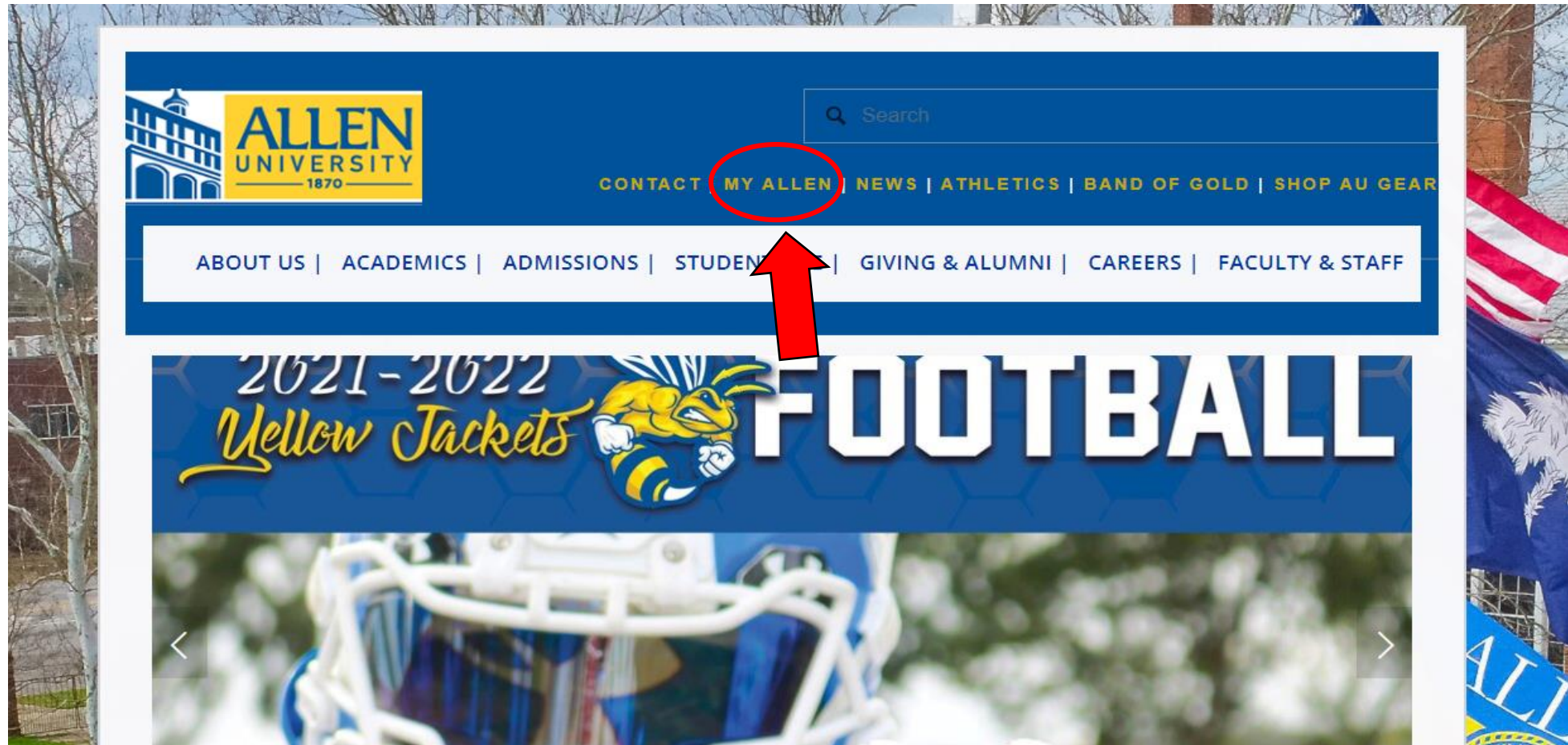


How to Register for Classes using MyAllen



BEFORE PRE-REGISTERING, YOU SHOULD:

1. Schedule a meeting with your advisor to plan for the next academic semester. After academic advisement, your advisor will clear you for registration.
2. Make sure that you can access your MyAllen account. Please contact the IT Department for assistance with password retrieval.
[support@allenuniversity.edu]



1. Login to **MyAllen** from Allen's homepage. (www.allenuniversity.edu)

The screenshot shows the Allen University website. The browser's address bar displays <https://my.allenuniversity.edu/ICS/>. The navigation bar at the top includes links for Home, **Students**, Admissions, Seminary, and My Page. A red circle highlights the 'Students' link, and a red arrow points to it from below. On the left side, there is a 'Quick Links' menu with various options like 'AU Admissions Application', 'AU Website', 'AU Dickerson-Green Theological Seminary', 'AU Moodle Rooms', 'AU Email', 'AU Transcript Request', 'AU Cengage', 'Financial Aid Portal', 'Entrance and Exit Counseling for Student Borrowers', 'National Student Loan Data System', and 'Online Voter Registration'. The main content area is titled 'MyAllen' and features a 'Public' section with announcements such as 'UNCF BOA Competition General Scholarship Application Deadline Dec. 31, 2018', 'Walton UNCF K-12 Education Fellowship', and 'Paypal Internship for Computer Science & Engineering Majors'. On the right side, there is an 'Events Calendar' section showing the period from December 7 to January 6, 2019, with a note that there are no events in this time frame. Below the calendar is an 'Announcements' section with a link for 'Web Registration for Spring Opens' and a 'Show All Announcements' button. At the bottom right, there is a 'Scholarships Opportunities' section for the 'WALTON-UNCF K-12 EDUCATION FELLOWS PROGRAM (ALL MAJORS ARE WELCOME) 2018-2019', with a link to 'Click Here to Apply' and a URL: <https://scholarships.uncf.org/Program/Details/168a43fc-3a41-4dc1-a15c-929ebad6b57e>. The deadline is listed as 1/13/2019 11:50 PM EST.

2. From the Homepage, click on “**Students**”

Allen University | Student Home Page | Students | +

https://my.allenuniversity.edu/ICS/Students/

Allen University 1870

Home Students Admissions Seminary My Page

You are here: [Students](#) > [Student Home Page](#)

Students

- Student Home Page
- Advising and Registration**
- Student Account Information
- Financial Aid
- Reports and Forms
- Residence Life

Quick Links

- My Pages
- AU Admissions Application
- AU Website
- AU Dickerson-Green Theological Seminary
- AU Moodle Rooms
- AU Email
- AU Transcript Request
- AU Cengage
- Financial Aid Portal
- Entrance and Exit Counseling for

Students

Allen University Mission

The Allen University Mission

Created out of the African Methodist Episcopal (AME) Church's desire to educate newly freed slaves, Allen University was founded in 1870 as a private, Christian, liberal arts, Historically Black College and University (HBCU).

Allen University is named after Richard Allen, the founder of the AME Church. Allen University, recognized as the first university in South Carolina founded by African Americans for the education of African Americans, is also the first university named after an African American.

While the initial focus of Allen University was training ministers and teachers, the university has grown over the years to train and equip graduates in other academic areas. The university is committed to providing the highest quality of instruction to its students.

Today, Allen University has grown to offer 21 concentrations in eight academic majors including mathematics and natural sciences, humanities, business administration, religion, and social sciences. Each member of our teaching faculty has a master's degree, with many containing PhDs.

Students at Allen University enjoy a tight-knit learning community with a dedicated faculty and access to real-world experiences. Once you step foot on campus, you become part of the Allen family.

Core Values

- Respect
- Accountability
- Excellency

Announcements

[Web Registration for Spring Opens](#)
(from Administrator Administrator)

[Show All Announcements](#)

Calendar

[View full calendar](#)

December 7 — January 6, 2019

No events in this time frame.

Set FERPA Permissions

No Current or Future Permissions Defined

[Define New Permissions](#)

3. Click “Advising and Registration”

You are here: [Students](#) > [Advising and Registration](#)

Students

[Student Home Page](#)
[Advising and Registration](#) ▼
[Student Account Information](#)
[Financial Aid](#)
[Reports and Forms](#)
[Residence Life](#)

Quick Links

[My Pages](#) ▼
[My Courses](#) ▼
[Make a Donation](#)
[AU Website](#)
[AU Facebook Page](#)
[AU Dickerson-Green Theological Seminary](#)
[AU Admissions Application](#)
[AU Dickerson-Green Theological](#)

Advising and Registration

Add/Drop Courses

Add/Drop

Current Term : 2021-2022 - Spring Semester
Add Period Open / Drop Period Open

 [Add/Drop Courses](#)  [Course Search](#)

Advising and Registration

Advising and Registration

The **Advising and Registration** page contains all of the tools you will need to view your current progress *of faculty advisors below*, as well as register (add/drop) for courses. There are also options to view me your entire course history, calculate a prospective GPA for the term, as well

4. Go to the Add/Drop section and click “**Add/Drop Courses**”

Advising and Registration

Add/Drop Courses - Add/Drop Courses

Add/Drop

Term:

Add Period Open / Drop Period Open

Course Search

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

The term available for pre-registration are:
2021-2022 – Spring

5. Make sure the **term** is correct. The division should say **Graduate**.
6. Click **Search** once you are done verifying this page.

Term: 2021-2022 - Spring Semester

Division: Graduate

Search

Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		BI 501.1	Intro to Hew Bi	Hopkins, Jamal Dominique	25/25	Open	S 11:00 AM-12:50 PM; Main Campus, Gibbs Hall, ROOM B-3	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		BI 526.1	Philemon	Hopkins, Jamal Dominique	15/15	Open	W 6:00 PM-9:00 PM;	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		CP 502.1	Interfaith Chap		25/25	Open	No schedule is currently available	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		HC 522.1	Church His II	Sujai, Amenti	15/15	Open	S 9:00 AM-10:50 AM; Main Campus, Gibbs Hall, ROOM 111	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		HC 523.1	Church Hist III	Sujai, Amenti	15/15	Open	S 11:00 AM-12:50 PM; Main Campus, Gibbs Hall, ROOM 111	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		HC 560.1	Baptist History	Jamison, James A	25/25	Open	U;	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		PT 556.1	Pastoral Care	Hembree, Daniel	30/30	Open	R 6:00 PM-9:00 PM;	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		PT 562.1	Ext. CPE	McCauley, Orlando Jr.	25/25	Open	U;	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		PT 563.1	Extended Field	McCauley, Orlando Jr.	25/25	Open	F 6:00 PM-9:00 PM; Main Campus, Gibbs Hall, ROOM 107	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		PT 570.1	Pastoral Care	Hembree, Daniel	15/15	Open	S 9:00 AM-10:50 AM; Main Campus, Gibbs Hall, ROOM B-2	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		SR 500.1	Sociology of Re	Thompson, Willie J Jr.	25/25	Open	M 6:00 PM-9:00 PM; Main Campus, Gibbs Hall, ROOM 107	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		TE 530.1	Theo Ed Intro	Johnson, Alonzo	25/25	Open	U; Graduate Online, Graduate Online	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		TE 533.1	Christian Eth.	Johnson, Alonzo	25/25	Open	S 11:00 AM-12:50 PM; Main Campus, Gibbs Hall, ROOM 107	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		TE 534.1	AME Polity	Tba, Tba	15/15	Open	U;	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		TE 538.1	Wom/Fem T&E		30/30	Open	R 6:00 PM-9:00 PM;	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		TE 541.1	Sys Theology II	Johnson, Alonzo	15/15	Open	S 9:00 AM-10:50 AM; Main Campus, Gibbs Hall, ROOM 107	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		TPM 541.1	Past Car & Coun	Hembree, Daniel	25/25	Open	S 11:00 AM-12:50 PM; Main Campus, Gibbs Hall, ROOM B-2	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		TPM 542.1	Fund. of Preach	Young, Charles E	25/25	Open	S 1:00 PM-2:50 PM; Main Campus, Gibbs Hall, ROOM 101	3.00	1/13/2022	5/6/2022
<input type="checkbox"/>		TPM 543.1	Faith Develop.	Sumpter, Maxine R	15/15	Open	S 9:00 AM-10:50 AM; Main Campus, Gibbs Hall, ROOM B-3	3.00	1/13/2022	5/6/2022

Add Courses

7. Click on the courses you would like to add.

8. When you are finished, select “Add Courses”

Check out the Seminary's MyAllen Page

This page hosts a lot of pertinent information, which includes:

- Program of Study
- Registration Instructions
- eLearning Tutorials
- Withdrawal Forms
- And more!