

Step 1 - Log on to www.andrews.edu

Step 2 - Click on Vault/Account Access at bottom of page.

Andrews University
SEEK KNOWLEDGE AFFIRM FAITH CHANGE THE WORLD

Future Students
Current Students
Parents & Visitors
Faculty & Staff
Alumni

DEVELOP YOUR FAITH
From worship to service, you will strengthen your faith at Andrews.
DISCOVER HOW...

NEW ADDRESSES
Street addresses assigned to campus buildings and residences.

REGISTRATION CENTRAL
One stop shopping for registration at Andrews University

HOWARD PERFORMING ARTS CENTER

November 6, 2008 70°F

RECENT NEWS
The Katinas to Perform at Howard Center
Band of brothers are 8-time Dove Award Nominees.
Enhancing Residence Hall Security
Crash bar installation project in process.
Blood Drive Exceeds Goal
Donors roll up their sleeves to help save lives.

UPCOMING EVENTS
Nov 6 - Doctoral Defense
Kevin D. Grams will defend his dissertation
Nov 6 - Chemistry Seminar
Interactive Learning In and Out of the Classroom
Nov 6 - Parle Club Vespers
Come to a night of worship and inspiration.

CALENDAR
November 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Home E-mail Login [Vault/Account Access](#) About This Site Give To Andrews Employment Sitemap Search Contact

Step 3 - Click on Registration Central

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vault.andrews.edu

Home » Vault Print Page

Co-Curricular Choices
Finance
HR Reports
My Account
Orientation
Records
Recruiting
Registrar
Registration
Residence Hall Occupancy
Search
Senior Testing
Student Financial Services
Student Insurance
Student Success
Username Activation

Registration Central
Essentials for enrolling each semester. Class selection, finances, student insurance, meal plans, holds, and more. Consult the Registration Central FAQ if you have questions.

Username Activation
If you're new at Andrews, activate your username to access Vault, Andrews email, and other computing services.

Co-Curricular Choices
Select the Co-Curricular choices you wish to attend this semester. If you wish to view your attendance record at Chapels and Co-curricular choices this semester, follow this link.

Third Party Payments
Enable your account for third party payments or, if you are a third party, make a payment to a student's account!

iVue
View Andrews University Student Profile.

preVue
Recruits and Prospective Students: View your profile!

finVue
View your Financial profile, including Financial Aid.

Alumni Directory
The new online alumni directory.

V0/secure

Step 4 - Log in

Step 5 - Select Semester the you are registering for



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Home » Vault » Registration » Registration Central » Select Semester » Print Page

< Back

Select Semester

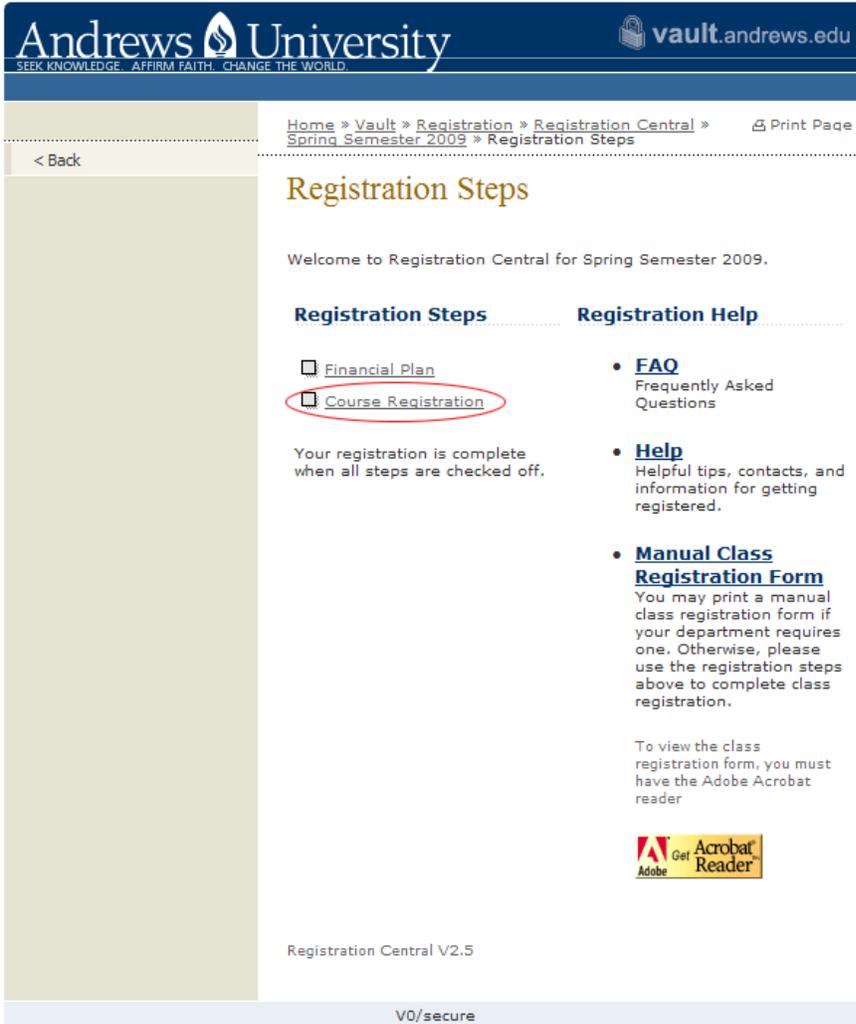
To begin or continue your registration, please select the semester you are registering for.

Please select a semester... ▼

Next

V0/secure

Step 6 - Click on Course Registration.



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Home » Vault » Registration » Registration Central » Spring Semester 2009 » Registration Steps » Print Page

< Back

Registration Steps

Welcome to Registration Central for Spring Semester 2009.

Registration Steps	Registration Help
<input type="checkbox"/> Financial Plan	• FAQ Frequently Asked Questions
<input checked="" type="checkbox"/> Course Registration	• Help Helpful tips, contacts, and information for getting registered.
<p>Your registration is complete when all steps are checked off.</p>	• Manual Class Registration Form You may print a manual class registration form if your department requires one. Otherwise, please use the registration steps above to complete class registration.

To view the class registration form, you must have the Adobe Acrobat reader



Registration Central V2.5

V0/secure

Step 7 - Verify information

Several screens might pop-up to verify information. Make sure all your information is correct.

Step 8 - Click on Register Online

The screenshot shows the Andrews University Vault registration page. The header includes the university logo and the URL vault.andrews.edu. The breadcrumb trail is: Home > Vault > Registration > Registration Central > Spring Semester 2009 > Registration Steps > Class Registration. A '< Back' link is visible. The main heading is 'Class Registration'. Below this, a message states: 'Currently, you are not registered for any classes. You must register for at least one class. Please see your academic advisor to register for additional classes.' An 'Academic Advisor(s)' section features a 'NO PHOTO' placeholder and contact information for Kathleen Berglund: berglund@andrews.edu, (269) 471-6076, Office: PT 109. A note advises having Course Registration Numbers (CRN) and using the Online Course Schedule. A warning states that pop-up windows must be enabled for banner.andrews.edu and vault.andrews.edu. Two buttons are present: 'Register online' (circled in red) and 'Back To Steps'. The footer shows 'Registration Central V2.5' and 'V0/secure'.

Step 9 - Notice Page

The screenshot shows the Andrews University Vault notice page. The header includes the university logo and the URL vault.andrews.edu. The breadcrumb trail is: Home > Personal Information > Student Services. A '< Back' link is visible. The main heading is 'Notice Page'. Below this, a message states: 'Spring Semester 2009 begins Tuesday January 06, 2009 and ends Thursday April 30, 2009. The last day to drop/add for the full term is Thursday January 15, 2009. The last day to withdraw from a course is Tuesday April 14, 2009.' A second message states: 'You do not have a financial plan in place for the selected term. You may proceed with reserving your courses, but need to arrange your financial plan or risk having your classes dropped. Click here to continue.' The 'Click here' link is circled in red. The footer shows 'PROD/secure'.

Step 10 - Add Classes

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Home Personal Information Student Services

Print Page

Log Out
Help
< Back
View Holds
Change Course Options
Registration Fee Assessment

i This page is where you add or drop classes for the term. If you have already registered for the term, those classes will appear in the **Current Schedule** section. Additional classes may be added by entering the CRN of the course (found in the class schedule) into the CRN fields below and clicking on the **Submit Changes** button.

Once you have registered for the courses you wish, close this window to return to Registration Central and continue your registration process there.

If you are unsure of which classes to add, click **Class Search** to review the class schedule.

Add Classes Worksheet

1 CRNs

2 Submit Changes Class Search Reset

PROD/secure

1. Enter CRN numbers from registration email. **MAKE SURE** that you enter the correct numbers
2. Submit Changes
3. Confirmation page will come up next. Make sure that the course numbers match the course numbers that you are supposed to be registering for.

Step 11 - Go back to Registration Steps and click on Financial Plan

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Home » Vault » Registration » Registration Central » Spring Semester 2009 » Registration Steps [Print Page](#)

< Back

Registration Steps

Welcome to Registration Central for Spring Semester 2009.

Registration Steps	Registration Help
<ul style="list-style-type: none">Financial PlanCourse Registration <p>Your registration is complete when all steps are checked off.</p>	<ul style="list-style-type: none">FAQ Frequently Asked QuestionsHelp Helpful tips, contacts, and information for getting registered.Manual Class Registration Form You may print a manual class registration form if your department requires one. Otherwise, please use the registration steps above to complete class registration. <p>To view the class registration form, you must have the Adobe Acrobat reader</p> 

Registration Central V2.5

V0/secure

1. This is where you will pay. I can not get into this screen to give you screen shots. Please follow instructions.
2. Enter number of credits taking in the semester under the doctoral option. This will charge you the right amount.