Yearly Registration Events

Open Registration
Dates are published in the 5-year Academic Calendar Resources at www.andrews.edu/academics/bulletin

Late Registration Fee in Effect
For initial registrations: 2nd day of term

Notification of Potential Cancellation of Low-enrollment courses
2nd day of term

Cancellation of Unconfirmed Course Reservations
Undergraduate Students: 15th of August for fall semester
Graduate Students: 3rd day of term for both fall and spring terms

Cancellation of Courses
Below minimum enrollment:
9th calendar day of the term

The 10th Calendar Day of the Term (Fall/Spring)
Last Business Day to Complete the Following by 5 P.M. for AU Courses:
- Add a course
- Drop a course with 100% tuition refund
- Make a change in registration without a fee or entry on permanent academic record
- Change audit to credit

Drop/Add Fee in Effect
11th calendar day of the term

Drop with 70% Refund
11th-17th day from the start of the term (Fall/Spring)

Drop with 40% Refund
18th-24th day from the start of the term (Fall/Spring)

Last Day to Change from Credit to Audit (Fall/Spring)
Or to withdraw from a course with a W for a fee: 9 calendar days prior to the last day of classes

Open Enrollment Registration Dates
Fall: Open August 1 – November 30
Spring: Open December 1 – April 30

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 stuservgriggs@andrews.edu
Enrollment and Registration
269-471-6323 enrolligu@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

Current as of July 2012.
Online Resources

Vault  vault.andrews.edu
Vault is the secure campus account system which contains registration, and financial information. Please access Vault to do the following:
- preVue: enrollment profile
- finVue: all financial elements
- iVue: complete student profile
- Update personal information such as email and addresses
- Check your chapel/forum attendance
- Check assignments and grades
- Request an Andrews transcript and check its status

How to Activate Your Andrews Username
For Access to Vault and Registration Central
Please visit Vault from the main Andrews website and click the “Username Activation” link. You will be prompted with instructions and sent an activation email.

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/adminreg/classsearch/

Registration Central (RC)
Registration Central is the student-generated web portal for course registration and financial clearance. To register, click Registration Central through Vault. Students will need to activate their Andrews username and contact their academic advisor to complete registration.

See “Helpful Contacts” for registration holds.

SOLUTION
Students taking over 12 credits only:
(Blue Card)
Instructor overrides online. Then
Instructor overrides online. Then
Contact Admissions

Process to Confirm Courses
Students who are not financially clear may reserve classes until August 15 for fall term, or the third day of classes for spring term. Once the financial portion of Registration Central is finalized, reserved classes are automatically registered (confirmed). If students are unable to finalize their financial plan, all reserved courses for any term are dropped (canceled).

Late Registration Fee
Students are given a specific time period to register for the first time from the date when registration opens until the first day of classes. Students registering after the first day of classes are charged a late registration fee. Changes may be made to existing registration without a fee before the Drop/Add deadline. Please refer to current Academic Bulletin for current fees.

Terminology

Articulation
Determines course equivalency for courses taken previously and for class standing.

Audit
A course that is taken without a grade or college credit.

Requisite
A course which must be taken simultaneously with another course.

Check credit amount
Changes in registration after the Drop/Add period must be made by submitting a Drop/Add form with required signatures to Academic Records.

Please see “Approvals Needed for Drop/Add” Chart on reverse.

Academic Advising
Students should select classes with the guidance of their advisor based on their degree plan as stated in their Academic Bulletin. Students must contact their advisor in order to register.

Process to Confirm Courses
Students who are not financially clear may reserve classes until August 15 for fall term, or the third day of classes for spring term. Once the financial portion of Registration Central is finalized, reserved classes are automatically registered (confirmed). If students are unable to finalize their financial plan, all reserved courses for any term are dropped (canceled).

Late Registration Fee
Students are given a specific time period to register for the first time from the date when registration opens until the first day of classes. Students registering after the first day of classes are charged a late registration fee. Changes may be made to existing registration without a fee before the Drop/Add deadline. Please refer to current Academic Bulletin for current fees.

Terminology

Articulation
Determines course equivalency for courses taken previously and for class standing.

Audit
A course that is taken without a grade or college credit.

Co-Requisite
A course which must be taken simultaneously with another course.

Pre-Requisite
A course which must be taken before another course.

Open Enrollment
A course that may be enrolled in at any time and completed within a set amount of time.

See “Yearly Registration Events” on reverse.

HOW TO REGISTER...  SOLUTION

Academic Overload
1. Must be resolved by Drop/Add form with required signatures.
2. Must be resolved by Drop/Add form with required signatures.
3. Submit Drop/Add form to Academic Records.

Independent Study
Register with advisor through RC.

Time Conflict
Register for 1st course online. Register with Drop/Add form & Class Conflict form for conflicting course(s).

ERROR  SOLUTION

Academic Probation
Students taking over 12 credits only.
Closed Course
Must be resolved by Drop/Add form.
Pre-requisite
Instructor overrides online. Then register with advisor through RC.
Repeat Course
Instructor overrides online. Then register with advisor through RC.

Registration Overrides: Instructors/Advisors access through Vault, then Registration, then Registration Overrides.
Please see “Approvals Needed for Drop/Add” Chart on reverse.

Registration Central (RC)
Troubleshooting