

How to Register Online: A Step-by-Step Guide on How to Quickly and Effectively Register Your Classes Online

Updated: July 3, 2020

1. Visit the [Andrews University](https://www.andrews.edu) webpage and click on 'Students' at the top.



2. Under 'Current Students,' a drop-down menu should appear and then click on 'Registration Central'.

Andrews University

PARENTS STUDENTS FACULTY & STAFF ALUMNI GIVE

Future Students

Academic Programs

- More for Less Degrees
- World Changing Degrees
- Undergraduate
- Graduate
- Distance
- Explore Andrews
- Undergraduate Honors

University Admissions

- Freshman
- Transfer
- Graduate
- ESL
- Guest—Undergraduate
- Guest—Graduate

New Students

Berrien Springs Campus

- Steps to Start
- Financial Advisors
- Frequently Asked Questions
- COVID-19 Safety Plan
- Updates for International Students

Online and Distance

- Student Resource Guide
- Orientation
- Financial Services
- Registration Steps
- Study Videos

Current Students

- Email
- Course Schedule
- Exam Schedule
- Report a Concern
- Co-Curricular Education

Student Portals

- MyAndrews (New!)
- Vault
- Registration Central**
- Degree Works
- iVue
- Financial Aid SSB
- Co-curricular Attendance
- LearningHub

3. Select the term you are wanting to register for by clicking on the drop-down arrow and then select 'Next'.

Home » Vault » Registration » Registration Central » Select Semester

Select Semester

To begin or continue your registration, please select the semester you are registering for.

Please select a semester... ▼

Next

4. The list of 'Registration Steps' will appear and then click on 'Enroll in Classes'.

[Home](#) » [Vault](#) » [Registration](#) » [Registration Central](#) » [Summer Semester 2020](#) » Registration Steps

Registration Steps

- Biographical Data Confirmation
- ▶ **Enroll in Classes**
- ▶ Student Insurance (Waiver Approved)
- Housing
- Dining Options
- Bookstore Account
- ▶ Financial Plan

Your registration is complete when all boxes are checked.

5. Then on the next page, click on the giant green button that says 'Register Online':

Register online

Instructions

6. Click on 'Register for Classes'.

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.

7. Below is the pop-up window that should appear and you will see a summary of registered classes. If you have not registered for any classes then there should be no classes listed. To register for classes, however, click on the 'Panels' button at the bottom left of the window. Note: The illustration below shows that this student already registered for some classes, therefore this is why it shows a list of registered classes.

Andrews University

← Register for Classes

Schedule Schedule Details **Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
AdvStud Pauline Wrtg:G...	NTST 658, 001	3	203	Lecture	Registered	None ▼
Judaism and the New T...	NTST 684, 001	2	286	Lecture	Registered	None ▼
Love, Marriage and Div...	NTST 613, 001	3	282	Lecture	Registered	None ▼
Sem in Old Testament T...	OTST 620, 001	2	373	Seminar	Registered	None ▼

Total Hours | **Registered: 10** | **Billing: 10** | **CEU: 0** | **Min: 0** | **Max: 14**

Panels ▼ Conditional Add and Drop

8. Click on the 'Enter CRNs' tab. Note: If you cannot see the 'Enter CRNs' tab (as illustrated below) then maximize the pop-up window.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

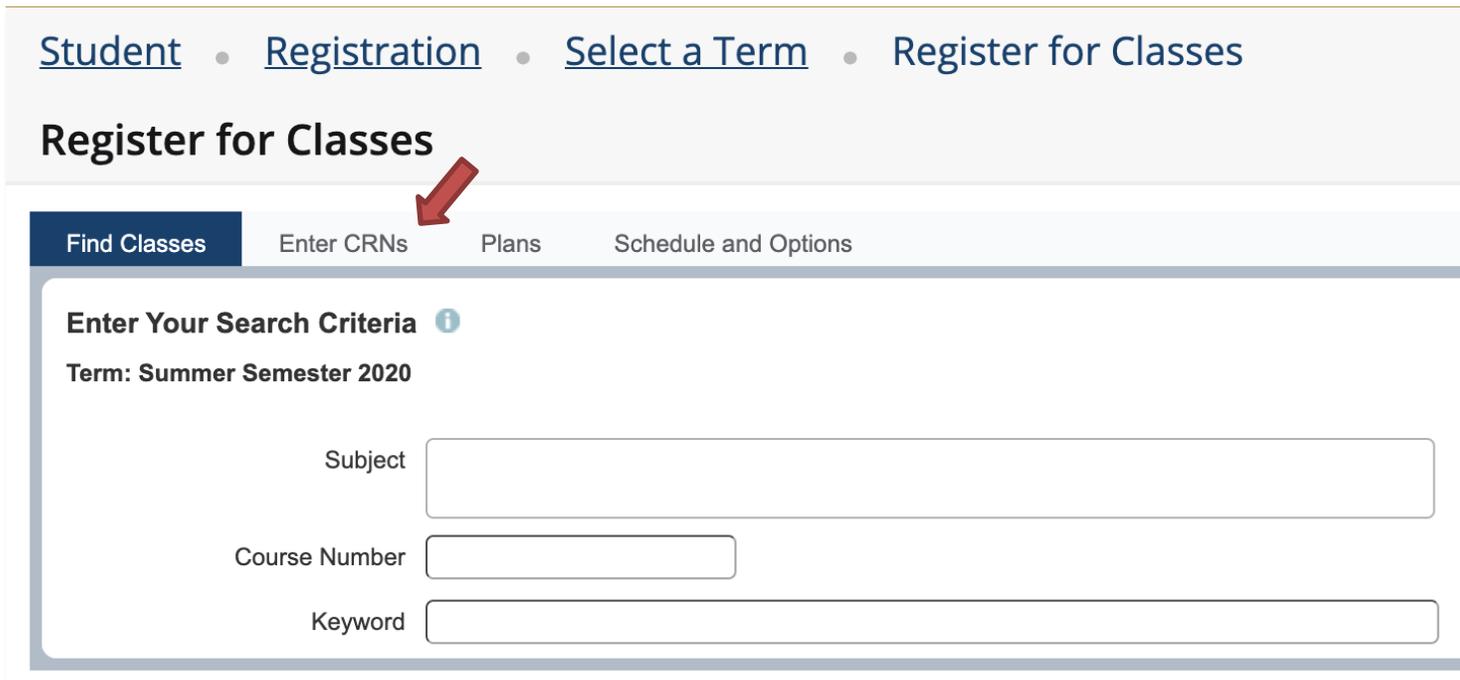
Enter Your Search Criteria ⓘ

Term: Summer Semester 2020

Subject

Course Number

Keyword

The image shows a web interface for class registration. At the top, there is a breadcrumb trail: 'Student' • 'Registration' • 'Select a Term' • 'Register for Classes'. Below this is a large heading 'Register for Classes'. Underneath the heading is a horizontal menu with four tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Enter CRNs' tab is highlighted with a red arrow pointing to it. Below the tabs is a section titled 'Enter Your Search Criteria' with an information icon. Under this section, it says 'Term: Summer Semester 2020'. There are three input fields: 'Subject' (a wide text box), 'Course Number' (a shorter text box), and 'Keyword' (a wide text box).

9. Proceed by entering the CRN in the box designated for CRNs. Note: This is the Course Registration Number that you use to register for a specific class. Refer to the course schedule to find the CRN for a class. It is listed in parenthesis and should be right by the letter 'CRN'. Another way is to search for the CRN is within the Andrews University Course Schedule and it is the number in parenthesis by the course name. If further assistance is needed, please ask your advisor.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer Semester 2020

CRN

[+ Add Another CRN](#)

Add to Summary

[Schedule](#) [Schedule Details](#) **[Summary](#)**

Title	Details	Hours	CRN	Schedule Ty	Status	Action
AdvStud Pauline Wrtg:Gal...	NTST 658, 001	3	203	Lecture	Registered	None
Judaism and the New Test...	NTST 684, 001	2	286	Lecture	Registered	None
Love, Marriage and Divorce	NTST 613, 001	3	282	Lecture	Registered	None
Sem in Old Testament The...	OTST 620, 001	2	373	Seminar	Registered	None

Total Hours | **Registered: 10** | **Billing: 10** | **CEU: 0** | **Min: 0** | **Max: 14**

Panels ▲

Conditional Add and Drop ⓘ

Submit

10. Press the 'Add to Summary' button and it will move into your summary listing below as 'Pending'. Very important: This does **NOT** mean that you have completed registering for the class. Follow step 11 to complete the registration of a class.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer Semester 2020

CRN

[+ Add Another CRN](#)

Add to Summary



Schedule Schedule Details **Summary**

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Studies in Old Testament E...	OTST 639, 001	2	375	Lecture	Pending	**Web Registered**
AdvStud Pauline Wrtg:Gal...	NTST 658, 001	3	203	Lecture	Registered	None
Judaism and the New Test...	NTST 684, 001	2	286	Lecture	Registered	None
Love, Marriage and Divorce	NTST 613, 001	3	282	Lecture	Registered	None
Sem in Old Testament The...	OTST 620, 001	2	373	Seminar	Registered	None

Total Hours | **Registered: 10** | **Billing: 10** | **CEU: 0** | **Min: 0** | **Max: 14**

Panels ▲

Conditional Add and Drop ⓘ

Submit

11. Click on the 'Submit' button at the bottom right to change your class from 'Pending' to 'Registered'. Note: If you would like to delete a class, just click on the drop-down menu and select "Remove" and then click the 'Submit' button again.

Studies in Old Testament E...	OTST 639, 001	2	375	Lecture	Pending	**Web Registered**
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Registered

12. Lastly, if you need to change the credits of your class to more or less, simply click on 'Schedule and Options' and then click on the credit number you want to change. A drop-down menu will appear and you will then be able to switch the class credit to a desired amount (i.e. from 2 to 3, or 3 to 2).

The screenshot shows the Andrews University registration system. At the top is the university logo and name. Below that is a navigation breadcrumb: [Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#). The main heading is "Register for Classes". Below this is a tabbed interface with four tabs: "Find Classes", "Enter CRNs", "Plans", and "Schedule and Options". The "Schedule and Options" tab is highlighted with a red box. The content area under this tab is titled "Enter Course Reference Numbers (CRNs) to Register" and shows "Term: Summer Semester 2020". There is a text input field for "CRN" and a button labeled "+ Add Another CRN". At the bottom right of this section is a button labeled "Add to Summary".

