Student Instructions for Online Registration in MyAntioch

Getting Started/Logging In

● You will access the registration system through the MyAntioch icon available on AUDirect.

● After clicking on MyAntioch, you will enter a landing page with many options like the screenshot below.

***Don’t worry if you see different options than the ones displayed here!***
**Check for Holds**

- On the homepage, you can view any holds that are on your record. Holds in red block registration from processing. Follow the message accompanying the hold and contact the office indicated to assist you with resolving the hold(s) before attempting to register. Other holds may appear on your record, but yellow (warning) and blue (informational) will not restrict your registration.

**Search for Classes**

- On the homepage, select “Search for Classes.”
• The “Search for Classes” page allows you to search for classes using one or multiple criteria. Select at least one criteria and hit “Submit” to view active sections.

• All classes that meet the criteria you entered in the advanced search are now shown on the grid below. To view, scroll down the page or sort the column headings using the sort arrow.
● If you wish to change your search, you can select or remove additional filters on the left hand side using “Filter Results”.

● To view all information about a particular class, select “Add” or select the hyperlink under the Section Name column.
To add a class to your schedule select “Add” under the “Add to Schedule” column. Then select “Add Section” from the section pop up.

When you select “Add Section” from the section pop up, a notification in the upper right hand notification box will tell you that the class “has been placed on your schedule.”

**Please remember that this notification does not mean that you have been registered for this class. It only means that it has been added to your schedule so you can register for it through the “Register for Classes” button.**

- Please note that other notifications may also pop up in the right hand corner when you add a section to your schedule. These are information notifications that may affect your ability to register for these sections.
Register for Classes

*If you have not already added classes to your schedule through the “Search for Classes” function, please stop and go read those instructions before continuing.

- After adding section(s), you must go to “Register for Class” to finish the registration process. You can access “Register for Classes” by expanding the academic cap icon “Academics” on the left tool bar and selecting “Register for Classes”.

- You are now on the “Register for Classes” page. You will notice that your schedule for the current term is the first thing you see. You will need to go to the top of the page and hit the forward arrow to access the upcoming term you want to register for.
When you reach the correct term, you will notice that the classes you’ve added through “Search for Classes” show up on the left hand tool bar and the calendar grid on the center/right of the page. These are all color coded:

- green = registered
- yellow = not yet registered
- red means = conflict with another class
*Also, classes that have no meeting times (asynchronous) will appear at the bottom of the calendar grid.

To register for all of the classes on your schedule, you can select the “Register Now” button above the calendar grid.
To register for classes one at a time, you can hit the register button on the section in the tool bar on the left hand side.

**Remember that you are only registered for a class if it is green and says “Registered” or “Registered, not yet started” on the section on the toolbar to the left.

**Drop Classes**

- If you need to drop a class, go to the “Register for Classes” page. Use the arrows to find the term from which you want to drop a class.
- If the class is allowed to be dropped, there will be a “Drop” button on the section displayed on the section toolbar on the left hand side.

- A pop-up will appear asking what classes you want to drop and/or add. Select the appropriate classes and hit update.

- Check your schedule on “Register for Classes”. The classes were dropped if they are now yellow or red and no longer say “Registered” or “Registered, not yet started”.

**Remember that you cannot drop yourself from all classes online. To withdraw from all classes for the term, please contact your Student Services Office.**