

**THE AMERICAN  
UNIVERSITY 55  
*of* PARIS YEARS**

Course Registration Guide  
**Visiting Students**  
Summer 2018

# How to Register online: step by step

- Use Internet Explorer or Mozilla Firefox only (the portal is not compatible with Safari, Chrome, etc.)
- If you are using a public or shared computer, make sure to open a new webpage for your Registration.
- Once confirmed, go to the [Admitted Students](#) page.
- Log in using your AUP ID number e.g. a90321
- **Password:** you set up your password when you created your AUP account



# WHAT IF I CAN'T LOG IN



Click on [Can't log in?](#) under the credential boxes: Reset your password.

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).

HOME

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**LOG IN**

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NetID \*

  
eg. a12345 or jsmith

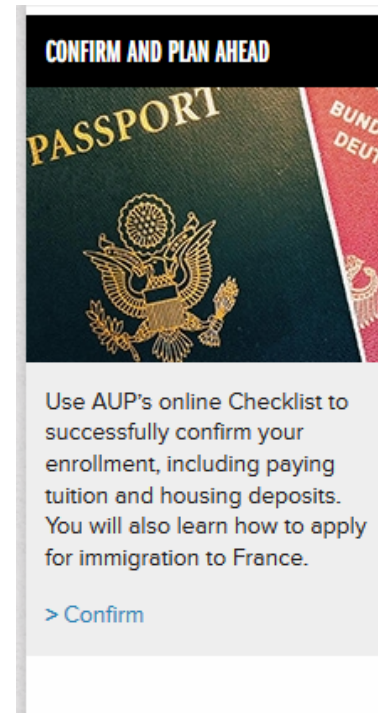
Password \*

Submit Clear

[Can't log in?](#)

# How to Register online: step by step

- Click on the Section **CONFIRM AND PLAN AHEAD.**
- Make sure to follow the Summer Confirmation section.
- \* *If you are a Summer to Fall Student, the Fall/Spring Confirmation will be displayed and needs to be addressed separately.*
- Start by paying your Confirmation Deposit.
- The Course Registration will only be enabled after the 500€ deposit has been received.



# How to Register online: step by step

- Once the payment is received, the step turns green and you will be able to access [the Student Portal](#) and register for your courses by clicking on the link.

***Note: please select one of the French Placement options. 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

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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

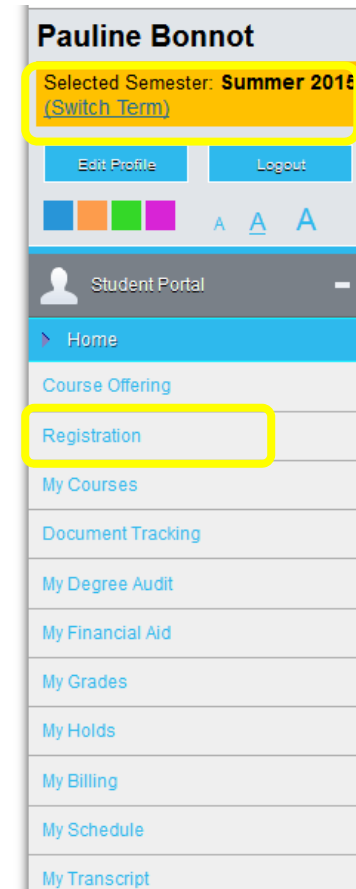
# Access the Registration page

- Under your name, check that the “**Selected Semester**” is the one you want to register for



**THIS IS THE FIRST STEP !**

- If the Selected Semester is **Spring 2018**, click (*Switch Term*)
- Select **Summer 2018**
- Click on *Registration*



# 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*.

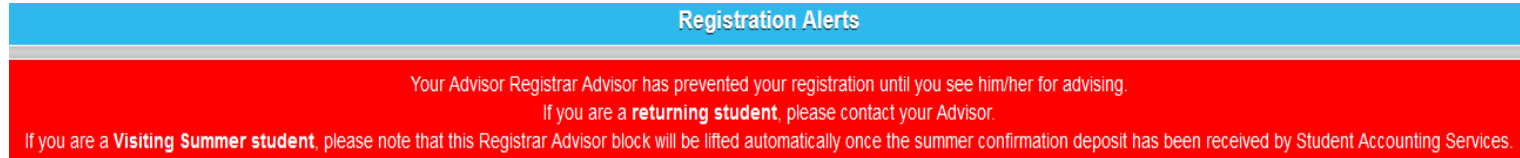
The screenshot shows the 'Unofficial Registration' interface. At the top, there is a blue header with the text 'Unofficial Registration'. Below this, a dark blue bar contains the text 'Registration for multiple sections of the same courses is allowed. You are allowed to take a maximum of 12 courses.' A red 'Cancel' button is visible on the left. Below the header, there is a 'Show Academic Information' button. The main filter area is titled 'Hide Filter' and contains several sections: 'Course ID Filter' with input fields for 'Dept:', 'Course #:', 'Type:', and 'Section:'. Below this is the 'Days and Times Filter' section, which includes a table with columns for 'Mon', 'Tue', 'Wed', 'Thu', and 'Fri', each with a checkbox. Underneath the table are 'Time From:' and 'Time To:' dropdown menus, with '7am' and '11pm' selected respectively. To the right of these dropdowns are 'Active Filter' and 'Current Selections' labels, and 'Add' and 'Remove' buttons. Below the time filters is the 'Course Access Campus' section, which includes a 'Select/Unselect All:' checkbox (checked) and a note '(Limit results to selected campus)'. Underneath are two checked checkboxes for 'Main'. The 'Additional Options' section includes checkboxes for 'Class Summary Only' and 'Completed Courses', and a 'Display' dropdown menu set to '10' with the text 'Courses Per Page.' At the bottom of the filter area, the 'Apply Filter' button is circled in yellow, and a 'Clear Filter' button is also visible. Below the filter area is a 'Show Pending Courses' button.

# TROUBLE SHOOT



## 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 Office ( [sas@aup.edu](mailto:sas@aup.edu) ).

You may also be trying to register in the incorrect term.

Select Current Term: Summer 2018



# TROUBLE SHOOT



- 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.

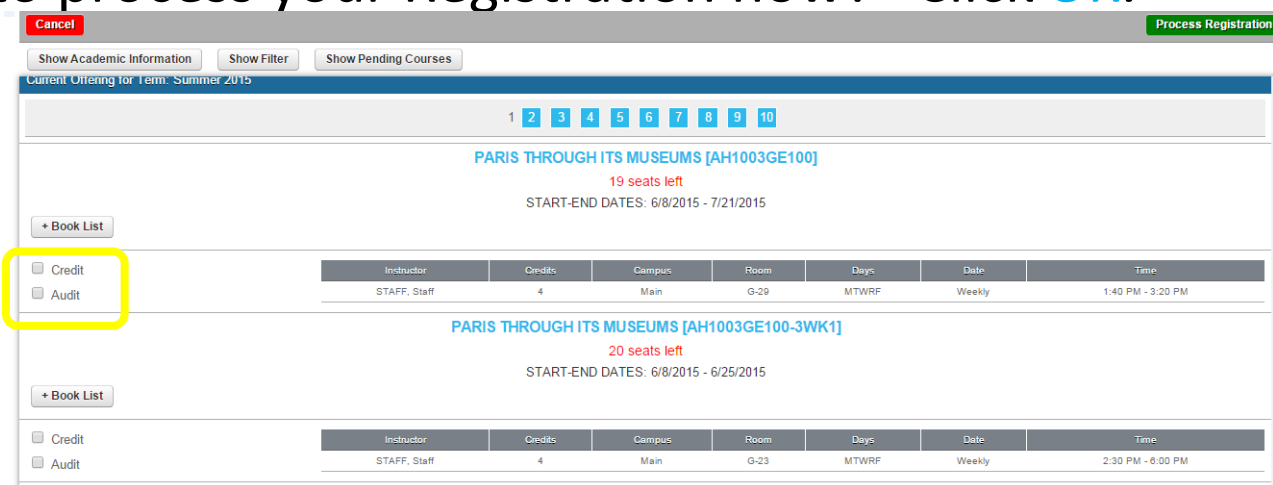
# Registering a Course for Credit

- 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*.

The screenshot shows a web interface for course registration. At the top, there are buttons for 'Cancel' (red), 'Process Registration' (green), 'Show Academic Information', 'Show Filter', and 'Show Pending Courses'. Below these is a header for 'Current Offering for Term: Summer 2015' with a pagination bar (1-10). The first course listing is 'PARIS THROUGH ITS MUSEUMS [AH1003GE100]' with '19 seats left' and 'START-END DATES: 6/8/2015 - 7/21/2015'. It has a '+ Book List' button and two checkboxes: 'Credit' (checked and highlighted with a yellow box) and 'Audit'. Below this is a table with columns: Instructor (STAFF, Staff), Credits (4), Campus (Main), Room (G-29), Days (MTWRF), Date (Weekly), and Time (1:40 PM - 3:20 PM). The second course listing is 'PARIS THROUGH ITS MUSEUMS [AH1003GE100-3WK1]' with '20 seats left' and 'START-END DATES: 6/8/2015 - 6/25/2015'. It also has a '+ Book List' button and 'Credit' and 'Audit' checkboxes. Below this is a table with columns: Instructor (STAFF, Staff), Credits (4), Campus (Main), Room (G-23), Days (MTWRF), Date (Weekly), and Time (2:30 PM - 6:00 PM).

# Registering a Course for Audit

- If you want to register for audit, tick the *Audit* box corresponding to the course (the tick box is **below** the course title)
- A window will open with the message: “Are you sure you want to audit this course?” Click *OK*, 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

<input type="checkbox"/> Credit	Instructor	Credits	Campus	Room	Days	Date	Time
<input type="checkbox"/> Audit	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

<input type="checkbox"/> Credit	Instructor	Credits	Campus	Room	Days	Date	Time
<input type="checkbox"/> Audit	STAFF, Staff	4	Main	G-23	MTWRF	Weekly	2:30 PM - 6:00 PM

# Registering for a Course

- 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.

Pauline Bonnot  
Current term: Summer 2015 (Change)

Wednesday, November 26, 2014

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

Student Portal

Home

# TROUBLE SHOOT



What does the following message mean?

- **Registration cancelled**

## 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

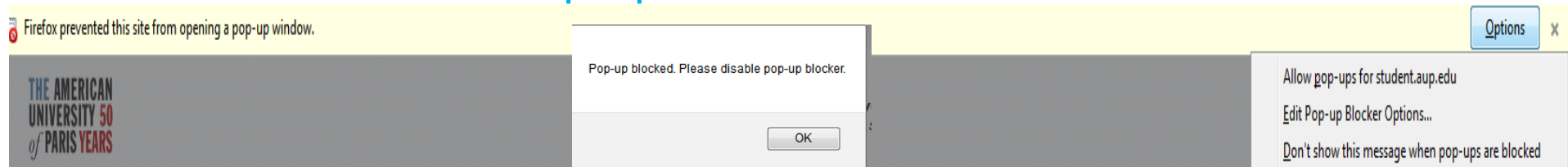
Internet Explorer: Click on the settings icon in the top right corner > select Internet Options > Privacy tab > untick "Turn on Pop-up Blocker" > OK

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.)

# TROUBLE SHOOT



- **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

# TROUBLE SHOOT



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.

Pauline Bonnot Friday, March 27, 2015

Current term: Spring 2015

Student Portal -

Unofficial Registration

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

Cancel Process Registration

Show Academic Information Show Filter Show Pending Courses

Click on Process Registration or Cancel to return to menu

Open Course Registration Guide

# TROUBLE SHOOT



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](#).



# TROUBLE SHOOT



## 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.

# TROUBLE SHOOT



## How do I register for a course that has a Pre Requisite?

- Contact David Bouchet, AUP's Summer Program Coordinator at [dbouchet@aup.edu](mailto:dbouchet@aup.edu) , indicating at what institution and in what semester/quarter you completed said prerequisite(s).
- He will then 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 David Bouchet with an unofficial copy of the concerned transcript.

# TROUBLE SHOOT



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

# Dropping 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](#).

Pauline Bonnot  
Current term: Summer 2015

Wednesday, November 26, 2014

Student Portal

Process Registration or Cancel

Powered By  
**CAMS**  
THE AMERICAN UNIVERSITY SYSTEM

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

# How to Register online: step by step

- 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.



**Summer Confirmation**

- ✓ [Pay Your Summer Tuition Deposit](#)
- ✗ [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](#)
- ✓ [\(Optional\) Select Your Summer Cultural Programs](#)
- ✓ [\(Optional\) Select Your Summer Housing](#)
- ✗ [Finalize your registration](#)

[View all checklists](#)

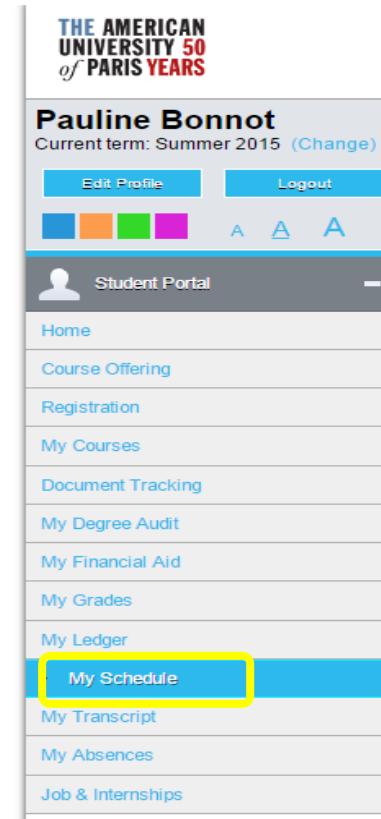
# Check your Current Schedule

- 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.



THE AMERICAN UNIVERSITY 50 of PARIS YEARS

**Pauline Bonnot**  
Current term: Summer 2015 (Change)

Edit Profile Logout

Student Portal

- Home
- Course Offering
- Registration
- My Courses
- Document Tracking
- My Degree Audit
- My Financial Aid
- My Grades
- My Ledger
- My Schedule**
- My Transcript
- My Absences
- Job & Internships