

Polytechnic School Advising Office

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

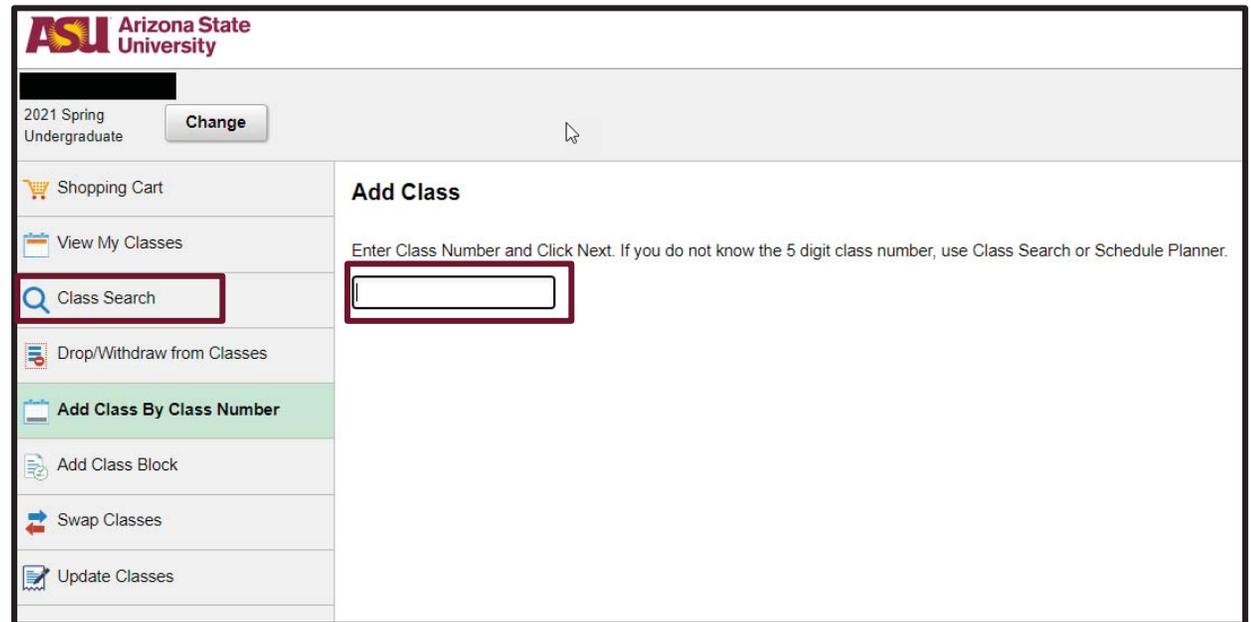
- Log on to your MyASU page and select the appropriate semester in the “My Classes” box.
- Click “Registration” and then “Add/Shopping Cart”.



The screenshot shows the 'My Classes' interface. At the top, there is a navigation bar with semesters: 'Fall '21', 'Spring '22', 'Summer '22', 'Fall '22', and 'All Semesters'. The 'Fall '22' option is highlighted with a red box. Below this, a message states: 'Your Fall registration opened on Wednesday, March 2, 2022 at 6:00 AM. Don't delay, register for classes today!'. A second message says: 'You are not registered for classes in the Fall 2022 term. Your Fall registration opened on Wednesday, March 2, 2022 at 6:00 AM. Use the Class Search link below to find classes. To view your planned courses and create your schedule, visit the Schedule Planner.' Below the messages is a navigation menu with 'Registration' highlighted by a red box. A dropdown menu is open under 'Registration', with 'Add/Shopping Cart' highlighted by a red box. Other options in the dropdown include 'Schedule Planner', 'Drop/Withdraw', 'Swap', and 'Edit/Update'. To the right of the dropdown, there are links for 'Class Search', 'Books', and 'Grades & Transcripts'. Below the navigation menu, there is a section for 'ASU Events' with four event cards: 'i, Mar 3', 'Thu, Feb 24', 'Fri, Mar 11', and 'Tue, Jan 11'. Each card has a small image and a title.

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 the “Class Search” link to take you to the Class Search website.



The screenshot shows the ASU Add Class interface. At the top left is the ASU logo and "Arizona State University". Below it, the text "2021 Spring Undergraduate" is displayed next to a "Change" button. A vertical sidebar on the left contains several menu items: "Shopping Cart", "View My Classes", "Class Search" (highlighted with a red box), "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 this instruction is a text input field, also highlighted with a red box.

Adding a Class

- On the Class Search page, enter the Subject and Number of the class you are wanting to add.
- You can also use the Advanced Search option to apply more filters for searching options.

Class Search

Term	Subject	Number	Keyword search
Fall 2022	ABS	270	Enter keywords

[Search Classes](#) [Advanced Search](#)

Adding a Class

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

Results for ABS 270 Sort by: Course A-Z

Location ▾ Open Classes Level ▾ Session ▾ More Filters

ASU Online Students: Select "ASU Online" for Location to yield relevant results.
ASU On-Campus Students: Select a campus, i.e. "Polytechnic" and/or "Online: iCourse" to yield relevant results.

Course	Title	Number	Instructor(s)	Days	Start	End	Location	Dates	Units	Seats	GS
> ABS 270	Sustainable Biological Systems	75287	Adam Stein				iCourse	10/12 - 12/2 (B)	3	22 of 80 ●	
> ABS 270	Sustainable Biological Systems	81542	Adam Stein				ASU Online	10/12 - 12/2 (B)	3	8 of 30 ▲	

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Adding a Class

- After reviewing and selecting any preference options, click “Add to Cart” to finish enrolling. *See note below regarding the Grading Basis.*

Choose Preferences ◀ Previous **Add to Cart ▶**

Choose any available class preferences and click Add To Cart.

ABS 270 Sustainable Biological Systems

Grading Basis: Standard Grading ▼ → Keep the Grading Basis as Standard Grading. Please *do not* change the Grading Basis on your classes, unless you have spoken with advising and a grading option change is necessary.

Status	Class	Session	Meeting Dates	Days and Times	Room	Instructor
Open	75287 - Lecture	Session B	10/12/2022 - 12/02/2022	To be Announced	Internet	Adam Stein

Class Notes: Poly (B). Go to <http://myasucourses.asu.edu> to access.

Adding a Class

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



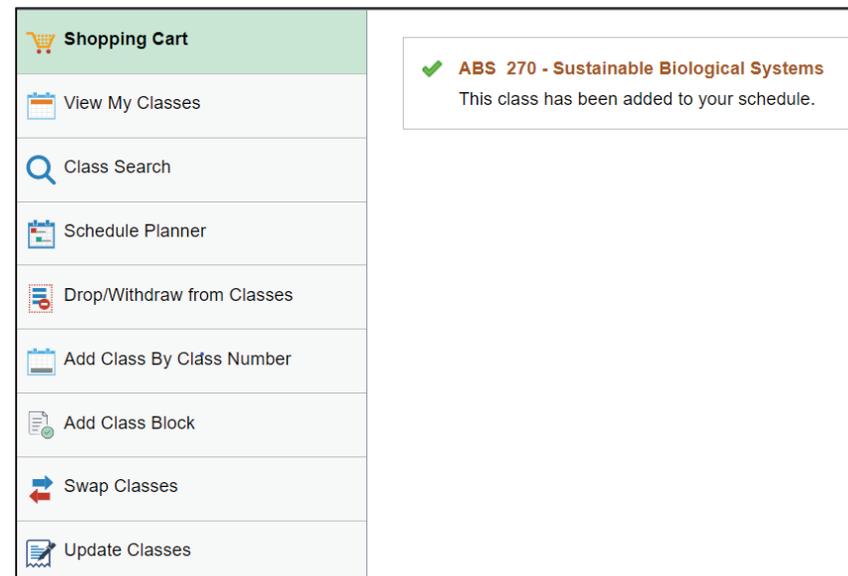
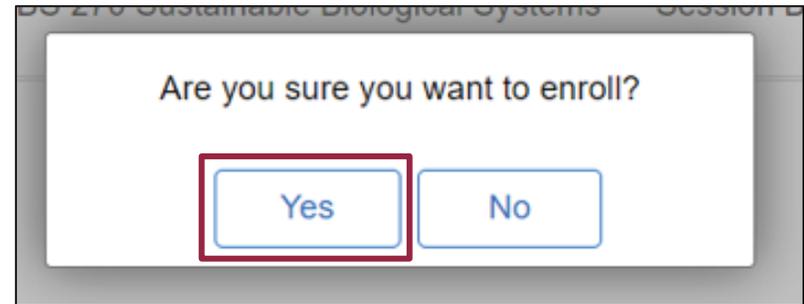
Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	75287 - Lecture	ABS 270 Sustainable Biological Systems	Session B	To be Announced	Internet	A. Stein	3.00	20 of 80	Change Preferences

- Please *do not* change any of the grading preferences on your classes, unless you have spoken with advising and a grading option change is necessary.

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!



Adding a Class

- You can view your newly added class(es) on your MyASU homepage under the My Classes box.

My Classes ?

Summer '21 **Fall '21** Spring '22 Summer '22 **Fall '22** All Semesters ▼

FSE 201 Engineering Undergraduate TA	  Baumann
HSE 390 Qualitative Research Methods	  Roscoe
HSE 430 Stats Human Sys Research II	  Demir
HSE 477 Human Systems Engr Capstone	 Cooke
ABS 270 Sustainable Biological Systems	 Stein

[View My Schedule](#)

[Registration >](#) [Class Search](#) [Books](#) [Grades & Transcripts](#)

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/Withdraw 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/Withdraw a Class

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

My Classes ?

Summer '21 Fall '21 Spring '22 Summer '22 **Fall '22** All Semesters ▾

FSE 201 Engineering Undergraduate TA
HSE 390 Qualitative Research Methods
HSE 430 Stats Human Sys Research II
HSE 477 Human Systems Engr Capstone
ABS 270 Sustainable Biological Systems

View My Schedule

Registration > Class Search Books Grades & Transcripts

Schedule Planner

Add/Shopping Cart

Drop/Withdraw

Swap

Edit/Update

2022 < Today >

Undergraduate TA

Sys Research II

Baumann
Roscoe
Demir
Cooke
Stein

Drop/Withdraw a Class

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

 Shopping Cart	Select Term 2022 Spring Undergraduate 2022 Fall Undergraduate
 View My Classes	
 Class Search	
 Schedule Planner	
 Drop/Withdraw from Classes	
 Add Class By Class Number	
 Add Class Block	
 Swap Classes	
 Update Classes	

Drop/Withdraw a Class

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

Select Classes

Session B Total Units 3.00

Select	Class	Description	Days and Times	Room	Instructor	Units	Status	Deadlines
<input checked="" type="checkbox"/>	75287 - Lecture	ABS 270 Sustainable Biological Systems	To be Announced	Internet	Adam Stein	3.00	Enrolled	

Session C Total Units 10.00

Select	Class	Description	Days and Times	Room	Instructor	Units	Status	Deadlines
<input type="checkbox"/>	76427 - Practicum	FSE 201 Engineering Undergraduate TA	To be Announced	To be Announced	Alicia Baumann	1.00	Enrolled	
<input type="checkbox"/>	77546 - IntLeclab	HSE 390 Qualitative Research Methods	Monday Wednesday Friday 10:10AM to 11:00AM	Santan Hall 122 (Poly)	Rod Roscoe	3.00	Enrolled	
<input type="checkbox"/>	77511 - IntLeclab	HSE 430 Stats Human Sys Research II	Tuesday Thursday 9:00AM to 10:15AM	Peralta Hall 132 (Poly)	Mustafa Demir	3.00	Enrolled	
<input type="checkbox"/>	78061 - Lecture	HSE 477 Human Systems Engr Capstone	Tuesday Thursday 10:30AM to 11:45AM	Peralta Hall 214 (Poly)	Nancy Cooke	3.00	Enrolled	

[Drop Classes](#)

Drop/Withdraw a Class

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

Confirm Drop

You are about to drop the following classes:

ABS 270 Sustainable Biological Systems

Important: Reducing the number of credits you are enrolled in may directly impact your financial aid. Financial aid recipients who completely withdraw from the university may be responsible for immediate repayment of funds. [Learn More.](#)

If you have questions about how this will impact your financial aid, contact us 24/7 at 855-278-5080 or [Chat with us.](#)

Do you want to continue with this action?

Drop/Withdraw a Class

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

 Shopping Cart	Results  ABS 270 - Sustainable Biological Systems Success - This class has been dropped.
 View My Classes	
 Class Search	
 Schedule Planner	
 Drop/Withdraw from Classes	
 Add Class By Class Number	
 Add Class Block	
 Swap Classes	
 Update Classes	

Drop/Withdraw a Class

- You can view your revised class schedule with the class(es) removed on your MyASU homepage under the My Classes box.

My Classes ?

Summer '21 Fall '21 Spring '22 Summer '22 **Fall '22** All Semesters ▾

FSE 201 Engineering Undergraduate TA	  Baumann
HSE 390 Qualitative Research Methods	  Roscoe
HSE 430 Stats Human Sys Research II	  Demir
HSE 477 Human Systems Engr Capstone	 Cooke

[View My Schedule](#)

[Registration >](#) [Class Search](#) [Books](#) [Grades & Transcripts](#)

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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