



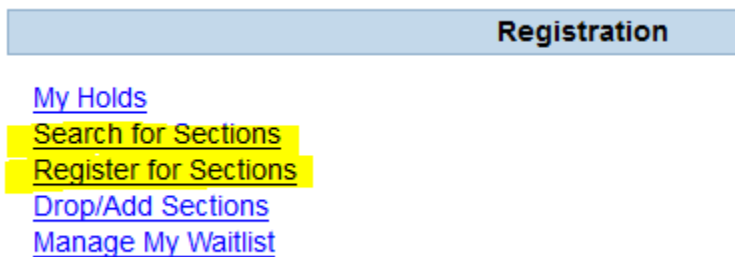
Student Guide to Online Registration

Antioch University students register for classes using the online registration system through **AU View**. Students can log in using the AU Direct landing page - audirect.antioch.edu.



Log into AU View and select the Student Menu on the right.

Search for a Class



Under the “Registration” Menu select the “Register for Sections” Link. You can also select “Search for Sections” to look up courses in future terms.

Search/Register for Sections

* = Required

Term*

Location Academic Level

SUBMIT

To generate a list of the courses, there are several options. Term is a required field, and Location and academic level are recommended.

Select the term from the drop down menu. Terms are coded with the year (16), the terms (FA=Fall, SP=Spring), and the term type (QTR = quarter, SEM=Semester).

Search/Register for Sections

* = Required

Term*

Location Academic Level

SUBMIT

Click the “Submit” button to view the available course sections options, which are tailored based on these criteria entered here.

Search/Register for Sections

Subject	Course Level	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s)

Instructor's Last Name

SUBMIT

Based on the selected criteria, only the subjects for the term and campus location selected will be available in the “Subjects” drop down menu.

- To limit the list further, select the subject or course levels you wish to see, and click “submit.”
- To get a full list, click “submit” and all subjects and course levels will appear.

Search/Register for Sections

Subject	Course Level	Course Number	Section
PSYC - Psychology	4000 - Upper division undergrad	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The results of the search display on “Section Selection Results.”

Section Selection Results

Narrow my search

Re-sort my results

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
<input type="checkbox"/>	2016 FA Sem	Open	COM-4320-1 Social Media & Social Change	Antioch Univ Midwest	08/27/2016-12/23/2016	N. Singer	11 / 20 / 0	3.00
<input type="checkbox"/>	2016 FA Sem	Open	HUM-3021-1 Greek & Roman Civilizations	Antioch Univ Midwest	08/27/2016-12/23/2016	M. Nobel	22 / 25 / 0	6.00
<input type="checkbox"/>	2016 FA Sem	Open	PHIL-5200-1 Metaphysics & Epistemology	Antioch Univ Midwest	08/27/2016-12/23/2016	M. Nobel	8 / 12 / 0	3.00
<input type="checkbox"/>	2016 FA Sem	Open	RSH-5720-1 Ways of Knowing: Systemc Inqry	Antioch Univ Midwest	08/27/2016-12/23/2016	M. Nobel	6 / 8 / 0	3.00
<input type="checkbox"/>	2016 FA Sem	Open	SSC-5660-1 Transformative Learning	Antioch Univ Midwest	08/27/2016-12/23/2016	M. Nobel	9 / 12 / 0	3.00

To further narrow the search, check the box for “Narrow my search” (above in yellow) and enter more fields to filter the data into a shorter list.

Search/Register for Sections

No classes meeting the search criteria have been found.

If no sections are found, remove some search criteria to broaden the search.

To Register For a Class

Section Selection Results

Narrow my search

Re-sort my results TERM Term, Section Name ▾

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
<input type="checkbox"/>	2016 FA Sem	Open	COM-4320-1 Social Media & Social Change	Antioch Univ Midwest	08/27/2016-12/23/2016	N. Singer	11 / 20 / 0	3.00
<input type="checkbox"/>	2016 FA Sem	Open	HUM-3021-1 Greek & Roman Civilizations	Antioch Univ Midwest	08/27/2016-12/23/2016	M. Nobel	22 / 25 / 0	6.00
<input type="checkbox"/>	2016 FA Sem	Open	PHIL-5200-1 Metaphysics & Epistemology	Antioch Univ Midwest	08/27/2016-12/23/2016	M. Nobel	8 / 12 / 0	3.00
<input type="checkbox"/>	2016 FA Sem	Open	RSH-5720-1 Ways of Knowing: Systemic Inquiry	Antioch Univ Midwest	08/27/2016-12/23/2016	M. Nobel	6 / 8 / 0	3.00
<input type="checkbox"/>	2016 FA Sem	Open	SSC-5660-1 Transformative Learning	Antioch Univ Midwest	08/27/2016-12/23/2016	M. Nobel	9 / 12 / 0	3.00

There is a “Select” Column with check boxes (above in green). Place a check next to all potential sections. Click “Submit” button at the bottom to add them to the “Preferred Section” list.

Select	Term	Status	Section Name and Title	Location
<input checked="" type="checkbox"/>	2016 FA Qtr	Open	ART-3290-1 Ideals of Beauty and Creative	Antioch Univ Los Angeles
<input checked="" type="checkbox"/>	2016 FA Qtr	Open	ART-3290-AC Ideals of Beauty and Creative	Antioch Univ Los Angeles
	2016 FA	Open	ART-3290-1 Art and Design	Antioch Univ Los Angeles

Register and Drop Sections

Name XXXXXXXXXX

Action for ALL Pref. Sections (or choose below) ▼

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
▼	2016 FA Qtr	ART-3290-1 Ideals of Beauty and Creative	Antioch Univ Los Angeles	09/26/2016-12/23/2016	D. Strauss	15 / 20 / 0	3.00
▼	2016 FA Qtr	ART-3290-AC Ideals of Beauty and Creative	Antioch Univ Los Angeles	09/26/2016-12/23/2016	To be Announced	19 / 20 / 0	3.00
▼	2016 FA Qtr	ART-3310-1 An Artist's Lexicon: Developin	Antioch Univ Los Angeles	09/26/2016-12/23/2016	D. Strauss	17 / 18 / 0	3.00
▼	2016 FA Qtr	ART-3310-2 An Artist's Lexicon: Developin	Antioch Univ Los Angeles	09/26/2016-12/23/2016	D. Strauss	17 / 18 / 0	4.00
▼	2016 FA Qtr	ART-3900Q-1 Approximately Infinite Univers	Antioch Univ Los Angeles	09/26/2016-12/23/2016	D. Strauss	16 / 18 / 0	1.00
▼	2016 FA Qtr	CRW-5210-1 Methods of Teaching Creative W	Antioch Univ Los Angeles	09/26/2016-12/23/2016	D. Strauss	28 / 30 / 0	0.00

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
<input type="checkbox"/>	2016 FA Qtr		COUN-5150-1 Psychopathology	Antioch Univ Seattle	09/26/2016-12/23/2016	K. Honda	3.00

SUBMIT

The “Drop / Add Sections” screen acts like a shopping cart to hold the sections until registration time opens for processing. Once moved to this screen, sections will remain in this list until a student registers for them or removes them from the list.

Preferred Sections

Action	Term	Section Name and Title	Location
RG - Register ▼	2016 FA Qtr	ART-3290-1 Ideals of Beauty and Creative	Antioch Univ Los Angeles
RM - Remove from List ▼	2016 FA Qtr	ART-3290-AC Ideals of Beauty and Creative	Antioch Univ Los Angeles
WL - Waitlist ▼	2016 FA Qtr	ART-3310-1 An Artist's Lexicon: Developin	Antioch Univ Los Angeles

- To register, select this action from the dropdown menu (RG – Register).
- To remove the course, select “remove from list” from the dropdown menu (RM – Remove from List).
- If the course is full or waitlisted, add to the waitlist by selecting this option from the dropdown menu (WL – Waitlist).

Once registration has processed, there will be a confirmation message on the screen, and an email will be sent to the student's Antioch email address.

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
2016 FA Qtr	Registered for this section		COUN-5160-1 Psychodiag & Trtmt Plannig	Antioch Univ Seattle	09/26/2016-12/23/2016	K. Honda	3.00

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
2016 FA Qtr		COUN-5150-1 Psychopathology	Antioch Univ Seattle	09/26/2016-12/23/2016	K. Honda	3.00
2016 FA Qtr		COUN-5160-1 Psychodiag & Trtmt Plannig	Antioch Univ Seattle	09/26/2016-12/23/2016	K. Honda	3.00

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits
		You are not currently waitlisted in any courses.				

Register and Drop Sections

PSYC-3200-1 - You cannot register for this class. Contact the Registrar Office {WACALVL}

If there is an issue with the registration, a red information message will appear, including a directive for what office to contact for assistance. This message text is very helpful in troubleshooting the issue.

Drop a Class

Registration

- [My Holds](#)
- [Search for Sections](#)
- [Register for Sections](#)
- [Drop/Add Sections](#)
- [Manage My Waitlist](#)

To drop a course go directly to the “Drop/Add Sections” link.

Current Registrations						
Drop	Term	Pass/ Audit	Section Name and Title	Location	M	
<input checked="" type="checkbox"/>	2016 FA Qtr		COUN-5150-1 Psychopathology	Antioch Univ Seattle	09/26/2016-12/23/2016	09/26/2016-12/23/2016
<input type="checkbox"/>	2016 FA Qtr		COUN-5160-1 Psychodiag & Trtmt Plannig	Antioch Univ Seattle	09/26/2016-12/23/2016	09/26/2016-12/23/2016

Under the “Current Registrations” list at the lower part of the screen, check the box next to the section to be dropped. Click the “Submit” button.

Registration Results

The following request(s) have been processed:						
Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeti	
2016 FA Qtr	Dropped from this section		COUN-5150-1 Psychopathology	Antioch Univ Seattle	09/26/2016-12/23/2016	09/26/2016-12/23/2016

Here are all of the sections for which you are currently registered:						
Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information		
2016 FA Qtr		COUN-5160-1 Psychodiag & Trtmt Plannig	Antioch Univ Seattle	09/26/2016-12/23/2016		

Once processed the status will show the section is dropped, and it will no longer show in the “Current Registrations” list.

Withdraw from All Classes

Once registered for a term, students cannot drop all their classes online. To withdraw from all classes in a term, students must contact the registrar’s office.

Register and Drop Sections

You may not drop all your classes using this process. If your intention is to withdraw from the institution, then you must contact the Registrar's office.

If you have any Questions? Contact the AULA Registrar's Office :

Please call: 310.578.1080 x 216

Please email: registrar.aula@antioch.edu