THE AMERICAN UNIVERSITY of PARIS 50 YEARS

Course Registration Guide
Fall 2015

Online Registration Windows

- **Fall 2015 online Registration Windows open:**

From Tuesday, 7 April through Friday, 24 April, according to college levels (see next slide for details)

- **Grace Days**: Thursday and Friday, 7-8 May for all students

- **Summer 2015 online Registration Windows open:**

Monday, 3 November through the first day of class, Monday, 8 June, for all college levels (see next slide for details)

You must meet with your advisor prior to registration, failing which you will be <u>blocked</u> from registering yourself online.

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Fall 2015 Registration Windows

Fall 2015 Registration Dates	
Graduate Students	Tuesday, 7 April 8:00am - Friday, 24 April 11:59pm
Seniors **(96+ credits)**	Wednesday, 8 April, 8:00am – Friday, 24 April 11:59pm
Juniors **(64-95 credits)**	Friday, 10 April, 8:00am – Friday, 24 April 11:59pm
Sophomores **(32-63 credits)**	Monday,13 April, 8:00am – Friday, 24 April 11:59pm
Freshmen **(0-31 credits)**	Wednesday, 15 April, 8:00am – Friday, 24 April 11:59pm
REGISTRATION CLOSES	Friday, 24 April 11:59pm

Include credits currently in progress when determining your college level.

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Registration General Information

- Visit the [Returning Student Registration](#) page for general information about Registration

- Browse [the Course Catalog,](#) ensuring that you select the correct term in the drop-down menu

- Contact the Registrar's Office:

102 rue Saint Dominique

01.40.62.08.13

registraroffice@aup.edu

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REGISTRAR'S OFFICE

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RETURNING STUDENT REGISTRATION

Registration is a simple and streamlined online process that is accessible using your NetID and password. During the registration period, you're asked to log into the registration portal and select your courses. Please note that registration functions on a first-come, first-served basis and that spaces in courses are limited.

Registration process and dates

The registration process happens via AUP public website.You need to log into "My Account", then " Student Portal" in order to register for classes. You need to log into "My Account" in order to register for classes. Registration times are available based on class standing and how many credits you have earned and/or transferred to The American University of Paris.

Spring 2015 registration dates

	DATE
Graduate Students	Monday, 03 November, 8:00am – Friday, 21 November, 11:59pm
Senior (96+credits)	Wednesday, 5 November, 8:00am – Friday, 21 November, 11:59pm
Juniors (64-95 credits)	Friday, 07 November, 8:00am – Friday, 21 November, 11:59pm
Sophomores (32-63 credits)	Tuesday, 11 November, 8:00am – Friday, 21 November, 11:59pm
Freshman (0-31 credits)	Thursday, 13 November, 8:00am – Friday, 21 November, 11:59pm
REGISTRATION CLOSES	Friday, 21 November, 11:59 p.m.

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How to Register online: step by step

- Use Internet Explorer or Mozilla Firefox only (the portal is not compatible with Safari, Chrome, etc.)

- If you are using a public or shared computer, make sure to open a new webpage for your Registration.

- *Log in* in using the link in the top right corner of the AUP website.

Enter your credentials

- **Net ID:** enter your AUP student ID number, including the "a," e.g. a90321
- **Password:** you set up your password when you created your AUP account

TROUBLE SHOOT

- **What if I can't log-in ?**

Click on Can't log in? under the credential boxes:

Select the first option to reset your password. 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 to confirm that you have correctly entered your personal email address.

HOME

LOG IN

NetID *

eg. a12345 or jsmith

Password *

Submit Clear

Can't log in?

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Access the Student Portal

- Click on *My Account* in the top right corner

- On the menu on the left, select *My Tools* > *Student Portal*
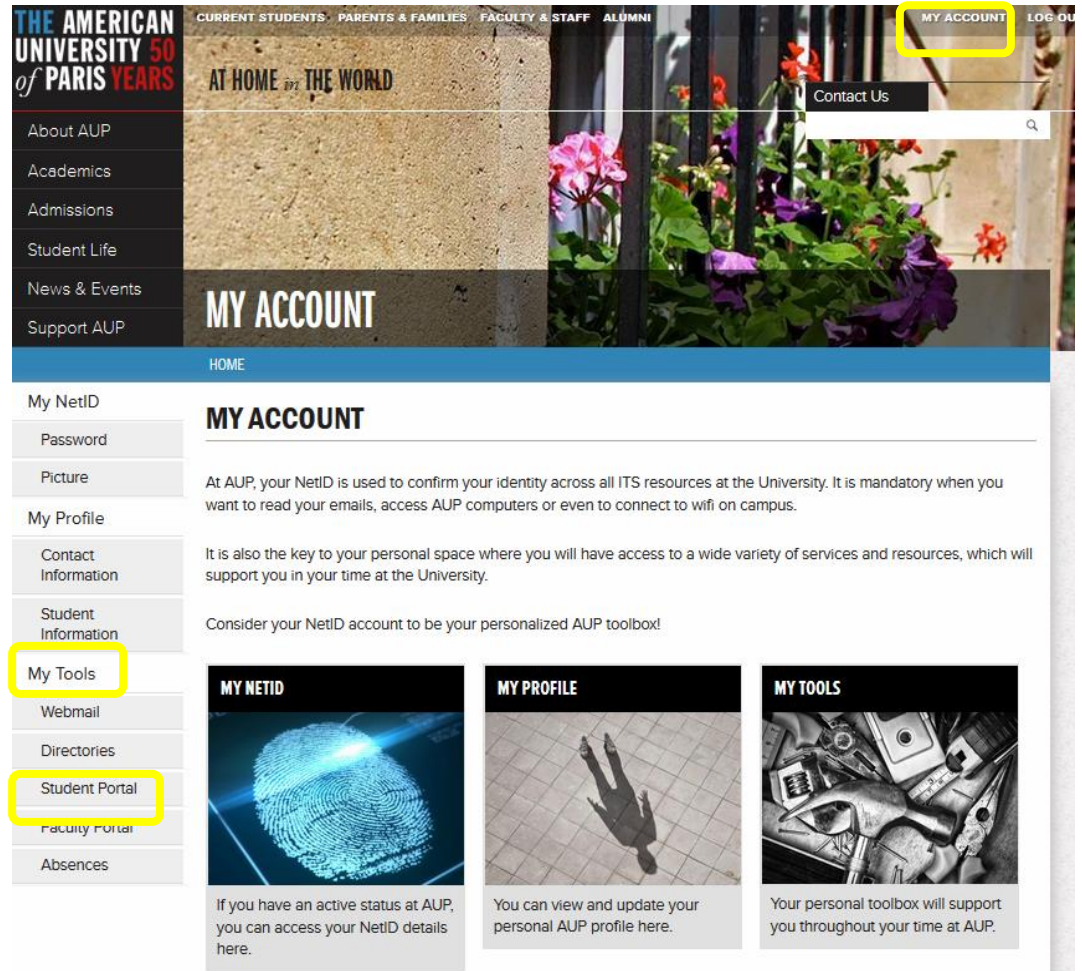
Access the Registration page

- Under your name, check that the "Selected Semester" is the one you want to register for

THIS IS THE FIRST STEP !

- If the Selected Semester is *Spring 2015,* click *(Switch Term)*

- Select *Fall 2015*

- Click on *Registration*
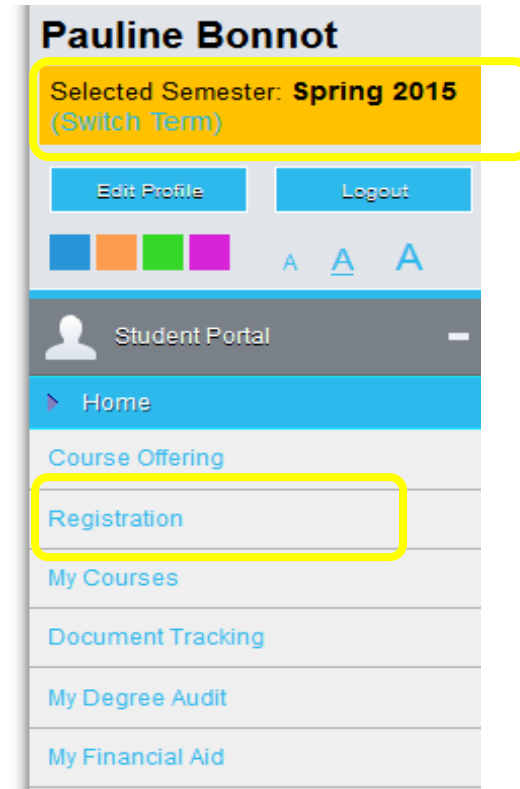
TROUBLE SHOOT

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.

If your Advisor has already unblocked you or if the incorrect Advisor name appears, you may be trying to register in the incorrect term.

TROUBLE SHOOT

What does the following message mean?

- **Registration cancelled**

Registration Canceled

You have either refreshed this page or tried to access registration without having allowed pop-up windows.

The Registration page uses pop-up windows. Please be sure to enable them:

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 Options > Privacy tab > untick "Turn on Pop-up Blocker" > OK

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.)

TROUBLE SHOOT

- **How to manually disable the pop-up blockers:**
  - ✓ A warning message should open in the top right corner of your web browser that allows you to select "Disable Pop-up blocker."
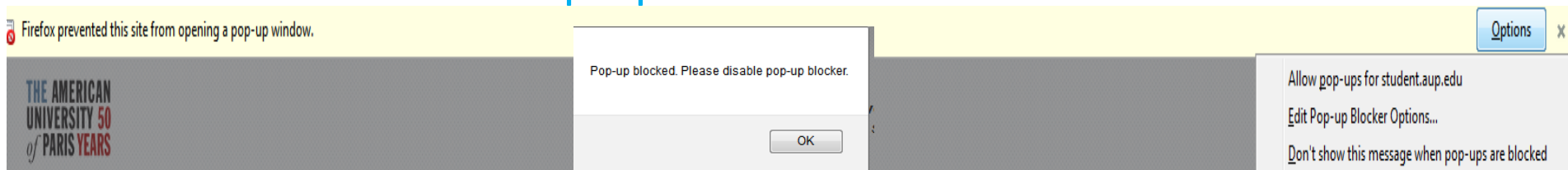
  - ✓ <u>Mozilla Firefox</u>: Click on the settings icon in the top right corner > select Options > Content > untick "Block pop up window" > OK

  - ✓ <u>Internet Explorer</u>: Click on the settings icon in the top right corner > select Internet Options > Privacy tab > untick "Turn on Pop-up Blocker" > OK

TROUBLE SHOOT

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.

Pauline Bonnot		Friday, March 27, 2015
Current term: Spring 2015	**Unofficial Registration**	
Student Portal	Registration for multiple sections of the same courses is allowed. You are allowed to take a maximum of 18 credit hours this term.	
Click on Process Registration or Cancel to return to menu	Cancel	Process Registration
Open Course Registration Guide	Show Academic Information Show Filter Show Pending Courses	

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.*

TROUBLE SHOOT

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

✓ To view special course descriptions, exam dates, 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."

COURSE CATALOG

HOME › ACADEMICS › COURSE CATALOG

TOPICS: PSYCHOLOGY & PHILOSOPHY IN SPRING 2015 (PY3091A)

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.

Course Master: TOPICS IN PSYCHOLOGY (PY3091)
Term: Spring 2015
Discipline: PY (Psychology)
Credits: 4 credits
Type: Regular
Level: Undergraduate
Can be taken twice for credit?: Yes
Exam Date: Wednesday, May 13, 2015 - 19:00
Professor(s): Jens Brockmeier
Pre-requisites:
College Level=Sophomore OR College Level=Junior OR College Level=Senior
Co-requisites: None

Notes

There is no psychology without philosophy. Whenever we start thinking about psychological issues, be it everyday life or in scientific contexts, we are entangled in philosophical questions. This class looks at a few ways in which the fly can find its way out of the bottle (to use Wittgenstein's description of the aim of philosophy: to show the fly the way out of the bottle). In order to do so, we'll try to get a sense of the long history that psychology and philosophy have in common. Even after their disciplinary division in the first half of the last century this common heritage has lived on. Continuously enriched by modern developments, it has fuelled ongoing discussions on philosophical dimensions and implications of psychology – concerning our understanding of cognition, action, emotion, imagination, mind, body, and brain, to name a few. At the same time, there are central issues in philosophy that reflect and elaborate our understanding of human psychology and the way it is scientifically investigated: consciousness, thought and language, self and identity, and other forms and aspects of human subjectivity and its social, cultural, and historical fabric. This course aims to create an awareness of this interplay.

Complementary Information

The Schedule Information page contains a lot of information about the Course Offering and Registration such as:

✓ The List of General Education Courses

✓ Special Courses descriptions

✓ Cross Listed courses

✓ Final exam schedule

We recommend consulting this page as a complement to the Student Portal.

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*.

Registering for a Course

- 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.

TROUBLE SHOOT

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 under full-time tuition.

You will need to complete Course Overload petition webform. Your request will be processed on the second day of class at 5:00pm, after which point you will be able to register yourself into the fifth class.

For more information about academic policies, consult the Academic Handbook.

TROUBLE SHOOT

What do the following messages mean?

- **FacAppReq :** Stands for "Faculty Approval Required" (used for classes requiring an application, e.g. directed studies, thesis, senior projects, etc.) You must complete the relevant application/paperwork and submit it to the Registrar's Office before you can register for the class.

- **PreReq** : You are missing a prerequisite to register into this class. Click on the course title to view all required prerequisites. Bypassing a prerequisite requires the completion of a Permission to Enroll form. Only your Advisor can provide you with this form, to be submitted to the Registrar's Office once all required signatures have been acquired.

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TROUBLE SHOOT

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

- you are logged into the correct semester

(Current Semester : the one you want to register for)

- the registration window that corresponds to your college level (the number of credits earned) is open

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

Registration Alerts

Registration for this student and term cannot continue because:
Student has an active business hold that prevents registration

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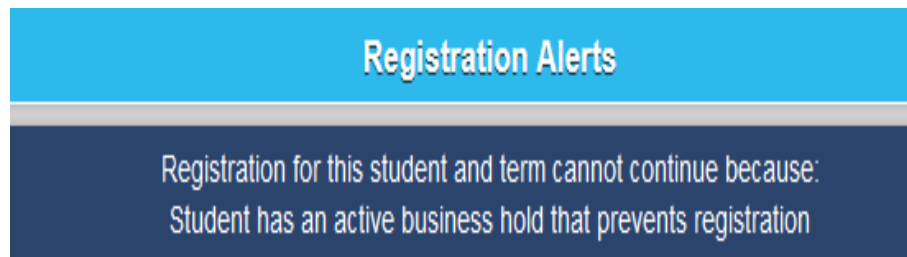
Dropping a Course

- You may drop (and subsequently add) courses until the registration windows close. 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.*
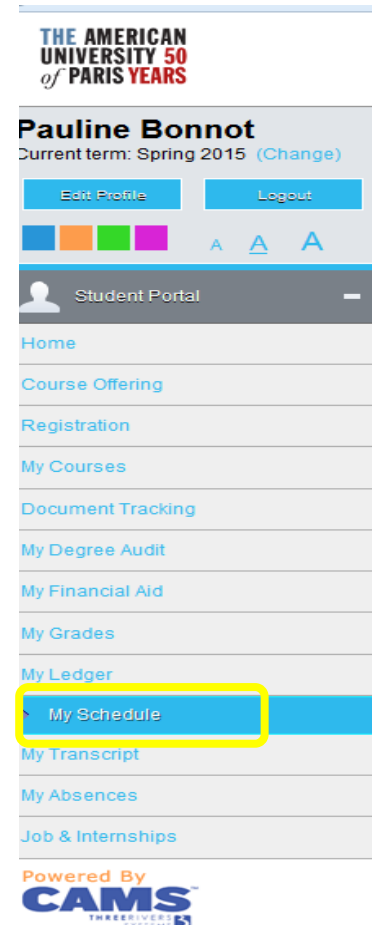
Check your Current Schedule

- 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.

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 an 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 and granted on space availability only.

- **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 form (which can only be provided by your Advisor) to the Registrar's Office 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 full-time 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.

FREQUENTLY ASKED QUESTIONS

- **Can I change my registration ?**

You may change you 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 48-hour 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 Drop/Add week, before new students arrive.

- **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.

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 signed by you and your Advisor 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. If you earn a grade below a "C," "NC" (No Credit) will appear on your transcript. Credits so earned will count toward graduation requirements but will not be computed in the grade point average.

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 Internship, consult the Internship page of the website or write to internship@aup.edu

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