



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

Hold Code	Directives	More Information?
Admission Requirmaterial Hold	Contact Student Services for the status of missing admissions materials before registering.	
Financial Hold	Contact Student Services regarding an outstanding financial matter.	
Academic Dean Hold	Contact your academic dean before registering.	

OK

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

Registration

[My Holds](#)

[Search for Sections](#)

[Register for Sections](#)

[Drop/Add Sections](#)

[Manage My Waitlist](#)

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

To get a full list of courses just click "Submit" below; to filter the list further, enter more search criteria.

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		

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

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 Summer Quarter	Open	COUC-5001-LW Cmhc Group Advising	Antioch Univ Seattle	07/01/2016-09/25/2016	To be Announced	98 / 100 / 0	0.00

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

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
<input type="checkbox"/>	2016 Summer Quarter	Open	COUC-5001-LW Cmhc Group Advising	Antioch Univ Seattle	07/01/2016-09/25/2016	To be Announced	98 / 100 / 0	0.00
<input type="checkbox"/>	2016 Summer Quarter	Open	COUC-5030-LW Family of Origin Svs & SAT	Antioch Univ Seattle	07/01/2016-09/25/2016	To be Announced	17 / 20 / 0	3.00

For more information about a section, click on the title.

Section Information

Title Loss and Grief
Course Section Number COUN-5300-1
Description Explores the experience of loss and grief from a variety of perspectives - personal, socio-cultural, psychological, therapeutic, symbolic and spiritual. Emphasis on increasing awareness of one's own grief process and its potential impact on counseling work as well as on developing an understanding of principles and practices involved in grief counseling and grief therapy.
Credits 3.00
Start Date 01 July 2016 **End Date** 25 September 2016
Academic Level MA - Master's

Meeting Information	Faculty name	Phone	Extension	E-mail address	Instructional Method
07/01/2016-09/25/2016 Classroom Wednesday 12:00PM - 03:00PM, Sixth & Bell Bldg, Room TBA	Dani D. Baker	208-288-4810		dbaker1@antioch.edu	Classroom

Section Registration Dates	
Registration Deadline:	TBA
Add Deadline:	TBA
Drop Deadline w/100% tuition refund:	TBA
Withdrawal period w/0% tuition refund:	TBA

Requisite Courses	None
Requisite Noncourses	None
Required Concurrent Sections	None
Recommended Concurrent Sections	None
Book Information	To Be Determined
Bookstore Link	
Comments	

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

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 checked="" type="checkbox"/>	2016 Summer Quarter	Open	COUC-5001-LW Cmhc Group Advising	Antioch Univ Seattle	07/01/2016-09/25/2016	To be Announced	98 / 100 / 0	0.00
<input type="checkbox"/>	2016 Summer Quarter	Open	COUC-5030-LW Family of Origin Exp & GAT	Antioch Univ Seattle	07/01/2016-09/25/2016	To be Announced	17 / 20 / 0	3.00

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.

Register and Drop Sections

The sections shown below are saved in the Saved Sections list. To finalize registration, please select "Register" on the action menu.

Name

Action for ALL Pref. Sections (or choose below)

Saved Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
▼	2016 Summer Quarter	COUN-5300-1 Loss and Grief	Antioch Univ Seattle	07/01/2016-09/25/2016 Classroom Wednesday 12:00PM - 03:00PM, Sixth & Bell Bldg, Room TBA	D. Baker	14 / 16 / 0	3.00
▼	2016 Summer Quarter	COUN-5920-RSK Pre-Intern Practicum in CMHC	Antioch Univ Seattle	07/11/2016-09/12/2016 Classroom Monday 09:00AM - 12:00PM, Sixth & Bell Bldg, Room TBA	K. Honda	8 / 8 / 0	1.00

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.

Saved Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
RG - Register ▼	2016 Summer Quarter	COUN-5300-1 Loss and Grief	Antioch Univ Seattle	07/01/2016-09/25/2016 Classroom Wednesday 12:00PM - 03:00PM, Sixth & Bell Bldg, Room TBA	D. Baker	14 / 16 / 0	3.00
RM - Remove from List ▼	2016 Summer Quarter	COUN-5920-RSK Pre-Intern Practicum in CMHC	Antioch Univ Seattle	07/11/2016-09/12/2016 Classroom Monday 09:00AM - 12:00PM, Sixth & Bell Bldg, Room TBA	K. Honda	8 / 8 / 0	1.00
WL - Waitlist ▼	2016 Summer Quarter	COUN-6010B-RSK Case Consultation CFT	Antioch Univ Seattle	07/11/2016-09/12/2016 Clinical Training Monday 09:00AM - 12:00PM, Sixth & Bell Bldg, Room TBA	K. Honda	8 / 8 / 0	1.00

- 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).

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 & Trmt 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 & Trmt 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.				

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

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	Meeting Information	Faculty	Credits
<input type="checkbox"/>	2016 Summer Quarter		COUN-6000B-RSK Internship: CFT	Antioch Univ Seattle	07/05/2016-09/12/2016 Clinical Training Days to be Announced. Times to be Announced, Room to be Announced	K. Honda	3.00
<input type="checkbox"/>	2016 Summer Quarter		COUN-6010B-RSK2 Case Consultation CFT	Antioch Univ Seattle	07/01/2016-09/25/2016	To be Announced	1.00

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/	

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.

Section Registration Dates

Registration Deadline:	06/30/2016
Add Deadline:	07/18/2016
Drop Deadline w/100% tuition refund:	09/25/2016
Withdrawal period w/0% tuition refund:	07/19/2016 to 09/25/2016

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

Term

2016 Summer Quarter

Total Registered Credits 7.00

Course Name and Title	Status	Meeting Information	Creds	Pass Aud	Start Date
COUN-5300-1 Loss and Grief	New	07/01/2016-09/25/2016 Classroom Wednesday 12:00PM - 03:00PM, Sixth & Bell Bldg, Room TBA	3.00		07/01/16
COUC-5100-JM History&Theory of Art Therapy	New	07/01/2016-09/25/2016	3.00		07/01/16
PSYI-5400-LW Psy & Spiritual Foundations I	New	07/15/2016-08/31/2016	1.00		07/01/16
You are on the following waitlist(s):					
A&L-3110-LW Acting Fundamentals	Active	07/01/2016-09/25/2016	0.00		07/01/16

OK

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.

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

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.

Manage My Waitlist

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	Rank / Waitlist
<input type="button" value="RM - Remove"/> <input type="button" value="Re RG - Register"/>	Active		2016 SU/FA Sem - MFA	CRW-5600-LF Additional Mentoring	Antioch Univ Los Angeles	06/01/2016-11 /30/2016	C. Duffy	5.00	1 / 1

Drop	Pass/Audit	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	
<input type="checkbox"/>	<input type="checkbox"/>		You are not currently registered for any sections.					

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