

# How to enroll in classes: my.asu.edu

## 1 Sign in

The screenshot shows the 'Sign In' page on my.asu.edu. It features two input fields: 'ASURITE User ID' with the text 'sparky123' and a link 'Activate or request an ID'; and 'Password' with masked characters and a link 'Forgot ID / password?'. Below the fields is a 'Sign In' button and a checked checkbox for 'Remember my user ID'. A red line from the '1 Sign in' header points to the form. A red arrow points from the 'Sign In' button to the right, where text reads: 'type in your ASURITE User ID and Password then click Sign In.'

## 2 Select Registration/ Class Search

The screenshot shows the 'My Classes' page on my.asu.edu. The 'Registration' tab is highlighted with a red circle '1'. The page displays a message: 'In fall 2021, instruction will be delivered to students by faculty in person and on campus unless otherwise indicated. For select, indicated courses, instruction will also be available to students digitally through ASU Sync or asynchronously as an iCourse.' Below this, it states: 'You are not registered for classes in the Summer 2021 term. Registration for Summer 2021 began Wednesday, February 3rd. To view your planned courses and create your schedule, visit the Schedule Planner.'

Once on your myASU home page:

1. Select the registration tab underneath "My Classes"

2. Select "Add/Shopping Cart" from the drop down menu that appears

The screenshot shows the navigation menu on my.asu.edu. The 'Add/Shopping Cart' option is highlighted with a red circle '2'. The menu items are: 'Registration', 'Class Search', 'Books', 'Grades & Transcripts', 'Schedule Planner', 'Add/Shopping Cart', 'SU Events', 'Drop/Withdraw', 'Exams - Session A', 'Exams End/Last Day to Process Transactions - Session A', 'Complete Session Withdrawal Deadline - Session A', 'Swap', 'Grades Due - Session A', 'Academic Status Reports Open - Session B (3/8/21-4/18/21)', and 'Edit/Update'.

### 3 Add Class

#### 3.1 By Number

This should be the student's name

Use the "Change" button to select the proper term to schedule classes for

Add Class

Enter Class Number and Click Next. If you do not know the 5 digit class number, use Class Search or Schedule Planner.

If you know the five-digit class number of the class you wish to enroll in, you can type it here. Click "Next" to continue adding the class

#### 3.2 Class Search

Select Class Search to be rerouted to <https://webapp4.asu.edu/catalog/>

Type in a class subject, number and select a location. Then click the search icon.

Clicking Advanced Search will show a pop-up where you can search for General Studies and Awareness classes. Visit [engineering.asu.edu/advising/registration](https://engineering.asu.edu/advising/registration) to see a suggested list of HU/SB courses.

#### 3.2.1 Add to Shopping Cart

Course	Title	Class#	Instructor	Days	Start	End	Location	Dates	Units	Rating	Seats Open	GS	Select
PHY 121	Univ Physics I: Mechanics	73852	Hill	T Th	1:30 PM	2:45 PM	Tempe - PSF173	08/19 - 12/03(C)	3	4.5/5	157 of 234	SQ	Select

PHY 121 45659

**Reserved Seat Information:**  
Seats in this class have been reserved for students in the specified programs, majors or groups listed below. Reserved seats are subject to change without notice.

	Reserved Available Seats	Students Enrolled	Total Seats Reserved	Reserved Until
On-campus students	49	21	70	n/a
Non Reserved Available Seats:	0			

Hovering over the green triangle will show a pop-up with special information for reserving the class. Look at all the categories to see if one applies to you.

If there is a green circle you can continue to register for the class.

## 4 Confirm Choices

### Choose Preferences

Choose any available class preferences and click Add To Cart.

PHY 121 University Physics I: Mechanics

Grading Basis

Standard Grading

Satisfies General Studies - SQ

Status	Class	Session	Meeting Dates	Days and Times	Room	Instructor
Reserved	73852 - Lecture	Session C	08/19/2021 - 12/03/2021	Tuesday Thursday 1:30PM to 2:45PM	Physical Science F 173 (Tempe)	Arlinda Hill
Open	73856 - Recitation	Session C	08/19/2021 - 12/03/2021	Monday 12:20PM to 1:10PM	Social Sciences 205 (Tempe)	Staff

**Class Notes:** Both PHY 121 and PHY 122 must be taken to secure SQ credit. SI Sessions are Free to all ASU students. To find a study group session visit: <http://studentsuccess.asu.edu/studygroups> for available courses, day, times and location. These sessions are led by SI Leaders- students who have received an A in the class. No appointments necessary. Bring all your notes and textbook.

Previous

Add to Cart

Select Add to Cart to continue registering

Verify the time and location of your selected class/recitation

## 5 Finish Enrollment

Sparky

2021 Fall Undergraduate

Change

Shopping Cart

View My Classes

Class Search

Schedule Planner

Drop/Withdraw from Classes

Add Class By Class Number

Add Class Block

Swap Classes

Update Classes

Click enroll when you have added all the classes you need

Enroll

Delete

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Reserved	73852 - Lecture	PHY 121 Univ Physics I: Mechanics	Session C	Tuesday Thursday 1:30PM to 2:45PM	Physical Science F 173 (Tempe)	A. Hill	3.00	157 of 234	Change Preferences
<input type="checkbox"/>		73856 - Recitation			Monday 12:20PM to 1:10PM	Social Sciences 205 (Tempe)	Staff		30 of 47	

Make sure the box next to each of the classes you want to enroll in is checked

### 5.1 Confirm Enrollment

Enroll Delete

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Reserved	73852 - Lecture	PHY 121 Univ Physics I: Mechanics	Session C	Tuesday Thursday 1:30PM to 2:45PM	Physical Science F 173 (Tempe)	A. Hill	3.00	157 of 234	Change Preferences
<input type="checkbox"/>		73856 - Recitation			Monday 12:20PM to 1:10PM	Social Sciences 205 (Tempe)	Staff		30 of 47	

Are you sure you want to enroll?

Yes No

Select yes to confirm and finish enrolling in your classes

## 6 Check Status of Enrollment

**✗ PHY 121 - University Physics I: Mechanics**

You cannot add this class due to a time conflict with class 94024. Choose another class.

If you receive a red X under status there has been an error. Review the details listed with the error and speak with your advisor if necessary.

**✓ MAT 300 - Mathematical Structures**

This class satisfies a general studies requirement.

If you receive a green ✓ under status then you have successfully enrolled in your desired class and you should see it in your class schedule.