



Offices & Areas

Graduate Records Office gradrecords@andrews.edu

Contact the Graduate Records Office for questions about Graduate CAPP or to turn in the following completed forms:

- ▶ Graduation Application
- ▶ Graduate Petition
- ▶ Advancement to Candidacy
- ▶ Marching without Completion
- ▶ Dissertation/Project Completion Form

Undergraduate Records Office ugrecords@andrews.edu

Contact Undergraduate Records for:

- ▶ College Level Exam Program (CLEP) Petitions
- ▶ Credit by Examination
- ▶ Submitting completed Undergraduate Graduation Application & Agreement Forms
- ▶ Submitting completed Undergraduate Graduation Revision Forms
- ▶ Transient Student Request

Articulation Office articulation@andrews.edu

- ▶ Articulation: Determines course equivalency for previously taken classes and class standing.
- ▶ Advanced Level Credit
- ▶ Advanced Placement College Board
- ▶ Advanced Placement Evaluation
- ▶ Transfer Credit Processing

To become a guest student at another college or university, please use a Michigan Uniform Undergraduate Guest Application, or for outside of Michigan, use a Transient Student Request Form. For form and instructions contact the articulation office.

Helpful Contacts

Registration Holds: All holds must be cleared to register. See applicable departments below *

Admissions*

For Undergraduate students, clear final transcript hold to register.

Undergraduate

269-471-6343 undergraduate@andrews.edu

Graduate

269-471-6321 graduate@andrews.edu

Articulation*

Transferring students need to have previous courses reviewed for credit or placement.

articulation@andrews.edu

Dining Services

Undergraduate students must have a dining plan selected to register.

269-471-3161 ds@andrews.edu

International Student Services*

Clear immigration hold to register.

269-471-6395

Information Technology Services (ITS) Help Desk

269-471-6016 helpdesk@andrews.edu

School of Distance Education

Student Services

269-471-3432 sdestudents@andrews.edu

Enrollment and Registration

269-471-6323 sderegister@andrews.edu

Student Financial Services*

Students must be financially cleared to register.

(269)-471-3334 sfs@andrews.edu

Student Success Center

Academic advising, disability accommodation, major changes, tutoring, and other success services.

269-471-6096 success@andrews.edu

majorchange@andrews.edu

University Medical Specialties*

Student medical records kept here. Clear medical hold to register.

269-473-2222



Services & Information

OFFICE OF ACADEMIC RECORDS



Phone: 269-471-3375

Fax: 269-471-6001

Hours

Monday – Thursday 9 AM to 5 PM

Friday 9 AM to 12 PM

Services

Transcript Requests: 269-471-3443

Diplomas & Grades: 269-471-6231

Registration: 269-471-6229

Administration Building
Berrien Springs, MI 49104-0800

www.andrews.edu/services/registrar

Andrews University



Online Services

Bulletin bulletin@andrews.edu

Revised yearly, the Bulletin covers information about the university and its academic units, services, programs and policies. It also includes the academic calendar.

www.andrews.edu/academics/bulletin/

Course Schedule courseschedule@andrews.edu

This lists courses per term with meeting times and details. Use the Course Search Tool as the most up-to-date source: www.andrews.edu/admres/registrar/classsearch/

Final Exam Schedule

www.andrews.edu/academics/exam_schedule.html

For exam conflicts, please consult with your academic dean.

Vault vault.andrews.edu

For private student information, course and degree progress.

Degree Audit

Check your degree progress through iVue within Vault.

Diplomas & Transcripts

Diplomas diplomas@andrews.edu

Diplomas are available for pick-up 2 weeks after conferral date.

Diplomas are mailed to the address listed in your Vault account 4 weeks after conferral date for students who have completed degree requirements.

Financial clearance is required. It is the responsibility of the student to notify Academic Records of financial clearance.

Transcripts transcripts@andrews.edu

If students have an outstanding balance, transcript requests cannot be processed except for employment, scholarships and immigration visas.

To check the status of your transcript order, please visit the Transcript Requests option in Vault.

Course Registration

Most registration services can be done online. Registration Central is available online via vault.andrews.edu. Students must first consult with their academic advisor to register. Registration changes may be made online until the close of registration. For academic calendar and deadlines, please visit www.andrews.edu/academics/bulletin/.

Additional Registration information

Please visit: www.andrews.edu/services/registrar/.

Registration Forms

www.andrews.edu/services/registrar/students/forms/

Many forms are available online and may also be obtained at Academic Records.

Audit, Overload, Reinstating Cancelled Courses

Use a Drop/Add form with needed signatures.

Class Conflict Form

Used for courses with time conflicts. Approval by both instructors and dean(s) required.

Drop/Add Form

Used for changes in registration. Fee applies. For fees, please refer to the current Bulletin, www.andrews.edu/academics/bulletin/

Enrollment & Degree Verification

Provided by the National Student Clearinghouse. Please visit www.studentclearinghouse.org for more information.

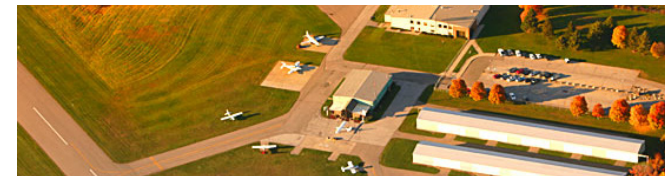
Students needing degree or enrollment verification for visa or work purposes may contact verifications@andrews.edu

ID Cards

ID Cards are issued at Academic Records. Students, faculty & staff are charged a fee for replacement cards. For issues using your card, please visit the office providing that service.

Name Change Requests

Forms are available through Academic Records. Supporting documents and identification required.



Fees

Unless otherwise stated, tuition and fees are listed online and in the current Bulletin.

www.andrews.edu/academics/bulletin/

Course & Lab Fees

www.andrews.edu/services/registrar/students/course-schedule.html

Drop/Add Fee (Change of Registration Fee)

Charged if changes are made to your registration after the Drop/Add period (11th business day of term for Fall/Spring terms, varies for summer).

Fee Reversals

If you believe you have been inappropriately charged a fee, fill out a Request for Fee Reversal form. Email verifications@andrews.edu for more information or to submit.

Late Registration Fees

Students registering after the first day of classes will be charged a late registration fee. Changes may be made to existing registration without a fee before the Drop/Add deadline.

Grades

Final grades are posted in Vault 10 business days after final exams.

Grade Change Requests

Students must contact their instructor about their grade. Only faculty can initiate a grade change.

Instructors: Grade Submission

For grade submission information, please visit www.andrews.edu/services/registrar/faculty_departments/grades.html or contact grades@andrews.edu.

Instructors: Incompletes

Used for illness or unavoidable circumstances, not because of student's negligence or poor performance. Instructors initiate this process and a fee is charged to a student's account.