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.

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	Hello, Welcome to Colleague Choose a category to get started.	e Self-Service!					
<u>م</u>	Notifications						
	Title	Details			Link		
3	① Admission Req'd Material Hold	You have an Admissions Required Materials Horegistering.	old. Please contact the Adm	ission Office before			
	Student Finance Here you can view your latest state	ment and make a payment online.	Financial Aic) ess financial aid data	a, forms, etc.		
	Tax Information Here you can change your consent	for e-delivery of tax information.	Banking Info	ormation w and update your b	panking information.		
	Grades Here vou can view vour grades by t	erm	Graduation (Overview	uation application		

Search for Classes

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

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Ē	Hello, Welcome to Colleague Self-Service! Choose a category to get started.					
>	Student Finance Here you can view your latest statement and make a payment online.	Finan Here yo	i cial Aid ou can access financia	ıl aid data, forms,	etc.	
3	Tax Information Here you can change your consent for e-delivery of tax information.	Bank Here yo	ing Information ou can view and upda	te your banking in	formation.	
	Search for Classes Here you can search and view available classes.	Grade Here yo	es ou can view your grad	es by term.		

• 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.

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		Subject	`	Course number	Section		
(2)		Subject	`	Course number	Section		
		Subject	~	Course number	Section		
	Da	+ Add More					
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• 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.

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\$		Open and Waitlisted Sections Open Sections Only		Add	2021 Fall Quarter	Open	<u>CDE-3060-1</u>	Media, Technology &	Children	9/27/2021-12/20/2021	9/27/2 TBD (C
٩	Su	ibjects	^	Add	2021 Fall Quarter	Open	<u>CDE-3200-1</u>	Parent/Child Relations	ships	9/27/2021-12/20/2021	T 6:15- 9/27/2 (REM)
		CDE Child Dvlpmt & Education DC AUSB Diss Continuation (1	(2))	Add	2021 Fall Quarter	Open	DC-7000-TEST +\$	Dissertation Continua	tion	10/5/2021-12/7/2021	10/5/2 TBD (T
		ECO Ecology (1) PSC Graduate Psychology (9) TEP Teacher Education Prep (1		Add	2021 Fall Quarter	Open	<u>ECO-3450-1</u>	Global Environmntl St	udies	9/27/2021-12/20/2021	9/27/2 (ONL)
1	Sho	w All Subjects		Add	2021 Fall Quarter	Open	PSC-5011-1	Psychotherapy in Con	text	9/27/2021-12/20/2021	T 1:00- 9/27/2

• 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.

		_	Filters Applied: (Antioch Univ Santa B	arbara X	2021 Fall Quarter	×		
ń	Filter Results Hide) ^	Add To Schedule	Term	Status 🝾	Section Name	Title	Dates	Meetin,
ŧ	Open and Waitlisted Sections Open Sections Only		Add	2021 Fall Quarter	Open	<u>CDE-3060-1</u>	Media, Technology & Children	9/27/2021-12/20/2021	9/27/20 TBD (C
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	Terms	^	Add	2021 Fall Quarter	Open	<u>PSC-5051-1</u>	Multicultural Awareness	9/27/2021-12/20/2021	T 9:00- 9/27/20

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

	Schedule		~	~			
n AM/I	Section Deta	ils					nal Res
	WRT-3950-TEST L 2021 Fall Quarter	iterary Theory Socia	l Change				• зу
	Instructors	Tara L. Rhinehart	(<u>trhinehart</u>	@antioch.ed	l <u>u</u> , 937-769-18.	22)	-
	Meeting	W 1:00 PM - 3:50) PM			\square	
	Information	10/5/2021 - 12/2 Antioch Univ Sar	0/2021 nta Barbara	, (Remote)			ial Cha
	Dates	10/5/2021 - 12/2	20/2021				
	Registration Deadline	10/4/2021					ial Cha
	Add Deadline	10/17/2021					
	Drop Deadline w/100% tuition	11/13/2021					lal Cha
		Close			Add Section		
(7)	И	< Page	1 of 1	>	N		

- 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.

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4	Su	ubiects	^	Add	2021 Fall Quarter	Open	<u>CDE-3200-1</u>	F	Parent/Child Relationshi	ps	9/27/2	2021-12/20/2021	T 6:15- 9/27/2(▼

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".

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	Enrollment Verifications		Open and Waitlisted Sections	Add	2021 Fall Quarter	Open	<u>CDE-3200-1</u>	Parent/Child Relation	nships	ç

• 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.

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⇒	Reg	gister for Classes					\bigtriangledown	Use only	to search for specif	ic courses Q
s 	Sc	hedule Petitions & Waivers 2021 Fall Quarter						Reg	ister Now	
		Filter Sections Image: Save to iCal		Print	Not Re	egistered: 9.00	Credits Enr	olled: 3.00 Cred	dits Waitlisted:	0.00 Credits
		ADS-3170-1: Counseling Addiction & Co- Occu X	10am	Sun	Mon	Tue	Wed	Thu ADS-3170-1 ×	Fri	Sat
		✓ Not Registered	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:
 - o green=registered
 - o yellow=not yet registered
 - o red means=conflict with another class

*Also, classes that have no meeting times (asynchronous) will appear at the bottom of the calendar grid.

View other sections	*	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View other sections	10)am				ADS-3170-1 ×		
ECO-3450-1: Global Environmntl Studies	11	Lam						
✓ Not Registered	12	2pm			Ç	· · · · · · · · · · · · · · · · · · ·		
Credits: 3.00 Credits	1	Lpm			WRT-3950-TEST			
Grading: Credit Instructor: Dawn A. Murray, Ph.D 9/27/2021 to 12/20/2021	2	2pm			-			
Seats Available: 24	3	3pm						
 Meeting Information 	2	1pm						
Register								
	5	5pm						
View other sections	e	5pm		<u>CDE-3200-1</u> ×				
WRT 2000 TEST, Literary Theory Social Charge	7	7pm						
wki-5950-rEST: Literary Theory Social Change								

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

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Academics · Register for Classes									
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Register for Classes						\square	Use only to s	earch for specific cou	rses as si 🔍
Schedule Petitions & Waivers									
X 2021 Fall Quarter							Regis	ter Now	
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		10am					ADS-3170-1 ×		•
ECO-3450-1: Global Environmntl Studies X		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 Fail Quarter					Register Now						
Filter Sections		🔒 Print	\supset	Not Registere	d: 9.00 Credits	Enrolled: 3.00 Cr	edits Waitli	sted: 0.00 Cr			
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	10am					ADS-3170-1 X					
ECO-3450-1: Global Environmntl Studies X	11am				3	· · · · · · · · · · · · · · · · · · ·					
✓ Not Registered	12pm										
Credits: 3.00 Credits Gradine: Credit	1pm				<u>WRT-3950-TEST</u>						
Instructor: Dawn A. Murray, Ph.D 9/27/2021 to 12/20/2021	2pm										
Seats Available: 24	3pm										
V Meeting Information	4pm										
Register	5pm										
View other sections											
	6pm			<u>CDE-3200-1</u> ×							
	7.0.00							1			

**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.

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	So	hedule Petitions & Waivers 2021 Fall Quarter				Register Now					
	(Filter Sections Image: Save to iCal	Print Not Re	e gistered: 9.00 Cro	edits Enrolled: 3.0	00 Credits Waitlisted:	0.00 Credits				
		ADS-3170-1: Counseling Addiction & Co- Occu × 10am	Sun Mon	Tue	Wed Th	u Fri	Sat				
		✓ Not Registered 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.

Crea	ts: 3.00 Credits					
Grad Insti 10/5	ng: Credit Ictor: Tara L. Rhinehart 2021 to 12/20/2021					
Ě	eeting Information					
Drop						

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

C > 2021 Fall Quart	< > 2021 Fall Quarter					
	Register and Drop Sections You have elected to drop: ECO-345	0-1 (2.00 Credits)	rolled: 6.00 Cre	rolled: 6.00 Credits Waitlisted: 0.00 Credit		
V Meeting Information			Thu	Fri Sat		
Register	Select sections to drop: Select sections to drop: ECO-3450-1 (2.00 Credits)		<u>DS-3170-1</u> ×			
✓ View other sections	WRT-3950-TEST (2.00 Credits)					
ECO-3450-1: Global Environmntl S	Select sections to add: ADS-3170-1 (2.00 Credits)					
✓ Registered, but not started						
Credits: 3.00 Credits Grading: Credit	CDE-3200-1 (2.00 Credits)					
Instructor: Dawn A. Murray, Ph.D 9/27/2021 to 12/20/2021	Cancel Update					
V Meeting Information						

• 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.