the professor.)
- Once all information is entered and you are satisfied with this selection click on “Next”.

1. Select classes to add - Enrollment Preferences

2007 Fall | Undergraduate | Arizona State University

**MAT 142 - College Mathematics**

<table>
<thead>
<tr>
<th>Session</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career</td>
<td>Undergraduate</td>
</tr>
</tbody>
</table>

**Enrollment Information**
- Satisfies General Studies - MA

**Grading**
- Plus/Minus Grading

**Units**
- 3.00

**Program**
- University College

**Requirement Designation**
- Satisfies General Studies - MA

- Notice that the selected class has now been added to your shopping cart and further directions are given. YOU ARE NOT YET ENROLLED.
- To add more classes, simply enter another class number and proceed as before until all desired classes are in your shopping cart. Remember, you’re still not enrolled.
1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

- Notice that another class (PGS 101) has now been added to the shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

- If at any time you would like to remove a class from the cart, simply click on the trash can in the “delete” column.

- Once all desired classes are in your shopping cart, click on “Proceed to Step 3”.

Oasis Student Records Job Aids

last updated: 3/21/2007
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Registration for Students Attending Orientation

1. Select classes to add
   To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

   ![Class selection interface]

   - Classes will remain in your shopping cart until you either remove them or finish enrolling.

   - You are now asked to CONFIRM your selections.
     - If you are satisfied with your selections, click “finish enrolling”.
     - If not, click on “previous” to go back and make changes or “cancel” to start over.
     - Classes will remain in your shopping cart until you either remove them or finish enrolling.
## Registration for Students Attending Orientation

**Add Classes**

### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

---

#### 2007 Fall | Undergraduate | Arizona State University

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 142-1001 (72153)</td>
<td>College Mathematics (Lecture)</td>
<td>MWF 7:30AM - 8:20AM</td>
<td>Class/Lab/Computer 104 (West)</td>
<td>Staff</td>
<td>3.00</td>
<td>Open</td>
</tr>
<tr>
<td>PSH 101-1001 (72426)</td>
<td>Introduction To Psychology (Lecture)</td>
<td>TBA</td>
<td>Internet</td>
<td>R. Detzel</td>
<td>3.00</td>
<td>Open</td>
</tr>
</tbody>
</table>

---

*Cancel| Previous| Finish Enrolling*
Registration for Students Attending Orientation

- Review the status of each class. In this example the student was successfully enrolled in both classes. Both class also had a message attached. It will be important for you to review the messages as they may contain important information.
- Click on “My Class Schedule” to review your new schedule.

3. View results

View the following status report for enrollment confirmations and errors:

2007 Fall | Undergraduate | Arizona State University

- Success: enrolled
- Error: unable to add class

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 142</td>
<td>You are required to take this requirement designation for this class. This class satisfies a general studies requirement or is available for honors credit. Please see the Requirement Designation information in the Class Schedule.</td>
<td>✔</td>
</tr>
<tr>
<td>DGS 101</td>
<td>You are required to take this requirement designation for this class. This class satisfies a general studies requirement or is available for honors credit. Please see the Requirement Designation information in the Class Schedule.</td>
<td>✔</td>
</tr>
</tbody>
</table>

- On the “My Class Schedule” page you can simply view your schedule in the format given, or click on “weekly calendar view” for a weekly view.
- There are filtering options available to choose to display only enrolled classes, dropped classes, etc. (Waitlisting is not currently available at ASU).
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<table>
<thead>
<tr>
<th>Status</th>
<th>Units</th>
<th>Grading</th>
<th>Requirement</th>
<th>Program</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>3.00</td>
<td>Plus/Minus Grading</td>
<td>Satisfies General Studies - MA (Taken)</td>
<td>University College</td>
<td>8/20/2007 - 12/13/2007</td>
</tr>
</tbody>
</table>

**MAT 142 - College Mathematics**

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Location / Map</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>72169</td>
<td>1001</td>
<td></td>
<td>MWF 7:30AM - 8:20AM</td>
<td>Class/Lab/Computer</td>
<td>Staff</td>
<td>8/20/2007 - 12/13/2007</td>
</tr>
</tbody>
</table>

**PCS 101 - Introduction To Psychology**

<table>
<thead>
<tr>
<th>Status</th>
<th>Units</th>
<th>Grading</th>
<th>Requirement</th>
<th>Program</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>3.00</td>
<td>Plus/Minus Grading</td>
<td>Satisfies General Studies - SB (Taken)</td>
<td>University College</td>
<td>8/20/2007 - 12/13/2007</td>
</tr>
</tbody>
</table>

**Class Nbr | Section | Component | Days & Times | Location / Map | Instructor | Start/End Date |
|-----------|---------|-----------|--------------|----------------|------------|----------------|

**REMEMBER TO LOG OUT OF ASU INTERACTIVE WHEN YOU ARE DONE!**