Registration Guide
Fall Semester 2023

This guide contains valuable information on how to register online using Banner. Please read it carefully. **To view the course offerings, go to https://www.aus.edu/registrar** under 'Registration Links' click on **'Courses Offered'** and select **Fall 2023.**

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

Advising	April 10 onwards
Early registration	April 17 – May 2

Priority Online Registration for Undergraduate Students

Priority online registration is based only on your **EARNED CREDITS.** It does not include your in-progress credits.

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 12 Noon to 5:00 p.m. on the following dates	
Online registration opens on	**For students with earned credits**
Monday April 17	85+ credits
Tuesday April 18	70-84 credits
Tuesday April 25	50-69 credits
Wednesday April 26	35-49 credits
Thursday April 27	16-34 credits
Monday May 1	10-15 credits
Tuesday May 2	0-9 credits
Wednesday May 3 to Monday, May 8 5:00pm	All eligible students; early registration ends 5:00pm May 8

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

Registration for continuing students ends	August 13, 5p.m.
New/matriculated students cleared for registration (with advisor)	August 22-24
Tuition and fees due for continuing students	August 24, 4:00p.m.
Tuition and fees due for new students	August 31, 4:00p.m.
Classes begin at 8 a.m.	August 28
Late registration	August 28-30 5p.m.
Add and drop- *Undergraduate 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*	August 28-30
Last day to withdraw from a class	November 13, 5p.m.
Classes end at 10 p.m.	November 23
Study and examination period	November 26-December 7
Commencement	December 9

Registration Instructions

Undergraduate student eligibility to participate in early registration

- You are currently registered.
- Your academic standing is:
  a. Good Standing: maximum 18 credits
  b. Probation 1: maximum 16 credits
- 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, email 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 2023 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: 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.**

Step 2: Appointment with Your Advisor

Have a meeting 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 send you a signed copy of your course selection, and the advisor will keep a signed copy to retain in your file. The Advisor will notify the designated person in your college/school to have your Advising Hold removed. Once the hold is lifted, you may register online on your assigned day.

Step 3: How to 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.*

Step 4: Pay Your Tuition

Email Student Accounts at studentaccounts@aus.edu for details.

Payment Policy

To arrange for installment payments, you must submit to the Student Accounts Office by the above deadlines (*please refer to table "Important Dates to Remember")* three checks or credit card authorizations in the amounts listed below and dated as follows:

Checks Must Be Dated By	Amount
August 31, 2023	60% tuition fee (net of scholarship)
September 30, 2023	20% tuition fee (net of scholarship)
October 31, 2023	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: Undergraduate 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.

- Full semester tuition and residential hall fees are due for payment by 4 p.m. on Thursday, August 24, for continuing students, and 4 p.m. on Thursday, August 31, 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 where credit card authorization are rejected for insufficient funds.

Late Registration

- Add/Drop period begins on Monday, August 28. 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.

- Undergraduate 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 August 31	Full tuition refund
After 4 p.m. on August 31 to 4 p.m. September 7	50% of the tuition
After 4 p.m. on September 7 to 4 p.m. September 14	25% of the tuition
After 4 p.m. on September 15 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 undergraduate students will register with their advisors on their assigned days of registration, August 22 -24, beginning at 12:00 (noon) on August 22.

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 22-24, beginning at 12:00 (noon) on August 22.

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).