

UAEU SMART PLAN

Your whole degree, planned in one place.

Live for Biology students from 24 August

Dear Biology student,

From **24 August**, you will plan your courses and register through **Smart Plan** — and Biology is the first programme at UAEU to use it.

Smart Plan reads your academic record and lays out every course you still need, semester by semester, through to graduation. Move things around, swap courses, and see whether a change would delay you. When your registration window opens, you register from the same screen.

Here is what you need to know.

Sign in

Use your normal UAEU username and password.

Sign In



Sign in with UAE PASS

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

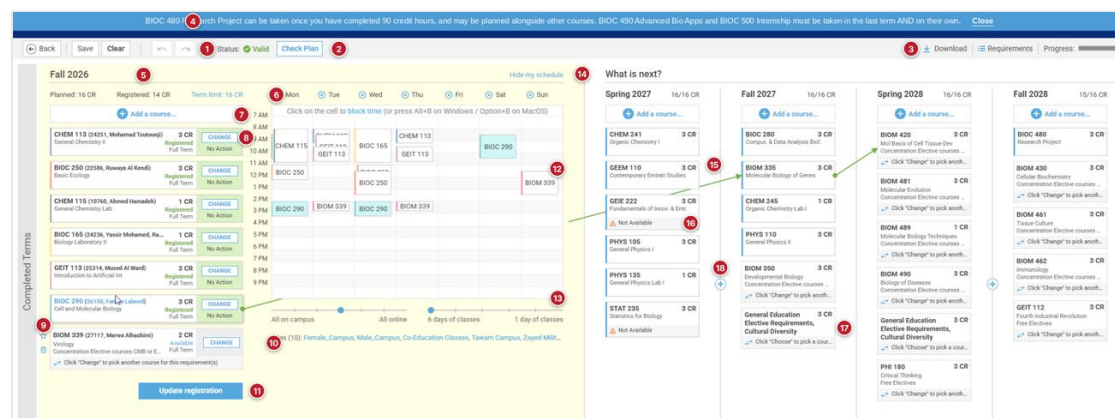
[Use other login option](#)

Sign in with UAE PASS or your UAEU account

Open Smart Plan

Your plan

Your plan is generated the first time you sign in.



The numbers below match the picture above.

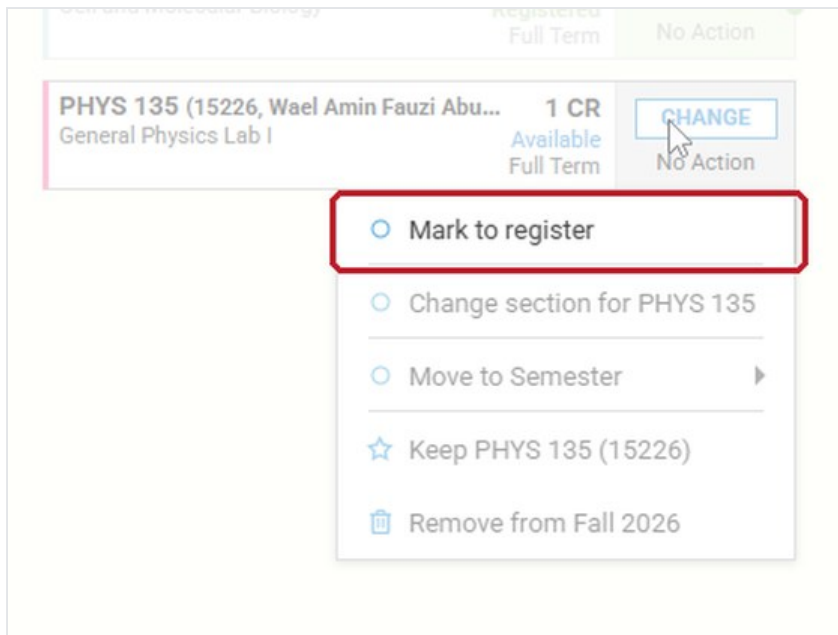
- 5 The **shaded semester** is the one you can register for now.
- 14 **"What is next?"** shows your future semesters.
- 2 Press **Check Plan** after every change. The status must read **Valid**.
- 3 The **progress bar** shows how far through your degree you are.

Doing things in your plan

Every task below starts the same way: press **CHANGE** on the course.

Register for a course

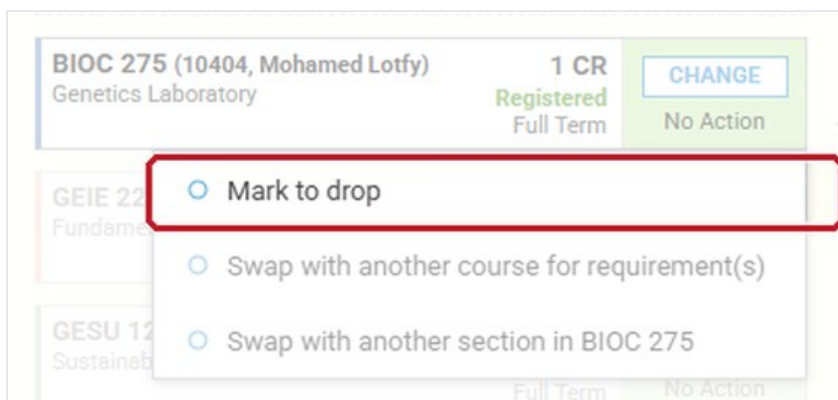
- 1 **Open the shaded semester**
the one you can register for now.
- 2 **CHANGE, then Mark to register**
on each course you want.
- 3 **Press Check Plan, then Save**
the status must read Valid.
- 4 **Press Update registration**
this completes your registration.



CHANGE > Mark to register

Drop a course

- 1 **Open the shaded semester**
and find the registered course.
- 2 **CHANGE, then Mark to drop**
the label reads No Action until you mark it.
- 3 **Press Update registration**
this applies the drop.



CHANGE > Mark to drop

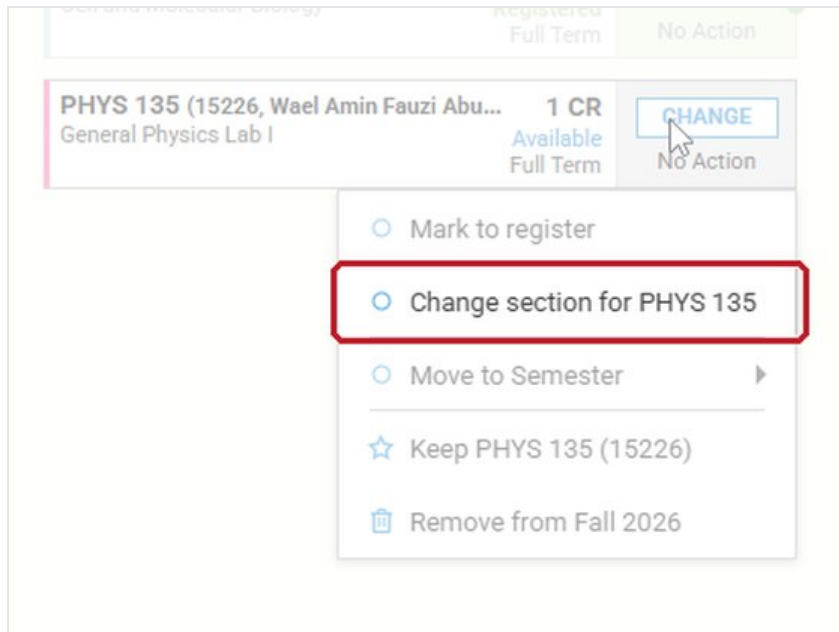
Change the section of a course

A different time, instructor or campus for the same course.

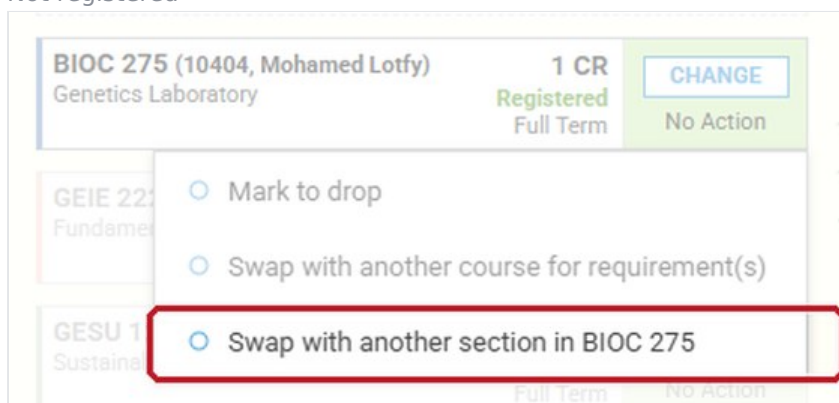
- 1 **Press CHANGE on the course**
- 2

Choose the section option

not registered: Change section for ... · registered: Swap with another section in ...



Not registered

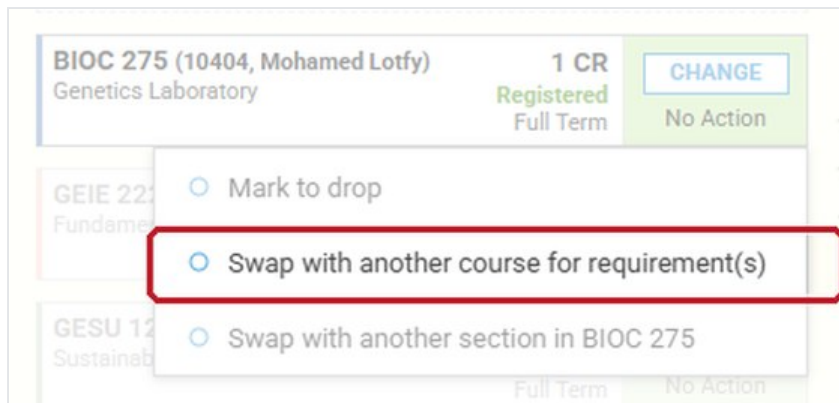


Registered

Swap a course for a different one

Meet the same requirement with another course.

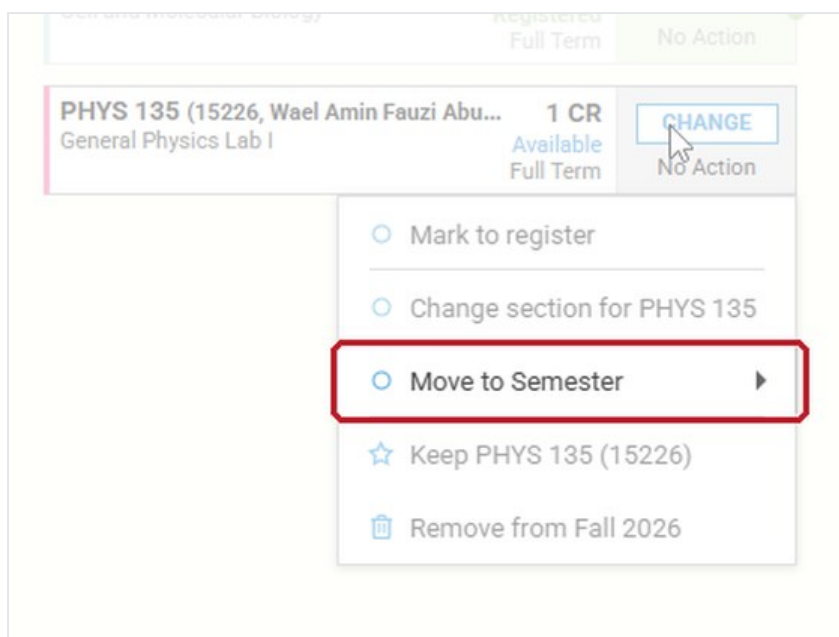
- 1 Press **CHANGE** on the registered course
- 2 Choose **Swap with another course for requirement(s)** then pick the course.



CHANGE > Swap with another course

Move a course to another semester

- 1 Press **CHANGE** on the course
- 2 Choose **Move to Semester** then pick the semester. You can also drag the course block.



CHANGE > Move to Semester

Keep or remove a course

Keep pins a course so Smart Plan will not swap it out. **Remove** takes it out of the semester.

PHYS 135 (15226, Wael Amin Fauzi Abu... 1 CR
General Physics Lab I Available Full Term

CHANGE

- Mark to register
- Change section for PHYS 135
- Move to Semester
- Keep PHYS 135 (15226)**
- Remove from Fall 2026

CHANGE > Keep

PHYS 135 (15226, Wael Amin Fauzi Abu... 1 CR
General Physics Lab I Available Full Term

CHANGE

- Mark to register
- Change section for PHYS 135
- Move to Semester
- Keep PHYS 135 (15226)
- Remove from Fall 2026**

CHANGE > Remove from

This is real registration — the same as registering through Banner. Normal add and drop deadlines apply.

Register and drop

You register from inside your plan — there is no need to go to Banner separately.

To register

- 1 Open the shaded semester**
the one you can register for now.

- 2 **Check your sections**
to change one: CHANGE, then “Change section for ...”.
- 3 **Mark each course**
CHANGE, then “Mark to register”.
- 4 **Press Check Plan, then Save**
the status must read Valid.
- 5 **Press Update registration**
this completes your registration.

Fall 2026 Hide my schedule

Planned: 16 CR Registered: 14 CR Term limit: 16 CR

[+ Add a course...](#)

CHEM 113 (24251, Mohamad Toutounji) General Chemistry II	3 CR Registered Full Term	CHANGE No Action
BIOC 250 (22586, Ruwaya Al Kendi) Basic Ecology	3 CR Registered Full Term	CHANGE No Action
CHEM 115 (10760, Ahmed Hamadeh) General Chemistry Lab	1 CR Registered Full Term	CHANGE No Action
BIOC 165 (24236, Yassir Mohamed, Ra...) Biology Laboratory II	1 CR Registered Full Term	CHANGE No Action
GEIT 113 (25314, Mused Al Ward) Introduction to Artificial Int	3 CR Registered Full Term	CHANGE No Action
BIOC 290 (26150, Fatima Labeed) Cell and Molecular Biology	3 CR Registered Full Term	CHANGE No Action
☆ BIOM 339 (27117, Marwa Alhashimi) Virology Concentration Elective courses OMB or E...	2 CR Available Full Term	CHANGE

Click "Change" to pick another course for this requirement(s)

[Update registration](#)

Click on the cell to **block time** (or press Alt+B on Windows / Option+B on MacOS)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7 AM							
8 AM							
9 AM	CHEM 115	GEIT 113	BIOC 165	CHEM 113		BIOC 290	
10 AM				GEIT 113			
11 AM	BIOC 250						
12 PM			BIOC 250				BIOM 339
1 PM							
2 PM							
3 PM	BIOC 290	BIOM 339	BIOC 290	BIOM 339			
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							

All on campus All online 6 days of classes 1 day of classes

Sites (10): Female_Campus, Male_Campus, Co-Education Classes, Tawam Campus, Zayed Milit...

Registering from the shaded semester

To drop a course

- 1 **Find the registered course**
in the shaded semester.
- 2 **CHANGE, then Mark to drop**
the label reads No Action until you mark it.
- 3 **Press Update registration**
this applies the drop.

This is real registration — the same as registering through Banner.
Normal University add and drop deadlines apply.

If registration is refused, the reason comes from Banner — a hold, a full section, a prerequisite, or your window not open yet. Check for holds first.

Three things to know

Check your plan after every change.

- 1 Move a course or fill an elective, then press Check Plan before you save.

Your advisor cannot register for you.

- 2 They can plan with you and mark recommended sections — you must sign in and register yourself.

University rules are unchanged.

- 3 Holds, prerequisites, credit limits and registration windows work exactly as they do today.

Who to contact

I need help with	Contact
Using Smart Plan	Biology Advising Unit j.Alshamsi@uaeu.ac.ae muneera.almarri@uaeu.ac.ae rauda.hamad@uaeu.ac.ae
My plan or record looks wrong	Biology Advising Unit j.Alshamsi@uaeu.ac.ae muneera.almarri@uaeu.ac.ae rauda.hamad@uaeu.ac.ae
Registration was refused	Registration Department Registration_department@uaeu.ac.ae
I cannot sign in	IT Service Desk helpdesk@uaeu.ac.ae 03 713-6111

In person during registration: Crescent Building — The Founder
Sheikh Zayed Hall — 8:00am to 3:00pm

Before you register

- 1 Sign in**
and let your plan load.
- 2 Read the Student Quick Guide**
attached to this email.
- 3 Review your plan**
with your academic advisor.

Full guide: attached to this email

Videos: [**UAEU Smart Planning Tutorial**](#)

Biology is going first, so what you tell us shapes how Smart Plan reaches every other programme. If something does not work, please say so.



Ellucian Smart Plan is provided by Ellucian.

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