THE AMERICAN UNIVERSITY of PARIS 50 YEARS

Course Registration Guide

Visiting Students

Summer 2017

Summer 2017 Academic Calendar
6-week Session

SUMMER 2017 6 WEEK SESSION	
6 June (Tuesday)	Orientation
7 June (Wednesday)	Classes begin (Last day to Drop/Add courses online)
8 June (Thursday)	Last day to DROP/ADD courses in the Registrar's Office for the 6-Week Session only Last day to switch between the audit and the regular grading option
28 June (Wednesday)	Last day to withdraw from a course Last day to choose CR/NC grading option for 6-Week Session
14 July (Friday)	French National Holiday (no classes)
18 July (Tuesday)	6-Week Semester ends
24 July (Monday)	All grades due
	N.B.: Housing Check-in will take place on Monday 5 June (Pentecote)

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3-week Session I

SUMMER 3 WEEK SESSION I (-3WK1) 2017	
6 June (Tuesday)	Orientation
7 June (Wednesday)	3 Week Session I and French Immersion I Classes begin
7 June (Wednesday)	Last day to DROP/ADD courses online Last day to switch between the audit and the regular grading option
16 June (Friday)	Last day to withdraw from a course online Last day to choose CR/NC grading option for 3-Week Session I online
27 June (Tuesday)	3 Week Session I ends French Immersion I ends
30 June (Friday)	Grades due 3 Week Session I and French Immersion I
N.B.: Housing Check-in will take place on Monday 5 June (Pentecote)	

3-week Session II

SUMMER 3 WEEK SESSION II (-3WK2) 2017	
1 July (Saturday)	Orientation
3 July (Monday)	3 Week Session II and French Immersion II Classes begin
3 July (Monday)	Last day to DROP/ADD courses in the Registrar's Office for 3-Week Session II Last day to switch between the audit and the regular grading option
12 July (Wednesday)	Last day to withdraw from a course Last day to choose CR/NC grading option for 3-Week Session II
14 July (Friday)	French National Holiday (no classes)
20 July (Thursday)	3-Week Session II ends
22 July (Saturday)	French Immersion II ends
24 July (Monday)	All grades due

N.B.: Exams for French Immersion II will take place on Saturday 22 July

Registration General Information

- On the AUP website, browse the summer 2017 course catalog, ensuring that you select the correct term in the drop-down menu
- Contact the Registrar's Office:

  5, boulevard de la Tour Maubourg

  75007 Paris, France

  +33 1.40.62.08.13

  registraroffice@aup.edu

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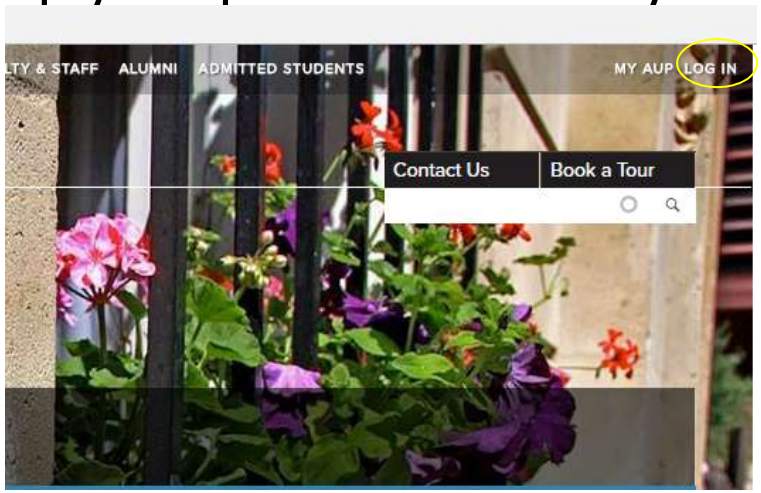
How to Register online: step by step

- 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 and to logout when finished.
- 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



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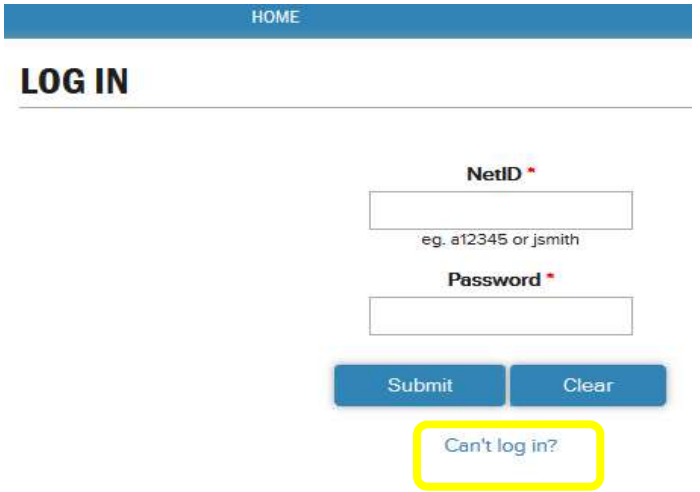
TROUBLE SHOOT

- **What if I can't log-in ?**

Click on Can't log in? under the credential boxes:

Select the first option to 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 to confirm that you have correctly entered your personal email address.

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How to Register online: step by step

- On the Admitted Students page, 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 confirming your attendance and paying your **Summer Tuition Deposit.**
- The Course Registration will only be enabled after the 500€ deposit has been received.

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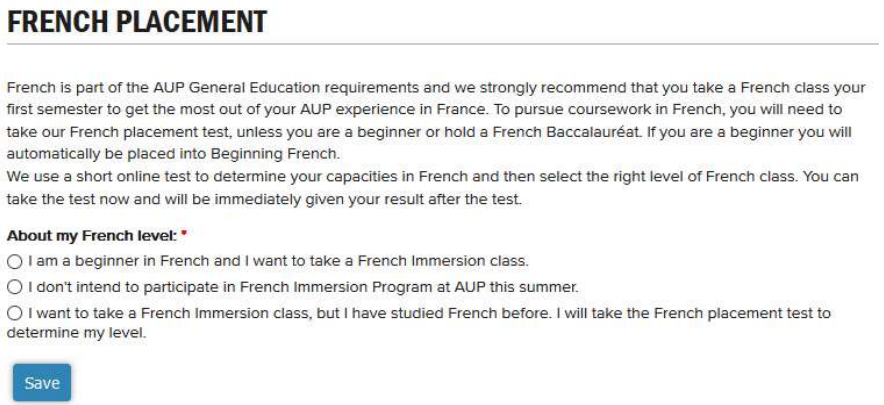
How to Register online: step by step

- 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: If you are planning on taking a French course at AUP, make sure to take the online French placement test right away and to 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

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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.

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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 isn't ***Spring 2017,*** click *(Switch Term)*
- Select ***Summer 2017***
- Click on *Registration*

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TROUBLE SHOOT

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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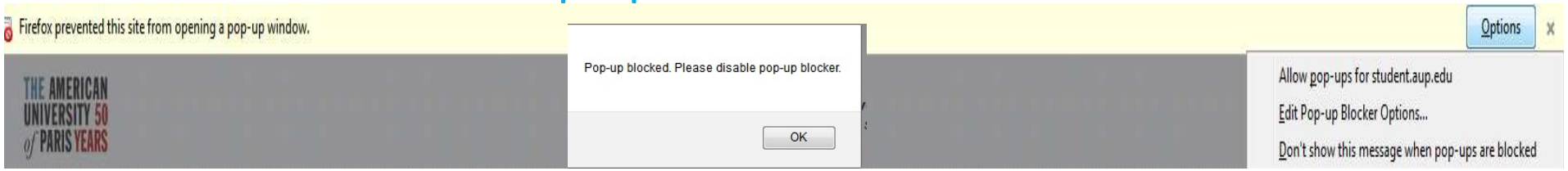
TROUBLE SHOOT

- **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

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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).

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

Select Current Term: Summer 2017

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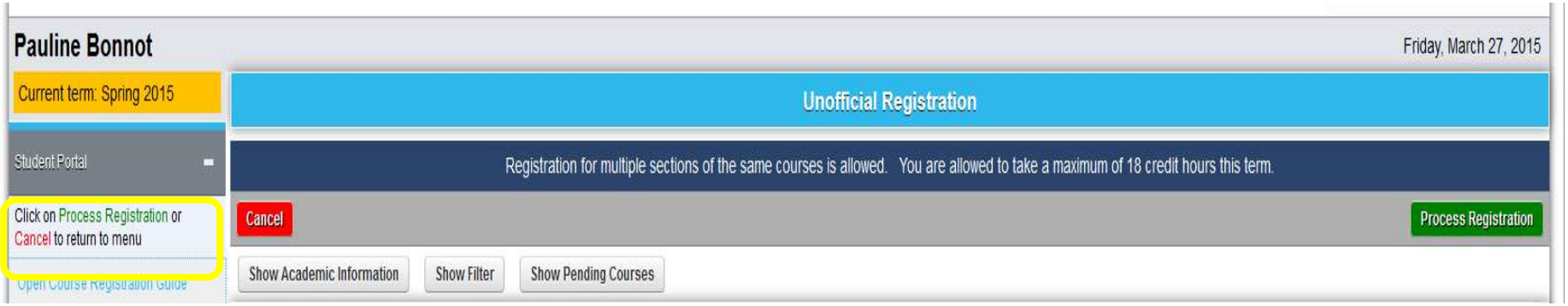
TROUBLE SHOOT

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



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Filter for a Course

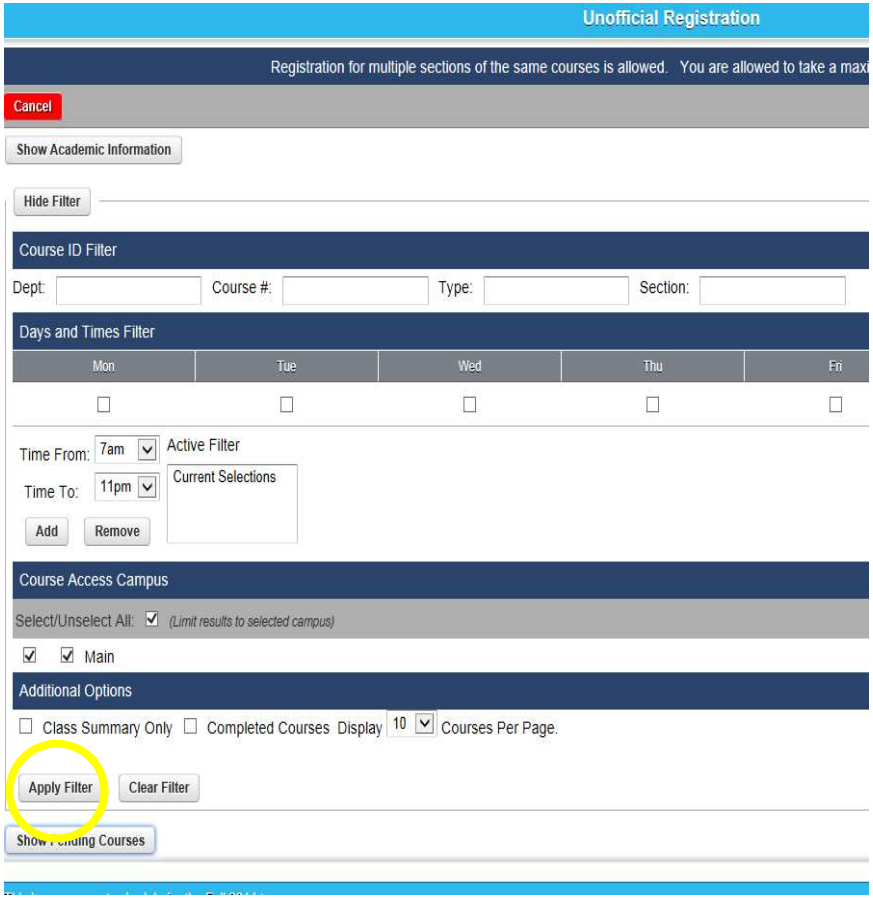
- You can filter for courses using the following criteria:

✓ *Course ID filter*

✓ *Days and Time Filter*

✓ *Additional options*

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



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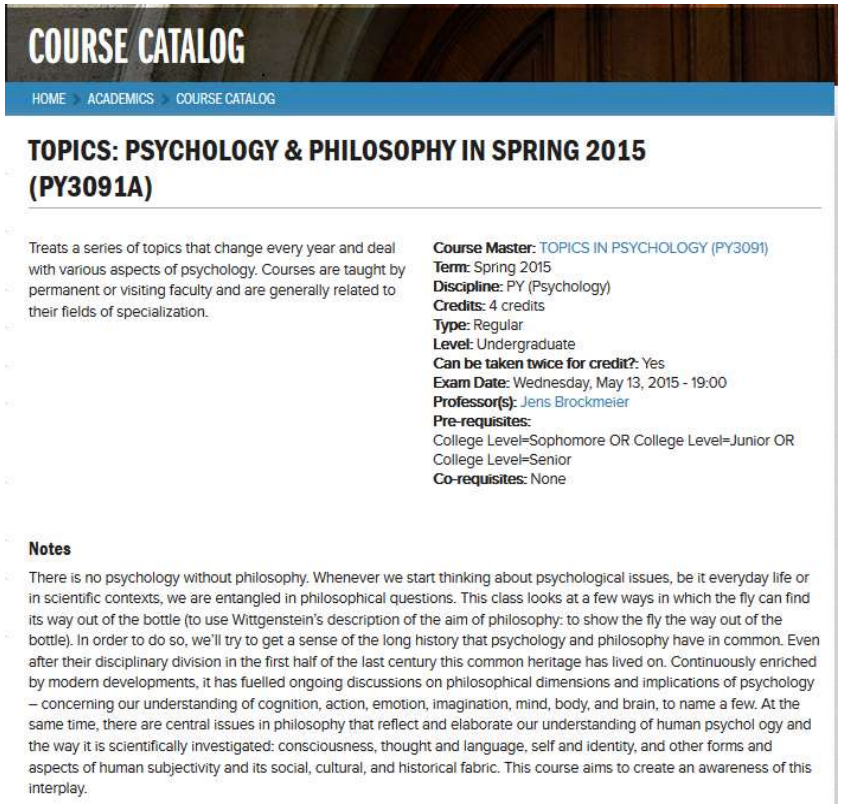
TROUBLE SHOOT

- **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 psychol ogy 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.

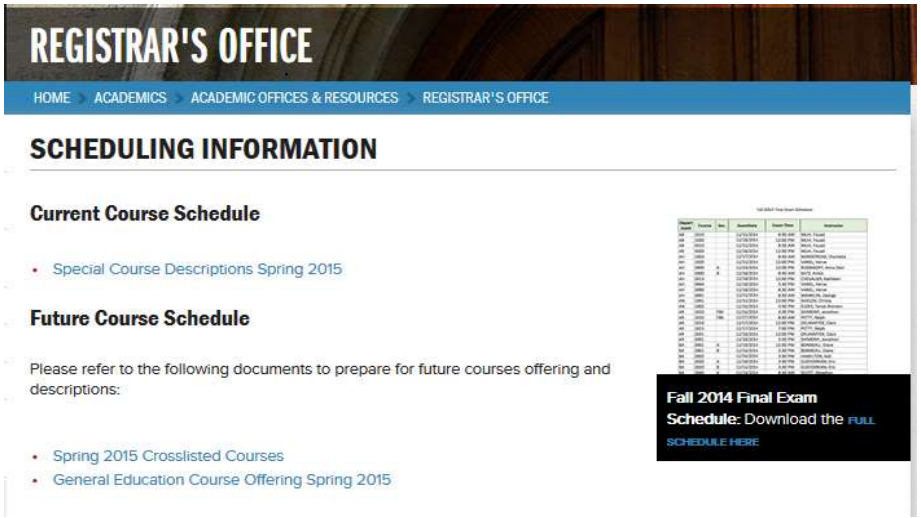
Complementary Information

The Schedule Information page contains a lot of information about the Course Offering and Registration such as:

- ✓ The List of General Education Courses
- ✓ Special Courses descriptions

We recommend consulting this page as a complement to the Student Portal.

You can also contact Safia Benyahia, the Summer Programs Advisor at advising@aup.edu



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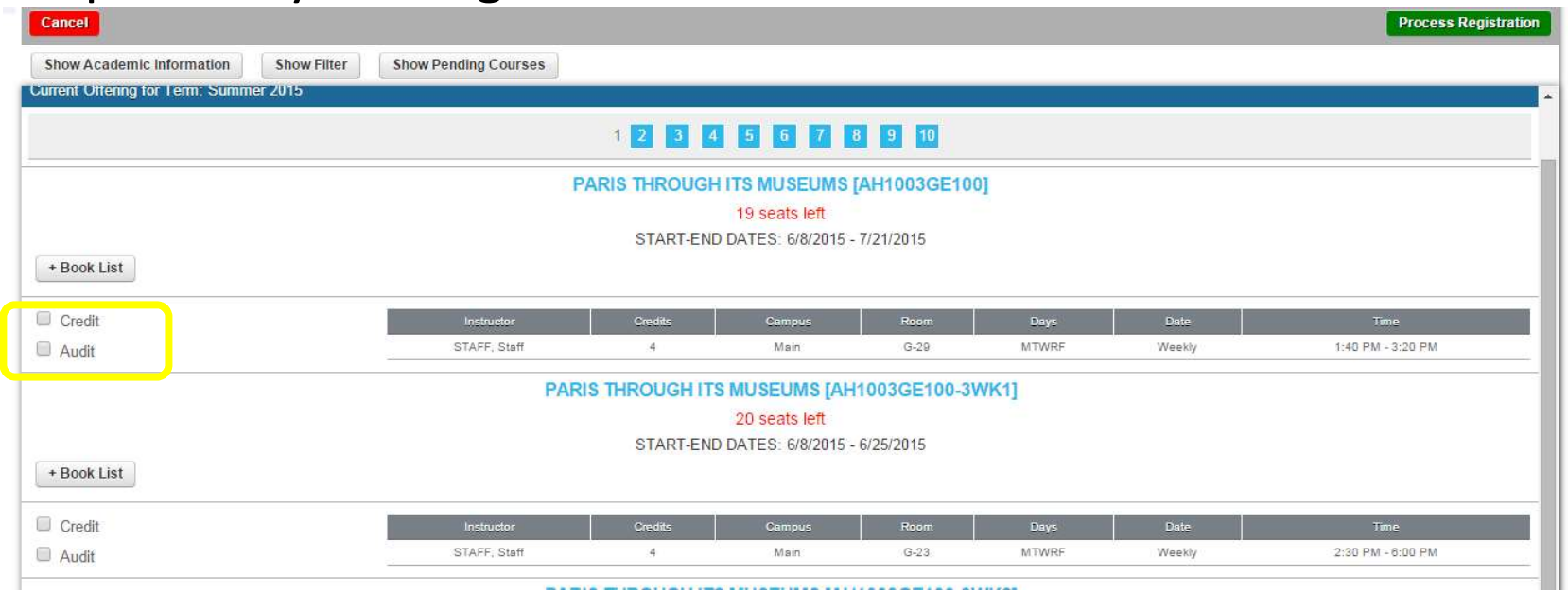
Registering a Course for Credit

- 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*.



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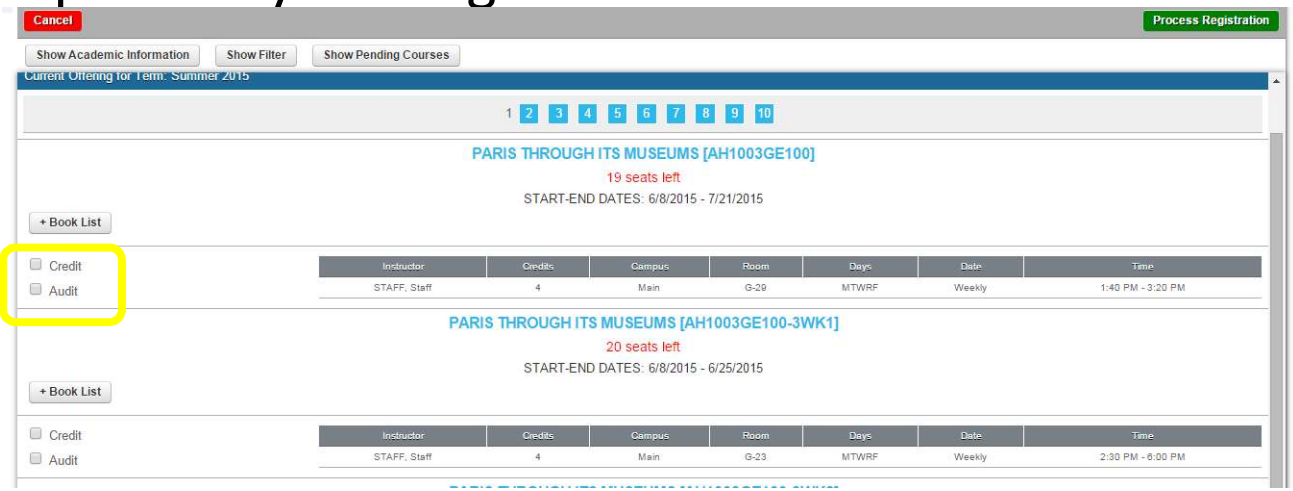
Registering a Course for Audit

- 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*.



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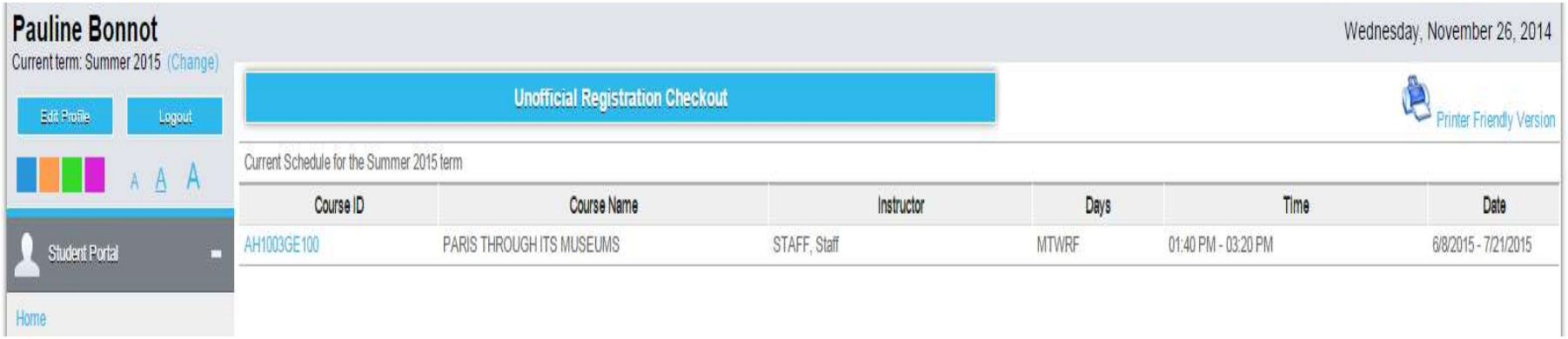
Registering for a Course

- 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.



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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.

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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 Safia Benyahia, AUP's Summer Program Advisor at advising@aup.edu, indicating at what institution and in what semester/quarter you completed said prerequisite(s).
- She 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 Safia 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

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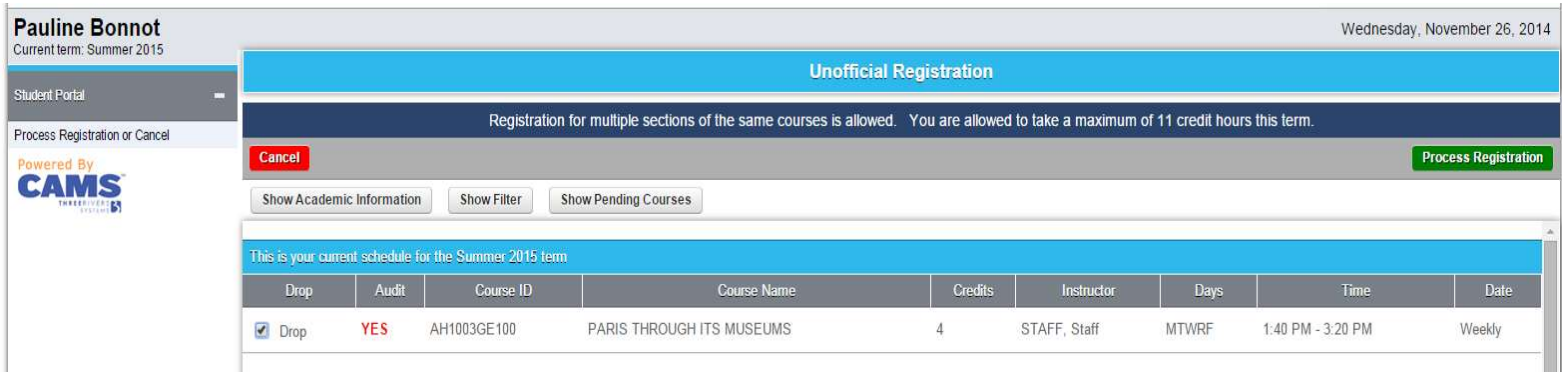
Dropping a Course

- 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.*



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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.

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FREQUENTLY ASKED QUESTIONS

- **What does it mean to take a class "for Audit?"**

Course auditors are expected to attend and participate in the course, but are not required to complete class assignments and assessments. Course auditors will be awarded a final grade of "AU" and will not earn credit for the course.

- **How to register a class for Audit ?**

For the summer term, please check the audit tick box under the course you want to register into on your registration portal. Then do not forget to click on Process Registration.

- **Can I change my registration ?**

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 outline below when modifying your schedule.

FREQUENTLY ASKED QUESTIONS

- **What is the difference between dropping and withdrawing from a class ?**

You can **DROP** a class as many times as you want online during registration periods without affecting your transcript. Once registration windows close, you can no longer drop a class.

Once you are no longer able to drop a class, you can **WITHDRAW** from a class. The course will appear on your transcript and you will be awarded a final grade of "W." No credit will be earned and the GPA will not be affected.

- **How do I withdraw from a class ?**

Submit a signed course withdrawal form to the Registrar's Office before the withdrawal deadline as indicated in the Academic Calendar. Please note that since summer classes are intensive, you will have a limited time to complete this process.

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FREQUENTLY ASKED QUESTIONS

- **What is Credit/No Credit ?**

You may designate one course per semester to be graded Credit/No Credit. This option must be chosen no later than the deadline indicated in the Academic Calendar. **Once exercised by submitting the Credit / No Credit webform, this option CANNOT be revoked**.

If you earn a grade of “C” or above in the course chosen, a final grade of "CR" (Credit) will appear on your transcript. If you earn a grade below a “C,” "NC" (No Credit) will appear on your transcript. Credits so earned will count toward graduation requirements but will not be computed in the grade point average.

It is a student’s responsibility to inquire about the minimum required grades for specific courses/ graduation requirements before choosing the Credit/No Credit grading option.

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FREQUENTLY ASKED QUESTIONS

Summer 2017 refund schedule

SUMMER SESSION	DATES	REFUND
Courses starting Wednesday 7 June (Orientation starts Tuesday 6 June)	Up to 30 April	100% tuition refund (less 500 € deposit)
	1 May - 14 May	60% tuition refund (less 500 € deposit)
	15 May - 5 June	40% tuition refund (less 500 € deposit)
	6 June onward	No tuition refund
Courses starting Monday 3 July (Orientation starts Saturday 1 July)	Up to 31 May	100% tuition refund (less 500 € deposit)
	1 June - 14 June	60% tuition refund (less 500 € deposit)
	15 June - 28 June	40% tuition refund (less 500 € deposit)
	29 June forward	No tuition refund