Spring 2019 Advising and Online Registration Procedures

**Step 1: Ensure your SONIS account is active and accessible**

Go [https://www.auis-sonis.org/](https://www.auis-sonis.org/) and ensure that you have access to SONIS. This online registration system contains your academic record and the portal for registering for classes. Before viewing academic record and preparing for registration process, please ensure you’re able to login.

- For other log-in problems, please Email: itd.help@auis.edu.krd

**Step 2: Review your academic history and degree requirements**

Please prepare for your advising session by reviewing your academic record, curriculum and Spring 2019 schedule.

- **Review Spring 2019 Course Schedule** – Spring 2019 Course Schedule will be available in SONIS main page under courses by semester.

- **Review unofficial transcript / academic history** – Available via SOINS
  - Print a copy of your unofficial transcript to review during the advising session.

- **Review your degree requirements** –
  - Print a degree progress form from AUIS website.

- **Check your major, concentration and declaration status** –
  - Make sure that you have formally declared your academic program.
  - Forms for declaring major and minor are available on the AUIS website.

**Step 3: Prepare a list of preferred courses**

Prepare a list of courses you need to take for Spring 2019, based on the above information. This list is not official until approved by advisor. Be prepared to discuss your preferred courses and possible alternatives with your advisor.

**Curricula Exceptions Forms**

In exceptional cases, Department Chairs, Dean of Faculty and Registration and Records Director may authorize senior students to override system pre-requisites and catalog requirements. To request such an exception, a student should fill out a Curricula Exceptions Form and submit the form on [your assigned registration date](#).

The form must be approved by the Department Chair, Dean of Faculty and Registration and Records Director. Examples of exception justifications include but are not limited to:
1. Discontinued or unpredictably offered courses due to curricula changes
2. Grossly unclear historical requirements (for instance, changes to curricula)
3. Misaligned course sequencing due to department decision threatens timely graduation

**Approved form will be manually updated in the system on the date of student’s registration.**

An approved form will be put in the student’s file and will be reviewed during degree audits and in particular the application to graduate period.

---

**Step 4: Make appointment with advisor, complete and submit form**

**Meet with advisor**

Meet with your advisor any time and date between **Sunday, November 11 - Thursday, November 15.**

Contact your advisor to arrange an appointment; the exact time, date and location of the appointment are at the discretion of your advisor.

At the advising appointments, discuss your courses selections. Once your preferred schedule is approved, the advisor should sign the form and write your advising code. Three identical copies should be completed.

**Submit form to Registration Office before 5 pm on Thursday, November 15.** Students that submit the form later than November 15th, cannot register for courses until Thursday, November 29th (late registration).

**Leave of Absence advising**

If you are a student on Leave of Absence for the Fall 2018 term, in order to register for Spring 2019 courses, please take the following steps:

1. Prepare a list of courses you need to take for Spring 2019. This list is not official until approved by advisor.
2. Send or submit Spring 2019 Approved Schedule form to registration.office@auis.edu.krd before Thursday, November 15.
3. Students that submit forms by email before Thursday, November 15 will be able to register for courses on their approved registration dates. Students that submit the form later than November 15th, cannot register for courses until Thursday, November 29th (late registration).

---

**Step 5: Clear holds**

**Clear finance holds**

In order to successfully register online, you must clear all financial holds by paying off tuition or fees that you owe to the University. The financial holds appear in SONIS are the following:

- Financial Hold - Book Fee
- Financial Hold - Missed 1st Installment
• Financial Hold - Missed 2nd Installment
• Financial Hold - Missed 3rd Installment
• Financial Hold - Missed Full Payment
• Financial Hold - Missed Dorm Fee

To pay off any outstanding debts to AUIS, visit the Bursar (Finance Office, Ground Floor, Building A). Only Finance Office can clear the financial hold – Advisors and Registration Office do not have the privilege to clear financial hold.  
Please make sure that your hold is lifted immediately by Finance, any delays in the lifting of your finance hold may impact your ability to register.

• Students that pay off debts before online registration week will have full access to online registration.
• Students that pay off debts later than the assigned registration date will be able to register on late registration day, November 29
• Students that pay off debts after the registration week may register for courses during the add/drop period on January 2019

IMPORTANT: If the hold says “Online Registration hold”, this means that your account is placed on hold by your adviser, for not meeting with your adviser during the advising week.

Clear major declaration hold (new policy, effective Fall 2014)

For full major declaration policy, please refer to “Declaring a Major – Policies and Procedures” form.

1. Students in the fourth semester must submit a Major Declaration Form by the end of the term.
   • Major declaration will be audited by Registration Office to ensure that students meet all Ministry of Higher Education requirements (referring to official Enrollment Agreement signed by student)
   • Registration hold – Major not declared by deadline

Step 6: Register online on designated date

Ensure that you have access to your SONIS portal. Go to https://www.auis-sonis.org/

<table>
<thead>
<tr>
<th>Online Registration Dates</th>
<th>Priority (earned credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, November 25, 9:00 am to 5 pm</td>
<td>Open to students 90 credits earned and up</td>
</tr>
<tr>
<td>Monday, November 26, 9:00 am to 5 pm</td>
<td>Open to students 60 – 89 credits earned</td>
</tr>
<tr>
<td>Tuesday, November 27, 9:00 am to 5 pm</td>
<td>Open to students 30 – 59 credits earned</td>
</tr>
<tr>
<td>Wednesday, November 28, 9:00 am to 5 pm</td>
<td>Open to students 0 – 29 credits earned</td>
</tr>
<tr>
<td>Thursday, November 29, 9:00 am to 5 pm</td>
<td>Open only for late registration</td>
</tr>
</tbody>
</table>

Implementations:

• Pre-requisite and grade rules enforced automatically by the system; Registration and Records Office reserves the right to manually correct any registrations that do not reflect proper pre-requisites.
Students must complete Course Overload Form to be eligible to register for more than 5 courses. All students with more than 5 registered courses, if the form not submitted, the most recent registration will be dropped.

To support both learning and grades, undergraduate students on probation will be allowed to take no more than four courses in each of Fall and Spring semesters." This policy got into effect in Fall 2017. If a student is on probation and wishes to take more than four courses, the usual overload policies apply during Spring 2019 online registration week. This means that the fifth course must be approved by the student’s faculty advisor and the Dean of Students. Please take this into account as you plan your studies.

All registrations close on Thursday, November 29 and will not reopen until January 2019.

### Step 7: Review schedule results

**Final schedule results may vary from advising course list**

It is the student’s responsibility to verify their final schedule, not the advisor or AUIS. Seats are limited and are allocated on a first-come, first-served basis favoring seniors first and freshmen last. Registration for particular courses, sections or professors is never guaranteed. Please review your schedule carefully, adhering as closely as possible to the advisor-approved schedule but allowing for some variation based on availability.

Some variation is allowed and common, but significant deviation from approved schedule may result in follow-up questioning and arrangement of different schedule.

The Registrar’s Office will audit the final results of registration and flag any serious issues. Issues that may result in follow-up:

1. Registering for many courses outside of your major (for instance, a 5th semester Business student registering for Engineering courses)
2. Registering for many courses you have already taken (for instance, a second year student registering for first semester courses)
3. Registering (perhaps by glitch of the system) for advanced courses that you do not qualify to take.

**Scheduling changes or course cancellations after completion of registration**

Registration Office will make every effort to avoid the changing of course and scheduling information after students have registered for a course. However, the University reserves the right to alter course scheduling information as is needed, including section size, section instructor, and section time and section location.

In event of a cancellation or schedule change after student registration (any changes made before the end of add/drop period in Spring 2019 term), the following steps will be taken:

1. Affected students will be notified in a timely manner via email and/or text of a change. Change is visible in SONIS.
2. After notification, affected students are entitled to:
a. “Special registration” window to amend their schedule as is possible, either on their own via online registration or with the help of the Registration Office

b. Every effort will be made to get a student into an alternate section of the same course, but this is not guaranteed. Student’s not approaching graduation may have to wait until next semester to complete the intended course.

c. A schedule change cannot affect a graduating senior’s ability to graduate; in this case, an alternative solution is guaranteed with the help of department and Registrar.

**Full sections and courses**

AUIS set a limit on the number of students in each course or section. Once a course or section is filled, students may not be added by the Registrar Office or instructor.

Special requests from students or instructors will not be honored.

Only Department Chairs, under very special circumstances, has the final authority to increase the size of a course or section. These special exceptions are limited only to:

1. Gross underestimation of course/section enrollment need (cap raised to accommodate 5 or more enrollments) and therefore departmental need to raise cap.
2. Unworkable scheduling conflicts for key requirements (not for electives, particular instructors or particular times).
3. Graduating senior needs spot for Core or Major Requirements (electives do not count).

**Step 8: Updating course schedule (add/drop period)**

*Additional information about the Add/drop period may be circulated prior to the Spring 2019 term.*

**Adding a course / revising schedule**

Online registration will reopen at the beginning of Spring 2019 term. No scheduling adjustments may be made between registration and add periods.

Advisor approval is not needed for revision of schedule.

**Add/drop schedule:**

<table>
<thead>
<tr>
<th>Online Registration Dates</th>
<th>Sonis opens to all students</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 20, 8 am</td>
<td></td>
</tr>
<tr>
<td>January 21, 5 pm</td>
<td>Sonis closes to all students</td>
</tr>
</tbody>
</table>
Dropping a course

You can drop a course from SONIS before Thursday, January 31st, 2019.

Not attending AUIS during spring 2019 term

Students that have registered for spring 2019 courses, but then decide not to attend AUIS, must update their enrollment status. Such students have the following options:

Leave of Absence - Not attending AUIS for up to 2 semesters (Form available on the AUIS website)

1. Submission of official Leave of Absence form without any financial obligation before the deadline of Thursday, January 31st
   a. Emails, phone calls or messages from friends are not considered official
   b. No tuition debt owed
   c. Courses dropped

2. Submission of official Leave of Absence form after Thursday, January 31st
   a. Tuition owed for term
   b. Withdrawal from all courses
   c. Possible failure of courses (if registered but not attending)

Withdrawal – Permanently and officially leaving AUIS, taking back official high school certificate (Form available in Registration Office)

1. Submission of official Withdrawal form before the deadline of Thursday, January 31st:
   a. Emails, phone calls or messages from friends are not considered official
   b. No tuition debt owed
   c. Courses dropped
   d. Original high school certificate returned

2. Submission of Withdrawal forms after Thursday, January 31st:
   a. Tuition owed for term
   b. Withdrawal from all courses
   c. Possible failure of courses (if registered but not attending)

Permanent Drop – Disappearance from AUIS without clear notification of any kind (No form submitted)

1. Students that disappear from AUIS without notification will be changed to “Permanent Drop”
2. Tuition debt owed (if applicable)
3. Courses “withdrawn” or failed (failed if “F” reported by professor for excessive absences)
4. Original high school certificate will remain the possession of AUIS until form completed and debts cleared
5. Student must reapply to AUIS; no guarantee of readmission