AUS | American University of Sharjah

OFFICE OF THE REGISTRAR

Registration Guide
Fall Semester 2019

This guide contains valuable information on how to register online using Banner. Please read it carefully. **To view the course offerings, go to <www.aus.edu>.** Under the tab **'Academics',** choose **'Registrar Services'** then click on **'Course Offerings'** and select **Fall 2019.**

Only currently registered students in good standing or on Probation 1 are eligible to participate in early registration.

Payment of AED 500 early registration tuition deposit	April 7 onwards
Advising	April 22 onwards
Early registration	April 22 – May 13
Graduate students may register online	April 22 – May 13

Priority Online Registration for Undergraduate Students

Priority online registration is based only on your **EARNED CREDITS** (including preparatory courses and Achievement Academy courses). It does not include your in-progress credits.
You may register from any available computer on campus, except for the first floor of the Library, where Banner will not be available, or you can register remotely from any computer with Internet access, so bring your own laptop. Engineering students may also register in designated computer labs in the engineering buildings (8:30 a.m.–1:00 p.m.).

The AUS registration policy allows students with senior standing the first priority during early registration period and plans courses to ensure that there are seats available for seniors across the range of general education program areas. As the University ensures that there are courses across all general education program areas at the time of early registration, requests for registration in courses on the basis of meeting graduation requirements cannot be considered.
Seniors, if you are unable to register a General Education Course, notify your Associate Dean within 24 hours of your early registration time ticket closing.

During the early registration period, the university reserves the right to drop students who are repeating courses that were previously completed with a grade of C- or above. Registration in courses in order to hold seats for others may be treated as a violation of the AUS Student Code of Conduct.

Online registration is open 8:30 a.m. to 3:00 p.m. on the following dates	
Online registration opens on	**For students with earned credits (including transfer credits and credit bearing preparatory courses and Achievement Academy courses)**
Monday, April 22	95+ credits
Tuesday, April 23	78–94 credits
Wednesday, April 24	54–77 credits
Thursday, April 25	43–53 credits
Sunday, April 28	18–42 credits
Monday, April 29	13–17 credits
Tuesday, April 30	0–12 credits
Wednesday, May 1-Tuesday, May 7	All eligible students; early registration ends 3:00pm May 7

Note: The online registration system will close periodically at the discretion of the Office of the Registrar for updating the course offerings.

Important Dates to Remember	
Last day to cancel registered courses for a full refund of the AED 500 early registration tuition deposit	August 8, 4p.m.
New Student Orientation and placement tests	August 25 - 29
Registration for continuing students ends	August 22, 5p.m.
New/matriculated students cleared for registration (with advisor)	August 25 - 29
Tuition and fees due for returning students	August 29, 4 p.m.
Tuition and fees due for new students	September 5, 4p.m.
Classes begin at 8 a.m.	September 1
Late registration	September 1-3 GR level check the GR calendar
Add and drop- *Students will be charged an additional amount for every credit registered exceeding 16 credits. Failure to attend a registered course (no show) does not result in a refund. Students must drop excess credits before the add/drop deadline. Students who are automatically dropped will not be eligible for a tuition refund or adjustment and will be charged a no show penalty fee of AED1,500/00*	September 1-3 GR level, check the GR calendar
Last day to withdraw from a class without grade penalty	November 7, 5p.m.
Classes end at 10 p.m.	December 9
Study and examination period	December 10-December 19
Commencement	December 21

Registration Instructions

Undergraduate eligibility to participate in early registration

- You are currently registered.
- Your academic standing is:
  a. Good Standing: maximum 17 credits
  b. Probation 1: maximum 15 credits
- You have paid your AED 500 early registration tuition deposit.
- You have no holds applied to prevent you from registering.

To view your holds, go to www.aus.edu, login in to Banner, select Student Services and then click on Student Records.

All students have an Advisor Hold (AV) placed on their registration. The Advisor Hold will be removed after you meet with your advisor. All other holds can only be cleared by the office that placed the hold on your record.

Placement Tests

Continuing students who plan to take TOEFL, IELTS, or any placement test must sign up for it in the testing center no later than 24 hours prior to the test date.

Advising

The advising and registration procedures are designed to allow all students sufficient quality time to interact with their faculty advisor. Your school has assigned you an advisor. If you have not been assigned an advisor, go to your school and ask the head of your department to assign an advisor for you.

Step 1: Before Your Appointment with Your Advisor

- View the course offerings online. Go to www.aus.edu, click on Banner, and choose Fall 2019 in Class Schedule.
- Use the university undergraduate catalog to review the requirements of your program of study and mark the courses that you have already completed and the courses that you are registered in this semester.
- Prepare a list of the courses you should take to advance in your studies.
- View the course offerings online and note the proper Course Reference Number (CRN) for each of your courses. This is the five-digit number, and it is required to identify the course and section you are selecting when registering. Each course, laboratory and recitation section will have a unique five-digit CRN.
- Prepare a list of alternate courses in case your first choice is not available. Make sure you have selected laboratories that properly match lecture sections.

Note: The course graduation requirements of a student are governed by the catalog of either the year of admission to the major or the year of graduation. Combining the two catalogs is not permitted. To register early for a course, you must have passed or be currently registered for the prerequisites of the courses you want to take. Please review the university regulations regarding minimum passing grades, repeating courses and the maximum load for students on probation. **Once the Spring Semester/Summer Session grades are out, it is your responsibility to adjust your schedule if the prerequisite requirements are not met.**

Go to the appointment with your advisor. Do not hesitate to discuss with your advisor any questions related to your program of study. After meeting with your advisor and your course selection is approved, your advisor will give you a signed copy of your course selection, and the advisor will keep a signed copy to retain in your file. Take your signed copy to the designated person in your college/school to have your Advisor Hold removed. Once the hold is lifted, you may register online.

You may access online registration from the AUS homepage <www.aus.edu>. Enter the secure area by clicking on Banner. After entering your user name and password on the login screen, you will be at the main menu.

- Click on Student Services, and then click on Registration.
- Click on Check your Registration Status to view any holds. If you have any holds, you must go to the department(s) that applied the hold to have it removed. If you are clear to register, click on Add/Drop Classes.
- Simply enter your desired Course Reference Numbers (CRNs) into the numbered boxes and click on Submit Changes. You will immediately see if you have been successful or be shown any problems with your requests.
- You may add additional courses by entering them in the numbered boxes or drop a course by selecting the Drop option in the Action Column next to the course you wish to drop. When you are finished, you can print out a copy of your schedule by selecting the appropriate button at the bottom of the page.

General Education Requirement

General education at AUS complements professional programs and the University encourages students to register for general education courses throughout their degree program as shown in the proposed program of study in the Undergraduate Catalog.

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Seniors, if you are unable to register a General Education Course, notify your Associate Dean within 24 hours of your early registration time ticket closing.

Registration Integrity

As per Section 2.12.vi of the AUS Student Code of Conduct, "Unauthorized use or manipulation of University IT systems and/or University processes to alter or hinder university operations for personal, material or monetary gain. This includes, but is not limited to, reserving seats or buying, selling, trading or taking advantage of reserved seats in courses during registration" The University takes these matters seriously and has unfortunately had to suspend students who have sought to alter or hinder university operations related to registration. *Please ensure that your permanent record at the University is not affected by engaging in activities that violate the AUS Academic Integrity Pledge and the Student Code of Conduct.*

WARNING: The use of software or tools that constantly refresh or monitor for seat availability or those that automate filling fields or speed up registration is strictly prohibited. Use of such tools will be subject to disciplinary actions that include, without limitation, course drops and dismissal!

Step 4: Pay Your Tuition

Go to the Cashier's Office, located on the Mezzanine Floor of the Main Building, to pay your tuition fees.

Payment Policy

To arrange for installment payments, you must submit to the Student Accounts Office by the above deadlines three checks or credit card authorizations in the amounts listed below and dated as follows:

Checks Must Be Dated By	Amount
August 29, 2019	60% tuition fee (net of scholarship)
September 29, 2019	20% tuition fee (net of scholarship)
October 29, 2019	20% tuition fee (net of scholarship)

- A late fee of AED 500 plus 5% VAT will be charged for all students who do not pay or complete the deferral by the payment deadlines.

- Registration over 16 credits: Students will be charged an additional amount for every credit registered exceeding 16 credits. Students must drop excess credits before the add/drop deadline. Failure to attend a course (no show) will not result in a refund.

- Students who decide to cancel their fall registration must do so at the Office of the Registrar by 4 p.m. on Thursday, August 29 to receive refund of the AED 500 early registration tuition deposit. Full semester tuition and residential hall fees are due for payment by 4 p.m. on Thursday, August 29, for returning students, and 4 p.m. on Thursday, September 5, for new students. Failure to complete your course registration is not accepted as a reason for not meeting the deadline. Payment is accepted any time before or during Registration.

- An AED 500 plus 5% VAT returned check fine is levied in cases when checks are rejected for insufficient funds.

Late Registration

- During the late registration period, an AED 500 plus 5% VAT late fee is assessed for any initial course registration.

- Add/Drop period (three days only): beginning on Sunday, September 1, students who wish to add a course(s) and drop a course(s) as an even exchange may do so without financial loss if these transaction requests are made before 5 p.m. on the third class day, for an equal number of credit hours. Please be advised that while there is no fee for dropping and adding courses, program adjustments can affect tuition and fees if they are not even exchanges.

- Students will be charged for credits exceeding 16 credits. Students must adjust their schedule before the end of the Add/Drop period to avoid paying the fee for excess credits. Students who are reported as a "no show" in class may be WITHDRAWN WITHOUT REFUND and will be charged a no show penalty of AED1,500/00 plus 5% VAT.

Withdrawals and Refunds

Withdrawal from the university is subject to the following refund policy:

Before 4 p.m. on September 5	Full tuition refund less AED 500 early registration tuition deposit
After 4 p.m. on September 5 to 4 p.m. September 12	50% of the tuition
After 4 p.m. on September 12 to 4 p.m. September 19	25% of the tuition
After 4 p.m. on September 19 onwards	0%

New Student and Matriculated Student Registration

New Student Registration

New students who have been admitted to a degree program for the upcoming semester should check with the Office of Enrollment Management/Undergraduate Admissions about New Student Orientation. New students will register with their advisors on their assigned days of registration, August 28 and 29, beginning at 12:00 (noon) on August 28.

Matriculated Student Registration

Students matriculated from the Achievement Academy before early registration may early register during early registration. Those matriculating after the early registration will register with their advisors on their assigned days of registration, August 28 and 29 beginning at 12:00 (noon) on August 28.

Exchange/Study Abroad/Visiting Students

An exchange/study abroad/visiting student are not formally admitted to AUS but are allowed to take courses at the university for transfer back to their home institutions. Such students must submit to the Office of International Exchange Programs the appropriate application (contact ixo@aus.edu).