

AUD

AUD

AMERICAN
UNIVERSITY
IN DUBAI

ONLINE REGISTRATION GUIDE



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OVERVIEW

This Manual is designed to help AUD students get acquainted with Online Registration. It explains the registration process step by step and clarifies how students can create a new username, register for courses, choose course sections, and Drop/Add courses.

Registration dates are set by the Registrar's Office. You should register during these preset dates **only** as no special extensions will be granted. Prior to Registration Schedule is available online, under the Registrar's Office website.

Registration Process

Registration at AUD takes place in three steps:

1. Students meet with their designated Academic Advisor to plan a course of study, select and schedule the courses,
2. Students with GPA > 2.0 register for specific courses online, and print course schedule to make sure that they have successfully completed registration.
3. Students with GPA < 2.0 will need to go to the Registrar's office to sign up for courses.
4. Complete registration process by paying tuition and fees.

Advising

All AUD students are encouraged to meet with their Advisors prior to Registration. Students who have earned 59 credits must do so in order to discuss their course options and schedules. The assigned Academic Advisors for freshmen and sophomores (less than 60 credit hours) can be found in the Academic Advising Center in the Administrative Building- Room 109.

It is highly recommended that students who are still completing developmental courses (MATH 098, MATH 099, and ENGL 100) and those who are placed on academic warning or probation meet with their Advisors.

Kindly note that, should you register for courses other than those suggested by your Advisor, neither AUD nor your Advisor will be held accountable for your enrollment. Changes in your advised schedule may result in unnecessary courses, hence a delayed graduation date.

Holds

Administrative university offices may place a *hold* on any student's record that will prevent the student from registration. Therefore, before your Registration period, check whether you have a **hold** on your account blocking your online registration. A **hold** means that you have a pending issue with a specific department. (See page 9 of this manual).

Types of Holds

- Admissions Hold: Check with the Admissions Department
- GPA Hold: Check with Student's Support Manager
- Passport Hold: Check with the Visa Officer
- Registration Hold: Check with the Registrar's Office
- Financial Hold: Check with the Finance Department
- Library Hold: Check with Library

- Health History Hold: Check with the Health Clinic

Make sure to clear all your holds before the Registration period, or you will not be able to register online.

STUDENT PORTAL

How to Access the Portal

On AUD's website www.aud.edu; the “My AUD Portal” tab can found on the bottom left side of the screen. Click on it.

The American University in Dubai is a pioneer in private higher education in the UAE. It seeks to provide its students a genuinely American university experience.

LOG ON TO MY AUD PORTAL

AUD NEWS (VIEW MORE)

AUD SPOTLIGHT

You will be directed to the page below displaying links to the following four portals:

- Blackboard
- Student Portal
- AUD MyMail
- AUD Faculty Portal

For Online Registration, click on the “STUDENT PORTAL”



MY AUD



Blackboard

Blackboard

Welcome to the Blackboard e-Education platform – designed to enable educational innovations by connecting people and technology. Blackboard is AUD's Web-based online learning and teaching system. [Click here](#)



Student Portal

To view your class schedule along with the corresponding instructor, building, room number, section, credits, meeting days and times for each course. And also credits attempted and credits earned from previous terms. [Click here](#)



AUD MyMail

MyMail is the email system for AUD students accessible through the web from anywhere. To login [click here](#).

Once you do, the below pop-up screen will prompt you to enter your username and password in order to login to your portal.



Login

Required Field*

Please Login

Username*

Password* Password is case sensitive

[Create a New Account](#)

[Forgot your password?](#)

The site may not function properly if you are using a non-supported browser. Recommended browsers with minimum supported browser versions include Internet Explorer 5.0 and Firefox 1.0 for Windows. Also, Safari 3.0 and Firefox 1.0 for Macintosh users.

Log in using the username and password that you have previously created. If you have not done so in the past, refer to the instructions below on how to create a new account.

How to Create a New Account

New users should create a new account as follows:

1. Click on “Create a New Account”;
2. The below pop-up screen will appear. Enter your ID number as well as your first and last name as spelled in your AUD documents or ID card.
3. For security purposes, you will be asked to provide a **Favorite City**. Name your favorite city (that’s your personal choice). *This information will later be used in case you forget your password.*



New Account Creation

Required Field*

Please enter the following information to create your account.

Student ID *	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Favorite City?*	<input type="text"/>

Once the entered information is validated in our system, you will be asked to verify your AUD email. The system defaults to your AUD email address so please click “**Yes**” to accept.



Email Address Verification

Email Address Verification

We found an email address on file for you: **wasim@mymail.aud.edu** Is this address still valid?

Again once your account has been validated, you will need to select your **username** and **password**.



Login Information

Required Field*

Login Information

Your student record was successfully located. Please enter a username and password.

Username*

Password*

Confirm Password*

At this point step, you will receive an email to confirm your account registration.



Authentication Email Sent

An email has been sent to wasim@mymail.aud.edu. Please follow the link provided in the email so we can verify your account.

[Student Portal Login](#)

Once verified. You will be re-directed to the below screen to enter your username and password..



Account Created

Account Created

Your Account has been created successfully, and you can now log into the portal.



Login

Required Field*

Please Login

Username*

Password* Password is case sensitive

[Create a New Account](#)

[Forgot your password?](#)

Now that you have successfully created your account, please return to the login screen on the “Student Online Information System” on page 6 of this manual.

Now, enter your **username** and **password**. If you forgot your password, click on “*forgot your password*” to reset it.

Kindly keep your password in a safe place and do not give it to anyone as they could have access to your records.

Now that you have logged in to your Student Online Homepage, you are ready to register for your courses online.

ONLINE REGISTRATION OVERVIEW

Students intending on signing up for courses online should consider consulting the *AUD Catalog*. The *AUD Catalog* provides a detailed sequence of courses within each degree program. Students who follow this plan will be able to complete their graduation requirements in the traditional time; i.e., four years for Bachelor's degrees and five years in Bachelor's in Architecture. This sequence of courses was designed by the Deans and Chairs to allow the completion of course prerequisites and co-requisites prior to the sequential courses. In addition, these plans were conceived to ensure that students may have access to courses that are offered only once a year (either Spring or Fall).

Again close work with your Advisor is very important to ensure a smooth degree progress.

Online Registration Main Page

Your Main page looks like the screen below. Click on Academics (left panel in the screen). Once you click on the Academics tab, you will see the following:

- Online Registration
- Your Class Schedule
- GPA calculator
- View my grades

- > Campus Info
- > **Academics**
- > Online Registration
- > Your Class Schedule
- > GPA Calculator
- > View my Grades
- > My Profile
- > My Finances
- > My Classes
- > My Documents
- > External Links

My Calendar

Tuesday Choose Day

January 2012						
S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

News



AUD website...[more](#)

January 24, 2012

- > **Message Center**
- You have 0 [Holds](#)
- You have 0 [Alerts](#)
- You have 0 [Appts.](#)

> At a Glance

- > **Advisors**
- Academic Advisors
- Ahmed Sharaan

Document Center

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#) [Full Document Center >>](#)

Displaying 3 of 6 documents due	Due Date
Attestation HS Form	

To start your course registration, you need to click on the “Online Registration” tab.

Hold on Your Account

If you have a hold, then your page will display the circled icon :

- > Campus Info
- > **Academics**
- > My Profile
- > My Finances
- > My Classes
- > My Documents
- > External Links

My Calendar

Tuesday Choose Day

January 2012						
S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

News



AUD website...[more](#)

Your Holds

January 24, 2012

- > **Message Center**
- You have 4 [Holds](#)
- You have 0 [Alerts](#)
- You have 0 [Appts.](#)

> At a Glance

- > **Advisors**
- Academic Advisors
- Ahmed Sharaan

Click on “Your Holds” icon on the upper right side of the screen to determine the nature of your holds in order for you to resolve them immediately. The following screen will appear.

- > Campus Info
- > Academics
- > **My Profile**
 - My Calendar
 - Change Password
 - My Message Center
 - My Information
- > My Finances
- > My Classes
- > My Documents
- > External Links

My Message Center

Important Alerts, Holds and Appointments are shown below. Follow instructions carefully to resolve.

Alerts & Holds

Holds

Resolve your holds immediately. Holds may prevent you from registering for courses, receiving financial aid or receiving your grades and transcripts.

Hold Subject	Hold Message
Transcript	You are on hold. Please contact the Library office on 04 3999000 ext 183 for further information.
Registration	You are on hold. Please contact the Library office on 04 3999000 ext 183 for further information.
Registration	You are on hold. Please contact the Finance office on 04 3999000 ext 150-154 for further info.
Registration	You are on hold. Please contact the Admission's office on 04 3999000 ext 170-175 for further info.
Transcript	You are on hold. Please contact the Admission's office on 04 3999000 ext 170-175 for further info.

Alerts

Please select and acknowledge your alerts now. An alert will remain current until you have clicked on the Acknowledge Alert button.

There are no outstanding alerts on file. To view previously acknowledged alerts, click on "View My Previous Alerts" above.

[View My Previous Alerts >>](#)

Advisors

Type	Name	Phone	Ext	Contact
Academic Advisors	Ahmed Sharaan			Email

As mentioned earlier you need to resolve your hold with the authorized department before the registration period, so you are able to do your registration online.

ONLINE REGISTRATION

When the Online Course Registration appears, your program and the semester will be automatically selected.

- > Campus Info
- > **Academics**
 - Online Registration
 - Your Class Schedule
 - GPA Calculator
 - View my Grades
- > My Profile
- > My Finances
- > My Classes
- > My Documents
- > External Links

Online Registration

Welcome to Online Registration. Please select your term below and check your registration status.

Enrollment and Term

Egrollment	9/5/2011 Bachelor of Business Administration
Term	Summer I 2012

Registration Status:

Registration Period Starts	Last Day to Add	Last Day to Drop	Status
01/22/12 09:00 AM			Open

[Print Page](#)
[Email My Advisor](#)

Related Links

- [Online Registration](#)
- [GPA Calculator](#)
- [Your Class Schedule](#)
- [View my Grades](#)

Contact Info

Registrar's Office
Matilda Jabbour
ADM127
Tel: 04 3999000
[Email](#)

You can begin your Online Registration by clicking the **Begin Online Registration** tab.

Registration Status:

Registration Period Starts	Last Day to Add	Last Day to Drop	Status
01/22/12 09:00 AM			Open

Previously Registered Courses

[Begin Online Registration](#)


You can add courses to your Selected Courses by Searching the campus catalog or use the Quick Add if you already know the Course Code and Section Number. Please make sure you complete all the steps of registration and not just select the courses. **Your course status should be "scheduled" at the end of the process.**

Online Registration is itself subdivided into 3 steps:

1. Select (selecting courses)
2. View (viewing courses)
3. Register (registering courses)

1- Selecting Courses

Use the **Course Search** panel on the left side of the screen to look for courses.

- If you already know the course code and the section number of the courses you wish to add, simply click on the **Quick Add** panel.
- Most courses have more than one section; course sections indicate the different course timings and the different instructors of the same course.
- "Status" indicates whether the course still has vacant seats. You can only register in available sections.
- Or click **Add** button (), you can add courses to your schedule by moving (drag and drop) them from the **Search Results-All Courses** panel to the **Selected Courses** panel

Registering for Summer I 2012

Select
 Drag Select
 Reserve
 Audit
 On Hold
 On Campus
 Online
 Remove
 Drag Remove
 Waitlist
 Expired
 Off Campus
 VAR: Variable Credits
 Help

Register in 3 easy steps: **1** Select **2** View **3** Register Wed Jan 25 2012 12:45:04 pm

Course Search

Display: **All Courses**

Sort by: Default

Areas of Study: None

Keyword:

Code:

Type: *All*

Level: *All*

Instructor:

MO TU WE TH FR SA SU

Meets ONLY on these days

Classes starting between:
 Any - *Any*

Quick Add

Enter course code and section to add to Selected Courses.

Course Code:

Section:

Search Results - All Courses

Course	Course Title	Cr	Type	Status	Sections	Areas of Study
<input type="checkbox"/>	IDES474	Building Information Modeling I	3.00	Lecture	Available	2
<input type="checkbox"/>	IDES478	Internship	3.00	Intership	Available	2
<input type="checkbox"/>	IELP096	Basic Intensive English	20.00	Lecture/Lab	Available	1
<input type="checkbox"/>	IELP097	Low Intermediate Intensive English	20.00	Lecture/Lab	Available	1
<input type="checkbox"/>	IELP098	High Intermediate Intensive English	20.00	Lecture/Lab	Available	1
<input type="checkbox"/>	IELP099	Advanced Intensive English	20.00	Lecture/Lab	Available	1
<input type="checkbox"/>	ITCC100	Discrete Mathematical Structures for IT	3.00	Lecture	Available	1
<input type="checkbox"/>	MATH09R	Developmental Mathematics I	3.00	Lecture	Available	1

Go to Page: Displaying 91-100 of 149 Course(s)

Selected Courses

Please click the Proceed to Final Step button to register for your courses.

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study
<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>	MATH160	A	3.0	AUD		Hart	0/30/0	Selected	

Note that at this point your course status is “reserved” and still not “registered”.

2-Viewing Courses

This option allows you to view the courses you have selected. This is your last chance to double check whether you need to make additional changes to your course selections, sections or any other detail.

Registering for Summer I 2012

Register in 3 easy steps. **1** Select **2** View **3** Register

Selected Courses - Calendar View

Week schedules may vary. Select week to navigate Calendar View

Week: Week 1: 5/6/2012 - 5/12/2012

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
2pm		MATH160 2:00p-4:20p					
3pm							
4pm							
5pm							
6pm							
7pm							

Selected Courses

Please click the Proceed to Final Step button to register for your courses.

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study
<input checked="" type="checkbox"/>		MATH160	A	3.0	AUD		Hart	0/30/0	Selected	

3-Registering Courses

Click on: “Proceed to Final Step” to register your courses.

Registering for Summer I 2012

Register in 3 easy steps. **1** Select **2** View **3** Register

Course Search

Display: All Courses
Sort by: Default

Areas of Study: None

Keyword:
Code:
Type: *All*
Level: *All*

Instructor:

MO TU WE TH FR SA SU

Meets ONLY on these days

Classes starting between:
Any - *Any*

Reset Search

Quick Add

Enter course code and section to add to Selected Courses.

Course Code:
Section:

Add

Search Results - All Courses

Course	Course Title	Cr	Type	Status	Sections	Areas of Study
<input checked="" type="checkbox"/> IDES474	Building Information Modeling I	3.00	Lecture	Available	2	
<input checked="" type="checkbox"/> IDES478	Internship	3.00	Intership	Available	2	
<input checked="" type="checkbox"/> IELP096	Basic Intensive English	20.00	Lecture/Lab	Available	1	
<input checked="" type="checkbox"/> IELP097	Low Intermediate Intensive English	20.00	Lecture/Lab	Available	1	
<input checked="" type="checkbox"/> IELP098	High Intermediate Intensive English	20.00	Lecture/Lab	Available	1	
<input checked="" type="checkbox"/> IELP099	Advanced Intensive English	20.00	Lecture/Lab	Available	1	
<input checked="" type="checkbox"/> ITCC100	Discrete Mathematical Structures for IT	3.00	Lecture	Available	1	
<input checked="" type="checkbox"/> MATH09R	Develonmental Mathematics I	3.00	Lecture	Available	1	

Go to Page: Go

Displaying 91-100 of 149 Course(s)

Selected Courses

Please click the Proceed to Final Step button to register for your courses.

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study
<input checked="" type="checkbox"/>		MATH160	A	3.0	AUD		Hart	0/30/0	Selected	

Press the “Register/Drop course” button to finalize your online course registration. Make sure the status of the course selected is REGISTERED and NOT Selected

Registering for Summer I 2012

[Select](#) [Drag Select](#) [Reserve](#) [Audit](#) [On Hold](#) [On Campus](#) [Online](#)
[Remove](#) [Drag Remove](#) [Waitlist](#) [Expired](#) [Off Campus](#) [VAR: Variable Credits](#) [Help](#)

Register in 3 easy steps. **1** Select **2** View **3** Register [Refresh Page](#) [Close Window](#) Wed Jan 25 2012 12:56:03 pm

Student Information	
Student	Ghasan Hatom
Address	P.O.Box 28282 Dubai,
Student ID	1109020923
Student Status	Active
Enrollment ID	11097533
Enrollment Status	Open
Program	Bachelor of Business Administration
Start Date	9/5/2011

Please click the "Register/Drop Courses" button to submit your schedule. [Return to View Courses](#) or [Register / Drop Courses](#)

Adding Classes
The following classes will be added to your schedule.

Course	Sec	Cr	Campus	Instructor	Seating	Status	Areas of Study
MATH160	A	3.0	AUD	Hart	0/30/0	Selected	

Dropping Courses

During the Drop and Add period the online registration field will be activated as shown below:

AUD AMERICAN UNIVERSITY IN DUBAI Hello Ghasan! [Logout](#) | [Help](#)

[My Home Page](#) January 25, 2012

<ul style="list-style-type: none"> Campus Info Academics <ul style="list-style-type: none"> Online Registration Your Class Schedule GPA Calculator View my Grades My Profile My Finances My Classes My Documents External Links 	<h3>Online Registration</h3> <p>Welcome to Online Registration. Please select your term below and check your registration status.</p> <table border="1"> <thead> <tr> <th colspan="2">Enrollment and Term</th> </tr> </thead> <tbody> <tr> <td>Enrollment</td> <td>9/5/2011 Bachelor of Business Administration</td> </tr> <tr> <td>Term</td> <td>Summer I 2012</td> </tr> </tbody> </table> <div style="background-color: yellow; padding: 5px;"> <p>Registration Status:</p> <table border="1"> <thead> <tr> <th>Registration Period Starts</th> <th>Last Day to Add</th> <th>Last Day to Drop</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>01/22/12 09:00 AM</td> <td></td> <td></td> <td>Open</td> </tr> </tbody> </table> </div>	Enrollment and Term		Enrollment	9/5/2011 Bachelor of Business Administration	Term	Summer I 2012	Registration Period Starts	Last Day to Add	Last Day to Drop	Status	01/22/12 09:00 AM			Open	<p>Print Page Email My Advisor</p> <p>Related Links</p> <ul style="list-style-type: none"> Online Registration GPA Calculator Your Class Schedule View my Grades <p>Contact Info</p> <p>Registrar's Office Matilda Jabbour ADM127 Tel: 04 3999000 Email</p>
Enrollment and Term																
Enrollment	9/5/2011 Bachelor of Business Administration															
Term	Summer I 2012															
Registration Period Starts	Last Day to Add	Last Day to Drop	Status													
01/22/12 09:00 AM			Open													

You can drop a course by clicking the **Begin Online Registration** tab.


Registration Status:

Registration Period Starts	Last Day to Add	Last Day to Drop	Status
01/22/12 09:00 AM			Open

Previously Registered Courses

[Begin Online Registration](#)

You can add courses to your Selected Courses by Searching the campus catalog or use the Quick Add if you already know the Course Code and Section Number. Please make sure you complete all the steps of registration and not just select the courses. **Your course status should be "scheduled" at the end of the process.**

The status of your courses will show as registered, click on the left sign () to turn the course to pending drop as shown in the below screen:

Registering for Summer I 2012

Select Drag Select Reserve Audit On Hold On Campus Online
 Remove Drag Remove Waitlist Expired Off Campus VAR: Variable Credits Help

Register in 3 easy steps. **1** Select **2** View **3** Register

Wed Jan 25 2012 1:00:48 pm

Course Search

Display: **All Courses**
 Sort by: **Default**
 Areas of Study: **None**
 Keyword:
 Code:
 Type: ***All***
 Level: ***All***
 Instructor:
 MO TU WE TH FR SA SU

 Meets ONLY on these days
 Classes starting between:
 Any - *Any*

Search Results - All Courses

Course	Course Title	Cr	Type	Status	Sections	Areas of Study
ACCG201	Principles of Financial Accounting	3.00	Lecture	Available	2	
ACCG211	Principles of Managerial Accounting	3.00	Lecture	Available	1	
ACCG302	Intermediate Accounting II	3.00	Lecture	Available	1	
ACCG311	Cost Accounting	3.00	Lecture	Available	1	
ACCG421	Auditing	3.00	Lecture	Available	1	
ACCG431	U.S. Taxation	3.00	Lecture	Available	1	
ACCG441	International Accounting	3.00	Lecture	Available	1	
ANTH911	Introduction to Cultural Anthropology	3.00	Lecture	Available	1	

Go to Page: Displaying 1-10 of 148 Course(s)

Selected Courses

Please click the **Proceed to Final Step** button to register for your courses.

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MATH160	A	3.0	AUD		Hart	1/30/0	Pending Drop	

Once done, click on the **“Proceed to Final Step”** button to view your courses before dropping.

Registering for Summer I 2012

Select Drag Select Reserve Audit On Hold On Campus Online
 Remove Drag Remove Waitlist Expired Off Campus VAR: Variable Credits Help

Register in 3 easy steps. **1** Select **2** View **3** Register

Wed Jan 25 2012 1:03:57 pm

Student Information

Student	Ghasan Hatom	Student ID	1109020923
Address	P.O.Box 28282	Student Status	Active
	Dubai,	Enrollment ID	11097533
		Enrollment Status	Open
		Program	Bachelor of Business Administration
		Start Date	9/5/2011

Please click the **“Register/Drop Courses”** button to submit your schedule. or

Dropping Classes

The following classes will be dropped from your schedule.

Course	Sec	Cr	Campus	Instructor	Seating	Status	Areas of Study
MATH160	A	3.0	AUD	Hart	1/30/0	Pending Drop	

Click on (Register/Drop Courses) to finalize the step of dropping a course.

Adding another course instead or changing the section of a registered course follows the steps mentioned in the “Online Registration” tab above.