



# Registration Guide



## 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](http://www.andrews.edu/services/registrar)

## Helpful Contacts

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

### Admissions\*

#### Undergraduate

269-471-6343 [undergraduate@andrews.edu](mailto:undergraduate@andrews.edu)

#### Graduate

269-471-6321 [graduate@andrews.edu](mailto:graduate@andrews.edu)

### Articulation\*

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

[articulation@andrews.edu](mailto:articulation@andrews.edu)

### Dining Services

269-471-3161 [ds@andrews.edu](mailto:ds@andrews.edu)

### International Student Services\*

269-471-6395

### Information Technology Services (ITS) Help Desk

269-471-6016 [helpdesk@andrews.edu](mailto:helpdesk@andrews.edu)

### School of Distance Education

#### Student Services

269-471-3432 [stuservgriggs@andrews.edu](mailto:stuservgriggs@andrews.edu)

#### Enrollment and Registration

269-471-6323 [sderegister@andrews.edu](mailto:sderegister@andrews.edu)

### Student Financial Services\*

(269)-471-3334 [sfs@andrews.edu](mailto:sfs@andrews.edu)

### Student Success Center

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

269-471-6096 [success@andrews.edu](mailto:success@andrews.edu)  
[majorchange@andrews.edu](mailto:majorchange@andrews.edu)

### University Medical Specialties\*

Student medical records kept here. Clear medical hold to register.  
269-473-2222

## Yearly Registration Events

### Open Registration

Dates are published in the 5-year Academic Calendar

Resources at [www.andrews.edu/academics/bulletin](http://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

15th of August for fall semesters

### 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
- ▶ Cancellation of unconfirmed courses

**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

## Approvals Needed for Drop/Add

### When is Counter Registration Needed?

Some processes can be done fully or partially online. Paper forms turned in **after** the deadline will require additional signatures from your advisor, instructor, and dean.

After the Drop/Add deadline, a paper form must be used to make registration changes.

| PROCESS                                       | ONLINE? Y OR N | ADDITIONAL FORM OR INSTRUCTIONS           | SIGNATURES NEEDED IF USING ADD/DROP FORM |            |      |   | ADDITIONAL SIGNATURES      |
|---|----------------|---|--|------------|------|---|----------------------------|
|   |                |   | ADVISOR                                  | INSTRUCTOR | DEAN |   |                            |
| Academic Probation                            | Y              | UG: 12+, Grad: 8+ credit                  | <  | <          | <    | < | N/A                        |
| Adding a course(s)                            | Y              |   | <  | <          | <    | < | Instructor & Dean          |
| Audit   | N              |   | <  | <          | <    | < | Dean                       |
| Closed Course/Over Capacity Unless Waitlisted | Y              |   | <  | <          | <    | < | Dean                       |
| Co-requisite                                  | Y              |   | <  | <          | <    | < | Dean                       |
| Dropping a course(s)                          | Y              | Online only before Drop/Add deadline      | <  | <          | <    | < | Instructor                 |
| Independent Study                             | Y              | After Drop/Add deadline use Drop/Add form | <  | <          | <    | < | Dean                       |
| Overload                                      | N              | UG: 17+, Grad: 13+ credit                 | <  | <          | <    | < | N/A                        |
| Pre-requisite                                 | Y              |   | <  | <          | <    | < | Dean                       |
| Reinstating/Cancelled Courses                 | Y              |   | <  | <          | <    | < | Advisor, Instructor & Dean |
| Time Conflict                                 | N              | Class Conflict Form                       | <  | <          | <    | < | N/A                        |

### AFTER Drop/Add DEADLINE



## Online Resources

### **Vault** [vault.andrews.edu](http://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](mailto: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/](http://www.andrews.edu/academics/bulletin/)

### **Course Schedule** [courseschedule@andrews.edu](mailto: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/](http://www.andrews.edu/admres/registrar/classsearch/)

### **Registration Central (RC)**

Registration Central is the student-g geared 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.

### **Changes in Registration**

**Drop/Add period:** Refers to time period when students may make any and all registration changes through Registration Central without a charge. These changes include:

- ▶ Drop or add courses
- ▶ Change 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.

## Registration Forms

Most forms are available online under "Student Resources" at [www.andrews.edu/services/registrar](http://www.andrews.edu/services/registrar) or may be obtained by visiting the front counter of Academic Records in the Administration Building.

### **Class Conflict Form (Green Card)**

**Purpose:** Pursuing classes with time conflicts.

**Requires:** Approval by instructors

### **Drop/Add Form**

**Purpose:** Making registration changes **after the Drop/Add period.** Needed before Drop/Add deadline for Time Conflicts, Audits and Overload.

**Requires:** Please see "Approvals Needed for Drop/Add" Chart on reverse.

### **Independent Studies**

Please use Registration Central to register, and use a Drop/Add form for registrations past the Drop/Add deadline. Instructor's approval topic required.

### **Manual Course Registration Form**

**Purpose:** If the student is unable to register online, their advisor should print this form from Registration Central. Completed forms should be submitted with the appropriate signatures and forms for the situation.

## Registration Forms

Mid-term grades must be submitted in October for the Fall Semester and in March for the Spring Semester. Learn more by visiting [andrews.edu/go/submitgrades](http://andrews.edu/go/submitgrades).

## Online Course Registration

### **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 must register courses first then financially clear. Financial clearance is based on a current statement of accounts including fees. Students must finalize all steps in Registration Central prior to making payment. When course changes are made affecting charges students must complete the Financial Plan step as needed.

### **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 for the first time 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.

### **Waitlisted Courses**

Waitlisting is a feature available on select Undergraduate courses within the College of Arts and Sciences. When a waitlisted course reaches its capacity the student can then choose to be added to the waitlist by selecting Wait List from the Action pulldown and clicking on the Submit Changes button.

## Terminology

### **Articulation**

Determines course equivalency for classes 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.



## Registration Central (RC) Troubleshooting

| HOW TO REGISTER... | SOLUTION   |
|--------------------|--|
| Academic Overload  | 1. UG students must be financially clear for credits over 16.<br>2. Must be resolved by Drop/Add form with required signatures.<br>3. Submit Drop/Add form to Academic Records |
| Independent Study  | Instructors enter permission and topic online. Then register with advisor through RC.  |
| Time Conflict      | Register for 1st course online.<br>Register with Drop/Add form & Class Conflict form for conflicting course(s).  |

| ERROR                           | SOLUTION  |
|---------------------------------|---|
| Academic Probation              | Students taking over 12 credits only: Must be resolved by Drop/Add form |
| Closed Course Unless Waitlisted | Instructor overrides online. Then register with advisor through RC.     |
| Co-requisite                    | Instructor overrides online. Then register with advisor through RC.     |
| Not Eligible to Register        | Contact Admissions  |
| Over Capacity Unless Waitlisted | Instructor overrides online. Then register with advisor through RC.     |
| Pre-requisite                   | Instructor overrides online. Then register with advisor through RC.     |
| Repeat Course                   | Advisor 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.