## Purpose:

All Registration should be completed in Registration Central https://vault.andrews.edu/registration/central

Use this form to request regi if you have the following holds, please contact the office(s) noted for clearan

- x Admissions (transcript) – undergrad@andrews.edu graduate@andrews.edu
- x Financial – sfs@andrews.edu
- x Immigration – iss@andrews.edu
- x Medical – studenthealth@andrews.edu

If you receive an error in Registration Central, the following errors can be overridden by the Advisor or Instructor through Vault:
https://vault.andrews.edu/vault/goto/secure/registration/central/overrides

- x Course Reached Capacity
- x Co-requisite
- x Pre-requisite
- x Repeat Course

## When…Who…Where… to Submit?

- x Use form before the registration deadline (see abbreviated calendar). After the registration deadline of the semester, the Registration Appeal form will be required.
- x May be started by the student or advisor.
- x No fee will be charged for registration changes made before the registration deadline.
- x The Registration Form must be completed, approved with all signatures, and submitted by the registration deadline date.
- x Email completed form to academicrecords@andrews.edu

Please Note: Retain copies of all documents submitted. Allow 2 business days for processing from date received. Any communicatio will be sent to your AU email account

# Registration Form