

Registration Guide *Undergraduate 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
Priority Online Registration	November 5 – November 17
Online Registration	November 18 – November 27

What is Priority Online Registration

Priority online registration is based on your earned credit hours. It does not include your in-progress credit hours.

Based on your earned credit hours, you are assigned a registration time slot (time ticket). During this time slot, you and all the students who were assigned the same registration time ticket are granted priority to access the online registration system to register for the courses you have determined, in consultation with your advisor (consult the registration steps later in this guide), that you need to complete in the Spring 2026 semester.

To identify your time ticket check the table below. Courses fill up very quickly. To secure a seat in the courses you plan to take, you are highly encouraged not to miss your priority online registration time ticket.

Access to priority registration is also affected by “holds” you may have not cleared by the time your time ticket is open. **To gain access to registration, you must check and clear these holds before your designated time ticket is open.** The registration steps later in this guide provide you with more details on this important requirement.

During the priority registration period, AUS reserves the right to drop students who are repeating courses that were previously completed with a grade of C- or above. Registering in courses as seat holders for others may be treated as a violation of the AUS Student Code of Conduct.

Seats in General Education Courses

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 process allows students with senior standing the first priority during this 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 priority online 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 priority registration time ticket closing.

Priority online registration is open 9:20 AM to 5:00 PM on the following dates:		
Online registration opens on		For students with earned credits
Wednesday	November 5	90+ credits
Thursday	November 6	65-89 credits
Monday	November 10	45-64 credits
Tuesday	November 11	30-44 credits
Wednesday	November 12	15-29 credits
Thursday	November 13	1-14 credits
Monday	November 17	0 credits
Priority registration ends at 5:00pm on November 17		
Tuesday, November 18, 9:20AM - Thursday, November 27, 5:00pm		Online registration is open to all eligible students

Important Notes:

Between November 18 and November 27, online registration will be open to all eligible undergraduate students. Between these dates, 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	
Registration for continuing students begins	December 30, 9:30 AM
Registration for continuing students ends	January 5, 5:00 PM
New/matriculated students cleared for registration (with advisor)	January 7-8
Tuition and fees due	Contact Studentaccounts@aus.edu
Classes begin at 8 a.m.	January 12
Late registration / Add and Drop <i>Undergraduate students will be charged an additional amount for every credit registered exceeding 16 credits. Failure to attend a registered course (no show) does not result in an automatic course drop. Students must drop excess credits before the add/drop deadline. Students who are administratively dropped because of a no-show will not be eligible for a tuition refund or adjustment and will be charged a no-show penalty fee of AED1,500/00</i>	January 12-14 9:20 AM - 5 PM
Last day to withdraw from a class	April 23, 5:00 PM
Classes end at 10 PM	May 5
Study and examination period	May 09 - May 20
Commencement	June 6

Registration Instructions

Undergraduate student eligibility to participate in registration

- You are currently registered.
- Your academic standing is:
 - a. Good Standing: you are eligible to register for a maximum of 19 credits
 - b. Probation 1: you are eligible to register for a maximum of 16 credits
 - c. Probation 2: you are eligible to register for a maximum of 13 credits
- 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 and/or academic advisor. Your school has assigned you an advisor. If you have not been assigned an advisor, email your school and ask the head of your department to assign an advisor for you.

Placement Tests

Continuing students who plan to take TOEFL, IELTS, or any placement test must sign up for it in the testing center no later than 24 hours prior to the test date.

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 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. 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, 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.

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 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>. 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.

Step 4: Pay Your Tuition

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

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 undergraduate students will register with their advisors on their assigned days of registration.

Matriculated Student Registration

Students matriculated from the Achievement Academy before early registration may register early during priority registration and when online registration opens ahead of the semester Add/Drop period (consult the *Important Dates to Remember* section earlier in this document). Those matriculating during the new students' registration period 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).