

Learning Hub Quick Reference Guide: Access non AU students



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 dliit@andrews.edu with the student's ID# | The DLiT will put the student in the course and notify the dean and teacher once complete. |