

## **FAQ – Advising and Registration for Undergraduate Students**

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### **Q1) How do I know which courses I will be taking in Fall 2021?**

A1) Your academic advisor will provide you with a list of advisor-recommended courses that you should take during your first semester at AUS.

### **Q2) How do I know who my advisor is?**

A2) During the college/school orientation session on Monday August 23 from 3:00–5:00 p.m. 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** – Faysal Tabbarah [ftabbarah@aus.edu](mailto:ftabbarah@aus.edu)

**College of Arts and Science** – Dr. Ahmad Al-Issa [aissa@aus.edu](mailto:aissa@aus.edu)

**College of Engineering** – Dr. Assim Sagahyoon [asagahyoon@aus.edu](mailto:asagahyoon@aus.edu)

**School of Business Administration** – Dr. Mohsen Saad [msaad@aus.edu](mailto:msaad@aus.edu)

For students who have not yet declared a major you will be advised through the Academic Support Center. Please contact [asc@aus.edu](mailto:asc@aus.edu) to get in touch with your advisor.

### **Q3) When will my advisor contact me with the list of courses?**

A3) Advisor-recommended courses will be communicated to you on Tuesday, August 24.

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.

### **Q4) Do I have to take the courses that my advisor recommends?**

A4) 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.

### **Q5) Do my placement test scores affect my first semester courses?**

A5) 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

### **Q6) I am a student in CAAD, CAS, or SBA and I cannot access my advising sheet online. What should I do?**

A6) By now you should have an AUS username 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 username and ID then please

contact IT on: [ITservicedeask@aus.edu](mailto:ITservicedeask@aus.edu) (email), +971 6515 4900 (WhatsApp), +971 6515 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 dean.

**Q7) I am a CEN student or an undeclared student and I did not receive an email from my advisor. What should I do?**

A7) The email will be sent only to your AUS email ID (and not to your personal email ID that you might have used during admission process). Please make sure you 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 for any communication to your advisor or to AUS.

If you are unable to access your AUS email ID or do not have your AUS User ID and Password, contact AUS IT team on: [ITservicedeask@aus.edu](mailto:ITservicedeask@aus.edu) (email), +971 6515 4900 (WhatsApp), +971 6515 2121 (phone) or visit <https://itfaq.aus.edu/faq/student-tools-collaboration>.

**Q8) I agree with the recommended courses and now want to register in them. How do I do this?**

A8) *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 23 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.

**Q9) When do I get to see my course schedule (the timing of my classes)?**

A9) You will receive your course schedule by end of day on Thursday, August 26. It will be emailed to you on your official AUS email address and it can also be viewed on banner: <https://banner.aus.edu>

**Q10) I wish to change my schedule. Is there any way that I can do this?**

A10) Your schedule has been designed to provide a balanced schedule across the week. Undergraduate courses can be scheduled any time between 8:00 a.m. and 5:00 p.m. on Sunday through Thursday. It is not advisable to change your schedule. However, if for some reason you cannot attend classes as per your schedule then you must contact the associate dean of your college/school. Undeclared students must contact the CAS associate dean for issues related to registration.

**Q11) I was unable to attend the college/school orientation session on Monday, August 23. What should I do?**

A11) You should contact your associate dean of your respective college/school. (See Question 2).

**Q12) I have not yet declared my major. Which academic orientation session should I attend on Monday, August 23 from 3:00–5:00 p.m.?**

A12) If you have not yet declared a major your advising will be done at the Academic Support Center (ASC). Please meet with them during this time. You can contact the ASC via email at [asc@aus.edu](mailto:asc@aus.edu).