

my.Antioch.edu now has a fresh, new look! Included below are basic instructions on how you may begin to use online registration successfully. If you have any questions regarding online registration please call the Registrar's Office at 937-769-1090 or stop by the office during regular business hours and we will be glad to give you a personalized lesson.

- a. Go to www.my.Antioch.edu
- b. Click on the Login option on the upper right hand side of your screen (you will be taken to a new screen)
If you have forgotten your user ID or password, click on "Account Information" at the bottom of the screen.
- c. Enter your Username and Password, then click on the Submit button (you will be taken to a new screen)
- d. Click on the dark blue **Students** option on the right hand side of the screen to access the student menu (you will be taken to a new screen)
- e. Under the Registration section, click on **Register for Course Sections** (you will be taken to a new screen)
- f. From this screen, you must select at least two criteria to search for courses. **The easiest and most direct method would be to select the term and to select the subject then click on the Submit button.** From this list, you can choose the courses that interest you.
- g. Once your course options are displayed on the screen, you can click the **Select Section(s)** tab on the left hand side of the screen to choose the ones that interest you. After doing so, click on the Submit button. (This will take you to a new screen)
- h. On this screen, you need to click on the drop down **Action** box to select **Register** to complete your enrollment in this course. After you have done so, click on **Submit** at the bottom of the page.

If you have failed any course registration rules such as not having fulfilled appropriate pre-requisites, this is when that message will appear on your screen. You will not be able to register in a course unless you pass all of the associated requirements. If you have questions about pre-requisites, etc. please check the schedule before attempting to register in the class. *A registration of such will need instructor approval, thus signature on paper Drop/Add form submitted to Registrar's Office for processing of registration.*
- i. Once you have made it this far, and have successfully updated the **Action** status for your courses to **Register** and have passed any rules associated with the registration, your online registration is now complete.
- j. Want to check to make sure that you have registered successfully? Go back to the Student menu under Academic Profile, and select **My Class Schedule** to print your schedule. If all of your classes are visible, you did it!! **Congratulations!**

Please note it is assumed student/faculty advising has taken place prior to on-line registration on my.Antioch.edu. If you wish to register for an unscheduled course, independent study or senior project you must submit a Drop/Add form with instructor signature to the Registrar's Office for processing of registration.

To maintain full-time enrollment you must be registered for 12 semester credits.