

# ANTIOCH UNIVERSITY

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## SANTA BARBARA

### Registration Packet

Winter 2012



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## WINTER 2012 REGISTRATION

Schedules of Classes are available on [myAntioch](#)

- ◇ New students will be registered for their first quarter classes by the Office of the Registrar.
- ◇ New students will receive a copy of their class schedule at orientation.

**REGISTRATION & TUITION DEADLINE: 5:30PM,**

**December 8<sup>th</sup>**

Late fee (\$100) applies after deadline

# ADVISING AND REGISTRATION INSTRUCTIONS

## Registration Procedures for Continuing Students

### STEP ONE: Advising – November 10-23

#### CONTINUING BA STUDENTS

BA students hold primary responsibility for insuring they meet all course requirements necessary to complete their degree program per their approved Degree Audit Form. BA students are expected to plan their quarterly schedule of classes and monitor their own progress using this form. They **MUST** bring their Degree Audit Form to each pre-reg advising session. Students should make an appointment and meet with their advisor during the advising period. Sign-up sheets are available outside your advisor's office.

#### CONTINUING MAE STUDENTS

Make an appointment to meet with your advisor during the advising period.

#### CONTINUING MACP STUDENTS

Please see your advisor during the advising period if you have questions or special needs.

#### CONTINUING PSYD STUDENTS

Please see your advisor during the advising period if you have questions or special needs.

## STEP TWO: Online Registration – November 29-December 8

Online Registration will be open from [9AM \(PT\) on November 29 through December 8](#). **Once you register during the registration period, you will be able to make adjustments to your schedule online through January 17 (the academic drop/add deadline).**

After January 17, all changes in registration will be processed by the Office of the Registrar.

### **\*Winter 2012 Add/Drop Deadline – January 17<sup>th</sup>**

Please note that students cannot register for the following courses/status options online – Instead, students must complete the appropriate registration form located either on the AUSB website (hyperlink provided) or outside the Office of the Registrar:

- ◇ [Leave of Absence](#)
- ◇ [Enrollment Maintenance](#)
- ◇ BA Internship
- ◇ Prior Experiential Learning (BA)
- ◇ [PSYD Internship \(1<sup>st</sup> Quarter\)](#)
- ◇ [Field Experience/Field Experience Continuation](#) (PSYD)
- ◇ [Dissertation Continuation](#) (PSYD)
- ◇ [Thesis/Project Completion](#) (MAE)
- ◇ Independent Study
- ◇ Traineeship (MACP) – Note: Students do not need to submit a registration form as the Office of the Registrar will register students based on direction of the MACP Advisor.

### **CONTINUING BA & MAE STUDENTS**

Online registration will be available beginning 9:00AM on November 29<sup>th</sup> via [myAntioch](#). Please review **At-A-Glance Online Registration** for instructions. If you need additional support, contact the Office of the Registrar.

### **CONTINUING MACP STUDENTS**

When online registration opens at 9:00AM on November 29<sup>th</sup>, **please register for the classes you receive from your advisor ONLY.** Do not attempt to make any changes in your

schedules at this time as doing so could leave you without a required class and delay graduation. Changes to the schedule can be made beginning December 9<sup>th</sup> during the add/drop period only. Please review **At-A-Glance Online Registration** for instructions. If you need additional support, contact the Office of the Registrar.

### **CONTINUING PSYD STUDENTS**

Please refer to the PsyD Schedule of Courses on [myAntioch](#) and register online for the courses appropriate for your cohort. If you have questions about your schedule, contact your Program Coordinator. For online registration instructions, please review **At-A-Glance Online Registration**. If you need additional support, contact the Office of the Registrar.

## **STEP THREE: Payment – December 5-8**

### **ALL CONTINUING STUDENTS**

Visit the Fiscal Office December 5-8, 8:30 AM–5:30 PM, to pay your tuition or complete a promissory note. You will be notified by the Fiscal Office if you need to confer with the Financial Aid Office. Students who have not registered & paid or signed off for their tuition and fees **by 5:30 PM, December 8<sup>th</sup>**, will be assessed a \$100 late fee. You may also pay your tuition online, 24 hours a day, at <https://my.antioch.edu>. Credit card and echeck payments accepted.

## **International Students**

### **CONTINUING INTERNATIONAL STUDENTS**

International students must meet with the Registrar before registering and must register for full-time status. International students who have not met with the Registrar will have a SEVIS HOLD that will prevent online registration.

## TUITION AND FEES

### TUITION PER QUARTER

<b>STATUS</b>	<b>BA</b>	<b>MAEx</b>	<b>MAE/TC</b>	<b>MACP</b>	<b>PSYD</b>
<b>Full-time</b>	N/A	10-15 units \$6026	13-23 units \$6026	8-15 units \$6207	10-15 units \$7305**
<b>Half-time</b>	N/A	6-9 units \$3615	6-12 units \$3615	4-7 units \$3723	N/A
<b>Per Unit*</b>	\$453	\$603	\$603	\$621	\$732
<b>Overload</b>	N/A	per unit over 15 \$603	per unit over 23 \$603	per unit over 15 \$621	per unit over 15 \$732

All BA tuition is calculated per unit. Students must be registered as Half-Time (6 units or more for BA program) to be eligible to receive financial aid.

\*\*No tuition for last year of PsyD program (*Pre-doctoral internship year*). See PsyD Internship fee below.

### ADDITIONAL FEES:

\$60	Admissions Application Fee
\$30	Admissions Fee/Regional transfer from AULA to AUSB
\$200	Quarterly International Student Fee
\$490	Educational Foundations (for prospective B.A. students) 3.0 unit class
\$300	Assessment fee for Prior Experiential Learning - Bachelor of Arts Program 1--3 credits
\$475	Enrollment Maintenance Fee & Thesis/Project Completion Fee
\$100	All Students-General Fee, (technology, electronic library, student activity)
\$10	MACP Program: Quarterly Liability Insurance Fee
\$100	Thesis/Project Binding Fee for two req'd copies (\$40/additional copy)

\$267	PsyD FA, WI & SP Quarterly Assessment, Practicum, & Materials Fee - Yrs I,II,III & IV
\$3000/yr \$2000/yr	Full-Time Internship PsyD students Half-Time Internship PsyD students
\$100	Late Registration Fee
\$10 \$20	Transcript Transcript & Assessments
\$30	Three--payment Plan Fee
\$100	Special Services Fee
\$25	Return Check Fee
\$100	Graduation Fee
\$75	Late Payment Plan Fee

Tuition and fees must be paid by money order, personal check, or credit card; cash is not accepted. Applies to Summer 2011 – Spring 2012. Tuition and fees are subject to change with written notice.

## Refund Policy

The refund schedule applies in cases of withdrawal from the University as well as in cases of reduction in the number of registered units during a quarter. For refund purposes, a week of classes refers to a calendar week beginning with the first day of classes. The effective date for determining a refund is the date the Registrar receives written notification of a drop (signed by the advisor and Financial Aid officer) or withdrawal from the student. New students who withdraw from the University during the first or second week of the quarter are awarded 100% refund of tuition and registration fees. Continuing students who withdraw from the University during the first week of the quarter are awarded 100% refund of tuition and registration fees. Following the 100% refund period, the University's refund policy for students who have completed 60% or less of the new course of instruction shall be a prorated refund. If the University cancels or discontinues a course, the University will make a full refund of all associated tuition charges. Refunds will be paid within 30 days of receipt of notification of cancellation or withdrawal. The prorated refund shall be the amount charged for instruction multiplied by a fraction, the numerator of which is the number of hours that the student has not received but for which the student has been charged, and the denominator of which is the total hours of instruction for which the student has been charged.

**REFUND EXAMPLE:**

A hypothetical refund example: a full-time continuing graduate student upon enrollment in 120 clock hours of courses (12 units) pays \$5,850 for tuition and then withdraws after completing 72 clock hours of instruction (approximately 6 weeks of instruction). The prorated refund to the student would be \$2,340 based on the following calculations:

1 graduate unit = 10 clock hours  
 12 graduate units = 120 clock hours  
 completed coursework = 72 clock hours  
 uncompleted coursework = 48 clock hours  
 $\$5,850 \times 48/120 = \$2,340$

## Winter 2012 Refund Schedule

**NEW STUDENTS** who withdraw from the University or drop any courses by **January 17<sup>th</sup>** are awarded 100% refund of tuition and registration fees. After January 17<sup>th</sup>, the same refund policy applies for new and continuing students (see schedule below).

**CONTINUING STUDENTS** who withdraw from the University or drop any courses by **January 9<sup>th</sup>** are awarded 100% refund of tuition and registration fees. After January 9<sup>th</sup>, refund of monies charged for tuition, prior fees, EMF, and Project/Thesis Completion is calculated according to the schedule below.

**SWITCHING COURSES DURING ADD/DROP PERIOD** A continuing student who wishes to switch courses (drop one course to add another) during the second week of instruction is also subject to the following refund schedule:

<b>Official first week of quarter</b>	Jan 3-9	<b>100%</b>
<b>Second week</b>	Jan 10-17	<b>80%</b>
<b>Third week</b>	Jan 18-23	<b>70%</b>
<b>Fourth week</b>	Jan 24-30	<b>60%</b>
<b>Fifth week</b>	Jan 31- Feb 6	<b>50%</b>
<b>Sixth week</b>	Feb 7-13	<b>40%</b>
<b>After</b>	Feb 13	<b>0%</b>

## Federal Policy for Return of Title IV Funds

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the forms of a Pell Grant, Supplemental Educational Opportunity Grant, Federal Subsidized and Unsubsidized Stafford Loans, Federal PLUS loans or Federal Perkins Loans and withdrew on or before completing 60% of the quarter. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the quarter divided by the number of calendar days in the quarter. Scheduled breaks of more than four consecutive days are excluded.

**IMPORTANT NOTICE TO ALL FEDERAL FINANCIAL AID RECIPIENTS** Federal Financial Aid regulations have defined that a student who withdraws or stops attending prior to completing 60% of a semester has not earned 100% of the federal financial aid that was received. That student may be required to return a portion of his or her federal aid.

The order of return of unearned Title IV assistance, returned by the school or student, is credited first to the outstanding Title IV loan balances for the student. Excess funds must be credited to outstanding balances in the following order:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Perkins Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG
- Other Title IV assistance for which a return of funds is required
- State Grants
- Institutional Aid
- Private Aid
- BIA
- Vocational Rehabilitation
- Money paid on Account of Student
- Other

For example:

Suppose a student withdraws on the fourteenth day (in the second week) of classes of a 70-day calendar quarter. Also suppose that the charge for tuition was \$3,811 and was paid as follows: a \$1,500 Subsidized Stafford loan, \$1,100 Federal Pell Grant, \$100 SEOG, and a \$1,000 Federal Perkins Loan. Under the "Return of Title IV Funds" policy, \$1,455 would be paid on the Subsidized Stafford loan, \$1,000 would be returned on the Federal Perkins Loan and \$527.48 would be returned to the Federal Pell Grant. In summary, of the \$3,811 of institutional charges, \$2,982.48 would be refunded and returned to various sources.

## GENERAL INFORMATION

### Fiscal Office Reminders

<b>PAYMENT PLANS</b>	<p>Antioch University Santa Barbara is currently offering qualified students the option of paying their Winter tuition on an installment plan.</p> <p>You qualify for the payment plan if you meet AT LEAST ONE of the following criteria:</p> <ul style="list-style-type: none"> <li>You are employed in a permanent position and can submit a letter, written on company letterhead, from your employer, which verifies your permanent employment status. No salary information is necessary.</li> <li>You are self-employed and can produce a copy of your most current IRS 1040, pages 1 &amp; 2 only. It must be clear from the form that you are self-employed.</li> <li>You have other sources of income and can verify by submitting a copy of your latest bank statement or other documentation that clearly indicates continuing income.</li> <li>Your spouse, parent(s), or "significant other" will be paying your tuition and you can submit documentation such as above that reflects their employment or other source of income.</li> </ul>
<b>YOU DO NOT QUALIFY IF</b>	<ul style="list-style-type: none"> <li>You have a record of late payment of tuition in previous quarters.</li> <li>You have previously had insufficient funds to cover a check payable to Antioch.</li> <li>You have received a student loan or other financial aid paid directly to you which covers the entire tuition for the upcoming quarter.</li> </ul>
<b>PAYMENT PLANS AVAILABLE</b>	<ul style="list-style-type: none"> <li>You may pay your tuition in full at Registration.</li> <li>You may pay 1/2 at Registration and 1/2 on or before <b>January 15, 2011</b>.</li> <li>You may pay 1/3 at Registration plus a \$30 service charge, 1/3 on or before <b>January 15, 2011</b>, and 1/3 on or before <b>February 15, 2011</b>.</li> <li>An additional \$75 late charge will be assessed on payments made later than five (5) days after the due date.</li> <li>You may also pay your tuition online, 24 hours a day, at <a href="https://my.antioch.edu">https://my.antioch.edu</a>. Credit card and echeck payments accepted.</li> </ul>
<b>HOW TO ARRANGE A PAYMENT PLAN</b>	<ul style="list-style-type: none"> <li><b>New Students</b> should contact the Fiscal Officer before Registration to obtain approval for a payment plan and bring the necessary documentation.</li> <li><b>Continuing Students</b> who have not previously been approved for payment plans should bring the necessary documents to Registration.</li> <li>Students may elect to use a payment plan for the amount <b>NOT</b> covered by financial aid.</li> <li><b>All students who have been approved for a payment plan must sign a promissory note at Registration and must appear in person at Registration time.</b></li> <li>We reserve the right to refuse a payment plan to any student. If you have any questions, please contact the Fiscal Officer prior to Registration.</li> </ul>
<b>FINANCIAL AID STUDENTS</b>	<ul style="list-style-type: none"> <li>If your student loan has been approved, you will not be required to pay a deposit at Registration.</li> </ul>
<b>REFUNDS</b>	<p>Refunds for decreasing enrollment status are initiated by the Registrar's Office once a completed Drop form has been received. Normally, a refund is applied to your next quarter's tuition. In cases of withdrawal, you must request the refund. Please contact the Fiscal Office. These requests may take up to 30 days to process.</p>
<b>FISCAL POLICY</b>	<ul style="list-style-type: none"> <li>Antioch University Santa Barbara, a private nonprofit University, has established a minimum fee schedule which allows us to cover administrative and student service costs. No fees are waived under any circumstances.</li> <li>Any owed charges or fines, such as property damage, etc. incurred by a student while in attendance at the University will be charged to the student's account.</li> <li><b>An unpaid balance on a student account will prohibit registration and release of an official transcript or diploma.</b></li> </ul>

## Enrollment and Fees Categories

<b>ADMISSIONS APPLICATION FEE</b>	This nonrefundable fee must accompany the Application for Admission. Consideration for admission will not be given until the fee is paid. Students who complete their undergraduate degree with Antioch and are applying for the graduate program also must pay this fee.
<b>ENROLLMENT MAINTENANCE</b>	<p>Enrollment Maintenance is designed for students who are not enrolled for <u>new</u> coursework during the current term, but who wish to maintain their enrollment status when they are engaged in one of the following activities:</p> <ul style="list-style-type: none"> <li>• completing degree requirements, including documentation;</li> <li>• completing incomplete work from the previous quarter;</li> <li>• working at a traineeship site while not enrolled for credit.</li> </ul> <p>Payment of the Enrollment Maintenance fee (EMF) allows the University to certify to other institutions/agencies that you are participating in your degree program to the equivalent of at least half-time enrollment. An Enrollment Maintenance quarter, however, is not counted toward residency requirements, and you do not qualify for financial aid while on EMF. Two or more <u>consecutive</u> EMF quarters are not permitted. See Refund Policy in this packet for refund details.</p>
<b>PROJECT/THESIS COMPLETION</b>	Project/Thesis Completion status is designed for students who are doing continuing work on a project or thesis. No residency status is credited, and no financial aid status is assigned. See Refund Policy in this packet for refund details.
<b>WITHDRAWAL</b>	Withdrawal status refers to the removal of active student status. Students are required to notify the Registrar and their Advisor in writing. If the student has residency to complete, subsequent re-admission to the University requires payment of the Admission fee and an application for re-admission. If all course work is completed, re-admission without payment of the Admission Application fee may be allowed; however, the Enrollment Maintenance fee will be required upon re-admission. All loans originating with Antioch University become due and payable six months after withdrawal. See Refund Policy in this packet for refund details.
<b>LEAVE OF ABSENCE (LOA)</b>	LOA is a planned period of nonattendance for matriculated students. Approval must be obtained from your advisor. Upon your registration for LOA, any incomplete coursework will be converted to No Credit. No more than two consecutive LOA quarters are permitted. If you are receiving financial aid, you must inform the Financial Aid Director of your intentions. No fee is charged for LOA registration.
<b>CHANGE IN STATUS</b>	There are <b>Financial Aid consequences</b> when you drop from FULL-TIME to HALF-TIME or less. Your student budget will be reduced to reflect decreased tuition and books. This may result in the withdrawal of previously awarded grants and loans which would become immediately due and payable. <b>Please see the Financial Aid Director if you have a change of status.</b>
<b>AUDITING FEE</b>	Auditing courses is permitted with the approval of faculty teaching the course. Credit is not awarded for audited courses. Students who audit courses and subsequently matriculate as regular students cannot be awarded transfer credit, residency, or prior learning equivalency for audited courses toward the completion of their degree program. No audit fee is charged for students who are enrolled at least half-time. See Refund Policy in this packet for refund details.
<b>GRADUATION APPLICATION</b>	Students must file an Application for Graduation form by the end of the third week of the quarter in which they intend to graduate. A \$100 nonrefundable processing fee is required when submitting the application. Bachelor of Arts degree students must have submitted their revised Degree Plan to be eligible to submit the Application for Graduation.

## Disclosure of Student Information

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), a school may not release information from a student's record without written consent from the student. However, there are two exceptions to this law: (1) a school may disclose records, without consent, to the following parties: school employees with legitimate educational interest in student's record; other schools to which a student is transferring; certain government officials, in order to carry out lawful functions; appropriate parties in connection with financial aid to a student; organizations doing certain studies for the school; accrediting organizations; individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; and state & local authorities to whom disclosure is required by state laws adopted before Nov. 19, 1974; (2) a school may disclose, without consent, "directory" type information. At Antioch University Santa Barbara, the following information is considered "directory" information: a student's name, home address, telephone number, email address, enrollment status, dates of attendance, program attended, and degree awarded. **If you do not wish this information disclosed, you must notify the Office of the Registrar in writing by the next Registration.** Please note that the Student Directory of names, email addresses, and phone numbers is released only to other students in your degree program, to faculty advisors, and to staff. During registration you may determine whether or not you wish to be included in the Student Directory.

## Campus Security Report (2006– 2010)



### Antioch University Santa Barbara

September 12, 2011

The Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) requires that institutions of higher education collect information about crimes on campus and distribute this information to all current students and employees and to any applicants for enrollment or employment upon request beginning September 2, 1992. This material is written and distributed to comply with this legislative mandate.

Antioch University Santa Barbara is in an urban environment. Systematic security records for the campus began to be kept as of July 1, 1991, and during the 2000-2001 year, for serious crimes that must be reported under Public Law 101-542 (murder, sex offenses, robbery, aggravated assault, burglary, and motor vehicle theft).

Below is the summary for crime statistics for the Santa Barbara campus:

	2006	2007	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Sex offenses – forcible	0	0	0	0	0
Sex offenses – Non-forcible (includes only incest & statutory rape)	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0
Arson	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0

The remainder of this memorandum provides specific information as required by Public Law 101-542 so that our record of safety can be continued during this coming year. You are asked to read this information carefully so that you are prepared to function effectively in the urban environment in which we live.

**Procedures for reporting criminal action:** The Provost/VPAA has the overall responsibility for security issues for the campus. During the hours of 8:30 a.m. to 5:00 p.m. on weekdays, all incidents of criminal action should be reported immediately to Nanci Braunschweiger x5169. Incidents of criminal action that occur after 5:00 p.m. on weekdays and on Saturday, should be reported to the administrator and/or Security Guard who is on duty. The administrator on duty will take whatever action may be necessary at the time and will report all incidents to the Provost/VPAA for follow-up action as required. It is the policy of the University to respond quickly to criminal actions, which pose a threat to the safety of the students and employees as well as to University property.

**Access to campus facilities:** Antioch University - Santa Barbara facilities in Santa Barbara are open during the hours of 8:15 a.m. to 9:00 p.m. Monday through Thursday and 8:15 a.m. to 5:00 p.m. Friday and Saturday. Hours of operation do change for special events and for quarter break. Quarterly course catalogs or University officials should be consulted for scheduled changes in hours of operation. Although the campus shares facilities with other occupants, students and employees are encouraged to report to the administrator in charge any one in University occupied space who appears to pose a threat to University students, employees, or property.

**Campus Law Enforcement Policies:** Campus officials are not law enforcement officers and are instructed to contact promptly local police for the enforcement of the law. If you observe an incident of criminal action, please report this to the appropriate campus official as described above. In cases of emergency involving immediate threat to persons or property, you should dial 9/911 immediately on any University telephone and notify the appropriate University official as soon as is reasonably possible.

**Type and frequency of programs designated to inform students and employees about security procedures and practices.** At the beginning of each fall quarter, all students and employees receive information regarding security issues on campus, and all new students and employees are provided with this information when they become a part of the University community. In addition, local experts provide annual fire and earthquake preparedness training, and two video tapes are available in the Instructional Resources Center that promote safety concerns on campus – *How not to be a Victim* and *Earthquake Preparedness*. Emergency response team members at each campus also have received training regarding how to handle a variety of situations.

**Programs designed to inform students and faculty about the prevention of crime:** No additional programs are anticipated beyond what has been cited above.

**Statistics concerning the occurrence of crime on campus during the most recent school year:** During the 2009 – 2010 year (through September 2010), no incidents occurred at the campus that are required to be reported under Public Law 101-542.

**Statement of policy concerning the monitoring and reporting of criminal activities at off-campus student organizations:** Antioch University does not have off-campus student organizations.

**Statistics of the number of arrests for liquor law violations, drug abuse violations, and weapons violations:** There have been no arrests for any of the violations cited above.

Number of Arrests by Policy per Year					
	2006	2007	2008	2009	2010
Liquor law violation	0	0	0	0	0
Drug abuse violations	0	0	0	0	0
Weapons possessions	0	0	0	0	0

**Statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws and statement of policy regarding the possession, use , and sale of illegal drugs and enforcement of federal and state drug laws and a description of drug education program:** Antioch University serves adult students (average age 38) and as such does not have under age students. We do however, enforce under age drinking laws at social functions where alcoholic beverages are provided. Such beverages are served at special functions on the campus. All federal and state alcohol and drug laws are enforced on our campus and each year, information regarding or drug free workplace policy and relevant federal and state penalties for violations are distributed to all students and employees.

Every fall, Antioch submits data to the US Department of Education for the previous calendar year. The most recent report shows crime statistics for the 2010 calendar year. If you would like to see more detailed information that is posted on the web, use the following link:

<http://www.securityoncampus.org/crimestats/>

## General Campus Information



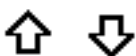
### Purchasing Books & Readers:

AUSB has contracted with Textbookx.com to build its online bookstore. The site will allow students to order all of their required textbooks online 24 hours a day, 365 days a year and have them delivered directly to their homes. The bookstore offers students new and used textbooks, and year-round textbook buy-back. The Textbookx bookstore is located at <http://antiochsb.textbookx.com>.

With AUSB Online Bookstore, in partnership with Textbookx you can...

- Enjoy free shipping on orders over \$49.
- Choose from a list of new or used books from Textbookx, or purchase used books from individual sellers in the Marketplace. (All payments go through Textbookx; individual sellers never see your credit card.)
- Track the shipments of your purchases.
- Sell back your textbooks. Choose between selling directly back to Textbookx, or become a seller on the Textbookx Marketplace.
- Contact customer support via phone, email, and real-time chat.

In addition to textbooks, some Antioch courses utilize compilations of journal articles and book chapters, collectively bound as custom course readers. In most cases, these readers are available for students to purchase the week prior to the start of the quarter from The Alternative Copy Shop, 1511 Chapala Street, Santa Barbara, 93101 (805-963-7731). Occasionally, Readers are sold in class. Check the quarterly book list for specific information.



### Adding and Dropping Courses:

After you have registered, to change your schedule during the Add/Drop period access [myAntioch](#) and process your changes online. The academic deadline for making any changes to your schedule is the end of the 2nd week of the quarter (except for one-day seminars which may be added until the Monday before they meet; they may be dropped until the Friday before they meet or the academic deadline, whichever occurs first). Keep in mind that the refund schedule is in effect at all times (see Refund Policy in this packet). The Refund Policy allows for a refund on courses in which 60 percent or less of the course has been completed. Please note, however, that although a refund will be processed through this time period, a course dropped past the 3rd week of the quarter will appear on your record with a "W" designation.

**\*\*\*\* ADD / DROP DEADLINE FOR WINTER 2012 TERM – January 17<sup>th</sup> \*\*\*\***

**Forms:**

Almost all Antioch forms can be found on the shelves outside the Registrar's Office or on the AUSB website (<http://www.antiochsb.edu/campus-life/registrar>) under the Downloadable Forms tab. Please look there first! If you cannot find the form you need, check with staff in the Registrar's Office.

**Student Parking:****ANACOTA BUILDING CAMPUS**

Free parking is available within a few blocks of the campus on the surrounding streets and after 6:00 pm in the commuter lot adjacent to our new building, which can be entered from Cota Street. Evening classes that are held on the new campus will begin at 6:15 pm to allow students to take advantage of the free parking "after 6 pm" in the commuter lot. Additional parking and transportation resources and options are listed below:

**MTD transportation costs:**

<http://sbmtd.gov/fares-and-passes/index.html>

**Map of downtown parking lots (#10 & 11 across the street from campus):**

<http://www.santabarbaraca.gov/NR/rdonlyres/12A6F9C4-52AB-4523-9FBF-DBE8FE6F283A/0/DowntownParkingMap.pdf>

**Hours of operation for downtown parking lots:**

[http://www.santabarbaraca.gov/Business/Transportation\\_and\\_Parking/Downtown\\_Parking/DAYS\\_OP.htm?js=false](http://www.santabarbaraca.gov/Business/Transportation_and_Parking/Downtown_Parking/DAYS_OP.htm?js=false)

**Downtown City Parking Lot Rates:**

First 75 Minutes are free; each hour or part of an hour after the initial 75 minutes is \$1.50. Each parker is entitled to one 75 Minute free period per 24 hours.

**Parking Lot Rates for Disabled:**

First 2 ½ hours are free; each hour or part of an hour after the initial 2 ½ hours is \$1.50. The daily maximum is \$7.00. A valid placard or plate is required.

**Contact Information for Parking Offices:**

Downtown Parking Office: 805-564-5656

**Water Front Parking: 805-564-5523**

1221 Anacapa St. Santa Barbara, CA 93101

Monday – Friday 8:00 AM – 4:30 PM

**Pre-Paid Parking Cards:** A Pre-Paid Parking Card is the new and easy way to pay for parking! Just present the card at the exit and go! Pre-Paid Cards are available for purchase at

the Downtown Parking Office address, and may be recharged at the Downtown Parking Office up to the original purchase amount (the new campus is located across the street from Downtown Public Lots #10 & #11). Cards are available in \$30, \$60, \$90, & \$120 denominations.

**Find more information on Pre-Paid Parking Cards at:**

[http://www.santabarbaraca.gov/Visitor/Getting\\_Around/Parking/HOURS\\_OP.htm](http://www.santabarbaraca.gov/Visitor/Getting_Around/Parking/HOURS_OP.htm)

**Emergency Service in City Lots:**

<http://sbmtd.gov/passenger-information/emergency-ride-home.html>

(Emergency ride home service for downtown employees who make regular use of public transportation)

**Permits for the Waterfront Parking Lots along Cabrillo:**

\$95/year (\$7.92 a month

<http://www.santabarbaraca.gov/NR/rdonlyres/EA30DEB2-81CF-4E8D-9DEC->

**Map of Waterfront Parking Lots:**

<16BF9C36381C/0/WATERFRONTPARKINGLOTS.pdf>

<http://sbmtd.gov/maps-and-schedules/waterfront-shuttle.html>

**Waterfront Shuttle Schedule (starts at 9 am and travels from East Beach to Mesa):**

<http://sbmtd.gov/maps-and-schedules/maps/dwe-map-stops.pdf>

Please be reminded that there is all day street parking on many of the residential streets that are 4-5 blocks removed from State St. On the east side of State, all day parking begins on Laguna and Olive Streets. The new campus is conveniently located on the shuttle routes (\$0.25, crosstown shuttle = \$1.75)

**Cross Town Shuttle Schedule and Map:**

<http://www.sbmtd.gov/maps-and-schedules/37.html>

**Downtown and Waterfront Shuttle (schedule & map):**

<http://www.sbmtd.gov/maps-and-schedules/waterfront-shuttle.html>

Overall, there are many more parking options (i.e., city parking lots, commuter lots, and accessibility to public transportation) available surrounding our new campus than were available or convenient to our Garden St. location.

Students who require temporary disability parking (or those with other special needs) are not impacted by this change, but should contact Student Services Coordinator, Donna Mathes (x5337 or [dmathes@antioch.edu](mailto:dmathes@antioch.edu)), to ensure that accommodations are available.



## 2011-12 Academic Calendar

(Subject to change)

	<b>SUMMER</b> Jul-Sep	<b>FALL</b> Oct-Dec	<b>WINTER</b> Jan-Mar	<b>SPRING</b> Apr-Jun
First day of the quarter	Jul 5	Oct 3	Jan 3	Apr 2
Holidays	Sep 5	Nov 24-26 Feb 20	Jan 16	May 28
Graduation application due for current quarter	Jul 22	Oct 21	Jan 20	Apr 20
Academic drop/add deadline	Jul 19	Oct 17	Jan 17	Apr 16
Online registration closes for current quarter				
Schedule of Classes available for subsequent quarter	Aug 10	Nov 9	Feb 8	May 9
Advising period for registration for subsequent quarter	Aug 11-24	Nov 10-23	Feb 9-22	May 10-23
Online registration opens for subsequent quarter	Aug 30	Nov 29	Feb 28	May 29
Pay/sign for tuition & fees in Fiscal Office for subsequent quarter	Sep 6-8	Dec 5-8	Mar 5-8	June 4-7
End of instructional period <i>(Normally classes end in week 10; however, due to holidays and makeups, some may end in week 11 or 12.)</i> Date on diploma for grads	Sep 17	Dec 17	Mar 17	June 16
Commencement				June 22

## Faculty and Administration

### **Core Faculty**

Britt Andreatta, Ph.D., BA Chair  
 Dawn Osborn, M.S., Ph.D., BA Core Faculty  
 Marianne D'Emidio-Caston, Ph.D., MAE Chair  
 Steve Kadin, Ph.D., ABPP, PsyD Core Faculty  
 Barbara Lipinski, Ph.D., J.D., PsyD Chair  
 Lillian Seldeen, MA, MBA, BA Core Faculty  
 Catherine Radecki-Bush, Ph.D., MAP Core Faculty  
 Elizabeth Wolfson, Ph.D., MAP Chair  
 Albert Munoz-Flores, Psy.D., Director of Clinical Training, MAP Core Faculty  
 Juliet Rohde-Brown, Ph.D., PsyD Core Faculty, Director of Practicum  
 Ryan Sharma, Psy.D., PsyD Director of Clinical Training , PsyD Core Faculty

### **Santa Barbara Administration**

Nancy Leffert, Ph.D., President  
 Bill Richardson, Ph.D., Provost & VP Acad Aff  
 Kristine Schwarz, M.A., Assoc. Director of Institutional Advancement  
 Guy Smith, M.A., Assistant to the President  
 Cynthia Stewart, Ph.D, Academic and Admin Projects Manager  
 Richard Whitney, M.A., Exec Dean Inst Research

### **Human Resources**

Nanci Braunschweiger, Dir Human Resources  
 Lauren Berndt, HR Assistant

### **Academic Services**

Christine Forte, Library Director  
 Hannah Holbrook, Writing Center Director  
 Susan Gentile, BA Program Coordinator  
 Jayne Lee, MAE Program Coordinator  
 Stephanie Holland, PsyD Prgm Coordinator  
 Donna Mathes, MAP Student Advisor  
 Karen Sharkey, BA Student Advisor

### **Marketing & Enrollment Management**

Steve Weir, Mkt Dir & Enroll Mgr  
 Scott Weatherman, Asst. Dir. of Admissions  
 Laura Ericson, Admission Advisor  
 Sharisse Estomo, Admission Advisor

### **Financial Aid Office**

Babette Willens, Asst Dir Financial Aid  
 William Defoi, Financial Aid Counselor

### **Computer Services**

Bryon Dean, Network Administrator  
 Katie Golus, Instructional Designer  
 Alexis Burdick, Technical Analyst

### **Facilities**

TBA

### **Fiscal Office**

Paul Luciano, Accountant

### **Office of the Registrar**

Julia Dubiel, Registrar  
 Hilary Johnson, Assistant Registrar  
 Alisha Bartoo, Records Associate

# APPENDIX

## Contacts for Holds

TYPE OF HOLD	CONTACT NAME	PHONE # / EMAIL ADDRESS
Admissions Hold	Julia Dubiel	X5105 OR <a href="mailto:jdubiel@antioch.edu">jdubiel@antioch.edu</a>
Financial Aid Hold	Babs Willens	X5131 OR <a href="mailto:bwillens@antioch.edu">bwillens@antioch.edu</a>
Fiscal Hold	Paul Luciano	X5103 OR <a href="mailto:pluciano@antioch.edu">pluciano@antioch.edu</a>
		<i>(send email marked with Urgent priority)</i>
Registrar Hold	Julia Dubiel	X5105 OR <a href="mailto:jdubiel@antioch.edu">jdubiel@antioch.edu</a>
Sevis Hold	Julia Dubiel	X5105 OR <a href="mailto:jdubiel@antioch.edu">jdubiel@antioch.edu</a>
* YSO Student Loan Holds (80SL)		
* YSO Exit Interview Holds (80EX)	Connie Cox	937-769-1367 OR <a href="mailto:ccox@university.Antioch.edu">ccox@university.Antioch.edu</a>

## How to Locate the Schedule of Classes on myAntioch

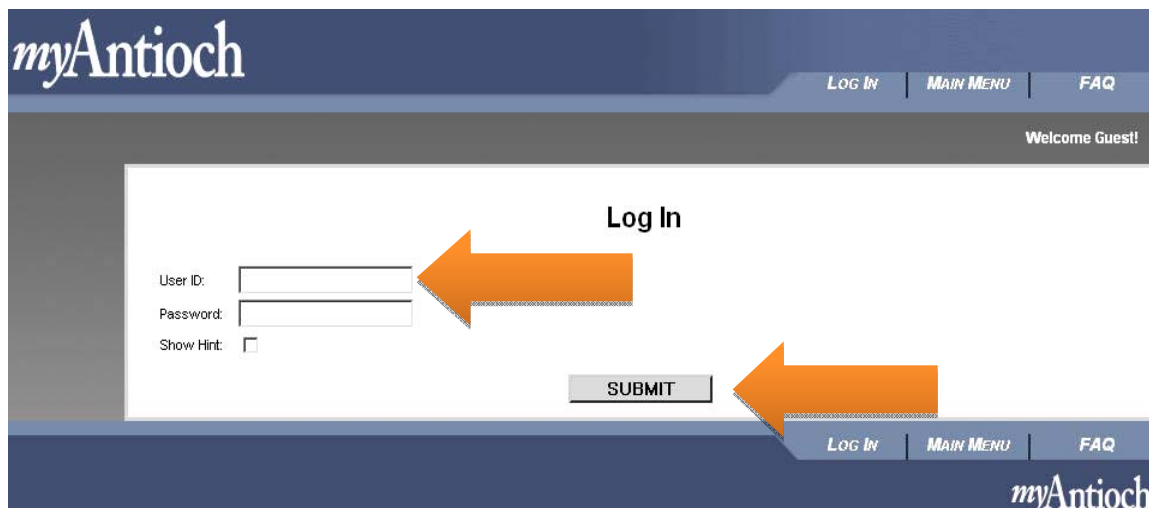
### 1. LOG IN TO MY.ANTIOCH.EDU or the AUeID Manager

Open up a web browser (for example, Internet Explorer, Firefox, etc.); then enter MY.ANTIOCH.EDU (not case sensitive; don't use www) or access myAntioch via the [AUeID Manager](#). Click on the Log In option.



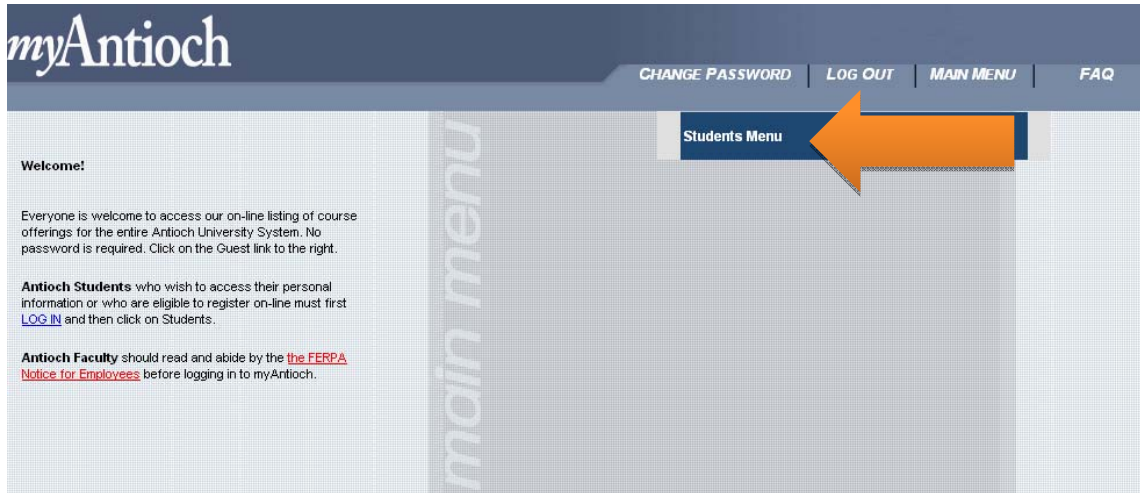
### 2. IF YOU GO TO MY.ANTIOCH.EDU DIRECTLY - WHEN YOU GET TO THE LOGIN PAGE...

- Enter your User ID (your seven-digit student ID number).
- Enter your AUeID Password. Click on the SUBMIT button.

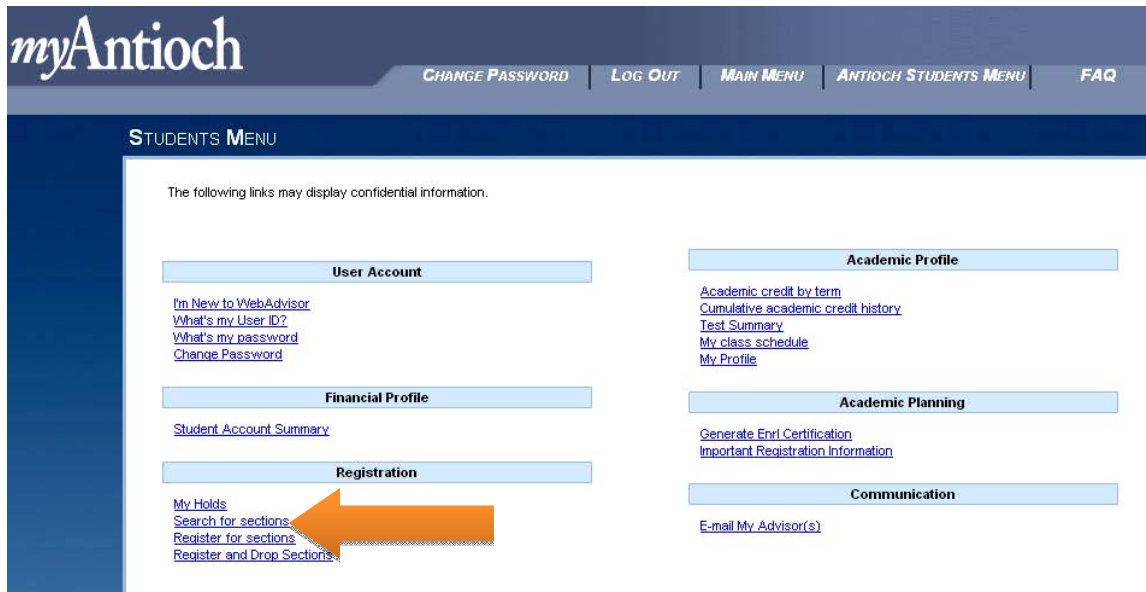


### 3. HOW DO I LOCATE THE SCHEDULE OF CLASSES?

After you have logged in, you are taken to the Main Menu. Click on the Students Menu.



Click on Search for Sections under the Registration section of the Students Menu.



On the **Search for Sections** screen, **select ONLY the correct Term and Academic Level and click Submit.**

### Search for sections

PLEASE SELECT AT LEAST 2 SEARCH CRITERIA. Enter either a Term OR  
Enter Starting AND Ending dates. Date range can't exceed 120 days.

Term

Or Starting On/After Date e.g. 9/1/05

and Ending By Date e.g. 12/15/05

Academic Level

Subjects	Course Levels	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After  Sections Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sun

Course Title Keyword(s)

Instructor's Last Name

**SUBMIT**

You will see a listing of course offerings for the specified term and academic level. This is a view only screen. You will not be able to take any action on this screen (i.e., register for sections or drop sections).

## SECTION SELECTION RESULTS

Term	Status	Section Name and Title	Meeting Information	Instructors	Available/ Capacity/ Waitlist	Credits
AUSB Fall 2011	Open	<a href="#">62PSC-501A-1 Psychotherapy in Context</a>	10/04/2011-10/25/2011 SB Lecture Tuesday 09:00AM - 11:50AM, Garden Street, Room 112 10/03/2011-12/08/2011 SB Lecture Tuesday 09:00AM - 11:50AM, Anacota, Room 124	C. Radecki-Bush	9 / 20 / 0	3.00
AUSB Fall 2011	Open	<a href="#">62PSC-501A-2 Psychotherapy in Context</a>	10/03/2011-12/17/2011 SB Online Days to be Announced, Times to be Announced, Room to be Announced	R. Smith	3 / 20 / 0	3.00
AUSB Fall 2011	Open	<a href="#">62PSC-501A-3 Psychotherapy in Context</a>	10/03/2011-10/03/2011 SB Online Monday 06:00PM - 08:50PM, Garden Street, Room 114	C. Radecki-Bush	2 / 20 / 0	3.00
AUSB Fall 2011	Open	<a href="#">62PSC-501A-4 Psychotherapy in Context</a>	10/03/2011-12/17/2011	R. Smith	4 / 20 / 0	3.00
AUSB Fall 2011	Open	<a href="#">62PSC-504A-1 Life-Span Human Development</a>	10/04/2011-10/25/2011 SB Lecture Tuesday 01:00PM - 03:50PM, Garden Street, Room 114 11/01/2011-12/06/2011 SB Lecture Tuesday 01:00PM - 03:50PM, Anacota, Room 124	F. Rust	8 / 20 / 0	3.00
AUSB Fall 2011	Open	<a href="#">62PSC-504A-2 Life-Span Human Development</a>	10/04/2011-10/25/2011 SB Lecture Tuesday 06:10PM - 09:00PM, Garden Street, Room 112 11/01/2011-12/06/2011 SB Lecture Tuesday 06:10PM - 09:00PM, Anacota, Room 340	K. Kevorkian	15 / 26 / 0	3.00
AUSB Fall 2011	Closed	<a href="#">62PSC-504A-3 Life-Span Human Development</a>	10/05/2011-10/26/2011 SB Lecture Wednesday 09:00AM - 11:50AM, Garden Street, Room 203 11/02/2011-12/07/2011 SB Lecture Wednesday 09:00AM - 11:50AM, Anacota, Room 119	F. Rust	0 / 20 / 0	3.00
AUSB Fall 2011	Open	<a href="#">62PSC-504A-4 Life-Span Human Development</a>	10/05/2011-10/26/2011 SB Lecture Wednesday 09:00AM - 11:50AM, Garden Street, Room 101 11/02/2011-12/07/2011 SB Lecture Wednesday 09:00AM - 11:50AM, Anacota, Room 120	K. Kevorkian	6 / 22 / 0	3.00
AUSB Fall 2011	Closed	<a href="#">62PSC-504G-1 Life-Span Devel: Older Adult</a>	11/04/2011-11/04/2011 SB Seminar Friday 06:10PM - 09:00PM, Anacota, Room 124 11/05/2011-11/05/2011 SB Seminar Saturday 09:00AM - 05:00PM, Anacota, Room 124	F. Rust	0 / 25 / 0	1.50
AUSB Fall 2011	Open	<a href="#">62PSC-505-1 Clin Skills in Multicult Cntr</a>	10/04/2011-10/25/2011 SB Lecture Tuesday 06:10PM - 09:00PM, Garden Street, Room 101 11/01/2011-12/06/2011 SB Lecture Tuesday 06:10PM - 09:00PM, Anacota, Room 337	M. Marin	8 / 18 / 0	3.00
AUSB Fall 2011	Open	<a href="#">62PSC-505-2 Clin Skills in Multicult Cntr</a>	10/04/2011-10/25/2011 SB Lecture Tuesday 06:10PM - 09:00PM, Garden Street, Room 219 11/01/2011-12/06/2011 SB Lecture Tuesday 06:10PM - 09:00PM, Anacota, Room 335	R. Sharma	9 / 18 / 0	3.00
AUSB Fall 2011	Closed	<a href="#">62PSC-505A-1 Multicultural Awareness</a>	10/04/2011-12/06/2011 SB Lecture Tuesday 01:00PM - 03:50PM, Anacota, Room 343	W. Elliott	0 / 15 / 0	3.00
AUSB Fall 2011	Open	<a href="#">62PSC-505A-2 Multicultural Awareness</a>	10/04/2011-10/25/2011 SB Lecture Tuesday 06:10PM - 09:00PM, Garden Street, Room 114 11/01/2011-12/06/2011 SB Lecture Tuesday 06:10PM - 09:00PM, Anacota, Room 123	K. Gabriel	4 / 15 / 0	3.00
AUSB Fall 2011	Closed	<a href="#">62PSC-505A-3 Multicultural Awareness</a>	10/05/2011-10/26/2011 SB Lecture Wednesday 06:10PM - 09:00PM, Garden Street, Room 114 11/02/2011-12/07/2011 SB Lecture Wednesday 06:10PM - 09:00PM, Anacota, Room 122	M. Marin	0 / 15 / 0	3.00

To find more information regarding a course section, you can click on the course section title under the **Section Name and Title** column.

## Section Information

Course Section Number 62COM-321-1

Description Over the last decade, technology has compressed the world into a global village. Even though communication between dyads are now immediate and easily accessible, understanding the effects of interactions and relational development through the use computer-mediated communication has brought new challenges in our world. This course examines different theoretical and practical approaches in understanding the effects of interactions (pros and cons), how relationships are developed, maintained, and terminated, and perceptions in a media saturated world.

Credits 3.00 Max. Credits

Start Date 03 October 2011 End Date 17 December 2011

Academic Level 62BA - Undergraduate

## Comments

## Meeting Information

10/06/2011-10/27/2011 SB Lecture Thursday 01:00PM - 03:50PM, Garden Street, Room 217 11/03/2011-12/08/2011 SB Lecture Thursday 01:00PM - 03:50PM, Anacota, Room 121

Faculty name Phone Extension E-mail address Instructional Method

No Information Available

## Prerequisites

None

Title	Author	Publisher	Copyright	ISBN	Price	Req.
Alone Together: Why We Expect More from Technology and Less from Each Other	Sherry Turkle			9780465010219	28.95	Required
					Total:	28.95

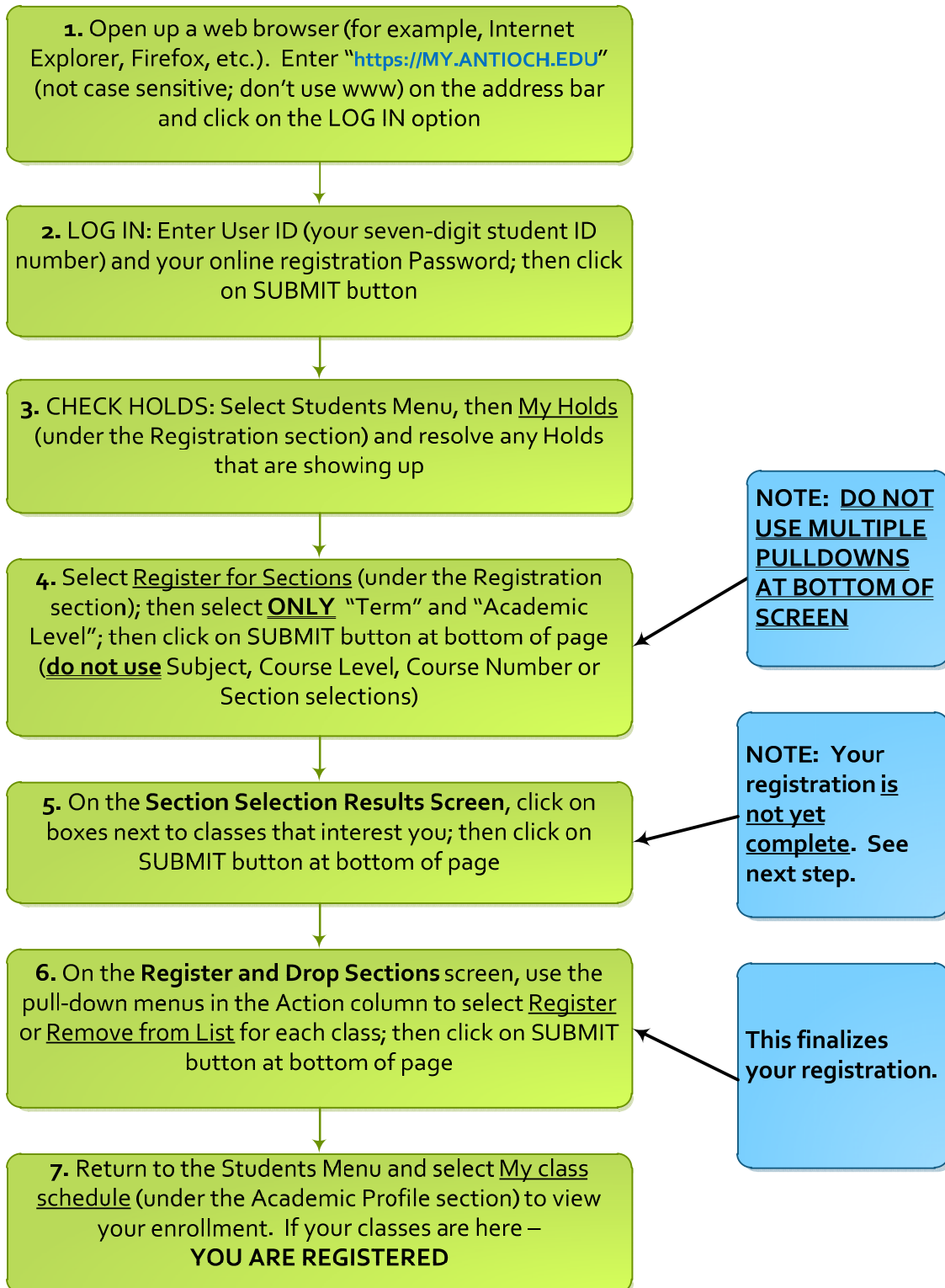
Pricing variation may occur, please contact your book vendor for details.

This is where you can find information regarding textbooks, readers, face to face meeting dates for hybrid an online courses, etc.

Please note that textbook information will be available when online registration opens, unless otherwise noted by the Registrar's Office.

## At-A-Glance Online Registration

Please see *Guide to Online Registration* for details regarding the steps shown below



Program Chairs may review and modify schedules. Students will receive notification. A detailed **Guide to myAntioch** is available on request.

## Guide to Online Registration

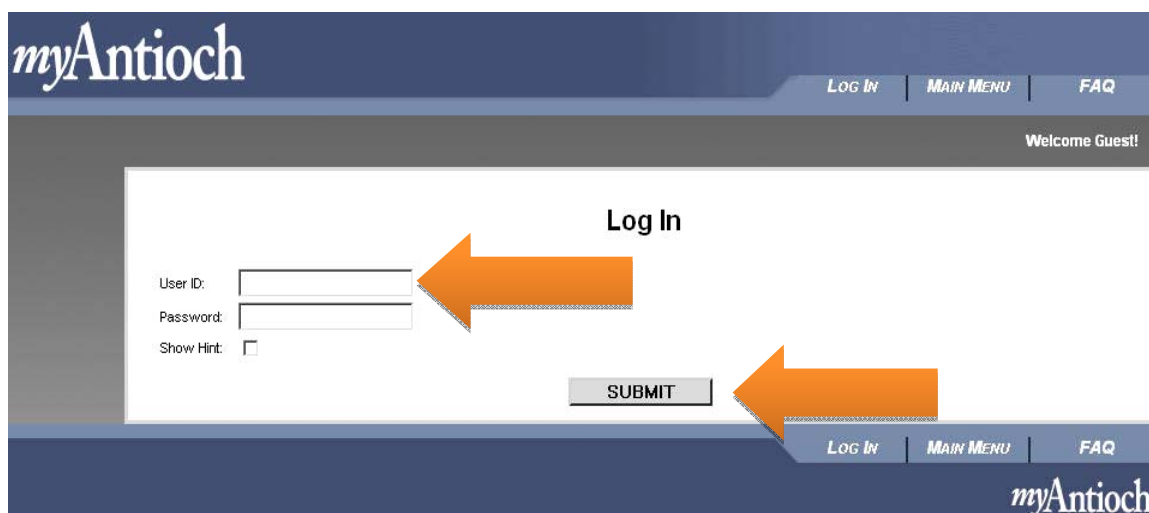
### 2. HOW DO I LOG IN TO MY.ANTIOCH.EDU?

Open up a web browser (for example, Internet Explorer, Firefox, etc.); then enter MY.ANTIOCH.EDU (not case sensitive; don't use www) or access myAntioch via the [AUeID Manager](#). Click on the Log In option.



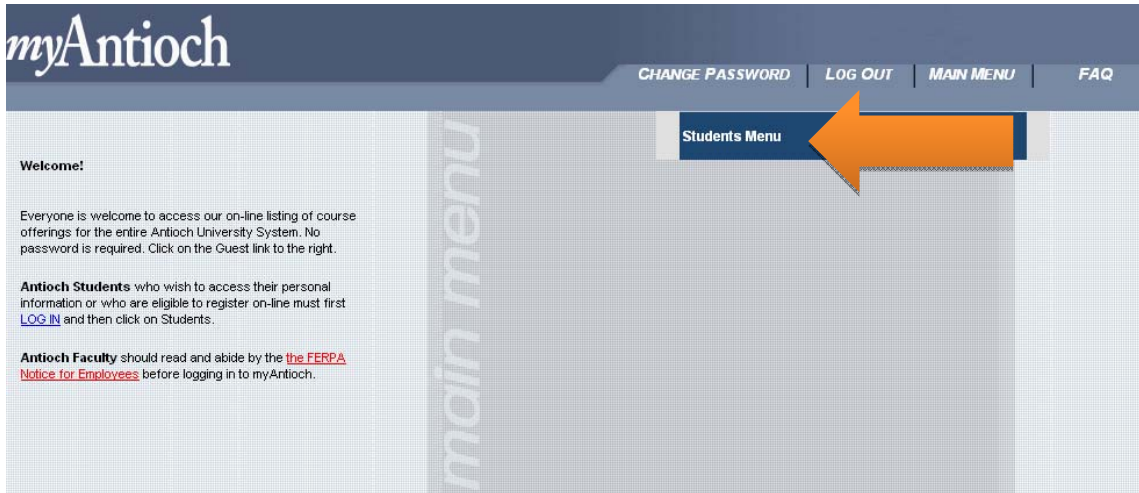
### 2. IF YOU GO TO MY.ANTIOCH.EDU DIRECTLY, WHEN YOU GET TO THE LOGIN PAGE...

- c. Enter your User ID (your seven-digit student ID number).
- d. Enter your AUeID Password. Click on the SUBMIT button.

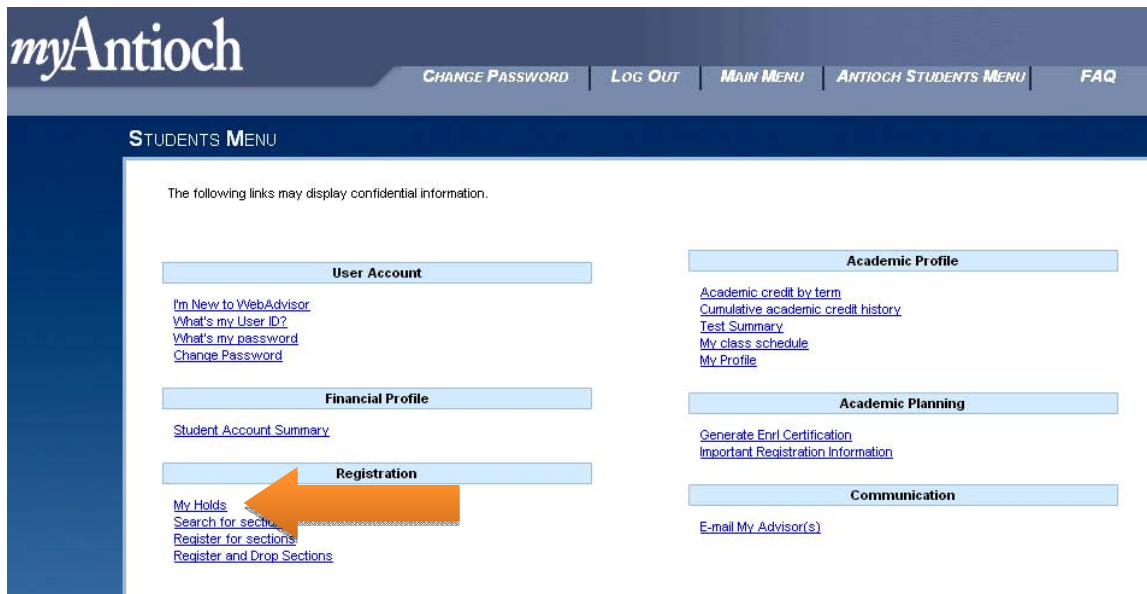


### 3. HOW DO I REGISTER ONLINE?

After you have logged in, you are taken to the Main Menu. Click on the Students Menu.



The first step in registering online is to **make sure that you do not have Holds on your account that would inhibit your ability to register.** If you have logged into my.antioch.edu and are at the Students Menu, you may check that by going to the My Holds option under the Registration section. Any hold listed under My Holds will block you from registration. Contact those offices before attempting to register. Once those offices have end dated your restriction, you will be able to register online successfully.



4. You should have already met with your advisor to determine your course sections for the term. However, if you want to browse for course sections before registering, see the Search for Sections Instructions sheet. When you are ready to go ahead with registration, click on **Register for Sections**.

**myAntioch**

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [ANTIOCH STUDENTS MENU](#) | [FAQ](#)

**STUDENTS MENU**

The following links may display confidential information.

User Account	Academic Profile
<a href="#">I'm New to WebAdvisor</a> <a href="#">What's my User ID?</a> <a href="#">What's my password</a> <a href="#">Change Password</a>	<a href="#">Academic credit by term</a> <a href="#">Cumulative academic credit history</a> <a href="#">Test Summary</a> <a href="#">My class schedule</a> <a href="#">My Profile</a>
Financial Profile	Academic Planning
<a href="#">Student Account Summary</a>	<a href="#">Generate Enrl Certification</a> <a href="#">Important Registration Information</a>
Registration	Communication
<a href="#">My Holds</a> <a href="#">Search for sections</a> <a href="#">Register for sections</a> <a href="#">Register and Drop Sections</a>	<a href="#">E-mail My Advisor(s)</a>

On the **Register for sections** screen, **select ONLY the correct Term and Academic Level and click Submit**. Then click on the **SUBMIT** button.

**Register for sections**

1. PLEASE SELECT AT LEAST 2 SEARCH CRITERIA.  
2. Either select a Term from the Term dropdown options OR enter Starting AND Ending dates e.g. 9/5/06 12/22/06. Date range can't exceed 120 days.

---

Term

---

Starting On/After Date  Ending By Date

Academic Level

Subject	Course Level	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**DO NOT USE THESE PULL-DOWNS.**

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Sections Meeting After  Sections Ending Before

---

Mon  Tue  Wed  Thu  Fri  Sat  Sun

---

Course Title Keyword(s)

Instructor's Last Name

---

**SUBMIT**

5. From the list of course sections that appear on the **Section Selection Results** screen, you may then click to select the ones that interest you. Note that you are only eligible to register for course sections in your program, so only select those.

**SECTION SELECTION RESULTS**

Re-sort my results:

Select Section(s)	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
<input checked="" type="checkbox"/>	College Fall 2006	Open	<a href="#">10BIO-250-1 (41908) Ecology</a>	Antioch College	09/06/2006-12/21/2006 Lecture Monday, Wednesday, Friday 01:10PM - 02:25PM, Science Bldg, Room 325 09/06/2006-12/21/2006 Laboratory Work Wednesday 03:00PM - 06:00PM, Science Bldg, Room 305	J. Yager	22 / 25 / 0	4.00
<input type="checkbox"/>	College Fall 2006	Open	<a href="#">10BIO-255-1 (41909) Plant Biology</a>	Antioch College	09/06/2006-12/21/2006 Seminar Days to be Announced, Times to be Announced Science Bldg, Room 309 09/06/2006-12/21/2006 Laboratory Work Days to be Announced, Times to be Announced, Room to be Announced	T. Ayrman	22 / 25 / 0	4.00
<input checked="" type="checkbox"/>	College Fall 2006	Open	<a href="#">10BIO-266-1 (41910) Molecular Cell Biology</a>	Antioch College	09/06/2006-12/21/2006 Seminar Tuesday, Thursday 10:50AM - 12:30PM, Science Bldg, Room 425 09/06/2006-12/21/2006 Laboratory Work Wednesday 03:00PM - 06:00PM, Science Bldg, Room 302	B. Moore	20 / 25 / 0	4.00
<input checked="" type="checkbox"/>	College Fall 2006	Open	<a href="#">10BIO-270-1 (41911) Microbiology</a>	Antioch College	09/06/2006-12/21/2006 Seminar Monday, Wednesday, Friday 01:10PM - 02:25PM, Science Bldg, Room 425 09/06/2006-12/21/2006 Laboratory Work Thursday 03:00PM - 06:00PM, Science Bldg, Room 302	B. Moore	19 / 25 / 0	4.00

After you have finished with your selection, click on the **SUBMIT** button at the bottom of the page. **This will not register you** but takes you to the next screen: **Register and Drop Sections**.

6. Think of the Preferred Sections area on this screen as your shopping cart of potential course section choices. This is where you take action on your preferred sections. Change the Action of each course section to reflect your interest before clicking on **SUBMIT** to finalize your registration. Note that any courses you select will remain in your **Registration Results** screen unless you remove them.

**ANTIOCH STUDENTS**

**Register and Drop Sections**

Action for ALL Pref. Sections (or choose below)

**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text" value="RG - Register"/>	College Spring 2007	<a href="#">10PE-184-1 (44818) Health Matters</a>	Antioch College	01/09/2007-04/24/2007 Seminar Tuesday 09:00AM - 10:10AM, Gym, Room CLR	J. Kintner	20 / 20 / 0	1.00	
<input type="text" value="RM - Remove from List"/>	College Fall 2006	<a href="#">10BIO-250-1 (41908) Ecology</a>	Antioch College	09/06/2006-12/21/2006 Lecture Monday, Wednesday, Friday 01:10PM - 02:25PM, Science Bldg, Room 325 09/06/2006-12/21/2006 Laboratory Work Wednesday 03:00PM - 06:00PM, Science Bldg, Room 305	J. Yager	22 / 25 / 0	4.00	

Note: Select either “Action for ALL Pref Sections” **OR** an individual action course section by course section. If you receive an error message stating “Please choose an action for ALL or an individual action; not both,” you must clear one of the action boxes by selecting the top blank line from the pull-down menu.

If you try to register for a course section for which you are not eligible, you will receive a message letting you know the source of the problem. For example, this could happen if the course section is full, if there is a time conflict with another registered course section, or if you have a hold placed on your account.

Please note: Prior to finalizing your registration, you must select Remove From List (in the Action column) for those section(s) for which you are not eligible to enroll; then click on SUBMIT.

If your registration is successful you will be taken to the **Registration Results** screen. That screen displays all course sections in which you are registered. (NOTE: Course sections from *previous* quarters that have no grade designation may still be reflected on the list.) Click on OK button at bottom of page.

The following request(s) have been processed:

Term	Status	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2007	Registered for this section		<a href="#">62COM-358-1 (46176) Group Dynamics</a>	Antioch Univ Santa Barbara	04/06/2007-04/06/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 04/13/2007-04/13/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 04/27/2007-04/27/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 05/11/2007-05/11/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 05/25/2007-05/25/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 06/08/2007-06/08/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced	J. Oliveira	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2007		<a href="#">62COM-358-1 (46176) Group Dynamics</a>	Antioch Univ Santa Barbara	04/06/2007-04/06/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 04/13/2007-04/13/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 04/27/2007-04/27/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 05/11/2007-05/11/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 05/25/2007-05/25/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 06/08/2007-06/08/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced	J. Oliveira	3.00	

7. If you are in doubt regarding whether or not you have successfully registered, go back to the Students Menu and use the [My class schedule](#) option to view your enrollment. Select the “Term” from the pull-down menu and click on the SUBMIT button. If your course sections are here – you are registered. **CONGRATULATIONS!**

The top screenshot shows the myAntioch website's 'STUDENTS MENU'. The navigation bar includes 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'ANTIOCH STUDENTS MENU', and 'FAQ'. The 'STUDENTS MENU' section contains a warning: 'The following links may display confidential information.' Below this are four main categories: 'User Account', 'Financial Profile', 'Registration', and 'Academic Profile'. The 'Academic Profile' category includes links for 'Academic credit by term', 'Cumulative academic credit history', 'Test Summary', 'My class schedule', and 'My Profile'. An orange arrow points to the 'My class schedule' link.

The bottom screenshot shows the 'ANTIOCH STUDENTS' page. The navigation bar is the same. The main content area is titled 'ANTIOCH STUDENTS' and features a section for 'My Class Schedule'. This section has a 'Term' dropdown menu currently set to '07SP62 - Spring 2007' and a 'SUBMIT' button. Two orange arrows point to the dropdown menu and the 'SUBMIT' button respectively.

Note: The screens in myAntioch are **not** printer friendly. If you would like to print out a hard copy of your class schedule, please ask the Registrar’s Office to print a copy for you.

Keep in mind that you may not register for Independent Studies or other Outside Learning Activities (Priors, Internships, Practica, etc.) online.

If you encounter technical problems during registration, please contact the following for assistance:

Bryon Dean (805) 962-8179, ext. 5317 [bdean@antiochsb.edu](mailto:bdean@antiochsb.edu)

## ADD/DROP INSTRUCTIONS

During both the registration and add/drop periods, students have the ability to add any course section for which they are eligible, assuming the course section has available seats. Students may also drop any course section during this time, although the system will prevent them from dropping to zero units. That would equate to withdrawing from the university (which should be handled in person). Students may register only for course sections that are open. If the course section is closed, they should check myAntioch periodically to see if a spot opens up. Since students will be adding and dropping their own course sections, course sections will open and close as students make changes. At this time the Waitlist option is unavailable.

In order to determine if a course section is open or closed, check the Status column. The **Section Selection Results** screen is accessed by following the steps in the Guide to Online Registration beginning on page 20.

Select Section (s)	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits
<input type="checkbox"/>	Spring 2007	Open	<a href="#">62AU-399-1 (46248) ENV390A/Wetlands Ecology Wrks</a>	Antioch Univ Santa Barbara	05/19/2007-05/19/2007 SB LA Campus Courses Saturday 09:00AM - 05:00PM, Room to be Announced	D. Strauss	3 / 3 / 0	1.00
<input type="checkbox"/>	Spring 2007	Open	<a href="#">62AU-399-2 (46249) LIT341A/Working out the Body</a>	Antioch Univ Santa Barbara	04/21/2007-04/21/2007 SB LA Campus Courses Saturday 09:00AM - 05:00PM, Room to be Announced	L. Karp	3 / 3 / 0	1.00
<input type="checkbox"/>	Spring 2007	Open	<a href="#">62COM-312A-1 (46172) Advanced Academic Writing</a>	Antioch Univ Santa Barbara	04/02/2007-06/11/2007 SB Lecture Monday 06:00PM - 08:50PM, Room to be Announced	N. Bradley	20 / 20 / 0	3.00
<input type="checkbox"/>	Spring 2007	Open	<a href="#">62COM-312A-2 (46270) Advanced Academic Writing</a>	Antioch Univ Santa Barbara	04/02/2007-06/11/2007 SB Lecture Monday 09:00AM - 11:50AM, Room to be Announced	H. Johnson	20 / 20 / 0	3.00
<input type="checkbox"/>	Spring 2007	Open	<a href="#">62COM-313-1 (46173) Creative Writing</a>	Antioch Univ Santa Barbara	04/04/2007-06/06/2007 SB Lecture Wednesday 06:00PM - 08:50PM, Room to be Announced	W. West	20 / 20 / 0	3.00
<input type="checkbox"/>	Spring 2007	Open	<a href="#">62COM-352-1 (46174) Public Speaking</a>	Antioch Univ Santa Barbara	04/02/2007-06/11/2007 SB Lecture Monday 01:00PM - 03:50PM, Room to be Announced	R. Morrow	20 / 20 / 0	3.00
<input type="checkbox"/>	Spring 2007	Open	<a href="#">62COM-355-1 (46175) Intercultural Communication</a>	Antioch Univ Santa Barbara	04/06/2007-04/06/2007 SB Lecture Friday 09:00AM - 11:50AM, Room to be Announced 04/13/2007-04/13/2007 SB Lecture Friday 09:00AM - 11:50AM, Room	J. Oliveira	25 / 25 / 0	3.00

**ADDING**

If you would like to add a course section, click on the Register for sections option (under the Registration section).

The screenshot shows the myAntioch website interface. At the top, there is a navigation bar with links for CHANGE PASSWORD, LOG OUT, MAIN MENU, ANTIOCH STUDENTS MENU, and FAQ. Below this is the STUDENTS MENU header. A warning message states: "The following links may display confidential information." The menu is organized into several sections:

- User Account:** Includes links for "I'm New to WebAdvisor", "What's my User ID?", "What's my password", and "Change Password".
- Financial Profile:** Includes a link for "Student Account Summary".
- Registration:** Includes links for "My Holds", "Search for sections", "Register for sections", and "Register and Drop Sections". A large red arrow points to the "Register for sections" link.
- Academic Profile:** Includes links for "Academic credit by term", "Cumulative academic credit history", "Test Summary", "My class schedule", and "My Profile".
- Academic Planning:** Includes links for "Generate Enrl Certification" and "Important Registration Information".
- Communication:** Includes a link for "E-mail My Advisor(s)".

From this point, follow the same instructions you used for registering for course sections (beginning on page 21 of the Guide to Online Registration).

**DROPPING**

Click on the Register and Drop Sections option (under the Registration section). This will take you to the **Register and Drop Sections** screen.

The screenshot shows the myAntioch website interface, similar to the previous one. The navigation bar and header are the same. The warning message is present. The menu sections are:

- User Account:** Includes links for "I'm New to WebAdvisor", "What's my User ID?", "What's my Password", and "Change Password".
- Financial Profile:** Includes a link for "Student Account Summary".
- Registration:** Includes links for "My Holds", "Search for Sections", "Register for Sections", "Register and Drop Sections", and "Manage My Waitlist". A large red arrow points to the "Register and Drop Sections" link.
- Academic Profile:** Includes links for "Academic credit by term", "Cumulative Academic Credit History", "Test Summary", "My Class Schedule", and "My Profile".
- Financial Aid:** Includes links for "Financial aid status by year" and "Financial aid award letter".

The course sections you already have selected should be showing on the **Register and Drop Sections** screen. In order to drop a course section, click on the box in the Drop column beside that course section. **NOTE:** Make sure you are in the Current Registrations area; do not use the Preferred Sections area for dropping course sections. After you have checked the course section(s) you wish to drop, click on the SUBMIT button.

**myAntioch** CHANGE PASSWORD LOG OUT MAIN MENU ANTIOCH STUDENTS MENU FAQ

ANTIOCH STUDENTS

### Register and Drop Sections

[TERMS AND CONDITIONS](#)

IMPORTANT: All new registrations and drops will be finalized when you click submit.  
By pressing submit, you are agreeing to pay the associated registration fees.

Action for ALL Pref. Sections (or choose below)

**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text"/>		You do not have any preferred sections.					<input type="text"/>	

**Current Registrations**

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input checked="" type="checkbox"/>	2007		<a href="#">Advanced Academic Writing</a>	Antioch Univ Santa Barbara	04/02/2007-06/11/2007 SB Lecture Monday 06:00PM - 08:50PM, Room to be Announced	N. Bradley	3.00	
<input type="checkbox"/>	Spring 2007		<a href="#">62COM-358-1 (46176) Group Dynamics</a>	Antioch Univ Santa Barbara	04/06/2007-04/06/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 04/13/2007-04/13/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 04/27/2007-04/27/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 05/11/2007-05/11/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 05/25/2007-05/25/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 06/08/2007-06/08/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced	J. Oliveira	3.00	

This will take you to the **Registration Results** screen. The course section(s) you have removed should be showing at the top of that screen as having been removed. Click on OK button at bottom of screen.

**myAntioch** CHANGE PASSWORD | LOG OUT | MAIN MENU | ANTIOCH STUDENTS MENU | FAQ

ANTIOCH STUDENTS

### Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2007	Dropped from this section			Antioch Univ Santa Barbara	04/02/2007-06/11/2007 SB Lecture Monday 06:00PM - 08:50PM, Room to be Announced	N. Bradley	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2007		<a href="#">62COM-358-1 (4&amp;176) Group Dynamics</a>	Antioch Univ Santa Barbara	04/06/2007-04/06/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 04/13/2007-04/13/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 04/27/2007-04/27/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 05/11/2007-05/11/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 05/25/2007-05/25/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced 06/08/2007-06/08/2007 SB Lecture Friday 01:00PM - 03:50PM, Room to be Announced	J. Oliveira	3.00	

To confirm that your schedule has been adjusted, go back to the Students Menu and use the [My class schedule](#) option to view your enrollment.