

**Polytechnic School Advising Office**

# **How to Add, Drop, or Withdraw from Classes**



# Polytechnic School Advising Office

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**[poly.engineering.asu.edu/advising](http://poly.engineering.asu.edu/advising)**

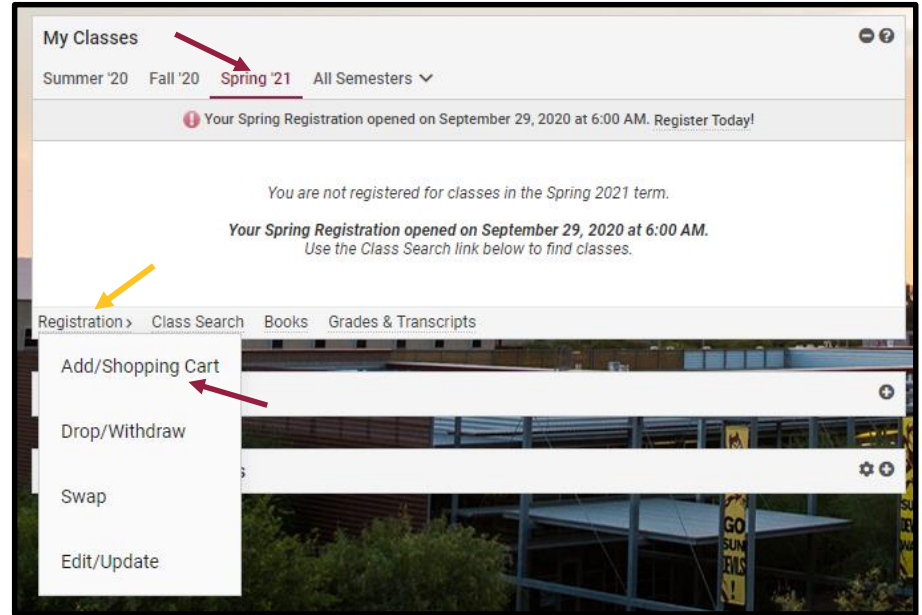
# Adding a Class

## 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

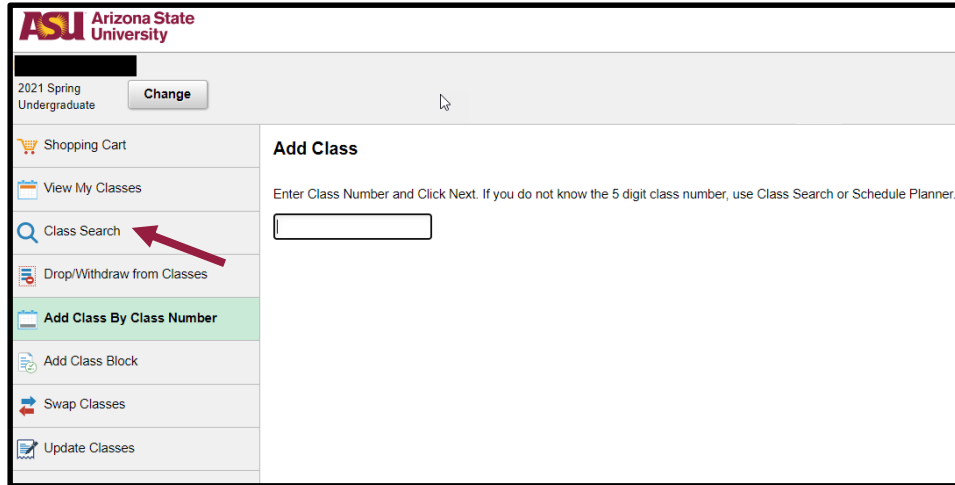
## Adding a Class

- **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.”



## Adding a Class

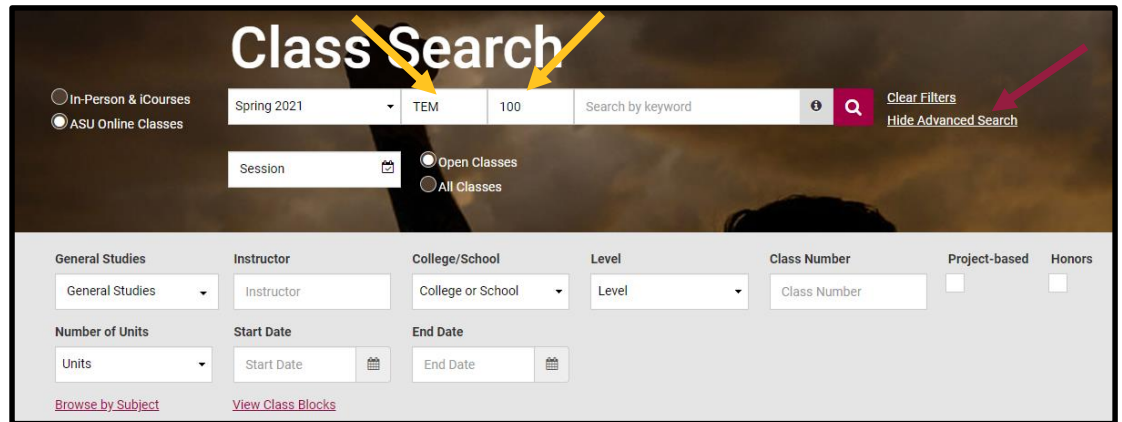
- **Step 2:** Clicking “Search” will take you to the “Class Search” page.



The screenshot shows the ASU Add Class interface. At the top left, it displays the ASU logo and 'Arizona State University'. Below this, the current semester is '2021 Spring Undergraduate' with a 'Change' button. A sidebar on the left contains several menu items: 'Shopping Cart', 'View My Classes', 'Class Search' (highlighted with a red arrow), 'Drop/Withdraw from Classes', 'Add Class By Class Number' (highlighted in green), 'Add Class Block', 'Swap Classes', and 'Update Classes'. The main content area is titled 'Add Class' and contains the instruction: 'Enter Class Number and Click Next. If you do not know the 5 digit class number, use Class Search or Schedule Planner.' Below the text is an empty input field.

## 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.



The screenshot shows the 'Class Search' interface. At the top, the title 'Class Search' is displayed. Below it, there are several search filters and options:

- Radio buttons for 'In-Person & iCourses' and 'ASU Online Classes'.
- A dropdown menu for 'Spring 2021'.
- Text input fields for 'TEM' and '100'.
- A search bar with the placeholder 'Search by keyword' and a magnifying glass icon.
- Links for 'Clear Filters' and 'Hide Advanced Search'.
- Radio buttons for 'Open Classes' and 'All Classes'.
- A 'Session' dropdown menu.

Below these filters, there are several search criteria:

- 'General Studies' dropdown menu.
- 'Instructor' text input field.
- 'College/School' dropdown menu.
- 'Level' dropdown menu.
- 'Class Number' text input field.
- 'Project-based' checkbox.
- 'Honors' checkbox.
- 'Number of Units' dropdown menu.
- 'Start Date' text input field with a calendar icon.
- 'End Date' text input field with a calendar icon.

At the bottom, there are two links: 'Browse by Subject' and 'View Class Blocks'.

Yellow arrows point to the 'TEM' and '100' input fields. A pink arrow points to the 'Clear Filters' link.

## Adding a Class

- **Step 4:** Verify that the class you've searched for is listed. Ensure that open seats are available. Click "Add."

The screenshot displays the 'Class Search' interface. At the top, there are filters for 'Spring 2021', 'TEM', and '100'. A search bar contains 'Search by keyword'. Below the search bar, there are radio buttons for 'In-Person & iCourses' and 'ASU Online Classes', and a 'Session' dropdown. Further down, there are radio buttons for 'Open Classes' and 'All Classes'. The main content area shows a table with one search result:

Course	Title	Class#	Instructor	Location	Dates	Units	Seats Open	GS
TEM 100	Seminar in Entrepreneurship	15510	Bronowitz	ASU Online	03/15 - 04/30(B)	1	109 of 125 ▲	

At the bottom right of the table, there is a red 'Add' button. Below the table, it says 'Showing 1 to 1 of 1' and a red box with the number '1'.



## Adding a Class

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

Choose Preferences

Choose any available class preferences and click Add To Cart.

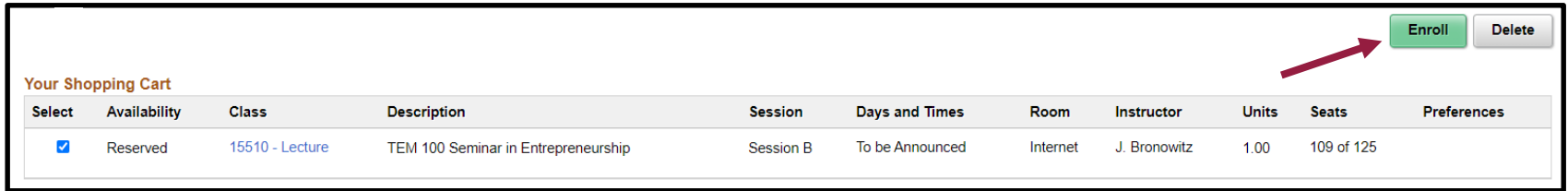
TEM 100 Seminar in Entrepreneurship

Status	Class	Session	Meeting Dates	Days and Times	Room	Instructor
Reserved	15510 - Lecture	Session B	03/15/2021 - 04/30/2021	To be Announced	Internet	Jason Bronowitz

Navigation: < Previous Add to Cart >

## 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.

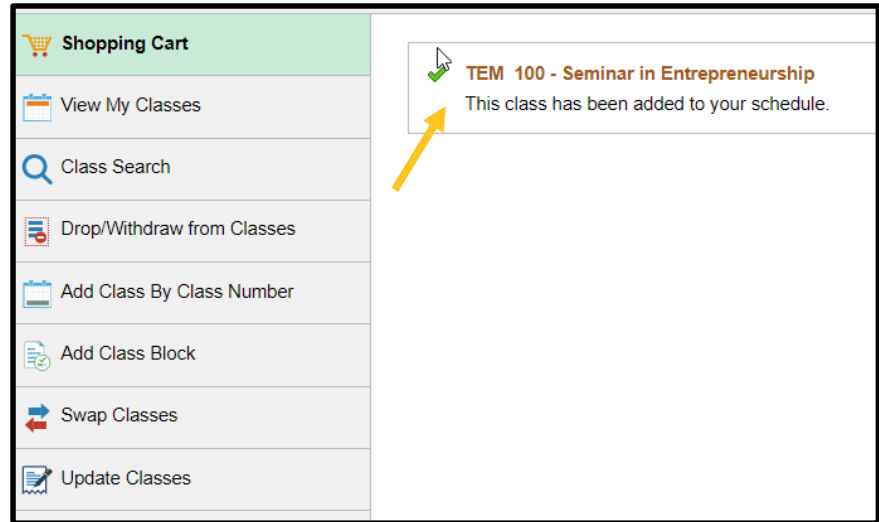
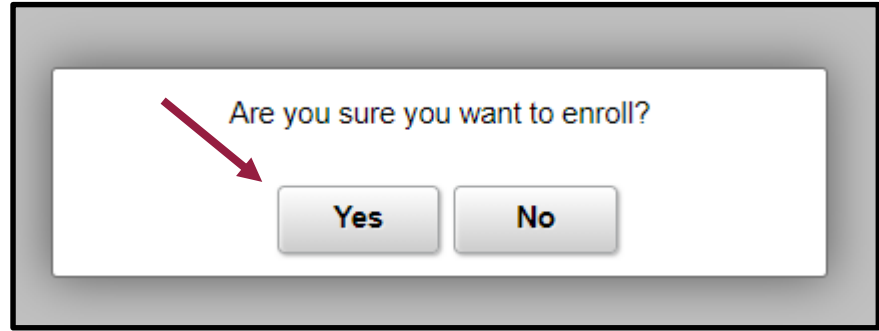


The screenshot shows a shopping cart interface. At the top right, there are two buttons: a green 'Enroll' button and a grey 'Delete' button. A red arrow points to the 'Enroll' button. Below the buttons is a table titled 'Your Shopping Cart' with the following data:

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Reserved	<a href="#">15510 - Lecture</a>	TEM 100 Seminar in Entrepreneurship	Session B	To be Announced	Internet	J. Bronowitz	1.00	109 of 125	

## 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.**

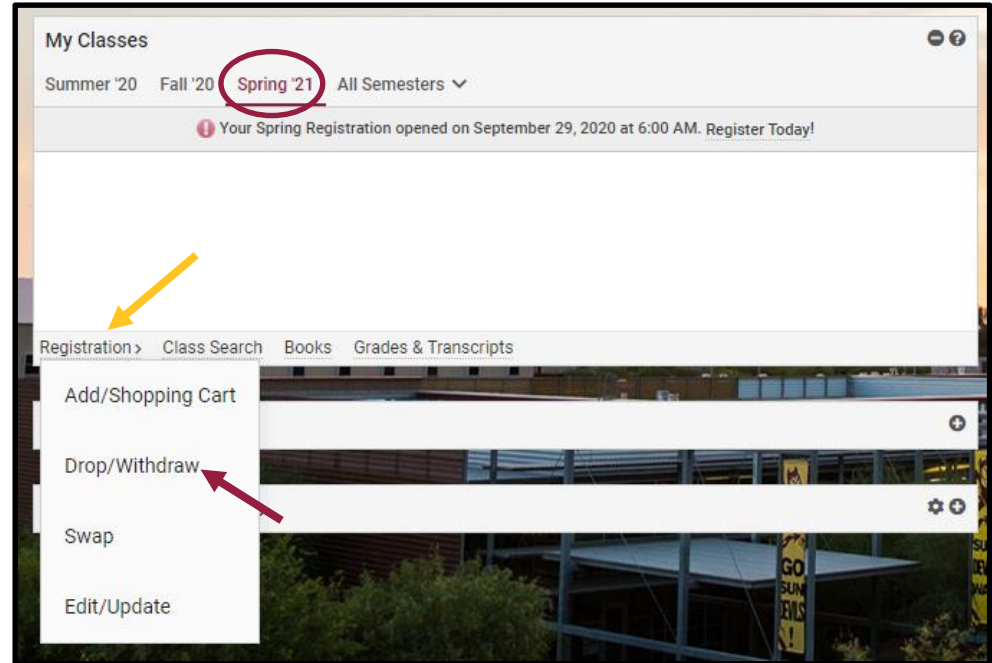
# Dropping a Class

## 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.”

Select	Class	Description	Days and Times	Room	Instructor	Units	Status	Deadlines
<input checked="" type="checkbox"/>	15510 - Lecture	TEM 100 Seminar in Entrepreneurship	To be Announced	Internet	J. Bronowitz	1.00	Enrolled	



## 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.”

2021 Spring Undergraduate

1 Select Classes to Drop Complete

2 Review Classes to Drop Visited

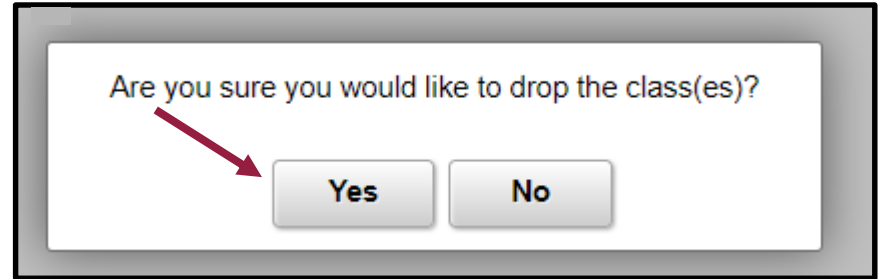
Step 2 of 2: Review Classes to Drop

◀ Previous Drop Classes

Class	Description	Days and Times	Room	Instructor	Units	Status	Deadlines
15510 - Lecture	TEM 100 Seminar in Entrepreneurship	To be Announced	Internet	J. Bronowitz	1.00	Enrolled	

## Dropping a Class

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



**Session/Term Withdrawal**

Check results for dropped or withdrawn status.  
Questions regarding status can be directed to the University Registrar's Office by calling 480-965-3124.

**Session B**

Last Day To Withdraw 04/30/2021

Class	Description	Days/Times	Room	Instructor	Units	Grade	Status
15510 - Lecture	TEM 100 Seminar in Entrepreneurship	TBA	Internet	J. Bronowitz	1.00		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.**

# 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>.

## Withdrawing 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.”

## Withdrawing 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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