

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."
- Phover 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 (AdventHealth Employees)
 - 1. Choose: Third Party Billing
 - 2. Apply for a Sponsorship Letter at guildeducation.com *Opens: 30 days before term start.
 - 3. Upload approved Sponsorship Letter on AHU site as indicated under Step#3 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 <u>AHU Aid Application</u>: refer to your degree plan for credit hours expected to enroll in each term
- 3. Lastly, I 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 using Financial Aid or Guild benefits.

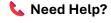
See How to Order Textbooks (Visual Guide)

▼ Step 6: Access Canvas Learning Platform

How to Access:

- 1. Log into my.ahu.edu
- 2. Click on "Academics" under the Navigation 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.
- PAccess to registered courses begins the Friday before the course start date, around 3 PM.

Helpful Resources				
Tutoring Center	<u>Visit</u>	Employer Receipt	<u>Visit</u>	◆ Guild (AH Employees) <u>Visit</u>
Writing Center	<u>Visit</u>	🐧 Financial Aid	<u>Visit</u>	How-To Guides <u>Visit</u>
💄 Digital Bookshelf	<u>Visit</u>	★ Business Office	<u>Visit</u>	



Email: AHU.OnlineSuccess@ahu.edu

Text: 407-606-5530

Schedule an Appointment