Registration Guide
Summer 2021

This guide contains valuable information on how to register online using Banner. 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 Summer 2021. Only currently registered students in good standing or on Probation 1 are eligible to participate in early registration.

Advising	April 18 onwards
Early registration	April 25-May 18
Graduate students may register online	April 25-May 18

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 8:30am to 10:30am, and 12:00 Noon to 5:00pm. **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 25 Sunday	77+ credits
April 26 Monday	52–76 credits
April 27 Tuesday	35–51 credits
April 28 Wednesday	16–34 credits
April 29 Thursday	12–15 credits
May 2 Sunday	0-11 credits
May 3 Monday- May 18 Tuesday until 5:00pm	All eligible students
May 19-May 23	College/School Admins work on waitlists

Notes: The online registration system is closed between 10:30am and 12:00Noon for the colleges/school to review enrollment and make updates.

Important Dates to Remember	
Registration for Summer Term	June 9-10
Summer Term tuition and fees due	June 10, 4 p.m.
Classes begin at 8 a.m.	June 13
Late registration	June 13,14,15 4:00 p.m.
Add and drop	June 13,14,15 4:00 p.m.
Last day to withdraw from a class without grade penalty	July 5, 4 p.m.
Summer Term classes end at 10 p.m.	July 13
Study and examination period	July 14-17

Housing on Campus

Selective Men and Women dormitories are open during the Summer Term. Dorms are open from Saturday, June 12 to Thursday, July 29, for students registered for the Summer Term 2021. First time applicants should pay a non-refundable amount of AED 500 as a reservation fee which is adjustable to the full room assigning amount in case granted residence. Students renewing their housing agreement for future semesters/sessions, will be charged AED 500 if they fail to check-in the dorm or cancel their application after the deadline set by the Residential Halls Department.

Refundable Dorm Maintenance Deposit	AED 1,000/
Private Room (private bath and kitchenette)	AED 6,890/
Semi-Private Room (private room, shared bath/kitchenette)	AED 4,880/
Sharing (double occupancy, shared bath/kitchenette)	AED 3,710/

Deadline to cancel summer room reservation   May 20, 2021

Registration Instructions

Undergraduate eligibility to participate in early registration
- You are currently registered.
- Your academic standing is **Good Standing** or **Probation 1**.
- You have no holds applied to prevent you from registering.
- **Probation 2** students may register once their Spring Semester 2021 grades are out and their Academic Standing is Good Standing.

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, email your college/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 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.

Note:. 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 2021 grade reports are issued, 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>. 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.

Undergraduate 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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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.

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

Email Student Accounts at studentaccounts@aus.edu for details.

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 10, 2021	60% tuition fee (net of scholarship)
July 10, 2021	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 Thursday, June 10. 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 is charged if the 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 Sunday, 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 3:00 p.m. on June 10	Full tuition refund
After 3 p.m. on June 10 to 3 p.m. on June 17	50% of the tuition
After 3 p.m. on June 17 to 3 p.m. on June 22	25% of the tuition
After 3 p.m. on June 22 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 9 & 10.

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).