Student Services Manual (SSM)

SSM 201–01: Registration for Classes—General Policy

Effective: 8/15/1925 **Revised**: 11/1/2025

Purpose

To allow eligible students to register for classes

Source

University Registrar Services

Applicability

In addition to other restrictors, a student must be one of the following to be eligible to register for classes at ASU:

1. a continuing student (a student enrolled in ASU classes during the previous semester)
2. a newly admitted student (a new ASU student who is officially admitted to the university)

   or

3. a newly readmitted student (a former ASU student who is officially readmitted to the university after an absence of one semester or more).

Students may verify enrollment eligibility on the My ASU Web site.

Policy

Registration

To register for classes, eligible students must follow the appropriate My ASU (Web) or in-person registration procedures (listed below under "Procedures").

A late fee is assessed during late registration, which begins on the first day of classes.

Registration Access

Registration opens on assigned dates published in My ASU. Assigned registration dates are set by the university and may vary by student group or academic level. Students can register any time from their assigned date through the end of the registration period. Course availability depends on prerequisites, enrollment limits, and department seat reservations.

Schedule of Classes

For a list of available classes, see the online *Schedule of Classes*.

Procedures

Registration

To register for classes during the registration period, a student must:

1. Check registration date. After admission, a student should check for their assigned registration date. This is the date and time a student can begin registering for the upcoming semester. While a student can register anytime from the beginning of their assigned registration date through the end of the registration period, ASU strongly encourages every student to register as soon as possible. The registration date for newly admitted freshmen is the same date that they attend their orientation program. Students can sign in to My ASU to view the date and time of their assigned registration date. Registration dates are not required for summer sessions. Consult the Academic Calendar for more information on important dates and deadlines.
2. Clear any registration holds. Sign into My ASU to determine if you have any holds that will prevent you from registering for classes. Examples of registration holds include missing transcripts, unpaid fees, academic advising requirements and immunizations requirements. Clearing registration holds as quickly as possible avoids delays in registration which can impact your chances of getting the classes and schedule that are best for you.
3. Register for classes. Once a student has cleared any registration holds and their registration date has arrived, they are ready to register for classes. Students may register for classes online or in person. Students can search for available classes online.

Cross-Reference

For information on late registration, see SSM 201–05, "Registration and Drop/Add/Swap after the Published Deadline."
For information on readmission, see the policies in SSM 202, "Readmissions and Course Equivalencies."