Course Registration Guide
Visiting Students
Summer 2019

How to Register online: login-in

- Use Internet Explorer or Mozilla Firefox only (the portal is not compatible with Safari or Google Chrome).
- If you are using a public or shared computer, make sure to open a new webpage for your Registration.
- https://my.aup.edu/admissions/summer/admitted-summer-students
- Log in using your AUP ID number e.g. a90321
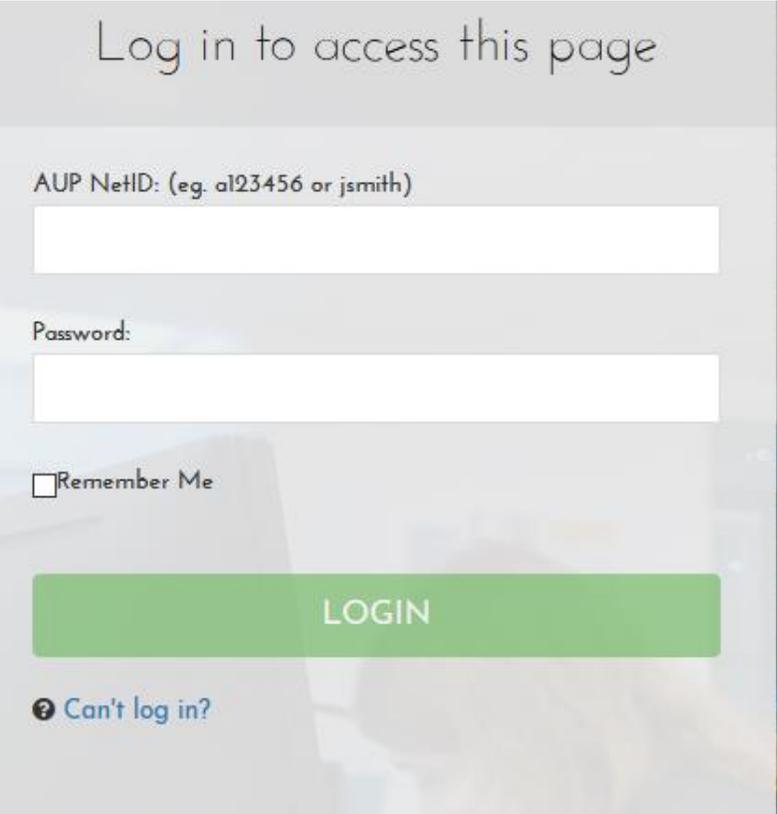- **Password:** you set up your password when you created your AUP account

TROUBLESHOOT: LOGING-IN

Click on [Can't log in?](#)

Then select "I need a new password and I have an AUP NetID."

A password reset link will be sent to your personal email address.

If you have other problems logging in or don't receive the password reset link, email helpdesk@aup.edu.

How to Register online: Confirmation Page

- Click on the Section **CONFIRMATION**
- Start by paying your Confirmation Deposit.
- The Course Registration will only be enabled after the 500€ deposit has been received.

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How to Register online: French Level

- Once the payment is received, the step turns green and you will be able to indicate your French level, and then register for your courses on the AUP Student Portal

- If you are planning on taking a French course at AUP, make sure to take the online French placement test and register into the corresponding generic course.

FRENCH PLACEMENT

French is part of the AUP General Education requirements and we strongly recommend that you take a French class your first semester to get the most out of your AUP experience in France. To pursue coursework in French, you will need to take our French placement test, unless you are a beginner or hold a French Baccalauréat. If you are a beginner you will automatically be placed into Beginning French.
We use a short online test to determine your capacities in French and then select the right level of French class. You can take the test now and will be immediately given your result after the test.

About my French level: *
○ I am a beginner in French and I want to take a French Immersion class.
○ I don't intend to participate in French Immersion Program at AUP this summer.
○ I want to take a French Immersion class, but I have studied French before. I will take the French placement test to determine my level.

[Save]

❌ **Register For Courses**
You can now go online to the AUP student portal to register. Please consult How to Register to use the student portal.
How to register
Register on the AUP student portal

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How to Access the Registration page

- Under your name, check that the "**Selected Semester**" is Summer

- **THIS IS THE FIRST STEP !**

- If the Selected Semester is **Spring 2019**, click *(Switch Term)*

- Select **Summer 2019**

- Click on *Registration*

Registration Alerts

Your Advisor Registrar Advisor has prevented your registration until you see him/her for advising.
If you are a **returning student**, please contact your Advisor.
If you are a **Visiting Summer student**, please note that this Registrar Advisor block will be lifted automatically once the summer confirmation deposit has been received by Student Accounting Services.

- What does the following message mean ?

  Your Advisor Registrar Advisor has prevented your registration until you see him/her for advising.

  If you are a <u>Visiting Summer student</u>, please note that this Registrar Advisor block will be lifted automatically once the summer confirmation deposit has been received by Student Accounting Services.

- This is an automatic message triggered when the deposit payment has not yet been received. This may take a couple of days.
- Check the status of your deposit payment with Student Accounting Services Office (sas@aup.edu).
- You may also be trying to register in the incorrect term.
- Select Current Term: Summer 2019

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How to filter for a course

- You can filter for courses using the following criteria:
- ✓ *Course ID filter*
- ✓ *Days and Time Filter*
- ✓ *Additional options*

- Click on *Show Filter,* enter your criteria, then click on *Apply Filter.*

- **I cannot see a Topics course description.**

✓ To view special course descriptions and more detailed information about a specific course, consult the Course Catalog.

✓ Filter by term and other criteria.

✓ Clicking on THE TITLE OF THE COURSE will open a new page where all the information is displayed. The Topics description will be under "Notes."

COURSE CATALOG

HOME > ACADEMICS > COURSE CATALOG

TOPICS: PSYCHOLOGY & PHILOSOPHY IN SPRING 2015 (PY3091A)

Treats a series of topics that change every year and deal with various aspects of psychology. Courses are taught by permanent or visiting faculty and are generally related to their fields of specialization.

Course Master: TOPICS IN PSYCHOLOGY (PY3091)
Term: Spring 2015
Discipline: PY (Psychology)
Credits: 4 credits
Type: Regular
Level: Undergraduate
Can be taken twice for credit?: Yes
Exam Date: Wednesday, May 13, 2015 - 19:00
Professor(s): Jens Brockmeier
Pre-requisites:
College Level=Sophomore OR College Level=Junior OR College Level=Senior
Co-requisites: None

Notes

There is no psychology without philosophy. Whenever we start thinking about psychological issues, be it everyday life or in scientific contexts, we are entangled in philosophical questions. This class looks at a few ways in which the fly can find its way out of the bottle (to use Wittgenstein's description of the aim of philosophy: to show the fly the way out of the bottle). In order to do so, we'll try to get a sense of the long history that psychology and philosophy have in common. Even after their disciplinary division in the first half of the last century this common heritage has lived on. Continuously enriched by modern developments, it has fuelled ongoing discussions on philosophical dimensions and implications of psychology – concerning our understanding of cognition, action, emotion, imagination, mind, body, and brain, to name a few. At the same time, there are central issues in philosophy that reflect and elaborate our understanding of human psychology and the way it is scientifically investigated: consciousness, thought and language, self and identity, and other forms and aspects of human subjectivity and its social, cultural, and historical fabric. This course aims to create an awareness of this interplay.

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How to register a course for Credit

- If you want to register for credit, tick the *Credit* box corresponding to the course (the tick box is **below** the course title), then click *Process Registration* in the top right corner.

- A window will open with the message: "Are you sure you want to process your Registration now?" Click *OK*.

How to register a course for Audit

- If you want to register for credit, tick the *Audit* box corresponding to the course (the tick box is **below** the course title), then click *Process Registration* in the top right corner.

- A window will open with the message: "Are you sure you want to process your Registration now?" Click *OK*.

How to Drop a Course

- You may drop (and subsequently add) courses online until the end of the drop/add period outlined in the Academic Calendar. Always be aware of the Summer Refund Policy outlined in the Frequently Asked Questions section when modifying your schedule.

- Go to *Registration.* Your current schedule appears on the top of the page.

- Tick the corresponding *Drop* box then *Process Registration* in the top right corner.

- A window opens with the message: "Are you sure you want to process your Registration now?" Click *OK.*

How to register for a course: final step

- The Unofficial Registration Checkout page opens, confirming the class you just added to your schedule.

- Please note your registration becomes official on the first day of class. To check your current registration, go to My Schedule.

- You may re-select Registration from the menu on the left to continue adding courses.

How to register : checking your schedule

- On the landing page of the Student portal, you can verify your current registration by clicking on *My Schedule.*

- Make sure you have selected the correct term.

- **If a course does not appear on *My Schedule*, you are not registered in it !**

- If this is the case, re-select *Registration* from the menu on the left to modify your schedule.
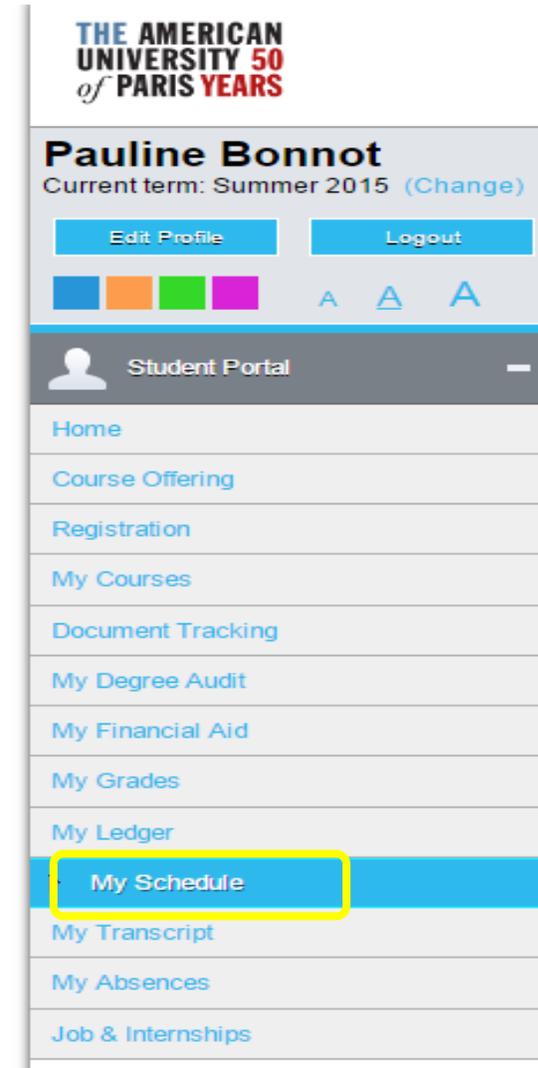
How to finalize registration

You can also see your final registration list on your checklist under the Register for Courses section

You will need to go back to the Admitted Student page to complete the remaining steps and Finalize your registration. This last step will enable you to be invoiced.

✔ **Register For Courses**
You have currently selected the following courses:
    PARIS THROUGH ITS MUSEUMS (AH1003)

    How to register
    Modify your course selection

❌ **Finalize your registration**
You can now finalize your registration. After confirmation, you will receive your invoice in PDF at the e-mail address you have provided within one working week. To ensure your choices listed above, please make full payment as soon as possible.
    I confirm my registration options, please send me an invoice

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Registration Canceled

You have either refreshed this page or tried to access registration without having allowed pop-up windows.

The Registration page uses pop-up windows. Please be sure to enable them:

Mozilla Firefox: Click on the settings icon in the top right corner > select Options > Content > untick "Block pop up window" > OK

Internet Explorer: Click on the settings icon in the top right corner > select Internet Options > Privacy tab > untick "Turn on Pop-up Blocker" > OK

- **What does the following message mean?**

- **Registration cancelled**

- Your web browser's pop-up blocker needs to be disabled.

- Use Internet Explorer or Mozilla Firefox only (the student portal is not compatible with Safari, Chrome, etc.)

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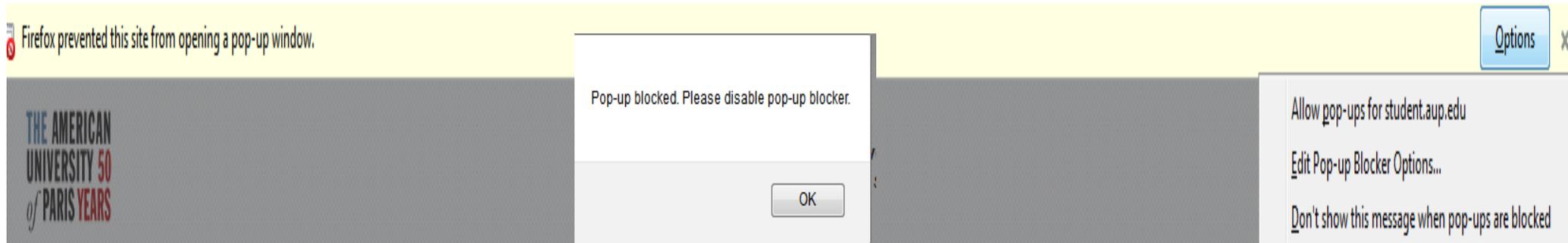
- **How to manually disable the pop-up blockers:**
  - ✓ A warning message should open in the top right corner of your web browser that allows you to select "Disable Pop-up blocker."
  - ✓ Mozilla Firefox: Click o**n the settings icon in the** top right corner > select Options > Content > untick "Block pop up window" > OK
  - ✓ Internet Explorer: Click on the settings icon in the top right corner > select Internet Options > Privacy tab > untick "Turn on Pop-up Blocker" > OK

- **I want to go back to the Student Portal menu after opening the Registration page, but am unable to.**

- As the menu on the left indicates, you must "Process Registration or Cancel to return to menu."

- Click on Cancel to return to the landing page menu.

- What does the following message mean?

You are allowed to take only 11 credit hours this term

- You have reached the maximum number of credits for which you can register in the Summer semester.

- For more information about academic policies, consult the [Academic Handbook](#).

- **What do the following messages mean?**

- **FacAppReq :** Stands for "Faculty Approval Required" (used for classes requiring an application, e.g. directed studies, thesis, senior projects, etc.). As a visiting student, you cannot register for a class with this pre-requisite.

- **PreReq** : This course requires the completion of a specific prerequisite. Click on the course title to view all required prerequisites.

- As a visiting student, our database does not recognize that you may have completed the prerequisite(s) at your home institution and therefore does not allow you to register yourself into the class.

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- Contact the Advising team at advising@aup.edu , indicating at which institution and in which semester/quarter you completed the missing prerequisite(s).

- A team member will check the transcript that you should have already provided to the Admissions Office to verify that you successfully completed the prerequisite(s) and if so, will register you directly into the class.

- If the Admissions Office does not have the transcript indicating the completion of the prerequisite, you will need to provide an unofficial copy of the concerned transcript.

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- **If you are trying to register and are unable to do so, please make sure that:**

  ✓ you are logged into the correct semester

  ✓ (Current Term : the one you want to register for)

  ✓ your web browser's pop-up blocker is disabled

  ✓ you are not blocked from registration by Student Accounting Services. If the message below appears, please contact sas@aup.edu

Registration Alerts

Registration for this student and term cannot continue because:
Student has an active business hold that prevents registration

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