

Steps to Completing & Submitting an Application for the MLS Clinical Year

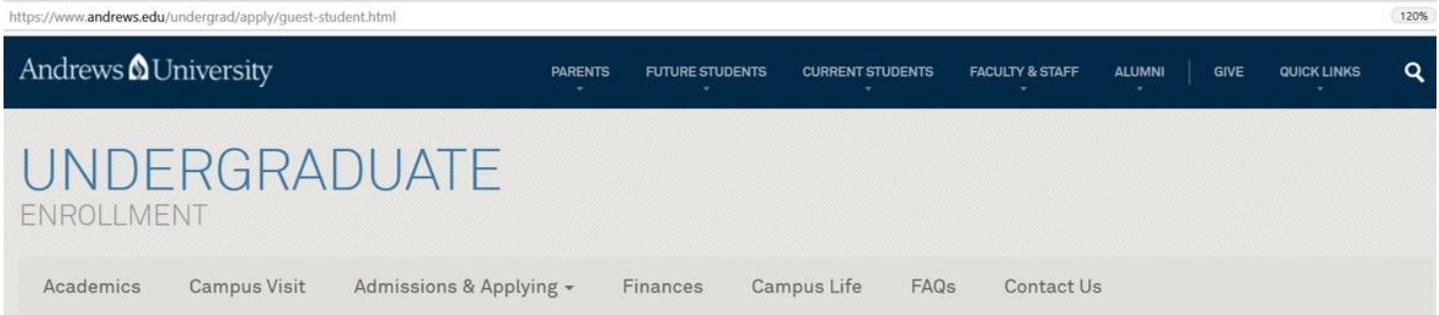
Updated: 1/30/2018

Guest Students (Applying to the MLS Clinical Year)

1. Go to www.andrews.edu/apply/
2. At the top of the screen go to **Future Students** and under the Undergraduates section click on **Guest**.

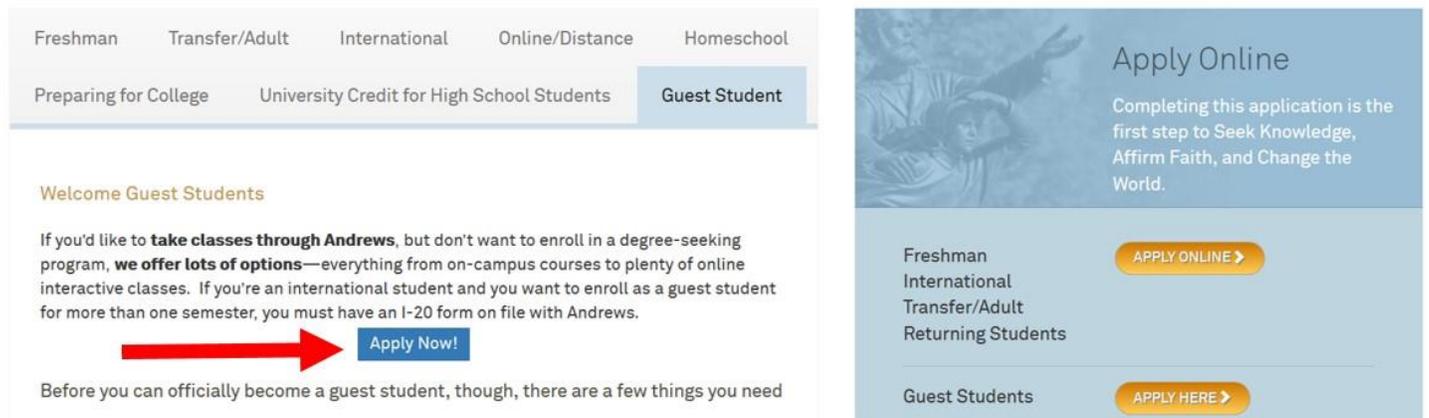
The screenshot displays the Andrews University website interface. At the top, the navigation bar includes 'Andrews University' and links for 'PARENTS', 'FUTURE STUDENTS', 'CURRENT STUDENTS', 'FACULTY & STAFF', 'ALUMNI', 'GIVE', and 'QUICK'. Below this, a secondary navigation bar features 'Admissions', 'Academics', and 'Research'. The main content area is divided into three columns. The left column shows a large image of a stone archway with a blue 'APPLY' button overlaid at the bottom. The middle column, titled 'Undergraduates', lists categories: 'First-time college students, transfer students, those seeking a degree at a Bachelors level', 'Freshman', 'Transfer/Adult', 'International', 'Homeschool', 'Guest' (highlighted in yellow), and 'University Credit for High School'. Below this is the 'Graduates' section, listing 'Post-college degrees in the Masters and Doctoral levels'. The right column, titled 'Guest Students', describes 'One-time, non-degree-seeking courses' and 'Distance Students' (studying away from Berrien Springs campus). A 'VIRTUAL TOUR' section at the bottom right shows a 3D campus map on a monitor, with a smartphone and tablet displaying the same map.

3. Below is the page you will see. Click on **Apply Now**.

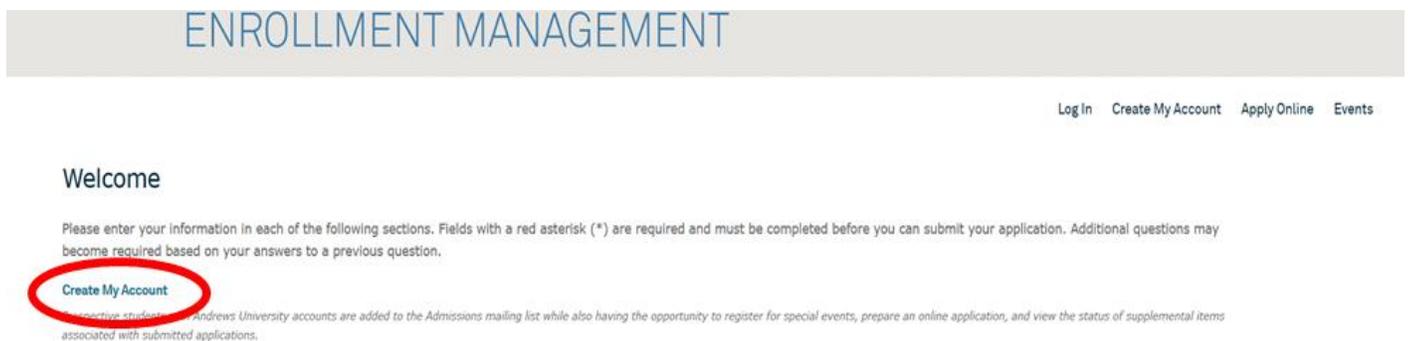


ADMISSIONS & APPLYING

The decision to attend college may be one of the most **important** ones you'll ever make. Don't worry—we're here to make it **easy**.



4. Create a RECRUIT account by clicking on *Create My Account*. Follow the instructions. Once you have created an account, continue with the application process. Creating an account is required to complete an application. If you already created an account, skip this step and **Log In** using your email and password.



5. Once you log into your Recruit Account, Click **Apply Online**. You will go into Applications and Click *Guest Students* to complete the Guest Form.

https://recruiter.andrews.edu/Ellucian.ERecruiting.Web.External/Pages/MyAccount.aspx

Andrews University

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

ENROLLMENT MANAGEMENT

Log Out My Account **Apply Online** Events

My Account

Welcome, Shanna, to one of the nation's leading universities! At Andrews, we offer countless opportunities to Seek, Knowledge, Affirm Faith and Change the World. We believe you'll discover it's a place that will inspire the development of your mind, body, and spirit and Live Holly, Explore Intentionally to discover God's plans for your life, Learn Deeply through creativity and research and Engage Globally to help you better understand our world. We hope you can join us!

My Profile

Your profile information will show here.

Update Profile Change Password

Program Spotlight

Over 140 valedictorians chose to enroll at this university this fall.

6. Select **Guest Students: Take courses, not pursuing a degree**.

https://recruiter.andrews.edu/Ellucian.ERecruiting.Web.External/Pages/applicationlist.aspx

Andrews University

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ENROLLMENT MANAGEMENT

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Application Listing

Your New Career awaits

- Undergraduate: Associates, Bachelors, Certificates, ESL
- Graduate: Masters, Doctoral, Certificates, ESL
- Guest Students: Take courses, not pursuing a degree**

7. Enter the following information on the fields below (Undergraduate; Main Campus; Anticipated Entry Term). Click **Submit**. This will load up the appropriate application form.

Online Application

When would you like to start?

Are you interested in undergraduate or graduate studies? *

Undergraduate

Please select campus location

Berrien Springs, Michigan (Main Campus)

Anticipated Entry Term

Fall Semester 2019 (August)

Submit

8. *Welcome to the Andrews University Guest Student Form!* Complete all the steps (Contact Information; About You; Academics; Additional Information). Under **Academics**, choose from the drop menu **Medical Laboratory Science Certificate – Guest Student**. Once you have completed the application Click **Submit Application**.

Online Application

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

What are your academic goals?

Instructions

Contact information

About You

Academics

Additional Information

What level of classes will you be taking? *

Undergraduate

Do you intend to attend courses Online or On Campus? *

Berrien Springs, Michigan (Main Campus)

Please select the semester you would like to start *

Fall Semester 2019 (August)

What type of student are you? *

Guest Student-High School: if you are currently attending high school.

Guest Student: if you have graduated from high school and will be taking classes without seeking a degree from Andrews.

Medical Laboratory Science Certificate - Guest Student: a student doing their clinical year for MLS.

Aviation Guest Student for Certificate: if you are wanting to get an aviation certificate.

 Medical Laboratory Science Certificate - Guest Student

Are you from an affiliate school? *

Yes