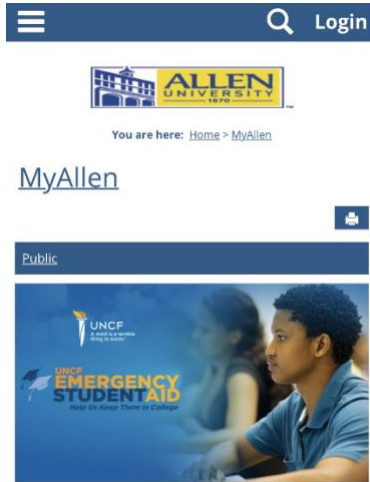


Navigating Your Online Student Journey Guide Content

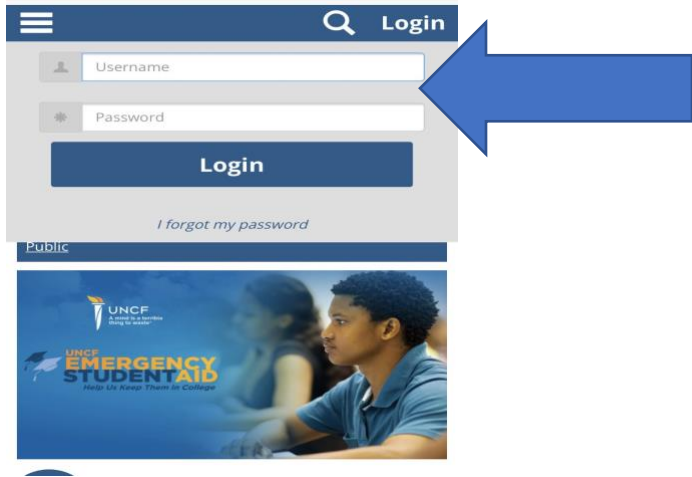


01 Access MyAllen

To access your Allen University account : <https://my.allenuniversity.edu/ICS/>

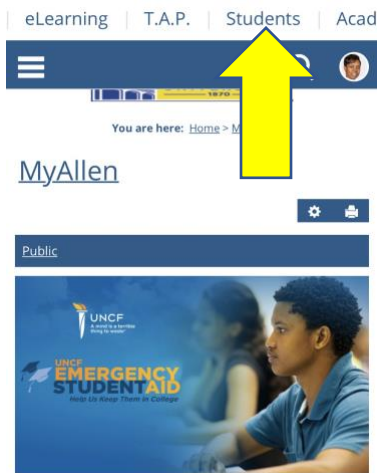


Login to your account using your email address and password. This username and password are the same to access your school email.

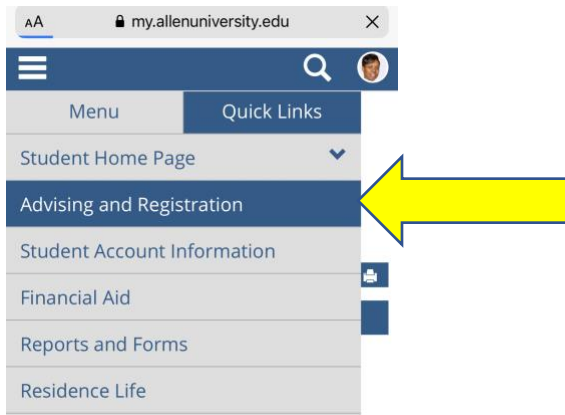


02 Register for Classes

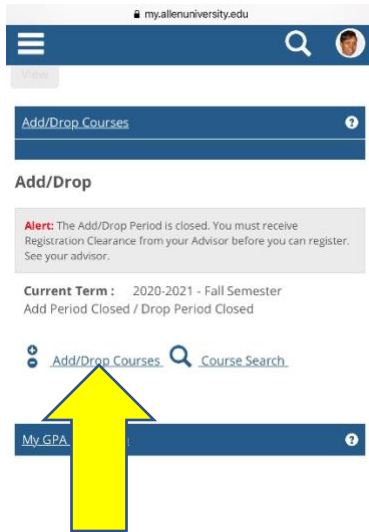
Click the student link on the toolbar at the top of eLearning



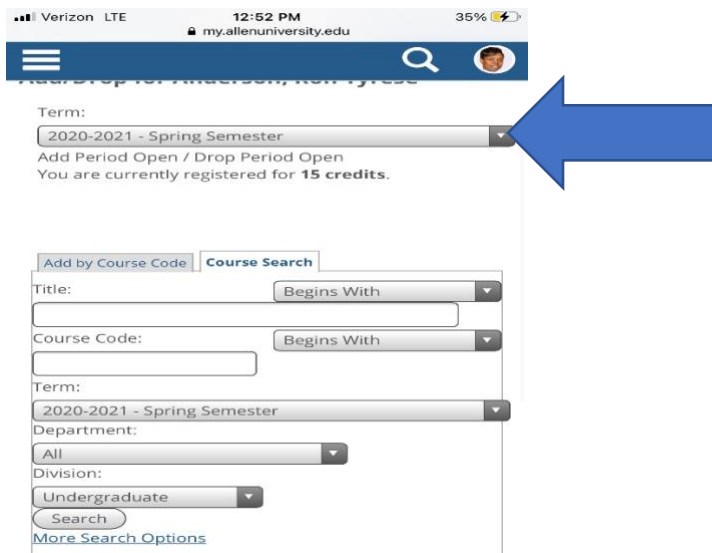
On the Student page, locate the side toolbar. Click Advising and Registration to view the page to Add/Drop courses.



On the Advising and Registration page you will be able to choose your courses. Click the Add/Drop link to begin your course selection.



After Clicking the [Add/Drop Courses](#) link. You can know search and choose courses for your schedule. Choose the Term.



After clicking search you will be able to choose your courses. After you have clicked the boxes in the add column select add courses.

Course ID	Title	Instructor	CR	Days	Time	Location	Credits	Start	End
<input type="checkbox"/> SPN 102 A2	Spanish II	Lopez, Ana M.	19/20	Open	9:30 AM - 12:00 PM	Main Campus, Chappelle Hall Auditorium, ROOM 203	3.00	3/11/2021	4/30/2021
<input type="checkbox"/> SPN 102 C2	Spanish II	Lopez, Ana M.	8/20	Open	MW 6:00 PM - 7:20 PM	Main Campus, Gibbs Hall, ROOM 8-1	3.00	1/14/2021	4/30/2021
<input type="checkbox"/> SSC 101 4	Intro. to Socia	Thompson, Willie Jr.	28/30	Open	MWF 2:30 PM - 3:55 PM	Main Campus, Gibbs Hall, ROOM 201	3.00	1/14/2021	4/30/2021
<input type="checkbox"/> SSC 101 C10	Intro. to Socia	Dubois, Kennard	13/20	Open	U: ONLINE	Undergraduate, ONLINE	3.00	1/14/2021	4/30/2021
<input type="checkbox"/> SSC 101 C4	Intro. to Socia	Thompson, Willie Jr.	14/20	Open	MWF 10:00 AM - 10:50 AM	Main Campus, Gibbs Hall, ROOM 8-2	3.00	1/14/2021	4/30/2021
<input type="checkbox"/> SSC 201 A2	Intro. to ARI/A	Yancy, Eddie	16/20	Open	U: ONLINE	Undergraduate, ONLINE	3.00	1/14/2021	4/30/2021
<input checked="" type="checkbox"/> SSC 208 5	Child & Adoles	Carter, TraceyAnn P.	21/25	Open	TR 1:00 PM - 2:20 PM	Main Campus, Gibbs Hall, ROOM 107	3.00	1/14/2021	4/30/2021
<input checked="" type="checkbox"/> SSC 304 1	Mult. Comp Hum	Elbert, Carrie Dennison	27/30	Open	TR 1:00 PM - 2:02 PM	Main Campus, Gibbs Hall, ROOM 201	3.00	1/14/2021	4/30/2021
<input checked="" type="checkbox"/> SSC 308 1	Soc. Psychol	Thompson, Willie Jr.	23/30	Open	U: ONLINE	Undergraduate	3.00	1/14/2021	4/30/2021

After selecting add course your schedule will appear. Congratulations you are done registering. Your Advisor will follow-up and grant approval.

Division: Undergraduate

[More Search Options](#)

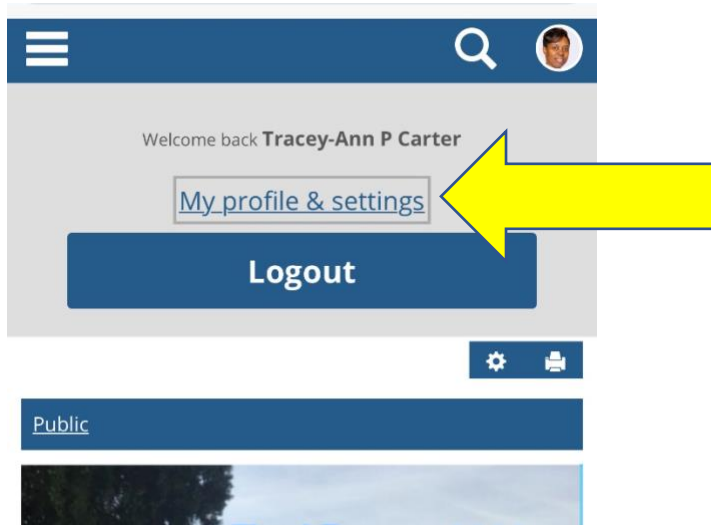
Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	ENG 208 2	Intro /Tech Writ	TR 9:30 - 10:50 AM	Main Campus Gibbs Hall 206	3.00	Credit	Undergraduate
<input type="checkbox"/>	SPN 101 A2	Spanish I	S 9:00 - 12:00	Main Campus Gibbs Hall B-1	3.00	Credit	Undergraduate
<input type="checkbox"/>	SSC 304 1	Mult. Comp Hum	TR 1:00 PM - 2:02	Main Campus Gibbs Hall 201	3.00	Credit	Undergraduate
<input type="checkbox"/>	SSC 312 1	Soc. Psychology	TR 2:30 PM - 3:50	Main Campus Chappelle Hall Auditorium 205	3.00	Credit	Undergraduate
<input type="checkbox"/>	SSC 418 1	Social Statist	MWF 1:00 PM - 1:50	Main Campus Gibbs Hall 201	3.00	Credit	Undergraduate

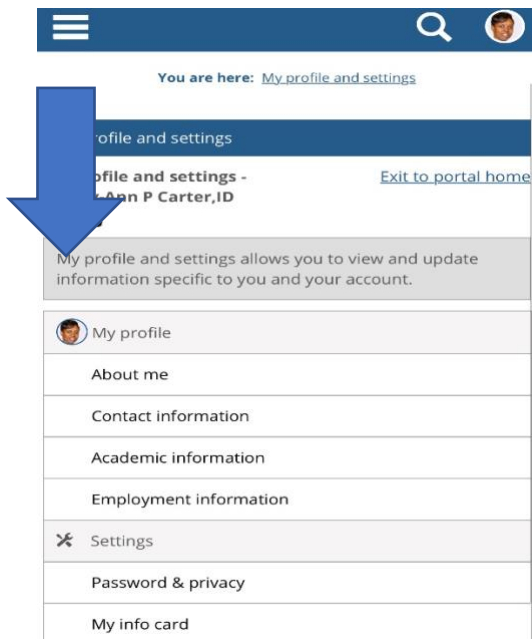
03 Set Up Your Profile

Click on the top right corner on of your MyAllen

Click on profile & settings

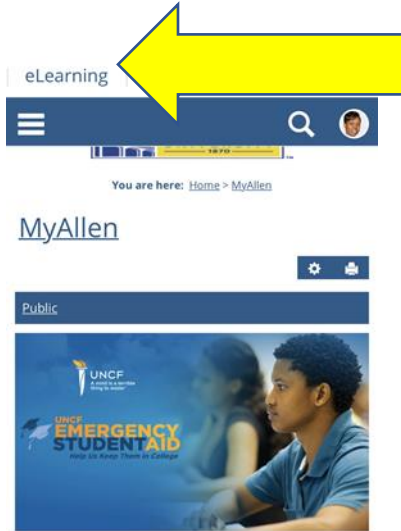


Complete your Profile

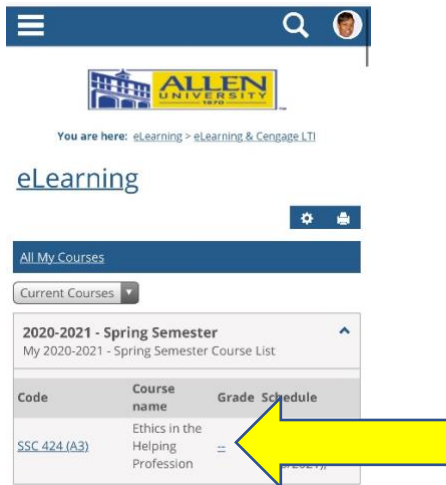


04 Log Into Your Course

To access your course log into your MyAllen, account, then click eLearning.



Select your course to access and click on the course link to enter.



05 Resources & FAQ

How to get technical help:

If you encounter a problem with MyAllen/eLearning contact the AU Technical Support/Help Desk by telephone or email

Phone: 803-376-5901 (M-F: 8:00 AM-8:00 PM)

Email: support@allenuniversity.edu (24 Hours)

How to get eLearning course design help:

Distance Education Coordinator: Dr. Tracey Carter

Email: tcarter@allenuniversity.edu

Phone: (803)376-5829

How to get help with your ebook and/or MindTap

For Cengage Issues: Technical Support at 800.354.9706

FAQ

Visit the link below for answers to online questions and how to contact the Writing Center and the Library.

https://my.allenuniversity.edu/ICS/Academics/Academics_Homepage.jnz?portlet=Custom_Content

AU Online Professional Licensure Disclosure

Allen University online degree programs do not lead to a specific professional or state license.

- Bachelor of Arts in Social Science with a concentration in Human Services
- Bachelor of Science in Criminal Justice
- Master of Divinity

Students are encouraged to explore requirements through the appropriate professional organization or credentialing agency in their state.

If you have any questions or concerns regarding this disclosure or believe this information is in error, please contact us at auonline@allenuniversity.edu or the specific degree program representative.