# Learning Hub Quick Reference Guide:

## Access to Learning Hub

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:

<table>
<thead>
<tr>
<th>Need</th>
<th>Teacher</th>
<th>Dean’s Office</th>
<th>Registrar’s Office</th>
<th>DLiT</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Students not officially registered for that specific course</td>
<td>Contact the dean’s office with the request</td>
<td>Dean’s office make an email request to <a href="mailto:courseschedule@andrews.edu">courseschedule@andrews.edu</a></td>
<td>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 <a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a> with the student’s ID#</td>
<td>The DLiT will put the student in the course and notify the dean and teacher once complete.</td>
</tr>
</tbody>
</table>
| - Students registered for Independent Study courses and need access to a specific course content | Email dlit@andrews.edu with the request. Include the following items:  
  - Student’s name  
  - Student’s ID  
  - AU email address  
  - Type of access required  
  - Acronym and number of the course | | | | |
| - Lifelong students or community                                     | | | | | |
| - Students needing access who have not financially cleared          | | | | The DLiT will put the student in the course with a 21 day access that will expire if the student does not get financially cleared. |

*Updated 5/20/2015*
**- Student with a DG or Incomplete that needs access to current course materials**

Email [dlit@andrews.edu](mailto:dlit@andrews.edu) with the request. Include the following items:
- Student’s name
- Student’s ID
- Student’s email address
- Acronym and number of the course

The DLI will process the request. The teacher will be notified when complete. However, if the student has not been given the grade of I or DG, the DLI will contact Aimee before this is processed to ensure that a grade is given.

**- Staff / Faculty member spouse free class**

Email [courseschedule@andrews.e.edu](mailto:courseschedule@andrews.e.edu) with a reminder that the request has been made.

The Register’s office is to send updated list to [dlit@andrews.edu](mailto:dlit@andrews.edu). The DLI will enter them into the course.

The DLI will enter student into the course and notifies the teacher.