



## Graduate Students' Registration Guide Spring Semester 2025

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](http://www.aus.edu). Under the tab 'Academics', choose 'Registrar Services' then click on 'Course Offerings' and select Spring 2025. Only currently registered students are eligible to participate in early registration.**

<b>Advising</b>	October 28 onwards
<b>Early registration</b>	November 6 – November 28

**Online registration opens at 9:20a.m. on November 8 and closes at 5:00 p.m. on November 23.**

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	
Welcome session for new students	Wednesday, January 15
New Student course registration	Monday, January 13
Tuition and fees due	Email studentaccounts@aus.edu
Classes begin at 8 a.m.	Monday, January 20
Late registration	Monday, January 20 -27
Add and drop period	Monday, January 20-27
Late registration, add and drop period end at 5 p.m.	Monday, January 27
Last day to withdraw from a class without penalty	Thursday, May 1
Spring Semester classes end at 10 p.m.	Thursday, May 13
Study and examination period	Wednesday, May 14-May 21
Commencement*	Sunday, June 1

\* Date subject to change

## Registration Instructions

### 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](http://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 virtual meeting 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 the student progresses towards degree completion as planned. The academic advisor for graduate students during their first year of study is normally the department head or program coordinator. After the first year of study, the student thesis or dissertation supervisor is assigned as the academic advisor.

### Step 1: Before Your Appointment with Your Advisor

- View the course offerings online. Go to [www.aus.edu](http://www.aus.edu), click on Banner, and choose Spring 2025 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.
- 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.

**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 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. 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 and you have no other holds that prevents registration, you may register on line.

### Step 3: How to Register Online

You may access online registration from the AUS homepage <[www.aus.edu](http://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.

- 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.
- Students are strongly advised to register for the Spring Semester 2025 courses during the November 6 to November 28 period to ensure that the courses they need have adequate enrollment and avoid having courses cancelled due to low enrollment.
- First time registration for Thesis/Dissertation Credits: Students need to contact their department head or 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 the student in the approved credit hours (normally three credit hours).
- Continuous Registration for Thesis/Dissertation Credits: Students must maintain continuous registration in thesis/dissertation credit. The Office of the Registrar will automatically register the student for three credit hours then they must request their department head/program coordinator to inform the Office of the Registrar before the end of the add/drop period.

## 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

#### Payment Policy

Email [studentaccounts@aus.edu](mailto:studentaccounts@aus.edu) for tuition and payment information.

### 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/Graduate Admissions about New Student Orientation. New students 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](mailto:ixo@aus.edu)).