

## **Five Extremely Important Things You Must Do Before Registering Online**

- 1. Check your First Class email account for your priority registration date & time.**
- 2. Payment for the upcoming term and any other outstanding amount is due upon registration through *myAntioch* at <https://my.antioch.edu>. Contact Student Accounts at extensions x413, x405, or x324 if you have questions regarding your bill.**
- 3. Check the My Holds section of your *myAntioch* account. See if you have any holds from other offices that would prevent your registration and find out who to contact in order to get them cleared. (see Holds on page 4)**
- 4. Log onto *myAntioch* at <https://my.antioch.edu> (see 'myAntioch Guide for BA, MAP, MAOM and MAE Students' link of the Quarterly Schedule)**
- 5. Use the Search & Plan My Classes link in *myAntioch* to plan your schedule. The best way to prepare for smooth registration is to choose the classes for which you hope to register, and move them to your Preferred Sections list in *myAntioch*. This will allow you to register within minutes when you first gain access to online registration during the priority registration period. (see *myAntioch: Guide to Registration* link of the Quarterly Schedule) If you have questions about what classes you need to take, please consult with your advisor.**

## New Registration Deadlines

All continuing students will be able to access their *myAntioch* account to view the Summer 2011 class schedule on Monday, May 23, 2011. Summer 2011 Class schedules are also found in the online Quarterly Schedule at <http://www.antiochla.edu>.

Between May 23, 2011 and your priority registration time, you will need to view any holds that might be on your account and get them taken care of ASAP. You will also want to plan your schedule using *myAntioch* before your time to register. All continuing students will gain access to the registration capabilities of *myAntioch* during the priority registration time period, either on May 31, June 1 or 2, 2011. No one will be able to register for courses until their priority group's scheduled time. Read more about priority registration below. The specific date and time of your priority group is emailed to your FirstClass email account. In order to take full advantage of your priority status, you will want to register at your scheduled time. All continuing students will have until Sunday June 19, 2011 to complete their registration. All continuing students must be registered by June 19, 2011 in order to avoid late fees. Students registering after the June 19, 2011 deadline thru Sunday, July 3, 2011 will be charged a \$50 late registration fee. The Student Services office has shortened office hours after classes end for the term. Students registering on July 5, 2011, the first day of the term, will be charged a \$150 late registration fee. NO student may register initially for the Summer 2011 term after July 5, 2011. All registered students will then have continued access to add and drop classes until July 16, 2011.

**Payment of Tuition & Refund Policy:** Check your "My Holds" section of *myAntioch* in order to see if you have provided the correct information to either the Financial Aid office or Student Account office. If you are unsure of your financial aid status, please contact the Financial Aid office at extension 410. **If making a payment, please do so well in advance of your priority registration time or understand that you are likely to have to wait in line as registration approaches. Please contact the Student Accounts Office at extension 413, 405 or 324 for more information regarding payments.** All payments for Summer 2011 tuition and fees, as well as past due amounts, must be paid to the Student Accounts Office, or on *myAntioch* at <https://my.antioch.edu>

before you will be able to register. Please see page 53 of the catalog or call Student Accounts for information regarding the university's refund policy.

## Non-Enrolled Student Status

**All students not taking a course must register for a non-enrolled student status every quarter.** Enrollment Maintenance and Leave of Absence are types of non-enrolled status. Registering for a non-enrolled status must be done in the Office of the Registrar. It cannot be done online. Forms for non-enrolled status are available in the forms cart in the Student Lounge or on this website. Non-enrolled student status registration follows the same registration deadlines as other types of registration. **Students not registered in a class or a non-enrolled status will be withdrawn from the university.**

## Non-Classroom Courses

The following non-classroom courses must be registered along the same deadlines each term as all other courses.

- Independent Studies or Learning Activities
- PSY 620 (Clinical Training)
- Internships
- Core courses taken as independent studies
- PSY 623 (Psychotherapy)
- Master's Document Permission Form
- Thesis Completion Status

The above courses are individual to each student and often require signed forms and extra documentation or fees. To register for the above courses, please bring the appropriate, completed form to the Office of the Registrar. Once it is verified that the student has provided the correct form and/or information for that course, the student will sign a special registration slip and the class will be added to the student's schedule by the Office of the Registrar. **These courses follow the same registration deadlines as online registration.** The course forms can be found in the forms cart in the Student Lounge. (Clinical Training forms can be found in the Clinical Training Resource Area forms cart.) The special registration slip is only available in the Office of the Registrar and only for registration in the above listed courses. All other courses must be registered online. Drops of these courses may be done online before the Add/Drop deadline. Feel free to contact the Office of the Registrar at extension 216 with any questions.

## Holds

All students must clear any holds placed on their account before they will gain access to the registration functions of *myAntioch*. Remember, that these must be taken care of prior to your Priority Registration group's scheduled time in order for you to register with the benefit of that priority.

**For the upcoming term if you have not yet made your payment through *myAntioch* at <https://my.antioch.edu>, you should contact the Student Accounts Office at extension 413,405 or 324 to make your payment.**

### **Holds:**

Holds are placed onto your file for various reasons. Some will prevent all registration and others will limit the courses options available to you.

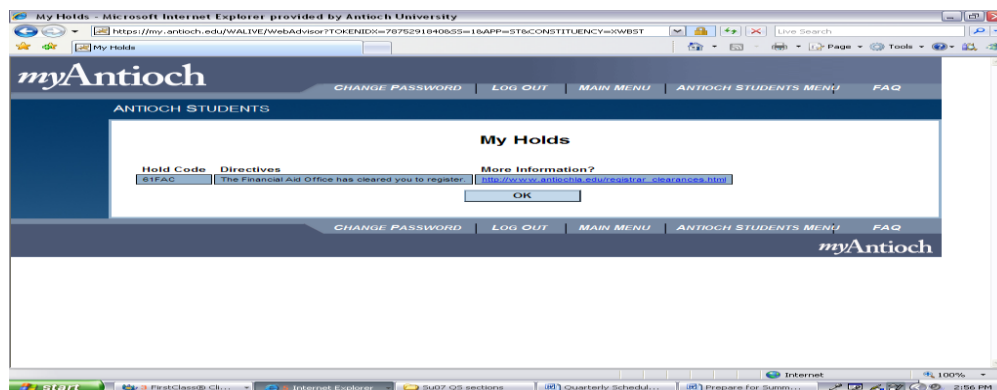
- An example of a hold that would prevent registration might be a Student Account Hold. If you have a hold that prevents all registration, it will clearly state this in the link provided next to the hold description. Holds that prevent all registration must be cleared by the office listed before you will be able to register.
- An example of a hold that limits your registration options might be an ENG 295 hold. This particular hold would require that you first register for ENG 295 in order to register for any other classes that term. All holds are clearly described in the "My Holds" section of your *myAntioch* account.

Each hold provides a specific person to contact in order to clear or in case you have a question.

### **How do I view my holds?**

Once you log onto your *myAntioch* account, you will see the "My Holds" link on the Student Menu page.

When you click on this link, it will take you to a screen listing any holds that have been applied to your account. The "My Holds" page could look something like the picture on the next page, depending on the holds on your specific account.



## **Priority Registration**

(May 31, June 1 or 2, 2011)

This is the period of time during which students will first gain access to the registration abilities of *myAntioch*. Just as in the past, students are prioritized for registration based upon their units completed. Check your First-Class email account to find out into which priority group you fit & when your access to online registration begins.

**Tuesday, May 31, 2011 9:00 AM**

**Wednesday, June 1, 2011 9:00 AM**

**Thursday, June 2, 2011 9:00 AM**

**Don't forget!**

**The registration deadline is June 19, 2011!**

**Late registration fees WILL apply**  
**beginning the next business day: Monday,**  
**June 20, 2011.**

## Course Registration That Is Not Available Online

Online registration is not available for the following courses:

- Independent Studies or Learning Activities
- PSY 620 (Clinical Training)
- Prior Learning Units
- Internships
- Core courses taken as independent studies
- PSY 623 (Psychotherapy)
- Non-Enrolled Student Status (see section below)
- Master's Document Permission Form
- Thesis Completion Status
- All classes requiring the approval of program chair

The above courses are individual to each student and often require signed forms and extra documentation or fees. To register for the above courses, please bring the appropriate, completed form to the Office of the Registrar. Once it is verified that the student has provided the correct form and/or information for that course, the student will sign a special registration slip and the class will be added to the student's schedule by the Office of the Registrar. **These courses follow the same registration deadlines as online registration.** The course forms can be found in the forms cart in the Student Lounge. (Clinical Training forms can be found in the Clinical Training Resource Area forms cart.) The special registration slip is only available in the Office of the Registrar and only for registration in the above listed courses. All other courses must be registered online. Drops of these courses may be done online before the Add/Drop deadline. Feel free to contact the Office of the Registrar at extension 216 with any questions.

## Registration Requests Requiring Approval

There are some courses which require the approval of the instructor or the chair in order to register. When you try to register for one of these courses online, you will get an error message notifying you that registration is by approval only. In that case, you will need to stop by the Office of the Registrar and pick up a special Add/Drop form.

If you are in the BA program and are hoping to register for an extra unit, you will also need to use the special Add/Drop form.

Remember: **It is the student's responsibility to provide both their written request to add the extra unit or get in the approved class and the instructor's approval by the deadline.** The student may do so by providing the completed add form with the appropriate signature(s) approving the extra unit or registration into the class or by a written request from the student's FirstClass email forwarding the instructor's email approval of the extra unit. The student should ensure that we have both by the deadline or we will be unable to process the registration. These emails should only be sent to [registrar.aula@antioch.edu](mailto:registrar.aula@antioch.edu). Registration may not be processed if sent to any other email addresses.

## Registration Notes

- If you have a problem while using the *myAntioch* system, please contact the Office of the Registrar at 310-578-1080 ext. 216 or email us at [registrar.aula@antioch.edu](mailto:registrar.aula@antioch.edu)
- The *myAntioch* system will be unavailable each Saturday night to Sunday morning between the hours of 9pm and 2am.
- Remember that class sections can be cancelled or rescheduled by the program office when necessary.
- When a class for which you are registered is cancelled, the program office will contact you. Many changes happen after the printing of this booklet. You will find updated class schedules by logging into your *myAntioch* account.
- General updates and any necessary information regarding your *myAntioch* account will be sent to your FirstClass email. Please check your FirstClass email regularly, as you would be held responsible for information communicated to you.
- Any courses for which you are registered at the end of the Add/Drop period will be considered your final class schedule and you will be responsible for the fees associated with those courses.
- At the end of the Add/Drop period the waitlists also closes. If you have not received email notification before noon on the last day of the Add/Drop period then a space did not open up for you and the class is officially closed.
- When viewing your Student Account Summary on *myAntioch*, the field for entering dates below the summary total does not work properly at this time.