



جامعة العين  
AL AIN UNIVERSITY

ADMISSION AND REGISTRATION UNIT

# STUDENT GUIDE

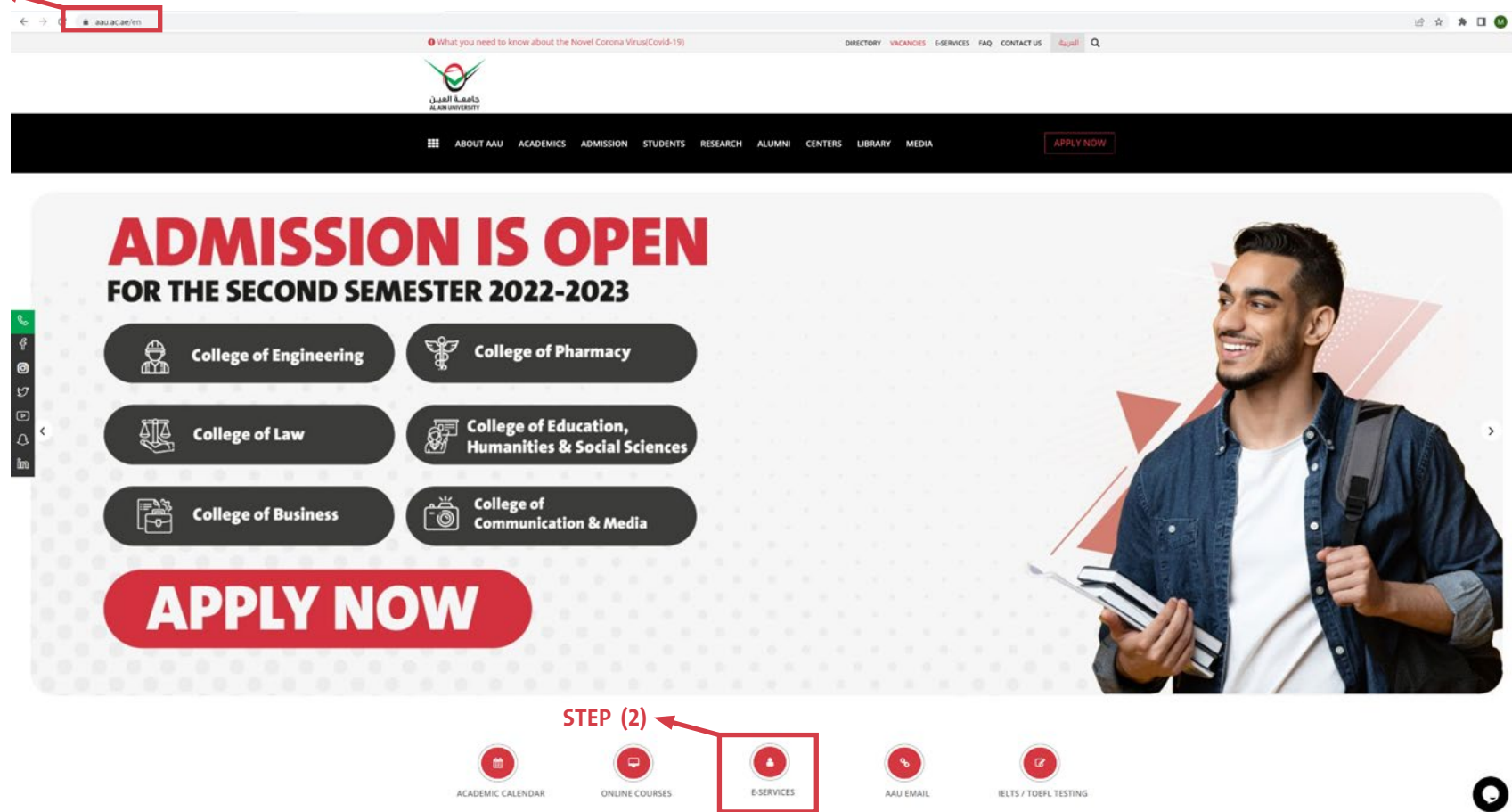


## To use the service:

**STEP (1):** Go to Al Ain University website [aau.ac.ae](http://aau.ac.ae)

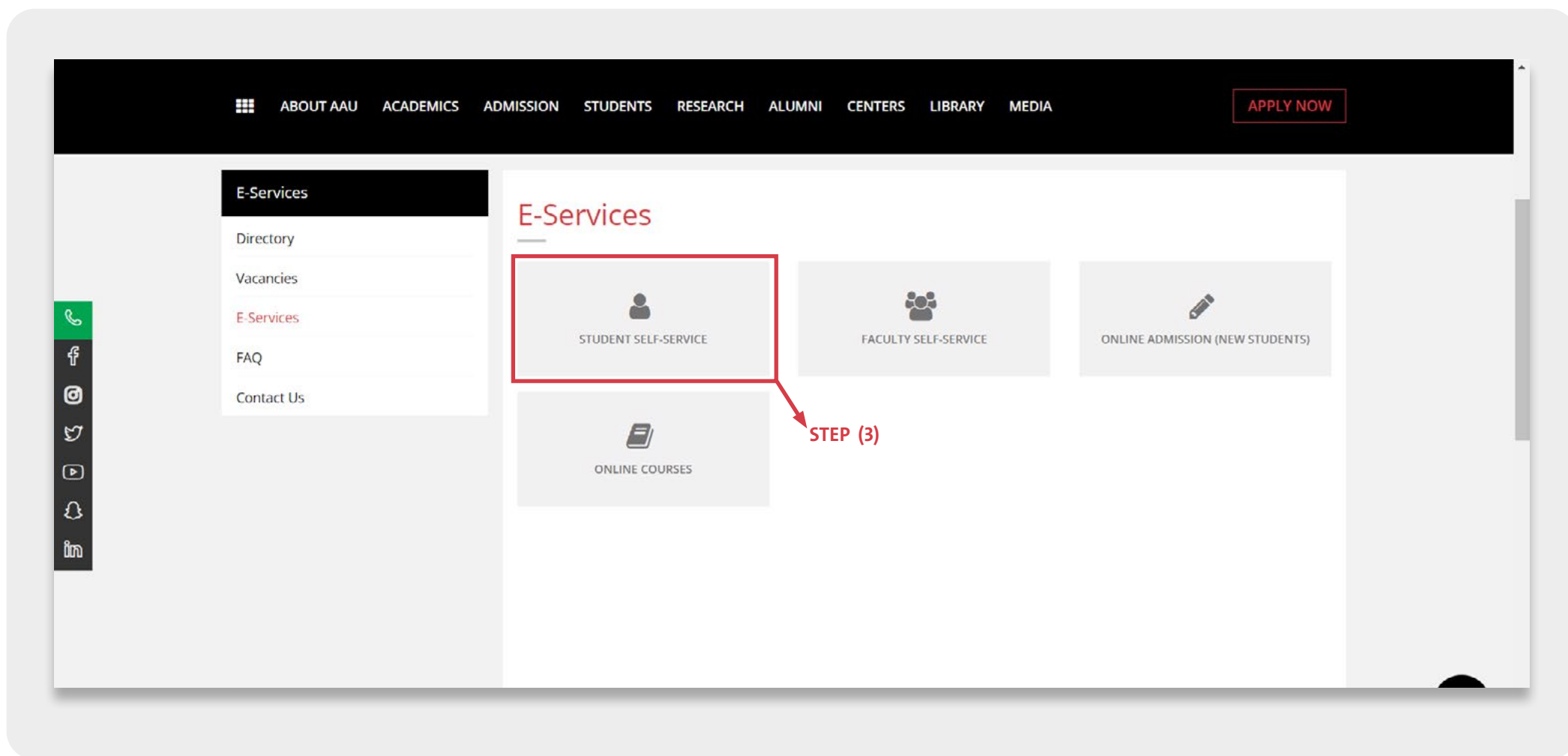
**STEP (2):** Click on E-SERVICES

STEP (1)



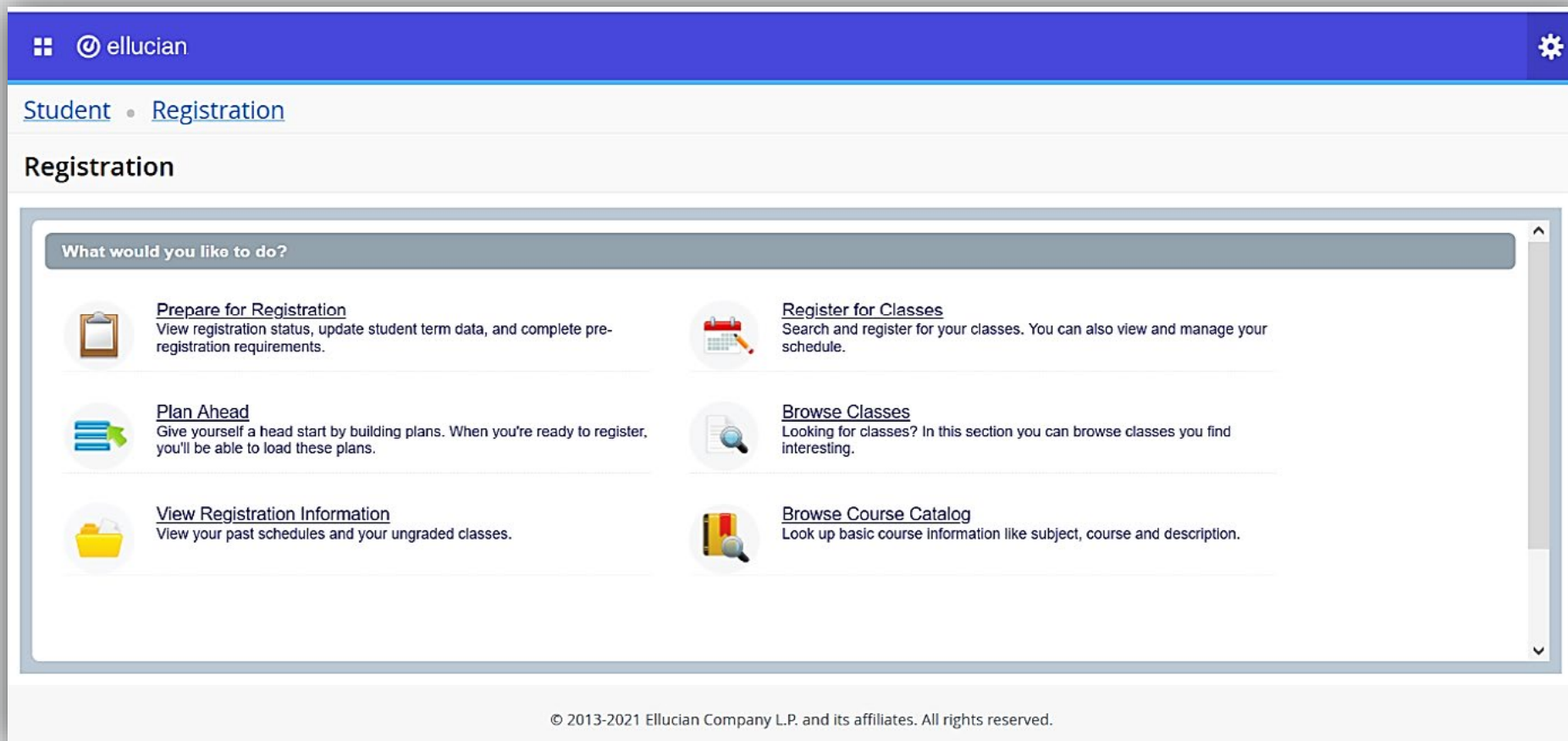
The screenshot shows the Al Ain University website. The browser address bar is highlighted with a red box and labeled "STEP (1)". The website header includes the university logo and navigation links: DIRECTORY, VACANCIES, E-SERVICES, FAQ, CONTACT US, and العربية. A main banner reads "ADMISSION IS OPEN FOR THE SECOND SEMESTER 2022-2023" and features a grid of college buttons: College of Engineering, College of Pharmacy, College of Law, College of Education, Humanities & Social Sciences, College of Business, and College of Communication & Media. A large red "APPLY NOW" button is at the bottom of the banner. Below the banner, a row of service icons is shown, with the "E-SERVICES" icon highlighted by a red box and labeled "STEP (2)". Other icons include Academic Calendar, Online Courses, AAU Email, and IELTS / TOEFL Testing.

**STEP (3):** Click on **STUDENT SELF-SERVICE** option



The guide will demonstrate how to register the courses electronically.

Below is the main **Student Landing Page** in Self Service **Banner**.



The screenshot shows the 'ellucian' student registration interface. At the top, there is a blue header with the 'ellucian' logo and a settings gear icon. Below the header, the breadcrumb 'Student • Registration' is visible. The main content area is titled 'Registration' and features a section 'What would you like to do?' with six interactive cards:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements. (Icon: clipboard)
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule. (Icon: calendar)
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans. (Icon: list with arrow)
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting. (Icon: magnifying glass over document)
- View Registration Information**: View your past schedules and your ungraded classes. (Icon: folder)
- Browse Course Catalog**: Look up basic course information like subject, course and description. (Icon: book with magnifying glass)

At the bottom of the page, the copyright notice reads: © 2013-2021 Ellucian Company L.P. and its affiliates. All rights reserved.

## Online courses registration steps:



### 1) Browse Classes

Check available courses for registration and their scheduled timing along with the CRN in a semester.



### 2) Log In

Enter your User name (AAU ID) and password provided by AAU for students.



### 3) Prepare for Registration

Check your eligibility for registration.



### 4) Register for Classes

Register the courses by:

- Using search tool to find courses.
- Entering CRNs
- Projection module



### Delete registered course

Drop a courses online within the announced add/drop period.



### View Registration information

to view/print student semester Schedule.

## Before you start your registration steps

**1) Browse  
Classes**

**2) Prepare for  
Registration**

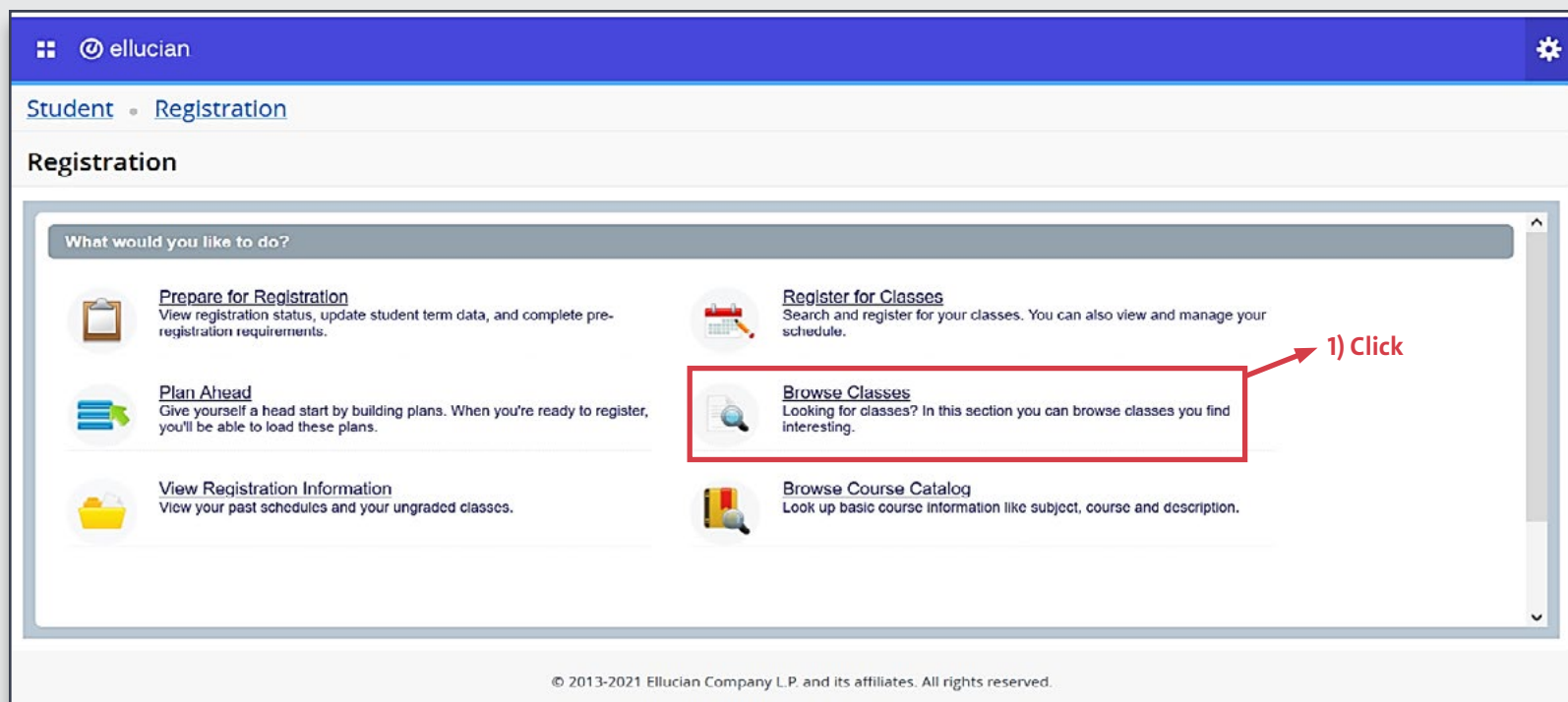




**BROWSE CLASSES**

## (1) Browse classes:

**Check available courses for registration and their scheduled timing along with the CRN in a semester.**



The screenshot shows the 'ellucian' student registration portal. The navigation bar includes 'Student' and 'Registration'. The main heading is 'Registration'. Below this, a section titled 'What would you like to do?' contains several options:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Registration Information**: View your past schedules and your ungraded classes.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting. This option is highlighted with a red box and an arrow labeled '1) Click'.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

© 2013-2021 Ellucian Company L.P. and its affiliates. All rights reserved.



## (1) Browse classes:

### The steps as follow:

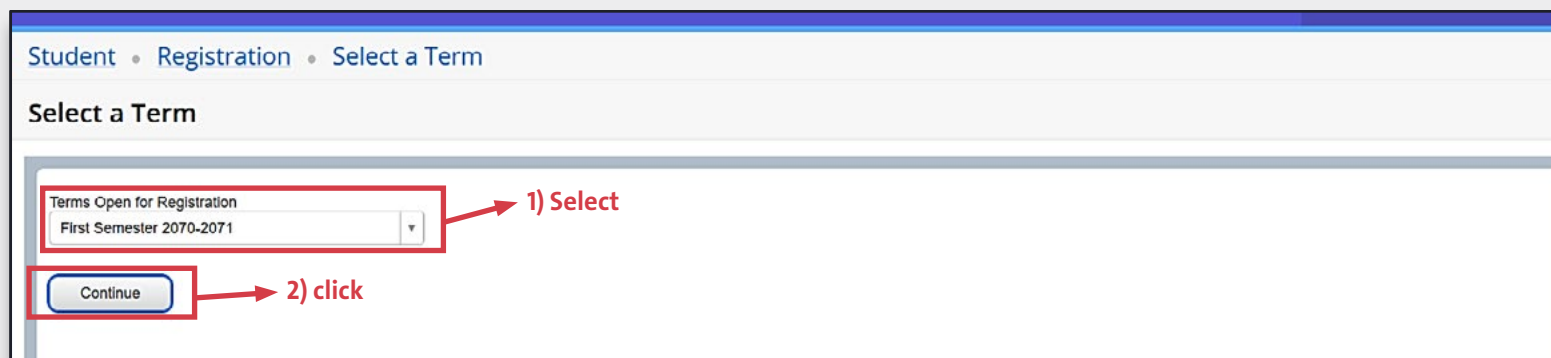
1- Click on **“Browse Classes”**



#### Browse Classes

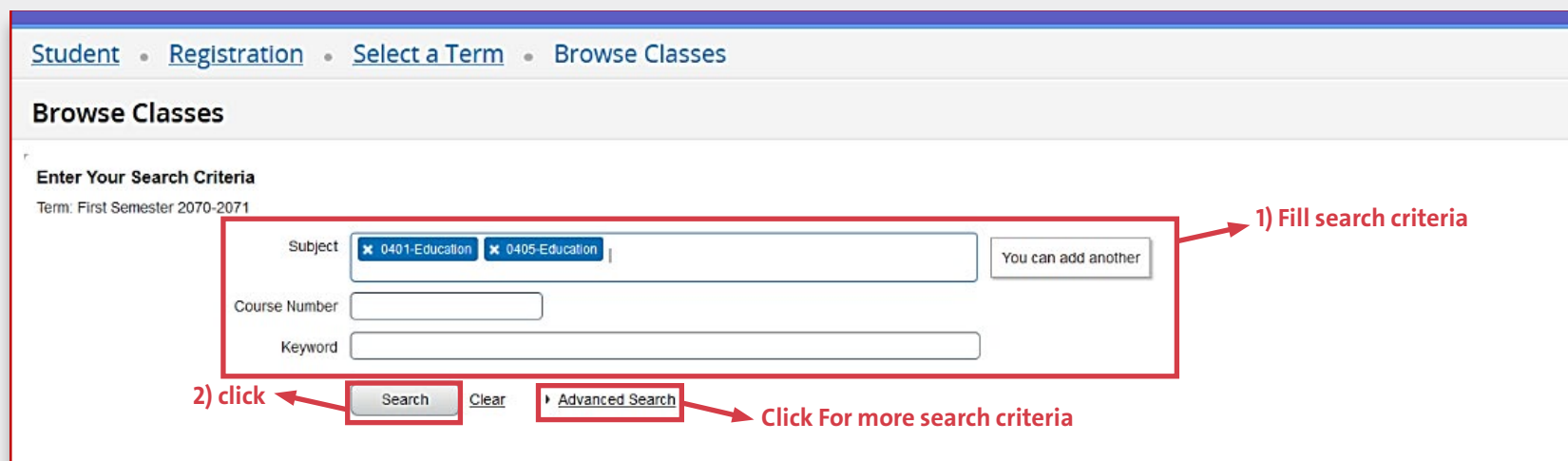
Looking for classes? In this section you can browse classes you find interesting.

2- Select the **term** from the drop list, then click **“Continue”**

A screenshot of a web application interface. At the top, there is a breadcrumb trail: 'Student • Registration • Select a Term'. Below this, the heading 'Select a Term' is displayed. The main content area contains a dropdown menu labeled 'Terms Open for Registration' with the selected option 'First Semester 2070-2071'. A red box highlights the dropdown menu, with a red arrow pointing to it labeled '1) Select'. Below the dropdown is a 'Continue' button, also highlighted with a red box and a red arrow pointing to it labeled '2) click'.

3- Fill the **search criteria** to find the desired course or use the advance search tool for more search options. Then click on **“Search”**.

\* **Note:** to check all scheduled courses in a semester, just click on **“search”**.

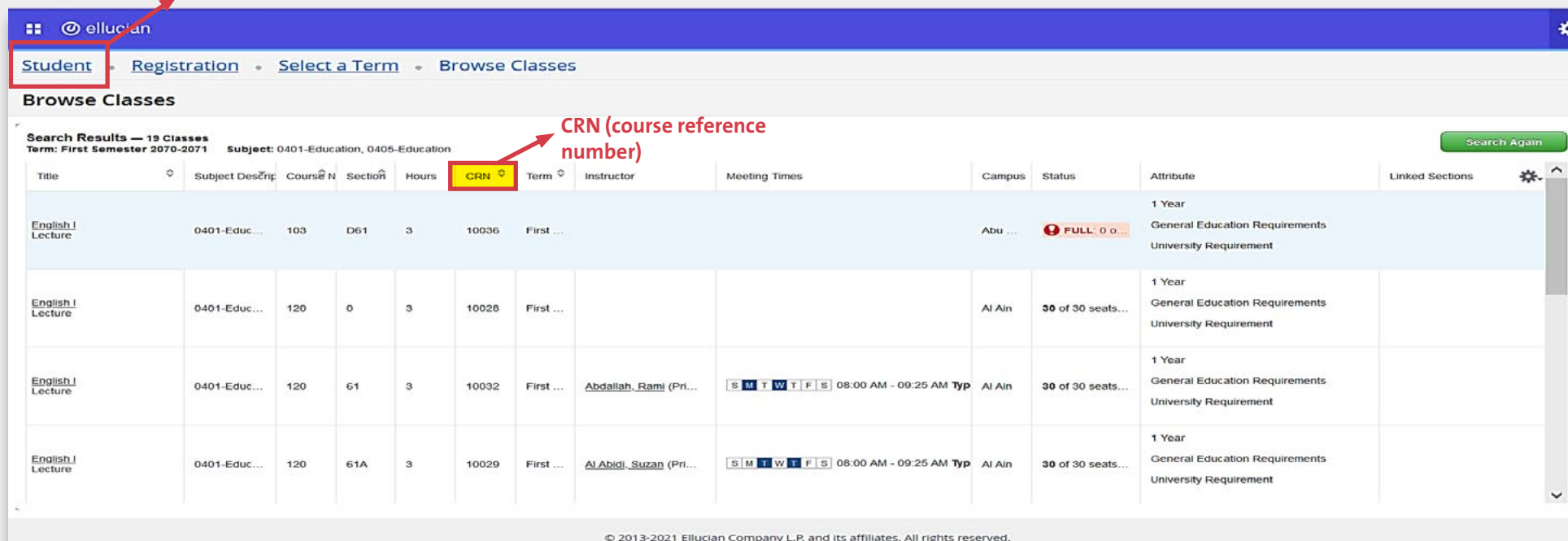


The screenshot shows the 'Browse Classes' search interface. At the top, there is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#). Below this is the 'Browse Classes' section with the heading 'Enter Your Search Criteria' and the term 'First Semester 2070-2071'. The search criteria form includes a 'Subject' field with two selected items: '0401-Education' and '0405-Education', and a 'You can add another' button. There are also empty input fields for 'Course Number' and 'Keyword'. At the bottom of the form, there are three buttons: 'Search', 'Clear', and 'Advanced Search'. Red annotations with arrows point to these elements: '1) Fill search criteria' points to the subject field, '2) click' points to the 'Search' button, and 'Click For more search criteria' points to the 'Advanced Search' button.

#### 4- View scheduled classes for a semester.

\* **Important Note: CRN (course reference number) represents Course Section Information, which will be used in courses registration.**

To go back to land page click on



The screenshot shows the Ellucian registration system interface. At the top, there is a navigation bar with the Ellucian logo and a settings icon. Below the navigation bar, there are breadcrumb links: "Student", "Registration", "Select a Term", and "Browse Classes". The "Student" link is highlighted with a red box and an arrow pointing to it with the text "To go back to land page click on".

The main content area is titled "Browse Classes" and displays search results for 19 classes. The search criteria are "Term: First Semester 2070-2071" and "Subject: 0401-Education, 0405-Education". A "Search Again" button is located in the top right corner of the results area.

The search results are presented in a table with the following columns: Title, Subject Descrip, Course# N, Section#, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, Attribute, and Linked Sections. The "CRN" column is highlighted with a yellow box and an arrow pointing to it with the text "CRN (course reference number)".

| Title             | Subject Descrip | Course# N | Section# | Hours | CRN   | Term      | Instructor             | Meeting Times                         | Campus  | Status            | Attribute  | Linked Sections |
|-------------------|-----------------|-----------|----------|-------|-------|-----------|------------------------|---------------------------------------|---------|-------------------|--|-----------------|
| English I Lecture | 0401-Educ...    | 103       | D61      | 3     | 10036 | First ... |                        |                                       | Abu ... | FULL 0 of 0...    | 1 Year<br>General Education Requirements<br>University Requirement |                 |
| English I Lecture | 0401-Educ...    | 120       | 0        | 3     | 10028 | First ... |                        |                                       | Al Ain  | 30 of 30 seats... | 1 Year<br>General Education Requirements<br>University Requirement |                 |
| English I Lecture | 0401-Educ...    | 120       | 61       | 3     | 10032 | First ... | Abdallah_Rami (Pri...  | S M T W T F S 08:00 AM - 09:25 AM Typ | Al Ain  | 30 of 30 seats... | 1 Year<br>General Education Requirements<br>University Requirement |                 |
| English I Lecture | 0401-Educ...    | 120       | 61A      | 3     | 10029 | First ... | Al Abidi_Suzan (Pri... | S M T W T F S 08:00 AM - 09:25 AM Typ | Al Ain  | 30 of 30 seats... | 1 Year<br>General Education Requirements<br>University Requirement |                 |

At the bottom of the page, there is a copyright notice: "© 2013-2021 Ellucian Company L.P. and its affiliates. All rights reserved."

## In order for a student to register courses:

- **Semester Registration period** must be open
- **Student status:** Active/Regular
- **Student academic status (academic standing):** Good standing.
- Student have no **hold** which prevents registration.
- **Tuition fees payment** for the courses to be registered in the semester must be completed .

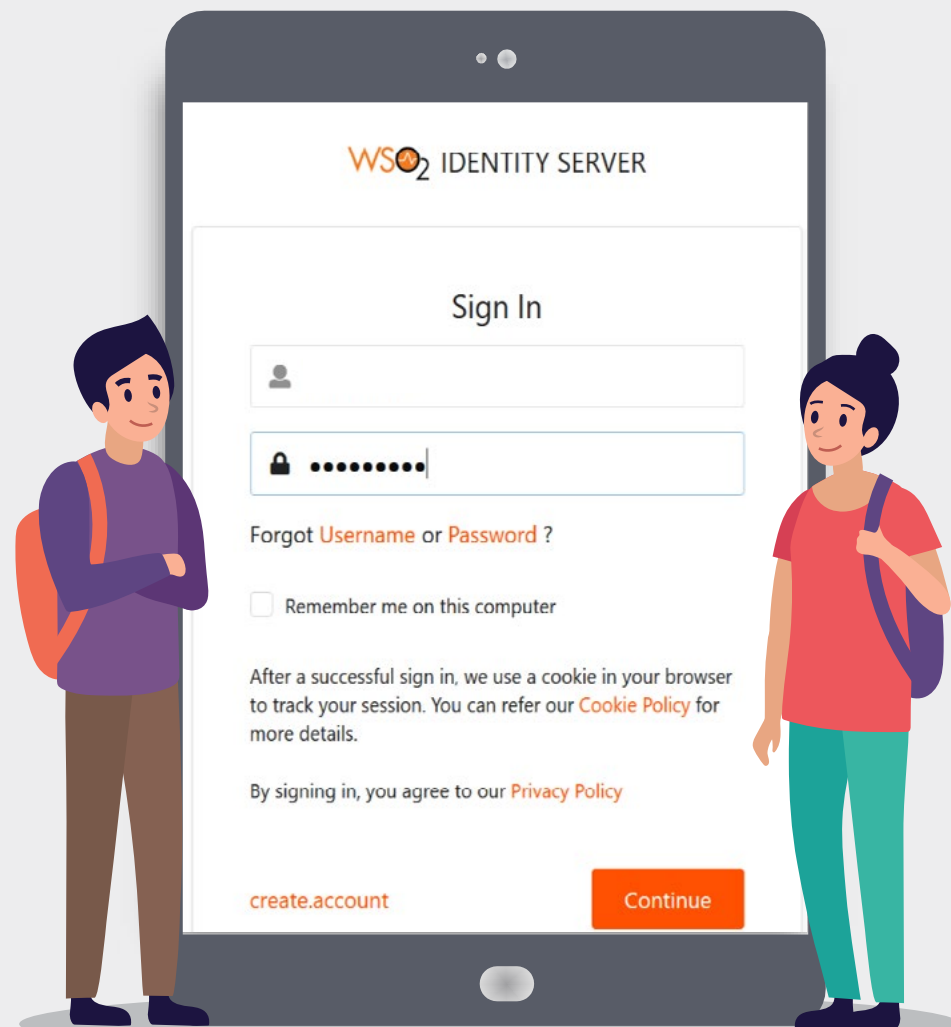




**Prepare for Registration**

## (2) Log in to student account:

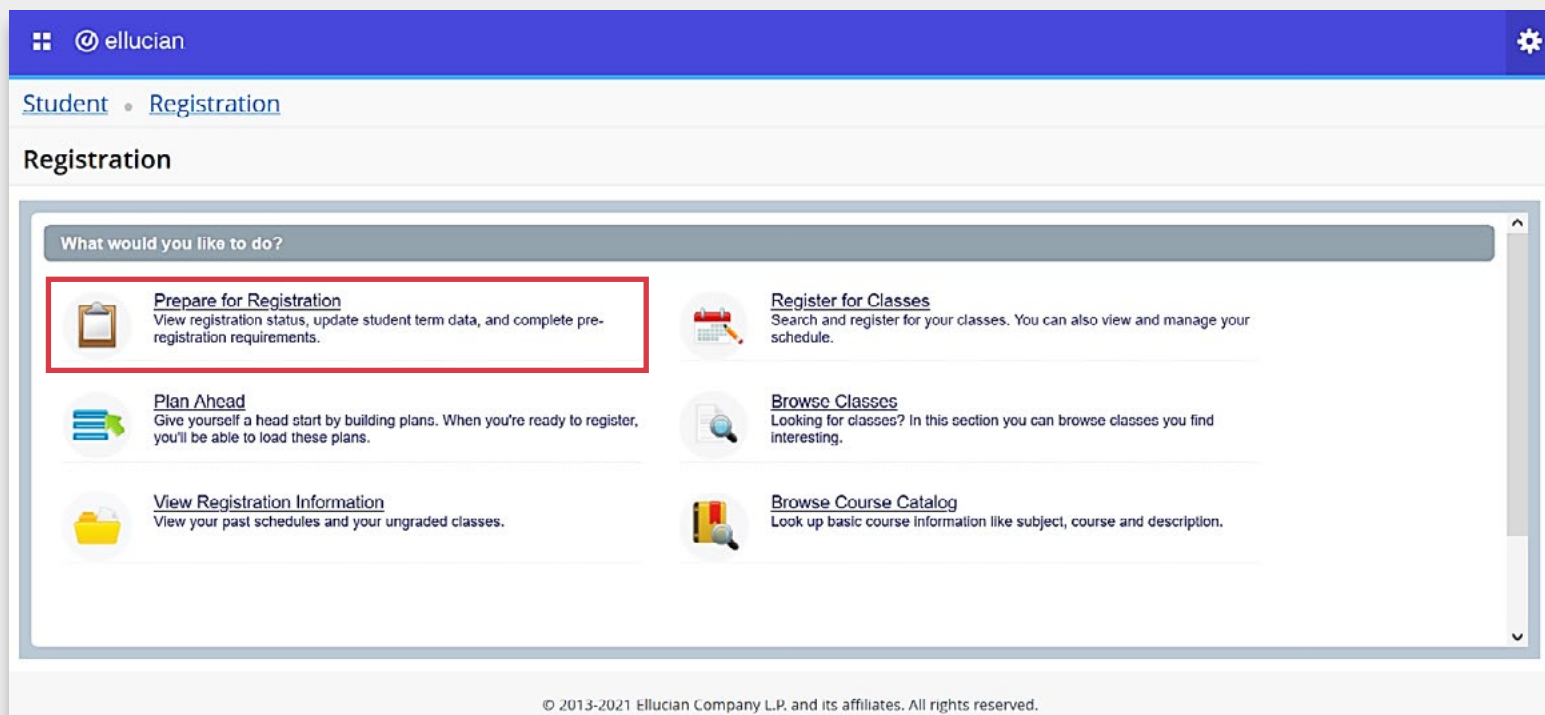
Enter your Username (**AAU ID**) and password provided by AAU for students.





## (3) Prepare for Registration

- Check your eligibility for registration.
- \* **Note:** student under academic probation or under academic holds or newly admitted will not be able to use the online registration.



ellucian

Student • Registration

### Registration

What would you like to do?

- Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**  
View your past schedules and your ungraded classes.
- Browse Course Catalog**  
Look up basic course information like subject, course and description.

© 2013-2021 Ellucian Company L.P. and its affiliates. All rights reserved.

## (3) Prepare for Registration

The steps as follow:

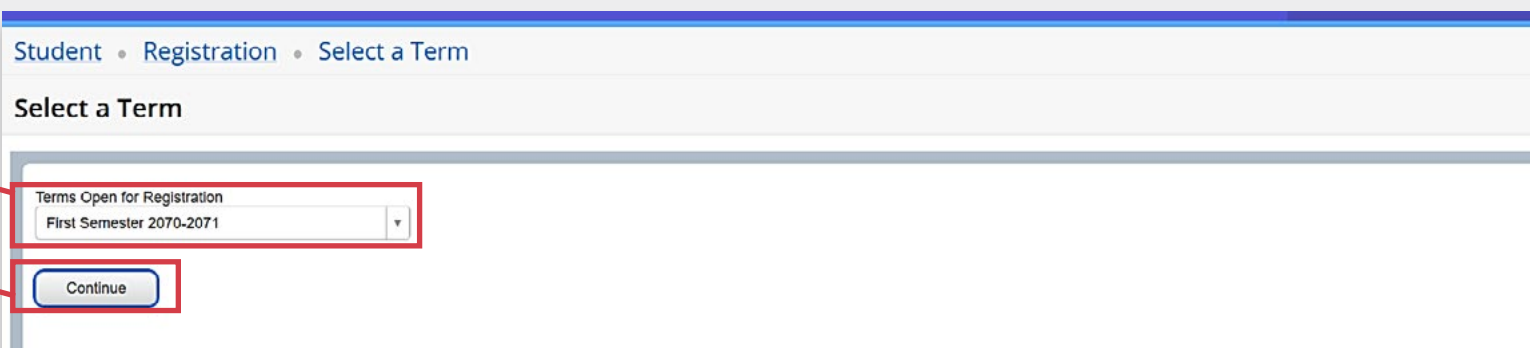
1- Click on **“Browse Classes”**



### Prepare for Registration

View registration status, update student term data, and complete pre-registration requirements.

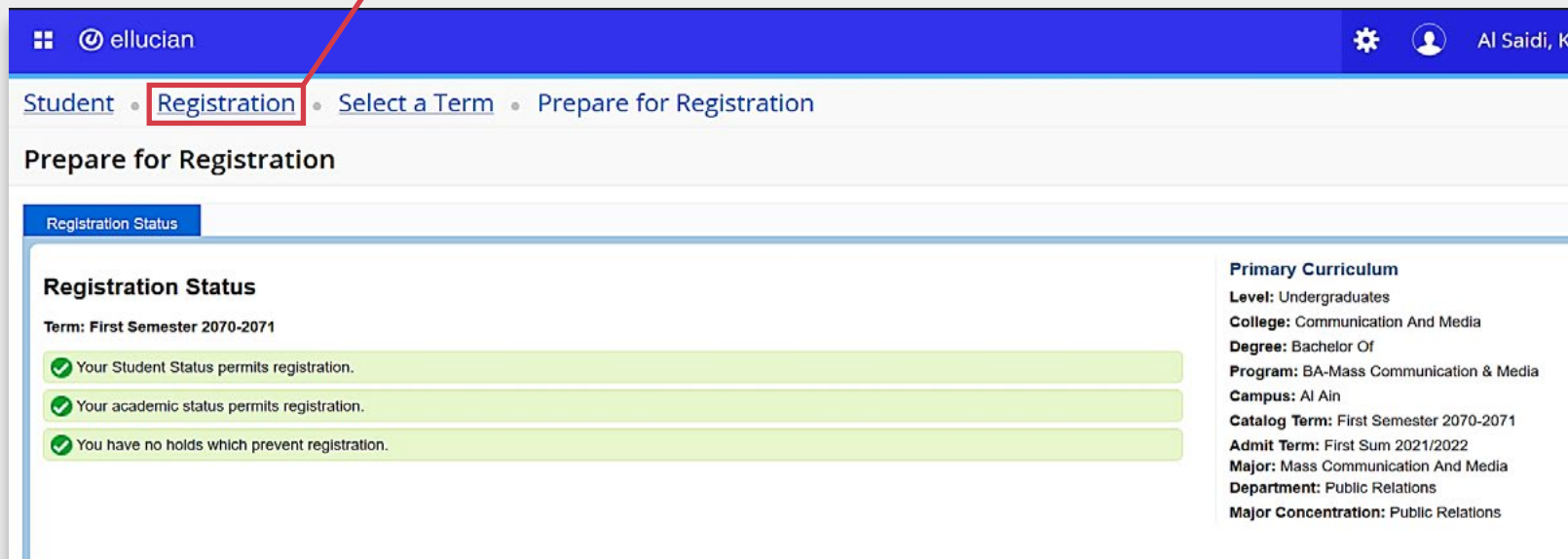
2- Select the term from the drop list, then click **“Continue”**



The screenshot shows a web interface for selecting a term. At the top, there is a breadcrumb trail: "Student • Registration • Select a Term". Below this, the heading "Select a Term" is displayed. A red arrow labeled "1) Select" points to a dropdown menu titled "Terms Open for Registration" which currently shows "First Semester 2070-2071". Another red arrow labeled "2) click" points to a "Continue" button located below the dropdown menu.

3- View your academic information - all must be (✓) in green in order for a student to be able to register courses for the selected semester -.

To go back to land page click on



The screenshot shows the 'ellucian' student portal interface. The breadcrumb navigation includes 'Student', 'Registration' (highlighted with a red box), 'Select a Term', and 'Prepare for Registration'. The main heading is 'Prepare for Registration'. Below this, there is a 'Registration Status' section for the 'First Semester 2070-2071' term, which lists three green checkmarks indicating that the student's status, academic status, and holds all permit registration. To the right, the 'Primary Curriculum' section lists details such as Level (Undergraduates), College (Communication And Media), Degree (Bachelor Of), Program (BA-Mass Communication & Media), Campus (Al Ain), Catalog Term (First Semester 2070-2071), Admit Term (First Sum 2021/2022), Major (Mass Communication And Media), Department (Public Relations), and Major Concentration (Public Relations).

## • Registration preventions:

**Registration preventions:** - Before starting courses registration steps - if one of the status appears in **red color** the student will be prevented to use the online registration service.

### Prepare for Registration

Registration Status

#### Registration Status

**Term: First Semester 2070-2071**

- ✔ Your Student Status permits registration
- ✔ Your academic status permits registration.
- !

You have holds which prevent registration.

**Admission & Registration Hold**  
 From Date: 07/12/2022  
 To Date: 31/12/2099  
 Processes Affected: Registration, Transcript, Grades, Accounts Receivable, Application, Evaluation

#### Primary Curriculum

**Level:** Undergraduates  
**College:** Communication And Media  
**Degree:** Bachelor Of  
**Program:** BA-Mass Communication & Media  
**Campus:** Al Ain  
**Catalog Term:** First Semester 2070 2071  
**Admit Term:** First Sum 2021/2022  
**Major:** Mass Communication And Media  
**Department:** Public Relations  
**Major Concentration:** Public Relations



# **COURSES REGISTRATION STEPS**

## Courses Registration/Adding steps

**(1)**  
**register/add  
course**

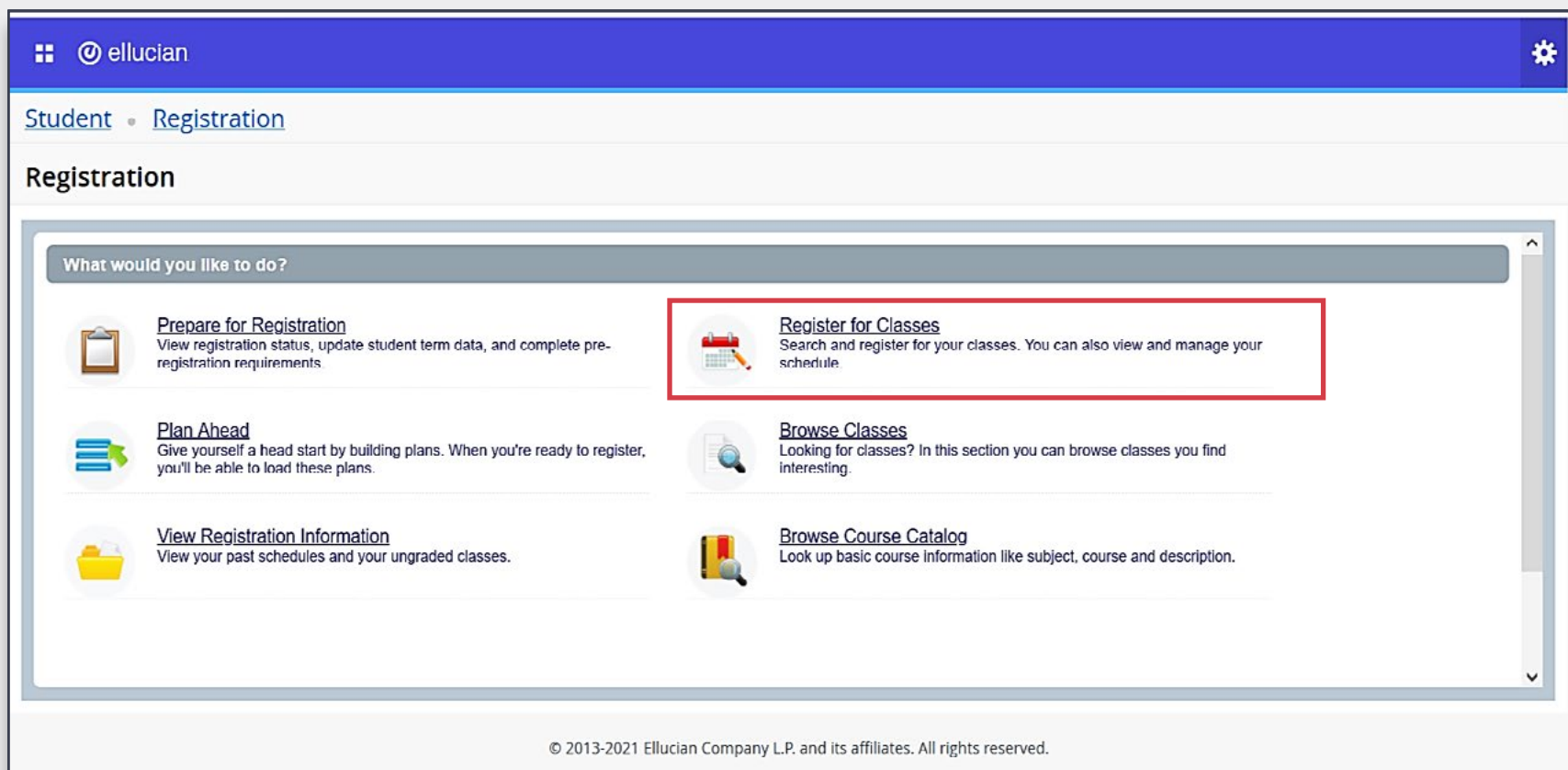
**(2)**  
**Submit**

**(3)**  
**Print week  
Schedule**



## (4) Register for Classes

To start courses registration for a semester



The screenshot shows the Ellucian student registration interface. At the top, there is a blue header with the Ellucian logo and a settings gear icon. Below the header, the breadcrumb navigation shows "Student" and "Registration". The main content area is titled "Registration" and contains a section "What would you like to do?". This section lists six options, each with an icon and a brief description:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule. (This option is highlighted with a red border in the image.)
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**: View your past schedules and your ungraded classes.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

At the bottom of the interface, there is a copyright notice: © 2013-2021 Ellucian Company L.P. and its affiliates. All rights reserved.

## Registration methods:

**You can register courses by one of the following methods:**

- A. Using the **search tool** to find courses
- B. Entering the **CRNs**
- C. **Projection** Modules.



## A. Using the search tool to find courses

Use it if you don't know the CRN for the sections.

The steps as follow:

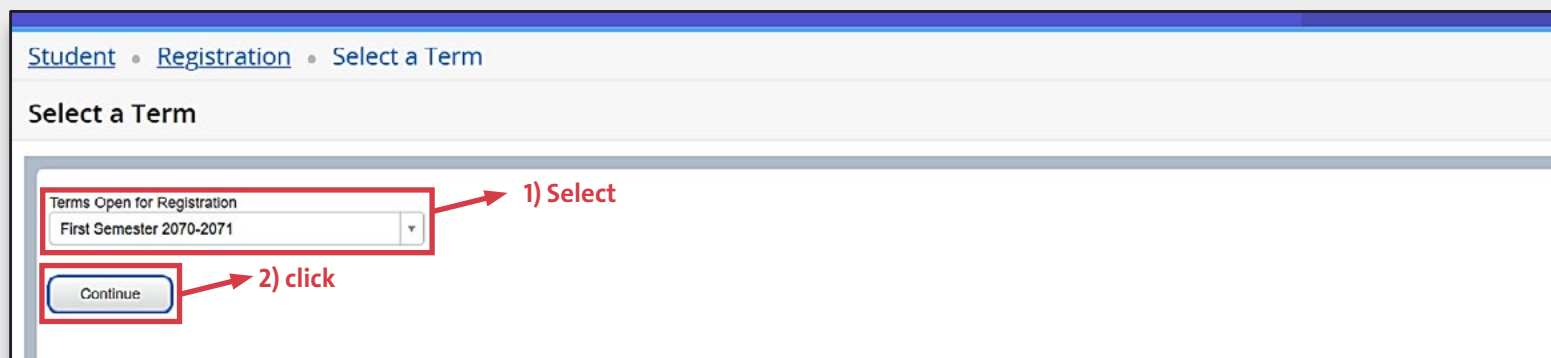
1- Click on **“Register for classes”**



### Register for Classes

Search and register for your classes. You can also view and manage your schedule.

Select the **term** from the drop list, then click **“Continue”**



Student • Registration • Select a Term

### Select a Term

Terms Open for Registration  
First Semester 2070-2071

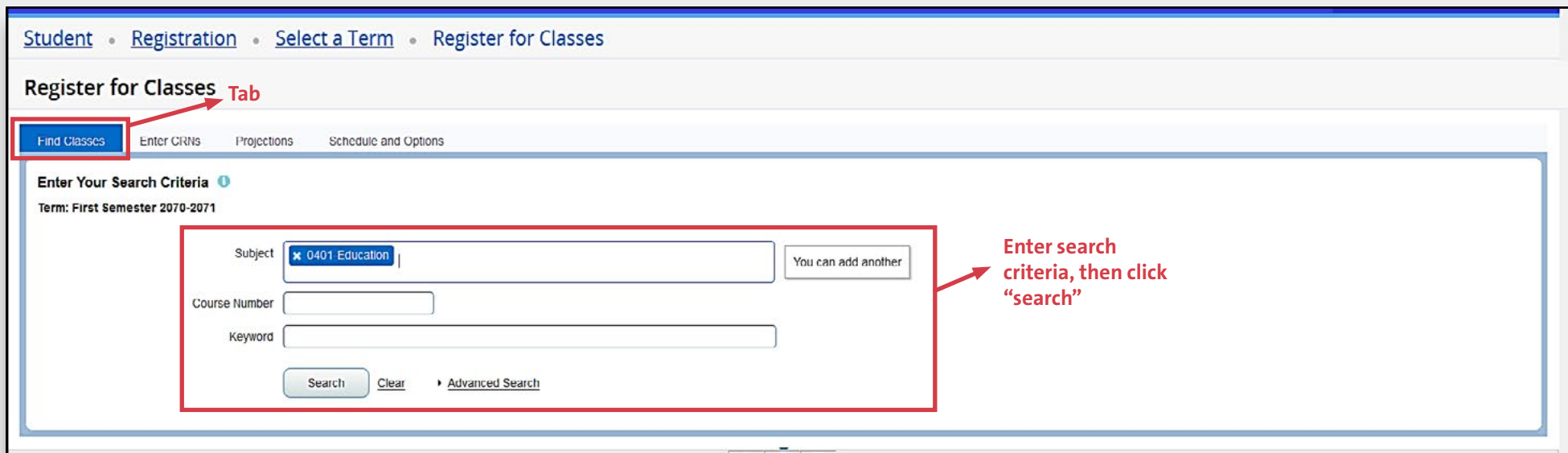
Continue

1) Select

2) click

### 3- Under **Find Classes Tab**, use the search criteria to find the courses.

- Use the standard course search or the advanced course search, to fill your search criteria then click **“Search”**
- Or just click **“Search”** and you will view all available courses.



Student • Registration • Select a Term • Register for Classes

Register for Classes **Tab**

Find Classes Enter CRNs Projections Schedule and Options

Enter Your Search Criteria ⓘ

Term: First Semester 2070-2071

Subject  You can add another

Course Number

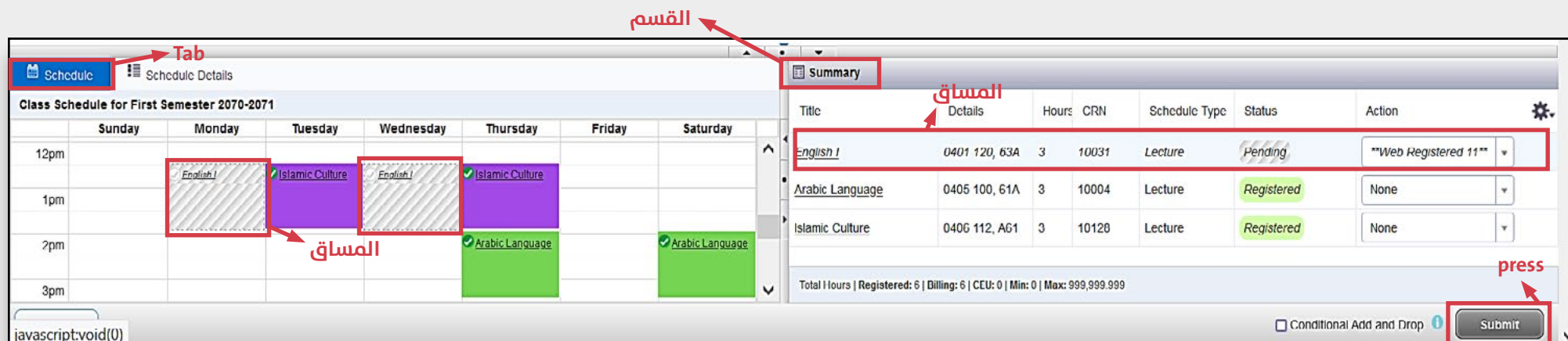
Keyword

Search Clear ▶ Advanced Search

Enter search criteria, then click “search”

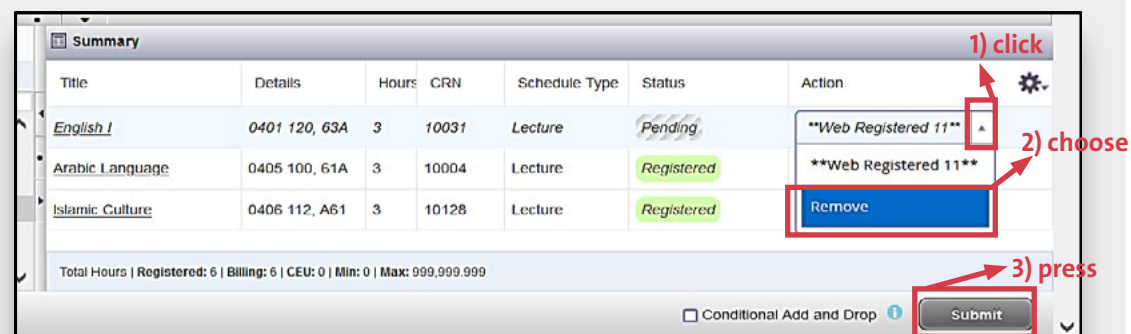


5- The course will appear under Summary tab in pending status. Also it will appear in schedule tab. Press **“Submit”** button to confirm registration.



The screenshot shows a web interface with two main sections. On the left is a 'Class Schedule for First Semester 2070-2071' with columns for days of the week and time slots (12pm, 1pm, 2pm, 3pm). Courses are listed in colored boxes: English I (hatched), Islamic Culture (purple), and Arabic Language (green). A red box highlights the 'English I' course in the 1pm slot on Monday, with a red arrow pointing to it labeled 'المساق'. On the right is a 'Summary' tab with a table of courses. The first row is 'English I' with status 'Pending', highlighted by a red box and a red arrow labeled 'القسم'. Below the table is a 'Submit' button, also highlighted by a red box and a red arrow labeled 'press'. At the top left, a 'Tab' button is highlighted with a red box and a red arrow.

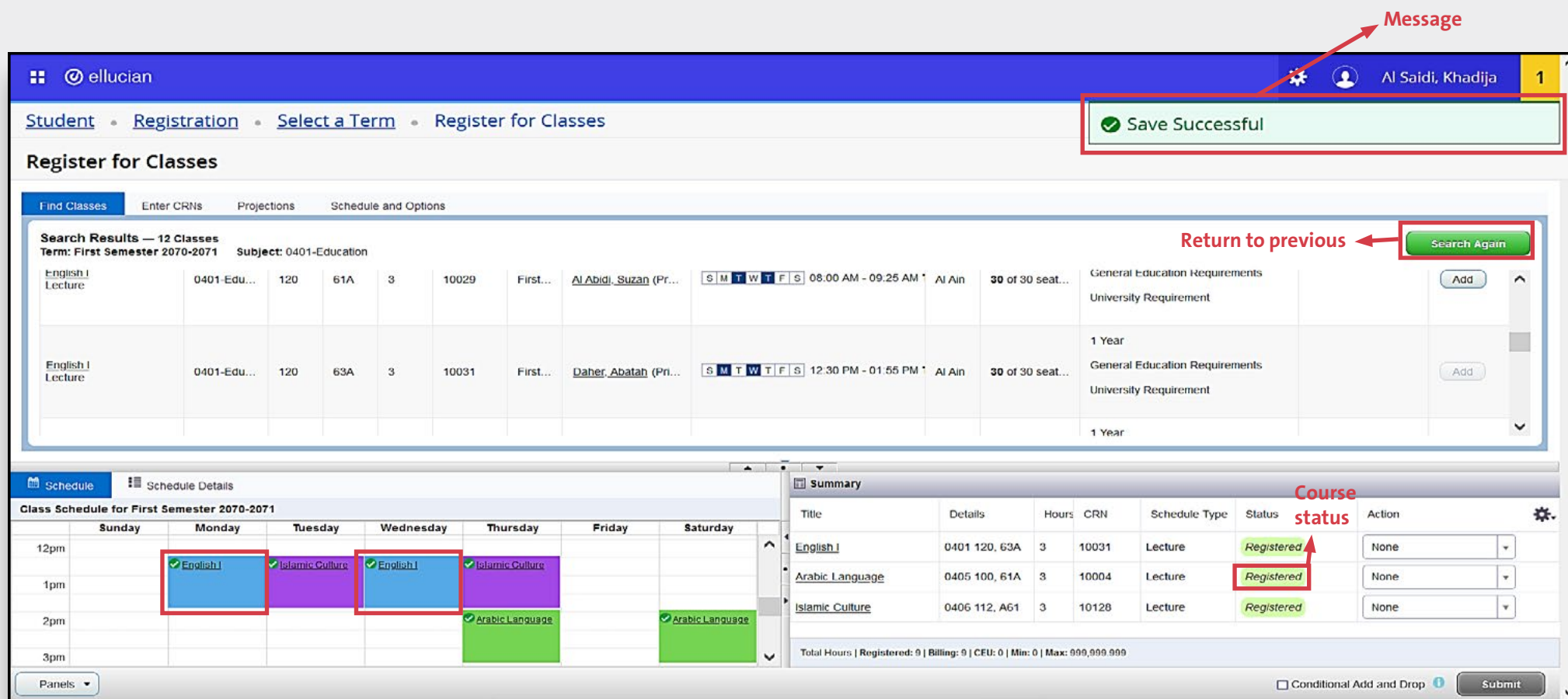
- in case you change your desire before submit choose remove from the drop list.



This is a close-up of the 'Summary' table. The 'English I' row is highlighted. A red box around the dropdown arrow in the 'Action' column is labeled '1) click'. A red box around the 'Remove' option in the dropdown menu is labeled '2) choose'. A red box around the 'Submit' button at the bottom right is labeled '3) press'.



6- If you have successfully registered, a message will appear stating “save successfully” and the course status will change to Registered.



The screenshot shows the 'Register for Classes' interface. At the top right, a green message box displays 'Save Successful'. Below the search results, a 'Search Again' button is highlighted with a red box and labeled 'Return to previous'. At the bottom, a 'Summary' table shows the status of registered courses.

| Title           | Details       | Hours | CRN   | Schedule Type | Status     | Action |
|-----------------|---------------|-------|-------|---------------|------------|--------|
| English I       | 0401 120, 63A | 3     | 10031 | Lecture       | Registered | None   |
| Arabic Language | 0405 100, 61A | 3     | 10004 | Lecture       | Registered | None   |
| Islamic Culture | 0406 112, A61 | 3     | 10128 | Lecture       | Registered | None   |

## B. Register courses Using CRN:

Use it if you know the **Course Reference Number (CRN)** of the sections.

The steps as follow:

1- Browser the classes, and memorise the desired CRNs



**Browse Classes**

Looking for classes? In this section you can browse classes you find interesting.

Student • Registration • Select a Term • Browse Classes


**Browse Classes**

Search Results — 19 Classes  
Term: First Semester 2070-2071 Subject: 0401-Education, 0405-Education

**الرقم المرجعي للمقرر (CRN)**

| Title             | Subject Descrip | Cours# N | Section# | Hours | CRN   | Term      | Instructor            | Meeting Times                         | Campus  | Status              | Attribute  | Li |
|-------------------|-----------------|----------|----------|-------|-------|-----------|-----------------------|---------------------------------------|---------|---------------------|--|----|
| English I Lecture | 0401-Educ...    | 103      | D61      | 3     | 10036 | First ... |                       |                                       | Abu ... | <b>FULL: 0 0...</b> | 1 Year<br>General Education Requirements<br>University Requirement |    |
| English I Lecture | 0401-Educ...    | 120      | 0        | 3     | 10028 | First ... |                       |                                       | Al Ain  | 30 of 30 seats...   | 1 Year<br>General Education Requirements<br>University Requirement |    |
| English I Lecture | 0401-Educ...    | 120      | 61       | 3     | 10032 | First ... | Abdallah_Rami (Pri... | S M T W T F S 08:00 AM - 09:25 AM Typ | Al Ain  | 30 of 30 seats...   | 1 Year<br>General Education Requirements<br>University Requirement |    |

## 2- Register for classes, using Enter CRN Tab.



**Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

### Register for Classes

Find Classes **Enter CRNs** Projections Schedule and Options

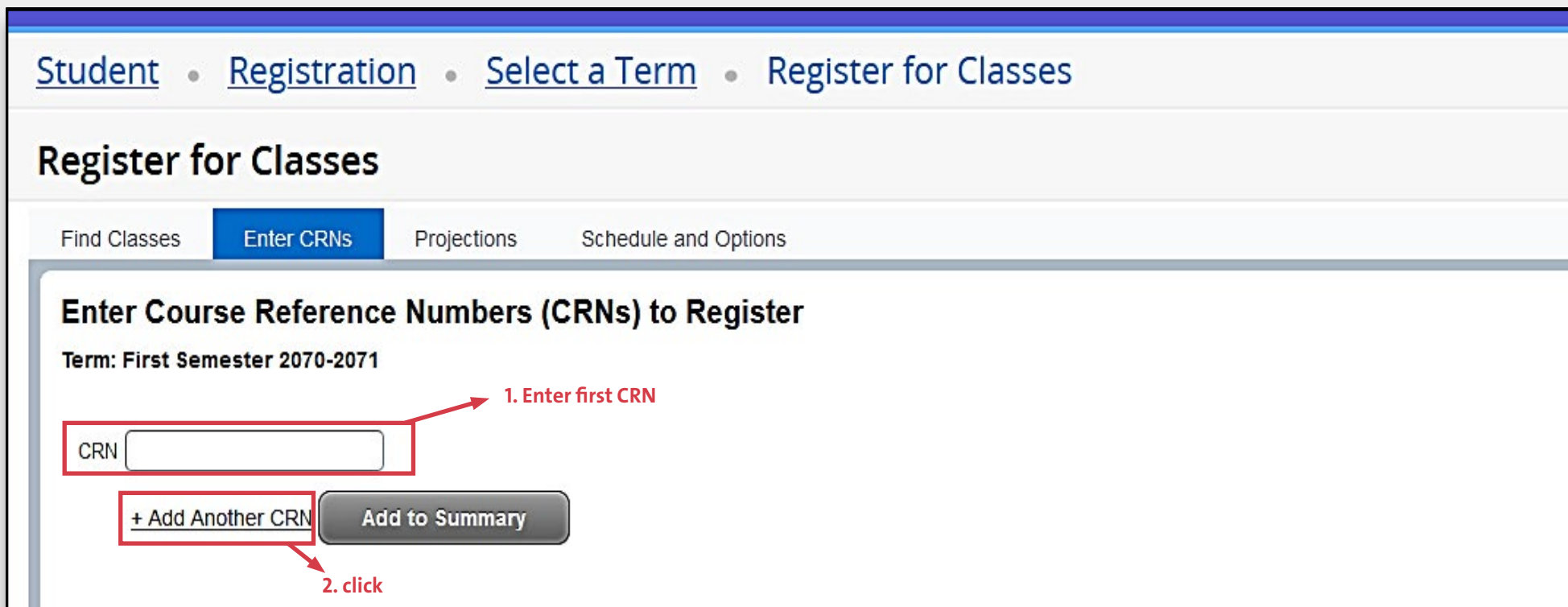
**Enter Course Reference Numbers (CRNs) to Register**

Term: First Semester 2070-2071

CRN

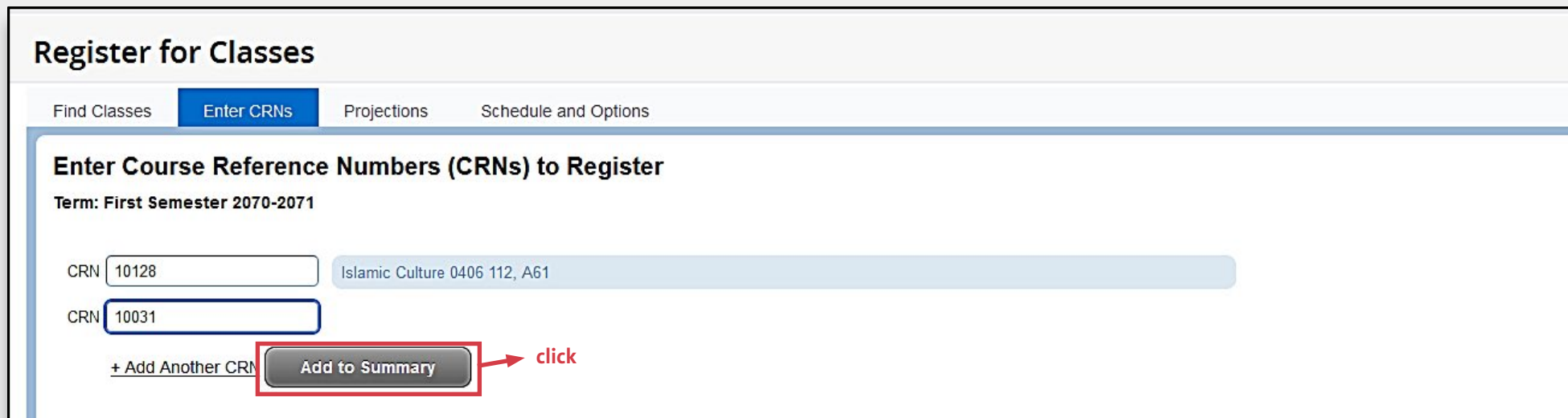
[+ Add Another CRN](#)

3- Enter the CRNs one by one – enter the first CRN, then click on “add another CRN” to enter/add the next CRN.



The screenshot displays the 'Register for Classes' web interface. At the top, a breadcrumb trail shows 'Student' • 'Registration' • 'Select a Term' • 'Register for Classes'. Below this, the main heading is 'Register for Classes'. A navigation bar contains four tabs: 'Find Classes', 'Enter CRNs' (which is highlighted in blue), 'Projections', and 'Schedule and Options'. The main content area is titled 'Enter Course Reference Numbers (CRNs) to Register' and shows 'Term: First Semester 2070-2071'. There is a text input field labeled 'CRN' with a red box around it and a red arrow pointing to it from the text '1. Enter first CRN'. Below the input field are two buttons: '+ Add Another CRN' (with a red box around it and a red arrow pointing to it from the text '2. click') and 'Add to Summary'.

4- After adding all CRNs, press the **“Add to Summary”** button.



**Register for Classes**

Find Classes **Enter CRNs** Projections Schedule and Options

**Enter Course Reference Numbers (CRNs) to Register**

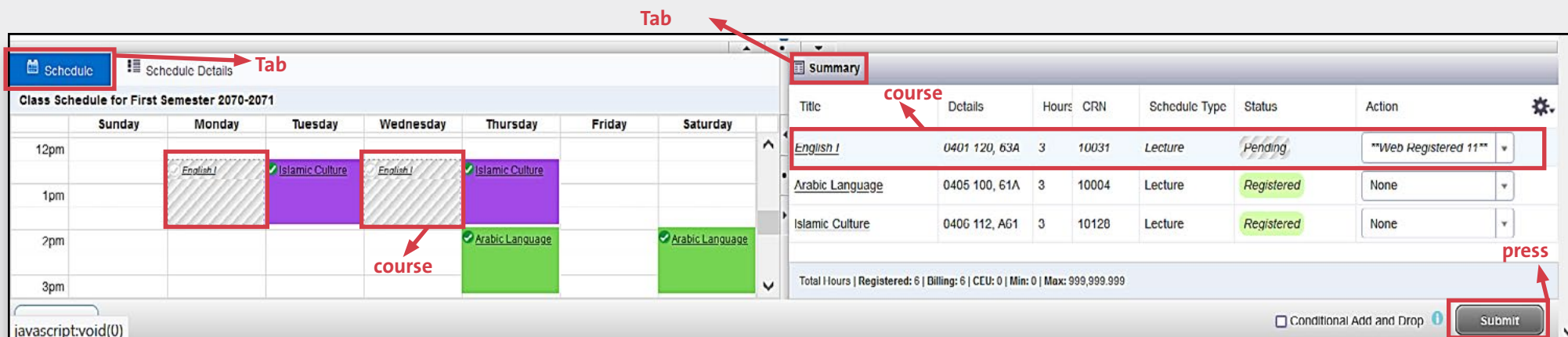
Term: First Semester 2070-2071

CRN  Islamic Culture 0406 112, A61

CRN

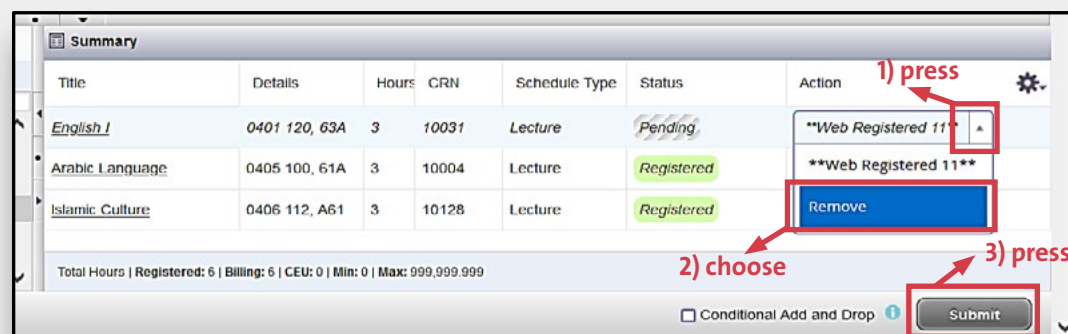
[+ Add Another CRN](#) **Add to Summary** → click

5- The course will appear under **Summary tab** in **pending status**. Also it will appear in **schedule tab**. Press **“Submit”** button to confirm registration.



The screenshot shows the registration system interface. On the left, the 'Schedule' tab is active, displaying a class schedule for the first semester 2070-2071. The schedule is organized by day (Sunday to Saturday) and time (12pm to 3pm). Courses are listed in colored blocks: English I (hatched), Islamic Culture (purple), and Arabic Language (green). A red box highlights the 'English I' course in the Monday 12pm slot, with a red arrow pointing to it labeled 'course'. On the right, the 'Summary' tab is active, showing a table of courses. The table has columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. The 'English I' course is highlighted in red, with a red arrow pointing to it labeled 'course'. The status for 'English I' is 'Pending', and the action is a dropdown menu with the option '\*\*Web Registered 11\*\*'. The 'Submit' button is highlighted in red at the bottom right, with a red arrow pointing to it labeled 'press'.

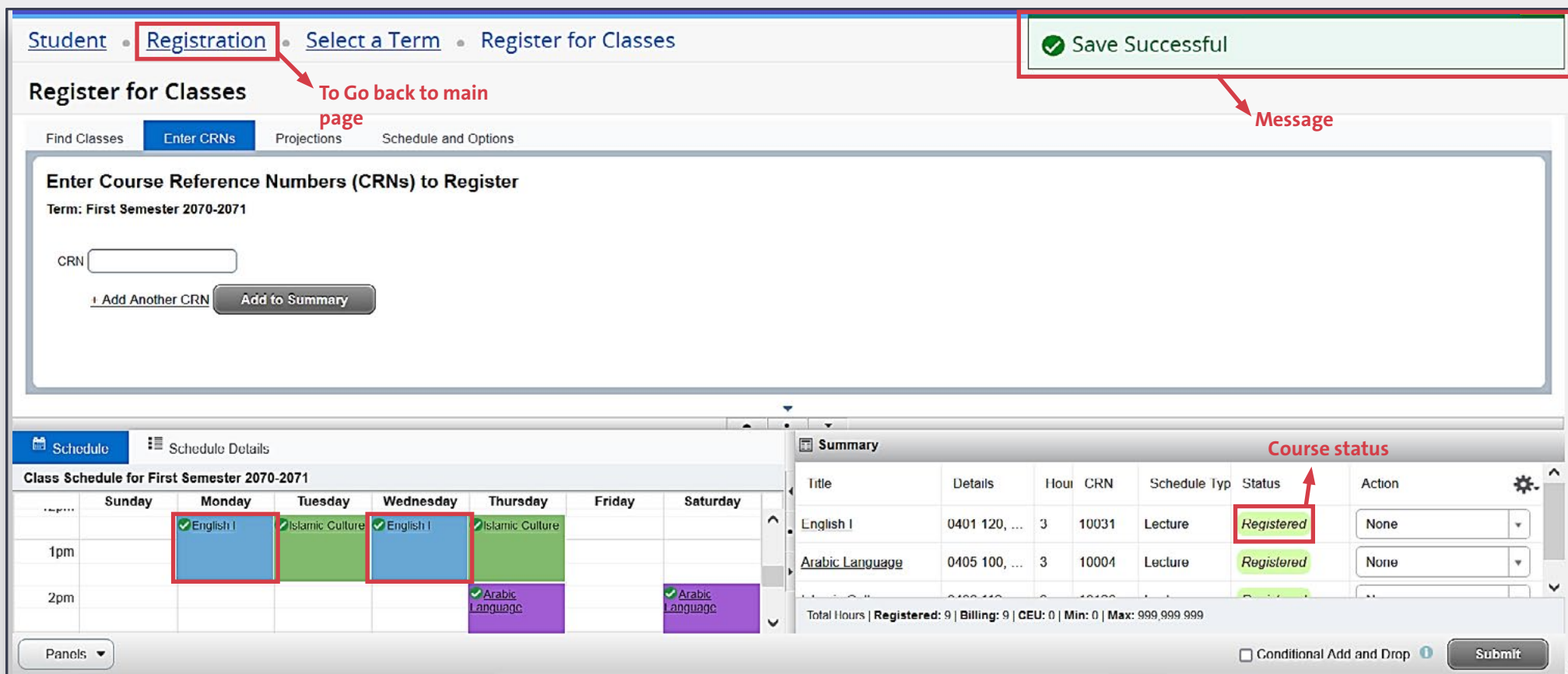
- in case you change your desire **before submit** choose **remove** from the drop list.



The screenshot shows the 'Summary' tab of the registration system. The table of courses is visible, with the 'English I' course highlighted in red. The status for 'English I' is 'Pending', and the action is a dropdown menu with the option '\*\*Web Registered 11\*\*'. A red box highlights the 'Remove' button in the action column, with a red arrow pointing to it labeled '1) press'. Another red box highlights the 'Submit' button at the bottom right, with a red arrow pointing to it labeled '3) press'. A red arrow points to the dropdown menu with the label '2) choose'.



6- If you have **successfully registered**, a message will appear stating **“save successfully”** and the **course status** will change to **Registered**.



The screenshot displays the registration process. At the top, a navigation bar includes 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. A green message box in the top right corner states 'Save Successful'. Below this, the 'Register for Classes' section has tabs for 'Find Classes', 'Enter CRNs', 'Projections', and 'Schedule and Options'. The 'Enter CRNs' tab is active, showing a form to 'Enter Course Reference Numbers (CRNs) to Register' for the 'First Semester 2070-2071'. A 'CRN' input field and an 'Add to Summary' button are visible. Below the form, a 'Schedule' tab is selected, showing a 'Class Schedule for First Semester 2070-2071' with a grid of days and times. The 'Monday' and 'Wednesday' columns are highlighted with red boxes. To the right, a 'Summary' table lists registered courses. The 'Status' column in this table is highlighted with a red box, showing 'Registered' for both 'English I' and 'Arabic Language'.

**Navigation:** Student • **Registration** • Select a Term • Register for Classes

**Message:** Save Successful

**Register for Classes:** Find Classes | **Enter CRNs** | Projections | Schedule and Options

**Enter Course Reference Numbers (CRNs) to Register**  
Term: First Semester 2070-2071

CRN:

[Add Another CRN](#) **Add to Summary**

**Schedule:** Schedule Details

**Class Schedule for First Semester 2070-2071**

|     | Sunday | Monday    | Tuesday         | Wednesday | Thursday        | Friday | Saturday        |
|-----|--------|-----------|-----------------|-----------|-----------------|--------|-----------------|
| 1pm |        | English I | Islamic Culture | English I | Islamic Culture |        |                 |
| 2pm |        |           |                 |           | Arabic Language |        | Arabic Language |

**Summary Table:**

| Title           | Details       | Hour | CRN   | Schedule Typ | Status     | Action |
|-----------------|---------------|------|-------|--------------|------------|--------|
| English I       | 0401 120, ... | 3    | 10031 | Lecture      | Registered | None   |
| Arabic Language | 0405 100, ... | 3    | 10004 | Lecture      | Registered | None   |

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 999,999,999

Conditional Add and Drop **Submit**

## C. Register courses using Projection Module:

**View only possible courses - automated filtered courses - to register in a semester based on prerequisite completion and availability in scheduled classes.**

**The steps as follow:**

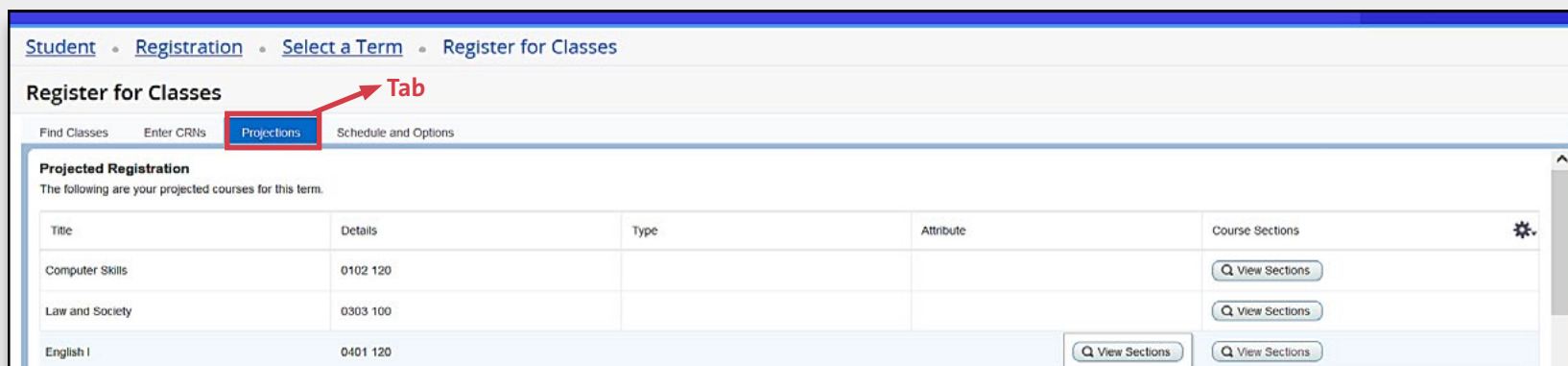
### 1- Click on “Register for classes”



#### Register for Classes

Search and register for your classes. You can also view and manage your schedule.

### 2- View the projected courses, under Projection tab



Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs **Projections** Schedule and Options

**Projected Registration**  
The following are your projected courses for this term.

| Title           | Details  | Type | Attribute | Course Sections   |
|-----------------|----------|------|-----------|---|
| Computer Skills | 0102 120 |      |           | <a href="#">View Sections</a>                               |
| Law and Society | 0303 100 |      |           | <a href="#">View Sections</a>                               |
| English I       | 0401 120 |      |           | <a href="#">View Sections</a> <a href="#">View Sections</a> |

3- View the sections of the desired course by clicking on view sections.  
**(example course)**

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs **Projections** Schedule and Options

**Projected Registration**  
The following are your projected courses for this term.

| Title           | Details  | Type | Attribute | Course Sections               |
|-----------------|----------|------|-----------|-------------------------------|
| Computer Skills | 0102 120 |      |           | <a href="#">View Sections</a> |
| Law and Society | 0303 100 |      |           | <a href="#">View Sections</a> |
| English I       | 0401 120 |      |           | <a href="#">View Sections</a> |
| Arabic Language | 0405 100 |      |           | <a href="#">View Sections</a> |

**course** (arrow pointing to English I row)

**Click to view available section** (arrow pointing to View Sections button for English I)

4- Click on add for the desired section (**scheduled sections for the course**)

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Projections | Schedule and Options

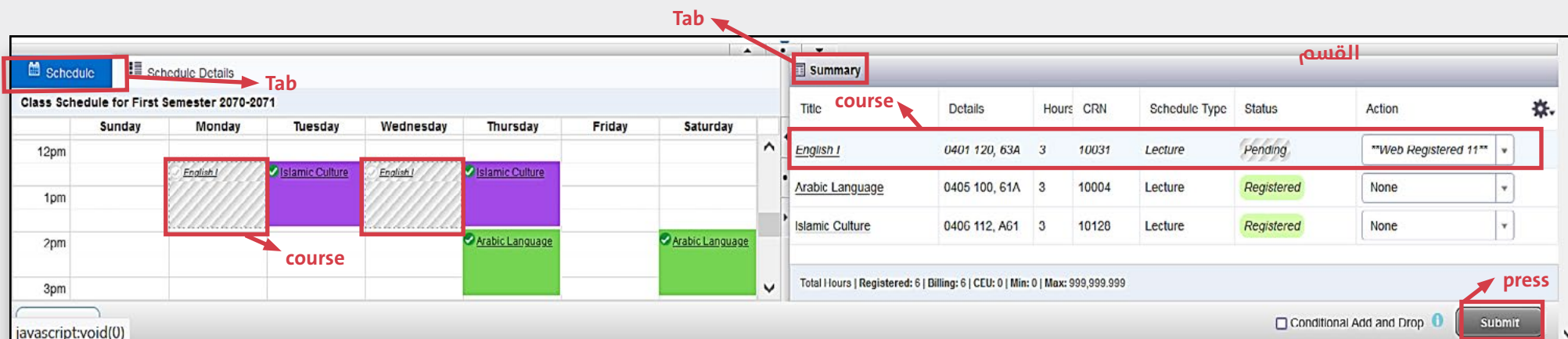
Return to Projections | Term: First Semester 2070-2071

| Course            | CRN         | Section | CRN | Section | Instructor                            | Days          | Time                  | Location | Seats            | Requirements   | Action |
|-------------------|-------------|---------|-----|---------|---------------------------------------|---------------|-----------------------|----------|------------------|--|--------|
| English I Lecture | 0401-Edu... | 120     | 61  | 3       | 10032 First... Abdallah, Rami (Pr...  | S M T W T F S | 08:00 AM - 09:25 AM 1 | Al Ain   | 30 of 30 seat... | 1 Year<br>General Education Requirements<br>University Requirement | Add    |
| English I Lecture | 0401-Edu... | 120     | 61A | 3       | 10029 First... Al Abidi, Suzan (Pr... | S M T W T F S | 08:00 AM - 09:25 AM 1 | Al Ain   | 30 of 30 seat... | 1 Year<br>General Education Requirements<br>University Requirement | Add    |

**Course sections** (points to the table)

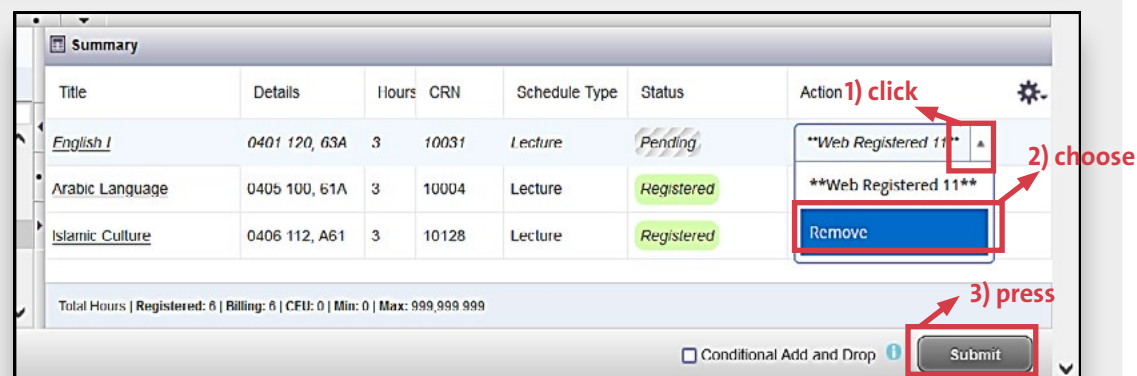
**Click to add/register the desired section** (points to the Add button)

5- The course will appear under Summary tab in **pending status**. Also it will appear in schedule tab. Press **“Submit”** button to confirm registration.



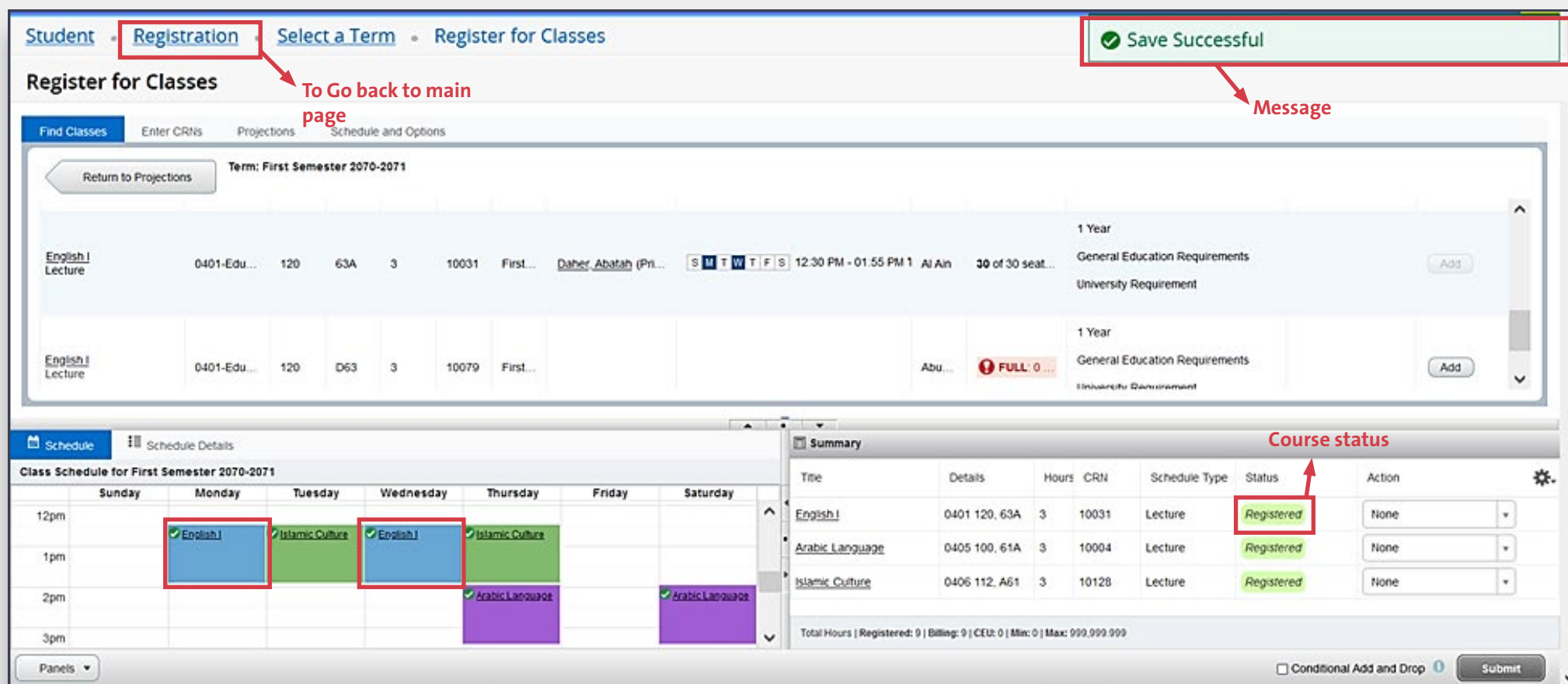
The screenshot shows a web interface with two main sections. On the left is a 'Class Schedule for First Semester 2070-2071' grid with days of the week as columns and time slots (12pm, 1pm, 2pm, 3pm) as rows. Courses are listed in colored blocks: 'English I' (hatched), 'Islamic Culture' (purple), and 'Arabic Language' (green). A red box highlights the 'English I' block, with a red arrow pointing to it labeled 'course'. On the right is a 'Summary' table with columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The 'English I' row is highlighted in a red box, with a red arrow pointing to the word 'course' in the Title column. The Status for 'English I' is 'Pending'. Below the table, there is a 'Submit' button highlighted with a red box and a red arrow pointing to it labeled 'press'. At the top left, there are tabs for 'Schedule' and 'Schedule Details', with a red arrow pointing to 'Schedule Details' labeled 'Tab'.

- in case you change your desire **before clicking “submit” to confirm course registration**, thus choose remove from the drop list. Then click **“submit”**



This is a close-up of the 'Summary' table from the previous screenshot. The 'Action' column for the 'English I' row is expanded into a dropdown menu. The menu contains the text '\*\*Web Registered 11\*\*' and a 'Remove' button. Three red arrows with numbers indicate the steps: '1) click' points to the dropdown arrow, '2) choose' points to the 'Remove' button, and '3) press' points to the 'Submit' button at the bottom right of the interface.

6- If you have **successfully registered**, a message will appear stating **“save successfully”** and the **course status** will change to **Registered**.



The screenshot displays the 'Register for Classes' interface. At the top, a navigation bar includes 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. A green message box in the top right corner states 'Save Successful'. Below this, a list of courses is shown, including 'English I Lecture' (CRN 10031) and 'English I Lecture' (CRN 10079). The 'English I Lecture' (CRN 10031) is highlighted with a red box, and an arrow points to it with the text 'To Go back to main page'. Below the course list, a 'Class Schedule for First Semester 2070-2071' is displayed as a grid. The 'English I' course is scheduled for Monday and Wednesday at 12pm, and 'Arabic Language' is scheduled for Thursday and Saturday at 3pm. A 'Summary' table at the bottom right shows the 'Course status' for each course, with 'Registered' highlighted in green for 'English I', 'Arabic Language', and 'Islamic Culture'. An arrow points to the 'Registered' status with the text 'Course status'. At the bottom right, there is a 'Submit' button and a 'Conditional Add and Drop' checkbox.





# Register a linked course

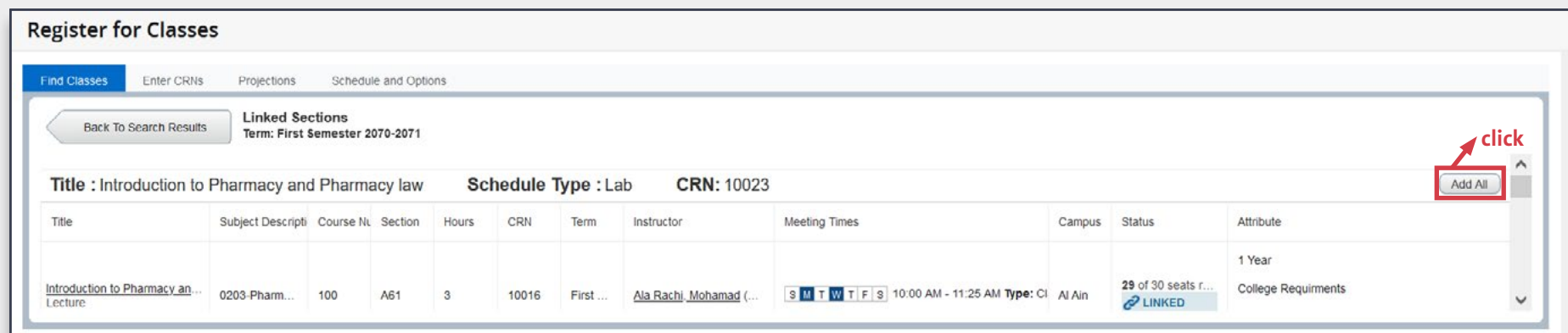
The steps as follow:

## 1- Click “view linked”.



|                                  |             |     |    |   |       |          |                        |               |                     |        |                           |  |                    |     |
|----------------------------------|-------------|-----|----|---|-------|----------|------------------------|---------------|---------------------|--------|---------------------------|--|--------------------|-----|
| Introduction to Pharma...<br>Lab | 0203-Pha... | 100 | 1A | 0 | 10023 | First... | Zakaria, Aliaa (Pri... | S M T W T F S | 08:00 AM - 10:50 AM | Al Ain | 14 of 15 sea...<br>LINKED | 1 Year<br>College Requirements<br>Non University Requirement | <b>View Linked</b> | Add |
|----------------------------------|-------------|-----|----|---|-------|----------|------------------------|---------------|---------------------|--------|---------------------------|--|--------------------|-----|

## 2- Available linked lab sections will appear, click on “Add All” to add the lecture and lab



**Register for Classes**

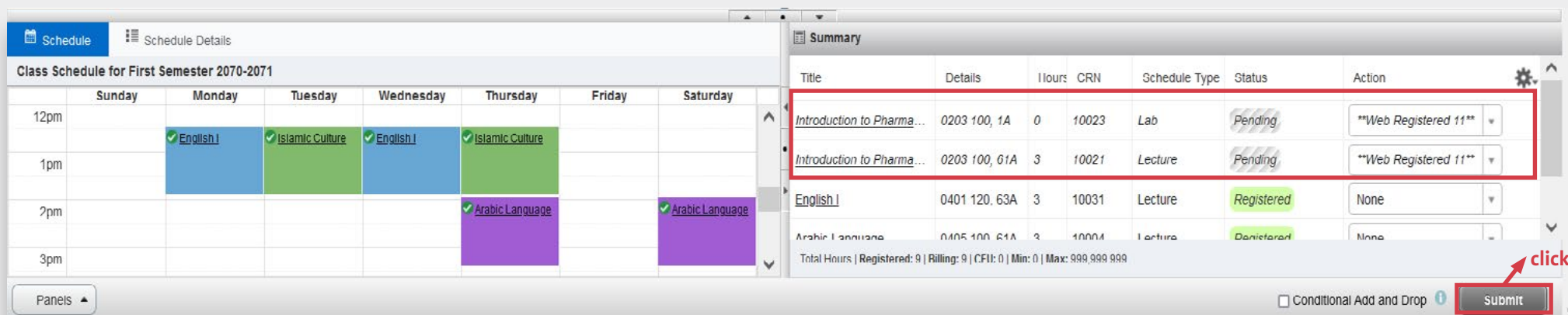
Find Classes | Enter CRNs | Projections | Schedule and Options

Back To Search Results | **Linked Sections**  
Term: First Semester 2070-2071

Title : Introduction to Pharmacy and Pharmacy law    Schedule Type : Lab    CRN: 10023

| Title                                     | Subject Descripti | Course No | Section | Hours | CRN   | Term      | Instructor               | Meeting Times | Campus              | Status             | Attribute  |
|---|-------------------|-----------|---------|-------|-------|-----------|--------------------------|---------------|---------------------|--------------------|--|
| Introduction to Pharmacy an...<br>Lecture | 0203-Pharm...     | 100       | A61     | 3     | 10016 | First ... | Ala Rachi, Mohamad (...) | S M T W T F S | 10:00 AM - 11:25 AM | Type: Cl<br>Al Ain | 29 of 30 seats r...<br>LINKED<br>1 Year<br>College Requirments |

### 3- Press “submit” to confirm registration



**Class Schedule for First Semester 2070-2071**

|      | Sunday | Monday    | Tuesday         | Wednesday | Thursday        | Friday | Saturday        |
|------|--------|-----------|-----------------|-----------|-----------------|--------|-----------------|
| 12pm |        | English I | Islamic Culture | English I | Islamic Culture |        |                 |
| 1pm  |        |           |                 |           |                 |        |                 |
| 2pm  |        |           |                 |           | Arabic Language |        | Arabic Language |
| 3pm  |        |           |                 |           |                 |        |                 |

**Summary**

| Title                     | Details       | Hours | CRN   | Schedule Type | Status     | Action                |
|---------------------------|---------------|-------|-------|---------------|------------|-----------------------|
| Introduction to Pharma... | 0203 100, 1A  | 0     | 10023 | Lab           | Pending    | **Web Registered 11** |
| Introduction to Pharma... | 0203 100, 61A | 3     | 10021 | Lecture       | Pending    | **Web Registered 11** |
| English I                 | 0401 120, 63A | 3     | 10031 | Lecture       | Registered | None                  |
| Arabic Language           | 0405 100, 61A | 3     | 10004 | Lecture       | Denied     | None                  |

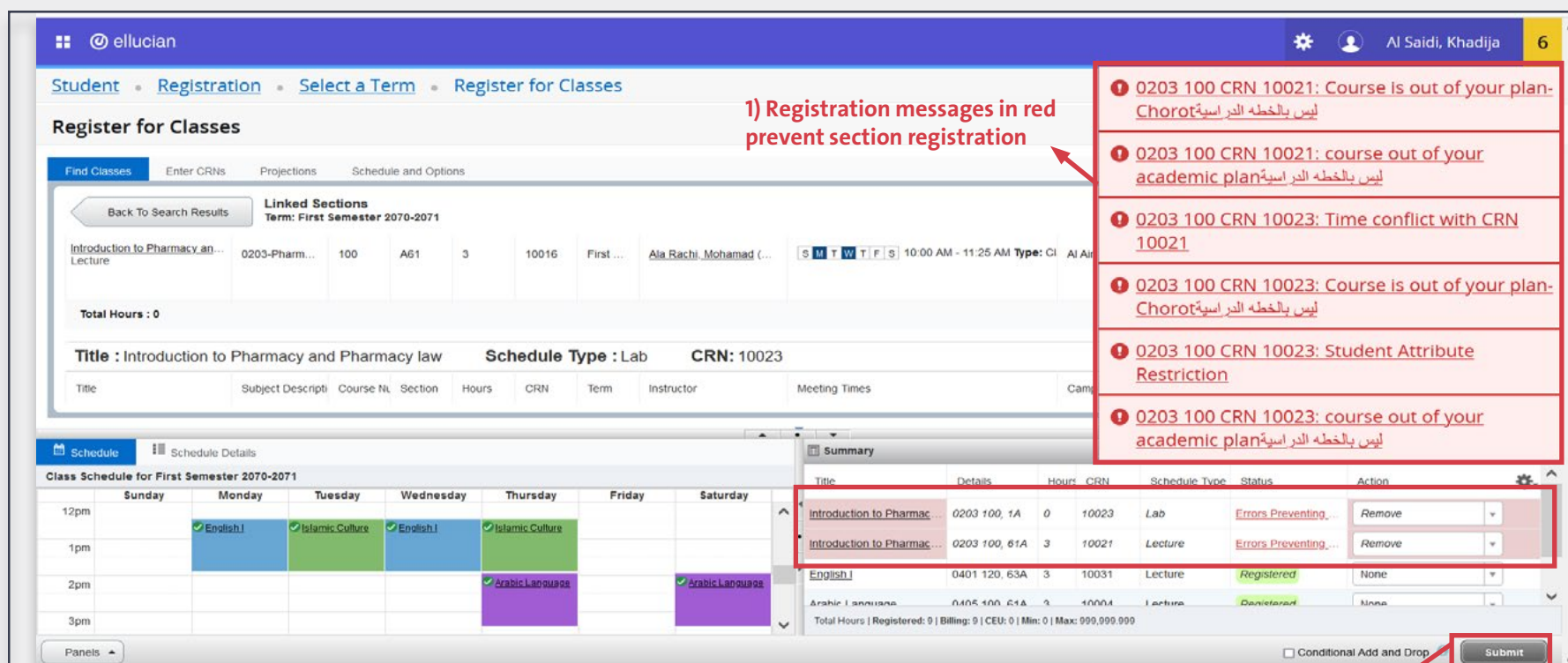
Total Hours | Registered: 9 | Billing: 9 | CFI: 0 | Min: 0 | Max: 999,999,999

Conditional Add and Drop **Submit**



## Registration Restrictions :

- **Types of restrictions :**
- **Registration restrictions:** For any reason, you are ineligible to register in a course/section, a message will be displayed in **red color**.



The screenshot displays the 'Register for Classes' interface. At the top, there are navigation links: Student, Registration, Select a Term, and Register for Classes. The main heading is 'Register for Classes'. Below this, there are tabs for 'Find Classes', 'Enter CRNs', 'Projections', and 'Schedule and Options'. A 'Back To Search Results' button is visible. The 'Linked Sections' section shows 'Term: First Semester 2070-2071'. A table lists sections with columns for Title, Subject Descripti, Course No, Section, Hours, CRN, Term, Instructor, Meeting Times, and Camp. Below this, there is a 'Total Hours : 0' and a 'Title : Introduction to Pharmacy and Pharmacy law' with 'Schedule Type : Lab' and 'CRN: 10023'. A 'Class Schedule for First Semester 2070-2071' is shown as a grid with days of the week and times. A 'Summary' table at the bottom lists sections with columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. A red box highlights the 'Summary' table, and a red arrow points to the 'Submit' button at the bottom right.

1) Registration messages in red prevent section registration

2) Click on "Submit" to remove the course with errors

## Other registration restrictions:

| # | Messages                      | Meaning of the Messages   | Required Action  |
|---|-------------------------------|---|--|
| 1 | Campus Restriction            | Students is restricted to register for courses designated for their campus (Alain/Abu Dhabi)            | Select another section of this course or select another course |
| 2 | College Restriction           | The Course is restricted to students within a certain college   | Select another course  |
| 3 | Program Restriction           | Enrollment in course is restricted to students within a certain program/major                           | Select another course  |
| 4 | Field of Study Restriction    | Enrollment in course is restricted to students within a certain Major- concentration                    | Select another course  |
| 5 | CAPP Restriction              | The course is out of your academic plan   | Select another course  |
| 6 | Cohort Restriction            | The course is out of your academic plan edition   | Select another course  |
| 7 | Level Restriction             | The Course is restricted to students within a certain level (Bachelor/Master/Diploma)                   | Select another course  |
| 8 | Student Attribute Restriction | The course is restricted to students with a certain attribute (male/female/people of determination ...) | Select another section/course                                  |
| 9 | Closed Section                | The section is closed, no more seats available to register in the section                               | Select another section of this course or select another course |

## Other registration restrictions:

| #  | Messages                          | Meaning of the Messages   | Required Action   |
|----|-----------------------------------|---|---|
| 10 | Time conflict                     | Course section overlaps in time with another course   | Select another section of this course or select another course  |
| 11 | Duplicate Course                  | Student is already registered for same course   | Select another course   |
| 12 | Linked course required            | the course has a linked lecture or lab. You must register both  | You must register for both courses (lecture and lab)  |
| 13 | Repeat restriction                | You Passed this course before   | Select another course or Contact the Admission and registration Unit if you want to repeat the course |
| 14 | Prerequisite and Test Score error | Course pre-requisites have not been met. Prerequisites may include other courses or proficiency test scores   | Select another course   |
| 15 | Maximum hours exceeded            | you exceeded the Maximum academic load ( Credit hours) allowed according to student's academic standing/level | Drop one of the enrolled courses to register the course   |
| 16 | Minimum hours restriction         | you exceeded the Minimum academic load ( Credit hours) allowed according to student's academic standing/level | Contact the Admission and registration Unit   |

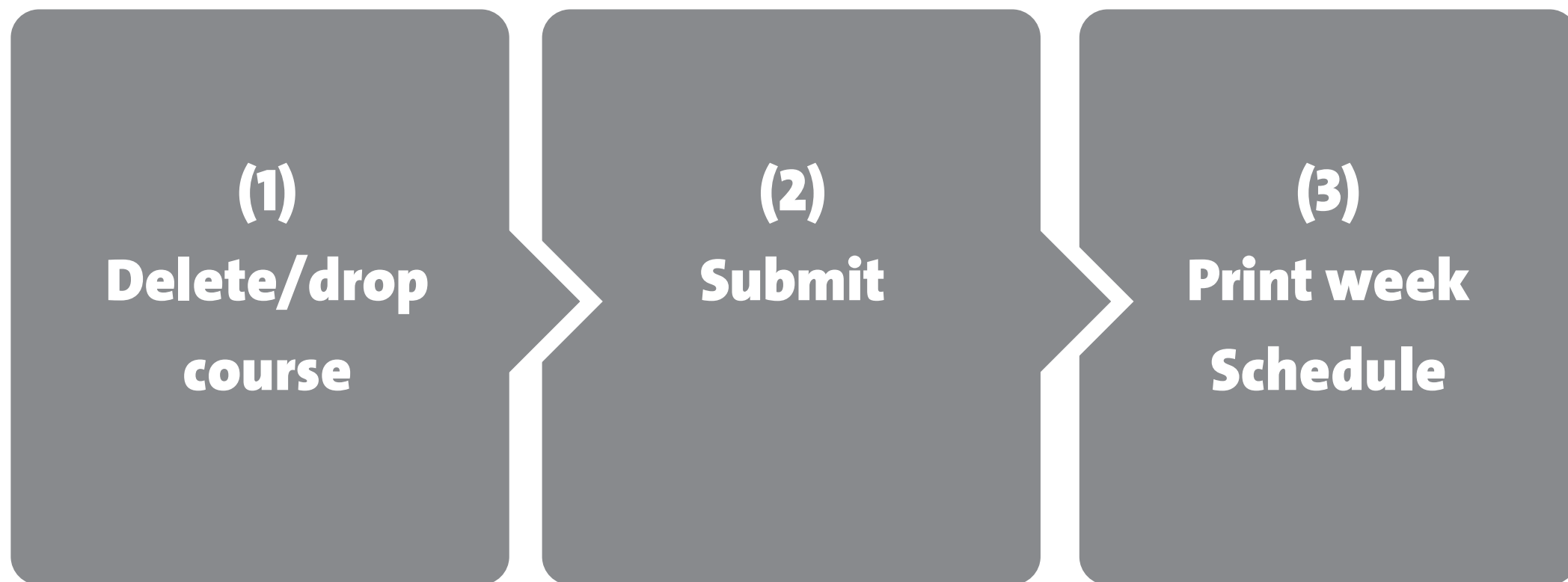




# **COURSES DROPPING STEPS**



## Steps to delete/drop courses




## Delete registered course:

**Drop a courses online within the announced add/drop period.**

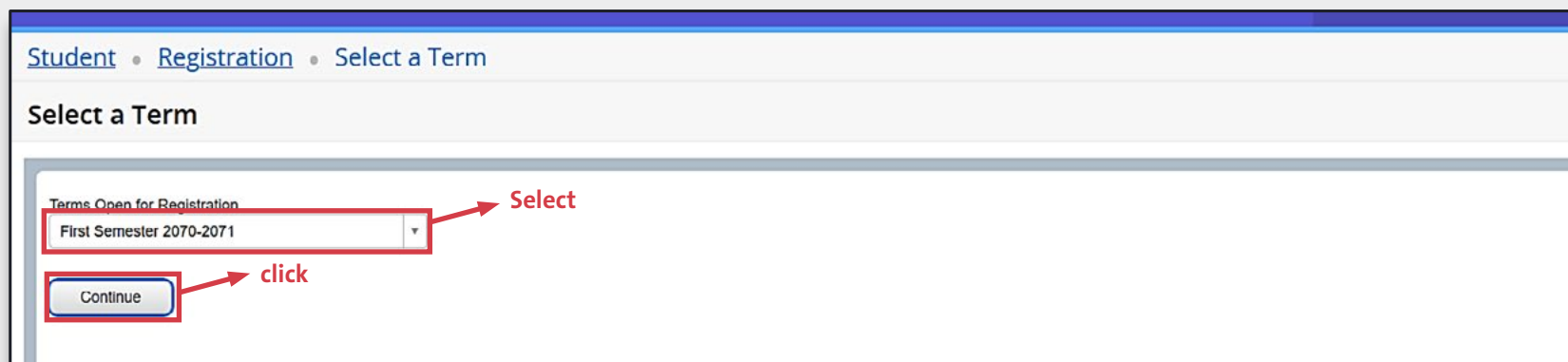
**The steps as follow:**

1- Click on **“Register for classes”**



[Register for Classes](#)  
Search and register for your classes. You can also view and manage your schedule.

2- Select the term from the drop list, then click **“Continue”**



Student • Registration • Select a Term

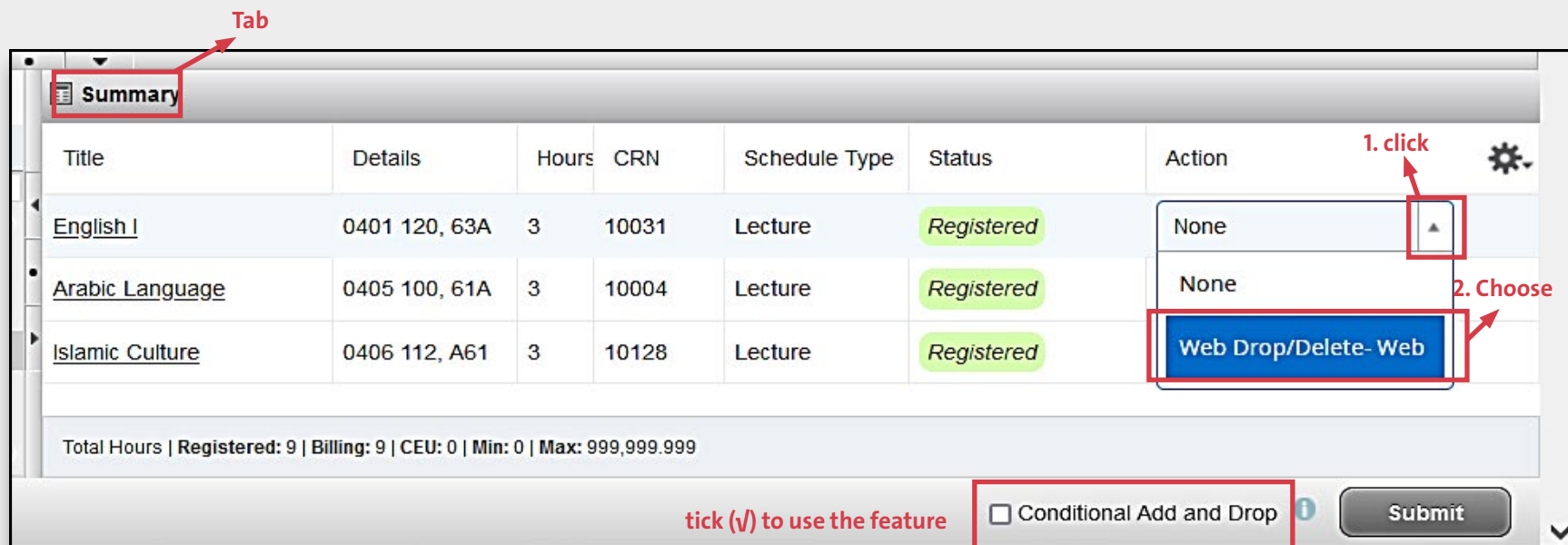
Select a Term

Terms Open for Registration  
First Semester 2070-2071

Continue

3- Under **Summary tab**, stand on the desired course to drop.

4- Select “**web drop**” option from the drop list



The screenshot shows a web interface with a 'Summary' tab. Below the tab is a table with columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The table lists three courses: English I, Arabic Language, and Islamic Culture. The 'Islamic Culture' row is selected, and its 'Action' dropdown menu is open, showing options: None, None, and Web Drop/Delete- Web. A red box highlights the 'Web Drop/Delete- Web' option. A red arrow points to the dropdown arrow with the label '1. click', and another red arrow points to the selected option with the label '2. Choose'. Below the table, there is a summary bar: 'Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 999,999.999'. At the bottom, there is a checkbox labeled 'Conditional Add and Drop' with an information icon, and a 'Submit' button. A red arrow points to the checkbox with the label 'tick (✓) to use the feature'.

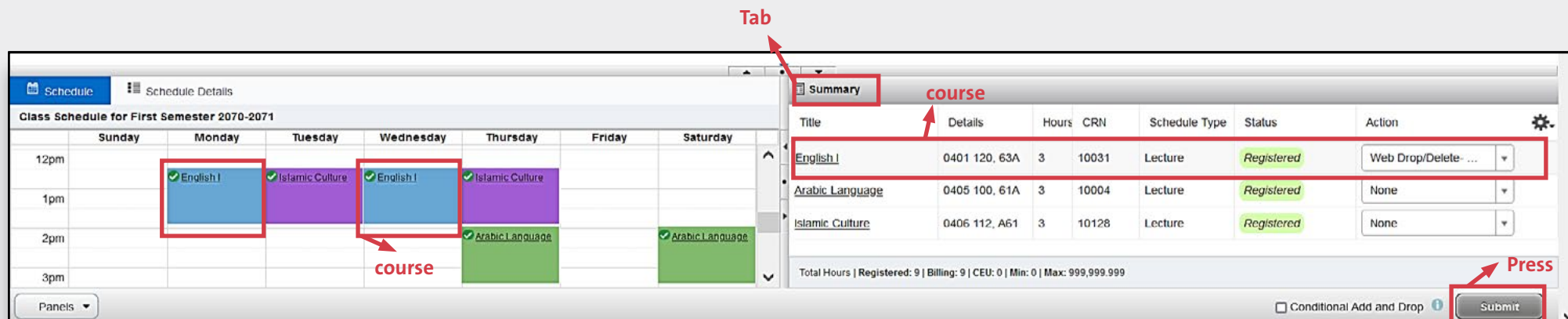
| Title                           | Details       | Hours | CRN   | Schedule Type | Status     | Action               |
|---------------------------------|---------------|-------|-------|---------------|------------|----------------------|
| <a href="#">English I</a>       | 0401 120, 63A | 3     | 10031 | Lecture       | Registered | None                 |
| <a href="#">Arabic Language</a> | 0405 100, 61A | 3     | 10004 | Lecture       | Registered | None                 |
| <a href="#">Islamic Culture</a> | 0406 112, A61 | 3     | 10128 | Lecture       | Registered | Web Drop/Delete- Web |

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 999,999.999

Conditional Add and Drop Submit

A feature to be used in case you want to drop a course/section and add a new course/section to schedule, thus drop the course/section if only the new course/section is added to schedule with no errors.

### 5- Press “submit”.

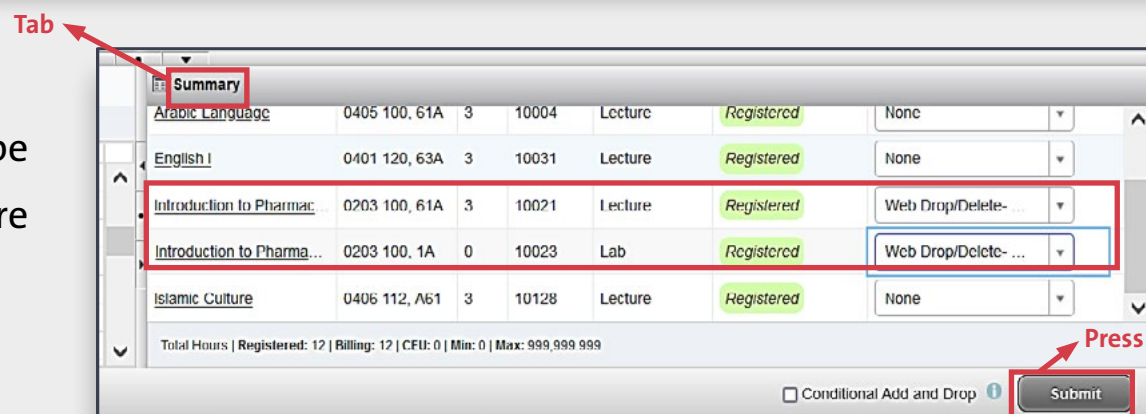


The screenshot shows a class schedule for the first semester of 2070-2071. On the left is a grid with days of the week and times (12pm, 1pm, 2pm, 3pm). Courses are listed in colored blocks: English I (blue), Islamic Culture (purple), and Arabic Language (green). A red box labeled 'course' points to the 'English I' block on Wednesday. On the right is a 'Summary' table with columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The table lists three courses: English I, Arabic Language, and Islamic Culture. A red box labeled 'Tab' points to the 'Summary' tab. Another red box labeled 'course' points to the 'English I' row in the table. At the bottom right, a 'Submit' button is highlighted with a red box and labeled 'Press'.

| Title           | Details       | Hours | CRN   | Schedule Type | Status     | Action               |
|-----------------|---------------|-------|-------|---------------|------------|----------------------|
| English I       | 0401 120, 63A | 3     | 10031 | Lecture       | Registered | Web Drop/Delete- ... |
| Arabic Language | 0405 100, 61A | 3     | 10004 | Lecture       | Registered | None                 |
| Islamic Culture | 0406 112, A61 | 3     | 10128 | Lecture       | Registered | None                 |

### \*Important note:

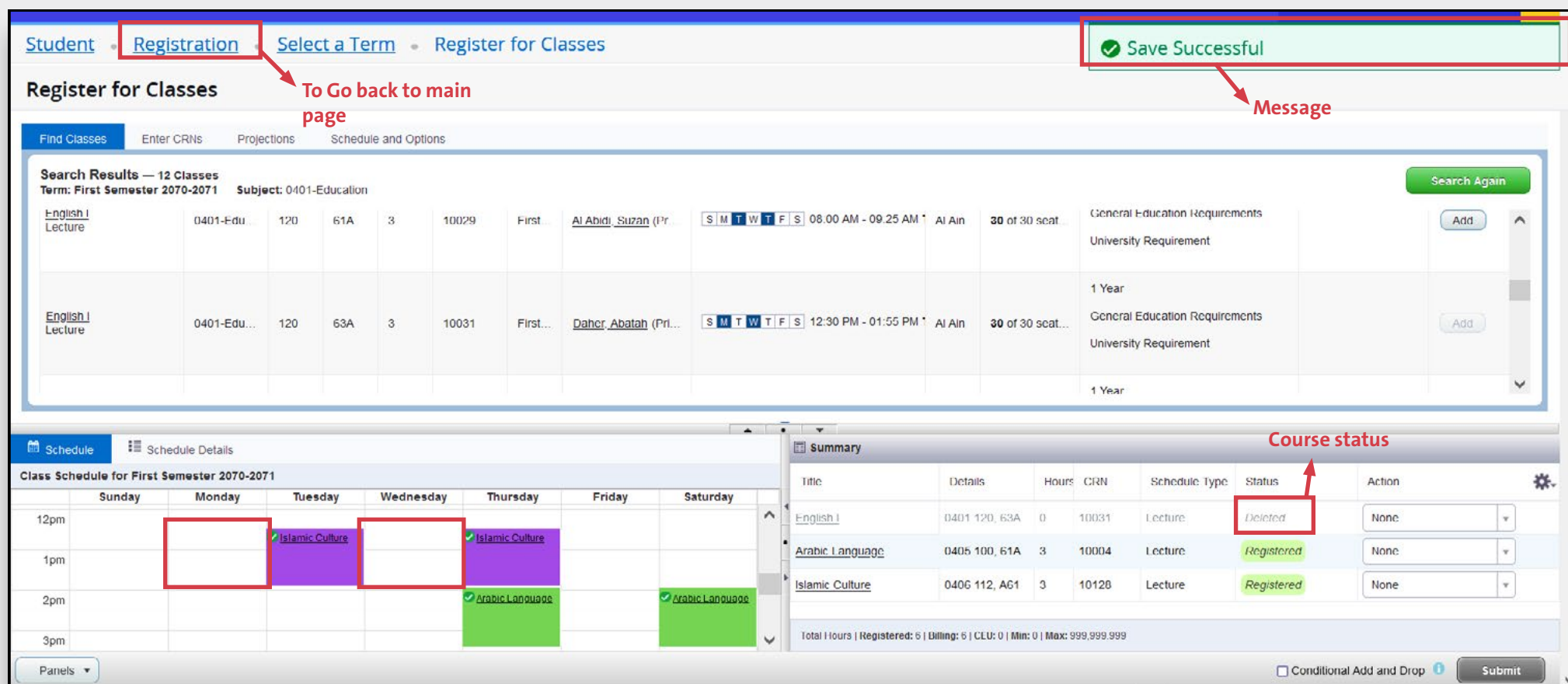
If you want to drop a linked section, you will be requested to confirm the deletion of both lecture and lab.



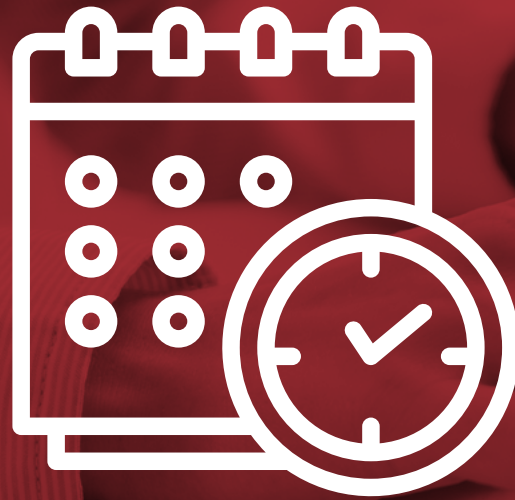
This close-up screenshot shows the 'Summary' table with two rows for 'Introduction to Pharmacology'. The first row is a lecture (CRN 10021) and the second is a lab (CRN 10023). Both rows have 'Web Drop/Delete- ...' buttons highlighted with red boxes. A red box labeled 'Tab' points to the 'Summary' tab. A red box labeled 'Press' points to the 'Submit' button at the bottom right.

| Title                      | Details       | Hours | CRN   | Schedule Type | Status     | Action               |
|----------------------------|---------------|-------|-------|---------------|------------|----------------------|
| Arabic Language            | 0405 100, 61A | 3     | 10004 | Lecture       | Registered | None                 |
| English I                  | 0401 120, 63A | 3     | 10031 | Lecture       | Registered | None                 |
| Introduction to Pharmac... | 0203 100, 61A | 3     | 10021 | Lecture       | Registered | Web Drop/Delete- ... |
| Introduction to Pharma...  | 0203 100, 1A  | 0     | 10023 | Lab           | Registered | Web Drop/Delete- ... |
| Islamic Culture            | 0406 112, A61 | 3     | 10128 | Lecture       | Registered | None                 |

6- If you have **successfully dropped**, a message will appear stating **“save successfully”** and the **course status** will change to **dropped**.



The screenshot displays the 'Register for Classes' interface. At the top, a navigation bar includes 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. A green message box in the top right corner states 'Save Successful'. Below the navigation, there are tabs for 'Find Classes', 'Enter CRNs', 'Projections', and 'Schedule and Options'. The 'Search Results' section shows 12 classes for the First Semester 2070-2071, with details for two classes: English I Lecture (CRN 10029) and English I Lecture (CRN 10031). Below the search results, there is a 'Class Schedule for First Semester 2070-2071' grid showing class times from 12pm to 3pm across the days of the week. To the right, a 'Summary' table lists the course status for three courses: English I (Deleted), Arabic Language (Registered), and Islamic Culture (Registered). A red arrow points to the 'Deleted' status in the summary table. A red box highlights the 'Registration' link in the top navigation bar, with a red arrow pointing to it and the text 'To Go back to main page'. Another red box highlights the 'Save Successful' message, with a red arrow pointing to it and the text 'Message'. A red box highlights the 'Deleted' status in the summary table, with a red arrow pointing to it and the text 'Course status'. At the bottom right, there is a 'Submit' button and a checkbox for 'Conditional Add and Drop'.

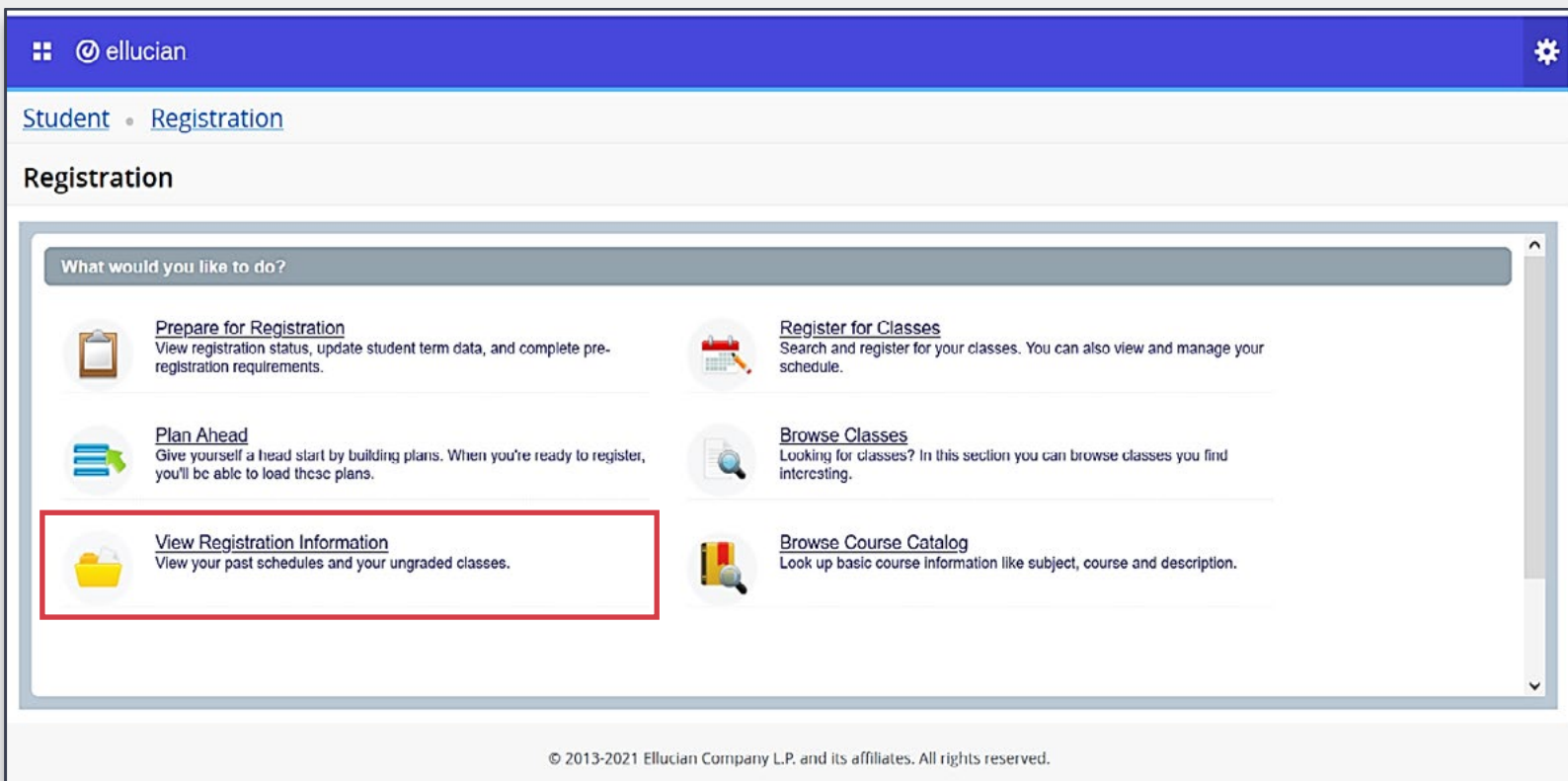


# Steps to view/print weekly schedule



## View Registration information:

Used to view/print student week schedule for the semester



The screenshot shows the ellucian student registration interface. At the top, there is a blue header with the ellucian logo and a settings gear icon. Below the header, the breadcrumb navigation shows "Student" and "Registration". The main heading is "Registration". A search bar asks "What would you like to do?". Below the search bar, there are six options, each with an icon and a description:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Registration Information**: View your past schedules and your ungraded classes. (This option is highlighted with a red box in the original image.)
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

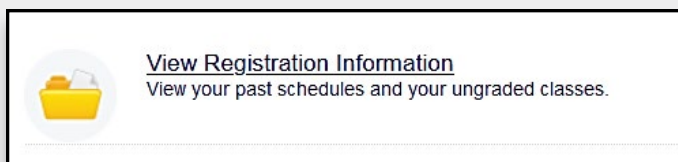
At the bottom of the interface, there is a copyright notice: © 2013-2021 Ellucian Company L.P. and its affiliates. All rights reserved.



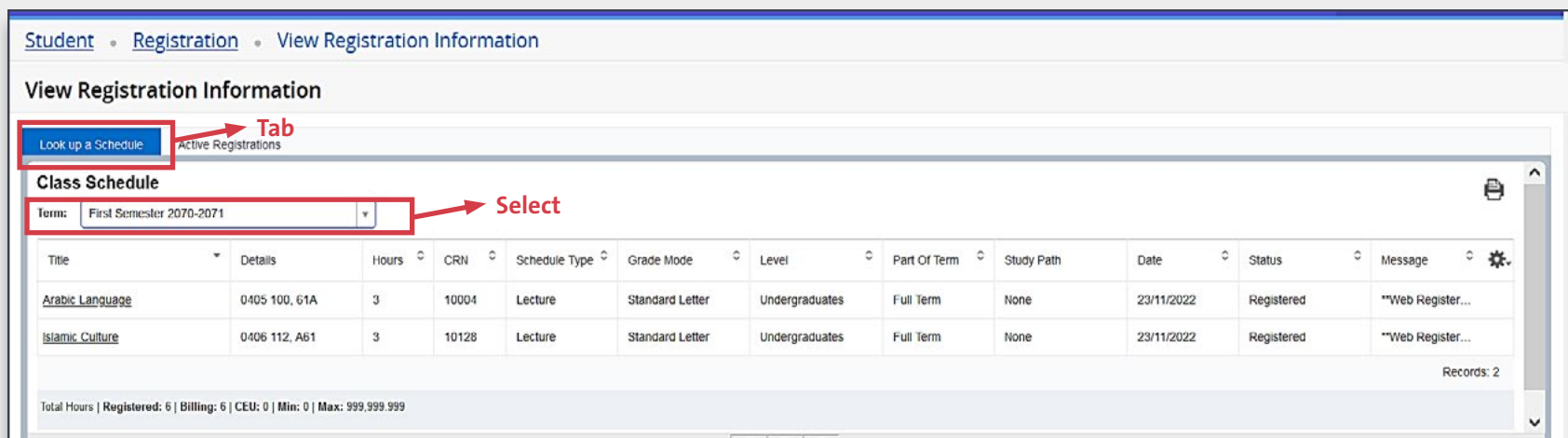
## View Registration information:

### The steps as follow:

- 1- Click on the “View Registration information”



- 2- Under Look up a schedule tab, select the semester from the drop list.



Student • Registration • View Registration Information

### View Registration Information

Look up a Schedule **Tab** Active Registrations

#### Class Schedule

Term: First Semester 2070-2071 **Select**

| Title           | Details       | Hours | CRN   | Schedule Type | Grade Mode      | Level          | Part Of Term | Study Path | Date       | Status     | Message           |
|-----------------|---------------|-------|-------|---------------|-----------------|----------------|--------------|------------|------------|------------|-------------------|
| Arabic Language | 0405 100, 61A | 3     | 10004 | Lecture       | Standard Letter | Undergraduates | Full Term    | None       | 23/11/2022 | Registered | **Web Register... |
| Islamic Culture | 0406 112, A61 | 3     | 10128 | Lecture       | Standard Letter | Undergraduates | Full Term    | None       | 23/11/2022 | Registered | **Web Register... |

Records: 2

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 999,999,999

3- **look up a schedule tab** will display student semester classes schedule Details of registered courses, while the **Schedule Tab** gives you a visual representation of your semester schedule.

Student • Registration • View Registration Information

### View Registration Information

**Look up a Schedule** Active Registrations → Tab: look up a schedule tab

#### Class Schedule

Term: First Semester 2070-2071

| Title                           | Details       | Hours | CRN   | Schedule Type | Grade Mode      | Level          | Part Of Term | Study Path | Date       | Status     | Message           |
|---------------------------------|---------------|-------|-------|---------------|-----------------|----------------|--------------|------------|------------|------------|-------------------|
| <a href="#">Arabic Language</a> | 0405 100, 61A | 3     | 10004 | Lecture       | Standard Letter | Undergraduates | Full Term    | None       | 23/11/2022 | Registered | **Web Register... |
| <a href="#">Islamic Culture</a> | 0406 112, A61 | 3     | 10128 | Lecture       | Standard Letter | Undergraduates | Full Term    | None       | 23/11/2022 | Registered | **Web Register... |

Records: 2

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 999,999,999

**Schedule** Schedule Details ← Tab: Schedule

#### Class Schedule for First Semester 2070-2071

|      | Sunday | Monday | Tuesday           | Wednesday | Thursday          | Friday | Saturday          |
|------|--------|--------|-------------------|-----------|-------------------|--------|-------------------|
| 12pm |        |        | ✓ Islamic Culture |           | ✓ Islamic Culture |        |                   |
| 1pm  |        |        |                   |           |                   |        |                   |
| 2pm  |        |        |                   |           | ✓ Arabic Language |        | ✓ Arabic Language |
| 3pm  |        |        |                   |           |                   |        |                   |
| 4pm  |        |        |                   |           |                   |        |                   |

القسم ←

4- Click on printer icon  to print the schedule.

**View Registration Information**

Look up a Schedule **Tab : look up a schedule tab** Active Registrations

**Class Schedule**

Term: First Semester 2070-2071

| Title           | Details       | Hours | CRN   | Schedule Type | Grade Mode      | Level          | Part Of Term | St |
|-----------------|---------------|-------|-------|---------------|-----------------|----------------|--------------|----|
| Arabic Language | 0405 100, 61A | 3     | 10004 | Lecture       | Standard Letter | Undergraduates | Full Term    | No |
| Islamic Culture | 0406 112, A61 | 3     | 10128 | Lecture       | Standard Letter | Undergraduates | Full Term    | No |

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 999,999,999

**Print** 1 sheet of paper

Destination: registrationAU

Copies: 1

Orientation: Portrait Landscape

Pages: All

Color mode: Black and white

More settings: Print using the system dialog...

**Print** Cancel

Press print to print the schedule

# Any questions?

If you are facing trouble in online registration, kindly visit the Admission and Registration Unit in both campuses (Al Ain & Abu Dhabi).

## Working Hours:

- Monday to Thursday, from 8:00 A. M. to 5:30 P. M.
- Friday, from 8:00 A. M. to 12:00 P. M.

