

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Enrolment Eligibility and Registration Holds Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-006	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

AIU provides a web-based registration service through the student self-service portal, available to eligible students who carry no outstanding registration hold. This policy defines the criteria that determine a student's eligibility to register and the grounds and process for placing and releasing registration holds, consistent with accreditation requirements.

Scope

This policy applies to all undergraduate academic programs offered by AIU and governs registration eligibility, holds, and related administrative procedures for all enrolled students.

Purpose

The purposes of this policy are:

- Clearly define the criteria that determine a student's eligibility to register and attend classes
- Standardize the registration process across all academic programs
- Demonstrate compliance with accreditation requirements

Definitions and Abbreviations

Academic Dismissal: An academic standing indicating unsatisfactory cumulative performance leading to involuntary termination of enrollment, as further defined in REG-014.

Academic Probation: A status assigned to a student whose academic performance falls below AIU's required threshold, requiring specific conditions to continue studies, as further defined in REG-014.

Enrollment Eligibility: The criteria and conditions that must be met for a student to register and attend classes at AIU.

Good Academic Standing: A CGPA of 2.00 or higher for undergraduate students, as defined in REG-014.

PIN Code: A code assigned to a student under academic probation, required to consult their Academic Advisor before registering.

Registration Hold: A restriction on a student's account preventing registration due to outstanding financial obligations, missing documents, unsatisfactory academic standing, or other cause.

Registration Ticket: A system-generated schedule informing students of their specific registration window, based on criteria such as academic standing and credit hours completed.

Policy

Article 1: Enrolment Eligibility

Students must be formally admitted and continuously enrolled to be eligible for course registration and attendance. Students may attend and receive credit only for courses in which they are registered, and by registering accept both fee and grade liability. Students who have been academically dismissed, terminated, permanently withdrawn, or who carry unresolved financial obligations are not eligible to register; AIU may also suspend a student's eligibility for disciplinary reasons under STU-001 or other legitimate cause.

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Article 2: Prerequisites and Registration Periods

Students must meet all specified prerequisites before registering for a course unless granted an exception by the Dean of the relevant School (for example, for impending graduation). Registration must occur within the periods set by the Academic Calendar (REG-004) and is subject to seat availability, with priority given according to academic standing or other University-defined criteria.

Article 3: Registration Holds

A registration hold may be placed for reasons including unsatisfactory academic standing, outstanding financial obligations, missing admissions documents, conditional admission conditions, academic integrity concerns, or pending disciplinary action. A student subject to a hold is not eligible to register until it is released; the student is responsible for resolving the underlying issue with the office that placed the hold. On the recommendation of a School or relevant administrative unit, the Registration Office is responsible for imposing and releasing holds and for notifying the student and the relevant unit when a hold is imposed or released.

Article 4: Academic Probation and PIN Codes

A student under Academic Probation is assigned a PIN Code and must consult their Academic Advisor before registering. Such students may have a reduced registration load, consistent with REG-009, and must adhere to any conditions set in their probation terms under REG-014.

Procedures

Enrolment Eligibility Verification

- The Registration Office verifies student status to confirm eligibility for registration, ensures no holds exist, and confirms prerequisites are met.
- The Registration Office audits the list of students who have not completed course prerequisites and drops the affected courses before the semester begins, except where an exception has been approved under Article 2.
- The Registration Office updates student statuses according to academic decisions and notifies students of any change affecting their registration eligibility.

Online Registration

- Students confirm their enrolment status, resolve any holds, and verify prerequisites before attempting to register.
- Students check their Registration Ticket to determine their registration window, and may pre-select courses in a registration cart before their window opens.
- All registration transactions are logged for transparency, and students are responsible for verifying the accuracy of their own schedule.
- Where online registration does not apply (for example, an approved substitute course), the student applies through the e-services portal for processing by the Registration Office.

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Responsibilities

Party	Responsibilities
Registration Office	Verifies eligibility, audits prerequisites, updates statuses, notifies students, and reviews holds before each registration period.
Instructors	Verify that students attending class are officially registered, using the class roster.
Academic Advisors	Assist students with prerequisites, holds, and course selection; monitor probationary students and issue the registration PIN after advising.
Students	Resolve holds on their record and manage their schedule and financial obligations.

Exceptions

Exceptions to eligibility or hold requirements for an individual student are approved by the Executive Director of Registration in consultation with the relevant Dean. An exception of substantial impact, such as a blanket adjustment to hold enforcement or eligibility criteria affecting multiple students, requires escalation to the VPSA and approval by the President.

Related Policies

- REG-004 Academic Calendar Policy
- REG-007 Registration, Add, and Drop Policy
- REG-009 Registration Load Policy
- REG-014 Grades and Academic Standing Policy

President Signature	Signature: _____ Date: _____
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