



## Course Registration: Adding or Dropping a Class

### Explanation of Add/Drop

Adding or dropping a class happens during the normal registration period for a given semester. Once the semester starts, there is a period of time at the beginning of the term called “Add/Drop Week.” The last day of “Add/Drop Week” is the last opportunity for a student to drop a class and to receive a 100% percent refund. After the last published date for “Add/Drop Week,” the “drop” option is no longer available, and removing a course from your schedule becomes a “withdrawal.” A class drop and withdrawal are no the same. Please be sure to confirm the [Important Dates](https://www.athens.edu/admissions/tuition/important-dates/)<sup>1</sup> for every term.

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<sup>1</sup> <https://www.athens.edu/admissions/tuition/important-dates/>

<sup>2</sup> <https://www.athens.edu/>

### Where to Go

1. Go to the [Athens State home page](https://www.athens.edu/)<sup>2</sup> and scroll to the bottom of the page
2. Select “myAthens Portal” and log in using your ASU email and PIN (Contact the Help Desk<sup>3</sup> for ID and PIN access support)
3. Select “Banner Self Service” in the “Get Connected” box on the left
4. Log in using your Athens State Student ID and PIN
5. Select the “Student” tab
6. Select the “Register for Classes” link
7. Select the “Register or Add/Drop Classes” link
8. Select the appropriate term
9. Click “Submit”

### To Add a Course

- If you know the CRN (Course Registration Number), you can type it into the boxes and click “Submit Changes.”
- If you do not know the CRN, select “Class Search” and search the course offerings
  1. Then, choose “View Sections” and select your preferred section.
  2. Then, click “Select” and “Register”

### To Drop a Class

- Choose the class you wish to drop
- Select: “Action” dropdown
- Select: “Web Drop” and “Submit Changes”

<sup>3</sup> <http://www.athens.edu/helpdesk/>



8. Select "Schedule Appointment"
9. Select "Meet with Your Success Team" at the bottom of the menu
10. Choose your Success Coach
11. Schedule your appointment

## Utilize the Student Success Center

The [Student Success Center](#)<sup>4</sup> is a central location to receive academic guidance, general support and degree advising.

## No App? No Worries!

The desktop version of Student Navigate is available at <https://athens.campus.eab.com/><sup>7</sup>

## Get the Student Navigate App

To find and schedule an appointment with your success coach, follow these directions to download the Navigate app.

1. Go to the [App Store](#)<sup>5</sup> or [Google Play Store](#)<sup>6</sup>
2. Download and install the app
3. Open the app and search for "Athens State University" as your school or institution
4. Log in using your Athens State student email and Athens State online PIN
5. Answer a short survey to personalize the app
6. Allow push notifications for upcoming reminders
7. From the home screen of the app, choose the "Appointments" tab

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<sup>4</sup> <https://www.athens.edu/resources/student-services/successcenter/>

<sup>5</sup> <https://apps.apple.com/us/app/navigate-student/id950433229>

<sup>6</sup> [https://play.google.com/store/apps/details?id=com.eab.se&hl=en\\_US](https://play.google.com/store/apps/details?id=com.eab.se&hl=en_US)

<sup>7</sup> <https://athens.campus.eab.com/>