

- 1) go to vault.andrews.edu
- 2) click on "Registration Central" at the top just under the heading "Welcome to Vault"

- 3) log in with your Andrews username and password and follow the DUO two-factor authentication steps (If you haven't yet set up DUO, you can find instructions at www.andrews.edu/services/its/clientservices/2fa/)

- 4) select the semester you're registering for from the dropdown and then click "next"
- 5) You should then see a list of Registration Steps. You can complete each one by clicking on it and following the steps. To register for classes, click on, the second one that says "Enroll in Classes".

6) If it's the first time you're accessing the class registration for the academic year, you'll see a page with the Community Values Statement. You'll need to read through the statement and click on "Agree"

Andrews University

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Community Values Statement

Andrews University Community Values Agreement for Distance Degree Students

Andrews University is a Seventh-day Adventist institution where we seek to integrate faith, learning and living. We are committed to nurturing the personal growth and development of each student and to fostering a campus environment that is uniquely Christian.

- Honesty – We refrain from lying, cheating, and stealing.
- Modesty – We exhibit appropriateness and modesty in conduct and appearance.
- Purity – We refrain from engaging in pre-marital sex, adultery and pornography.
- Respect – We do not tolerate any form of harassment, abuse or sexual misconduct.
- Health – We abstain from the possession or use of alcohol, tobacco and illegal drugs.

As members of the extended University community, distance degree students are invited to consider these values as they strive to remain in good standing with their local communities and to optimize the benefits of the University's whole-person educational philosophy. Course materials and student services are designed to transform students by educating them to seek knowledge and affirm faith in order to change the world.

Agree Cancel

7) The following page will show you the contact information for each of your advisors. Under that information, click "register online".

Andrews University

PARENTS FUTURE STUDENTS CURRENT STUDENTS FACULTY & STAFF ALUMNI GIVE QUICK LINKS

Home > Vault > Registration > Registration Central > Summer Semester 2018 > Registration Steps > Class Registration

Class Registration

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.

Academic Advisor(s)

	<p>Fernando Ortiz ortiz@andrews.edu (269) 471-3416 Office: SEM 209</p>		<p>Desrene Vernon-Brebnor desrene@andrews.edu (269) 471-6468 Office: NH 227</p>		<p>Monique Sarcona sarcona@andrews.edu (269) 471-3538 Office: SEM N212</p>
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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**.

Register online NEW Instructions

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Registration Central V3.0

8) Click "Register for Classes" in the next screen that appears.

Registration

What would you like to do?

-  **Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
-  **Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
-  **Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  **Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
-  **View Registration Information**
View your past schedules and your ungraded classes.
-  **Browse Course Catalog**
Look up basic course information like subject, course and description.

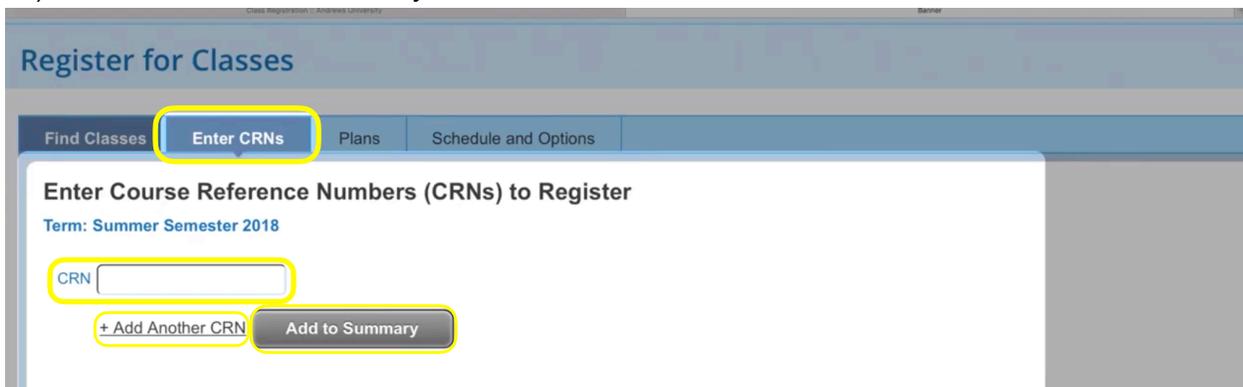
9) In the next screen, click on the blank box under "Terms Open for Registration" to Select the semester you'd like to register for, then click "Continue"



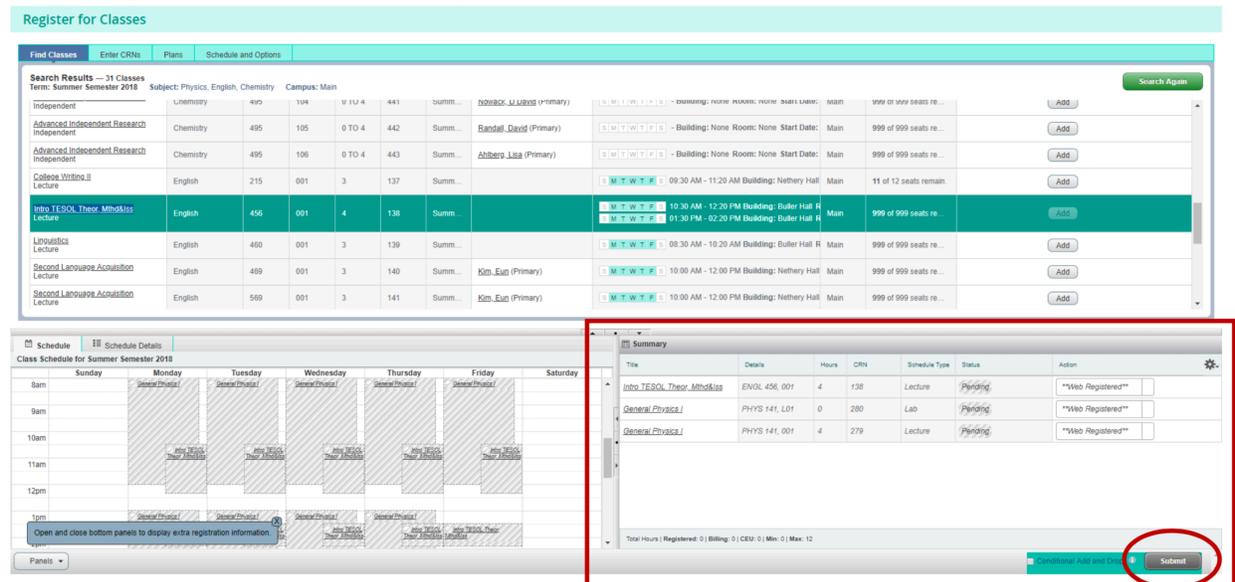
10) On the next page, under "Register for classes" there should be a bar that has several tabs, click on the second tab "Enter CRNs"

11) Enter the CRNs - the numbers in () for each course discussed with your advisor. You'll need to enter each CRN for each course you're registering for. Click on "+ Add Another CRN" to add more than one CRN at a time.

12) Then click "Add to Summary"



13) The classes should now appear in the Summary box in the bottom right panel on the screen, with the status listed as "Pending" You'll also see a visualization of what your schedule will look like in the bottom left panel. If you're satisfied with the summary, click "submit" in the bottom right corner of the summary box.



14) The status on each of the courses should now say "registered" and be highlighted in green – this means that you are now successfully registered. If the status says "Errors Preventing Registration" and the course is highlighted in pink, it means that there's something preventing you from registering, you should also see a box at the top, right of the screen that lists more information about the errors. If you receive errors and can't resolve them easily, feel free to email me for help resolving the error.

The screenshot shows the Andrews University registration interface. At the top, the user is logged in as Koromosa, Motoko. The page title is "Register for Classes". Below this, there are navigation tabs: "Find Classes", "Enter CRNs", "Plans", and "Schedule and Options".

The "Search Results" section shows 32 classes for the Summer Semester 2018. The results are filtered by Subject: Theological Studies, English and Campus: Main. The table below shows the search results:

Course Title	Subject	CRN	Section	Days	Time	Location	Seats	Action
Directed Rdg. Christian Eth... Independent	Theologica...	896	101	1 T...	399	Su...	Jeronic. Ante (Prim...	S M T W T F S - Bu
College Writing II Lecture	English	215	001	3	137	Su...		S M T W T F S 09:30 AM - 11:20 AM Buildi Main 9 of 12 seats r... Add
Studies in Literature Blended Learning	English	255	040	3	795	Su...	Moncrieff. Scott (Pri...	S M T W T F S - Building: None Room: N Main 40 of 40 seats... Add
Intro TESOL Theor. Mthd... Lecture	English	456	001	4	138	Su...		S M T W T F 10:30 AM - 12:20 PM Buildi Main 996 of 999 se... Add

A yellow callout box highlights error messages for three courses:

- ENGL 215 CRN 137: You have taken this course before and are not eligible to repeat it unless you receive permission from your advisor.
- PHYS 141 CRN 281: Linked course required (Lecture)
- PHYS 142 CRN 282: Linked course required (Lab)

At the bottom, there is a "Class Schedule for Summer Semester 2018" grid and a "Summary" table. The summary table shows the following courses and their status:

Title	Details	Hours	CRN	Schedule T	Status	Action
General Physics II	PHYS 142, 001	4	282	Lecture	Errors Preventing...	Remove
General Physics I	PHYS 141, L02	0	281	Lab	Errors Preventing...	Remove
College Writing II	ENGL 215, 001	3	137	Lecture	Errors Preventing...	Remove