Welcome to Andrews University, High School Student!
Andrews University invests in helping students to seek knowledge and affirm faith as they engage in changing their world. This is a faith-based university, committed to a wholesome lifestyle, in a collaborative and growing residential and online community.

We look forward to supporting you as you take Andrews University courses. While you will need to take the initiative to succeed, don’t think you have to handle problems alone. We’re eager to help you register, choose the right course, request a transcript, or find answers to financial and other questions. Contact us!

Taking a course on campus? Consider attending recreational, social, service and spiritual events. These are announced through the Andrews website, campus noticeboards or your instructor and classmates. Not near campus? Enjoy streamed events and social media online. Access the library online or on-campus. Join a virtual or on-campus visit to learn more about all that Andrews University has to offer you!

Expectations
- You understand that Andrews University is committed to providing college level learning reflecting a Christian worldview.
- You will activate your Andrews username to access the library, learninghub, email and other services. If attending main campus, you will get an ID card when first admitted (at Records in the Administration Building), and carry it whenever on campus.
- You will use your Andrews email account for ALL correspondence and keep your contact information updated.
- You will meet all financial obligations. When third party billing is not in place, you will give your parents authorized access to your account so they can pay outstanding bills.
- You will take the initiative to get help when needed. Read instructions. Ask questions in class. Seek help from classmates, instructors, lab assistants, or your school counselor. If on main campus, visit the Student Success Center to discuss disability accommodations, use of the writing or math centers, or get advice on college study success. At a distance, email sdstudents@andrews.edu for support.
- All your work will demonstrate your commitment to the Andrews code of academic integrity.
- You choose to respect the Andrews Code of Conduct.
- You will request your transcript be sent to your school each term you take a course for high school and university credit.

Your Records
Once students activate their username, they can login to Vault to view their admission and registration status, grades and cumulative academic records through IVUE, and their financial records through FINVUE. Helpful video tutorials are available at andrews.edu/distance/students/videos.html.

FERPA
The Family Educational Rights and Privacy Act of 1974, or FERPA, governs access to and release of student education records. When a student attends a post-secondary institution such as Andrews University, FERPA rights transfer from the parent to the student regardless of student age. It is the students’ responsibility to contact Andrews University about Andrews studies. Note that if the parents claimed the student as a dependent for tax purposes in the last tax year, they may have access to educational records. Students will need to give their parents’ permission to view their academic records, pay the bill online, and request transcripts. Learn more about FERPA.
Dual Enrollment in Michigan
Since 2012, Michigan State allows all qualifying high school or academy students to take advantage of dual enrollment, including through Andrews University. Learn more at michigan.gov/dualenrollment.

Contacting Andrews University
All emailing needs to be done from the student’s Andrews University email address to ensure that we are communicating with the student and not a parent or someone else.

- To change a class registration (add or drop), discuss first with your counselor or registrar, then email precollege@andrews.edu or call (269) 471-6718 (main campus) or (269) 471-6323 (online). Include your Andrews ID and the course information. Full tuition is refunded when a class is dropped in the first 10 days; no refund is available after the first month (see Academic Calendar for specific dates each term).
- If you have trouble with Andrews email, email helpdesk@andrews.edu or call (269) 471-6016.
- For help with learninghub.andrews.edu, email dlit@andrews.edu or call (269) 471-3960.
- Your instructor’s contact information is included in the course syllabus and online course space.

Financial Information
Discuss how much of the bill you will be responsible for and how it will be paid with your school, before you register. Choices you make may incur additional fees later (e.g. main campus lab fees, registration changes, incompletes), so check your statement online before completing the class(es). Transcripts are held until the balance is paid in full. Email Fares Magesa at magesaf@andrews.edu or call (269) 471-3428 regarding billing.

All courses approved for high school students are available at the high school discounted tuition rate. This rate does not apply to fees or surcharges on specific courses, individual flight or music lessons, independent study or self-paced courses, or language courses prerequisite for advanced degrees and courses taken off campus.

Parking and Safety on Campus
If you will ever need to park a vehicle on campus while attending class, register for a parking permit at the Campus Safety office. The $10 per-vehicle fee can be charged to your account or paid by debit or credit card (no cash). Guest permits are free to those visiting campus for up to two weeks.

We want this to be a safe environment for you at all times. If you feel you are being mistreated or are in jeopardy of mistreatment, immediately call Andrews University’s Office of Campus Safety at (269) 471-3321. In a non-emergency situation, you may also inform any staff member at Andrews University. For more information, visit the Campus Safety Resources page.

Textbooks
Order textbooks to arrive before the class starts. All course supplies are listed in the course syllabus which is available 2 weeks before the class starts through the course schedule. The syllabus is also linked in your course space in learninghub.andrews.edu, which is opened in the week before class begins.

Textbooks for main campus classes are conveniently available through the Andrews Bookstore. Amazon ships textbooks anywhere at record speeds. Wherever you choose to purchase, check the ISBN, author, title, publisher, and year of publication. If the textbook includes online software access, purchase the textbook new to get the code you need. Used textbooks are a great savings otherwise.
Courses Approved for High School Registrations

**College of Arts & Sciences – Humanities**
- ART 104 Drawing I
- ART 105 Painting I
- ART 107 Ceramics I
- ART 130 Introduction to Digital Media
- COMM 104 Communication Skills
- DSGN 150 Web Design I
- ENGL 115, 215 College Writing I*, II*
- ENGL 117 College Writing I: Across Cultures
- FILM 105 Introduction to Filmmaking
- FILM 225 Screenwriting I
- FILM 276 Data Structures & Algorithms
- HORT 136 Landscape Drafting & Graphics
- HORT 137 Fundamentals of Landscape Design
- HORT 150 iGrow*
- MATH 168 Pre-Calculus*
- MATH 191 Calculus I*, 192 Calculus II, 240 Calculus III
- MATH 286 Differential Equations
- PHYS 110 Astronomy
- PHYS 117 Observational Astronomy Lab
- PHYS 141 General Physics I, 142 Physics II & Labs
- PHYS 225 Sound & Waves
- STAT 285 Elementary Statistics

**College of Arts & Sciences – Social Science**
- ANTH 124 Intro to Anthropology
- ANTH 200 Cultural Anthropology
- ANTH 205 Intro to Archaeology
- FMST 201 Personal Relationships
- GEOG 110 Survey of Physical Geography
- PSYC 101 Introduction to Psychology*
- PSYC 210 Introduction to Health Psychology
- SOCI 119 Principles of Sociology*
- SOCI 160 Intro to International Development
- SOWK 100 Introduction to Social Work
- SOWK 101 Orientation to Human Services

**School of Architecture, Art & Design**
- ARCH 126 Drawing & Graphics Studio
- ARCH 150 Introduction to Architecture

**School of Business Administration**
- ACCT 121, 122 Fundamentals of Accounting I, II
- BSAD 104 Introduction to Business
- ECON 225 Principles of Macroeconomics*
- ECON 226 Principles of Microeconomics*
- FNCE 206 Personal Finance
- INFS 120 Foundations of Information Tech & Lab*
- INFS 215 Info Systems Theory & Applications*
- AFLT 104 Introduction to Aviation
- AFLT 110 Basic Aircraft Systems
- AFLT 115 Private Pilot Ground School
- AFLT 121, 122 Flight Training I, II
- AVIA 140 Welding Technology
- AVIA 250 Machine Shop & Lab
- AVMT 114 Aircraft Basic Electricity
- AVMT 116 Federal Regulations, Publications, Forms
- AVMT 120 Materials & Processes for Aircraft Structures

**School of Health Professions**
- FDNT 230, 240 Nutrition* & Lab
- PHTH 120 Introduction to Physical Therapy
- SPPA 234 Intro to Speech-Lang Path & Audiology
- SPPA 270 Preclinical Observation

* Available online and on campus. See course schedule for available & times. Students must meet all prerequisites. Students who earn high grades in several courses may request additional classes. High school tuition rate does not apply to fees, individual music or flight lessons, independent study, tours, or self-paced courses.
Andrews University High School Registration Checklist

Once you have decided to register:

☐ Have you discussed with your parents and counselor what course you want to take? Have you checked the course for prerequisites and co-requisites (e.g. labs required with science classes)?
☐ Have you checked the course schedule to find a course that fits your high school schedule?
☐ Have you completed the application? This includes applying online and getting parent, registrar and school business manager/accountant signatures (homeschoolers, parent signature only).

Once you have received registration confirmation from Andrews University:

☐ Have you activated your username and checked your personal information?
☐ If attending on-campus courses, have you made your Andrews ID card at the Academic Records Counter in the Administration Building? You can access the library, eat in the cafeteria, and get student discounts with this card.
☐ Have you ordered textbooks to arrive BEFORE class starts? Find textbook information in the course syllabus (found in Course Schedule), or through the University Bookstore. Purchase through any supplier – amazon.com supplies used and new within days.
☐ If you’re parking on campus, have you registered your vehicle at Campus Safety ($10)?
☐ Have you added class and study times to your personal schedule? If taking classes on campus, use the interactive maps to find the building where your class will meet or print a campus map.
☐ Have you checked your financial statement on your finVue webpage? You can give parents access to financial information here. Transcripts are held until payment in full has been made.

Once you begin studying:

☐ Are you keeping up with the reading and homework? Be responsible and realistic. You need to budget 6-9 hours per week for each 3-credit college class.
☐ Are you attending every class on campus? Are you logging in regularly in an online course?
☐ Don’t hesitate to contact the instructor, your counselor or our office if you have questions or concerns about your course or course material.
☐ Have you requested your transcript through getmytranscript.com? You school needs this if you are earning dual credit. You can see grades on your personal iVue academic webpage at any time. Transcripts can be requested whenever needed in years to come.

To register next semester:

☐ Meet with your counselor to decide which Andrews University class would be a good fit in your next semester. Complete applications for the next Fall and Spring before school is out this year!
☐ Reapply and do the orientation online once a year. Send in the registration form for each term, including all signatures. More sections may be opened as needed, so apply even if the course schedule shows the main campus class is full.

To become a degree-seeking student:

☐ Take the ACT or SAT in both Gr 10 and 12, and the PSAT exam in Gr 11. Select Andrews University to receive your scores. Test scores help you get better scholarships, and good math scores may meet prerequisites for Andrews math and science courses.
☐ Have you met with an Andrews recruiter or departmental advisor to discuss further study options, after doing well in at least two college classes? Ask about the honors program and degree fast track admission.
☐ Apply to a degree program anytime. Request original transcripts sent to Andrews for all college credit earned in high school. Watch for an admission decision by email and mail.

Please contact us with any questions. Learn more about preparing for college through these webpages.