Step 1 - Log on to www.andrews.edu

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

Step 3 - Click on Registration Central

Step 4 - Log in

Step 5 - Select Semester the you are registering for

Step 6 - Click on Course Registration.

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

Step 9 - Notice Page

Step 10 - Add Classes
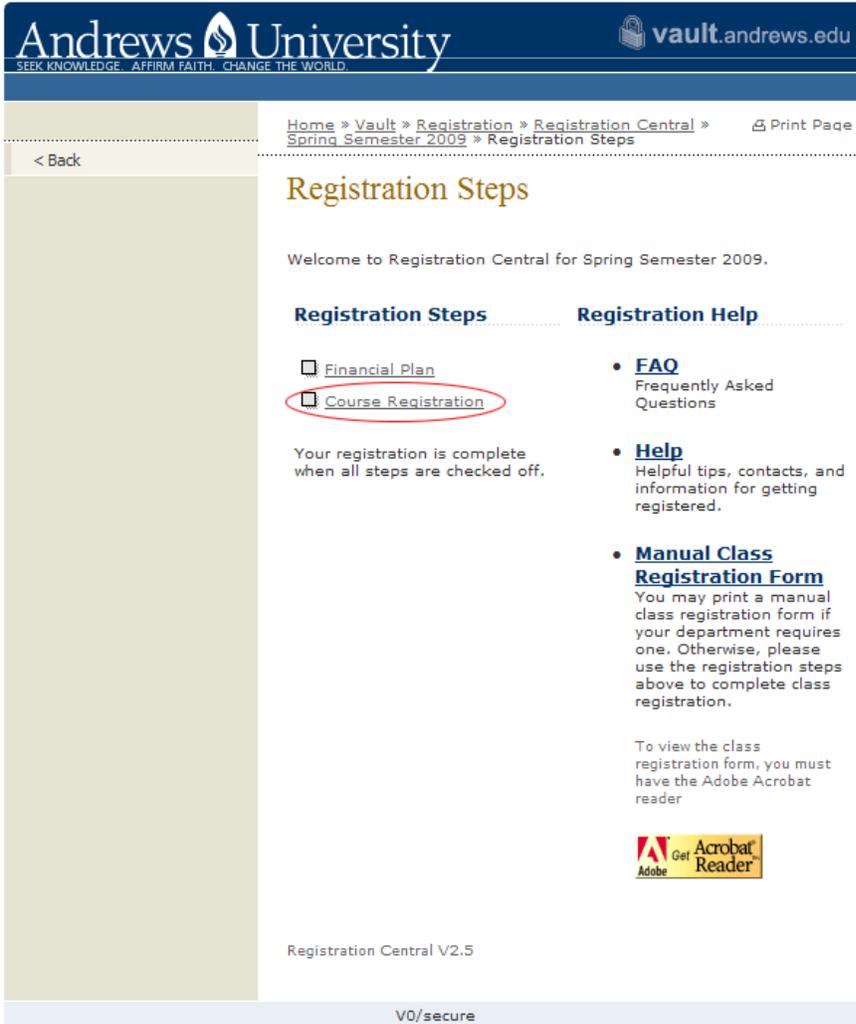
Andrews University
SEEK KNOWLEDGE. AFFIRM FAITH. CHANGE THE WORLD.
Home Personal Information Student Services

Print Page

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

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

CRNs
1

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

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.