

## REGISTRATION ACTIVITY GRID

<b>Activity</b>	<b>Dates</b>	<b>Notes</b>
	<i>Note: Deadlines around 9 p.m. result from the fact that the computer is in Ohio, which is on eastern time.</i>	
Log into my.Antioch to confirm you are able to do so. Check MY HOLDS to determine if there are restrictions that will prevent registration. If yes, take action to clear the restriction. Review course offerings and select those you may want and add them to your preferred sections.	<b>Prior to August 20</b>	
Priority Advising Period	<b>August 6-17</b>	
Priority Registration begins for degree-seeking students	<b>9:01 p.m., August 26</b>	
Labor Day Weekend	<b>Sept. 1-3</b>	<i>AUS offices closed.</i>
Open Registration begins and students already registered may add and drop	<b>9:01 p.m. Sept. 4 through 9 p.m. Sept. 14</b>	
Visiting students may register	<b>Sept. 13 through 5 p.m. Oct. 5</b>	<i>Paper registration form with approvals required; payment required at time of registration.</i>
Late registration begins	<b>9:01 p.m. Sept. 16</b>	<i>During late registration, tuition and late payment fee are payable at time of registration; students need to clear any registration activity through Student Accounts.</i>
Tuition payment due	<b>5 p.m. Sept. 28</b>	<i>For students registered during priority and open registration</i>
First day of classes - Auditors may register on a space available basis	<b>9 a.m. Oct. 1</b>	<i>Paper audit form required with approvals; payment required at time of registration.</i>
Last day to register	<b>9 p.m. Oct. 5</b>	
Last day to pay with no late payment fee	<b>5 p.m. Oct. 8</b>	
Last day to drop with 100% refund and no credit report record	<b>5 p.m. Oct. 9</b>	
Online registration system closed	<b>5 p.m. Oct. 9</b>	<i>All registration activity after October 9 must be done on paper forms.</i>
Last day to change from credit enrollment to LOA or EMF; last date to change from LOA to EMF or EMF to LOA.	<b>5 p.m. Oct. 9</b>	
Last day to add a new learning activity if registered	<b>5 p.m. Oct. 12</b>	
Last day to change credit in variable credit courses	<b>5 p.m. Nov. 9</b>	
Last day to drop a course without assignment of a permanent incomplete (IN)	<b>5 p.m. Nov. 9</b>	
Last day of classes	<b>Dec. 9</b>	

# A BRIEF GUIDE to On-line Registration

All communication about my.Antioch and on-line registration is through FirstClass email and announcements. Be sure to check FirstClass regularly.

Detailed instructions, complete with screen-prints, are available on the AUS website at <http://www.antiochsea.edu/currentstudents/myAntioch.html>

- Connect to the Internet and go to my.Antioch.edu
- Click on the Login option on the upper right side of your screen

On the login screen, enter your user ID (your student ID number, the same you use for FirstClass and AIM.)

If you have never logged into my.Antioch, your initial password is the last four digits of your social security number.

Click Submit. You will be prompted to change your password. Follow the instructions.

If you have used my.Antioch before but have forgotten your password, click "What's My Password" at the bottom right of the screen and follow those instructions.

- Click on Students Menu.

Under the Registration section, click on Register for Sections.

From the Register for Sections screen, you must select at least two criteria to search for courses. The most efficient method is to select the term and desired subject(s) from the drop-down boxes, then click Submit. You can select more than one subject (for example BAC and PSY). From the list presented, you can choose the classes that interest you. Don't try to enter information in the blank boxes.

Once the course options are displayed on the screen, select any and all the courses that interest you by clicking the Select Section(s) boxes on the left side of the screen. When you are done, click Submit at the bottom of the screen. **This will not register you** but will take you to the Register and Drop Sections screen—think of it as your shopping cart of potential course choices.

**The Register and Drop Sections screen is where you take action on your preferred sections.**

To register for a course, click on the drop-down Action box to the left of the course information and select Register; to remove a course from your preferred list, select Remove

from List. When you are finished, click Submit at the bottom of the page.

If your registration fails to process, for example if you have not fulfilled prerequisites, or because you have a student account hold on your record, a message will appear on the screen to tell you what to do or what office to contact. You may not register in a course until all course or university requirements are met.

To check prerequisites or course eligibility limitations, please check the Fall 2007 Schedule of Classes listings. Prerequisites also are indicated on my.Antioch; click on the course title field and look at the bottom of the page.

If your registration is successful you will be taken to the Registration Results screen. That screen displays all courses in which you are registered.

Your last step is to return to the Student Menu. Under Academic Profile, select My Class Schedule; print your schedule for your records. If all of your classes are reflected, you are done.

## Registration

—See the *Registration Activity Grid on page 3 for all dates and deadlines*

## Degree and Certificate-seeking Students

**Students need to inform Antioch of their enrollment intentions every quarter, by enrolling for one or more courses or for Leave of Absence (LOA) or Enrollment Maintenance status (EMF).**

Registration for the majority of your classes is done through my.Antioch. See the Brief Guide to On-line Registration above.

Learning activities for which paper-based registration is required at this time include:

- Independent studies or learning activities—a copy of your independent study contract, with all approvals, must be attached to the registration form.

- "Priors" i.e., BAC-394. Attach Priors Agreement form.
- Any course(s) for which your enrollment requires an exception (for example, an approved overload). Attach written documentation.
- Other classes for which you must submit identification of your evaluator.
- Other-program registrations for courses not marked Cross-Program



With on-line registration, in several cases only one section is provided and the center and registrar's office staff will distribute student registrations to the multiple advisers or evaluators, as appropriate.

### Other-Program Registration

Degree/certificate-seeking students in one program may take a course for credit in another program. Because all programs provide priority to students in their own programs, other-program course enrollment

is permitted if space is available only at the end of the open registration period (see the Registration Activity Grid for dates). In some cases, prerequisites must be met and/or specific instructor approval is required. Be aware that some courses are not open to the enrollment of other-program students. If a student has registered earlier, he or she may request the other-program course using an add/drop form.

### Late Registration

Students who do not register during priority or open registration may register during the late registration period with clearance from the Student Accounts office. At the end of open registration, a hold (Student Accounts Clearance SAC) is placed on the record of continuing students who are not yet registered for the future term. Students should call Student Accounts at 206-268-4009 to arrange payment or to verify approved financial aid before registering. Once that is done, the hold will be ended and the student will be able to use the

on-line registration system. A late registration fee will be charged, once open registration has ended.



### Open Cross-Program Enrollment

Courses eligible for Cross-Program Enrollment are designated throughout the course schedule with the symbol above. They are open to any student in any degree program for all of the registration periods. Courses not marked with this symbol are not available for other program enrollment until the end of the open registration period.

### Leave of Absence (LOA)

To be on leave, a student must REGISTER on-line for 30LOA-Leave of Absence (see the Subject drop-down box on the Register for Sections screen) **by the end of the first week of the quarter of absence.** The LOA registration must be repeated each term of absence (up to a maximum of four consecutive terms).

If a continuing student does not register LOA and is not enrolled for a term, the student will be withdrawn and will not be able to resume enrollment without applying for and being approved for readmission. Upon withdrawal, any courses that have not been completed will be marked No Credit (NC). An NC is permanent and not subject to change.

Note: Taking one or more leaves of absence may cause financial aid loans to go into repayment. Contact the Financial Aid Office for further information.

Students are limited to four consecutive LOA quarters. Unless the student registers for credit or, if appropriate, enrollment maintenance status (EMF) for the next consecutive term, he or she will be withdrawn and any courses that have not been completed will be marked No Credit (NC). An NC is permanent and not subject to change.

Students with courses In Progress (IP) must enroll for Enrollment Maintenance status (EMF) or for one or more courses, rather than take a Leave of Absence to complete the course or courses for which they have negotiated In Progress approval.

### Enrollment Maintenance (EMF)

Enrollment for (EMF) signifies not for credit enrollment during quarters in which the student is registered for no classes. It is required for a student:

- to seek advising or any other faculty consultation

- to hold one or more degree committee meetings
- to complete In Progress (IP) courses
- to work on prior learning documentation
- to complete graduation requirements

A maximum of two consecutive EMF registrations will be permitted. EMF status does count toward enrollment terms required to graduate. Financial aid is not available to EMF students, although half-time loan deferments are reported. The non-refundable fee is payable in full at the time of registration.

### Visiting Students

Visiting students (nondegree or nonmatriculated students) are those who wish to enroll in courses for academic credit but who are not pursuing a degree at Antioch University Seattle (AUS). Visiting student registration for one or more courses is permitted on a space-available basis only and course prerequisites, if any, must have been met before registration is permitted.

Note that visiting students are ineligible for financial aid and credits earned as a visiting student are not automatically applicable to a degree, if subsequently admitted to a degree program. A visiting student's registration requires program approval; that approval is conveyed to the Registrar's Office via a Visiting Student Registration Form signed by the appropriate program personnel. (Some programs, such as psychology, have additional approval forms and documents required.) Tuition is payable in full at the Student Accounts Office prior to registering.

See the Registration Activity Grid for information about when visiting students may register.

Check online at [www.antiochseattle.edu/student-services/computing](http://www.antiochseattle.edu/student-services/computing) for instructions on how to log into FirstClass, the student intranet system, once registration is confirmed. Course materials including Class Syllabi and assignments are often posted on FirstClass prior to first day of class.

### Audit Registration

Registration to audit a class is available only during the first week of the quarter on a space available basis, with program approval. (Some programs, such as psychology, have specific approval forms and documents required.) There is no late fee when registering to audit a class; all audits must have program approval.

**Immediately prior to the first week of classes, anyone who wishes to audit a course should check with the Registrar's**

**Office to see if space is available. If so, the student must acquire program permission and submit the necessary paperwork to the Registrar's Office.**

**Degree/Certificate-seeking Students** registered at least half-time can audit up to two classes with no additional fee, although lab or course fees may apply.

**Visiting Students** must pay the audit fee at the Student Accounts Office.

**Antioch Graduates, current Adjunct Faculty and Degree Committee Members** are not subject to an audit fee, although lab or course fees may apply.

### Registration Cancellation/Withdrawal from Antioch

By registering for classes, students are legally obligated to pay all tuition and fees applied to their student accounts. Failure to attend classes does not constitute withdrawal from the university or exemption from payment. Once registered for a term, to cancel registration or withdraw from the university, the student must submit a completed add/drop form to the Registrar's Office. The tuition refund schedule listed in the tuition section governs whether a student will owe a balance or is entitled to a refund of tuition paid.

**Also see Registration Cancellation/Reinstatement Policy on page 7.**