

Changes to enrolling in Griggs Courses

AU students charging the Griggs course to their account needs to do this with their academic advisor using Registration Central. Below are the instructions:

- Step 1 Open your preferred web browser (Firefox, Internet Explorer, Safari, etc.)
- Step 2 In the address bar type <http://www.andrews.edu/> and go to the Andrews University homepage.
- Step 3 Click on **Vault/Account Access**
- Step 4 Click on **Registration Central**
- Step 5 Type in your **Andrews Username** and **Password** and click on **Login**
- Step 6 Select the semester you are registering for and click on **Next**
- Step 7 Click on **Course Registration**
- Step 8 Click on **Register online**
- Step 9 **Maximize the window** that pops up on your screen. (If you're a PC on the top right corner of the window click on the **middle box** between the dash and the X. If you're a MAC on the top left corner of the window click on the **green plus**.)
- Step 10 Click on **Click here** to proceed with registration.
- Step 11 Type your pin number and click on **Submit**.
- Step 12 Click on **Class Search**
- Step 13 Click on the **subject** you want, click on **All** for Campus, then click on **Class Search**
- Step 14 Review the results, click on the **check box** on the left side of the course you want to register for.

Helpful hints to identify a Griggs/Andrews University course

Look at the Course and find either V899 or V99. V899 is a paper based mailing correspondence class and V999 is an online version of the class. Time: TBA (To be announced) Cap: 999 Instructor: Marsha J. Beal

- Step 15 Click on **Add to WorkSheet**
- Step 16 Click on **Submit Changes**
- Step 17 Type in the **Start Date** (MM/DD/YYYY) Click on **Submit Changes**

Note:

- These courses are NOT part of the package price, but an additional cost
- The Griggs courses have a different refund policy then the standard on campus courses: See below:
 - A full refund will only be given if a course is canceled within 10 days of the order date.
 - If a course is canceled between 11-17 days from the order date a 70% refund will be given.
 - If a course is canceled between 18-24 days from the order date a 40% refund will be given.
 - After 25 days from the order date, no refund will be given.