

Learning Hub Quick Reference Guide: Access GA



If you need additional persons to have access to your courses in Moodle, please consult the following chart as to how which steps need to be provided:

Need	Teacher	Dean's Office	Registrar's Office	DLiT
<ul style="list-style-type: none">- Students not officially registered for that specific course- Students registered for Independent Study courses and need access to a specific course content- Lifelong students or community	Contact the dean's office with the request	Dean's office make an email request to courseschedule@andrews.edu	Registrar's Office will discuss with the dean to make sure this issue cannot be handled any other way. Once approved, Aimee will email the approval to dlit@andrews.edu with the student's ID#	The DLiT will put the student in the course and notify the dean and teacher once complete.