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

Wanner Hall
Graduate & GIT - 1st Floor
Undergraduate - 2nd Floor
6073 S Backus Mall
Mesa, AZ 85212

480.727.4723 - Graduate
480.727.1874 - Undergraduate

poly.engineering.asu.edu/advising
Adding a Class
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:** Log on to your MyASU page and select the appropriate semester in the “My Classes” box. Click “Registration” and then “Add/Shopping Cart.”
• **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 and click the search icon. You may also choose to include additional information, such as specific days of the week.
Adding a Class

• **Step 4:** Verify that the class you’ve searched for is listed. Ensure that open seats are available. Click “Add.”
Adding a Class

- **Step 5:** After reviewing and selecting any preference options, click “Add to Cart” to finish enrolling.
Adding a Class

- **Step 6:** The class is now in your shopping cart. It will remain there until you proceed. Click “Enroll” to finish enrolling.
Adding a Class

- **Step 7:** Confirm you want to enroll in the class to complete the process by selecting “Yes.”
- 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, any 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 to your ASU schedule.

- Please refer to the Academic Calendar for important dates and deadlines for dropping classes. Please be sure to do this before you proceed, as dropping a class can have an impact on your financial aid.
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 “Next.”
Dropping a Class

• **Step 3:** Confirm your selection: verify that the class(es) shown are the classes you want to drop. If so, click “Drop Classes.”
Dropping a Class

• **Step 4:** Confirm you want to drop the class(es). You will see a confirmation page once the process is complete.
Final Steps

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

• Withdrawing from a class may affect your financial aid and student account. Because of this, we strongly encourage you to check in with Financial Aid and Scholarship Services before you withdraw from any classes to ensure how this might affect your student account.

• You can reach their office at 855-278-5080 or online at https://students.asu.edu/financial-aid.
Withdrawal from a Class

• **Step 1:** The first four steps are the same procedure as for dropping a class:
  • Click on “Withdrawal” to complete the process.
  • Click on “Accept the Consequences” to continue.
  • Choose whether to withdraw from just one class or all classes in a session and click “Next.”
  • Confirm your selection: verify that the class(es) shown are the classes you want to drop. Then, click “Confirm Withdrawal.”
Withdrawning from a Class

- **Step 2:** The class should appear on your screen with a status of “Dropped,” indicating you have successfully withdrawn from the class.

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

Return to your MyASU page. In the “My Classes” box, select the semester you wish to review. The class that you withdrew from should no longer be showing on your schedule.
Questions?
Contact Us!

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Mesa, AZ 85212

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