

Registration Guide *Graduate Students*

Spring 2026

Before you start, carefully read and abide by the following requirements:

Deadlines

You need to carefully note and adhere to all the deadlines communicated to you in this guide. Missing any of these important registration deadlines could have serious implications on your registration. It is your responsibility to plan your registration, remove any holds affecting your registration and seek all the necessary academic and tuition-related support within these deadlines. **Petitions for exceptions because of having missed a deadline will not be considered.**

Registration Integrity

"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." (Section 2.12.vi - AUS Student Code of Conduct)

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.*

The Registration Guide contains valuable information on how to register online using Banner. It also provides you with all the important dates and deadlines you need to be aware of. 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 Spring 2026.

Advising	October 29 onwards
Online Registration	November 18 – November 27 (closes at 5:00 PM on November 27)

Between November 18 and November 27, online registration will close periodically at the discretion of the Office of the Registrar for updating the course offerings.

After the end of the fall semester and once the Office of the Registrar has completed calculating cumulative grade point averages and academic standings, online registration will open again to allow all eligible students to amend their November registration if needed, as per the dates specified in the table below:

Important Dates to Remember	
Online Registration opens after the end of the fall semester	December 30, 9:30 AM
Registration for new graduate students begins	January 5
Orientation session for new graduate students	January 7
Tuition and fees due	Contact Student Accounts at Studentaccounts@aus.edu
Classes begin at 8 a.m.	January 12

Late registration / Add and Drop	January 12-19 Late registration and Add/Drop closes on January 19, 5:00 PM
Last day to withdraw from a class	April 23, 5:00 PM
Classes end at 10 PM	May 7
Study and examination period	May 09 - May 16
Commencement	June 6 (date subject to change)

Registration Instructions

Graduate student eligibility to participate in registration

- You are currently registered.
- You are in good academic standing
- You have no holds applied to prevent you from registering. *To view your holds, go to www.aus.edu, login into Banner, select Student Services and then click on Student Records.*

Advising hold and other holds

All students have an Advisor Hold (AV Hold) placed on their registration. The AV 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.

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 you progress towards degree completion as planned. During your first year of study, your advisor is normally the department head or the program coordinator. As you start thesis or dissertation work, the thesis or dissertation supervisor becomes your advisor.

Step 1: Before Your Appointment with Your Advisor

- View the course offerings online. Go to www.aus.edu, click on Banner, and choose Spring 2026 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. An online Degree Evaluation tool is also available to you via the online Student information System (Banner)
- Prepare a list of the courses you should take to advance in your studies. Those are generally as per your agreement with your academic advisor. (see step 2 below)
- 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 section will have a unique five-digit CRN.
- Prepare a list of alternate courses in case your first choice is not available.

Note: To register 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 meeting with your advisor to discuss your course selections. 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 you with a record of your advising session. Send this record to the designated person in your college/school to have your Advising Hold removed. Once the hold is lifted and you have no other holds that prevent your registration, you may register online for your courses.

Step 3: How to Register Online

You may access online registration from the AUS homepage <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.

- **First time registration for Thesis/Dissertation credit hours:** contact your department head or your 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 you in the approved credit hours (normally three credit hours).
- **Continuous Registration for Thesis/Dissertation credit hours:** you must maintain continuous registration in thesis/dissertation credit hours. The Office of the Registrar will automatically register you for three credit hours. If your plan is to register for more credit hours, you must request your department head/program coordinator to inform the Office of the Registrar before the end of the add/drop period.

You are strongly advised to register for your Spring 2026 courses during the November 5 to November 27 registration period to ensure that the courses you need have adequate enrollment and avoid having these courses cancelled due to low enrollment.

Step 4: Pay Your Tuition

Email Student Accounts at studentaccounts@aus.edu for details regarding the payment policy.

New Student and Exchange/Study Abroad/Visiting Student Registration

New Student Registration

New students admitted to a degree program for the upcoming semester should check with the Office of Enrollment Management/Graduate Admissions about the new graduate students orientation session. New graduate students will register with their advisors on their assigned days of registration (see the Important Dates to Remember table above).

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).