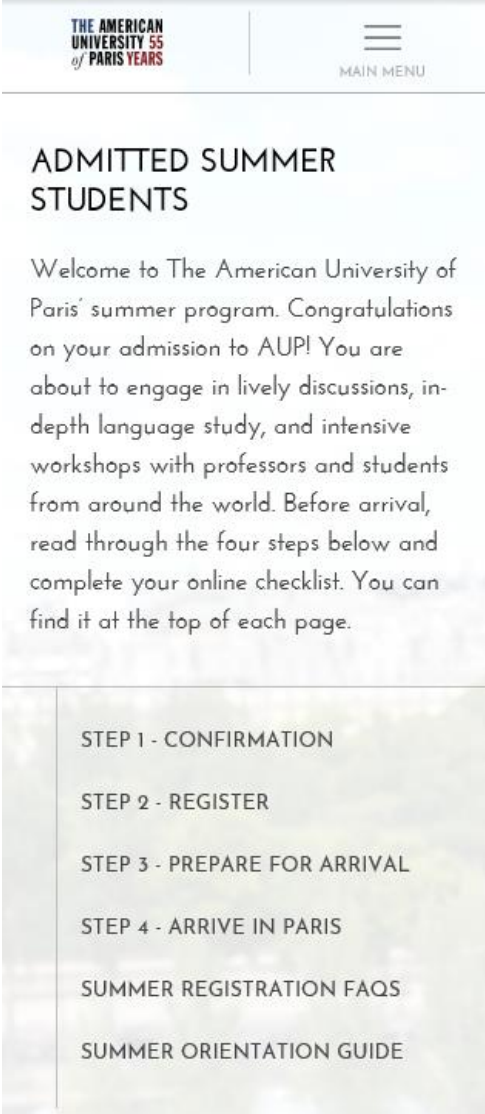


# THE AMERICAN UNIVERSITY 55 *of* PARIS YEARS

## Course Registration Guide **Visiting Students** Summer 2020

# 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



The screenshot shows the top navigation bar of the website with the logo 'THE AMERICAN UNIVERSITY 55 of PARIS YEARS' on the left and a 'MAIN MENU' icon on the right. Below the navigation bar, the page title is 'ADMITTED SUMMER STUDENTS'. The main content area contains a welcome message: 'Welcome to The American University of Paris' summer program. Congratulations on your admission to AUP! You are about to engage in lively discussions, in-depth language study, and intensive workshops with professors and students from around the world. Before arrival, read through the four steps below and complete your online checklist. You can find it at the top of each page.' Below this text is a vertical list of links: 'STEP 1 - CONFIRMATION', 'STEP 2 - REGISTER', 'STEP 3 - PREPARE FOR ARRIVAL', 'STEP 4 - ARRIVE IN PARIS', 'SUMMER REGISTRATION FAQS', and 'SUMMER ORIENTATION GUIDE'.

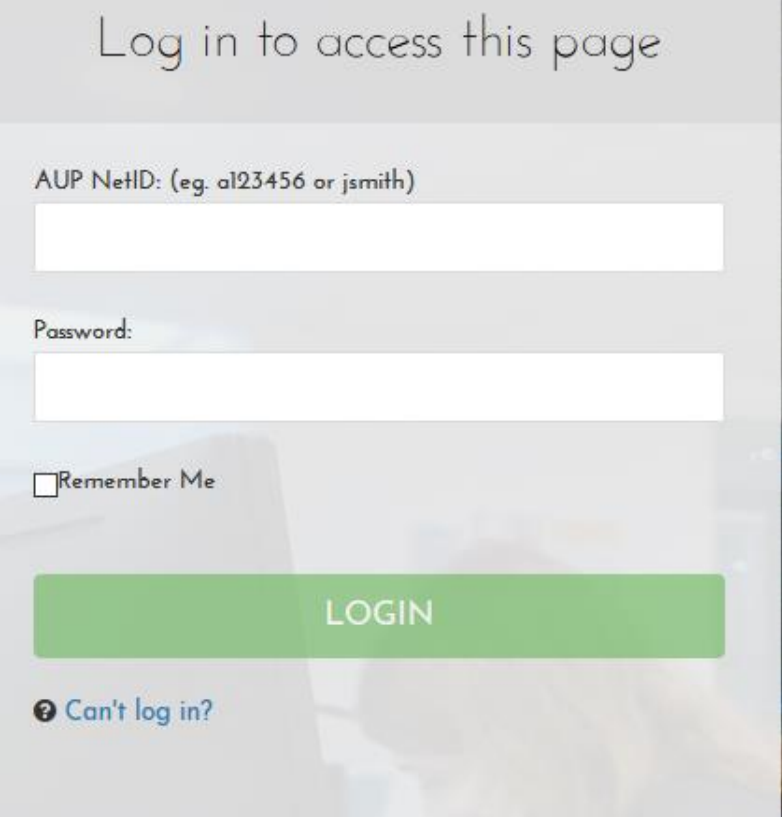
# TROUBLESHOOT: LOGGING IN

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](mailto:helpdesk@aup.edu).



Log in to access this page

AUP NetID: (eg. al23456 or jsmith)

Password:

Remember Me

LOGIN

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

# 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.

**✘ Pay Your Summer Tuition Deposit**

- ✘ Review your FRP Contact Information**  
Please review the contact information for the person(s) financially responsible for your tuition payment. Your billing statements and all financial communications will be sent to the address you provide.  
[Review your FRP contact information](#)
- ✘ Pay your tuition deposit**  
To confirm your place at AUP, please pay the 500 € summer non-refundable tuition deposit, which will be credited toward your tuition payment.  
[Pay your tuition deposit](#)

# 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](#)

# 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 2020***, click *(Switch Term)*
- Select ***Summer 2020***
- Click on *Registration*

The screenshot shows a user interface for a student portal. At the top, it says "Test Student". Below that, a yellow box highlights "Selected Semester: Spring 2020 (Switch Term)". There are buttons for "Edit Profile" and "Logout". Below these are four colored squares (blue, orange, green, purple) and three "A" icons. A "Student Portal" header with a user icon is visible. A navigation menu follows, with "Home" highlighted in blue. The "Registration" option in the menu is highlighted with a yellow box. Other menu items include "Course Offering", "My Courses", "Document Tracking", "My Degree Audit", "My Financial Aid", "My Grades", "My Holds", "My Billing", "My Schedule", "My Transcript", "My Enrollment Certificates", "My Absences", "Job & Internships", "AUP Engage", and "My 1098T Tax Forms".

## TROUBLESHOOT : REGISTRATION BLOCK MESSAGE

### 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 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.**

- 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 ([sas@aup.edu](mailto:sas@aup.edu)).
- You may also be trying to register in the incorrect term.
- Select Current Term: **Summer 2020**

# 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*.

The screenshot displays the 'Unofficial Registration' interface. At the top, there is a blue header with the text 'Unofficial Registration'. Below this, a dark blue bar contains the text 'Registration for multiple sections of the same courses is allowed. You are allowed to take a maximum of 12 courses per semester.' A red 'Cancel' button is visible on the left. The main content area is divided into several sections:

- Show Academic Information**: A button to toggle the display of academic details.
- Hide Filter**: A button to collapse the filter options.
- Course ID Filter**: A section with input fields for 'Dept:', 'Course #:', 'Type:', and 'Section:'.
- Days and Times Filter**: A section with a table for selecting days and times. The table has columns for 'Mon', 'Tue', 'Wed', 'Thu', and 'Fri', each with a checkbox below it. Below the table are 'Time From:' and 'Time To:' dropdown menus, an 'Active Filter' section, and 'Add' and 'Remove' buttons.
- Course Access Campus**: A section with a 'Select/Unselect All:' checkbox (checked) and a note '(Limit results to selected campus)'. Below it are checkboxes for 'Main' and 'Off-Campus'.
- Additional Options**: A section with checkboxes for 'Class Summary Only' and 'Completed Courses', and a 'Display' dropdown menu set to '10' with the text 'Courses Per Page.' below it.
- Apply Filter**: A button circled in yellow, used to apply the selected filters.
- Clear Filter**: A button to reset the filters.
- Show Pending Courses**: A button at the bottom of the filter section.



- **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."



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. This course can be used to fulfill the fundamentals requirements in the psychology major.

Course Master: TOPICS IN PSYCHOLOGY (PY2091)  
Term: Summer 2020  
Discipline: PY (Psychology)  
Credits: 4 credits  
Type: Regular  
Level: Undergraduate  
Can be taken twice for credit?: Yes  
Pre-requisites: College Level=Sophomore  
Co-requisites: None

PROFESSOR(S)



NOTES

In this course we will critically cover how psychology is (and can be) applied to the criminal and justice system. Topics include, but are not limited to, competence and insanity, psychopathy and antisocial personality disorder, assessment of dangerousness, jury selection, eyewitness testimony, psychology of policing, and responses of individuals who have suffered physical or psychological injury. Using clinical, developmental, neuropsychological, and cultural frameworks, we will investigate what is called deviant behaviour from a variety of perspectives, including those of perpetrators, victims and communities.

# 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*

Cancel Process Registration

Show Academic Information Show Filter Show Pending Courses

Current Offering for Term: Summer 2015

1 2 3 4 5 6 7 8 9 10

**PARIS THROUGH ITS MUSEUMS [AH1003GE100]**  
19 seats left  
START-END DATES: 6/8/2015 - 7/21/2015

+ Book List

Credit  
 Audit

Instructor	Credits	Campus	Room	Days	Date	Time
STAFF, Staff	4	Main	G-29	MTWRF	Weekly	1:40 PM - 3:20 PM

**PARIS THROUGH ITS MUSEUMS [AH1003GE100-3WK1]**  
20 seats left  
START-END DATES: 6/8/2015 - 6/25/2015

+ Book List

Credit  
 Audit

Instructor	Credits	Campus	Room	Days	Date	Time
STAFF, Staff	4	Main	G-23	MTWRF	Weekly	2:30 PM - 6:00 PM

# 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*

Cancel Process Registration

Show Academic Information Show Filter Show Pending Courses

Current Offering for Term: Summer 2015

1 2 3 4 5 6 7 8 9 10

**PARIS THROUGH ITS MUSEUMS [AH1003GE100]**  
19 seats left  
START-END DATES: 6/8/2015 - 7/21/2015

+ Book List

Credit  
 Audit

Instructor	Credits	Campus	Room	Days	Date	Time
STAFF, Staff	4	Main	G-29	MTWRF	Weekly	1:40 PM - 3:20 PM

**PARIS THROUGH ITS MUSEUMS [AH1003GE100-3WK1]**  
20 seats left  
START-END DATES: 6/8/2015 - 6/25/2015

+ Book List

Credit  
 Audit

Instructor	Credits	Campus	Room	Days	Date	Time
STAFF, Staff	4	Main	G-23	MTWRF	Weekly	2:30 PM - 6:00 PM

# How to Drop a Course

Pauline Bonnot  
Current term: Summer 2015

Wednesday, November 26, 2014

Unofficial Registration

Registration for multiple sections of the same courses is allowed. You are allowed to take a maximum of 11 credit hours this term.

Cancel Process Registration

Show Academic Information Show Filter Show Pending Courses

This is your current schedule for the Summer 2015 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date
<input checked="" type="checkbox"/>	YES	AH1003GE100	PARIS THROUGH ITS MUSEUMS	4	STAFF, Staff	MTWRF	1:40 PM - 3:20 PM	Weekly

- 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

Pauline Bonnot  
Current term: Summer 2015 (Change)

Unofficial Registration Checkout

Printer Friendly Version

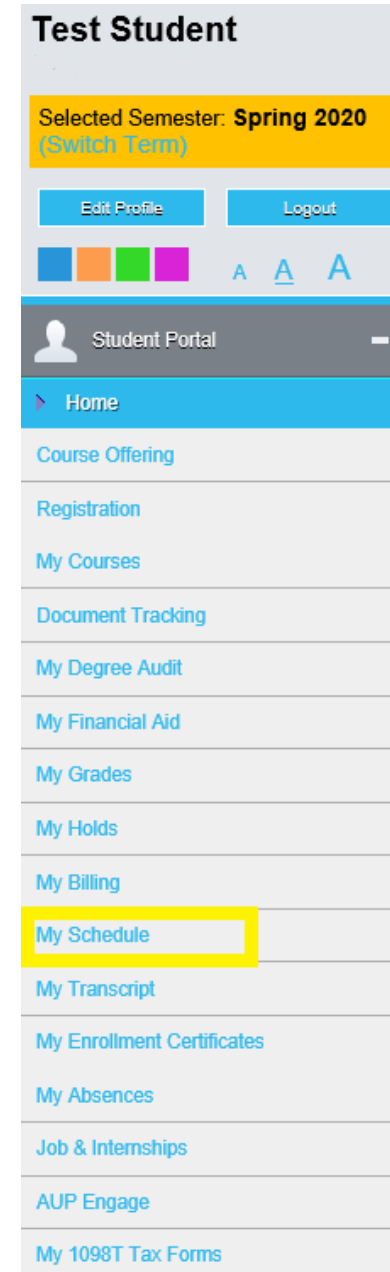
Current Schedule for the Summer 2015 term

Course ID	Course Name	Instructor	Days	Time	Date
AH1003GE100	PARIS THROUGH ITS MUSEUMS	STAFF, Staff	MTWRF	01:40 PM - 03:20 PM	6/8/2015 - 7/21/2015

- 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.

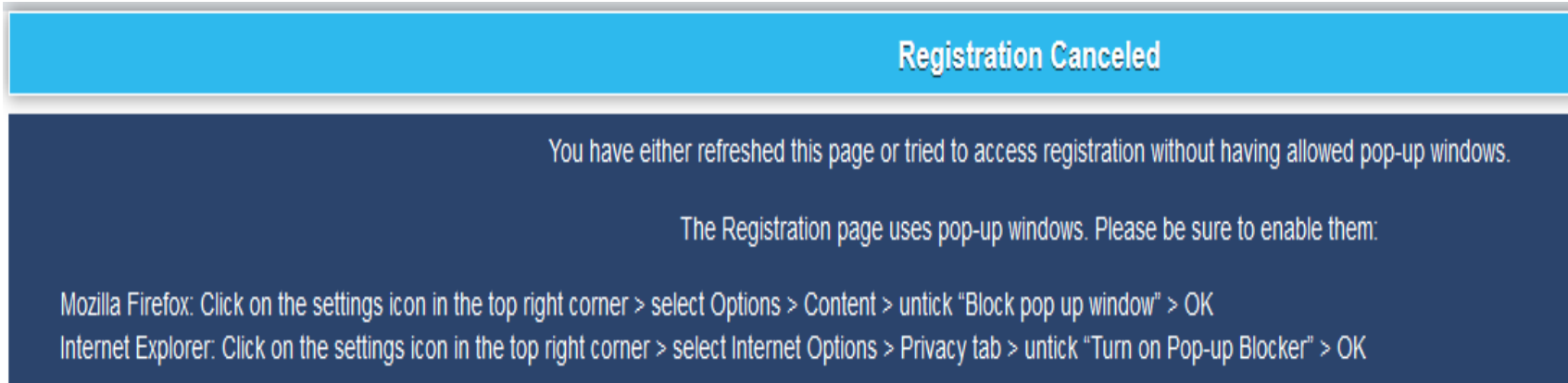
 **Register For Courses**  
You have currently selected the following courses:  
PARIS THROUGH ITS MUSEUMS (AH1003)

[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](#)

## TROUBLESHOOT : REGISTRATION CANCELLED



- **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.)



## TROUBLESHOOT : DISABLING POP-UP BLOCKER



- **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 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

## TROUBLESHOOT : GOING BACK TO THE MENU

Pauline Bonnot Friday, March 27, 2015

Current term: Spring 2015

Unofficial Registration

Student Portal - Registration for multiple sections of the same courses is allowed. You are allowed to take a maximum of 18 credit hours this term.

Click on [Process Registration](#) or [Cancel](#) to return to menu

[Process Registration](#)

[Cancel](#)

[Show Academic Information](#) [Show Filter](#) [Show Pending Courses](#)

[Open Course Registration Guide](#)

- **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 Catalog](#).**

- **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 requirement.
- **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

- Contact the Advising team at [advising@aup.edu](mailto: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.

## TROUBLESHOOT : REGISTRATION BLOCK

- **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](mailto:sas@aup.edu)

### Registration Alerts

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