Welcome to Andrews University, High School Student!

Andrews University invests in helping students to seek knowledge and affirm faith as they engage in changing their world. This is a faith-based university, committed to a wholesome lifestyle, in a collaborative and growing residential and online community.

We look forward to supporting you as you take Andrews University courses. While you will need to take the initiative to succeed, don’t think you have to handle problems alone. We’re eager to help you register, choose the right course, request a transcript, or find answers to financial and other questions. Contact us!

Taking a course on campus? Consider attending recreational, social, service and spiritual events. These are announced through the Andrews website, campus noticeboards or your instructor and classmates. Not near campus? Enjoy streamed events and social media online. Access the library online or on-campus. Join a virtual or on-campus visit to learn more about all that Andrews University has to offer you!

Expectations

- You understand that Andrews University is committed to providing college level learning reflecting a Christian worldview.
- You will use your Andrews email account for ALL correspondence.
- You will keep your contact information updated.
- You will meet all financial obligations of your education. When third party billing is not in place, you will give your parents authorized access to your account so they can pay outstanding bills.
- You will take the initiative to get help when needed. Read instructions. Ask questions in class. Seek help from classmates, instructors, lab assistants, or your school counselor. Visit the Student Success Center to discuss disability accommodations, use of the writing or math centers, or get advice on college study success.
- All your work will demonstrate your commitment to the Andrews code of academic integrity.
- You choose to respect the Andrews Code of Conduct.
- You will request your transcript be sent to your school each term you take a course for high school and university credit.

Your Records

Once students activate their username, they can login to Vault to view their admission and registration status, grades and cumulative academic records, and their financial records. Helpful video tutorials about these and other online tools are available at andrews.edu/distance/students.

FERPA

The Family Educational Rights and Privacy Act of 1974, or FERPA, governs the release of student education records maintained by an institution as well as access to these records. When a student begins attending a post-secondary institution such as Andrews University, FERPA rights transfer from the parent to the student, regardless of the age of the student. It is the dual enrolled students’ responsibility to contact Andrews University about their Andrews education. However, if the parents claimed the student as a dependent for tax purposes in the last tax year, they may have access to educational records. Students will need to give their parents’ permission to view their academic records, pay the bill online, and request transcripts. (Learn more about FERPA.)
Dual Enrollment in Michigan
Since 2012, Michigan State allows all qualifying high school or academy students to take advantage of dual enrollment, including through Andrews University. (Learn more at michigan.gov/dualenrollment)

Contacting Andrews University
All emailing needs to be done from the student’s Andrews University email address to ensure that we are communicating with the student and not a parent or someone else.

- To change a class registration (add or drop), discuss first with your counselor or registrar, then email precollege@andrews.edu or call (269) 471-6718. Include your Andrews ID and the course information. Full tuition is refunded when a class is dropped in the first 10 days; no refund is available after the first month (see Academic Calendar for specific dates each term).
- If you are having difficulty accessing Andrews email, email helpdesk@andrews.edu or call (269) 471-6016.
- For help accessing your course space in learninghub.andrews.edu, email dlit@andrews.edu or call (269) 471-3960.
- Your instructor’s contact information is included in the course syllabus and online course space.

Financial Information
When your school approves your registration, the signed application is checked first by our high school enrollment counselor. If the form is complete, there is space in the class, and all prerequisites are met, the registration is processed. Your account will be charged the high school tuition rate, plus the guest fee, as well as any course-specific fees, as listed in the course schedule. Discuss how much of the bill you will be responsible for and how it will be paid with your school, before you register. Choices you make may incur additional fees later (e.g. registration changes, incompletes), so check your statement online before completing the class(es). Transcripts are held until the balance is paid in full. Email Student Financial Services at vlt@andrews.edu or call (269) 471-3428 for answers to financial questions.

All courses approved for high school students and those for which departments approve for individual student requests are available at the high school discounted tuition rate. This rate does not apply to fees or surcharges on specific courses, individual flight or music lessons, independent study or self-paced courses, or language courses prerequisite for advanced degrees and courses taken off campus.

Parking and Safety on Campus
If you will ever need to park a vehicle on campus while attending class, register for a parking permit at the Campus Safety office. $10 is charged for each new registration. It can be charged to account.

We want this to be a safe environment for you at all times. If you feel you are being mistreated or are in jeopardy of mistreatment, immediately call Andrews University’s Office of Campus Safety at (269) 471-3321. In a non-emergency situation, you may also inform any staff member at Andrews University. For more information, visit the Campus Safety Resources page.

Textbooks
Order textbooks to arrive before the class starts. All course supplies are listed in the course syllabus. Access the syllabus through the course schedule or your course space in learninghub.andrews.edu.

Textbooks are also listed, and can be purchased, through the Andrews Bookstore in store or online. If you choose to purchase through another supplier, double check the ISBN, author, title, publisher, and year of publication.
Courses Approved for High School Registrations

College of Arts & Sciences – Humanities
ART 104 Drawing I
ART 107 Ceramics I
ART 130 Introduction to Digital Media
ENGL 115, 215 College Writing I*, II
DSGN 150 Graphic Design
HIST 110 Worldviews, Cultures & Gods
HIST 117, 118 Civilizations & Ideas I*, II
HIST 204, 205 American Experience I*, II
PHIL 224 Introduction to Philosophy
PLSC 104 American Government
FILM 105 Introduction to Filmmaking
PHTO 115 Photography I
PHTO 116 Digital Photography I
PHTO 175 Digital Imaging
PHYS 142 General Physics & Lab
PHYS 225 Sound & Waves
STAT 285 Elementary Statistics

College of Arts & Sciences – Social Science
COMM 104 Communication Skills
JOUR 140 Media, Culture, and Society
ANTH 124 Intro to Anthropology
ANTH 200 Cultural Anthropology
ANTH 205 Intro to Archaeology
FMST 201 Personal Relationships
GEOG 110 Introduction to Geography
PSYC 101 Introduction to Psychology*
PSYC 210 Introduction to Health Psychology
SOCI 119 Principles of Sociology
SOCI 160 Intro to International Development
SOWK 100 Introduction to Social Work
SOWK 101 Orientation to Human Services

Department of Aviation
AFLT 104 Introduction to Aviation
AFLT 110 Basic Aircraft Systems
AFLT 115 Private Pilot Ground School
AFLT 121, 122 Flight Training I, II
AVIA 140 Welding Technology
AVIA 250 Machine Shop & Lab
AVMT 114 Aircraft Basic Electricity
AVMT 116 Federal Rules & Regulations
AVMT 120 Materls & Proc Aircraft Structures

School of Architecture, Art & Design
ARCH 126 Drawing & Graphics Studio
ARCH 150 Introduction to Architecture

School of Business Administration
ACCT 121,122 Fundamentals of Accounting I, II
BSAD 104 Introduction to Business
ECON 225 Principles of Macroeconomics*
ECON 226 Principles of Microeconomics*
FNCE 206 Personal Finance
INFS 120 Foundations of Info Tech & Lab*
INFS 215 Info Systems Theory & Applications*

School of Health Professions
FDNT 230,240 Nutrition* & Lab
PHTH 120 Introduction to Physical Therapy
SPPA 234 Intro to Speech-Lang Path & Audiology

Notes *on-campus & interactive online sections
Italicized courses fit the Michigan Transfer Agreement.
Check you have met all prerequisites before applying.
Students who earn high grades in several of these courses may
discuss additional courses with AU advisors, including 3 Honors
courses. HS tuition rate does not apply to fees, individual music or
flight lessons, independent study, tours, or self-paced courses.

Learn more: andrews.edu/precollege
Andrews University High School Registration Checklist

Once you have decided to register:

☐ Have you discussed with your parents and counselor what course you want to take? Have you checked the course for prerequisites and co-requisites (e.g. labs required with science classes)?
☐ Have you checked the course schedule to find a course that fits your high school schedule?
☐ Have you completed and turned in to your counselor or registrar your application? Did both you and your parent sign it?

Once you have received registration confirmation from Andrews University:

☐ Have you activated your username and checked your personal information?
☐ If attending on-campus courses, have you made your Andrews ID card at the Academic Records Counter in the Administration Building? You can access the library, eat in the cafeteria, and get student discounts with this card.
☐ Have you ordered textbooks to arrive BEFORE class starts? Find textbook information in the course syllabus (found in Course Schedule), the on-campus bookstore (or virtual bookstore for online courses).
☐ If you’re parking on campus, have you registered your vehicle at Campus Safety ($10)?
☐ Have you added class and study times to your personal schedule? If taking classes on campus, use the interactive maps to find the building where your class will meet or print a campus map.
☐ Have you checked your financial statement on your finVue webpage? You can give parents access to financial information here. Transcripts are held until payment in full has been made.

Once you begin studying:

☐ Are you keeping up with the reading and homework? Be responsible and realistic. You need to budget 6-9 hours per week for each 3-credit college class.
☐ Are you attending every class on campus? Are you logging in regularly in an online course?
☐ Don’t hesitate to contact the instructor, your counselor or our office if you have questions or concerns about your course or course material.
☐ Have you requested a transcript online? Do this as you finish each class. You school needs this if you are earning dual credit. You can see grades on your personal iVue academic webpage at any time. Transcripts can be requested whenever needed in years to come.

To register next semester:

☐ Meet with your counselor to decide which Andrews University class would be a good fit in your next semester. Complete applications for the next year before school is out in Spring!
☐ Fill out a new application and turn it in to your counselor or registrar. More sections may be opened as needed, so apply even if the course schedule shows the class is full.

To become a degree-seeking student:

☐ Take the ACT or SAT in both Gr 10 and 12, and the PSAT exam in Gr 11. Be sure to select Andrews University as a school to receive your scores. Retaking either the ACT or SAT once generally improves your score. Test scores help you get better scholarships. Good math scores may be used to meet prerequisites for Andrews math and science courses.
☐ Have you met with an Andrews recruiter or departmental advisor to discuss further study options, after doing well in at least two college classes? Ask about the honors program and degree fast track admission.
☐ Apply to a degree program anytime. Request original transcripts sent to Andrews for all college credit earned in high school. Watch for an admission decision by email and mail.

Please contact us with any questions. Learn more about preparing for college through these webpages.