Course Registration: Add or Drop 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[1] for every term.

Where to Go
1. Log in to the "myAthens Portal" at http://www.athens.edu
2. Select "MyAthens Self Service" from the menu
3. From your "Student Profile" click "Registration and Planning"
4. Click "Register for Classes"

To Add a Class
- Select the correct term
- Search for your course(s)
- Click "Add"
- You will see the "Schedule" and "Summary" sections open and the class you added will be "Pending" in the "Summary" section
- You must click "Submit" to complete the registration process, when complete you will see the course now says "Registered"
- How-to Videos[2]

To Drop a Class
- Select the correct term
- Under "Summary" you will see the current class(es) you are registered for
- For the class you seek to drop, select "Web Drop"
- You must click "Submit" to complete the process, when complete you will see the course shown grayed out and it says "Deleted"
- How-to Videos[3]

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1 https://www.athens.edu/admissions/tuition/important-dates/
2 https://helpdesk.athens.edu/hc/en-us/sections/1500002834461-myAthens-Self-Service

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STUDENT SUCCESS CENTER
ATHENS STATE UNIVERSITY

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[4] 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/[7]

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[5] or Google Play Store[6]
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 password
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
8. Select "Schedule Appointment"

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[4] https://www.athens.edu/resources/student-services/successcenter/
[5] https://apps.apple.com/us/app/navigate-student/id950433229

[6] https://play.google.com/store/apps/details?id=com.eab.se&hl=en_US
[7] https://athens.campus.eab.com/