

# Register and Drop Sections Instructions

*my*Antioch

<http://my.antioch.edu>

Once you have created a list of Preferred Sections in myAntioch ( see separate Register/Search for Course Sections instructions if necessary) you are ready to register for specific classes. From the Student Menu (see log-in instructions if necessary) choose the Register and Drop Sections link.

## Register and Drop Sections

IMPORTANT: All new registrations and drops will be finalized when you click submit.

By pressing submit, you are agreeing to pay the associated registration fees.

Name

Action for ALL Pref. Sections (or choose below)

### Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text"/>	AUS Spring Quarter, 2007	<a href="#">30MAP-506F-1 (45939) Ethics and Professional Issues</a>	Antioch Univ Seattle	04/02/2007-06/08/2007 Seminar Thursday 03:30PM - 06:30PM, Room to be Announced	G. Saltzman	20 / 20 / 0	3.00	
<input type="text"/>	AUS Spring Quarter, 2007	<a href="#">30MAP-600-HLD (45951) Psychology Internship</a>	Antioch Univ Seattle	04/02/2007-06/08/2007	To be Announced	8 / 8 / 0	1.00	
<input type="text"/>	AUS Spring Quarter, 2007	<a href="#">30MAP-601L-1 (45926) Case Consultation, MHC</a>	Antioch Univ Seattle	04/02/2007-06/08/2007 Lecture Friday 09:30AM - 12:00PM, Room to be Announced	K. Wheeler	10 / 10 / 0	1.00	

### Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Fall Quarter, 2004		<a href="#">30LOA-001-1 (28190) Leave of Absence</a>	Antioch Univ Seattle	10/04/2004-12/10/2004	To be Announced	0.00	
<input type="checkbox"/>	Summer Quarter, 2004		<a href="#">30LOA-001-1 (26304) Leave of Absence</a>	Antioch Univ Seattle	07/06/2004-09/10/2004	To be Announced	0.00	
<input type="checkbox"/>	Summer Quarter, 2002		<a href="#">30PDQ-001-850 (13005) Prior Development Quarter</a>	Antioch Univ Seattle	07/08/2002-09/13/2002	To be Announced	0.00	

If one of my choices is not available

ALL - Allow me to adjust all

SUBMIT

As you see in the previous picture, the top part of the screen shows the Preferred Sections and the bottom part of the screen shows the Current Registrations.

Previous term enrollment status and current term classes may show up in the Current Registrations section until credit determinations are made, You cannot make changes to any but future term (or current term in the first week of classes) enrollments.

**You will be unable to register for the classes in your Preferred Sections list until your priority registration time.** Before that time, you may add and remove classes from the Preferred Sections list as much as you like.

- To remove a class from the Preferred Sections list, simply click on the drop-down menu arrow to the left of the class. You will see options to register or remove the section from the list. The only one available to you prior to your assigned registration time is “Remove from List”. To remove it from your list, choose that option in the drop-down menu, and then hit submit at the bottom of the screen.

**Remember that just because you put a class on your Preferred Sections list doesn't mean that you are eligible for that class.** The system will check for holds, prerequisites and other limiting factors when you actually choose to register for the class during your authorized registration time.

### **Register for My Classes**

If you have already planned your class schedule by moving your first choice and alternate classes into the Preferred Sections list, registration will probably take you only a few minutes.

- Look at the classes you have placed in the Preferred Sections list.
- Any of those classes for which you'd like to try to register, choose “register” in the drop down menu.
- Anything that has a blank next to it will remain in the Preferred Sections list.
- You may also choose to “remove from list” any class that you are sure you will not want.

- We recommend that you attempt to register for one class at a time. If you do try to register for more than one class at a time make sure to choose the ‘Part-Complete Available’ option above submit button at the bottom of the screen.
- Hit submit at the bottom of the page.

*Any courses for which you are registered at the end of the registration period will be considered your class schedule and you will be responsible for the fees associated with those courses.*

In the example picture below, the student is trying to register for 2 of the preferred sections, and is removing one from the list.

**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
RG - Register <input type="checkbox"/>	AUS Spring Quarter, 2007	<a href="#">30MAP-508B-1 (43815) Counseling Skills</a>	Antioch Univ Seattle	04/02/2007-06/08/2007 Lecture Friday 09:00AM - 12:00PM, Room to be Announced	A. Lazaroff	16 / 16 / 0	3.00	
RG - Register <input type="checkbox"/>	AUS Spring Quarter, 2007	<a href="#">30MAP-600-RB (43811) Psychology Internship</a>	Antioch Univ Seattle	04/02/2007-06/08/2007 GH Internship Days to be Announced, Times to be Announced, Room to be Announced	R. Bloom	8 / 8 / 0	1.00	
RM - Remove from List <input type="checkbox"/>	AUS Spring Quarter, 2007	<a href="#">30MAP-601M-RB (43810) Case Consult, Art Therapy/MHC</a>	Antioch Univ Seattle	04/02/2007-06/08/2007 Lecture Friday 01:00PM - 04:00PM, Room to be Announced	R. Bloom	8 / 8 / 0	1.00	

**Current Registrations**

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	AUS Fall Quarter, 2006		<a href="#">30BAC-405 G-1 (42293) Turning the Ship: Org Change</a>	Antioch Univ Seattle	10/02/2006-12/04/2006 Lecture Monday 07:00PM - 09:30PM, Room to be Announced	D. Cato	4.00	
<input type="checkbox"/>	Fall Quarter, 2004		<a href="#">30LOA-001-1 (28190) Leave of Absence</a>	Antioch Univ Seattle	10/04/2004-12/10/2004	To be Announced	0.00	
<input type="checkbox"/>	Summer Quarter, 2004		<a href="#">30LOA-001-1 (26304) Leave of Absence</a>	Antioch Univ Seattle	07/06/2004-09/10/2004	To be Announced	0.00	
<input type="checkbox"/>	Summer Quarter, 2002		<a href="#">30PDQ-001-850 (13005) Prior Development Quarter</a>	Antioch Univ Seattle	07/08/2002-09/13/2002	To be Announced	0.00	

If one of my choices is not available  PART - Complete only available

**SUBMIT**

In this example, the student did select “Part-complete only available” from the drop-down menu immediately above the submit button..

- If the drop-down menu is left as “allow me to adjust all”, it *will not* process your request unless *every* request can be done successfully.

## Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
AUS Spring Quarter, 2007	Registered for this section		<a href="#">30MAP-600-HLD (45951) Psychology Internship</a>	Antioch Univ Seattle	04/02/2007-06/08/2007	To be Announced	1.00	
AUS Spring Quarter, 2007	Registered for this section		<a href="#">30MAP-601L-1 (45926) Case Consultation: MHC</a>	Antioch Univ Seattle	04/02/2007-06/08/2007 Lecture Friday 09:30AM - 12:00PM, Room to be Announced	K. Wheeler	1.00	
AUS Spring Quarter, 2007	Removed from Preferred Sections		<a href="#">30MAP-506F-1 (45939) Ethics and Professional Issues</a>					

Here are all of the sections for which you are currently registered:

Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
AUS Spring Quarter, 2007		<a href="#">30MAP-600-HLD (45951) Psychology Internship</a>	Antioch Univ Seattle	04/02/2007-06/08/2007	To be Announced	1.00	
AUS Spring Quarter, 2007		<a href="#">30MAP-601L-1 (45926) Case Consultation: MHC</a>	Antioch Univ Seattle	04/02/2007-06/08/2007 Lecture Friday 09:30AM - 12:00PM, Room to be Announced	K. Wheeler	1.00	
Fall Quarter, 2004		<a href="#">30LOA-001-1 (28190) Leave of Absence</a>	Antioch Univ Seattle	10/04/2004-12/10/2004	To be Announced	0.00	
Summer Quarter, 2004		<a href="#">30LOA-001-1 (26304) Leave of Absence</a>	Antioch Univ Seattle	07/06/2004-09/10/2004	To be Announced	0.00	
Summer Quarter, 2002		<a href="#">30PDQ-001-850 (13005) Prior Development Quarter</a>	Antioch Univ Seattle	07/08/2002-09/13/2002	To be Announced	0.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

OK

To continue with the same example, the Registration Results screen shows that the request to register 30MAP 600-HLD, and 30MAP 601L-1 were successful. Section 30MAP 506F- 1 was removed from the Preferred Sections list.

A message at the top of the screen will tell you what the reason is if you are unable to register for a class. For Example:

- the class was closed (full)
- you do not have the prerequisites
- conflicting class schedules
- you have a hold on your account/record
- you are trying to register for a course outside of your program

**Once you've viewed the results, hit the "Okay" button at the bottom of the screen.**

This will bring you back to the Antioch Student Menu screen where you may choose to “Search and Register” for more classes or go directly to the Register and Drop screen where you may continue to make changes to the classes still in your Preferred Sections list or wish to drop any future term courses from your Current Registration.

If you are unclear why you were not able to register for a specific course, please email—from FirstClass--your full name, student ID# and the problem to the Registrar Office at [AUS\\_Registrar@antiochseattle.edu](mailto:AUS_Registrar@antiochseattle.edu). Include in the email the exact message you see on your screen, including the letters inside the curly brackets.