

UAEU

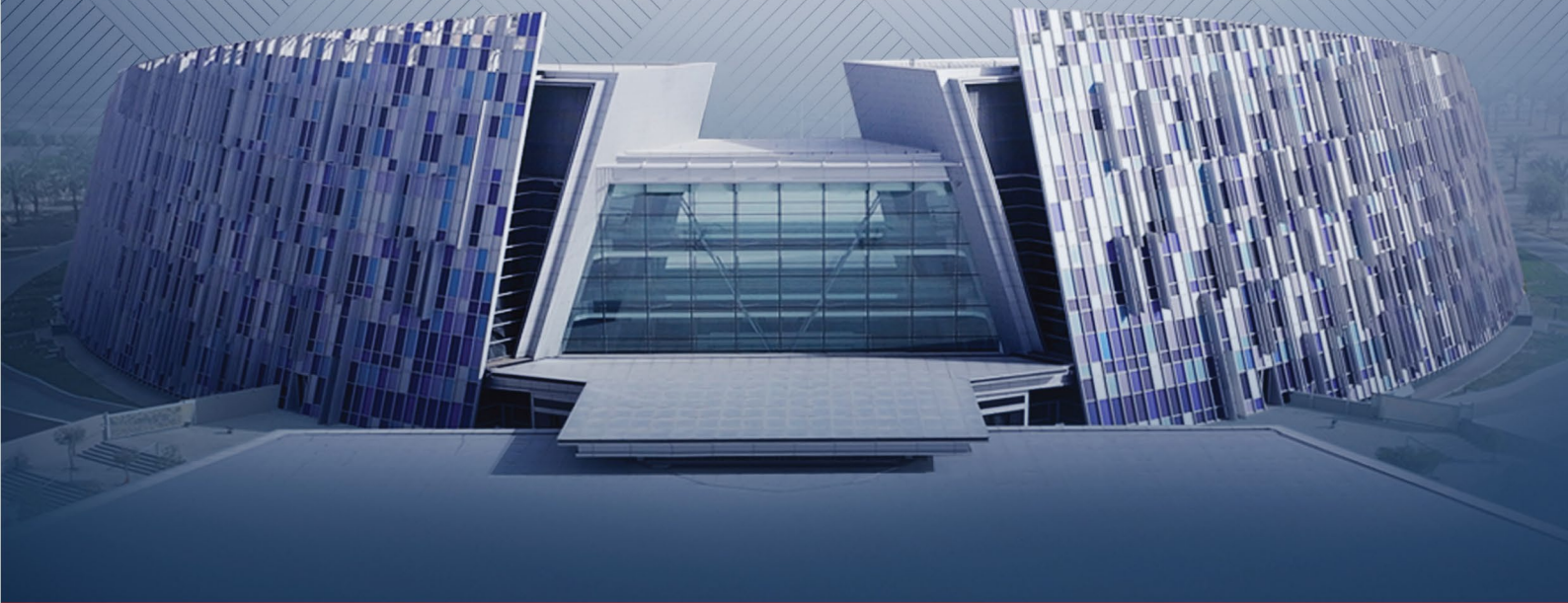
جامعة الإمارات العربية المتحدة
United Arab Emirates University



Register in An Academic Course

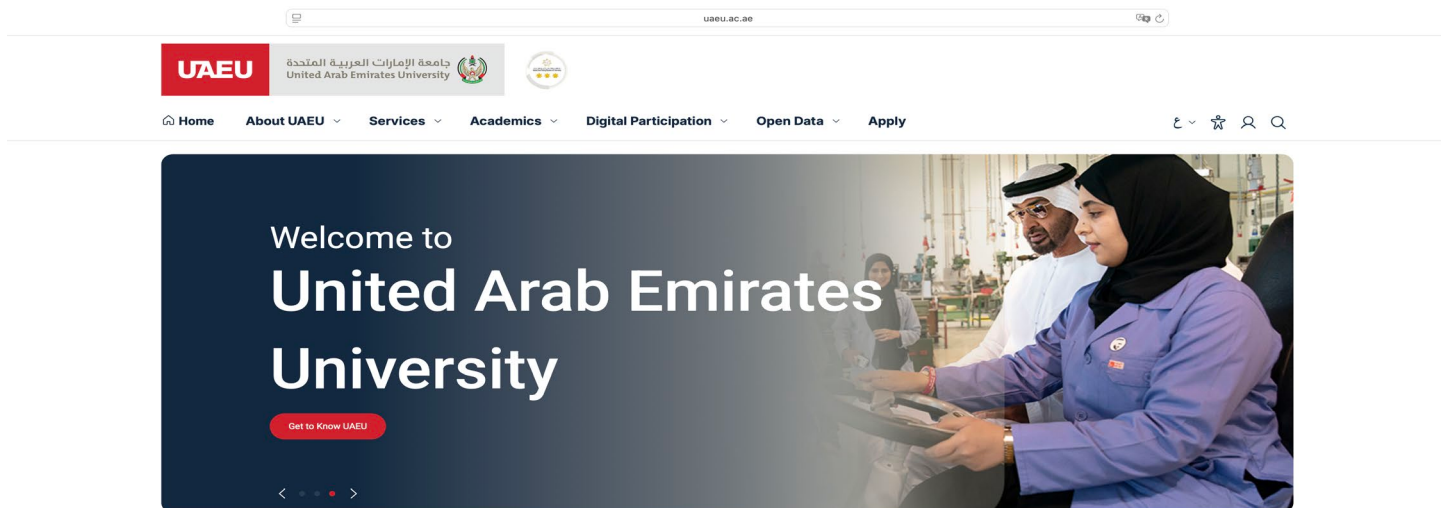
**United Arab Emirates University Website
User Guide**

Version 1.0



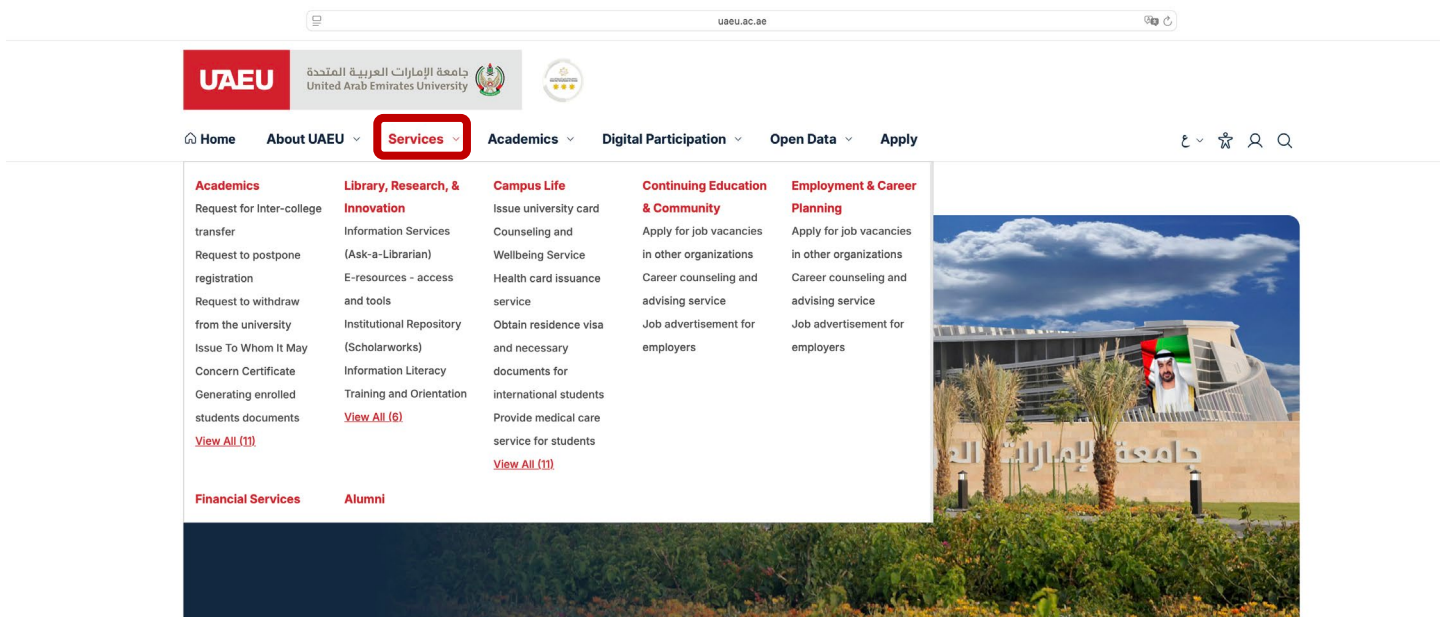
Accessing the University Website:

1. Start by visiting the official website of the United Arab Emirates University at <https://www.uaeu.ac.ae>



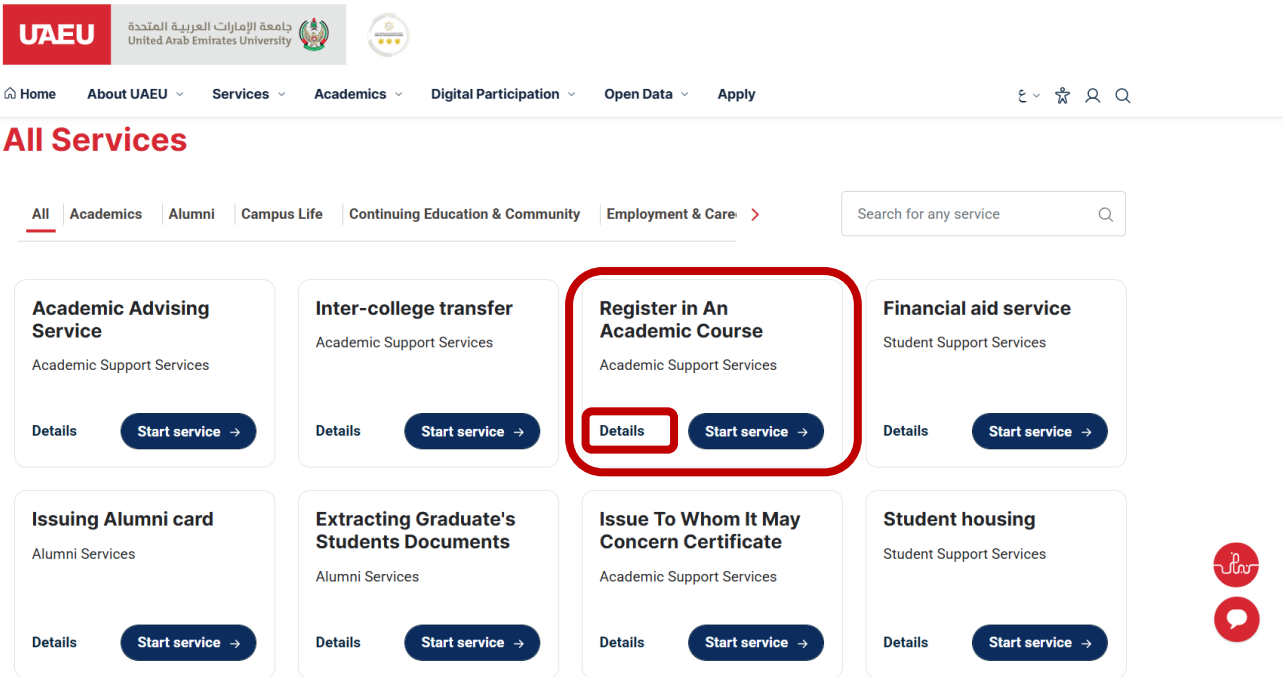
Accessing the Service:

2. From the main page click on "Services" tab.



3. On the services page, search for “Register in An Academic Course”

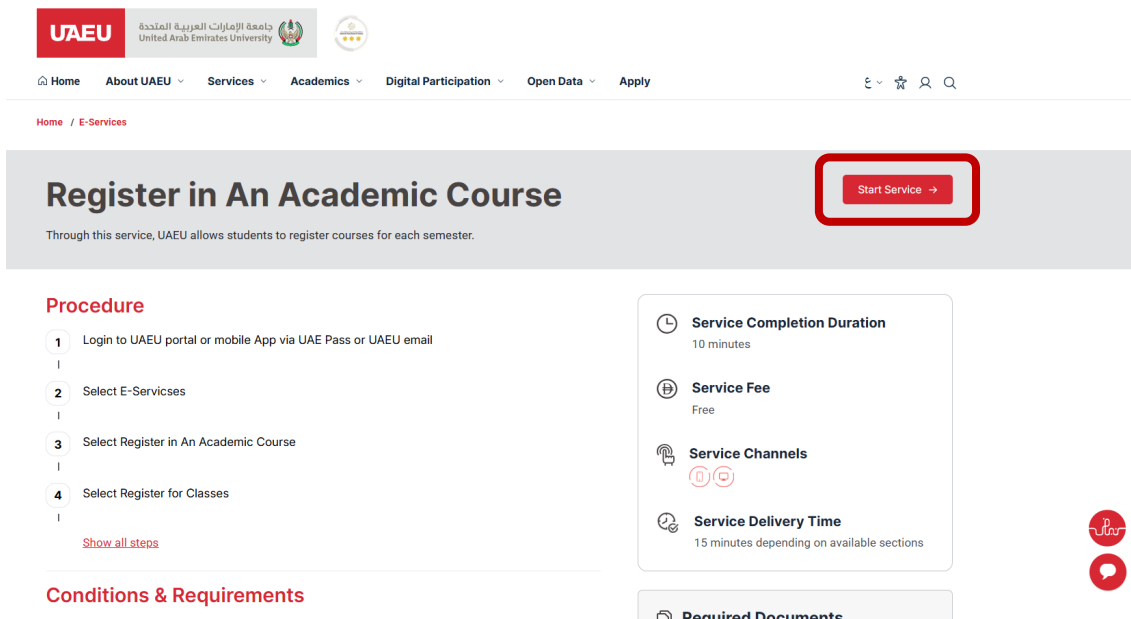
4. Click on “Details”



The screenshot shows the UAEU Services page. The navigation bar includes Home, About UAEU, Services, Academics, Digital Participation, Open Data, and Apply. The 'All Services' section is active, and a search bar is present. The 'Register in An Academic Course' service card is highlighted with a red border, and its 'Details' button is also highlighted with a red border.

Viewing the Service Information Before Proceeding:

5. Click on “Start Service”, You can also access the service directly via the link: [Register in An Academic Course](#)



The screenshot shows the 'Register in An Academic Course' service details page. The 'Start Service' button is highlighted with a red border. The page includes a procedure section with four steps: 1. Login to UAEU portal or mobile App via UAE Pass or UAEU email, 2. Select E-Services, 3. Select Register in An Academic Course, and 4. Select Register for Classes. It also includes a 'Show all steps' link, a 'Conditions & Requirements' section, and a 'Required Documents' section. The 'Service Completion Duration' is 10 minutes, the 'Service Fee' is Free, the 'Service Channels' are Web and Mobile, and the 'Service Delivery Time' is 15 minutes depending on available sections.

Sign in:

6. Sign in to the website using UAE PASS or your UAEU Username and Password.

Sign In

USERNAME

PASSWORD

[Sign In](#)

[Forgot password?](#)

Switch to [login with UAE pass](#)

Sign In

 **Sign in with UAE PASS**

Need a UAE PASS account? [Create an account](#)

[Use other login option](#)

Selecting Courses

7. Click on **"Register for Classes"**. Through this option, you can search for courses and add them to your study schedule

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

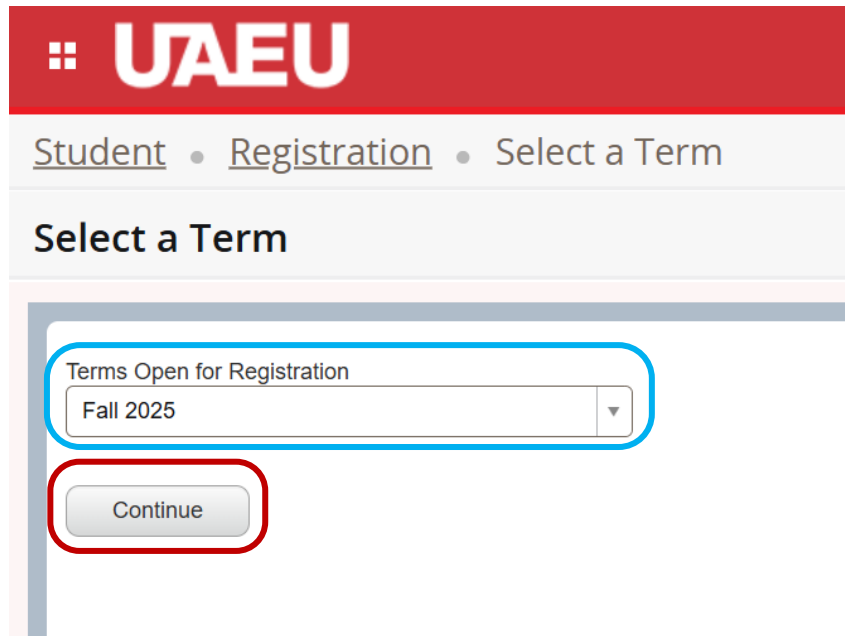
Looking for classes? In this section you can browse classes you find interesting.



View Registration Information

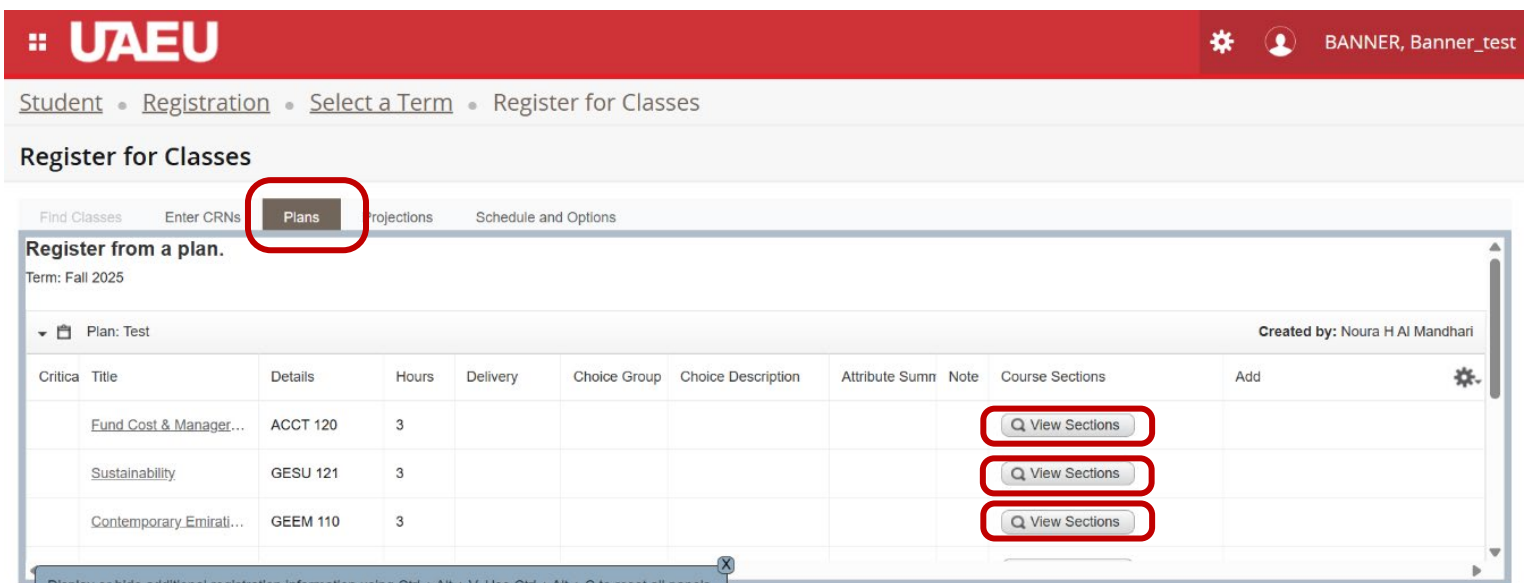
View your past schedules and your ungraded classes.

8. Select the term you want to register in, then click "**Continue**"



9. Click on the "**Plans**" tab at the top; your pre-approved study plan will appear.

10. Next to each course, there is a "**View Sections**" button; click this button for the course you wish to register in.



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

Register from a plan.
Term: Fall 2025

Plan: Test Created by: Noura H Al Mandhari

Criteria	Title	Details	Hours	Delivery	Choice Group	Choice Description	Attribute Summ	Note	Course Sections	Add
	Fund Cost & Manager...	ACCT 120	3						View Sections	
	Sustainability	GESU 121	3						View Sections	
	Contemporary Emirati...	GEEM 110	3						View Sections	

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

11. Choosing and Adding Courses

- After reviewing the search results, select the course you wish to register in.
- Review the details of the section you have chosen, including:
 - Instructor's name.
 - The times and days scheduled for lectures.
 - The number of available seats.
- If the section is suitable for your schedule, click on the **"Add"** button to the right of the section.

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[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

[Find Classes](#)
[Enter CRNs](#)
[Plans](#)
[Projections](#)
[Schedule and Options](#)

[Return to Plan](#)

Search Results — 15 Classes
 Term: Fall 2025 Subject and Course Number: GESU121

Sustainability	Sustai...	121	03	3	2...	F...	Kim, Young...	M T W T F S S	08:30 - 10:...	15:30 - 16:...	O...	1 of 80 ...	Lapto...	University General Educ...	Add
Sustainability	Sustai...	121	04	3	2...	F...	Alyan, Sofya...	M T W T F S S	08:30 - 10:...	14:00 - 15:...	O...	1 of 80 ... Time Co...	Lapto...	University General Educ...	Add
Sustainability	Sustai...	121	05	3	2...	F...	Thru Ppoyil...	M T W T F S S	08:30 - 10:...	09:30 - 10:...	O...	1 of 80 ...	Lapto...	University General Educ...	Add
Sustainability	Sustai...	121	06	3	2...	F...	Debouza, N...	M T W T F S S	08:30 - 10:...	14:00 - 15:...	O...	1 of 80 ...	Lapto...	University General Educ...	Add

Panels ▼

Submit

Note:

- You can add more than one course in the same way before completing the registration process.
- The system will not allow you to register for any courses with time conflicts or those that are closed (full). These notifications will appear in red.



12. Completing the Registration Process

Two new panels will appear at the bottom of the screen:

- **“Class Schedule”**: This displays a timeline showing the lecture times for the courses you have selected.
- **“Summary”**: This displays a list of the courses you have added.
- In the **“Summary”** panel, you will notice that the status of the course you added is **“Pending”**. This means the course has been added to your registration basket, but the registration has not been finalized yet.
- To successfully complete the registration process, you must click the **“Submit”** button at the bottom right of the page.

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Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes
Enter CRNs
Plans
Projections
Schedule and Options

Return to Plan

Search Results — 15 Classes
Term: Fall 2025 Subject and Course Number: GESU121

Class	CRN	Section	Days	Time	Location	Enrollment	Waitlist	Prerequisites	Notes	Action				
Sustainability	121	04	3	2...	F...	Alvan, Sofv...				M T W T F S S 15:30 - 16:4 M T W T F S S 08:30 - 10:0	1 of 80 ...	Lapto...	University General Educ...	Add

Schedule
Schedule Details

Class Schedule for Fall 2025

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
06							
07							

Panels

Summary
Tuition and Fees

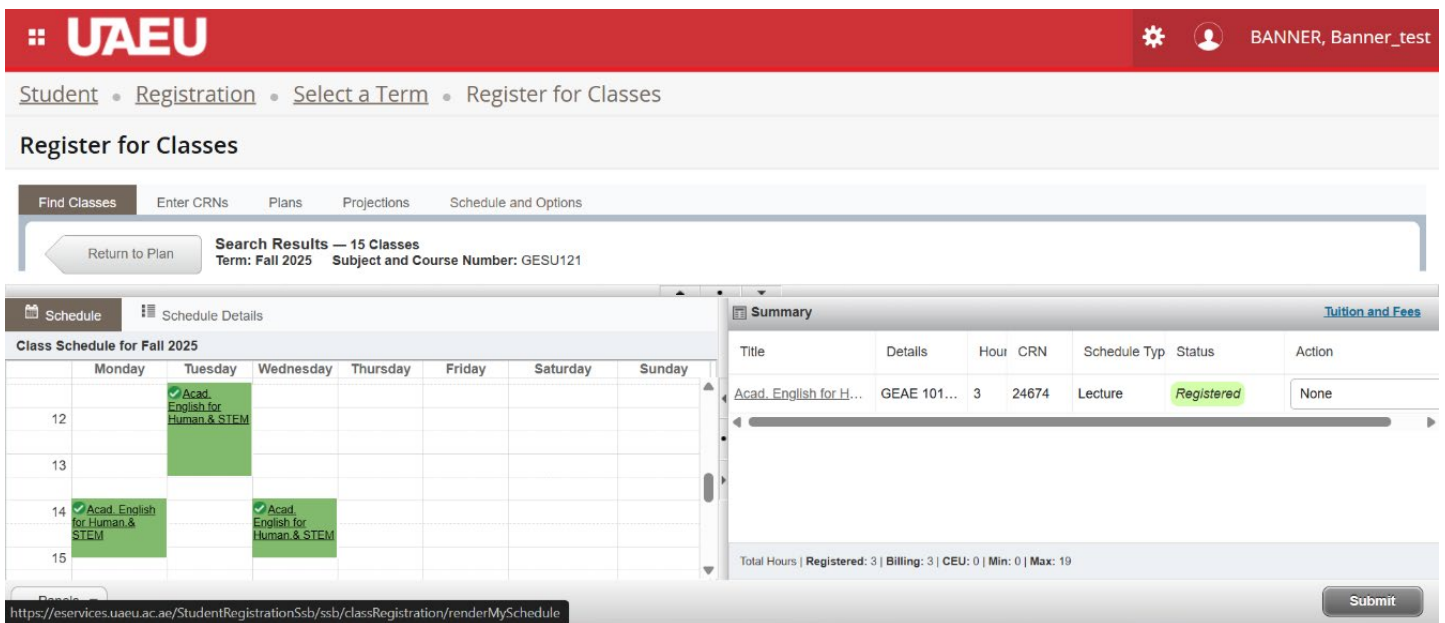
Title	Details	Hour	CRN	Schedule Typ	Status	Action
Sustainability	GESU 121...	3	24270	Laptop Lec...	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 19

Submit

13. Signs of Successful Registration

- The course status in the **“Summary”** panel will change from **“Pending”** to **“Registered”**.
- The course will now appear in a colored box in the **“Schedule”** panel on the left, representing the designated times and days for lectures.
- A **“Saved Successfully”** message will appear in the top right corner of the screen, confirming the completion of the process without any issues.



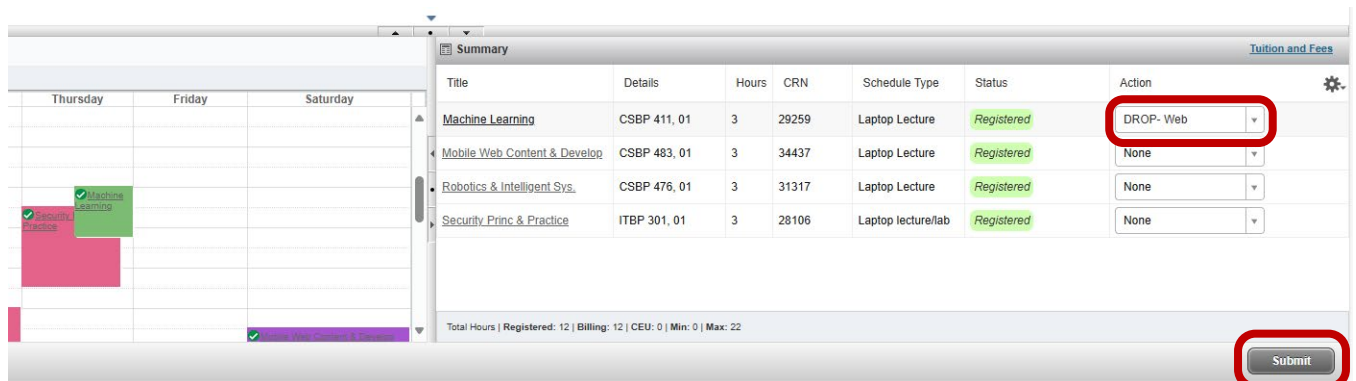
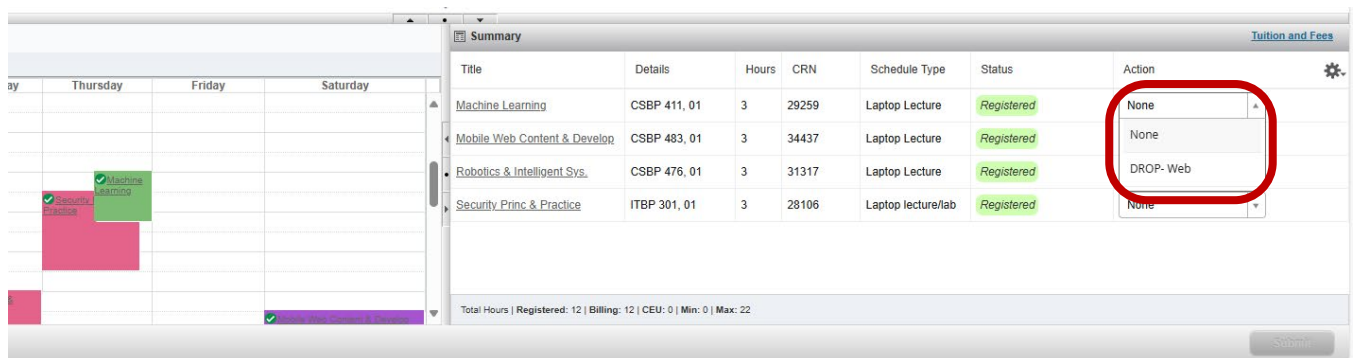
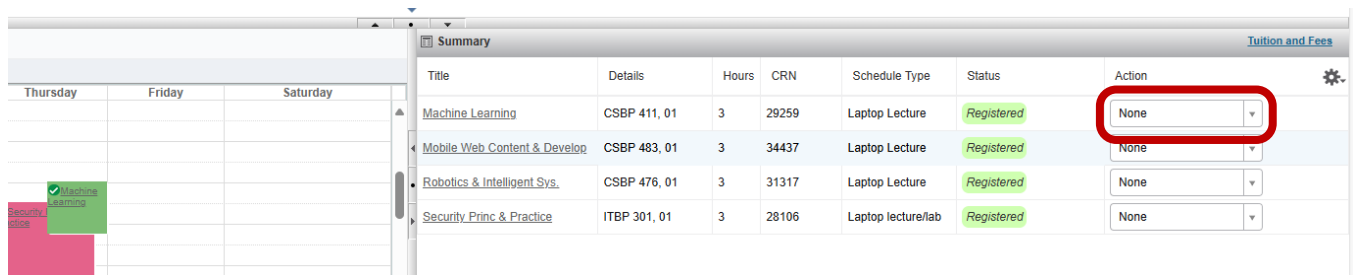
The screenshot displays the UAEU Student Registration System interface. The top navigation bar includes the UAEU logo and user information (BANNER, Banner_test). The main content area shows the 'Register for Classes' section with a search results summary for 'Fall 2025' and 'Subject and Course Number: GESU121'. The 'Schedule' panel on the left shows a class schedule for Fall 2025, with the course 'Acad. English for Human & STEM' highlighted in green on Tuesday and Wednesday. The 'Summary' panel on the right shows the course details, including the title 'Acad. English for H...', details 'GEAE 101...', hours '3', CRN '24674', schedule type 'Lecture', and status 'Registered'. A 'Submit' button is visible at the bottom right.

Registration Failure Status

- In case registration fails for any reason (e.g., time conflicts or not meeting requirements), none of the previous signs of success will appear.
- The student will receive an error message explaining the reason for the failed registration, which allows them to solve the problem, such as by changing the course.

Withdrawal/Dropping a Course

1. In the **“Summary”** panel, you will find a list of the courses you have registered in. Note that each registered course has a drop-down menu in the **“Action”** column.
2. Click on this drop-down menu and the **“Drop-Web”** option will appear in the list.
3. After selecting **“Drop-Web”**, you must click the **“Submit”** button at the bottom of the page.



Common Registration Error Messages

In case you are unable to register for a course, an error message will appear in the status field, with the error details at the top right of the page.

The following table explains the most common errors, their meaning, and how to fix them:

Error Message	What it means?	How can it be fixed?
Closed Section	The class you are trying to register in has no more seats available.	You may request a CLOSED SECTION override. If not, find another course with available seats.
College Restriction	This course is restricted to students in a specific college.	Choose a different section or contact the college offering the course.
Major Restriction	Only specific majors are eligible to register for this course.	Choose a different section or contact the college offering the course.
Prerequisite and Test Score	The section has a prerequisite course or minimum test score that is not indicated in your records.	Choose a different section or contact the college offering the course.
Level Restriction	The section is restricted to students with a specific level (Undergraduate, Graduate, etc.).	Choose a different section or contact the college offering the course.
Degree Restriction	The section is restricted to students with a specific degree.	Choose a different section or contact the college offering the course.
Program Restriction	You tried to register for a course that is offered for another program.	Choose a different section or contact the college offering the course.

Common Registration Error Messages

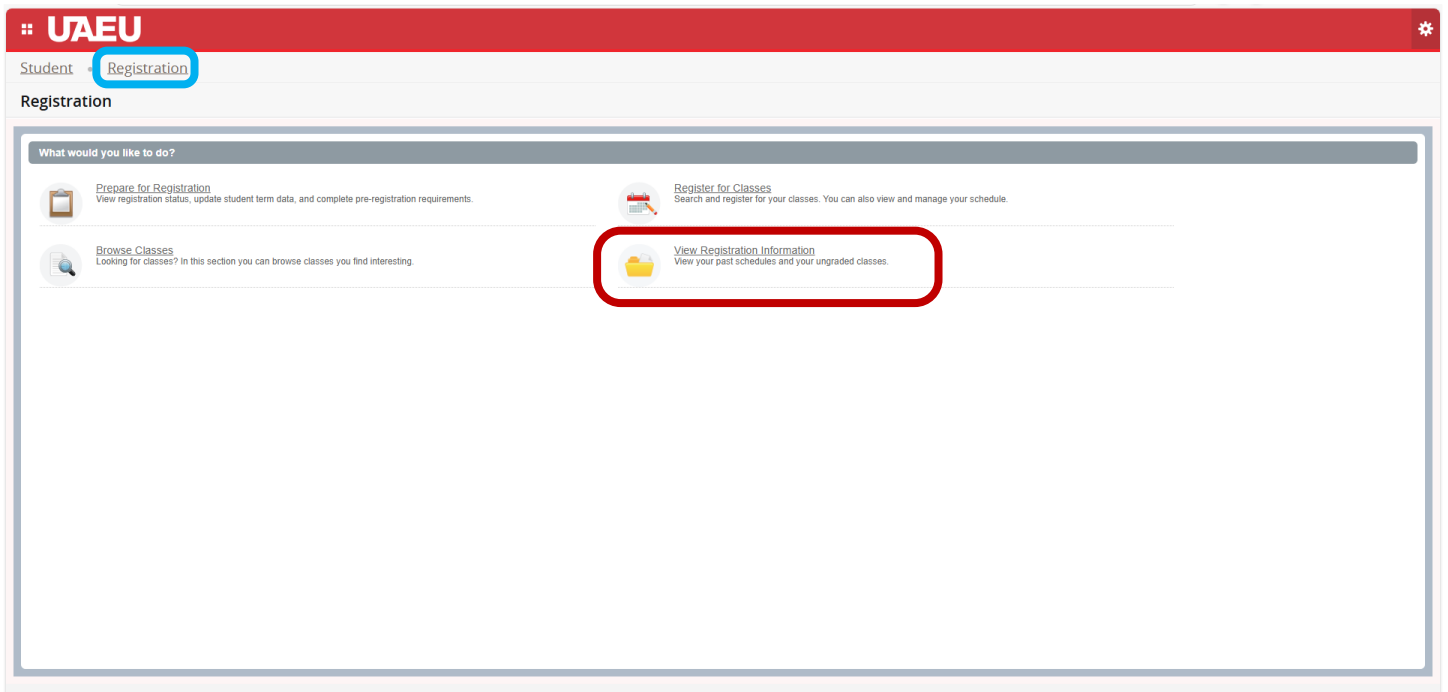
Error Message	What it means?	How can it be fixed?
Campus Restriction	The selected course is offered in a different campus (Male or Female).	Choose a different section or contact the college offering the course.
Time Conflict With	You tried to register in two courses which are scheduled at the same time. The conflicting course CRN is displayed.	Review the meeting days and times and final exam for both. Select another section of the course or drop the course causing the time conflict.
Duplicate Course	The section is a duplicate of a course already on your schedule.	Enroll in only one section.
Maximum Hour Exceeded	You may not exceed the maximum credit hours allowed for the student's level or academic standing.	Contact the registration section.
Linked Course Required	This course requires an additional CRN linked to a lab/lecture or another course.	Be sure to register for both classes at the same time.
Class Restriction	The section is restricted to specific student classifications (freshman, senior, etc.) and does not match the required classification to take this course.	Choose a different section or contact the college offering the course.
Cohort Restriction	The student's Cohort does not match the required Cohort to take this course.	Choose a different section or contact the college offering the course.

Common Registration Error Messages

Error Message	What it means?	How can it be fixed?
This message means that you are not in your correct period of registration. Registration dates are based on your earned hours from the previous semester.	Time tickets prevent registration at this time.	Adhere to the Schedule - Please adhere to the registration schedule assigned to you. - Make sure to select the correct academic semester.
Your study plan in Degree Works is not approved or not activated for the correct semester.	The courses do not appear in the registration system.	Activate the Study Plan Ensure that your study plan in Degree Works has been approved (Active & Locked). Ensure that your plan in Degree Works is activated for the correct semester.
The subject code you entered in Degree Works is incorrect.	Please Search again.	Make sure to enter the correct subject code in Degree Works.
A temporary system error occurred during the registration process.	An error has occurred during the processing of your registration. Please try to submit again.	Try Again Clear the browser's cookies. Close all windows and restart the browser. If the problem persists, please contact the college.
You have exceeded the allowed daily limit for registration attempts.	You are not able to register because of too many attempts.	Contact Technical Support To delete these attempts from the system, please contact Technical Support at 037136111 or via email at Helpdesk@uaeu.ac.ae .
Your student record is not active for the registration term.	Student Status prevents registration.	Contact the Registration Department Please contact the college registrar in the registration department to resolve your student status.
You tried to manually enter a CRN, which the system does not accept.	CRN is not valid for Projections in term.	Use the Registration Plan Avoid entering CRN numbers manually. Use the "Plans" tab and follow the steps outlined in the guide to register

14. View Registration Information

1. To view your academic schedule after completing the registration process, go back to the main menu of registration services.
2. Click on the **“View Registration Information”** option.



The “**View Registration Information**” page allows you to view your past, current, and future academic schedules.

- The page will display a detailed timeline showing the lecture times, days, and locations for each course.
- You can click on the course to view additional information such as:
 - Course name and code
 - Course Registration Number (CRN)
 - Course type (lecture, lab, etc.)
 - Semester start and end dates
 - Registration status (Registered)

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[Student](#) • [Registration](#) • [View Registration Information](#)

View Registration Information

Look up a Schedule

Active Registrations

Term: Fall 2025

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Acad. English for Huma...	GEAE 101, 96	3	24674	Lecture	Standard Letter	Undergraduate	Full Term	None	30/06/2025	Registered	**Web Re...
Sustainability	GESU 121, 03	3	24269	Laptop Lec...	Standard Letter	Undergraduate	Full Term	None	30/06/2025	Registered	**Web Reg...

Schedule

Schedule Details

Class Schedule for Fall 2025

Acad. English for Human.& STEM

Gen Ed. Academic English 101 Section 96

Class Begin: 18/08/2025

Class End: 05/12/2025

Registered

Message: **Web Registered**

Hours: 3

Level: Undergraduate

Campus: Female_Campus

Schedule Type: Lecture

Instructional Method: TR

Grade Mode: Standard Letter

18/08/2025 – 05/12/2025

MTWTFSS

14:00 - 15:15

Type: Class

Location: Female_Campus

Building: C4 - UGRU

Room: 1003

09/12/2025 – 09/12/2025

MTWTFSS

11:30 - 13:30

Type: Final

Location: Female_Campus

Building: C4 - UGRU

Room: 1003

Instructor: Whittaker, Byron

(Primary)

CRN: 24674

Abbreviations for Days of the Week:

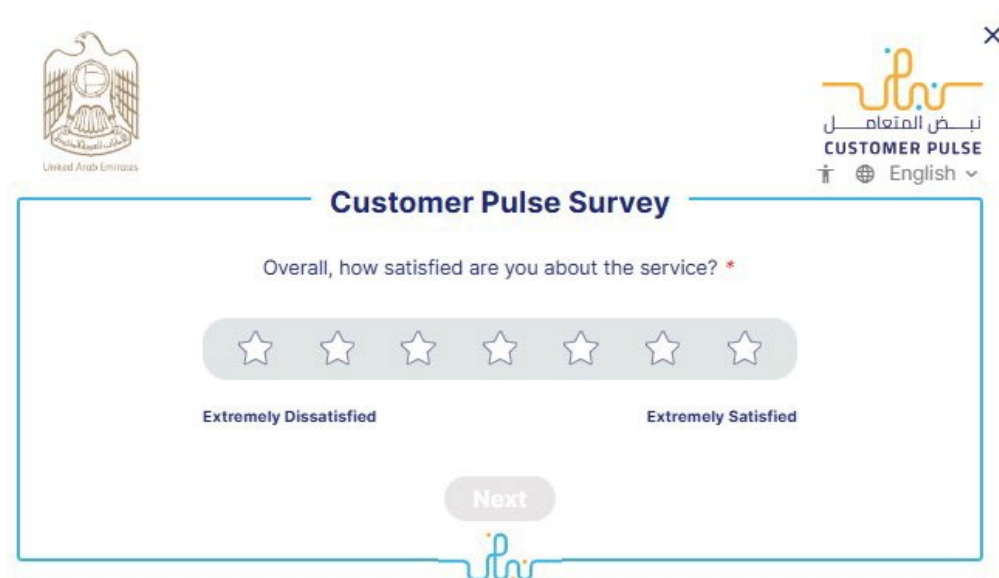
Abbreviation	Day
M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday

Names of Study Locations:

Campus Name	Location
Female_Campus	Female Building
Male_Campus	Male Building
Co-Education Classes	Mixed
Online	Distance Learning (Remote)

Customer Pulse Survey:

15. You can evaluate your experience with the service through the customer pulse survey screen shown below.



The screenshot shows the 'Customer Pulse Survey' interface. At the top left is the UAEU logo. At the top right is the 'نَبْضُ الْمُتَعَامِلِ' (Customer Pulse) logo with a close button (X). The main title 'Customer Pulse Survey' is centered. Below it is the question 'Overall, how satisfied are you about the service? *'. A horizontal row of seven stars is displayed, with the first star selected. Below the stars, 'Extremely Dissatisfied' is on the left and 'Extremely Satisfied' is on the right. A 'Next' button is centered at the bottom. The interface is framed by a blue border with a pulse line graphic at the bottom center.

Additional Information

- For Assistance: If you encounter any difficulties or have inquiries, you can contact the Admission & Registration Deanship via UAEU's toll-free number: 800-8238.
- Instructional Video: An explanatory video is available to help you use the service. (The link is provided within the service details on the university website).