# **User Guide** Registration for Classes



Registration Section | Banner 9 "XE"



**Service description:** The student can register the courses through the UAEU portal "eServices" after inserting the courses in the Degree Works system according to the study plan. **Students who do not specify their courses in the Degree Works system will not be able to register**.

### **Steps to implement the service:**

Please follow the steps below and log into the portal:

- 1- Open a web browser and access the university website https://www.uaeu.ac.ae
- 2- Choose Sing in



#### 3- Choose https://my.uaeu.ac.ae

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United Arab Emirate	s University	Apply Sign In	Location E-Participation	E-Services Open Data Contact Us	Search for Q
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UAEU		Sign In for I	nternal Site	S	
GENERAL INFORMATION	+	On this page are links to i the UAEU Community.	nternal facing UAEU sites	for students, faculty and staff w	ho are already members o
UNIVERSITY LEADERSHIP	+	myUAEU Port	al		
UAEU FACTS & FIGURES	+ [				
MEDIA	+	https://my.uaeu.ac.ae     Your UAEU community		alendars, timetables, and single s	ign on to Webmail,
FAQ'S	+	Blackboard and more.			

- 4- Enter your username and password and then click "Login"
- 5- Choose **ESERVICES**



## 6- Choose <u>Student</u>

U7	<b>AEU</b>		
W	elcome,		7
	Personal Information View addresses and phone numbers, emergency contact information, directory profile, and available surveys.	Student Apply for Admission, Register, View your academic records and Financial Aid	

7- Choose Student Registration

JAEU						
Welcome,	, to the Self Service Banner!					
Home > Student and Financial Aid     Personal Information     Student						
	Student Records View your holds, grades, transcripts and account summary	Student Account	Student E-Payment			
	Al-Ain Gate Permit Entry Requst Alain Gate Permit Entry Request	Student College Transfer Student College Transfer	Student Financial Aid Request Apply for Financial Aid and Vie			
	Documents Request	Special Needs     Request Special Needs Online	Withdraw from University Withdrawal and Clearance Request			
	Student Health Insurance	Senior/Graduation Project	Apply for Students Fee Installments			
	Student Profile	View Grades	Student Registration			



8- Choose <u>Prepare for Registration</u>: The Registration Status page displays holds and Academic Standing Check this page to confirm that you are allowed to register for courses in the specified term.

<b># UAEU</b>	
Student Registration	
Registration	
What would you like to do?	
Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	Register for Classes Search and register for your classes. You can also view and manage your schedule
Browse Classes Looking for classes? In this section you can browse classes you find interesting.	View Registration Information View your past schedules and your ungraded classes.

9- Select a Term

Student • Registration	•	Select a Term
Select a Term		
Terms Open for Registration		Y

- 10- The student can start registering the courses as indicated by the registration status
  - below 📀 :

Student • Registration • Select a Term • Prepare for Registration
Prepare for Registration
Registration Status
Registration Status
Term: Spring 2020
Your Student Status permits registration.
Your academic status Good Standing permits registration.
🖉 You have no holds which prevent registration.
Earned Hours
You have Earned Hours for Level: Undergraduate, Institution Hours: 9, Transfer Hours: 3
Your class standing for registration purposes is First Year



To register please follow the steps below:

1- Return to home page Registration and Choose Register for Classes

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<u>Student</u>	<u>Registration</u>	
Registrat	ion	
What wa	suld you like to do?	
	uld you like to do?	
Ê	Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	Register for Classes Search and register for your classes. You can also view and manage your schedule.
	Browse Classes Looking for classes? In this section you can browse classes you find interesting.	<u>View Registration Information</u> View your past schedules and your ungraded classes.

2- Select a Term



Student • Registration • Select a	<u>a Term</u> • Register fo	r Classes						3
Register for Classes								
Find Classes Enter CRNs Plans Projection	s Schedule and Options							You will see
Register from a plan. Term: Spring 2020								a list of course
- ∎ Plan								that have been
Criucar IIM Title	Details	Hours	Delivery	Choice Group	Choice Description	Attribute Summary	Note	entered into the
Professional ethics in ED.	FOED 102	3					Q View Sections	Degree Works
Statistics in the Modern World	STAT 101	3					Q View Sections	Click
								View Section
Integrated Capstone	HSR 400	3					Q View Sections	To view the
Global Agri- Food Trade	AGRB 360	3					Q View Sections	details of the classes
								classes
Student • Registration • Select a Ter	m • Register for Class	es						
Register for Classes								(4)
Find Classes Enter CRNs Plans Projections	Schedule and Options							
Return to Plan Search Results - 1 Classes Term: Spring 2020 Subject and C								<b></b>
Title <sup> </sup>	NÎ Section ≎ Hours CRN ≎	Term <sup>©</sup> Instructor	Meeting Tir	mes	Campus Status	Attribute		Click
Professional ethics in ED. Lecture Foundations 102	01 3 10078	Sprin	S M T W	T F S - Type: Class Buildin	g: None Room: Fema 10 of 10 seat	English s re University General Education	Add	<u>ADD</u>
				hum a fra		une la sur		
Student • Registration • Select a Term		e cours	ses will be	transferr	ed to Summa	IFY DOX		
Register for Classes	the fister for elasses							
Find Classes Enter CRNs Plans Projections Sche	edule and Options							
Return to Plan Search Results - 1 Classes Term: Spring 2020 Subject and Course	Number: FOED102							(5)
Title Course Ni Subject Description Course Ni S		Instructor	Meeting Times		Campus Status Attri	bute	÷.	
Professional ethics in ED. Lecture Foundations 102 0	1 3 10078 Sprin		SMTWTFS -	Type: Class Building: None Roo	m: Fema 10 of 10 seats re Univ	ish ersity General Education	Add	Click
K ≪ Page 1 of 1 ► H   10 ♥ Per Page							Records: 1	Submit
Schedule				Summary			Tuition and Fees	
Class Schedule for Spring 2020 Sunday Monday Tuesday 6am	Wednesday Thursday	Friday	Saturday	Title Professional ethics in ED.	Details         Hours         CRN           FOED 102, 01         3         10078	Schedule Type Status	Action 🛱	
7am						02225		
8am								
9am			L					
Open and close bottom panels to display extra registration information.			~	Total Hours   Registered: 0   Billing: 0	CEU: 0   Min: 0   Max: 0			
Panets •							Submit	
Student - Registration - Select a Term Register for Classes	<ul> <li>Register for Classes</li> </ul>					Save Successful		
Find Classes Enter CRNs Plans Projections So								_
Return to Plan Search Results - 1 Classes Term: Spring 2020 Subject and Cours Title Subject Description Course N	se Number: FOED102 Section <sup>O</sup> Hours CRN <sup>O</sup> Term	<ul> <li>Instructor</li> </ul>	Meeting Times		Campus Status Attri	bute	æ.	
	01 3 10078 Sprin			- Type: Class Building: None Ro	Eng		Add	(6)
H ≪ Page 1 of 1 ► H   10 ♥ Per Page							Records: 1	
								The
Schedule Details				Summary			Tuition and Fee	course
Class Schedule for Spring 2020 Sunday Monday Tuesday 6am	Wednesday Thursda	r Friday	Saturday	Title Professional ethics in ED.	Details         Hours         CRN           FOED 102, 01         3         10078	Schedule Type Status Lecture Registered	Action .	
7am Sam								has been
9am			•					registered
titiam. Open and close bottom panels to display extra registration information			~	Total Hours   Registered: 3   Billing: 3	CEU: 0   Min: 0   Max: 000,000.000			
Panets v							Submit	



## How to drop /withdraw from a class

To delete the course, please follow the steps below:

Summary							Tuition and	d Fees	
Title	Details	Hours	CRN	Schedule Type	Status	Action		☆.	$\bigcirc$
mirates Studies	HSS 105, 0	3	10001	Lecture	Registered	None	*		(1)
rinciples of Financial Acct	ACCT 100, 01	3	10002	Lecture/Lab	Registered	None	_		
						DROP- Web			Choose
									DROP-Web
otal Hours   Registered: 6   Billing:	3   CEU: 0   Min: 0   Max: 99	0 000 000							
narrious (registered, o planing,	of eco. of min. of max. oo	0,000.000							
								it	
							т.,	ition and Face	
							Tu	ition and Fees	
Summary Title	Details	Hou	rs CRN	Schedule	• Type Status	Action	Ти	ition and Fees <b>X-</b>	
Summary	Details HSS 105, 0	Hou 3	rs CRN 10001	Schedule	Typ Status Registered	Action DROP- Web			2
Summary					Registered				
Summary Title Emirates Studies	HSS 105, 0	3	10001	Lecture	Registered	DROP- Web	• •		Click
Summary Title Emirates Studies	HSS 105, 0	3	10001	Lecture	Registered	DROP- Web	• •		
Summary Title Emirates Studies	HSS 105, 0	3	10001	Lecture	Registered	DROP- Web	• •		Click
Summary Title Emirates Studies	HSS 105, 0	3	10001	Lecture	Registered	DROP- Web	• •		Click
Summary Title Emirates Studies Principles of Financial Acct	HSS 105, 0 ACCT 100, 01	3	10001	Lecture	Registered	DROP- Web	• •		Click
Summary Title Emirates Studies	HSS 105, 0 ACCT 100, 01	3	10001	Lecture	Registered	DROP- Web	• •		Click

# **Registration Add Errors**



Registration Add Errors	Description	Solution
Closed Section	The class you are trying to register in has no more seats available.	Select another course.
College Restriction	This course is restricted to students in a specific college.	Contact the college offering the course to override the restriction, or select another course.
Major Restriction	Only specific majors are eligible to register for this course	Contact the college offering the course to override the restriction, or select another course.
Prerequisite and Test Score	This means that you do not have the necessary qualification to take the class.	Contact the college offering the course to override the restriction, or select another course.
LEVEL RESTRICTION	You cannot register for this class because your student level (undergraduate, graduate, etc.) does not meet the requirement for enrollment in this class.	Select another course
CRN DOES NOT EXIST	You have entered an invalid Course Registration Number (CRN).	Select another course
Degree Restriction	This course is restricted to specific Degree.	Contact the college offering the course to override the restriction, or select another course.
Program Restriction	You tried to register for a course that is offered for another program.	Contact the college offering the course to override the restriction, or select another course.
Campus Restriction	The selected course is offered in a different campus (Male or Female).	Select another course
Time Conflict With	You tried to register in two courses which are scheduled at the same time. The conflicting course CRN is displayed.	Select another course
Duplicate course	You are already registered for this course and section	Select another course
Maximum Hour Exceeded	You may not exceed maximum credit hours allowed for student's level or academic standing.	Contact the registration section
You Have Hold on Your Registration	This error occurs when registration is open for the selected term but your classification or level is not yet allowed to register.	Contact your college
Linked course required	This course requires an additional CRN linked to lab/lecture or other course. Be sure to register for both classes same time. If you are having diffi signing up for both sections, conta college or your advisor.	
Class Restriction	Student classification (freshman, seniorext) does not match the required classification to take this course.	Select CRN that is linked to this course
You may not register at this time	This error occurs when registration is open for the selected term but your classification or level is not yet allowed to register.	Contact the registration section
Cohort Restriction	Student Cohort does not match the required Cohort to take this course.	Contact the college offering the course to override the restriction, or select another course.

If you require any further assistance please contact us (Registration department) <u>Registration department@uaeu.ac.ae</u>