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.

Check for Holds

Under the “Registration” Menu select the “My Holds” Link. This will show any holds that will block registration from processing.

My Holds

<table>
<thead>
<tr>
<th>Hold Code</th>
<th>Directives</th>
<th>More Information?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Requirement</td>
<td>Contact Student Services for the status of missing</td>
<td></td>
</tr>
<tr>
<td>Financial Hold</td>
<td>Contact Student Services regarding an outstanding</td>
<td></td>
</tr>
<tr>
<td>Academic Dean Hold</td>
<td>Contact your academic dean before registering</td>
<td></td>
</tr>
</tbody>
</table>

Take care of any holds prior your assigned registration day. The Hold Directive will show what office to contact to resolve the hold.
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.

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

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

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

For more information about a section, click on the title.
The “Section Information” screen shows course description, instructor information, prerequisites, add/drop deadlines, and the bookstore link.

Search/Register for Sections

No classes meeting the search criteria have been found.

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

To Register For a Class
Under the “Select” column, place a check next to all potential sections you may register. Click “Submit” button at the bottom to add them to the “Saved Sections” list.

The “Register and Drop Sections” screen acts like a shopping cart to hold the saved 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.

- 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.

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

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.

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

To determine the last day to drop a section with 100% refund, click on the course title and check the “Section Registration Dates.” The date is based on the actual instructional time, rather than the campus term start dates, so if a class does not meet until later in the term, the 100% refund for dropping that class extends later too.
My Class Schedule

Once you have finalized your registration, double check on the My Class Schedule link from the Student Menu. On this screen you will see all web registrations, plus any courses waitlisted or added by the enrollment services staff, such as independent studies.

Student Schedule

<table>
<thead>
<tr>
<th>Course Name and Title</th>
<th>Status</th>
<th>Meeting Information</th>
<th>Credits</th>
<th>Pass Aud</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 200-1 Loss and Grief</td>
<td>New</td>
<td>07/01/2016-08/25/2016 Classroom Wednesday 12:00PM - 01:00PM, Smith &amp; Bell Bldg, Room TBA</td>
<td>3.00</td>
<td></td>
<td>07/01/16</td>
</tr>
<tr>
<td>COMC 2100-BH History &amp; Theory of Art Thetras</td>
<td>New</td>
<td>07/01/2016-08/25/2016</td>
<td>3.00</td>
<td></td>
<td>07/01/16</td>
</tr>
<tr>
<td>PSY 5400-UW Pay &amp; Spiritual Foundation</td>
<td>New</td>
<td>07/15/2016-08/31/2016</td>
<td>1.00</td>
<td></td>
<td>07/01/16</td>
</tr>
</tbody>
</table>

You are on the following waitlist(s):

- 200-2100-01 Acting Fundamentals

Waitlisted Classes

If the section you prefer to take is already full, you can add to the waitlist. On the registration processing screen, select “Waitlist” from the drop down menu.
If a seat opens in the class, you will receive an email to your Antioch email account, directing you to add the course from the “Manage My Waitlist” link under the Registration menu.

Select “Register” in the drop down list under the Action, and click submit.

If you need to drop another class to balance your schedule, you can also check the “drop” check box and then when you click submit the drop and add will process together.

Review your full schedule using the My Class Schedule link to confirm.

**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.

Questions?

Contact the your campus Campus Student Services office or the Registrar’s Office:

registrar@antioch.edu