



## Tutorial on How to Register online Summer I & II and FALL 2023

In order to register online, go to the MyAUR webpage (<https://my.aur.edu/ics>) and log in with your ID and password.

Online course registration is available starting on: **Tuesday March 28** (8:00 AM) and **ends on Thursday April 6, 2023.**

To register for courses, select **Online registration** under the **Student Tab**, in the left-hand menu.

You will have to select the **Term** you want to register for:

- **Summer I 2023**
- **Summer II 2023**
- **Fall 2023**

(Division: Undergraduate)

### 1. Registration agreement form

For each term you will have to “sign” the **Registration Agreement form**.

Upon acceptance you will be able to start the online registration.

**MyAUR**

Home Student Careers & Internships Academics Admissions Student Life IT Help Desk My Pages

You are here: [Student](#) > [Online Registration](#)

**Student**

- Academic Information
- Advising Information
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**Quick Links**

- My Pages
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### Online Registration

#### Online Registration for Returning Students

Dear Student,

We are pleased to make available to you on-line registration. Please click on the red ADD/DROP icon under Course Schedules below in order to begin the process.

Students will be allowed to register on-line only during scheduled times as reported in the academic calendar. When the session is open a message will appear unde is open'. You will then need to meet with and/or be cleared by your academic advisor before your registration on-line is processed.

AUR has taken precautions to provide as secure an environment as possible, to protect your personal information. AUR maintains students' academic records in con regulations.

For your reference please find attached in pdf format an [On-line Registration Tutorial](#). Please contact [registrar@aur.edu](mailto:registrar@aur.edu) with any questions.

Thank you and Happy Registration On-Line!

#### Course Schedules

#### Add/Drop

**Current Term:** Summer I 2018  
Add Period Open / Drop Period Open

[Add/Drop Courses](#) [Course Search](#)



## Tutorial on How to Register online Summer I & II and FALL 2023

Registration Agreement

This form is for the registration agreement.

[Complete the Registration Agreement form](#)

Some students might be requested to also **Complete the Personal Info Update form**. You will be asked to complete or confirm your Personal Information. Be aware that some fields are free text (ex. your e-mail address) and others are drop down menus to select from (ex. citizenship).

When indicated, some information is required (ex. date of birth) and you will not be able to submit the form unless all the required fields are completed.

Your consent will be required to comply with the EU Student Privacy policy.

### Personal Info Update

#### Introduction

Before you can access the Online Registration screen, you must review and complete the information on this form carefully and make changes as needed. You will be asked to review and accept the **Privacy Policy** based on EU legislation known as GDPR.

Review the information and make the needed changes. Read the **Student Privacy Policy** and give or deny your consent as necessary. Click submit once you are ready to return to this form after clicking on submit. Should you need to make changes after having submitted the form, please contact [registrar@aur.edu](mailto:registrar@aur.edu)

#### General Information

#### Personal Information

1.First Name:	<input type="text" value="Rachel"/>	*Required, Maximum characters allowed: 15
2.Middle Name/Initial:	<input type="text"/>	Maximum characters allowed: 15
3.Last Name:	<input type="text" value="Kxxxxxx"/>	*Required, Maximum characters allowed: 30
4.Birthdate:	<input type="text"/>	*Required, Format: mm/dd/yyyy
5.I am a citizen of:	<input type="text" value="UNITED STATES OF AMERICA"/>	*Required
6.My second citizenship is (if applicable):	<input type="text" value="UNITED STATES OF AMERICA"/>	
7.Please select your gender	<input type="text" value="Select One"/>	*Required
8.Social Security Number (if applicable)	<input type="text"/>	Format: 123-45-6789
9.Codice Fiscale (only for students with Italian residency)	<input type="text"/>	Maximum characters allowed: 30
10.Email Address:	<input type="text"/>	*Required, Format: x@x.xx
11.Permanent Street Address:	<input type="text"/>	Maximum characters allowed: 60
12.Permanent City:	<input type="text"/>	Maximum characters allowed: 25
13.Permanent State:	<input type="text" value="Florida"/>	
14.Permanent Zip:	<input type="text"/>	Maximum characters allowed: 12
15.Permanent Country:	<input type="text" value="Select One"/>	
16.Permanent Phone:	<input type="text"/>	Maximum characters allowed: 18



## Tutorial on How to Register online Summer I & II and FALL 2023

### Emergency Contact

1. First Name:	<input type="text"/>
*Required, Maximum characters allowed: 15	
2. Last Name:	<input type="text"/>
*Required, Maximum characters allowed: 30	
3. Home Phone:	<input type="text"/>
*Required, Maximum characters allowed: 20	
4. Cell Phone:	<input type="text"/>
Maximum characters allowed: 20	
5. Email Address:	<input type="text"/>
Format: x@x.xx	

### AUR Privacy Policy

#### Please read the AUR Privacy Policy

[AUR\\_PRIVACY\\_POLICY\\_STUDENTS.pdf](#)

#### I have

read and understood the [AUR\\_PRIVACY\\_POLICY\\_STUDENTS.pdf](#) regarding the processing of my personal data by AUR, provided in accordance with Art. 13 of the Privacy Act, and Art. 13 and 14 of the GDPR (General Data Protection Regulation).

I understand and accept that consent to the processing and distribution of personal data, as detailed in [Section 3.pdf](#) of the privacy policy, is mandatory when it is directly linked to the fulfillment of the contractual obligations between AUR and the student, and to any legal or legitimate interest of AUR.

1. Select from the drop down:	<input type="text" value="Select One"/>
*Required	

#### Videos/photos/audio

Pursuant to Art. 13 of Legislative Decree no. 196/2003 and Art. 13 and 14 of EU Regulation 2016/679 (GDPR), the undersigned provides his/her voluntary, knowing, informed, specific and express consent to AUR's processing of images/photos/video/audio footage during any institutional, educational, or training activity/event/conference organized and managed by the University, and for archival purposes.

2. Select from the drop down:	<input type="text" value="Select One"/>
*Required	
3. Please enter today's date	<input type="text" value="3/9/2022"/>
*Required, Format: mm/dd/yyyy	

Submit

## 2. On-line course Registration

You may register for a class by entering its **Course Code number** and clicking “Add course(s)”  
If you are not familiar with a course code or possible course sections, you can look it up using the **Course Search Tab** on the right.



## Tutorial on How to Register online Summer I & II and FALL 2023

[Schedules](#) > [Add/Drop](#) > [Add/Drop Courses](#)

### Online Registration

Course Schedules - Add/Drop Courses

**Add/Drop**

Term: Summer I 2018  
Add Period Open / Drop Period Open

**Add by Course Code** | **Course Search**

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:	Course Code:
1. mk	2.
3. MKT 310	4.
4. MKT 312	5.
5. MKT 316	6.

[Add Course\(s\)](#)

[My Account Info](#)

[Schedules](#) > [Add/Drop](#) > [Add/Drop Courses](#)

### Online Registration

Course Schedules - Add/Drop Courses

**Add/Drop**

Term: Summer I 2018  
Add Period Open / Drop Period Open

**Add by Course Code** | **Course Search**

Title: Begins With  
Course Code: Begins With  
Term: Summer I 2018  
Program: All  
Division: All

[My Account Info](#)

Undergraduate  
Undergraduate 2

When using the Course Search, please make sure to select the **correct Division (U1 for Undergraduates, GR for Graduate students)**.

Fill out the search fields: ex. Course code begins with MKT, in order to retrieve all the Marketing courses offered.

If you would like to see the complete course offering list, just hit **“Search”** leaving all fields blank

Select the courses by **clicking the add box**, and hit the **“Add Courses”** button on the bottom of the page.

You can see if the course you want to add is still open by looking in the Status column (O= Open, F= Full)

Degree-seeking students in good standing **can register up to 17 credits** during a regular Fall or Spring semester, (or up to 6 credits for a Summer semester).



## Tutorial on How to Register online Summer I & II and FALL 2023

**Search Results: Click on the course link to view syllabus; Use breadcrumb (above) to navigate between search page:**

[Search Again](#)

Term: Summer I 2018

Division: All

[Search](#)

[Other](#)

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule
		<a href="#">ADV 260</a>	INTRODUCTION TO PUBLIC RELATIONS	Langer, Marshall	25/25	Open	MTWH 9:00 AM-11:00 AM; AUR
		<a href="#">ADV 425</a>	PUBLIC RELATIONS STRATEGY	Sadaqa, Shadia Ann	25/25	Open	MTWH 9:00 AM-11:00 AM; AUR
<input type="checkbox"/>		<a href="#">AH 100</a>	ART OF ROME	Taddeo, Carol	18/18	Open	MTWH 8:50 AM-11:10 AM;
<input checked="" type="checkbox"/>		<a href="#">AH 100 B</a>	ART OF ROME - SEC. B	La Malfa, Claudia	18/18	Open	MTWH 8:50 AM-11:10 AM;
<input type="checkbox"/>		<a href="#">AH 313</a>	THE ART OF NEOCLASSICISM: ROME,NAPLES AND SICILY	TBA, .	18/18	Open	MTWH 8:50 AM-11:10 AM;
<input type="checkbox"/>		<a href="#">ARC 101</a>	ROMAN ARCHEOLOGY ON-SITE	Koehler, Jens	25/25	Open	MTWH 8:50 AM-11:10 AM;
<input type="checkbox"/>		<a href="#">ARC 293</a>	ARCHEOLOGY PRACTICUM	Facchin, Giulia	25/25	Open	MTWHF 8:00 AM-5:00 PM;
		<a href="#">ARC 583</a>	ARCHEOLOGY PRACTICUM	Higgins, Valerie	25/25	Open	MTWHF 8:00 AM-5:00 PM;
<input type="checkbox"/>		<a href="#">ARCL 305</a>	ROME OF AUGUSTUS	Corrado, Crispin Allyn	25/25	Open	MTWH 2:50 PM-5:10 PM;
<input type="checkbox"/>	<a href="#">Add ARCL 305</a>	<a href="#">ART 101</a>	ITALIAN SKETCHBOOK: IMAGES OF ROME	De Neve, Kristien	20/20	Open	MTWH 8:50 AM-12:10 PM;
<input type="checkbox"/>		<a href="#">CIN 300</a>	POST WAR ITALIAN CINEMA	Tasini, Erika	25/25	Open	MTWH 11:50 AM-2:10 PM;
<input type="checkbox"/>		<a href="#">COM 203</a>	PUBLIC SPEAKING AND PRESENTATION	Connelly, Daniel Roy	25/25	Open	MTWH 11:50 AM-2:10 PM;
<input type="checkbox"/>		<a href="#">COM 402</a>	DIGITAL COMMONS	Watson, Mike	25/25	Open	MTWH 8:50 AM-11:10 AM;
<input type="checkbox"/>		<a href="#">ECPO 313</a>	GLOBALIZATION	Sottolotta, Cecilia Emma	25/25	Open	MTWH 11:50 AM-2:10 PM;
<input type="checkbox"/>		<a href="#">ENG 308</a>	PLAYFUL SUBVERSION: UNDERSTANDING POSTMODERN TEXT	Pacor, Andrea	25/25	Open	MTWH 11:50 AM-2:10 PM;
<input type="checkbox"/>		<a href="#">ENG 314</a>	WRITING THE MEDITERRANEAN	Handal, Nathalie Paola	25/25	Open	MTWH 8:50 AM-11:10 AM;
<input type="checkbox"/>		<a href="#">ENV 102</a>	PHYSICAL GEOGRAPHY	Watson, Richard	25/25	Open	MTWH 11:50 AM-2:10 PM; AUR Computer & Science Lab
<input type="checkbox"/>		<a href="#">FDM 211</a>	PODCASTING AND VIDCASTING	Koperski, Brian A.	25/25	Open	MTWH 2:50 PM-5:10 PM;
<input type="checkbox"/>		<a href="#">IS 206</a>	ITALIAN CULTURE AT THE MOVIES	Bini, Andrea	25/25	Open	MTWH 2:50 PM-5:10 PM;
<input type="checkbox"/>		<a href="#">IS 212</a>	ITALIAN FOOD AND CULTURE	Cottino, Gaia	25/25	Open	MTWH 8:50 AM-11:10 AM;

[Add Courses](#)

The courses you selected will now appear in “**Awaiting Advisor Approval**”, unless you were prompted an error message (due to schedule conflict, course overload, missing pre-requisites, etc.). Your courses will be placed on ‘**reserve**’ until your Advisor approves them.  
*Please note that until you are on ‘reserve’ for a course, you will not have access to the course page (My Courses) of our MyAUR LMS / Learning Management System.*



## Tutorial on How to Register online Summer I & II and FALL 2023

AH 100 B - Successfully added to registration record.  
ARCL 305 - Successfully added to registration record.

[Add by Course Code](#) [Course Search](#)

Title: Begins With   
 Course Code: Begins With   
 Term: Summer I 2018   
 Program: All   
 Division: All   
 [More Search Options](#)

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
Advisor approval is required before courses are added to your schedule.							
Selected Courses - Awaiting Advisor Approval							
<input type="checkbox"/>	AH 100 B	ART OF ROME - SEC. B	MTWH 8:50 - 11:10 AM		3.00	Credit	Undergraduate
<input type="checkbox"/>	ARCL 305	ROME OF AUGUSTUS	MTWH 2:50 PM - 5:10		3.00	Credit	Undergraduate

[Drop Course\(s\)](#) [Email your advisor](#)

If you are ready and sure about your course selection you can hit the “**Email your advisor**” button (bottom left). (in case of multiple advisors, only select your primary advisor).

This will automatically send a message to your advisor to notify him/her that you have selected your courses and that you are waiting to have your registration approved.

In case you still need to modify your course selection, click on the “**Drop**” box of the course to drop, and then hit “**Cancel Courses**”. To add another course, follow the procedure described above.

Please note that once your Advisor approves your courses, they will appear in the “**Your schedule (Registered)**” list table for the term you registered for.

If you need to further change your schedule you can add & drop online (during the registration or add & drop period), following instructions above and requesting approval from your advisor.

You can also print a pdf version of you schedule clicking on the **Student Schedule** link, under the “Academic Information” menu. Please note that this pdf schedule also includes the date and time of your final exam. (Final exam dates and times will be visible a week before the semester starts)

### Student Schedule

2013-2014 Academic Year Spring

<b>Name :</b> Crociani Veronica	<b>Division :</b> Undergraduate	<b>Major 1 :</b> FDM Film and Digital Media
<b>ID Number :</b> 101373	<b>Degree :</b> BA	<b>Major 2 :</b>
<b>Social Security # :</b> 911-20-4416	<b>Class :</b> Senior	<b>Minor 1 :</b>
<b>Address :</b> VIA DEL SERAFICO, 134 ROME, 00142	<b>Advisor :</b> Colletta Lisa	

	Professor	Days	From	To	Room	Final Exam Date/Time	Status	Hours
<b>Course:</b> ART 101	ITALIAN SKETCHBOOK: IMAGES OF F							
	Marina Irmgard Elly BueningWed		09:00 AM	01:00 PM	B104	5/9/2014 00 10 AM-12 PM	History	3.00
<b>Course:</b> CIN 302	DOCUMENTARY PRODUCTION WORK							
	Christine Pawlata Tue Thu		10:35 AM	12:00 PM	F05	5/13/2014 0 10 AM-12 PM	History	3.00
<b>Course:</b> CIN 450	FILM AND DIGITAL MEDIA INTERNSHI							
	Kathleen Fitzsimmons		00:00 AM	00:00 AM			History	3.00
<b>Course:</b> CIN 499	CAPSTONE SENIOR SEMINAR							
	John G Morris		00:00 AM	00:00 AM			History	3.00
<b>Course:</b> COM 326	3D COMPUTER ANIMATION							
	John G Morris Mon Wed		02:05 PM	03:30 PM	F05	5/9/2014 00 1 PM-3 PM	History	3.00



## Tutorial on How to Register online Summer I & II and FALL 2023

Alternately you can view or print your **Student schedule by Time**, showing it as a timetable.

You are here: [Student](#) > [Academic Information](#)

**Student**

- Academic Information
- Academic Information
- Student Schedule
- Student Schedule by Time**
- Academic Support Services
- Writing Center
- Grade Report
- Unofficial Transcript
- GPA Projection
- Final Exam Schedule
- Advising Information
- Online Registration
- Financial Aid

### Student

#### Student Schedule by Time - Report Parameters

Enter or select values for each parameter then click submit. Every parameter is required.

Year

Semester

### CLASS SCHEDULE AT THE AMERICAN UNIVERSITY OF ROME Spring 2013-2014 Academic Year

9/25/2014

#### Crociani, Veronica

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00 13:00			ART 101 ITALIAN SKETCHBOOK: IMAGES OF ROME Buening, Marina Imgard Elly Classroom B104 - Art Studio		
10:35 12:00		CIN 302 DOCUMENTARY PRODUCTION WORKSHOP Pawlata, Christine Multimedia lab		CIN 302 DOCUMENTARY PRODUCTION WORKSHOP Pawlata, Christine Multimedia lab	
14:05 15:30	COM 326 3D COMPUTER ANIMATION Morris, John G Multimedia lab		COM 326 3D COMPUTER ANIMATION Morris, John G Multimedia lab		



## Tutorial on How to Register online Summer I & II and FALL 2023

### Online Registration

Course Schedules - Course Search

**Course Search**

Term: Summer I 2018  
Program: All  
Course Number Range: to  
Title: Begins With  
Course Code: Begins With  
Type of Course: All  
Time: 1-credit Field Trip  
Blended (In-class & online)  
Computer Lab  
Field Trip (Compulsory)  
On site  
Online  
Wednesday  
Thursday  
Faculty: All  
Section Status: Open or Full  
Min/Max Credit: to  
Search Reset

Course Schedules - Course Details

**Course Details**

ROMAN ARCHEOLOGY ON-SITE (ARC 101)  
Instructor(s): Koehler, Jens  
Summer I 2018, Undergraduate 3.00 Credit(s), On site  
Dept: ARC Clock Hours: 2.00  
Status: Open (25 out of 25 seats)

**Note:** No note is available for this course.

**Course Schedules**

Day & Time  
MTWH 8:50 AM-11:10 AM

Course Description

[Sample Syllabus](#)

This is an introductory on-site course exploring the archeological sites and ancient monuments of the Roman Republic, the empire and the transition to early Christian Rome. The course will focus on the history of Rome and the transition to early Christian Rome. The course will focus on the history of Rome and the transition to early Christian Rome. The course will focus on the history of Rome and the transition to early Christian Rome.

**Cross-listed Courses**

Course	Type	Title	Capacity	Enrollment	Waitlisted
ARC 101	Parent	ROMAN ARCHEOLOGY ON-SITE	25	0	0
Totals:			25	0	0

Note that courses with a non-traditional format have been classified under **"Type of course"**. From here you can see that a course will be taught on site, or that the course is a 1-credit Fieldtrip, etc.

Detailed schedule information will be available in the course syllabus.

### Course Syllabi

Course syllabi are available through the Course search & syllabi page on MyAUR ([http://www.my.aur.it/ICS/Course\\_Offerings\\_Syllabi.jnz](http://www.my.aur.it/ICS/Course_Offerings_Syllabi.jnz)). To view the syllabus for a particular course, click on the course link from the search results page and you will find a downloadable pdf of the syllabus.

### Wait-lists

If a course is **"Full"**, you have the option to register for it anyways and the system will place it as **"waitlisted"** for you. The system keeps track of waitlists requests in chronological order as they come in. The system does not automatically manage the waitlists as openings occur. Waitlists are managed directly by the Registrar's Office at AUR who will notify students on the waitlists as spots become available.

### Need to change your e-mail address or mailing address after you completed registration?

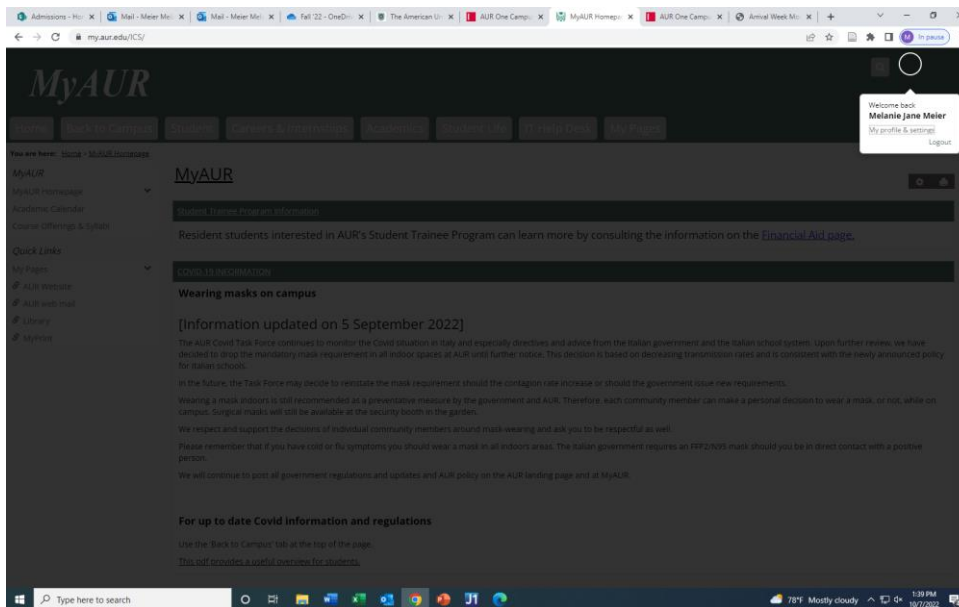
If you need to change your e-mail address, mailing address or telephone number recorded in our student database, you can submit the changes by clicking the circle in the top right of the screen (it will have your picture in it if you submitted one). It will give you a speech bubble telling you welcome back and provide a "My profile & Settings" link. Click the link to go to your "My Profile and Settings" page.



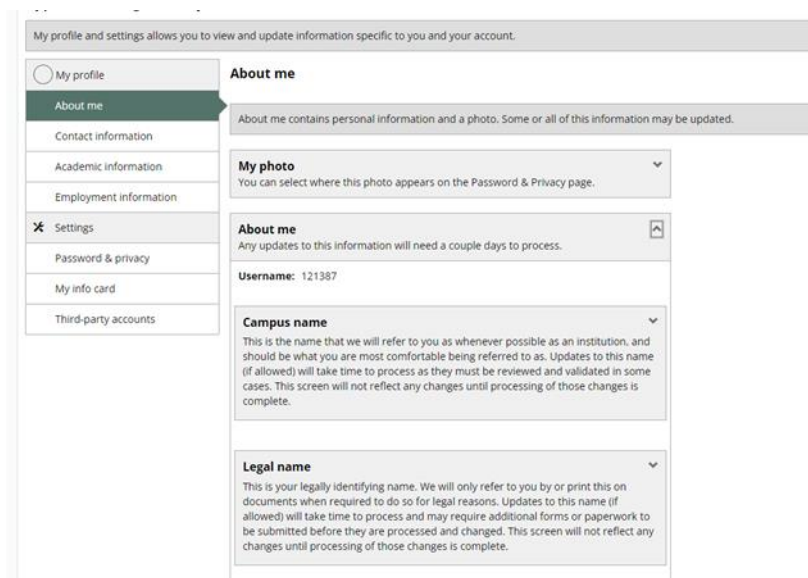


THE AMERICAN  
UNIVERSITY OF ROME

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You can add, update or change your profile information in the drop down menus, including adding a photo and a campus name if you prefer. The use of campus vs legal name is explained there. Please remember that these changes are not immediate. They must go through a manual review and could take a few days.



### Forgot your password?

In case you forgot your password and need to have it reset to the original password, please write to [computerservices@aur.edu](mailto:computerservices@aur.edu)

Once you have reset your password, we recommend you close your browser window and open a new session. This will avoid the cache sending your previous password to the MyAUR system.



## Tutorial on How to Register online Summer I & II and FALL 2023

### Students with a Hold

Degree-seeking students on financial hold will not be able to register online, but should use a paper registration form, to be approved by their advisor and returned to the Registrar's Office. The student will be registered once the hold has been lifted and according to class availability at that time.

### Search field on MyAUR

**MyAUR**

User Name:  Password:

[I forgot my password](#)

In case you want to search for sepecific information or document on MyAUR, you can use the **Search field** (next to you name and password).

This tool can be particularly useful in case you are **looking for a course syllabus** (without knowing when the course was offered). It is advised to use a specific keyword to narrow down the search results.