AdventHealth
UNIVERSITY

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 (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 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 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.**

💡 *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](#)