1. *OPEN BANNER SELF-SERVICE*

   Login to the my Campus portal (http://mycampus.astate.edu) and click on the SSB icon Access

   ---

Personal Information	**Student**	Faculty Services	Employee

   Search [____] [Go]

   ## Student and Financial Aid

   Admissions
   Apply for Admission or Review Existing Applications
   Registration
   Check your registration status, class schedule, and add or drop classes.
   - See your advisor to discuss your academic plan. Your advisor will remove your advising hold after you have met.
   - Clear any registration holds with the appropriate office. Check to see that holds are then cleared.
   - If you are required to complete MATH 0003 or MATH 0013, please select your CRN for the preferred section and contact Advising Services (972-3001) for registration into the selected math course only. Not registration.
   - All remedial holds are handled in Advisement Services.
   Student Records
   View your holds, grades, transcripts and account summary. Set up payment plans or deposits. Students should view their Account Summary to make sure that their account is clear. Registration and transcript

   ---

2. *ADD OR DROP CLASSES*

   Select the term that you want to register for.

   ## Registration

   Registration Status
   Select Term
   Add or Drop Classes
   These dates do not apply to courses within A-State Online (Academic Partnership) programs.
   Full term and first session Spring courses begin on January 14.
   The last day to add a full term or first session course is January 18.
   The last day to drop a first session course is February 19.
   The last day to add a second session course is March 4.
   Second session courses begin on March 5.
   The last day to drop a full term course, a second session course, or withdraw for the term is April 17.
   Additional term dates can be accessed here: Academic Calendar
   Refund rules for courses can be accessed here: Important Dates
   Look Up Classes
   Week at a Glance
   Student Detail Schedule
   Course Catalog
   Active Registration
   Registration History
   Order Books
   Schedule Planner New!!!
   Not for students enrolled in: Mexico, High School-Concurrent, and Online Full Degree programs (AOS)

   ---

   o *IF YOU ALREADY KNOW THE CRN, CLICK ADD/DROP CLASSES, TYPE THE CRN IN THE BOX AND CLICK SUBMIT CHANGES.*

   o *IF YOU DO NOT KNOW THE CRN, USE THE LOOK-UP CLASSES TO ADD. SEARCH FOR YOUR COURSE(S) WITH WAITLISTING AND WRITE DOWN THE CRN. CLICK ADD TO WORKSHEET, TYPE IN CRN AND CLICK SUBMIT CHANGES.*

3. **ADD THE CLASS TO YOUR REGISTRATION LIST, IF THE CLASS HAS REACHED THE MAXIMUM ENROLLMENT CAPACITY, THEN IT WILL PROMPT YOU TO ADD THE CLASS AS WAITLIST CLASS.**

CLICK THE WAITLIST OPTION AND SUBMIT CHANGES

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jun 05, 2019	None	61774	ACCT	2033	005	Undergraduate	3.000	Standard Letter	INTRODUCTION TO FINANCIAL ACCO
Registered on Sep 30, 2019		62893	MATH	0013	001	Developmental	3.000	Develop - Grade - NC- No GPA	INTERMEDIATE ALGEBRA
WaitList on Oct 19, 2019	None	60008	ART	2503	002	Undergraduate	0.000	Standard Letter	FINE ARTS VISUAL

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Oct 19, 2019 02:18 pm

● **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Full: Wait List? Y/N	None / *WaitList*	62718	THEA	2503	003	Undergraduate	3.000	Standard Letter	FINE ARTS THEATRE

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

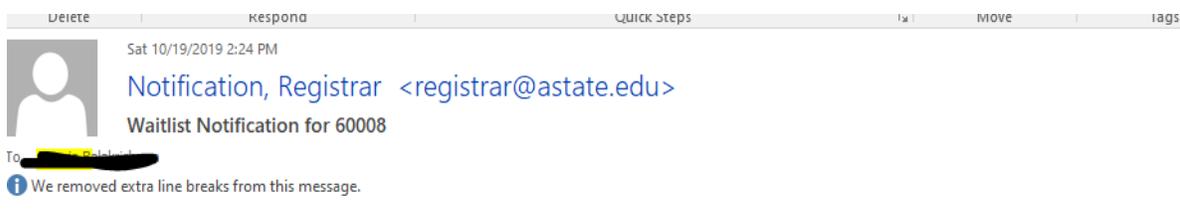[Submit Changes] [Class Search] [Reset]

4. **THE CURRENT SCHEDULE PAGE WILL HAVE THE WAITLISTED CLASS IN THE LIST**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jun 05, 2019	None	61774	ACCT	2033	005	Undergraduate	3.000	Standard Letter	INTRODUCTION TO FINANCIAL ACCOUNTING
Registered on Sep 30, 2019		62893	MATH	0013	001	Developmental	3.000	Develop - Grade - NC- No GPA	INTERMEDIATE ALGEBRA
WaitList on Oct 19, 2019	None	60008	ART	2503	002	Undergraduate	0.000	Standard Letter	FINE ARTS VISUAL
WaitList on Oct 19, 2019	None	62718	THEA	2503	003	Undergraduate	0.000	Standard Letter	FINE ARTS THEATRE

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Oct 19, 2019 02:21 pm

5. **IF THE SEAT OPENS UP IN THE CLASS THEN , YOU WILL GET A NOTIFICATION IN YOUR ASTATE STUDENT EMAIL, STATING YOU HAVE 72 HOURS TO REGISTER FOR THE CLASS**

Sat 10/19/2019 2:24 PM

Notification, Registrar <registrar@astate.edu>

Waitlist Notification for 60008

To

ⓘ We removed extra line breaks from this message.

Waitlist Notification For 2019 Fall

Dear

You can now register for 60008

You must register by 19-OCT-2019 04:24 PM otherwise this opportunity will be given to the next student.

6. **ANOTHER REMINDER NOTIFICATION WILL BE SENT BEFORE 24 HOURS TO YOUR ASTATE STUDENT EMAIL ACCOUNT.**

   Please note: If you do not register within the timeframe, then the seat will be offered to the next student on the waitlist.

7. **AFTER YOU RECEIVE NOTIFICATION, AND WOULD LIKE TO REGISTER FOR THE WAITLISTED CLASS, THEN CLICK THE DROP DOWN MENU AND ADD THE CLASS AND SUBMIT YOUR CHANGES.**

Refund rules for courses can be accessed here: Important Dates

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jun 05, 2019	None	61774	ACCT	2033	005	Undergraduate	3.000	Standard Letter	INTRODUCTION TO FINANCIAL ACCOU
Registered on Sep 30, 2019		62893	MATH	0013	001	Developmental	3.000	Develop - Grade - NC- No GPA	INTERMEDIATE ALGEBRA
WaitList on Oct 19, 2019	None / **Web Registered** / **Drop Web** (DD) / **Drop Web (W)** (DC)	60008	ART	2503	002	Undergraduate	0.000	Standard Letter	FINE ARTS VISUAL
WaitList on Oct 19, 2019		62718	THEA	2503	003	Undergraduate	0.000	Standard Letter	FINE ARTS THEATRE

Total Credit Hours: 6.000
Billing Hours: 6.000

Please contact you department Advisor in case you need any clarifications regarding the process

You can also visit: http://www.astate.edu/a/registrar/ to know more about the process