

## Policy Provisions

At AU, a person is considered a registered student upon full completion of the enrolment process including online registration in one or more courses during advertised registration period. Regardless of how a student's tuition fees are funded, it is a student's responsibility to complete the registration process by the advertised deadline.

### 1. Period of Registration

- 1.1. The period for registration will be determined by the Admissions and Registration Department and published on the AU website under the heading of Admissions and Registration Key Dates. These dates must be adhered to by the Colleges and Departments.
- 1.2. It is a student's responsibility to check the dates for registration.
- 1.3. Continuing and returning leave of absence students (students that are granted leave of absence in the previous semester) are expected to register during the advertised registration period.
- 1.4. New and Transfer students are registered automatically by Registration MIS for the first semester and emailed a copy of their schedule. Students are informed of the dates for the Orientation by Student Affairs upon collection of their offer letter.

### 2. Securing a Place

To secure a place for an Academic Semester or Summer, it is a student's responsibility to:

- Clear any Academic Holds prior to registration.
- Check that he/she can log in to the Student Portal and, if issues arise, notify AU IT immediately.
- Complete the registration process during the nominated period.
- Register in courses and, for self-funded students, pay the associated tuition fees.
- Read any information provided by the relevant College/Department relating to course/class registration.
- Immediately notify AU IT staff of any technical issues preventing online registration.
- Read all emails sent by the Enrolment Unit and follow instructions provided.

### 3. Methods for Registration

- 3.1. During the advertised registration period, students must register online through the AU Student Portal.
- 3.2. A student should seek an appointment with his/her relevant Academic Advisor or in their absence College/Department Head for any advice in course selection and scheduling planning for timely graduation.

#### **4. Students placed on Academic Warning or Probation**

A student who has been placed on Academic Warning or Probation is prevented from taking a full-load and must meet with his/her Academic Advisor to discuss his/her registration.

#### **5. Adding Courses after initial registration**

Students who have completed their initial registration during the designated registration period as per section 2 of this document may add courses during the advertised Add period. The dates for adding courses will be published on the AU website under the heading of Admissions and Registration Key Dates.

#### **6. Dropping Courses after initial registration**

6.1. Students who have completed their initial registration during the designated registration period as per section 2 of this document may drop courses during the advertised Drop period which is until the Census Date. Students must ensure they maintain a load determined in accordance with the terms of the AU Student Academic Load Policy.

6.2. The dates for dropping courses will be published on the AU website under the heading of Admissions and Registration Key Dates.

#### **7. Consequences of not registering during the advertised period**

##### **7.1. New or Transfer students**

7.1.1. A new or transfer student who fails to register during the advertised period will lose his/her place at the University. The code of TERMINATED will be recorded on the student's record. Should the student wish to study at AU in future, he/she will be required to complete a new admission application. Re-admittance is not guaranteed and is subject to the terms of the AU Readmission Policy.

##### **7.2. Continuing students**

7.2.1. A continuing student who fails to register and who does not submit a Leave of Absence Form or University Withdrawal Form during the advertised registration period will lose his/her place at the University. This student will be considered a

Dormant Student. The code of WDNR (Withdrawn Did Not Register) will be recorded on the student's record.

- 7.2.2.** Should the student wish to study at AU in future, he/she will be required to complete a new admission application. Re-admittance is not guaranteed and is subject to the terms of AU Readmissions Policy.

**7.3. Students who were granted leave of absence for the prior semester**

- 7.3.1.** During their enrolment in a program of study, an AU student will be permitted to take a leave of absence as per the AU Leave of Absence Policy.
- 7.3.2.** A student granted leave of absence for the prior semester is responsible to finalize his/her registration for the following semester within the advertised registration dates.