**Online course registration system tutorial**

Concepts and features

Introduction

Online course registration system allows students to register for courses independently, to review personal transcript, and to edit personal contact information.

The system consists of following sections:

1. Personal electronic study card (My study card menu). In this section a student can

* Register for courses, add/drop the courses
* Review the list of suggested courses and information about them
* Receive advisor’s approval on selected courses
* Review/edit schedule
* Send study card to Registrar’s office

1. Personal information (My account menu). In this section student can

* Review and edit personal contact information
* Review personal non-official transcript

1. Faculty evaluation (available only if the student completed evaluation in previous semester) (Teacher evaluation menu).
2. Feedback. Student can send message/request/wish to: Adviser, Registrar’s office, IT department.
3. Notifications. Online registration system automatically sends information to students’ AUCA e-mails regarding their course registration process.

**Interface**

On the main page header, you can see information about your id number, study type and advisor’s name.

1. **Study Card menu** – includes information about courses available, already selected courses, and schedule for current semester.

* Course selection menu – provides you with a list of courses available for the semester. In this menu the student chooses courses for registration.
* My courses menu – contains information on the number of credits used and left for the semester. Additionally, it has a list of courses you already enrolled to and all the necessary information about them.
* Schedule menu is a list of selected classes placed on a timetable according to their day and time.

1. **My account menu** – contains contact information about the user and also a non-official transcript

* Account Information menu – includes contact information of the user, such as: personal account (for use in payment terminal), address, phone number, e-mails and etc. Student can change his/her contact information if necessary
* Transcript menu – is a personal non-official transcript of the student. To obtain the official one visit Registrar’s office

1. **Faculty evaluation menu** – Contains information about evaluation results of the faculty and courses taught. Student can use this information to select a course taught by a faculty member. Please remember, that information on evaluation result is available only to those students who have completed the evaluation of faculty in the previous semester (except freshmen).

**What do I have to do for successful registration?**

1. Pay all debts to Accountant’s office (financial), Library, Admissions office and receive approval from the listed departments (all the issues with the approvals must be solved one week before the start of registration period or you won’t be accepted)
2. Register to courses according to your credit limit (If you need to exceed your credit limit):

* If 1st,2nd and 3rd year students lack 1 or 2 credits for course enrollment they need to come to registrar’s office and ask them to add those credits. However they will be borrowed from the future semester or if those credits have not been used by the student in previous semesters.
* If 4th year students lack 1 or 2 credits for course enrollment they need to come to registrar’s office and write a request letter to the director of Registrar’s office. If student’s GPA is 3.0 or higher, those credits are added free of charge. If the student’s GPA is lower than 3.0 then a full price have to be paid for those credits.

1. Receive approval of your adviser concerning all the courses you’ve enrolled otherwise the registration cannot be completed.
2. Send your Study card to Registrar’s office
3. Complete all the actions on time. Students, who did not submit their Study card on time, have a chance to do it during penalty week. Student needs to pay late registration fee using AUCA payment terminal and receive a check. Please take the check to the Accountant’s office and get an access to online registration.

**What to do if the system is saying that student not presented in registration list**

1. All active and exchange undergraduate students can register online
2. Academic leave and dismissed students who are planning to study next semester can get an access to online registration system upon request. Request should be sent to major department and then departments communicates it to IT and Registrar’s Office.
3. If for some reason you cannot register online please visit or contact the Registrar’s Office.

**Course enrollment**

1. Registration for courses can be done during a certain period of time, according to academic calendar. (Academic calendar always accessible on [www.auca.kg](http://www.auca.kg) in “Academics” menu)
2. Go to onlineregistration.auca.kg. To sign in, please type your username and password which are also used to access university Wi-Fi and computers at the University computer labs.
3. After you’ve signed in, you’ll be asked to choose your full/part time status. Part time status means you take less credits than full time students and you have to pay for those credits in advance. If you pick a wrong status, please visit the Registrar’s Office and after that the Finance office to get an access to the online registration system.
4. Make sure that you don’t have any debts with Finance, Library and Admission offices. If there are any debts, you see the notification highlighted in red (close up the notification).
5. Study card information:

* There is a certain number of credits you can take per semester. Here you can see total number of credits allowed per semester. If you have already registered for some classes and you would like to know how many credits left, please take a look here. You may also see how many credits you still need to take here.
* Here you can find information about the courses you are taking. Sometimes you can be pre-registered for courses in advance. Those courses can be recommended mainly by your department. Pre-registered courses means that the seat in the class is reserved particular for the student. Usually preregistered courses are required course; therefore the departments would like to reserve the seats for students in the class. It is recommended to keep the course, however if there is a sufficient reason, you can drop it or change the time of the course if it’s possible.
* To send your Study card to the Advisor or Registrar’s office press these buttons.
* You can add comments to your Study card in this window. It is very useful in terms of communication tool with Advisor. Constant interaction/communication can occur through this particular ‘comments’ window.

1. Registration for courses:

* You need to get a checklist and suggested order of study from your Major Department. Check list contains all the courses student needs to take to meet all graduation requirements.
* Start your registration according to the checklist and included suggested order of study. In other words, please see what classes are suggested to take in each of 8 semesters.
* To see the list of courses available for registration, go to course selection menu.
* To make the process simple you can search for courses by a keyword, department, course category (for example type ‘social sciences’ and you will find all social sciences classes offered this semester) and more.
* To see the course information click on its title. Course information includes name of the course, course code, ID, prerequisite requirement
* The course level is shown in here. Course level is usually determined by first digit in the course code. For example, introductory courses’ code starts with 1, such as ICP 100 is Introduction to Political Studies; 340 is a third level (intended for juniors) course in certain area.
* Some courses have a prerequisite. A prerequisite is a course which has to be taken before the next one. In other words in order to take more advanced course, please make sure you meet the prerequisite requirement. Information about prerequisites is shown here.
* The number of available seats in the course is displayed right here and it is highlighted in green. If there are no available seats in the class, you will find this information highlighted in red. Make sure that the selected time does not conflict with your other courses, check your schedule.
* You can register for a course as an audit or a credit. Audit courses do not have a grade and don’t affect your GPA. There is a limited number of credits that can be taken as an audit. Students cannot audit sports and language courses. Students can take other courses as audit, depending on the availability of audit seats for the course. If you cannot register for a course as an audit that means there are no audit seats available.
* Once you’ve chosen a particular course, it disappears from the course selection list. All the selected courses are in your Study Card. All changes to selected courses should be made in the Study Card.
* If you cannot get registered for classes, the notification can be found here.
* If your registration was successful the information about the course will appear in your Study card and Schedule.
* Every student has limited number of credits available in each semester. Only in some cases you are allowed to exceed your credit limit. If you need to exceed your credit limit, please visit the Registrar’s office.
* To request extra credits please start your registration process first.

**Working with courses after the enrollment**

1. To see the list of courses you are enrolled to, please open the Study card or My courses menu
2. Editing your course list:

* You can change the time of your courses
* You can change type of registration (Credit/Audit)

1. You can delete a course and add different one if you need. When you’ve selected all the necessary courses, make sure you are double check your study card and if you have any questions and comments include into the ‘comments’ window and send your study card for a review to your advisor. Please remember registration is still in progress.
2. It is also important to remember that you have to receive your study card back from advisor. Once you receive the Study card back from your advisor, please pay attention to if the courses are approved. If not, it means you have to further work on your study card. In this case, please pay attention to the comments from advisor and make changes in your study card accordingly. If all classes approved by advisor, please send the study card to Registrar’s office. Only when you hit the button ‘Send Study card to Registrar's Office, the registration is complete.

Questions and Answers

**How can I see my Schedule:**

1. You always have a simple access to your schedule on the top of your personal webpage.
2. Schedule menu – is a list of selected classes placed on a timetable according to the week day and time.
3. If a course is cancelled it will appear highlighted in red in your schedule.
4. Individual courses are shown right below the schedule.
5. You can also find it useful to check if there is any time conflict between your courses. Time conflicts are highlighted in red.

**How to get an advisor’s approval:**

* Can be done only during the registration and add/drop periods
* Send your Study card to the advisor.
* Wait for the reply.
* Check the approval of all classes.
* If you have not received the approval, check the comments of your advisor and make changes accordingly.
* If all courses were approved you can send your Study card to the Registrar’s office.

**How to send your Study card to Registrar’s office:**

* Can be done only during the registration and add/drop periods
* Student needs to receive approvals for all the selected courses from an advisor and send Study card to the Registrar’s office.
* Student will receive a notification about successful registration to AUCA e-mail.

**What can I do if I want to change my courses after I’ve sent my Study card to Registrar’s office?**

* Can be done only during the registration and add/drop periods
* Visit the Registrar’s office to get the Study Card back to make necessary changes.
* All the changes to study card should be approved by advisor and study card should be sent to Registrar’s Office.

**Cancelled courses:**

* You’ll receive a notification at your AUCA e-mail if any of the courses, you have been registered, are cancelled.
* Check the list of your courses, cancelled ones will be highlighted in red.
* You need to delete those courses from your Study card
* If necessary, register for other courses
* Please remember if a student doesn’t replace cancelled course then he or she will have a lack of credits and won’t be able to transfer to next year.

**What can I do if I didn’t register on time?**

* Students, who did not submit their Study card on time, have a chance to do it during penalty week.
* Student needs to pay late registration fee using AUCA payment terminal.
* Please take the check into the Accountant’s office and get an access to online registration
* Register for courses or make necessary changes to study card
* Please remember all registration procedures should be met (get approval from advisor, and submit your study card to Registrar’s office).

**Add/Drop period:**

* Add/Drop period is a time when a student can make changes to his/her schedule. Usually add/drop period occurs at the beginning of each semester.
* Academic Calendar, indicates exact dates of add/drop period.
* It is time when student attends the class and make a final decision if he/she stays in the class or not and then accordingly drop and add classes.
* If you finish the registration on time (have approvals for all the courses from advisor) and **DO NOT** change your schedule during add/drop period study card will be automatically accepted by Registrar’s Office.
* If you make changes to your schedule or some courses are not approved by advisor, please remember all registration procedures should be met (get approvals from advisor, and submit the study card to Registrar’s office).

**How to check your personal contact information?**

* Account Information menu includes contact information of the user, such as: personal account number (to use in AUCA payment terminal), address, phone number, e-mails and etc. Student can add/change/delete his/her contact information if necessary.

**How to check your transcript?**

* Transcript menu is a personal non-official transcript of the student. To obtain the official one send a request to the Registrar’s office (registrar\_request@mail.auca.kg), you have to pay for it.

**How to see the results of faculty evaluation?**

* Faculty evaluation menu –Information on evaluation result is available only to those students who have completed the evaluation of faculty in the previous semester (except freshmen).
* Show how to check evaluation result on a certain professor
* Show how to check evaluation result on a professor during registration to a course.