How to Add, Drop, or Withdraw from Classes
Polytechnic School Advising Office

Wanner Hall (2nd floor)
6073 S Backus Mall
Mesa, AZ 85212

480.727.1874

poly.engineering.asu.edu/advising
Adding a Class

- This guide will walk you through how to add a class to your ASU schedule.

- Please refer to the Academic Calendar for important dates and deadlines for adding classes.
Adding a Class

- Step 1: Select the appropriate semester in the “My Classes” box. Click “Registration” and then “Add”.

Adding a Class

- Step 2: Clicking “Search” will take you to the “Class Search” page.
Adding a Class

- Step 3: Type the three-letter course prefix and three-digit course number. Select location (including online) and click the search icon.
Adding a Class

- Step 4: Verify the class you’ve searched for is listed. Determine if open seats are available. Click “Add”.

![Class Search Image](image-url)
Adding a Class

● Step 5: Verify you have added the correct class and seats are still open. Click “Next”.

● The class is now in your shopping cart. It will remain there until you proceed. Click “Proceed to Step 2 of 3” to finish enrolling.
Adding a Class

- Step 6: Confirm the correct class is listed and click “Finish Enrolling.”

- If a green checkmark appears, the class has been successfully added!
Final Steps

Return to your MyASU page. In the “My Classes” box, select the semester you wish to review. Your class should now be shown on your schedule.

You can now view your new class schedule, required books, and complete other tasks as needed.
Dropping a Class
Dropping a Class

- This guide will walk you through how to remove a class from your ASU schedule.

- Please refer to the Academic Calendar for important dates and deadlines for dropping classes.
Dropping a Class

- Step 1: Select the appropriate semester in the “My Classes” box. Click “Registration” and then “Drop/Withdraw.”
Dropping a Class

- Step 2: Click the box under “Select” to choose the class(es) you wish to drop. Click “Drop Selected Classes.”

Helpful Hint: Make sure the correct term is shown at the top to avoid dropping the wrong class.
Dropping a Class

- Step 3: Confirm your selection: verify that the class(es) shown are the classes you want to drop. Then, click “Finish Dropping.”
Dropping a Class

- Step 4: The class should appear on your screen with an (x) icon indicating you have successfully dropped the class.
Final Steps

Return to your MyASU page. In the “My Classes” box, select the semester you wish to review. Your class should no longer be shown on your schedule.

You can now view your new class schedule, required books, and complete other tasks as needed.
Withdrawing from a Class
Withdrawing from a Class

● This guide will walk you through how to remove a class from your ASU schedule after the drop/add deadline.

● A withdrawal will remove the class from your current schedule and will result in a grade of ‘W’ on your official transcript. The grade of ‘W’ has no impact on your GPA. If you withdraw from a class, you will not be able to add it back to your schedule. You will need to speak with an advisor to discuss further registration adjustments.

● Please refer to the Academic Calendar for important dates and deadlines for dropping or withdrawing from classes.
Withdrawing from a Class

- This guide will walk you through how to remove a class from your ASU schedule after the drop/add deadline. A withdrawal will remove the class from your current schedule and will result in a grade of ‘W’ on your official transcript. The grade of ‘W’ has no impact on your GPA.

- Please refer to the [Academic Calendar](#) for important dates and deadlines for dropping or withdrawing from classes.
Withdrawing from a Class

● Step 1: The first three steps are the same procedure as for dropping a class:
  ● Select the appropriate semester in the “My Classes” box. Click “Registration” and then “Drop/withdraw.
  ● Click the box under “Select” to choose the class(es) you wish to drop. Click “Drop Selected Classes.”
  ● Confirm your selection: verify that the class(es) shown are the classes you want to drop. Then, click “Finish Dropping.”
Withdrawing from a Class

- Step 2: The class should appear on your screen with an (x) icon indicating you have successfully withdrawn from the class.

- You may receive a screen warning you that you will be withdrawing from a class past the drop/add deadline. If you wish to continue, please click to confirm this action.

- **Note:** Please contact financial aid before withdrawing from classes. Some scholarships/financial aid may be affected by this.
Final Steps

Return to your MyASU page. In the “My Classes” box, select the semester you wish to review. Your class(es) should no longer be shown on your schedule.

You can now view your new class schedule, required books, and complete other tasks as needed.
Questions?
Contact Us!

Wanner Hall (2nd floor)
6073 S Backus Mall
Mesa, AZ 85212

480.727.1874

poly.engineering.asu.edu/advising