



## Registration Guide Fall Semester 2024

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 2024**.

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

<b>Advising</b>	March 25 onwards
<b>Early registration</b>	April 16 – May 9

### 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
Tuesday	April 16	80+ credits
Wednesday	April 17	60-79 credits
Thursday	April 18	43-59 credits
Monday	April 22	25-42 credits
Tuesday	April 23	15-24 credits
Wednesday	April 24	7-14 credits
Thursday	April 25	0-6 credits
Monday	April 29 Thursday, May 9 5:00pm	All eligible students

**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 26
Late registration	August 26-28 5p.m.
Add and drop- <i>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. <b>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</b></i>	August 26-28
Last day to withdraw from a class	November 21, 5p.m.
Classes end at 10 p.m.	December 5
Study and examination period	December 7-December 18
Commencement	December 21

## 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
  - c. Probation 2: maximum 13 credits
- You have no holds applied to prevent you from registering.

To view your holds, go to [www.aus.edu](http://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](http://www.aus.edu), click on Banner, and choose Fall 2024 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](http://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](mailto:studentaccounts@aus.edu) for details regarding the payment policy.

## **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.

### 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.

### 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](mailto:ixo@aus.edu)).