

Policy Title	Course Registration Policy
Responsible AIU Office (Higher Management/Directorate)	Vice President for Academic Affairs
Policy Owner (Executive Department/Office)	Registration Office Academic Advising personnel at each faculty
Pertinent Dates	Created: March 2022 Revised: Approved: Effective:

I. SCOPE OF POLICY

Course registration policy concern about time, roles and regulations of course registration, add and drop, and course withdrawal.

II. DEFINITIONS

Course registration: Enrolled students register in courses according to the study plan of the program.

Pre-registration: continuing students register in courses during the prior semester.

Registration changes: add/drop, course withdraw.

Repeat course: students may repeat courses in case of failure or to raise the grade.

Pre-requisite and co-requisite requirements: courses that should be taken prior or at the same semester of the concerned course.

Academic advisor: each student must have academic advisor to guide and approve the registration.

Non-degree student: student who is not enrolled in AIU as a full-time student. Ex: exchange student and individuals from the community.

III. POLICY STATEMENT

Course Registration

- Student may register courses in the main semesters around 16 Credit Hours in each semester
- Student may register courses with a maximum total Credit Hours according to the following rules (after approval of the Academic Advisor):

- Up to 21 Credit Hours or 7 courses, whichever is greater for a student with a GPA larger than or equal to 3.0
 - Up to 18 Credit Hours or 6 courses, whichever is greater for a student with a GPA larger than or equal to 2.0, but less than 3.0
 - The student who has a semester average less than 2.0, should have reduced number of credit hours in the following semester (and be warned) and may not exceed 14 credit hours.
- Students can register courses in the summer semester up to 6 credit hours or two courses, whichever is greater, after having been approved by the academic advisor.
 - The student may register one additional course to the above limits if this will lead to his graduation after the approval of the academic advisor, if this course is offered in his program.
 - Late registration is not final unless there is a vacancy in the course, in accordance with the recommendations of the Education and Students Affairs Committee and approval of the University Council regarding this issue.
 - It is allowed that Non-Degree students can register courses provided that they pay the applicable regular tuition fees related to these courses. The student will be given a transcript of the courses he has joined, showing his grades as per these regulations.
 - Degree and Non-Degree students can register courses as audit in some courses provided that there is a vacancy in these courses, and after paying the applicable academic service fee. Audit students are not eligible to enter the course final exam.

Add/Drop Courses

- The student may add courses in the first week of the main semesters, or the first three days of the summer semester.
- The student can drop courses with refundable fees, if applicable, until the end of the second week of the main semesters or the end of the first week of the summer semester
- Adding or Dropping course(s) should not violate the minimum and maximum number of Credit Hours registered per semester.

Withdrawal from a course

- The student may withdraw from any course within the first ten weeks of the main semesters or the first five weeks for the summer semester.
- The student does not fail the withdrawn course, provided that the withdrawal application and approval are finalized within the time limit mentioned in the previous point.
- The student gets a (W) grade for the withdrawn course and is allowed to register that course (full attendance and performing all activities including examinations) in a following semester.
- For elective courses, the student is allowed to change it in a following semester if he fails to pass it or withdraws from it. This is subject to the approval of the academic advisor and the requirements of his program.
- For non-scholarship students, the tuition fees for this course will not be refunded for withdrawn courses. The next time the student registers this course, he will have to pay its fees in full.
- The student, who withdraws from a whole semester without registering any course must pay the minimum tuition fees which is equivalent to 12 CH.

- For scholarship students, the Credit Hours of the withdrawn course are deducted from his scholarship. The student will be allowed to register this course one more time for free.

IV. RESPONSIBILITIES

Student: The student is responsible to register courses according to the study plan of the program on times shown on the academic calendar.

Academic advisor: Is responsible to meet with students and help them in selecting the courses to register in and approve their registration.

Registrar Office: Audit enrolled students' registration to review that they are following the credit hour limits and fulfilling the degree requirements.

V. POLICY STANDARDS AND PROCEDURES

- The student must register in courses during the specified times shown on the academic calendar using the forms shown below.
- The academic advisor must review the forms and advise the student regarding the registered courses.
- The student must pay the tuition fees related to the registered courses.
- The Bursar office issues a list of students who are allowed to register and another list for whom deserves financial holds.
- Students who are on a financial hold are not allowed to attend courses.

VI. FORMS/INSTRUCTIONS (if applicable)

The following forms are used till the Student Information System (SIS) is fully operated:
Course Registration Form

Course Registration Form

I hereby request to register the shown courses during the first week of the semester, add and drop courses till the end of the second week. I may withdraw courses starting from the third week of the semester.

Stu. Full Name			
Stu. ID No.		Mobile No.	
Enrollment Semester		Current Semester	
University Email			
Faculty/ School		Program	
Course Registration Information			
Course Code	Course Title	Credit Hours	Course Classification
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
Cumulative Credit Hours			
Student's Signature:		Registration Date:	
The Following Part is For Administrative Uses Only			
Academic Advisor	<input type="checkbox"/> Y <input type="checkbox"/> N	Signature	Date
Notes:			
Program Director	<input type="checkbox"/> Y <input type="checkbox"/> N	Signature	Date
Notes:			
Registrar office	<input type="checkbox"/> Y <input type="checkbox"/> N	Signature	Date
Notes:			

Course Add / Drop Form

Course Add and Drop Form

I hereby request to add/drop the shown courses till the end of the second week. I may withdraw courses starting from the third week of the semester.

Stu. Full Name			
Stu. ID No.		Mobile No.	
Enrollment Semester		Current Semester	
University Email			
Faculty/ School		Program	
Add Courses			
Course Code	Course Title	Credit Hours	Course Classification
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
Drop Courses			
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
			<input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> AU
Cumulative Credit Hours After Add/Drop			
Student's Signature:		Add/Drop Date:	
The Following Part is For Administrative Uses Only			
Academic Advisor	<input type="checkbox"/> Y <input type="checkbox"/> N	Signature	Date
Notes:			
Program Director	<input type="checkbox"/> Y <input type="checkbox"/> N	Signature	Date
Notes:			
Registrar office	<input type="checkbox"/> Y <input type="checkbox"/> N	Signature	Date
Notes:			

Course Withdraw Form

طلب سحب مقرر

أرجو من سيادتكم الموافقة على طلب سحب المقرر الدراسي وأعلم أنني لن أسترّد قيمة المصروفات الدراسية الخاصة بالمقرر المنسحب منه، وستظهر علامة "W – منسحب" على كشف الدرجات ولن تحسب في التقدير التراكمي، وسوف أعيد التسجيل بالمقرر في فصل دراسي لاحق إن كان مقرراً إلزامياً أو دراسة مقرر بدول إن كان مقرراً اختيارياً مع سداد المصروفات الدراسية للمقرر.

اسم الطالب			
الرقم الجامعي			
فصل الالتحاق		الفصل الدراسي الحالي	
رقم التليفون			
البريد الإلكتروني الجامعي			
الكلية			
البرنامج			
المقرر المراد الإحساب منه			
عدد ساعات المقرر			
عدد الساعات بالتفصيل			
التراسي بعد سحب المقرر			
توقيع الطالب			
تاريخ تقديم الطلب			
خاص بإدارات الجامعة			
القبول والتسجيل		مستوف متطلبات عدد الساعات <input type="checkbox"/> نعم <input type="checkbox"/> لا <input type="checkbox"/> التوقيع	
ملاحظات			
رأي المرشد الأكاديمي		موافقة <input type="checkbox"/> رفض <input type="checkbox"/> توقيع	
ملاحظات			
رأي رئيس البرنامج		موافقة <input type="checkbox"/> رفض <input type="checkbox"/> توقيع	
ملاحظات			
اعتماد عميد الكلية		موافقة <input type="checkbox"/> رفض <input type="checkbox"/> توقيع	
ملاحظات			

Leave of Absence

VII. APPENDICES (if applicable)

Refer to the Enrollment Policy for more information regarding the eligibility for registration.

VIII. CONTACT INFORMATION

Email: registrar@Aiu.edu.eg

Website: <https://aiu.edu.eg/>

Facebook Page: <https://www.facebook.com/AiuOfficialgov>

Triggered by:	Name: Nadia Eltelaity	Date: March 15, 2022	Sig.
Created by:	Name: Nadia Eltelaity	Date: March 15, 2022	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.