



## Graduate Students' Registration Guide

### Fall Semester 2022

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](http://www.aus.edu). Under the tab 'Academics', choose 'Registrar Services' then click on 'Course Offerings' and select Fall 2022.**

Only currently registered students are eligible to participate in early registration.

<b>Advising</b>	April 4 onwards
<b>Early registration</b>	April 11 – April 25

**Online registration opens at 12:00 Noon on April 11 and closes at 5:00 p.m. on April 25**

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

<b>Important Dates to Remember</b>	
Welcome session for new students	August 24
New Student course registration	August 22
Tuition and fees due	September 5 4 p.m.
Classes begin at 8 a.m.	August 29
Late registration	September 5
Add and drop period	August 29-September 5
Last day to withdraw from a class without grade penalty	November 3
Fall Semester classes end at 10 p.m.	December 7
Study and examination period	December 8-19
Commencement*	January 7

- Date subject to change

## Registration Instructions

### Eligibility to participate in early registration

- You are currently registered
- 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, click on 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 have had your virtual meeting with your advisor. All other holds can only be cleared by the office that placed the hold on your record.

### Advising

The advising and registration procedures are designed to allow all students sufficient quality time to interact with their faculty advisor. The advisor provides guidance on the study plan and course registration to ensure that the student progresses towards degree completion as planned. The academic advisor for graduate students during their first year of study is normally the department head or program coordinator. After the first year of study, the student thesis or dissertation supervisor is assigned as the academic advisor.

### 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 2022 in Class Schedule.
- Use the university graduate 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.

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/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 provide a record of the advising session as an electronic advising sheet or through the body of an email. Send the record of the advising to the designated person in your college/school to have your Advisor Hold removed. Once the hold is removed and you have no other holds that prevents registration, you may register on line.

### 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 contact 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.
- Students are strongly advised to register for the Fall Semester 2022 courses during the April 11-25 period to ensure that the courses they need have adequate enrollment and avoid having courses cancelled due to low enrollment.
- First time registration for Thesis/Dissertation Credits: Students need to contact their department head or program coordinator to register for thesis or dissertation credit for the first time. Once approved by the program/college, the Office of the Registrar will register the student in the approved credit hours (normally three credit hours).
- Continuous Registration for Thesis/Dissertation Credits: Students must maintain continuous registration in thesis/dissertation credit. The Office of the Registrar will automatically register the student for three credit hours then they must request their department head/program coordinator to inform the Office of the Registrar before the end of the add/drop period.

## 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

#### 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
September 05, 2022 (4 P.M.)	60% tuition fee (net of scholarship)
October 05, 2022	20% tuition fee (net of scholarship)
November 05, 2022	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.
- Students who are reported as a "no show" in class may be WITHDRAWN WITHOUT REFUND and will be charged a no show penalty of AED 1,500/00 (plus 5% VAT).
- Full semester tuition and residential hall fees are due for payment by 4 p.m. on Monday, September 05, 2022. 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.
- If a student is awarded a graduate assistantship that covers tuition waivers then the amount will be credited automatically to the student's account within the first two weeks of the semester. Note that the assistantship might not cover full tuition fees and the student is responsible for paying the rest of the tuition fees before the above mentioned deadlines to avoid late payment charges.

#### 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 beginning on Monday, August 29. 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 September 5, 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.

#### Withdrawals and Refunds

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

Before 4 p.m. on September 1	Full tuition refund
After 4 p.m. on September 1 to 4 p.m. September 8	50% of the tuition
After 4 p.m. on September 8 to 4 p.m. September 15	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/Graduate Admissions about New Student Orientation. New students 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)).