American University of Sharjah

OFFICE OF THE REGISTRAR

Undergraduate Registration Guide
Summer 2024

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. Under the tab 'Academics', choose 'Registrar Services' then click on 'Course Offerings' and select Summer2024.**

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

Advising	March 25 onwards
Early registration	April 16- May 9

Priority Online Registration

Priority online registration is based only on your **EARNED CREDITS** 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 8:20 a.m. to 5:00 p.m. on the following dates	
Online registration opens on	**For students with earned credits**
Tuesday April 16	80+ credits
Wednesday April 17	60–79 credits
Thursday April 18	43–59 credits
Monday April 22	25–42 credits
Tuesday April 23	15–24 credits
Wednesday April 24	7–14 credits
Thursday April 25	0-6 credits
Monday, April 29-Thursday, May 9	All eligible students

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	
Registration for the Summer Term	June 3-4

Tuition and fees due	June 4
Classes begin at 8 a.m.	June 5
Add/Drop and Late registration	June 5-June 6, 4:00pm
Deadline to withdraw from a course without grade penalty	July 4, 4:00p.m.
Summer Term classes end at 10 p.m.	July 17
Study and examination period	July 18-21

Housing on Campus

Selective Men and Women residential Halls are open during the Summer Term. Residential halls are open from Friday, June 4, 2024 to Friday, July 23, 2024 for students registered for the Summer Term 2024. First-time applicants should pay a refundable maintenance Deposit Fee of AED 1000. All applications are subject to being processed on a first-come, first-served basis. Applicants who cancel their room reservations after the deadline set by the Student Residential Life Department will be charged AED 500, which will be deducted from the Maintenance Deposit Fee. Students renewing their housing agreement for future semesters/sessions, will be charged AED 500 if they fail to check-in to the residential halls 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, 2024

Registration Instructions

Undergraduate eligibility to participate in early registration

- You are currently registered.
- Your academic standing is: Good Standing, or Probation 1, or Probation 2
- 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 have had your 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 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, click on Banner, and choose Summer 2024 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 **C**ourse **R**eference **N**umber (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 Spring 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>. 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.
- 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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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

Contact studentaccounts@aus.edu for information about the payment policy.

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.

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) June 3-4.

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).