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Course Registration Guide

Returning Student Registration

Registration Windows

- Visit the Returning Student Registration page for general information about registration, including registration windows for the term in question.
- **You will not be able to register outside the registration window set for your college level (e.g. Rising Junior). Credit calculation for college level is based on your credits earned PLUS your credits currently in progress. Transfer and advanced placement credits are included.**
- There are also periods where online registration is open for all returning students:
  - Grace Days, which comes shortly after priority registration ends
  - Drop/Add Week, during the first week of classes of the semester

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Accessing the Student Portal

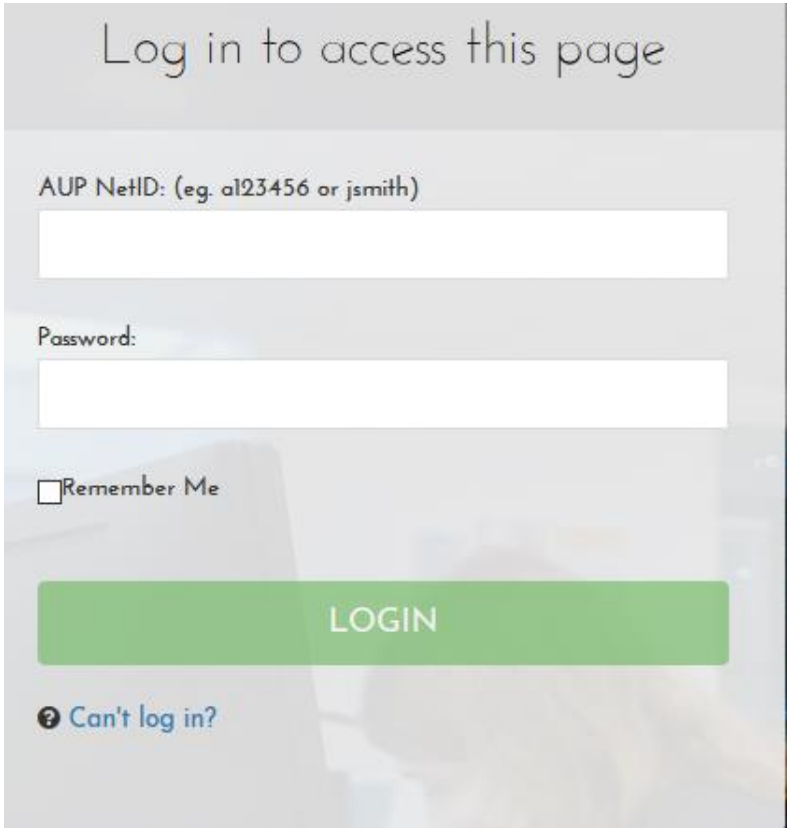
- Use Internet Explorer or Mozilla Firefox only (the portal is not compatible with Safari or Google Chrome).
- If you are using a public or shared computer, make sure to open a new webpage for your registration.
- Log in at MyAUP.edu using your NetID and password.
- On the left-hand side, choose "My Tools," then select "Student Portal" from the list of options.

TROUBLESHOOT: LOGGING IN

- Click on Can't log in?
- Then select "I need a new password and I have an AUP NetID."

A password reset link will be sent to your personal email address.

- If you have other problems logging in or don't receive the password reset link, email helpdesk@aup.edu.

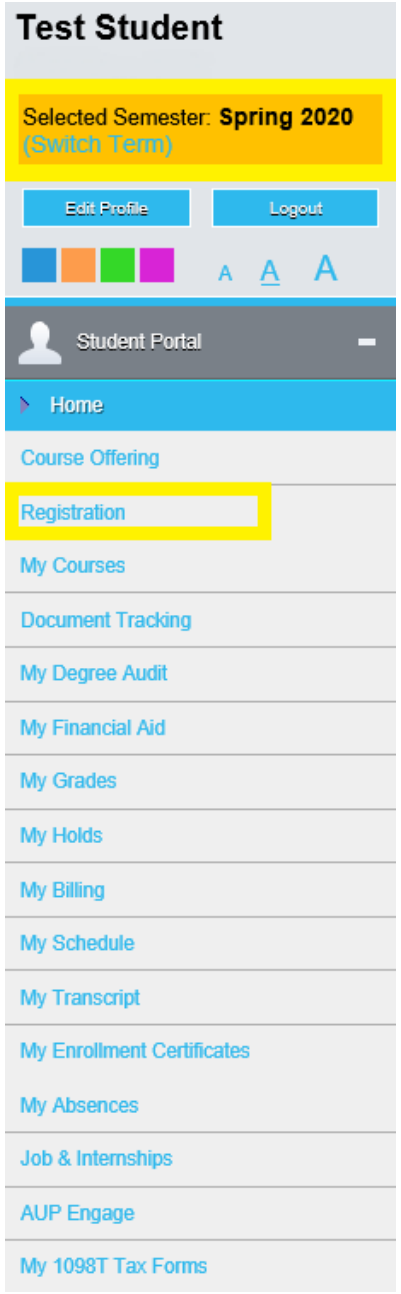


How to Access the Registration page

- Under your name, check that the "**Selected Semester**" is correct

THIS IS THE FIRST STEP!

- If the Selected Semester is not the term you want, click *(Switch Term)*
- Select the correct term
- Click on *Registration*



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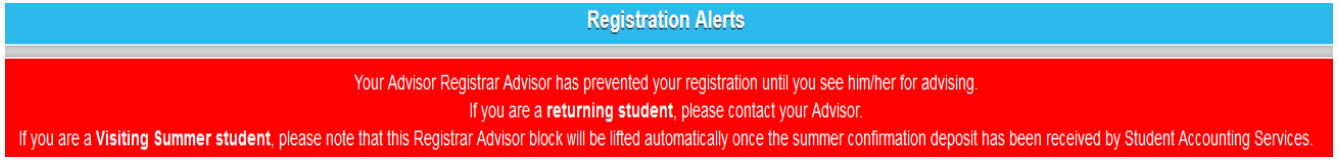
TROUBLESHOOT: REGISTRATION BLOCKED



- What does the following message mean ?

  Your Advisor XXX has prevented your registration until you see him/her for advising. Please contact your Advisor.

- Check that your Academic Advisor has unblocked you for the semester for which you want to register. It is mandatory to meet with your Academic Advisor in order to be unblocked for registration each semester.
- You may also be trying to register in the incorrect term.

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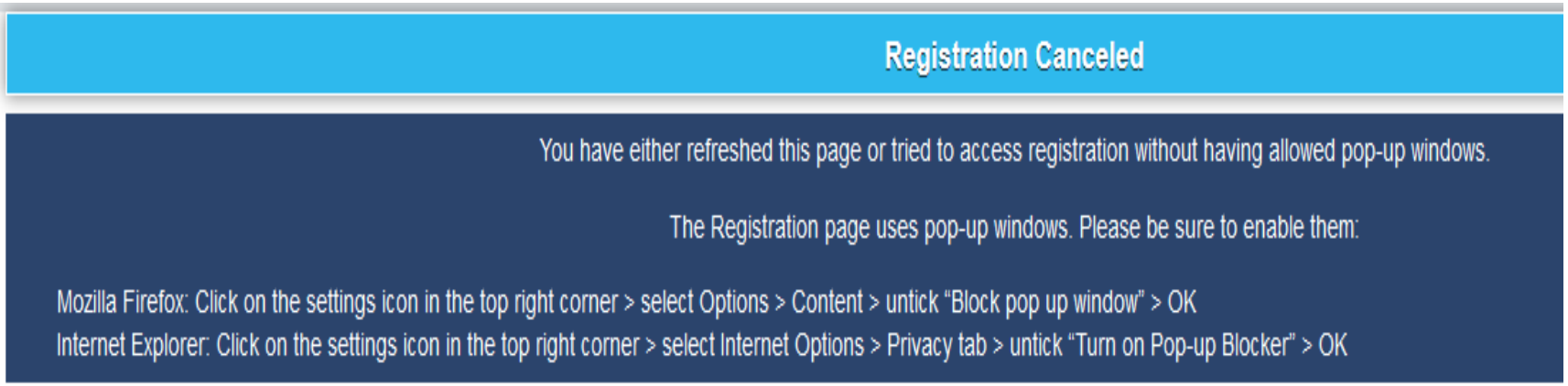
TROUBLESHOOT: REGISTRATION CANCELLED



- What does the following message mean?
- Registration cancelled
- Your web browser's pop-up blocker needs to be disabled.
- Use Internet Explorer or Mozilla Firefox only – the student portal is not compatible with Safari, Chrome, etc.

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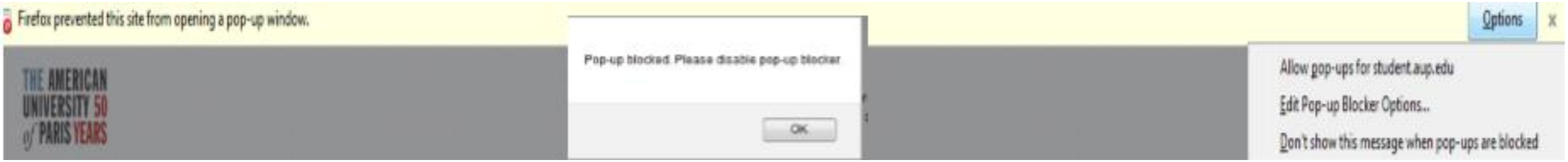
TROUBLESHOOT: MANUALLY ENABLE POP-UPS

- A warning message should open in the top right corner of your web browser that allows you to select "Disable Pop-up Blocker."



- **Mozilla Firefox:** Click on the settings icon in the top right corner → select Options → Content → Untick "Block pop-up window" → OK
- **Internet Explorer:** Click on the settings icon in the top right corner → select Internet Option → Privacy tab → untick "Turn on Pop-up Blocker" → OK

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How to filter for a course

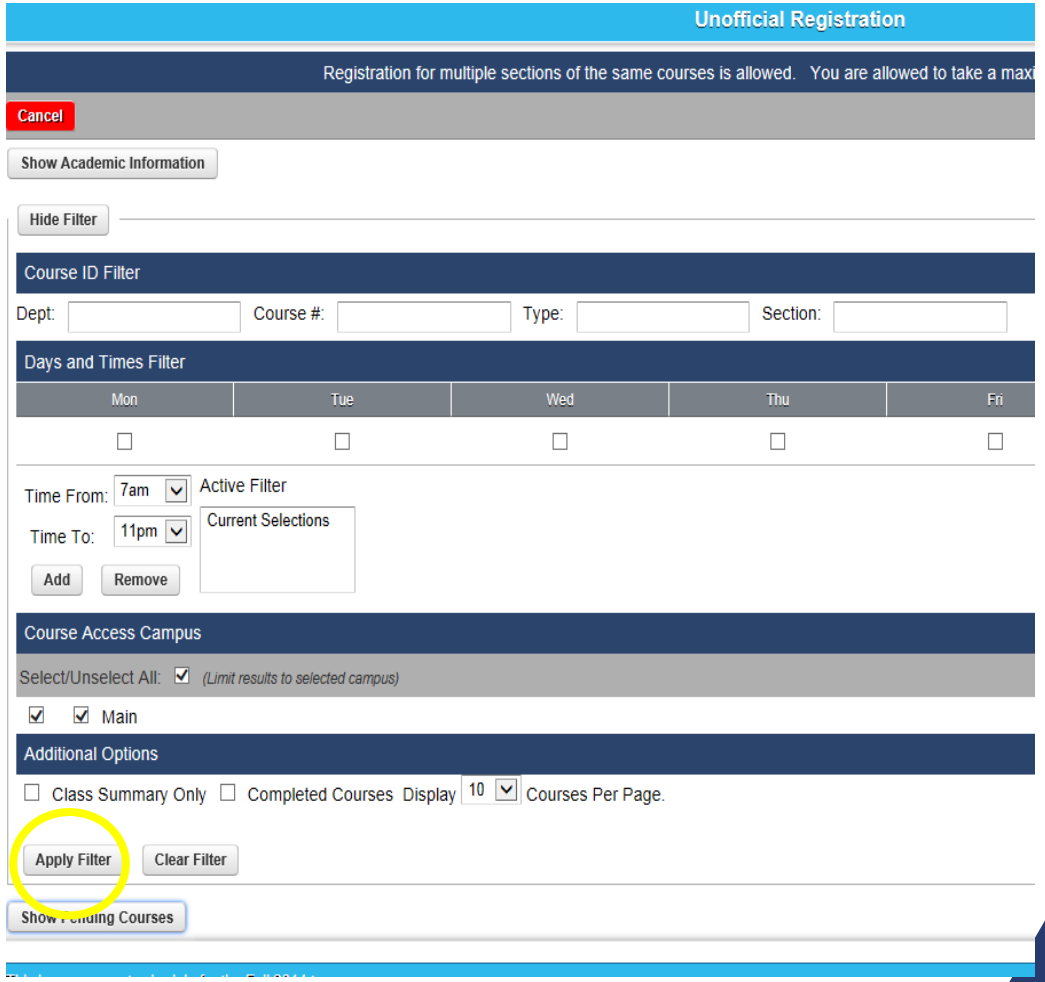
- You can filter for courses using the following criteria:

✓ *Course ID filter*

✓ *Days and Time Filter*

✓ *Additional options*

- Click on *Show Filter,* enter your criteria, then click on *Apply Filter.*



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TROUBLESHOOT: TOPICS COURSE DESCRIPTION

- **I cannot see a Topics course description.**

✓ To view special course descriptions and more detailed information about a specific course, consult the Course Catalog.

✓ Filter by term and other criteria.

✓ Clicking on THE TITLE OF THE COURSE will open a new page where all the information is displayed. The Topics description will be under "Notes."

Treats a series of topics that change every year and deal with various aspects of psychology. Courses are taught by permanent or visiting faculty and are generally related to their fields of specialization.This course can be used to fulfil the fundamentals requirements in the psychology major.

Course Master: TOPICS IN PSYCHOLOGY (PY2091)
Term: Summer 2020
Discipline: PY (Psychology)
Credits: 4 credits
Type: Regular
Level: Undergraduate
Can be taken twice for credit?: Yes
Pre-requisites: College Level=Sophomore
Co-requisites: None

PROFESSOR(S)

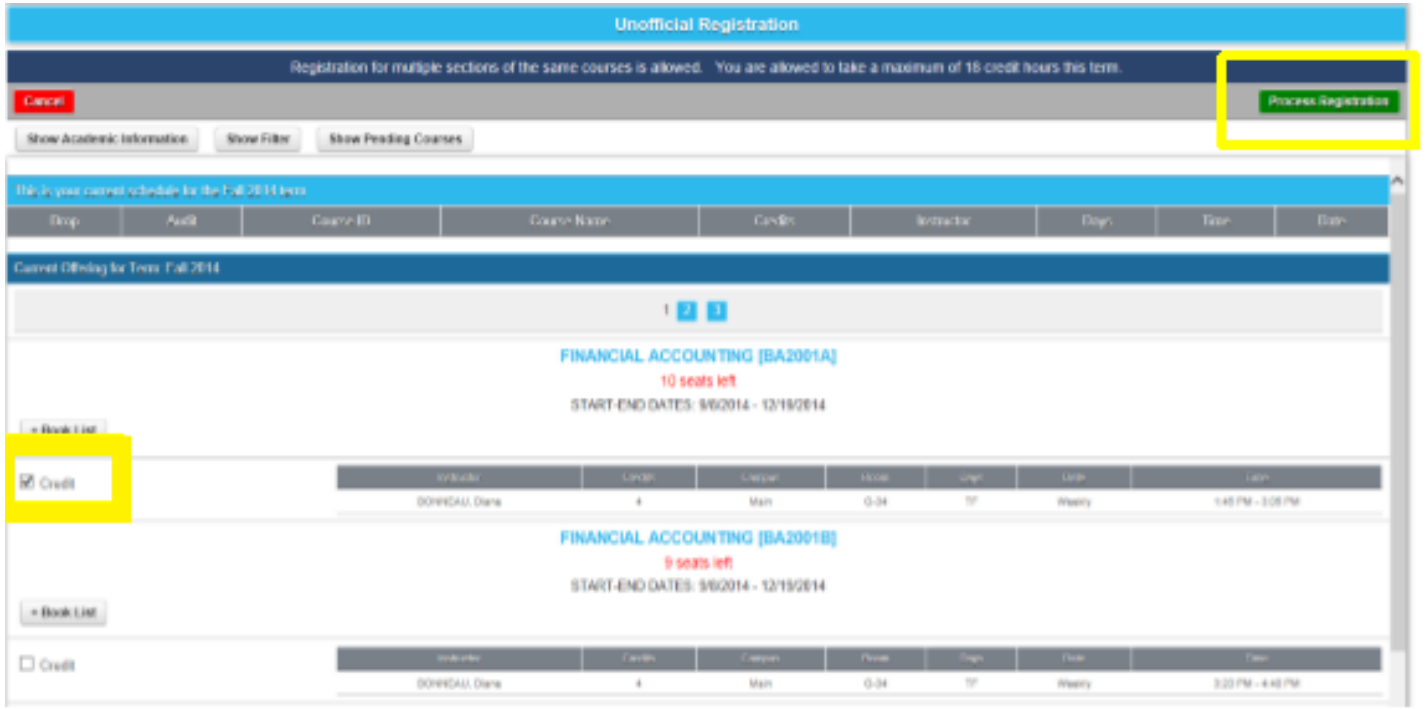
Maria Medved

NOTES

In this course we will critically cover how psychology is (and can be) applied to the criminal and justice system. Topics include, but are not limited to, competence and insanity, psychopathy and antisocial personality disorder, assessment of dangerousness, jury selection, eyewitness testimony, psychology of policing, and responses of individuals who have suffered physical or psychological injury. Using clinical, developmental, neuropsychological, and cultural frameworks, we will investigate what is called deviant behaviour from a variety of perspectives, including those of perpetrators, victims and communities.

Registering for a Course

- Tick the *Credit* box corresponding to the course (the tick box is **below** the course title), then click *Process Registration* in the top right corner.
- A window will open with the message: "Are you sure you want to process your Registration now?" Click *OK*.



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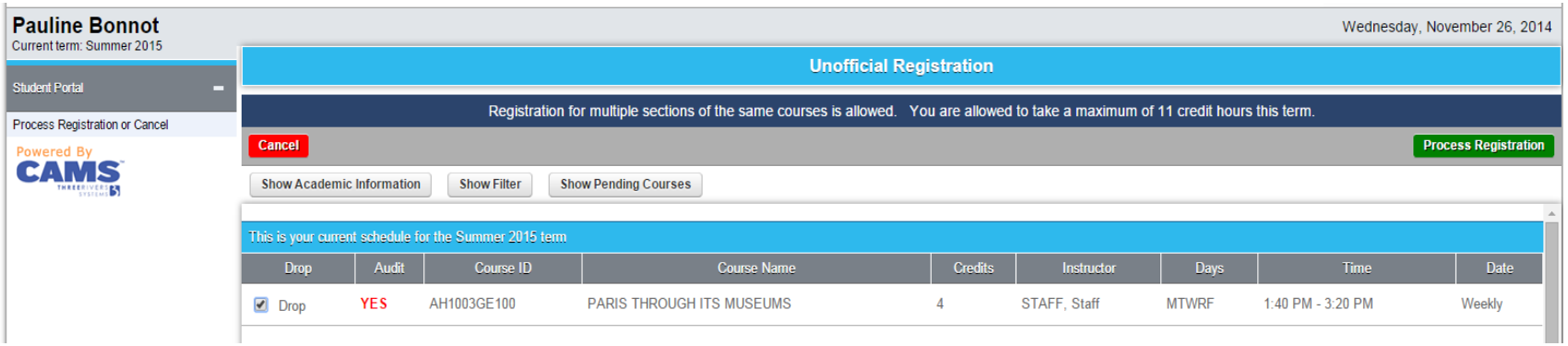
Dropping a Course



- You may drop (and subsequently add) courses online until the end of the drop/add period outlined in the Academic Calendar.
- Go to *Registration*. Your current schedule appears on the top of the page.
- Tick the corresponding *Drop* box then *Process Registration* in the top right corner.
- A window opens with the message: "Are you sure you want to process your Registration now?" Click *OK*.

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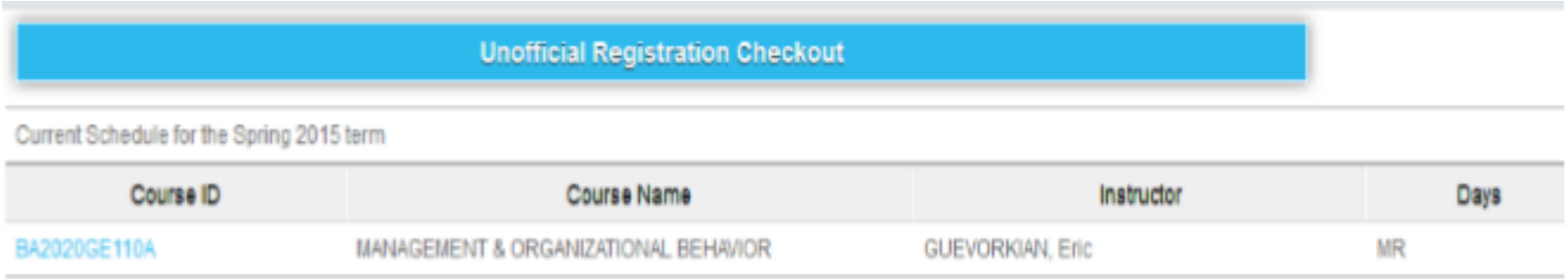
Registration Checkout


Unofficial Registration Checkout

Current Schedule for the Spring 2015 term

Course ID	Course Name	Instructor	Days
BA2020GE110A	MANAGEMENT & ORGANIZATIONAL BEHAVIOR	GUEVORKIAN, Eric	MR

- The Unofficial Registration Checkout page opens, confirming the class you just added to your schedule.
- You may re-select Registration from the menu on the left to continue adding courses.

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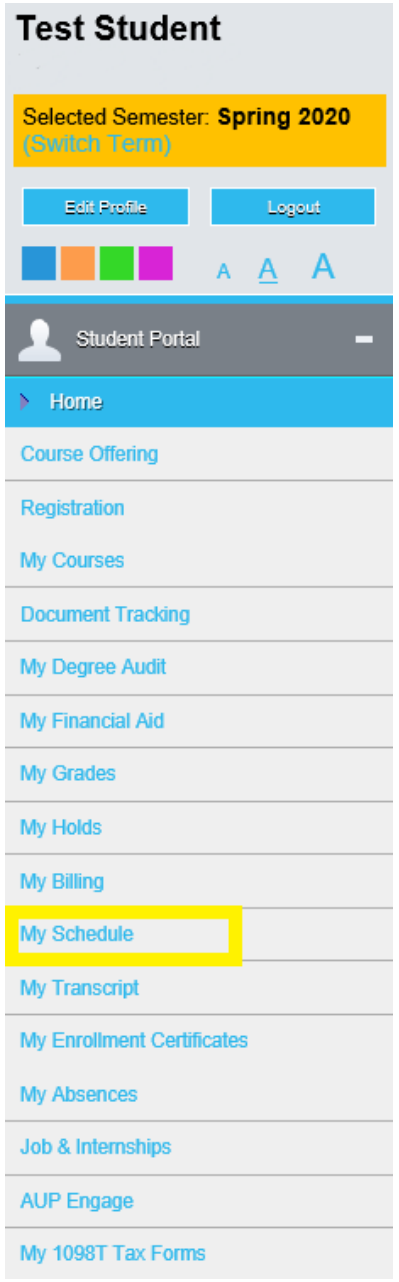
Checking Your Schedule

- On the landing page of the Student portal, you can verify your current registration by clicking on *My Schedule.*
- Make sure you have selected the correct term.
- **If a course does not appear on *My Schedule*, you are not registered in it!**
- If this is the case, re-select *Registration* from the menu on the left to modify your schedule.



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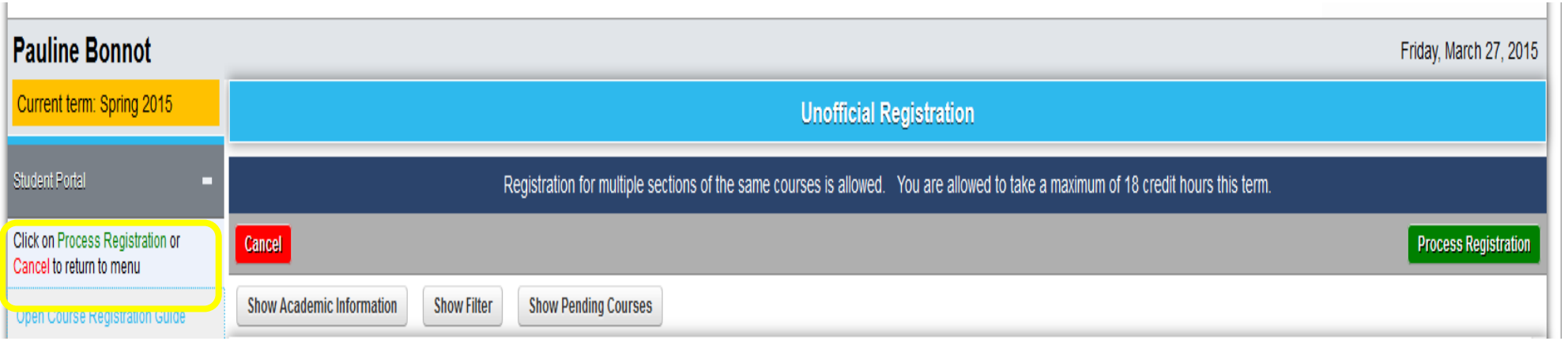
TROUBLESHOOT: GOING BACK TO THE MENU



- **I want to go back to the Student Portal menu after opening the Registration page, but am unable to.**

- As the menu on the left indicates, you must "Process Registration or Cancel to return to menu."
- Click on Cancel to return to the landing page menu.

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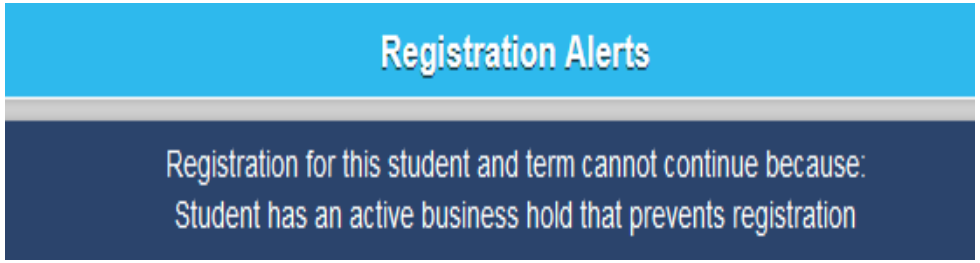
TROUBLESHOOT: REGISTRATION BLOCK

- **If you are trying to register and are unable to do so, please make sure that:**

✓you have chosen the correct semester (Current Term on top right hand side)

✓your web browser's pop-up blocker is disabled

✓you are not blocked from registration by Student Accounting Services. If the message below appears, please contact sas@aup.edu



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TROUBLESHOOT: CREDITS PER TERM

- What does the following message mean?

You are allowed to take only 18 credit hours this term

- You have reached the maximum number of credits for which you can register in the Fall or Spring semester. If you would like to take more than 18 credits, you can request a Credit Overload.

- For more information about academic policies, consult the Academic Catalog.

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TROUBLESHOOT: PREREQUISITE MESSAGE

- **What do the following messages mean?**
- **FacAppReq:** Stands for "Faculty Approval Required" (used for classes requiring an application, e.g. directed studies, theses, senior projects).
- **PreReq**: This course requires the completion of a specific prerequisite. Click on the course title to view all required prerequisites.

Frequently Asked Questions

For how many credits can I register under full-time tuition?

- Full-time tuition at AUP covers 18 credit hours. The most common registration for an Undergraduate student is four courses (each worth four credits) per semester.

What is a Credit Overload?

- Undergraduate students wishing to enroll in more than 18 credits may request an overload. A student with a cumulative GPA of 2.8 or above earned at the University may be permitted to register for a semester credit load greater than 18 credits. Overloads carry an additional fee. Semester overloads may be requested and are reviewed for approval DURING Drop/Add week. If you are approved for an overload, you will be responsible for registering the additional course yourself, subject to availability.

What are my options if a course is full?

- If you are a senior and the course in question must be taken in the upcoming semester in order to graduate on time, submit a Petition to Overenroll (which can only be provided by your Advisor or the Advising Center) by the end of Drop/Add week. If approved, the Registrar's Office will register you into the class. Otherwise you should continue to monitor the course for space availability while the registration windows are open (during Grace Days and Drop/Add week, as well).

Frequently Asked Questions

What does it mean to take a class for "Audit"?

- Course auditors are expected to attend and participate in the course, but are not required to complete class assignments and assessments. In the spring and fall semesters, degree-seeking students can audit one class in addition to a fulltime schedule at no extra charge. They will be awarded a final grade of "AU" and will not earn credit for the course.

How to register a class for Audit?

- For the spring and fall semesters, return your completed Course Audit Petition to the Registrar's Office before the end of Drop/Add week. Because students seeking credit for their coursework have priority access to registration, audit requests are processed on a space available basis at the end of Drop/Add week.

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Frequently Asked Questions

Can I change my registration?

- You may change your registration online while the Registration windows are open for your college level. Once the registration windows close, you will not be able to access the Registration tab of the Student Portal.

What are Grace Days?

- Grace Days refer to a period prior to the start of the semester during which registration windows re-open for all college levels. This enables students to modify their schedules prior to classes starting.

What is Drop/Add Week?

- Drop/Add week refers to the first week of class, during which time online registration windows are open for all college levels. Students may use this week to make registration adjustments.

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Frequently Asked Questions

What is the difference between dropping and withdrawing from a class?

- You can DROP a class as many times as you want online during registration periods without affecting your transcript. Once registration windows close, you can no longer drop a class. Once you are no longer able to drop a class (from the second week of class through the mid-semester withdrawal deadline), you can WITHDRAW from a class. The course will appear on your transcript and you will be awarded a final grade of "W." No credit will be earned and the GPA will not be affected.

How do I withdraw from a class?

- Submit a course withdrawal form to the Registrar's Office before the withdrawal deadline indicated in the Academic Calendar.

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Frequently Asked Questions

What is Credit/No Credit?

- Undergraduate students may designate one course per semester to be graded Credit/No Credit. This option must be chosen by the student no later than the deadline indicated in the Academic Calendar. Once exercised by submitting the Credit/No Credit webform, this option CANNOT be revoked.
- If you earn a grade of "C" or above in the course chosen, a final grade of "CR" (Credit) will appear on your transcript. Credits so earned will count toward graduation requirements but will not be computed in the grade point average.
- If you earn a grade below a "C," "NC" (No Credit) will appear on your transcript.
- It is a student's responsibility to inquire about the minimum required grades for specific courses/graduation requirements before choosing the Credit/No Credit grading option.

Frequently Asked Questions

How do I register an internship?

- You may do so online. The first step is to submit an internship registration request.

Do I have to register an internship according to the AUP course registration schedule?

- No, students may register an internship with AUP at any time during the academic year. However, the internship must be officially registered before it starts.

For more information on Internships, consult the Internship page of the website or write to internship@aup.edu.

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