

## TRANSCRIPTS

**Transcript Requests can be made [online](#), in person, by mail or by fax.**

If students have an outstanding balance, transcripts requests cannot be processed unless for employment, scholarships and visas.

**To check the status of your transcript order, please visit the Transcript Requests option in your Vault account.**

For problems with ordering transcripts, please call 269-471-3443.

## DIPLOMAS

[www.andrews.edu/services/registrar](http://www.andrews.edu/services/registrar)

Diplomas are available for pick-up 2 weeks after conferral date.

**Diplomas are mailed to the address listed in your Vault account 4 weeks after conferral date for students who have completed degree requirements.**

*Financial Clearance is required. It is the responsibility of the student to notify Academic Records of financial clearance.*

## GRADUATION

**UNDERGRADUATE:** Please visit Undergraduate Records for the application and information.

**GRADUATE:** [Graduate applications](#) are online. Completed applications should be submitted to Graduate Records.

**Marching Without Completion:** Please consult the Bulletin or online for more information.

For more graduation and commencement information, [click here](#).

## ONLINE SERVICES

[Vault.andrews.edu](http://Vault.andrews.edu)

**Vault:** This is the system utilized by Andrews University for private student information and degree progress.

### **Final Exam Schedule**

For exam conflicts, please consult with your academic dean.

### **Academic Bulletin**

Please send submissions, corrections & suggestions to [bulletin@andrews.edu](mailto:bulletin@andrews.edu).

### **Degree Audit available via [iVue](#)**

A computer-generated analysis of your degree progress.

### **Course Schedule**

#### **Course schedule changes:**

Original submissions and schedule changes should be submitted to [courseschedule@andrews.edu](mailto:courseschedule@andrews.edu).

## PERSONAL INFORMATION

### **Address Changes**

Personal information such as addresses, phone numbers, emails and emergency contacts can be made online via [Vault](#) or with the Operations Assistant.

### **Name Change Requests**

Name Change Request forms are available with the Operations Assistant.

### **ID CARDS**

ID Cards are printed and provided at the ID Card Counter of Academic Records. Students, faculty & staff are charged \$30 for replacement cards.

For problems using your card to make charges, please visit the office providing that service.

# SERVICES & INFORMATION

## Academic Year 2011-2012



 Office of  
Academic Records  
Andrews University

Administration Building  
Berrien Springs, MI 49104-0800

[www.andrews.edu/services/registrar](http://www.andrews.edu/services/registrar)

Hours:

Monday – Thursday 9 AM to 5 PM

Friday 9 AM to 12 PM

**Seek. Affirm. Change.**

## REGISTRATION

Registration is available online via Registration Central. Please consult with your Academic Advisor. Students can make changes to their registration online until the last day to enter classes.

*The registration forms listed here are available at the Registration Counter of Academic Records.*

### Add/Drop Form (or Drop/Add Form)

The form used for changes in registration after the last day of the Add/Drop Schedule. **Fee applies.** For fee information, please refer to the Fees section.

### Independent Study

Except music lessons, independent studies can be registered online once an instructor has granted a registration override.

### Class Conflict Form

Students pursuing classes with time conflicts should obtain the Class Conflict form. Both instructors and dean(s) approval required.

### Overload

A student pursuing an overload must obtain the dean's signature on an Add/Drop form for approval.

### Pre-requisite or Co-requisite Error

This error occurs in Registration Central when a student has not met prerequisite requirements for the course. The instructor of the course can initiate a registration override through the registration link in Vault if a student qualifies.

### Staff Free Class Forms

Blank forms are available on the [Human Resources website](#). Please submit this form to HR.

### Withdrawal

To drop all classes for one semester, please obtain a withdrawal procedures form.

## VERIFICATIONS

Degree & Enrollment Verifications are available with the Operations Assistant.

### Canadian Tax Form

Available with the Operations Assistant

Our enrollment and degree verifications are provided by the National Student Clearinghouse. Please visit [their site](#) for more information.

## FEES

### Fee Reversals

Students who have been charged a fee and would like to request for consideration of it being overturned must obtain and submit the Request for Fee Reversal form from the Operations Assistant.

For advisors requesting backdating, an explanation with their visible signature on the Add/Drop form is required.

[Class & Lab Fees](#) Links to a complete list of course and lab fees for 2011-2012.

### Add/Drop Fee (Change of Registration Fee)

The Add/Drop fee is charged when changes are made to your registration after the last business day to enter classes. Changes including adding, dropping, or changing to audit. The charge for 2011-2012 is \$30.

### Late Registration Fees

A fee of \$75 is charged to students registering for the FIRST time after the first day of classes in each semester. Please refer to the Academic Bulletin for information regarding registration fees.

## GRADES

Final grades are posted in Vault 7-10 business days after final exams provided the professor has submitted grades. Please consult with your professor if your grades have not been posted because they may have not been submitted.

### Grade Change Requests

Students must speak with their professors about grades. Only faculty can initiate a grade change.

**PROFESSORS:** Professors can go to the Registration Counter to change a DG or I grade to a letter grade. To change a letter grade to another letter grade requires the teacher's and dean's signature on the Official Grade Change Form. This form is available at the Registration Counter.

### Incompletes

There is no form for incompletes: Your professor takes care of this process. Students are assigned an *I (incomplete)* as a temporary grade until requirements and deadlines are met as defined by the professor of the course. Students are charged a fee of \$30 for each incomplete grade issued. Professors are responsible for submitting final grades.

## GRADUATE RECORDS OFFICE 212

Please see Graduate Records for or to:

Graduate CAPP

Turn in completed forms:

Graduation Applications

Graduate Petitions

Advancement to Candidacy

Marching Without Completion

Dissertation/Project Completion Form

## UNDERGRADUATE RECORDS OFFICE 202

Please see Undergraduate Records for:

College Level Exam Program (CLEP)

Transient Student Request

Credit by Examination

Undergraduate Graduation Application & Agreement Form (Completed)

Undergraduate Graduation Revision Form (Completed)

## ARTICULATION OFFICE 204

Advanced Placement Evaluation

Articulation

Advanced Level Credit

Advanced Placement College Board

Transfer Credit Processing

If you would like to be a guest student at another Michigan university or college, please obtain a **Michigan Uniform Undergraduate Guest Application**. For all other universities or colleges please obtain a Transient Student Request Form.

Please obtain this application from

Articulation in Office 204.