

# Register/Search for Course Sections

## Instructions

*my*Antioch

<http://my.antioch.edu>

- Your *my*Antioch account allows you to plan your classes for an upcoming term, and then save your planned classes in a “shopping cart” type of list until you are eligible to actually register.
- The shopping cart of *my*Antioch is called your “Preferred Sections” list.
- You will be able to search through most of the courses being offered in a particular term and choose the ones you are interested in. These will then be moved to your Preferred Sections list until you attempt to register for one or more of these classes.
- When you try to register for a class, the system will check to be sure that the class is open and you are eligible to enroll in it. If you meet the requirements of the course, your registration will be processed and moved to the Current Registration list.
- If there is a reason you are not able to enroll in the class for which you are trying to register, a message will alert you to the situation.
- You will also be able to drop classes for which you have registered online.
- **Remember that you are *not* registered for a course until it is successfully moved to your Current Registration list.** You will be able to view your confirmed class schedule through the ‘My Class Schedule’ link on the Antioch Students Menu as soon as you are registered. You are responsible for any fees associated with the classes for which you choose to register.

To search and choose sections to move to your Preferred List, log-in to *my*Antioch (see separate instructions for Logging In, if necessary)

- To search for open sections but not take any action, you may choose the ‘guest log-in’ from the home page. You will not be able to save any courses to your Preferred List in guest mode.

## Student Main Menu:

**myAntioch** CHANGE PASSWORD | LOG OUT | MAIN MENU | ANTIOCH STUDENTS MENU | FAQ

### STUDENTS MENU

The following links may display confidential information.

User Account	Registration	Academic Profile
<a href="#">I'm New to WebAdvisor</a> <a href="#">What's my User ID?</a> <a href="#">What's my password</a> <a href="#">Change Password</a>	<a href="#">My Holds</a> <a href="#">Search for sections</a>	<a href="#">Academic credit by term</a> <a href="#">Cumulative academic credit history</a> <a href="#">Test Summary</a> <a href="#">My class schedule</a> <a href="#">My Profile</a>
Financial Profile		
<a href="#">Student Account Summary</a>		

CHANGE PASSWORD | LOG OUT | MAIN MENU | ANTIOCH STUDENTS MENU | FAQ **myAntioch**

Select “Search for Sections or, when available, “Register for Sections.”

## Register for Sections

1. PLEASE SELECT AT LEAST 2 SEARCH CRITERIA.

2. Either select a Term from the Term dropdown options OR enter Starting AND Ending dates e.g. 9/5/06 12/22/06. Date range cant exceed 120 days.

Term

Starting On/After Date  Ending By Date

Academic Level

Subject	Course Level	Course Number	Section
<input type="text" value="30MAP - MA Psychology"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After  Sections Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sun

Course Title Keyword(s)

Instructor's Last Name

**SUBMIT**

Select “07SP30-Spring 2007” from the drop down box for Term.


We recommend that you pick one or all of the three following choices for Psychology Registration Spring Quarter:

- 30MAP –Psychology Graduate
- 30PSY – Psychology Undergrad
- 30AUS –Campus Wide

These will give you a list of all courses in these categories. You may choose to search by individual course, but all information entered has to be exactly as the data is stored. It is usually more effective to search by the full list and check off any sections you are interested in and then move the courses to ‘Preferred Sections’ which is your “shopping cart” for registration.

**Click Submit.**

## Search for course sections screen:

SECTION SELECTION RESULTS								
Re-sort my results <input type="text" value="TERM - Term, Section Name"/> 								
Select Section(s)	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
<input type="checkbox"/>	AUS Spring Quarter, 2007	Open	<a href="#">30MAP-501B-1 (45970) Sys Perspctv in Family Therapy</a>	Antioch Univ Seattle	04/02/2007-06/08/2007 Seminar Wednesday 07:00PM - 10:00PM, Room to be Announced	A. Lazaroff	24 / 25 / 0	3.00
<input type="checkbox"/>	AUS Spring Quarter, 2007	Open	<a href="#">30MAP-501B-3 (45971) Sys Perspctv in Family Therapy</a>	Antioch Univ Seattle	04/02/2007-06/08/2007	G. Saltzman	25 / 25 / 0	3.00
<input type="checkbox"/>	AUS Spring Quarter, 2007	Open	<a href="#">30MAP-502X-1 (45955) ISP Seminar</a>	Antioch Univ Seattle	04/02/2007-06/08/2007 Lecture Tuesday 03:30PM - 06:00PM, Room to be Announced	E. Farley	25 / 25 / 0	1.00
<input type="checkbox"/>	AUS Spring Quarter, 2007	Open	<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="checkbox"/>	AUS Spring Quarter, 2007	Open	<a href="#">30MAP-506F-2 (45940) Ethics and Professional Issues</a>	Antioch Univ Seattle	04/02/2007-06/08/2007 Seminar Friday 04:15PM - 07:15PM, Room to be Announced	To be Announced	20 / 20 / 0	3.00
<input type="checkbox"/>	AUS Spring Quarter, 2007	Open	<a href="#">30MAP-507H-1 (45975) Theor&amp;Pract of Family Ther I</a>	Antioch Univ Seattle	04/02/2007-06/08/2007 Seminar Friday 04:15PM - 07:15PM, Room to be Announced	C. Stanley	16 / 16 / 0	3.00
<input type="checkbox"/>	AUS Spring Quarter, 2007	Open	<a href="#">30MAP-508D-1 (45932) Communication and Counseling Skills</a>	Antioch Univ Seattle	04/02/2007-06/11/2007 Seminar Monday 07:00PM - 10:00PM, Room to be Announced	A. Rolfs	14 / 16 / 0	3.00

This is an example of what your search results will look like.

Most of the columns should be self-explanatory, but here is a little more information on a few of them:

- **Status column** - indicates whether a section has space available: Open, Closed, Waitlisted. (Note: there is no waitlist functionality for Spring 2007, check back as often as you like to see if a space has been made available).
- **Section Name and Title column** – if you click in this column a new window will pop-up with more information about the class (see the image on the next page).

- **Available/Capacity/Waitlist column** – number of seats still available; and total number allowed to register. This information is live; if a class is full, keep checking back to see if anyone has dropped the class opening up a seat.
- **Credits column** – number of credits for which the class is offered. If it is a variable credit course, the number reflects the minimum number of credits for which a student can register.

**Section detail screen:**

**SECTION INFORMATION**

Title: Ethics and Professional Issues  
 Section Number: 30MAP-506F-1  
 Description: Credits: 3.00 Max. Credits  
 Start Date: 02 April 2007 End Date: 08 June 2007  
 Academic Level: 30MA - Graduate

---

**Meeting Information**  
 04/02/2007-06/08/2007 Seminar Thursday 03:30PM - 06:30PM, Room to be Announced

Faculty Contact	Faculty name	Phone	Extension	E-mail address	Instructional Method
	Gerald M. Saltzman			jsaltzman@antiochsea.edu	Seminar

**Prerequisites**  
 None

OK

When you are finished with this screen, simply click on “OK” and you will be returned to the search results.

**To Move a class to your ‘Preferred List’:**

On the left side of the **Sections Results** screen there are check boxes. To move a class to your Preferred List (think of it as an online shopping cart) you simply check to select the classes you are interested in. You can select more sections than you plan to register for, or even two of the same course at different times, to view your choices in your Preferred List. You are NOT committing to register at this point.

**You now have a list of courses in your Preferred List that you can use for schedule planning prior to registration. Make sure to check for prerequisites or any holds on your account that might block you from registering when you are eligible to register.**

## **Navigation/Printing Hints**

You may return to the Student Main Menu by selecting the “Student Main Menu” tab at either the top or bottom of most screens.

**To print any of the previous screens:** go the File menu at the top of your web browser screen and select the print option.

**IMPORTANT:** if you do not Log Out when you are finished with your *myAntioch* session, anyone that uses the computer you used to in may have access to your confidential information. To prevent this, remember to Log Out when you are finished. Simply click on the “Log Out” button.