

| User Guide | Registration for Classes



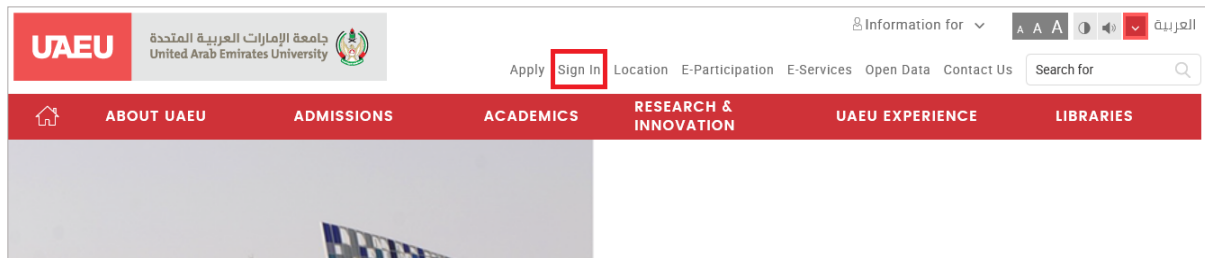
e-Services

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.**

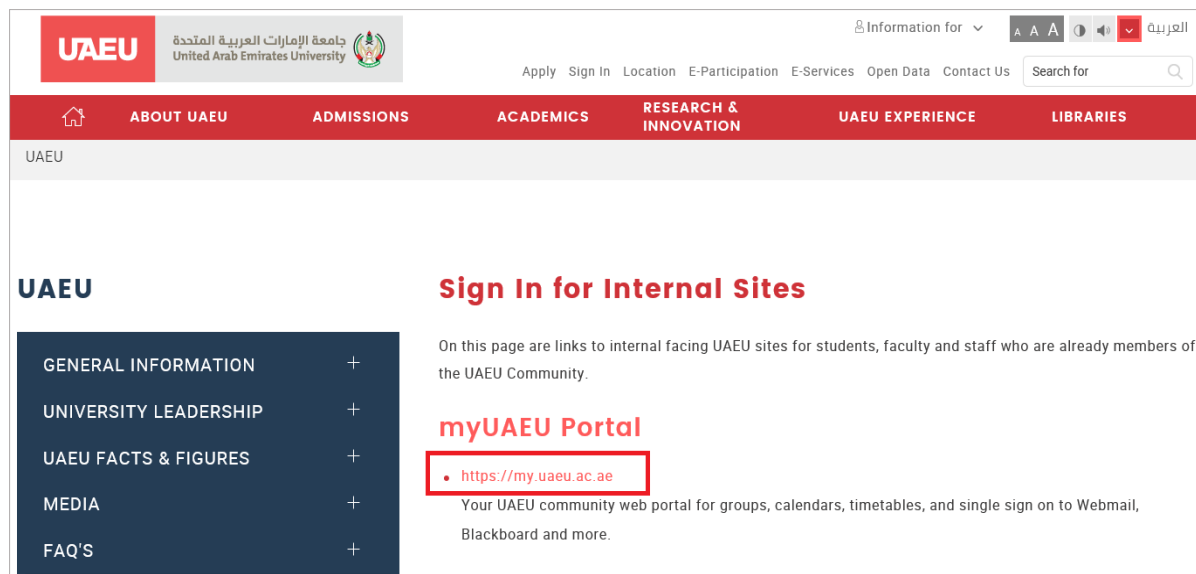
Steps to implement the service:

Please follow the steps below and log into the portal:

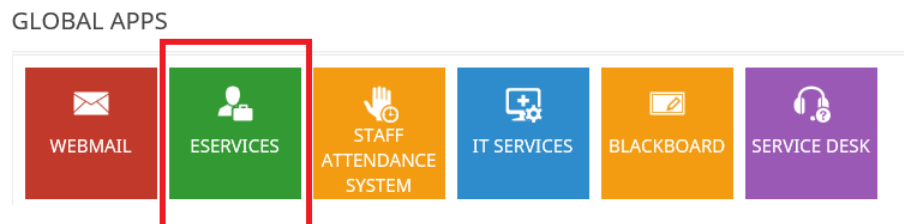
- 1- Open a web browser and access the university website <https://www.uaeu.ac.ae>
- 2- Choose [Sing in](#)



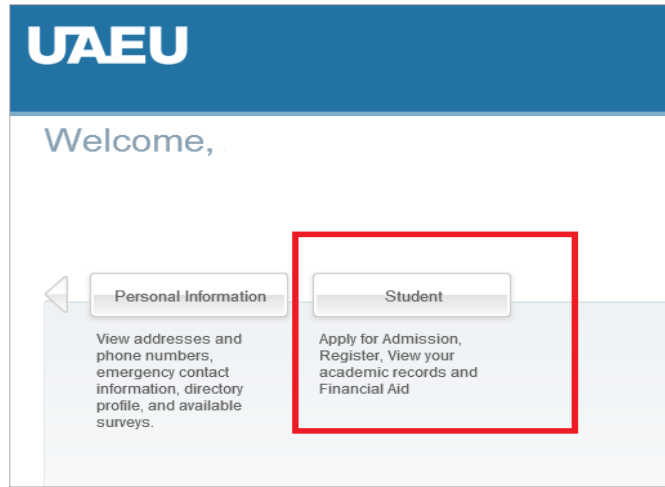
- 3- Choose <https://my.uaeu.ac.ae>



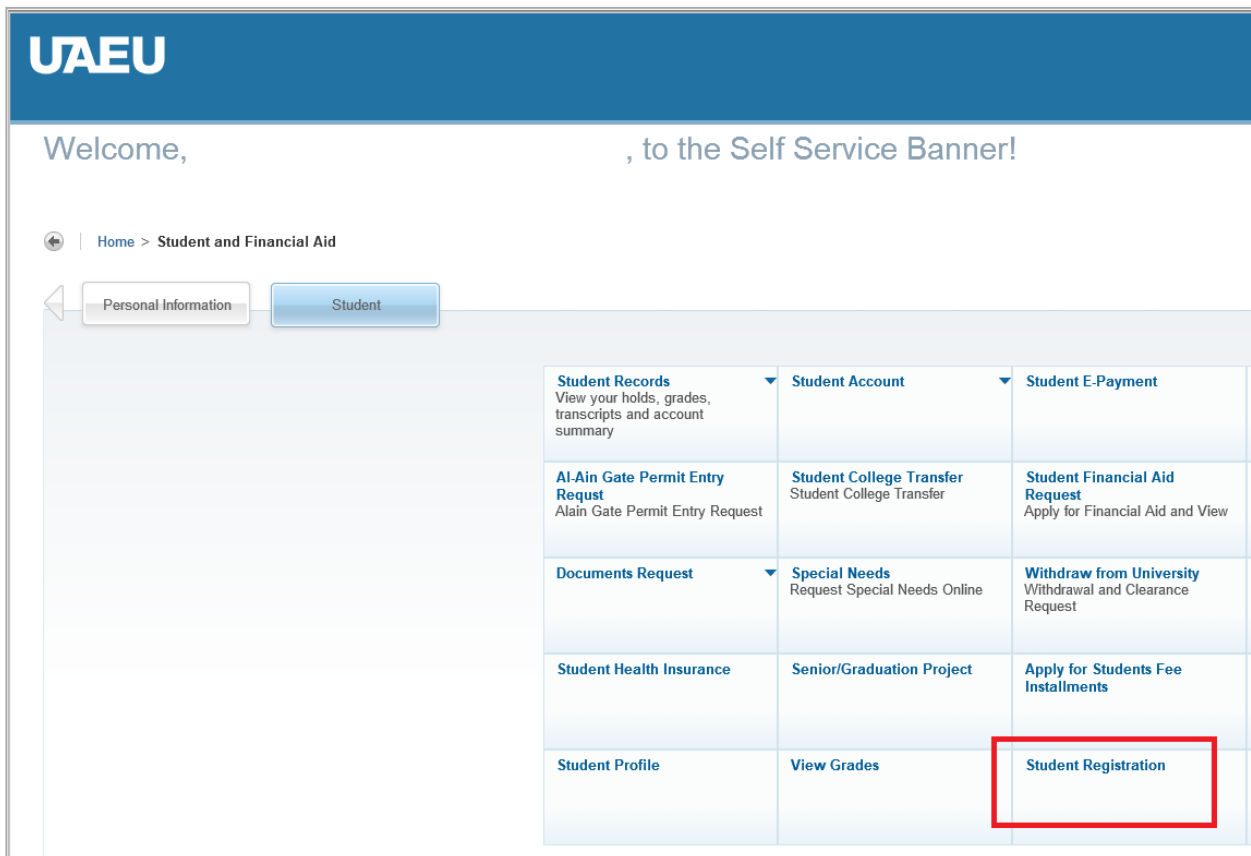
- 4- Enter your username and password and then click "Login"
- 5- Choose [ESERVICES](#)



6- Choose [Student](#)



7- Choose [Student Registration](#)



- 8- Choose [Prepare for Registration](#) : 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.

UAEU

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

Continue

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

UAEU

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

**How you can register the courses
that have been chosen into the
Degree Works**

To register please follow the steps below:

1- Return to home page Registration and Choose [Register for Classes](#)

UAEU

[Student](#) • [Registration](#)

Registration

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Search and register for your classes. You can also view and manage your schedule.
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Looking for classes? In this section you can browse classes you find interesting.
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View your past schedules and your ungraded classes.

2- Select a Term

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

Continue

Register for Classes

Find Classes Enter CRNs **Plans** Projections Schedule and Options

Register from a plan.

Term: Spring 2020

Plan	Title	Details	Hours	Delivery	Choice Group	Choice Description	Attribute Summary	Note
	Professional ethics in ED.	FOED 102	3					Q View Sections
	Statistics in the Modern World	STAT 101	3					Q View Sections
	Integrated Capstone	HSR 400	3					Q View Sections
	Global Agri-Food Trade	AGRB 360	3					Q View Sections

3

You will see a list of course that have been entered into the **Degree Works**. Click [View Section](#) To view the details of the classes

Register for Classes

Find Classes Enter CRNs Plans Projections Schedule and Options

[Return to Plan](#)

Search Results — 1 Classes
Term: Spring 2020 Subject and Course Number: FOED102

Title	Subject Description	Course N°	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
Professional ethics in ED. Lecture	Foundations...	102	01	3	10078	Spring...		S M T W T F S - Type: Class Building: None Room: Fema...		10 of 10 seats re...	English University General Education	Add

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Click [ADD](#)

The courses will be transferred to Summary box

Register for Classes

Find Classes Enter CRNs Plans Projections Schedule and Options

[Return to Plan](#)

Search Results — 1 Classes
Term: Spring 2020 Subject and Course Number: FOED102

Title	Subject Description	Course N°	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
Professional ethics in ED. Lecture	Foundations...	102	01	3	10078	Spring...		S M T W T F S - Type: Class Building: None Room: Fema...		10 of 10 seats re...	English University General Education	Add

5

Click [Submit](#)

Schedule | **Summary**

Class Schedule for Spring 2020

Class	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Open and close bottom panels to display extra registration information.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Professional ethics in ED.	FOED 102, 01	3	10078	Lecture	Pending	"Web Registered"

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

[Submit](#)

Save Successful

Register for Classes

Find Classes Enter CRNs Plans Projections Schedule and Options

[Return to Plan](#)

Search Results — 1 Classes
Term: Spring 2020 Subject and Course Number: FOED102

Title	Subject Description	Course N°	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
Professional ethics in ED. Lecture	Foundations...	102	01	3	10078	Spring...		S M T W T F S - Type: Class Building: None Room: Fema...		10 of 10 seats re...	English University General Education	Add

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The course has been [registered](#)

Schedule | **Summary**

Class Schedule for Spring 2020

Class	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Open and close bottom panels to display extra registration information.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Professional ethics in ED.	FOED 102, 01	3	10078	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 300,000,000

[Submit](#)

How to drop /withdraw from a class

To delete the course, please follow the steps below:

The screenshot shows a table with the following data:

Title	Details	Hours	CRN	Schedule Type	Status	Action
Emirates Studies	HSS 105, 0	3	10001	Lecture	Registered	None
Principles of Financial Acct	ACCT 100, 01	3	10002	Lecture/Lab	Registered	None

The 'Action' dropdown for the first row is open, showing 'None' and 'DROP-Web'. The 'DROP-Web' option is highlighted with a red box. At the bottom right, there is a 'Submit' button.

1

Choose
DROP-Web

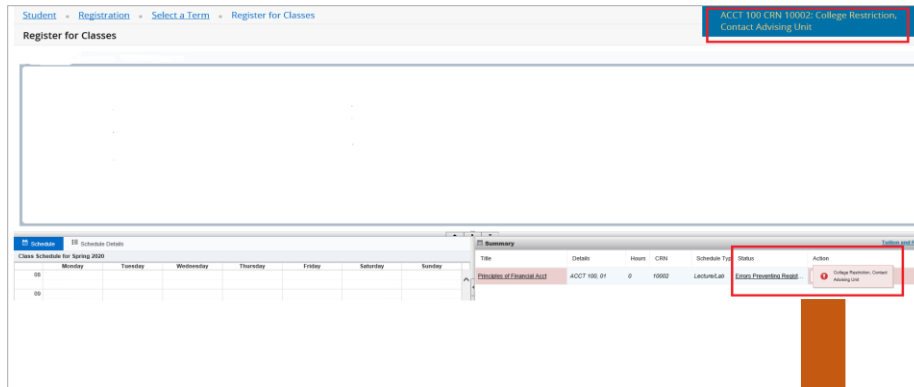


2

Click
[Submit](#)

The screenshot shows the same table as above. The 'Action' dropdown for the first row is now closed, and 'DROP-Web' is selected. The 'Submit' button at the bottom right is highlighted with a red box.

Registration Add Errors



X
ERROR

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 at the same time. If you are having difficulty signing up for both sections, contact the college or your advisor.
Class Restriction	Student classification (freshman, senior..ext) 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) Registration_department@uaeu.ac.ae