How to Add, Drop, or Withdraw from Classes
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

- Log on to your MyASU page and select the appropriate semester in the “My Classes” box.
- Click “Registration” and then “Add/Shopping Cart”.
Adding a Class

- If you know the 5-digit class number you would like to add, you can enter that in the box.
- If you do not know the class you would like to add, click on “Class Search” link to take you to the Class Search website.
Adding a Class

- On the Class Search page, enter the Prefix and Number of the class you are wanting to add.
- You can also add a Location (campus) to narrow down your search.
Adding a Class

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

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

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

• 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, required books, and complete other tasks as needed.
Drop or Withdraw a Class
Drop/Withdrawal 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 drop and withdrawal deadlines before you make changes to your schedule. Please be sure to do this before you proceed, as dropping and withdrawing from a class can have an impact on your financial aid.
• Please note the difference between dropping and withdrawing from a class. A drop will not appear on your transcripts, while withdrawing from a class will leave you with a “W” on your transcripts. A “W” grade does not impact your GPA. The deadlines listed in the Academic Calendar will determine if you will receive a drop or a withdrawal from your class.
• It is always recommended to speak with your Academic Advisor before making any changes to your class schedule.
Drop/Withdrawal a Class

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

- After selecting “Drop/Withdrawal”, make sure you select the correct term from the options listed.
Drop/Withdrawal a Class

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

### Select Classes

<table>
<thead>
<tr>
<th>Select</th>
<th>Class</th>
<th>Description</th>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>71843 - IntLecLab</td>
<td>AMT 182 School/Private Pilot Ground School</td>
<td>Monday Wednesday 3:00PM to 4:15PM</td>
<td>Simulator Building 257 (Poly)</td>
<td>Richard Sauer</td>
<td>3.00</td>
<td>Enrolled</td>
<td></td>
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<tr>
<td></td>
<td>77546 - IntLecLab</td>
<td>HSE 350 Qualitative Research Methods</td>
<td>Monday Wednesday 10:10AM to 11:00AM</td>
<td>Santan Hall 122 (Poly)</td>
<td>Rod Roscoe</td>
<td>3.00</td>
<td>Enrolled</td>
<td></td>
</tr>
</tbody>
</table>
|        | 78061 - Lecture | HSE 477 Human Systems Engr Capstone | Tuesday Thursday 10:30AM to 11:45AM | Peralta Hall 214 (Poly) | Robert Gray | 3.00 | Enrolled | }
Drop/Withdrawal a Class

- Confirm that you are dropping the correct class from your schedule.
- Click “Confirm” after you have made the decision.
Drop/Withdrawal a Class

- After you have clicked on “Confirm” you will see this screen with the green check mark that your class has been dropped.
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.
Questions?
Contact Us!

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