



## Registration Guide

### Spring Semester 2021

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 Spring 2021.**

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

<b>Advising</b>	November 17-December 8
<b>Early registration</b>	November 19-December 13
<b>Graduate students in good standing can register online</b>	November 19-December 13

#### Priority Online Registration

Priority online registration is based only on your **EARNED CREDITS** (including preparatory courses and Achievement Academy courses). **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.**

<b>Online registration is open 8:30 a.m. to 3:00 p.m. on the following dates</b>	
<b>Online registration opens on</b>	<b>For students with earned credits (including preparatory courses and Achievement Academy courses)</b>
Thursday, November 19	93+ credits
Sunday, November 22	69-92 credits
Monday, November 23	51-68 credits
Tuesday, November 24	34-50 credits
Wednesday, November 25	25-33 credits
Thursday, November 26	1-24 credits
Sunday, November 29	0 credits- students from the College of Architecture, Art, and Design, and College of Engineering
Monday, November 30	0 credits students from College of Arts and Sciences and School of Business Administration
Tuesday December 1-13	All eligible students; early registration ends 3p.m. on December 13

**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

New Student Orientation, placement tests	January 23-28
New Student course registration	January 27-28
Web Registration for continuing students ends	January 25, 5p.m.
Tuition and fees due for returning students	January 28, 4 p.m.
Tuition and fees due for new students	February 4, 4p.m.
Classes begin at 8 a.m.	January 31
Late registration	January 31-February 2 GR level check the GR calendar
Add and drop period. <i>Students will be charged an additional amount of AED 3,200/ 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 plus 5% VAT</i>	January 31-February 2 GR level, check the GR calendar
Last day to withdraw from a class without grade penalty	April 15, 5p.m.
Spring semester classes end at 10 p.m.	May 23
Study and examination period	May 24-June 2
Commencement	June 12

- Date subject to change

### Registration Instructions

#### Undergraduate eligibility to participate in early registration

- You are currently registered.
- Your academic standing is:
  - a. Good Standing: maximum 17 credits
  - b. Probation 1: 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, 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.

#### Placement Tests

Continuing students who plan to change their major and are required to take any placement tests must sign up for the tests by emailing [testingcenter@aus.edu](mailto:testingcenter@aus.edu) no later than three days 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, contact 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 Spring 2021 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.

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 Fall Semester 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 virtual 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 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.

## 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.

***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 the closing of your early registration time ticket.***

## 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:

<b>Checks Must Be Dated By</b>	<b>Amount</b>
January 28, 2021 (New Students February 4)	60% tuition fee (net of scholarship)
February 28, 2021 (New Students March 4)	20% tuition fee (net of scholarship)
March 28, 2021 (New Students April 4)	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: AED 3,200 is charged per credit hour exceeding 16 credit hours. Students must adjust their schedule before the add/drop deadline.
- 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 Thursday, January 28, for returning students, and 4 p.m. on Thursday, February 4, 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 when checks are rejected for insufficient funds.

### 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 (three days only): beginning on Sunday, January 31, 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.

### Withdrawals and Refunds

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

Before 4 p.m. on February 4	Full tuition refund
After 4 p.m. on February 4 to 4 p.m. February 11	50% of the tuition
After 4 p.m. on February 11 to 4 p.m. February 18	25% of the tuition
After 4 p.m. on February 18 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 students will register with their advisors on their assigned days of registration, January 27-28, beginning at 12:00 noon on January 27.

### 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 (after seeing their advisor) January 27-28.

### 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)).