Registration Guide
Summer 2020

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, click on Banner, choose Class Schedule, and select Summer 2020. Only currently registered students in good standing or on Probation 1 are eligible to participate in early registration.

Advising	April 12 onwards
Early registration	April 19-May 7
Graduate students may register online	April 19-May 7

Priority Online Registration for Undergraduate Students

Priority online registration is based on your **EARNED CREDITS ONLY** (including transfer credits, and credit bearing 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.

Online registration is open 8:30 a.m. to 3:00 p.m. On the following dates	
Online registration opens on	**For students with earned credits (including transfer credits and credit bearing preparatory courses and Achievement Academy courses)**
April 19 Sunday	95+ credits
April 20 Monday	78–94 credits
April 21 Tuesday	53–77 credits
April 22 Wednesday	40–52 credits
April 23 Thursday	16–39 credits
April 26 Sunday	13-15 credits
April 27 Monday	0–12 credits
April 29 Tuesday-May 7 Thursday	All eligible students; early registration ends 3:00p.m. on May 7

Notes: 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	
Registration for Summer Term	June 7-8
Summer Term tuition and fees due	June 8, 3 p.m.
Classes begin at 8 a.m.	June 9
Late registration	June 9,10,14 4:00 p.m.
Add and drop	June 9,10,14 4:00 p.m.
Last day to withdraw from a class without grade penalty	July 20, 4 p.m.
Summer Term classes end at 10 p.m.	July 20
Study and examination period	July 21-23

Housing on Campus

Since classes this summer will be taught remotely, student housing will not be open.

Registration Instructions

Undergraduate eligibility to participate in early registration

- You are currently registered.
- You have no holds applied to prevent you from registering.

To view your holds, go to 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 meet 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 in the testing center 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, go to 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, click on Banner, and choose Summer 2020 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.

Note: Please note that the course graduation requirements of a student are governed by the catalog of either the year of admission to the major or the year of graduation. Combining the two catalogs is not permitted. 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 Spring Semester 2020 grade reports are issued, it is your responsibility to adjust your schedule if the prerequisite requirements are not met.

Step 2: Online Appointment with Your Advisor

Attend the online appointment 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 provide a record of the advising session as an electronic advising sheet or through the body of an email. Send the record of the advising to the designated person in your college/school to have your Advisor Hold removed. Once the hold is removed you may 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.

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.

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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.

Go to the Cashier's Office, located on the Mezzanine Floor of the Main Building, to pay your tuition fees.

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:

Checks Must Be Dated By	Amount
June 8, 2020	60% tuition fee (net of scholarship)
July 8, 2020	40% 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.
- Full summer term tuition and residential hall fees are due for payment by 4 p.m. on Monday, June 8. 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 and / or credit card authorizations 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 Tuesday, June 9. 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 3 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 Summer Term is subject to the following refund policy:

Before 3 p.m. on June 14	Full tuition refund
After 3 p.m. on June 14 to 3 p.m. on June 16	50% of the tuition
After 3 p.m. on June 16 to 3 p.m. on June 21	25% of the tuition
After 3 p.m. on June 21 onwards	0%

New, Matriculated, Study Abroad, and Visiting 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 Admission about New Student Orientation. New students will register with their advisors on their assigned days of registration, June 7-8.

Matriculated Student Registration

Students matriculated from the Achievement Academy before early registration may register during early registration. Those matriculated after early registration may register whenever Banner web registration is open for continuing students or with their college/school on the assigned days of registration for New Students.

Visiting Students

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).