Registration Process for New & Returning Students

Welcome to AdventHealth University Online! Whether you're new or returning, follow this step-by step guide each term to successfully register for your classes and prepare for a successful trimester.

✅ **Step 1: Review Your Degree Audit & Personalized Plan -** Before registering, make sure you know which courses you need.

How to Access:

1. Log in to my.ahu.edu.
2. Click **"Degree Audits"** under **My Student Info** (left-hand menu).
3. Select **"View Full Audit."**
4. In the gray box at the top, click the **three vertical dots**, then choose **"Planning View."**

💡 *Your full degree plan will display, including which courses to take each term.*

📌 **Need Help?**

Contact your Student Experience Manager if:

- You want to adjust your plan
- You can't view your plan

✅ **Step 2: Register for Courses**

How to Register:

1. Log in to my.ahu.edu
2. Click **"Registration"** under the **Academics** section (left-hand menu).
3. Click **"Choose Courses."**
4. Use the **search field** to find your courses.
5. Click **"Enroll Now."**
6. Click **"Continue Registration Process"** (twice).
7. Click **"Complete Registration Process."**

💡 *Hover over course session codes (e.g., F1, F2) to view start and end dates.*

📸 See How to Register for Classes (Visual Guide)

✅ **Step 3: View Your Class Schedule**

How to View:

1. Log into my.ahu.edu
2. Click **"My Class Schedule"** under **My Student Info.**
3. Update the **Academic School Year & Term.**
4. Click **"Submit."**

💡 *You'll see your class list along with start/end dates.*

✅ **Step 4: Select Your Payment Method**

How to Choose:

1. Log into my.ahu.edu
2. Click **"University Services"** > **"Financial Services."**
3. Click **"Registration Payment Method"** (left menu).
4. Choose your payment option and **submit.**

🛑 **Special Payment Options: Guild or Financial Aid**

🔷 **Guild (for AdventHealth Employees) - to learn more about Guild tuition benefits, click here.**
*If you are an AdventHealth employee, securing your tuition benefits is a multi-step process:

1. Choose: "Third Party Billing" as your registration payment option
2. Apply for FAFSA to see if you qualify for Pell Grants, which gets applied first to your tuition. You can apply now at: studentaid.gov (AHU Code: 031155) **Pell Grants only apply to undergraduate programs*
3. Apply for Guild tuition benefits by submitting the Sponsorship Letter for each term by clicking here.
   ***Application Opens: only 30 days before term start**
4. Once you receive your approved Guild Sponsorship Letter, which typically takes 1-3 business days from the time you submit your application, upload approved Sponsorship Letter on our AHU site as indicated under Step#4 here.

📌 **Need Help applying for Guild?**

✉️ info@guildeducation.com

📞 1-800-985-4027

🔷 **Financial Aid**

1. Choose: **Financial Aid** * Remember to complete your **FAFSA application** at studentaid.gov (AHU Code: 031155) before speaking with your Financial Aid Counselor
2. Next, complete your AHU Aid Application: refer to your degree plan for credit hours expected to enroll in each term
3. Lastly, 📅 Schedule Appointment with Financial Aid Counselor

✅ Step 5: Order Your Textbooks

How to Order:

1. Log into my.ahu.edu
2. Click **“My Required Textbooks”** under **Academics** (left menu).
3. Select your preferred **book format.**
4. At checkout, choose your **payment method.**

💡 *Select “Book Voucher” to charge books to your student account if using Financial Aid or Guild benefits.*

📸 See How to Order Textbooks (Visual Guide)

✅ Step 6: Access Canvas Learning Platform

How to Access:

1. Log into my.ahu.edu
2. Click on "**Academics**" under the my.AHU Links section on the left-hand side of homepage
   *this will automatically log you into your Canvas account and get you to your Dashboards page
3. Scroll to the bottom to access the self-paced **Online Student Orientation.**

💡 *Access to registered courses begins the **Friday before the course start date**, around **3 PM**.*

Helpful Resources

📖 Tutoring Center Visit	🧾 Employer Receipt Visit	🎓 Guild (AH Employees) Visit
✍️ Writing Center Visit	💰 Financial Aid Visit	📘 How-To Guides Visit
📚 Digital Bookshelf Visit	🏦 Business Office Visit	

📞 Need Help?

📧 **Email:** AHU.OnlineSuccess@ahu.edu

🔢 **Text:** 407-606-5530

🗓️ Schedule an Appointment