AUS | الجـــامـــعــة الأمـيـركـيــة فـي الـشــارقــة
American University of Sharjah

Frequently Asked Questions
Advising and Registration

The following Questions and Answers relate to course registration during the orientation week Monday August 22nd – Thursday August 25th. Please note that it may be possible to register for classes earlier if your admissions file is fully processed prior to orientation week. For details about early registration please contact your associate dean (see contact details in Q2 below).

1 How do I know which courses I will be taking in Fall 2022?

Your academic advisor will provide you with a list of advisor-recommended courses that you should take during your first semester at AUS.

2 How do I know who my advisor is?

During the college/school orientation session on Monday August 22nd from 2-4pm you will be introduced to your academic advisor and given their contact information. If you have missed the College/School Orientation then please contact your Associate Dean for further details. Associate Dean contact details are below:

College of Architecture, Art and Design – Prof. Phil Sheil — sheil@aus.edu
College of Arts and Sciences – Dr. Ahmad Al-Issa — aissa@aus.edu
College of Engineering – Dr. Assim Sagahyroon — asagahyroon@aus.edu
School of Business Administration – Dr. Mohsen Saad — msaad@aus.edu

Undeclared students, if you are planning to declare a major please contact OEM as soon as possible. If you will remain as undeclared for Fall 2022, please make sure to connect with the Academic Support Center (ASC) to schedule an appointment with an advisor to discuss your course selection. You can reach the ASC at asc@aus.edu.

3 When will my advisor contact me with the list of courses?

Upon completion of your file with the Office of Admissions, advisor-recommended courses will be communicated to you on or before Tuesday August 23rd .

For CAAD, CAS, and SBA students the courses will be listed on an advising sheet that will be available through a link in the orientation portal.

For CEN students and undeclared students your advisor will email the recommended courses to your official AUS e-mail address.

4 Do I have to take the courses that my advisor recommends?

Your advisor will select the courses that are best suited for the first semester of study in your chosen major. If you wish to remove a course from the list or select a different course then you must contact your advisor to amend the list.

5 I am a student in CAAD, CAS or SBA and I cannot access my advising sheet online. What should I do?

By now you should have an AUS user name and ID that you can use to access your advising sheet. If your sign in details are not working or if you do not have an AUS user name and ID,

please contact AUS IT: ITservicedesk@aus.edu, +971 6 515 4900 (WhatsApp),
+971 6 515 2121 (phone) or visit https://itfaq.aus.edu/faq/student-tools-collaboration.
If you can sign in but you do not see an advising sheet, then contact your advisor or associate.

6 Do my placement test scores affect my first semester courses?

Yes, your first semester courses depend on your performance in the placement tests. Some students may start with preparatory courses (XXX 001) depending on the placement test results.

7 I am a CEN student and I did not receive an email from my advisor. What should I do?

The email will be sent only to your AUS Email ID (and not on your personal email ID that you might have used during admission process). So check your AUS Email ID. If you still do not find it, get in touch with your advisor. Again, make sure to use your AUS Email ID for any communication to your advisor or to AUS.

If you are unable to access your email ID or do not have your AUS user ID and password, contact the AUS IT team: ITservicedesk@aus.edu, +971 6 515 4900 (WhatsApp),
+971 6 515 2121 (phone) or visit https://itfaq.aus.edu/faq/student-tools-collaboration.

8 I agree with the recommended courses and now want to register in them. How do I do this?

CAAD, CAS, and SBA students: Submit the advising form to your advisor through the online portal. Specific submission instructions will be given during the college/school orientation session on Monday August 22nd and will be provided to you by your associate dean and/or your advisor.

CEN students and undeclared students: Reply to the email from your advisor confirming that you agree to the courses.

After you have agreed to the courses, your registration will be handled by the academic units – there is no further action required on your part.

9 When do I get to see my course schedule (the timing of my classes)?

You will receive your course schedule by end of day on Thursday, August 25. It will be emailed to you on your official AUS email address and it can also be viewed on Banner: https://banner.aus.edu.

10 I wish to change my schedule. Is there any way that I can do this?

Your schedule has been designed to provide a balanced schedule across the week.
It is not advisable to change your schedule. However, if for some reason you cannot attend classes as per your schedule, you must contact the associate dean of your college/school (undeclared students must contact the CAS associate dean for issues related to registration).

11 I was unable to attend the college/school orientation session on Sunday, January, 9. What should I do?

You should contact your associate dean of your respective college/school. (See question 2).

12 I have not yet declared my major. Which academic orientation session should I attend on Monday, August 22 from 2:00 to 4:00 p.m.?

If you have not yet declared a major, your advising will be done at the Academic Support Center. Please meet with them during this time. Their contact is asc@aus.edu.

13 I am an Achievement Academy Bridge Program student. How do I know which courses I should take?

Your AABP advisor will select the courses that are best suited for the first semester of study based on your English proficiency and placement test scores. You should discuss this in an advising meeting. If you wish to remove a course from the list or select a different course, you must contact your advisor to amend the list by emailing them at academy@aus.edu.