

Course Registration - Policy & Procedures

1.0 Purpose

- 1.1 To govern the registration process, including course selection, exemptions, restrictions, deadlines, and consideration of prior learning.

2.0 Scope

- 2.1 This policy applies to all Academic Success Program, undergraduate, and graduate students regarding course selections, whether for credit or non-credit.

3.0 Definitions

- 3.1 The add/drop period in which students can add or drop courses.
- 3.2 Academic transcript - formal record of a student's scholastic achievements.
- 3.3 Administrative withdrawal (AW) - refers to the process by which a student is removed from one or more courses or from the university entirely, by an administrative decision rather than by the student's own request.
- 3.4 Audit - registration in a course with the understanding that the student is not expected to participate in assigned graded coursework and will be designated with 'AU'.
- 3.5 Credit hours - is an American standardized credit value assigned to a learning activity based on the learning hours, type of activity, and amount of time to complete a course.
- 3.6 Corequisite - a course in which a student must register concurrently with another course.
- 3.7 Concurrent - a prerequisite course that may be taken prior to or concurrently with the course requiring it.
- 3.8 Course directive - a request to determine whether a course that is not part of the normal program degree plan can be used to fulfill a General Liberal Education elective with the program's curriculum.
- 3.9 Course substitution - a course that is not part of the normal curriculum of a program can be used to fulfill a specific course requirement in the program's normal curriculum.
- 3.10 Cumulative Grade Point Average (CGPA) - sum of quality points earned for each course multiplied by that course's credits, divided by the sum of all course credits completed to date.
- 3.11 Developmental courses - non-credit courses designed to support success in university-level work.



- 3.12 Examination - a supervised assessment of a student's knowledge and its application in a subject matter that is weighted as part of the overall grade attained in a course.
- 3.13 Exchange student - a visiting student who is admitted due to a formal agreement between AUIB and another post-secondary institution.
- 3.14 Full-time student - a student who is taking a minimum of 12.0 credits in a given semester.
- 3.15 Major GPA - sum of quality points earned for each course included in the major's curriculum, multiplied by that course's credits divided by the sum of all the major's course credits completed to date.
- 3.16 Introductory Courses - any 100-level courses.
- 3.17 Non-credit Course - a course not bearing any credit towards a degree program.
- 3.18 Overload - credit exceeding the maximum credits completed that term as outlined by their program of study.
- 3.19 Part-time student - a student who is taking less than 12.0 credits in a given semester.
- 3.20 Placement test - an exam administered to assess and measure knowledge level and academic abilities in a specific subject.
- 3.21 Prerequisite - a course considered essential to providing the foundational knowledge for a subsequent course, and which must be completed before commencement of the subsequent course.
- 3.22 Program - a set sequence of courses that must be successfully completed to qualify the student for a formal credential, provided all requirements are met.
- 3.23 Residence requirement - a regulated number of credits that must be completed at AUIB in order to graduate with an AUIB degree.
- 3.24 Returning student - a student who was inactive from studies for a semester or more.
- 3.25 Semester - a time period comprised of 15 weeks of teaching days and a final examination period.
- 3.26 Session - a time period comprised of 7 weeks of teaching days and a final examination period.
- 3.27 SIS (Student Information System) - also known as PeopleSoft Campus Solutions. This is a web-based registration system where students can review available course offerings and timetables, register for classes, and review their unofficial transcripts.
- 3.28 Student class standing - referred to as first-year (up to 30 credits), sophomore (31 – 60 credits), junior (61 to 90 credits), and senior (91+ credits).



- 3.29 Substitute - a course that is not part of the degree plan requirements but can be used to fulfill a specific course requirement in the program's normal required curriculum.
- 3.30 Term - predefined period of study published in the University Catalog.
- 3.31 Semester grade point average - within a given semester, the sum of course quality points multiplied by that course's credits divided by the sum of course credits in that given semester.
- 3.32 Visiting student - a student currently enrolled and seeking a degree at another recognized post-secondary institution, temporarily enrolled in courses at AUIB.
- 3.33 Waitlist - students may express interest in a course that has reached capacity by adding their name to a list.
- 3.34 Withdrawal with cause - student has received approval for term withdrawal due to a severe medical or extenuating circumstance.

4.0 Policy

- 4.1 Ensure that the course registration process is accessible to all students, promoting fairness and equitable opportunities for enrollment regardless of background or circumstances.
- 4.2 Prioritize the needs and preferences of students, offering a diverse range of courses and flexible registration options to accommodate individual academic goals and learning paths.
- 4.3 Facilitate academic progression and student success by guiding students in selecting courses that align with their program requirements and learning objectives.

Course Registration

- 4.4 Students are expected to ensure their registration details are accurate and complete. They are also responsible for making related payments in line with university policies and deadlines.
- 4.5 Registration access will only be granted to students who have settled any outstanding financial obligations and removed any related holds on their accounts.
- 4.6 The inclusion of a course in the Course Schedule does not guarantee its availability.
 - 4.6.1 If a course is cancelled, all enrolled students will be automatically dropped and notified via email.
- 4.7 Students can register for courses until the Add/Drop deadline specified in the Academic Calendar.
 - 4.7.1 Course registration is subject to availability and course capacity.
 - 4.7.2 Undergraduate registration priority is determined as follows:



- a) Continuing students according to academic standing:
 - Seniors (90+ credits completed)
 - Juniors (60-89 credits completed)
 - Sophomores (30-59 credits completed)
 - First-year students (0-29 credits completed)
 - b) Full-time students are given priority over part-time students.
- 4.7.3 The Registrar's Office retains the right to register new students as necessary.
 - 4.7.4 All changes to registration (adding or dropping courses) must be approved by the student's assigned Advisor.
 - 4.7.5 Students are not allowed to register for courses with overlapping times or conflicting schedules.
 - 4.7.6 Students are responsible for the fees associated with their official registration status as of the Add/Drop deadline.
 - 4.7.7 In a course where waitlists exist, students who do not attend the first two classes will forfeit their seats in the course. The Registrar's Office will make the necessary adjustments to the students' registration, dropping them from the course to free up the seats for another student.
 - 4.7.8 No more than two undergraduate thesis/independent study courses may be used to fulfill graduate requirements. Participation in an undergraduate thesis/independent study course requires the approval of the Department Chair and College Dean.
 - 4.7.9 Students will not receive credit, nor a grade, for courses they are not officially registered in. Course registration outside of the add/drop period is not permitted.
 - 4.7.10 Students who register in courses not included in the study plan are responsible for completing the courses. Students will be required to meet all course requirements. All course grades and credits will be included in their cumulative GPA.
 - 4.7.11 Students who do not drop courses by the Add/Drop deadline will remain registered for those courses, regardless of their attendance.
 - 4.7.12 Students who have not attended any classes by the Last Day to Withdraw, as indicated in the Academic Calendar, will be administratively withdrawn by the Registrar's Office. They will receive an 'AW' grade and remain responsible for the tuition fees for those courses.
 - 4.7.13 Any requests for registration adjustments by a third party must be accompanied by a written consent through the submission of a Third-Party Authorization form.



- 4.7.14 When a student changes programs, all transferable courses previously taken will be included in the calculation of the grade point average.
- 4.7.15 Students enrolled in the Academic Success Program will have their required courses registered by the Registrar's Office, with the Program Director's approval.
- 4.7.16 The Registrar's Office reserves the right to adjust or revoke registration privileges according to University policies and may restrict the student's access to campus.
- 4.7.17 Students can only pay in accordance with the accepted payment method(s) in effect.
- 4.8 Students on academic probation may have limitations placed on the number of credits they are allowed to register for.
- 4.9 Students seeking advice or assistance with registration should consult their respective Academic Advisor.
- 4.10 Students dissatisfied with decisions regarding their registration are entitled to appeal the decisions to the Registrar. If still dissatisfied with the review, they may submit written appeals to their College Deans, whose decision is final. The appeal of registration decisions must occur before the end of the add/drop period.
- 4.11 A student who is not eligible for continuation in a program or major, but whose academic performance does not warrant a withdrawal, will be guaranteed a seat in a related program or major for which the student is qualified.
- 4.12 Students must maintain active enrollment through continuous registration unless they are on an approved leave of absence. Failure to register for two consecutive semesters will result in administrative withdrawal from the university.
- 4.13 Regular class attendance is mandatory for students. Attendance requirements are specified by the University and outlined in the Attendance Policy and course syllabus.
- 4.14 Students may attend classes once they have registered or are on the waitlist for those courses.
 - 4.14.1 Students not officially registered for a class are not allowed to remain in it and will not receive final grades.
- 4.15 All courses taken and repeated, along with the associated grades, appear on the student's transcript.

Adding and Dropping Courses

- 4.16 Students who decide not to attend any semester must notify the Registrar prior to the semester add/drop deadline.

4.17 Dropping courses may result in a reclassification from full-time status to part-time status.

4.17.1 Part-time students do not receive the same privileges as full-time students.

4.17.2 Eligibility for future funding through scholarships and/or financial aid may be affected depending on the conditions of financial support.

4.18 Students may not use the services of the Office of Registrar and Enrollment to swap their seats in a registered course with those of other students. Students must add/drop courses via the SIS.

4.19 Students may use the services of the Office of Registrar and Enrollment to receive guidance on how to register for their courses.

Waitlist

4.20 Students on a waitlist for a course are subject to the following:

4.20.1 Students cannot remain on a waitlist for another section of a course for which they are already registered.

4.20.2 Students cannot remain on a waitlist for multiple sections of a course.

4.20.3 Students who do not intend to attend classes or are no longer interested in a course are required to drop (remove themselves from the waitlist) to free up the seats for other students.

4.20.4 A waitlist student will have 48 hours to register for the course once notified that a seat is available. A student who does not register within that period will be removed from the waitlist by the Registrar's Office and the seat offered to the next student on the waitlist.

4.20.5 A student who has not been added to the class by the end of the add/drop period is not permitted to attend class.

Withdrawal

4.21 A student is allowed to withdraw from a course after the add/drop deadline up until the Withdrawal deadline specified in the Academic Calendar.

4.21.1 To withdraw from a course, a student must submit a Withdrawal form to the Registrar's office by the posted deadline. A 'W' grade will be assigned to each withdrawn course, and the student remains responsible for paying the tuition as per university policies.

4.21.2 Consideration of a request for withdrawal after the withdrawal deadline due to extenuating circumstances must be supported by professional medical or psychological documentation.

4.21.3 Failure to withdraw from a course will result in grades assigned by the instructor for the course.



4.22 Withdrawal with Cause may be considered under extenuating circumstances such as serious illness.

4.22.1 Students can apply for Withdrawal with Cause at any time during the semester up until the last day of classes as posted in the Academic Calendar by contacting the Office of the Registrar and Enrollment Services.

4.22.2 Students are not eligible for a Withdrawal with Cause if they have an Incomplete Grade Contract on file.

4.22.3 Students who receive approval for Withdrawal with Cause will receive a 'WC' grade for the course and are responsible for the remittance of tuition in accordance with policies.

Repeating Courses

4.23 Students may repeat credit and non-credit courses up to two times (for a maximum of three total attempts, including the original registration).

4.23.1 Courses in which a student earned an unsatisfactory grade (F, D, or other grade not meeting progression rules) may be repeated.

4.23.2 A course in which a grade of C or higher was earned may only be repeated with written permission of the Dean.

4.23.3 Students may not use a credit/non-credit or pass/fail grading designation to replace a previously earned letter grade.

4.23.4 All attempts for a repeated course will appear on the student's official transcript.

4.23.4 The highest grade of multiple attempts will be used to calculate the cumulative GPA.

4.23.5 Credits may only be applied once toward graduation requirements (with the exception of repeatable courses such as independent study, special topics, or practicum).

4.23.6 Students seeking to improve a grade in a Special Topics course must repeat the section with the identical title.

4.23.7 Where an equivalent course exists (as determined by the department and Registrar), students may repeat the equivalent course to satisfy the requirement.

4.23.8 A student must have received a letter grade for the first registration in a course in order to be eligible to repeat the same course.

4.23.9 If a student fails a course that is no longer offered, the following options apply:



- **Substitute Course:** The student may take an approved substitute course. The substitute must be recommended by the Department Chair or Program Coordinator, approved by the College Dean, and documented with the Office of the Registrar. A copy of the recommendation will remain in the student's record.
- **Treatment in GPA Calculation:** The failed course will remain on the transcript but will not count in GPA calculation once the substitute course has been passed.

4.23.10 No more than three attempts (including substitutes) are permitted for any course unless a waiver is granted by the Dean.

4.23.11 Students wishing to substitute a discontinued course must meet all prerequisites and registration requirements for the approved substitute.

4.23.12 This policy is subject to financial aid rules and restrictions regarding repeated coursework.

Auditing Courses

4.24 Applicants must hold at least a high school diploma (or equivalent).

4.25 Current or former AUIB students under suspension or dismissal are not eligible.

4.25.1 Priority for course enrollment is given to degree-seeking students.

4.25.2 Acceptance is dependent upon available space.

4.26 Applications to audit a course are considered after the Add/Drop period as specified in the Academic Calendar.

4.26.1 Approval requires consent of both the course instructor and the Dean of the College offering the course.

4.26.2 The Office of the Registrar processes enrollment under the classification "non-degree seeking (audit)."

4.27 Audit students may register for a maximum of two courses per semester unless otherwise approved by the Dean.

4.28 Registration status may not be changed from audit to credit after enrollment.

4.29 Students may audit a course previously completed and may later take a course previously audited.

4.29.1 Audit courses may not be used as prerequisites for other courses.

4.30 Audit courses are subject to fees as published on the University website. No financial aid, discounts, scholarships, or installment plans apply.

4.31 Audit students receive no grade, credit, or GPA. The transcript notation is "AU."



- 4.32 Withdrawals up to the midterm are permitted, recorded as “Auditor Withdrawn”; no refund is granted.
- 4.33 Instructors may require attendance and participation at their discretion. Faculty may limit auditor participation in resource-intensive classes (labs, clinicals, studios, etc.).
- 4.34 Students auditing a course are granted the same campus access as other students, though access to certain services (labs, studios, clinicals, specialized IT accounts) may be restricted.
- 4.35 Courses such as laboratories, clinical practice, capstone projects, and other resource-limited courses are not open for audit.

Course Load

- 4.36 Undergraduate students are considered full-time if they are enrolled in 12 or more credits during both the fall and spring terms.
 - 4.36.1 Undergraduate students taking fewer than 12 credits are classified as part-time students.
- 4.37 The maximum credit load for undergraduate students is:
 - 18 credits for the Fall and Spring terms.
 - 9 credits for any given summer term.
 - Students may not exceed 21 credits in a term, even with special permission through the Course Overload Request process.
 - Graduate students have a maximum credit load of 12 credits per term.
- 4.38 The University reserves the right to further limit course loads during the summer term(s).
- 4.39 The credit load of an 'Incomplete' course with a completion deadline in the subsequent term will be included in the calculated course load limit for that term.
- 4.40 Only students who need an overload to meet graduation requirements in their current term may be considered for a course overload.
 - 4.40.1 Permission from the student's program Director or College Dean is required for course overloads exceeding 18 credits.
 - 4.40.2 A student may not exceed 21 credits in a term.
- 4.41 Students on academic probation are not permitted to enroll in a course overload.
- 4.42 Overload requests for graduate students are typically not approved.
- 4.43 All requests for course overloads must be submitted using the Course Overload Request form and sent to the Registrar’s Office for processing.
- 4.44 Registering for overload courses cannot be used to bypass waitlists.



Prerequisites and Corequisites

4.45 Students must fulfill the prerequisites and corequisites for courses as listed in the University Catalog at the time of registration.

4.45.1 The instructor of the course, in consultation with the college dean overseeing the course, has the authority to override a prerequisite requirement using the prerequisite Override before the Add/Drop deadline as specified in the Academic Calendar.

4.45.2 Students who do not meet the necessary prerequisites or corequisites will be deregistered from the course and notified by email.

4.45.3 Students do not receive credit for prerequisite or corequisite courses that have been waived.

4.46 Overriding core ENL and MAT degree requirements will not be permitted. Degree requirements will not be permitted.

4.47 A student who has received transfer credit for a course that is designated as a prerequisite or corequisite will be considered to have met that requirement.

Transfer Credit and Prior Learning

4.48 Recognition of prior learning must be appropriate for the course and based on demonstrated learning in accordance with the Prior Learning Assessment policy.

4.48.1 Recognition must be consistent with the achievement levels required by the program.

4.48.2 Assessment of prior learning will be made by the College Dean in consultation with content specialists as identified by the Dean.

4.48.3 Assessments may include any one of the following:

- Formal examination.
- Course equivalencies involve the evaluation of courses.
- Documentation or demonstration of achievement through assessment of work samples or an interview.

4.49 No more than 60 credit hours may be awarded as transfer credit, and an equivalency GPA of 2.0 is required for consideration.

4.50 Students planning to transfer to another post-secondary institution are advised to consult with the receiving institution regarding the eligibility of their AUIB courses to transfer to that institution.

4.51 Students may challenge a course for credit by writing an examination with the approval of the VPAA.

4.51.1 A student may not challenge a course for credit by examination for:

- A prerequisite course after successfully completing the advanced course.



- A course for which the student has earned credit at another institution.
 - An audited course at AUIB or another institution.
 - A course currently registered in, or a course previously failed.
- 4.51.2 Grades for course challenges are recorded on the transcript and included in calculating the grade point average.
- 4.51.3 The fee for challenging a course is a non-refundable fee of one-half the regular tuition fee for the course.
- 4.51.4 A student who does not complete the challenge examination once the date is set will receive an 'F' grade.

Substitutions

- 4.52 A course substitution does not replace prerequisite requirements needed to enroll in courses.
- 4.53 One course substitution per degree will be allowed.
- 4.54 Not all courses qualify for substitution.
- 4.55 Course substitutions are based on completed undergraduate coursework and not on professional work experience.
- 4.56 The course proposed for substitution must be at least 80% equivalent to the course it is intended to replace.
- 4.57 The substitute course must match the level, credit value, and workload of the original course. Only degree-level courses can be substituted for other degree-level courses.
- 4.58 The student must have achieved a passing grade in the course used for substitution, and it must have been completed within the last five years.
- 4.59 Course substitutions are granted at the discretion of the College and are only approved in exceptional circumstances. The College Dean within the teaching area offering the course must approve all substitutions.
- 4.60 If the course being substituted for is a prerequisite for another course, it will not fulfill the prerequisite requirement. It will be recorded in the Student Information System as a substitution course to ensure the continuity of system operations.
- 4.61 The Registrar's Office will monitor course substitutions and report them to Academic Leadership for future curriculum planning.
- 4.62 Students who have not declared their program or major are not eligible for course substitutions or exceptions.
- 4.63 Course exceptions are not applicable toward satisfying the requirements of a Minor.



Residency

- 4.64 The final 30 credit hours must be completed at AUIB.
- 4.65 Joint degree programs may require students to spend a portion of their academic program at a partner institution. The duration and requirements for residency at partner institutions will be determined and communicated to students at the beginning of their joint degree program.

Time Limits and Leave of Absence

- 4.66 Students must complete their undergraduate degrees within the time limit as outlined in the Student Guide published by the Ministry of Higher Education and Scientific Research (MoHESR). The timeframe is calculated from first enrollment through to graduation, inclusive of any interruptions such as leave or suspension.
- 4.67 Students who leave the University without withdrawal or on approved Leave of Absence for two consecutive semesters, will be administratively withdrawn and must reapply for readmission by the deadline posted in the University Calendar.
- 4.68 Students can take a maximum of two semesters leave of absence during the course of their studies. Leave of absence will be included within the overall time limit of studies.
- 4.69 Students are permitted to interrupt their studies for a maximum of 6 consecutive semesters and return to the same program of study upon readmission.
- 4.70 Students may be required to withdraw from the University due to academic standing, academic dishonesty, or for non-academic misconduct.

Visiting Student Status

- 4.71 A student registered in a graduate or undergraduate program may be granted permission as a Visiting Student to take a limited number of courses at another recognized educational institution.
- 4.71.1 A student wanting to take a course at another institution must request Visiting Student Permission and approval through the Registrar's Office.
- 4.71.2 Students are not eligible for Visiting Student status if:
- They are not currently or actively enrolled; or
 - They have completed their program requirements regardless of whether They have applied to graduate studies; or
 - They have been suspended from the University.

Visiting and Exchange Students

- 4.72 Visiting students are admitted to the University based on a letter of permission issued by their home institution.
- 4.73 Visiting students register for courses as Open Studies students.
- 4.73.1 The student is responsible for meeting all applicable prerequisites and English proficiency requirements. Registration in specific courses is not guaranteed.



4.74 Exchange students are admitted to the University based on formal agreements with another post-secondary institution.

4.74.1 Exchange students register for courses as Open Studies students.

4.74.2 It is the responsibility of the students to meet all applicable prerequisites and the required English proficiency level. Registration in specific courses is not guaranteed.

Open Studies

4.75 Registration as an 'Open Studies' student allows a student to register without having to declare a major or program.

4.75.1 Students are strongly encouraged to declare their program of choice and major as soon as possible to ensure accurate registration for timely graduation. Students are required to select their majors once they reach 30 credits.

4.75.2 Courses taken as an 'Open Studies' student may be counted as credit towards the student's chosen program as approved by the new academic advisor of that chosen program or major.

4.75.3 Students who have graduated from a university program may be admitted as an Open Studies student to take additional courses of interest.

5.0 Procedures

5.1 The Vice President of Academic Affairs (VPAA) and Vice President of Enrollment Management & Student Affairs (VPESSA) are responsible for approving any registration changes in accordance with this policy, as well as any exceptions outside of policy.

5.2 The Registrar's Office is responsible for the maintenance of student records, managing waitlists, processing registration requests, adding and cancelling courses at the request of the VPAA, assisting students with registration changes, and reserves the right to change a student's registration to comply with policy.

5.3 Approval authority for audit, prerequisite override, and course overload approval lies with the college deans.

5.4 The University uses a web-based registration system called PeopleSoft. Students are required to check available course offerings and timetables and self-register in classes.

5.5 The IT department provides students with PeopleSoft and Canvas login credentials and AUIB email addresses. These credentials are provided to new students prior to or during their New Student Orientation.

5.6 Only those students who have cleared their account of any financial balance owing and holds, will be permitted registration access.



- 5.7 Students will be notified by email as to when the registration system opens and closes.
- 5.8 Continuing students generally have registration priority; however, the University reserves the right to register new and returning students before continuing students, if needed.
- 5.9 Students are expected to consult their degree plan/program planning guide and/or Academic Advisor regarding a list of suggested courses to complete at each phase of their studies.
- 5.10 Students are advised to do the following:
- Schedule required and lower-level courses first.
 - If a course includes a lab or tutorial that must be taken at the same time, submit registration for these two courses at the same time.
 - If a student receives a prerequisite error, it is often because the student has not met all the course prerequisites or corequisite requirements. See Appendix A for a list of Registration Errors.
 - Elective courses should be scheduled last, and
 - Students should consider scheduling study time to utilize the academic resources available on campus.
- 5.11 Course prerequisite compliance reviews can occur at designated times throughout the registration period and those students who do not meet the required prerequisites for the course will be dropped from the course by the Registrar's Office. It is the responsibility of the student to ensure accurate registration.
- 5.11.1 Course prerequisite assessments are conducted by the Dean of the College offering the course. If approved, the student will be provided with a Prerequisite Waiver form to submit to the Registrar's Office for processing.
- 5.11.2 Course prerequisites are course-specific and do not provide entry to other courses with the same prerequisite.
- 5.12 Students on academic probation will be restricted to a maximum of 12 credits.
- 5.13 Those students who have added themselves to the waitlist for a particular course will be notified that a seat has become free, and they will have two days to register before being dropped from the waitlist.
- 5.13.1 Students on a waitlist should attend those classes and participate as instructed.
- 5.13.2 Students may be removed from the waitlist at the discretion of the Registrar if the waitlisted student has not attended classes from the first day of classes.
- 5.13.3 Students may not be on a waitlist for another section of the same course that they are already registered for.



- 5.14 Students should assess the impact of adding/dropping courses with regard to their scholarship/sponsorship/financial aid eligibility; graduation timeline; and financial penalties. Students should always consult with their Academic Advisor.
- 5.15 Students can add/drop from courses up until the Add/Drop deadline without financial penalties, except the non-refundable tuition deposit. Drops are not permitted after the deadline. Students who fail to drop before the deadline will be required to submit a Withdrawal form and will be responsible for paying all outstanding fees.
- 5.16 Registration changes require approval by an Academic Advisor.
- 5.17 Students wanting to drop a course after the Add/Drop deadline must obtain the approval of the Registrar.
- 5.17.1 Permission may be based on academic standing and class level.
- 5.18 Students who anticipate graduating at the end of the term may be permitted to enroll in additional course(s) that exceed the maximum allowable limit.
- 5.18.1 Students wanting to withdraw from a course before the Withdrawal deadline as noted in the Academic Calendar must submit a Withdrawal form. A 'W' will be recorded on the student's transcript for the course withdrawal.
- 5.18.2 Students must obtain approval from the College Dean and submit the duly completed Course Overload form to the Registrar's Office for processing.
- 5.19 Students who have a serious medical circumstance may apply for a late drop or withdrawal including a partial refund of tuition.
- 5.19.1 The student must complete the Withdrawal form and attach required supporting medical documents.
- 5.19.2 Requests are approved by the Registrar or Director of Enrollment Management. Submission of the form and supporting documents does not guarantee approval.
- 5.19.3 Approvals granted will result in a term withdrawal from all courses in the semester; selective withdrawal will not be considered.
- 5.19.4 Applications for a withdrawal with cause must be received in their entirety before the last day of classes.
- 5.19.5 Approvals may result in a 'WC' (Withdrawal with Cause) grade issued for the courses attempted that term.
- 5.19.6 English Language Academy students are not permitted to change their assigned registration. If there are any concerns, they must speak with the program Director.



New Students

- 5.20 New Academic Success Program students will be registered by the Registrar's Office (with the assistance of the program Director) into cohorts for their required courses. Class schedules will be issued to students during New Student Orientation and will be available on the students' PeopleSoft Student Center.
- 5.21 New undergraduate students will receive their first term course list from the Registrar's Office during New Student Orientation and will be guided in completing their initial registration using PeopleSoft Student Center.
- 5.22 The first-year program guide for all new undergraduate students is typically based on a course load of 4 or 5 courses (13 - 16 credits).
- 5.23 Students required to undergo placement testing will be permitted registration based on their scores. Those students who are unable to take the required testing will be placed in the first level of the respective developmental course.
- 5.24 New graduate students are registered by their respective departments in their first semester courses.
- 5.25 Before registering for courses, newly admitted transfer students are required to familiarize themselves with the Transfer Credit policy and procedures.
- 5.25.1 If a student retakes a course at AUIB for which a transfer credit was awarded, the transfer credit will be removed.

Open Studies Students

- 5.26 Registration for Open Studies students is similar to all students; however, registration opens with the start of classes and ends with the Add/Drop deadline.

Audit Students

- 5.27 To audit a course, a Request to Audit form must be properly completed, signed by the course instructor and the Dean of the College offering the course, and submitted to the Registrar's Office before the Add/Drop deadline. Approval depends on seat availability and the instructor's discretion.
- 5.28 The Registrar's Office will complete registration for audit courses, pending space availability, after all waitlisted students have been accommodated.
- 5.29 Audit students are not required to meet course prerequisites or complete graded work, but are expected to attend class regularly.
- 5.30 Audit courses receive a grade of 'AU' and are not included in the grade point average calculation.

Related Policies and Documents

Academic Catalog
Attendance Policy
Course Overload Request Policy
Incomplete Grade Policy
Leave of Absence Policy
Transfer Credit Policy
Tuition and Fees Policy
Withdrawal Form

Appendix A – Examples of Registration Errors

Academic standing prohibits registration
Student status prohibits registration
You are not permitted to register at this time
You may not add/drop courses due to a hold on your record
Registration requires special approval
Specific major restriction
Specific program restriction
Specific class level restriction
Corequisite required
Maximum hours exceeded
Time conflict
Duplicate course with section
Duplicate
Class is full – waitlist available
Class is full – waitlist closed
Connected course drop
Prerequisites not met
Repeat attempts exceeded
Awaiting Academic Advisor approval