

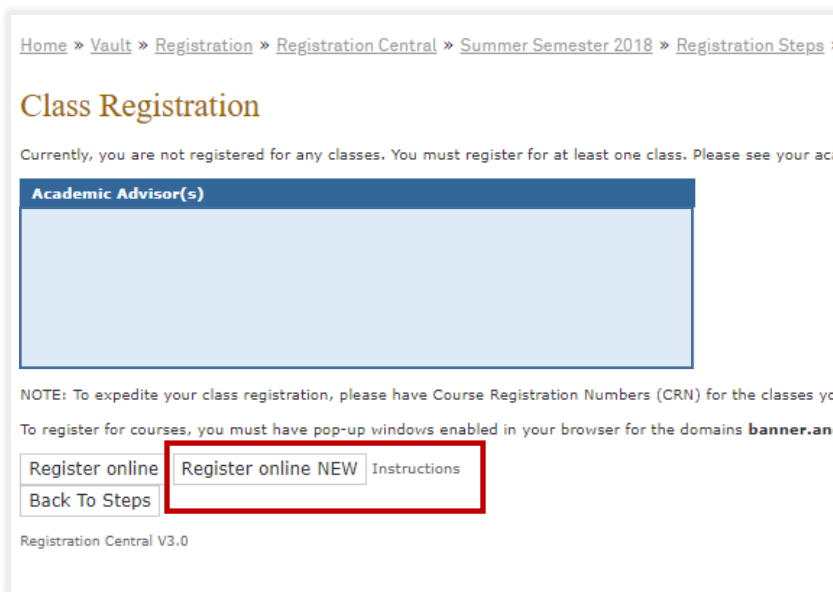
Registration Online NEW

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Course Registration

1. From the Class Registration page with your advisor's picture, select the "Register online NEW" button.









2. From the pop-up window select the link “*Register for Classes.*”

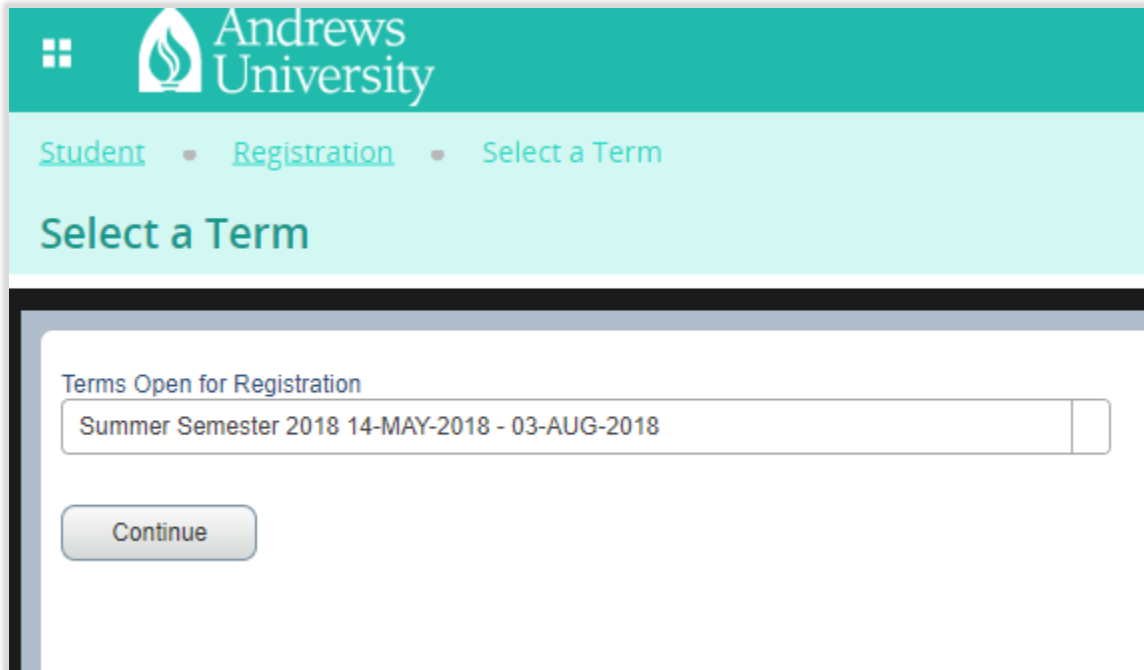
Andrews University

← Registration

What would you like to do?

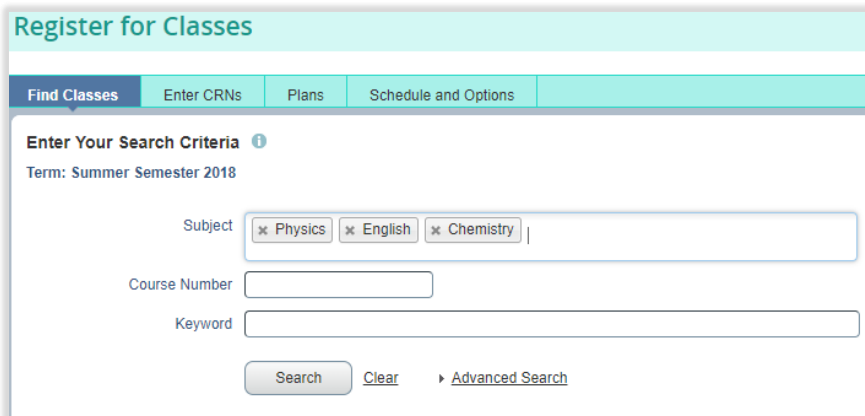
-  [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
-  [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
-  [Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
-  [View Registration Information](#)
View your past schedules and your ungraded classes.
-  [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

3. Select the term you are wanting to register for and select “Continue”



The screenshot shows the Andrews University website header with the logo and name. Below the header is a navigation breadcrumb: [Student](#) • [Registration](#) • [Select a Term](#). The main heading is "Select a Term". Below this is a section titled "Terms Open for Registration" with a dropdown menu currently displaying "Summer Semester 2018 14-MAY-2018 - 03-AUG-2018". A "Continue" button is located below the dropdown.

4. The landing page is your schedule search page. You can enter any subject or keyword and search the course schedule, the “Advanced Search” function allows you to narrow your search by campus, times, level etc. then select the “Search” button. If you already know the CRN number of your course, you can select the second tab which is “Enter CRNs” and enter the CRN numbers directly.



The screenshot shows the "Register for Classes" page with a navigation bar containing "Find Classes", "Enter CRNs", "Plans", and "Schedule and Options". The "Find Classes" tab is active. Below the navigation bar is the "Enter Your Search Criteria" section with a sub-heading "Term: Summer Semester 2018". There are three input fields: "Subject" (containing tags for Physics, English, and Chemistry), "Course Number", and "Keyword". At the bottom are "Search", "Clear", and "Advanced Search" buttons.

- All errors will appear at one time on the screen. If you have multiple classes, the ones without errors will register and the ones with errors will have a status of “*Errors Preventing Registration.*” In this case you can select submit again and it will remove the course from your summary.

Warning Message: CHEM 295 CRN 433: You have not met the required pre-requisite(s) for enrolling in this course. Please contact the course instructor if you wish to enroll in this course.
CHEM 295 CRN 433: Instructor and topic

Title	Details	Hours	CRN	Schedule Type	Status	Action
Independent Research II Independent	CHEM 295, 102	0	433	Independent	Errors Preventing Registration	Remove
Intro TESOL Theor. Mthd&Iss	ENGL 456, 001	4	138	Lecture	Registered	None
General Physics I	PHYS 141, L01	0	280	Lab	Registered	None
General Physics I	PHYS 141, 001	4	279	Lecture	Registered	None

- When dropping a course, select the “Web Drop/Delete” under action and then hit submit again to complete the action. When you are wanting to add one course and drop another course at the same time but want to know if you can get into the added course before you finalize your drop, check the “*Conditional Add and Drop*” box. The drop will not take place unless the add goes through.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Topics in _____	PHYS 280, 001	0	285	Seminar	Waitlisted	None
Intro TESOL Theor. Mthd&Iss	ENGL 456, 001	4	138	Lecture	Registered	None
General Physics I	PHYS 141, L01	0	280	Lab	Registered	None
General Physics I	PHYS 141, 001	4	279	Lecture	Registered	Web Drop/Delete

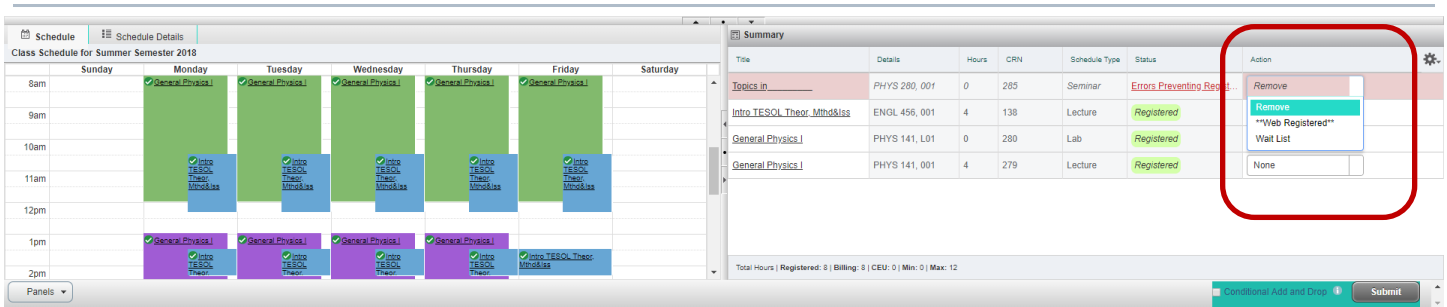
Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 12

Conditional Add and Drop

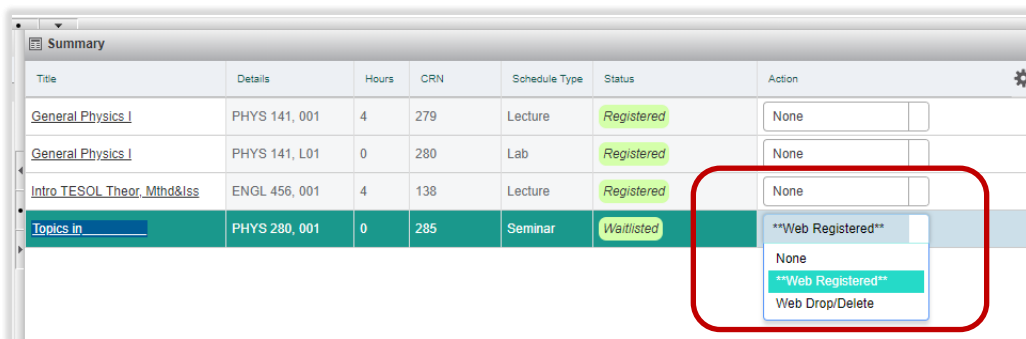
- Right now we are not using the “Plans” tab but plan to use this in the future

Wait-listing Courses

1. If a course has reached its capacity and allows for wait-listing, you will receive an error. In order to waitlist a course, select the *“Wait List”* option under *“Action”* and then the *“Submit”* button again and the course status will change to *“Waitlisted.”*



2. When your turn comes to register for the course, simply choose the ****Web Registered**** *“Action,”* and select the submit button to finalize the registration.



Changing the Number of Credits

1. In order to change the number of credits you are taking for a course, select the “Schedule and Options” tab. Then, in the course where you want to make the change, you will see that the number of credits are underlined.

Register for Classes

Find Classes | Enter CRNs | Plans | **Schedule and Options**

Summary

Term: Summer Semester 2018

Title	Details	Hours	CRN	Schedule Type
<u>General Physics I</u>	PHYS 141, 001	4	279	Lecture
<u>General Physics I</u>	PHYS 141, L01	0	280	Lab
<u>Intro TESOL Theor, Mthd&Iss</u>	ENGL 456, 001	4	138	Lecture
<u>Topics in _____</u>	PHYS 280, 001	<u>0</u>	285	Seminar

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 12

- Select the underlined number of credits and a box will populate. Enter the number of credits you need the course for and then select the submit button in the lower right corner finalizing your registration change.

Register for Classes

Find Classes | Enter CRNs | Plans | **Schedule and Options**

Summary
Term: Summer Semester 2018

Title	Details	Hours	CRN	Schedule Type	Grade Mode
<u>General Physics I</u>	PHYS 141, 001	4	279	Lecture	Normal (A-F,I,W)
<u>General Physics I</u>	PHYS 141, L01	0	280	Lab	Normal (A-F,I,W)
<u>Intro TESOL Theor, Mthd&Iss</u>	ENGL 456, 001	4	138	Lecture	Normal (A-F,I,W)
<u>Topics in</u>	PHYS 280, 001	<input type="text" value="2"/> Must be from 0 to 3	285	Seminar	Normal with DG (A-F,I,W,D...)

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 12

Schedule | Schedule Details

Class Schedule for Summer Semester 2018

	Sunday	Monday	Tuesday	Wednesday
8am		✓ <u>General Physics I</u>	✓ <u>General Physics I</u>	✓ <u>General Physics I</u>

Printing, e-mailing or sending an outlook appointment to your calendar

- From the "Schedule and Options" tab, select the printer icon in the upper right hand corner for a printable class schedule. You may also e-mail your personal schedule to yourself (and others if you wish), as well as, send an .ics file to your personal calendar.

Register for Classes

Find Classes | Enter CRNs | Plans | **Schedule and Options**

Summary
Term: Summer Semester 2018

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
<u>General Physics I</u>	PHYS 141, 001	4	279	Lecture	Normal (A-F,I,W)	Undergraduate	None	03/05/2018	Registered	**Web Registered**0...
<u>General Physics I</u>	PHYS 141, L01	0	280	Lab	Normal (A-F,I,W)	Undergraduate	None	03/05/2018	Registered	**Web Registered**0...
<u>Intro TESOL Theor, Mthd&Iss</u>	ENGL 456, 001	4	138	Lecture	Normal (A-F,I,W)	Undergraduate	None	03/05/2018	Registered	**Web Registered**0...
<u>Topics in</u>	PHYS 280, 001	2	285	Seminar	Normal with DG (A-F,I,W,D...)	Undergraduate	None	03/05/2018	Registered	**Web Registered**0...

Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 12

Schedule | Schedule Details

Class Schedule for Summer Semester 2018

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am		✓ <u>General Physics I</u>	✓ <u>General Physics I</u>	✓ <u>General Physics I</u>	✓ <u>General Physics I</u>	✓ <u>General Physics I</u>	
9am							
10am		✓ <u>Intro TESOL Theor, Mthd&Iss</u>	✓ <u>Intro TESOL Theor, Mthd&Iss</u>	✓ <u>Intro TESOL Theor, Mthd&Iss</u>	✓ <u>Intro TESOL Theor, Mthd&Iss</u>	✓ <u>Intro TESOL Theor, Mthd&Iss</u>	
11am							
12pm							
1pm		✓ <u>General Physics I</u>	✓ <u>General Physics I</u>	✓ <u>General Physics I</u>	✓ <u>General Physics I</u>	✓ <u>General Physics I</u>	
2pm		✓ <u>Intro TESOL Theor, Mthd&Iss</u>	✓ <u>Intro TESOL Theor, Mthd&Iss</u>	✓ <u>Intro TESOL Theor, Mthd&Iss</u>	✓ <u>Intro TESOL Theor, Mthd&Iss</u>	✓ <u>Intro TESOL Theor, Mthd&Iss</u>	

Print | Email | .ics

Submit