

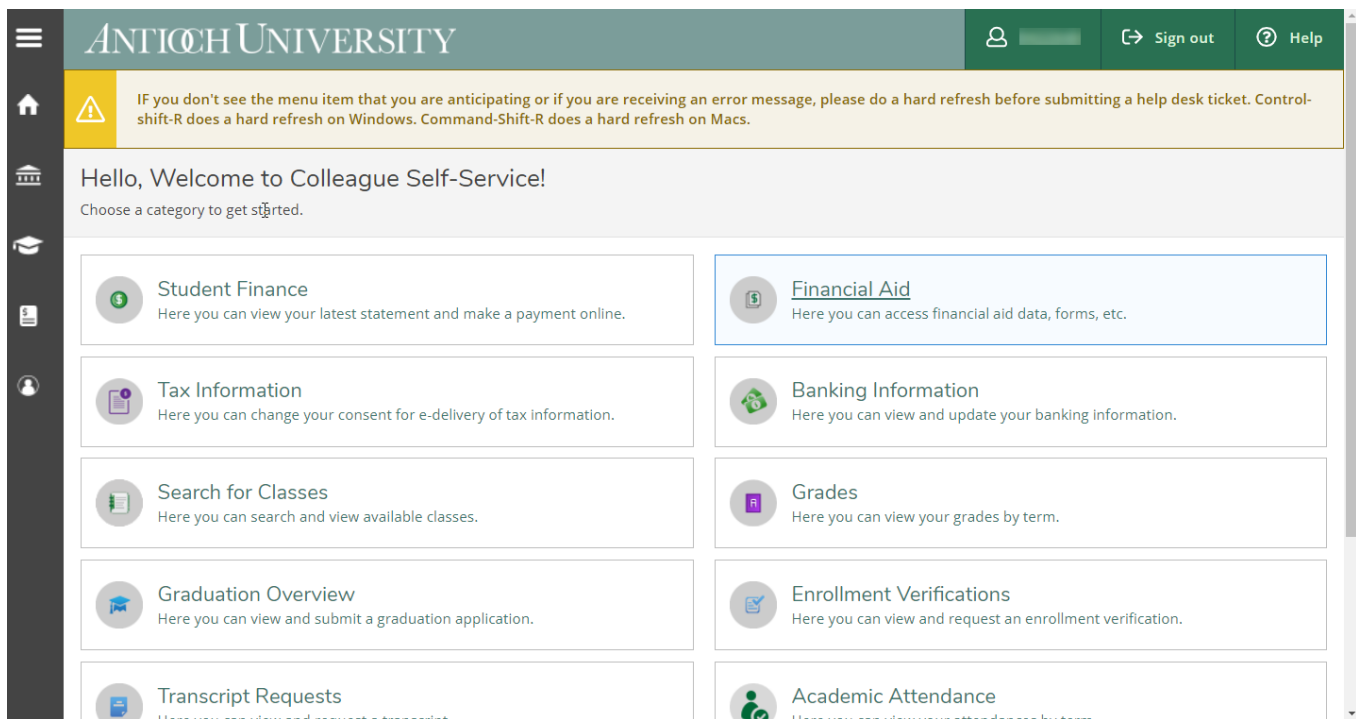
Student Instructions for Online Registration in MyAntioch

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.

The screenshot shows the Antioch University Colleague Self-Service homepage. The header includes the university name, a user profile icon, and links for 'Sign out' and 'Help'. A yellow banner at the top contains a warning message about refreshing the page. Below the banner, a welcome message says 'Hello, Welcome to Colleague Self-Service!' followed by 'Choose a category to get started.' A 'Notifications' section is highlighted with a red border, containing a table with one row: 'Admission Req'd Material Hold' with details 'You have an Admissions Required Materials Hold. Please contact the Admission Office before registering.' Below the notifications are several category tiles: 'Student Finance', 'Financial Aid', 'Tax Information', 'Banking Information', 'Grades', and 'Graduation Overview', each with a brief description.

Title	Details	Link
Admission Req'd Material Hold	You have an Admissions Required Materials Hold. Please contact the Admission Office before registering.	

Search for Classes

- On the homepage, select "Search for Classes."

This screenshot is similar to the previous one, showing the same Antioch University Colleague Self-Service homepage. However, the 'Search for Classes' tile in the bottom left corner is highlighted with a red border. The tile includes a book icon and the text 'Search for Classes' and 'Here you can search and view available classes.' The other elements, including the header, banner, welcome message, notifications, and other category tiles, remain the same.

- 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.

After adding sections, you must go to "Register for Classes" to finish the registration process. You can access "Register for Classes" by expanding the academic cap icon "Academics" on the left toolbar and selecting "Register for Classes".

Search for Classes

Use only to search for specific courses

Term: 2021 Fall Quarter Meeting Start Date: M/d/yyyy Meeting End Date: M/d/yyyy

Courses And Sections

Subject Course number Section

Subject Course number Section

Subject Course number Section

+ Add More...

Days Of Week

- 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.

After adding sections, you must go to "Register for Classes" to finish the registration process. You can access "Register for Classes" by expanding the academic cap icon "Academics" on the left toolbar and selecting "Register for Classes".

Search for Classes

[Back to Search for Classes](#) Use only to search for specific courses

Filter Results [Hide](#)

Availability

☐ Open and Waitlisted Sections

☐ Open Sections Only

Subjects

☐ CDE Child Dvlpmnt & Education (2)

☐ DC AUSB Diss Continuation (1)

☐ ECO Ecology (1)

☐ PSC Graduate Psychology (9)

☐ TEP Teacher Education Prep (1)

[Show All Subjects](#)

Filters Applied: Antioch Univ Santa Barbara 2021 Fall Quarter

Add To Schedule	Term	Status	Section Name	Title	Dates	Meeting
Add	2021 Fall Quarter	Open	CDE-3060-1	Media, Technology & Children	9/27/2021-12/20/2021	9/27/21 TBD (C
Add	2021 Fall Quarter	Open	CDE-3200-1	Parent/Child Relationships	9/27/2021-12/20/2021	T 6:15- 9/27/21 (REM)
Add	2021 Fall Quarter	Open	DC-7000-TEST	Dissertation Continuation	10/5/2021-12/7/2021	10/5/21 TBD (T
Add	2021 Fall Quarter	Open	ECO-3450-1	Global Environmntl Studies	9/27/2021-12/20/2021	9/27/21 (ONL)
Add	2021 Fall Quarter	Open	PSC-5011-1	Psychotherapy in Context	9/27/2021-12/20/2021	T 1:00- 9/27/21

- If you wish to change your search, you can select or remove additional filters on the left hand side using "Filter Results".

After adding sections, you must go to "Register for Classes" to finish the registration process. You can access "Register for Classes" by expanding the academic cap icon "Academics" on the left toolbar and selecting "Register for Classes".

Search for Classes

[Back to Search for Classes](#)

Use only to search for specific courses

Filter Results

Hide

Availability

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[Show All Subjects](#)

Filters Applied: Antioch Univ Santa Barbara X 2021 Fall Quarter X

Add To Schedule	Term	Status	Section Name	Title	Dates	Meetin
Add	2021 Fall Quarter	Open	CDE-3060-1	Media, Technology & Children	9/27/2021-12/20/2021	9/27/21 TBD (C
Add	2021 Fall Quarter	Open	CDE-3200-1	Parent/Child Relationships	9/27/2021-12/20/2021	T 6:15- 9/27/21 (REM)
Add	2021 Fall Quarter	Open	DC-7000-TEST +\$	Dissertation Continuation	10/5/2021-12/7/2021	10/5/21 TBD (T
Add	2021 Fall Quarter	Open	ECO-3450-1	Global Environmntl Studies	9/27/2021-12/20/2021	9/27/21 (ONL)
Add	2021 Fall Quarter	Open	PSC-5011-1	Psychotherapy in Context	9/27/2021-12/20/2021	T 1:00- 9/27/21 (REM)

- To view all information about a particular class, select "Add" or select the hyperlink under the Section Name column.

Filter Results

Hide

Availability

☐ Open and Waitlisted Sections

☐ Open Sections Only

Subjects

☐ CDE Child Dvlpmnt & Education (2)

☐ DC AUSB Diss Continuation (1)

☐ ECO Ecology (1)

☐ PSC Graduate Psychology (9)

☐ TEP Teacher Education Prep (1)

[Show All Subjects](#)

Locations

☒ Antioch Univ Santa Barbara (19)

Terms

Filters Applied: Antioch Univ Santa Barbara X 2021 Fall Quarter X

Add To Schedule	Term	Status	Section Name	Title	Dates	Meetin
Add	2021 Fall Quarter	Open	CDE-3060-1	Media, Technology & Children	9/27/2021-12/20/2021	9/27/21 TBD (C
Add	2021 Fall Quarter	Open	CDE-3200-1	Parent/Child Relationships	9/27/2021-12/20/2021	T 6:15- 9/27/21 (REM)
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Add	2021 Fall Quarter	Open	ECO-3450-1	Global Environmntl Studies	9/27/2021-12/20/2021	9/27/21 (ONL)
Add	2021 Fall Quarter	Open	PSC-5011-1	Psychotherapy in Context	9/27/2021-12/20/2021	T 1:00- 9/27/21 (REM)
Add	2021 Fall Quarter	Open	PSC-5040-1	Human Development and Diversity	9/27/2021-12/20/2021	T 6:00- 9/27/21 (REM)
Add	2021 Fall Quarter	Open	PSC-5051-1	Multicultural Awareness	9/27/2021-12/20/2021	T 9:00- 9/27/21 (REM)

- To add a class to your schedule select “Add” under the “Add to Schedule” column. Then select “Add Section” from the section pop up.

Section Details

WRT-3950-TEST Literary Theory Social Change
2021 Fall Quarter

Instructors	Tara L. Rhinehart (trhinehart@antioch.edu , 937-769-1822)
Meeting Information	W 1:00 PM - 3:50 PM 10/5/2021 - 12/20/2021 Antioch Univ Santa Barbara, (Remote)
Dates	10/5/2021 - 12/20/2021
Registration Deadline	10/4/2021
Add Deadline	10/17/2021
Drop Deadline	11/13/2021

Close Add Section

- 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.

ANTIOCH UNIVERSITY

Academics • Search for Classes

WRT-3950-TEST has been placed on the schedule.

IF you don't see the menu item that you are anticipating or if you are receiving an error message, please do a hard refresh before submitting a help desk ticket. Control-shift-R does a hard refresh on Windows. Command-Shift-R does a hard refresh on Macs.

After adding sections, you must go to “Register for Classes” to finish the registration process. You can access “Register for Classes” by expanding the academic cap icon “Academics” on the left toolbar and selecting “Register for Classes”.

Search for Classes

Use only to search for specific courses

Filters Applied: Antioch Univ Santa Barbara 2021 Fall Quarter

Add To Schedule	Term	Status	Section Name	Title	Dates	Meetin
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Add	2021 Fall Quarter	Open	CDE-3200-1	Parent/Child Relationships	9/27/2021-12/20/2021	T 6:15- 9/27/21

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”.

ANTIOCH UNIVERSITY

Academics • Search for Classes

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Use only to search for specific courses

Filters Applied: Antioch Univ Santa Barbara X 2021 Fall Quarter X

Add To Schedule	Term	Status	Section Name	Title
Add	2021 Fall Quarter	Open	CDE-3060-1	Media, Technology & Children
Add	2021 Fall Quarter	Open	CDE-3200-1	Parent/Child Relationships

- 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.

ANTIOCH UNIVERSITY

Academics • Register for Classes

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Register for Classes

Use only to search for specific courses

Schedule Petitions & Waivers

2021 Fall Quarter

Register Now

Filter Sections Save to iCal Print

Not Registered: 9.00 Credits Enrolled: 3.00 Credits Waitlisted: 0.00 Credits

ADS-3170-1: Counseling Addiction & Co-Occu

Not Registered

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10am					ADS-3170-1 X		
11am							

- 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.

The screenshot shows the Antioch University class registration interface. On the left, there is a sidebar with a list of classes. The main area is a calendar grid showing class times from 10am to 9pm. A 'Register Now' button is highlighted in the sidebar.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10am					ADS-3170-1		
11am							
12pm							
1pm				WRT-3950-TEST			
2pm							
3pm							
4pm							
5pm							
6pm				CDE-3200-1			
7pm							
8pm							
9pm							

- To register for all of the classes on your schedule, you can select the "Register Now" button above the calendar grid.

The screenshot shows the Antioch University class registration interface. The 'Register Now' button is highlighted in a red box. The interface shows the 'Register for Classes' page with a sidebar and a calendar grid.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10am					ADS-3170-1		
11am							
12pm							

- 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.

2021 Fall Quarter

Register Now

Filter Sections Save to iCal Print

Not Registered: 9.00 Credits Enrolled: 3.00 Credits Waitlisted: 0.00 Credits

View other sections

ECO-3450-1: Global Environmntl Studies

✓ Not Registered

Credits: 3.00 Credits
Grading: Credit
Instructor: Dawn A. Murray, Ph.D
9/27/2021 to 12/20/2021
Seats Available: 24

Meeting Information

Register

View other sections

WRT-3950-TEST: Literary Theory Social Change

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10am					ADS-3170-1		
11am							
12pm							
1pm				WRT-3950-TEST			
2pm							
3pm							
4pm							
5pm							
6pm				CDE-3200-1			
7pm							

****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.

ANTIOCH UNIVERSITY

Academics Register for Classes

If you don't see the menu item that you are anticipating or if you are receiving an error message, please do a hard refresh before submitting a help desk ticket. Control-shift-R does a hard refresh on Windows. Command-Shift-R does a hard refresh on Macs.

Register for Classes

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2021 Fall Quarter

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Filter Sections Save to iCal Print

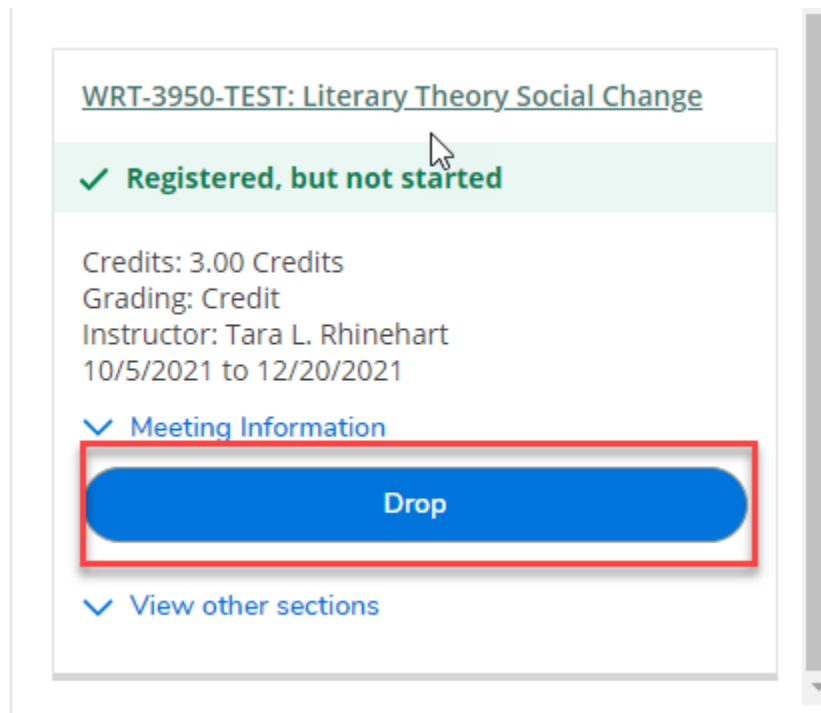
Not Registered: 9.00 Credits Enrolled: 3.00 Credits Waitlisted: 0.00 Credits

ADS-3170-1: Counseling Addiction & Co-Occu

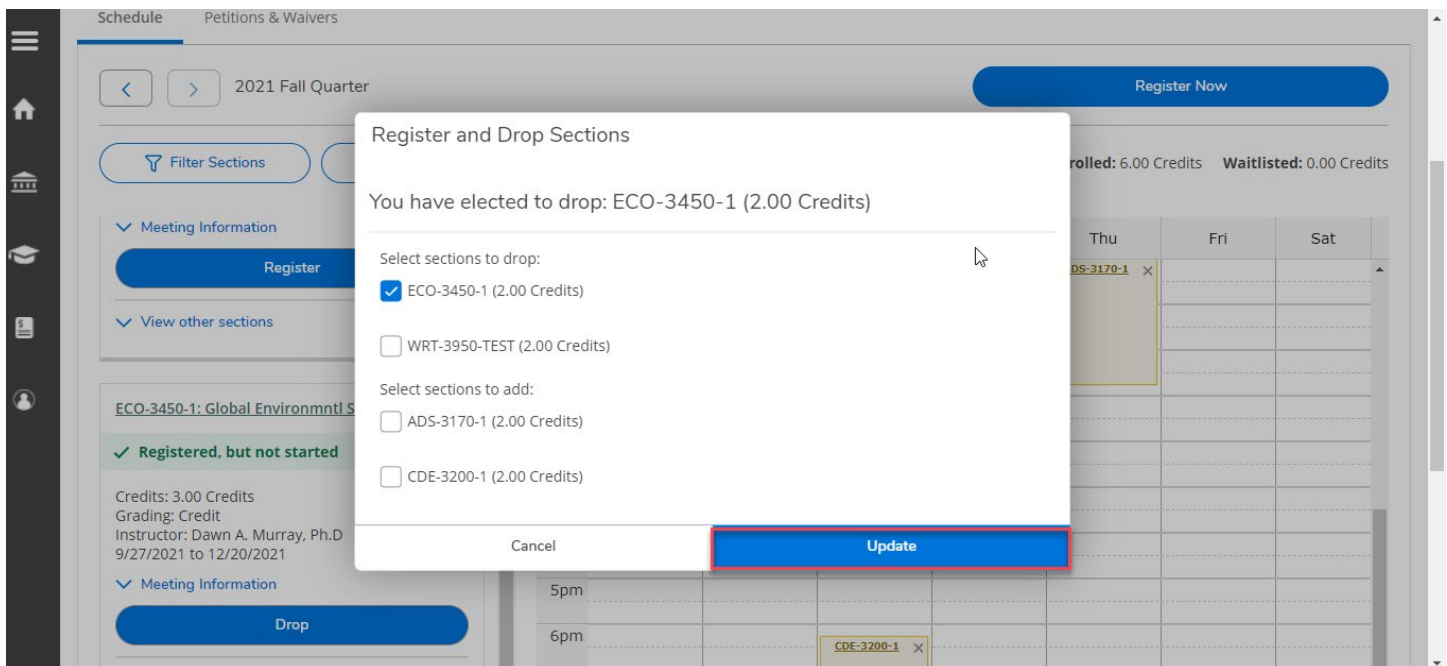
✓ Not Registered

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10am					ADS-3170-1		
11am							

- 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.**