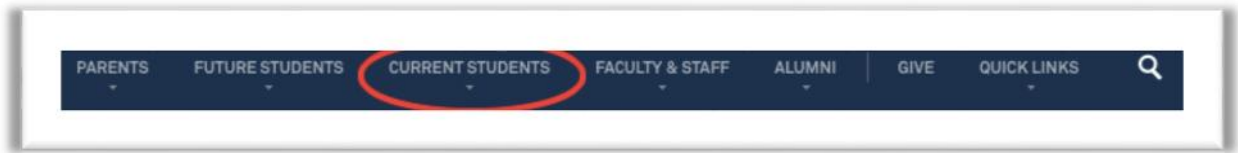
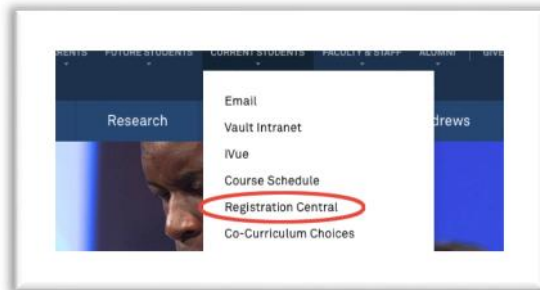


Online Registration for Off-Campus Programs

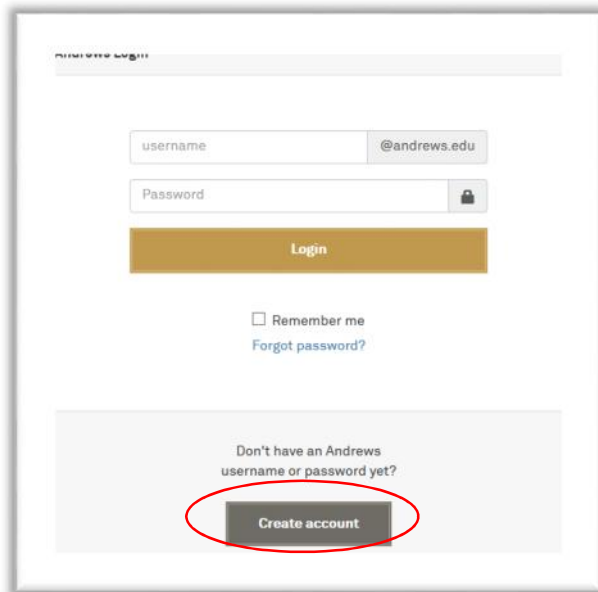
1. Visit [Andrews University](http://www.andrews.edu) website (www.andrews.edu)
2. Select the 'CURRENT STUDENTS' menu



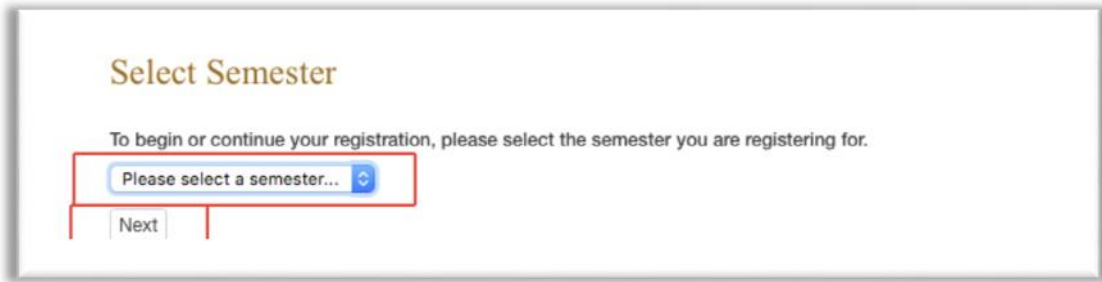
- a. Select 'Registration Central' from the drop menu



3. Provide your username and password – If this is your first time using Andrews University services you will want to activate your user name using the link 'Create Account.'



4. After you are logged in, select the semester for which you would like to enroll in classes from the drop box and click the 'Next' button:
Spring Term is January – April
Summer Term is May – July
Fall Term is August – December



5. The Registration Steps will display for the semester. Follow them in order, each step is dependent on the previous step. After each step is completed, a green checkmark '✓' will appear in front of the step.



- a. 'Biographical Data Confirmation' – Please verify your biographical data and update as necessary. It is very important for reporting purposes that we have your most current information. Once you have updated your information select 'next.'
- b. Enroll in Classes:
- If a 'hold' shows in your steps you will need to follow the instructions under contact information.
 - Please notice that the following three sub-steps are necessary in order to complete registration.



- The first time you select 'Enroll in Classes' for the term you will be asked to verify your major and academic advisor information, then select yes and move to the 'Class Registration' page.

Academic Information

Please confirm that your program of study is accurate. New Federal regulations effective July 1, 2013 have imposed time limits based on your program of study which may directly impact Direct Subsidized loan eligibility.

Primary Degree: Master of Science in Administration (MSA)

Primary Major: International Development (IDEV)

Academic Advisor(s)
Dawn Dulhunty

Is this correct?

Yes No

Registration Central V2.5

- iv. If you are taking a self-paced course you will want to read the information and pay close attention to the *example* on the 'Self-paced Course Information' page.

Self-paced Course Information

Before registering, you need to know how self-paced courses differ from other courses.

- Self-paced courses cannot be included in the undergraduate tuition package. Tuition will be an additional charge.
- Self-paced open learning courses can be started at any time and finished at your own speed, within 180 days. They are NOT eligible for financial aid. Registration change/withdrawal policy listed on the self-paced calendar applies. They show in the course schedule with **section 901**, like this:

HLED 120V 901 (1643) Field-Based/Self-Paced	Fit for Life Cornejo, Jaela	Undergraduate 1	Arranged
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Open Learning. Registration is between Mar 24, 2014 and May 1, 2015. Course must be started between Dec 14, 2014 and May 1, 2015.
- Self-paced full term course start and end dates match on-campus term start and end dates. There are fixed exam dates, but assignments are self-paced. They are eligible for financial aid. The main campus registration change/withdrawal policy applies. They show in the course schedule with **section 902**, like this:

HLED 120V 902 (373) Field-Based/Self-Paced	Fit for Life Cornejo, Jaela	Undergraduate 1	Arranged Aug 24, 2015 - Dec 10, 2015
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By clicking Accept, I agree that I have read and understood this information.

- v. Click the 'accept' button to go to the Class Registration page
- vi. At the bottom of the 'Class Registration' page click the 'Register online' button (you must have the pop-up windows enabled in your browser in order to proceed)

Class Registration

Currently, you are not registered for any classes. Please see your academic advisor to register for additional classes.

Academic Advisor(s)



Dawn Dulhunty
dulhunty@andrews.edu
(269) 471-3668
Office: BUL 226

NOTE: To expedite your class registration, please have Course Registration Numbers (CRN) for the classes you are registering for. Use the Online Course Schedule to find your CRNs.

To register for courses, you must have pop-up windows enabled in your browser for the domains **banner.andrews.edu** and **vault.andrews.edu**.

Registration Central V2.5

- vii. If a pin number is required contact your academic advisor.

- viii. Provide each CRN in the designated area for the classes in which you wish to enroll and click the 'Submit Changes' button.
 1. For a list of classes being offered at your location please follow instructions on the 'Class Search' menu at the bottom of the page or use the online course schedule <https://vault.andrews.edu/schedule/>.
 2. The CRN number can be found in the online course schedule as the numbers in parenthesis beside the course.

- ix. Registration Start Date Confirmation
 1. Your start date will be pre-populated, select submit changes.

CRN	Course	Duration	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Permitted Start Dates	Permitted End Dates
1788 556	Rdngs Proph(Engl):Esther	180 DAYS	04/10/2016		04/10/2016 to 04/10/2016	10/06/2016 to 10/06/2016

- x. You can verify that your courses have been registered because the status of the course will say 'Web Registered.'

You are ready now to exit from the pop-up window that allows you to add or drop classes, (Add Classes Worksheet). Once back at the Class Registration page please select the 'Back to Steps' button

- c. Financial Plan

- i. Please complete each sub-step:
 1. Accept the 'Responsibility Statement' by entering your full name as it appears on the top-right corner of the screen, and by selecting the 'Accept Statement' button.
 2. Depending on the financial arrangement of your program, you might be done without any further action. If that is the case the 'Financial Plan' step will have a green checkmark '✓'.

3. If your program is sponsored (*paid in full or partially*) by a 3rd party, please make sure that your name has been provided to the Student Finance Services Office as a sponsored student.
4. A payment of the difference might be required.