

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Registration, Add, and Drop Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-007	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

This policy establishes AIU's registration periods and the process by which students may add or drop courses each semester, ensuring students can manage their schedules within a clear and consistently applied timeline, consistent with accreditation requirements.

Scope

This policy applies to all undergraduate academic programs offered by AIU and governs registration, add, and drop processes for all students, faculty, and administrative staff involved.

Purpose

The purposes of this policy are:

- Clearly define the registration, add, drop, and course-withdrawal periods and processes
- Standardize the registration, add and drop processes across all academic programs
- Demonstrate compliance with accreditation requirements

Definitions and Abbreviations

Add/Drop Period: The designated timeframe at the start of each semester during which students may modify course registrations.

Drop with a "W" Grade: Withdrawal from a course after the Add/Drop period, recorded as a 'W' on the academic record.

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

Time Ticket: The assigned time at which a student may begin course registration, typically based on academic standing or earned credit hours.

Policy

Article 1: Registration Periods

AIU conducts two registration periods each academic semester, one for new students and one for continuing students. Students register for each regular academic term (excluding summer sessions) to maintain active enrollment status; Time Tickets are announced in advance of each period. New students who do not register by the end of their period have their enrollment terminated unless they hold an approved study postponement. Continuing students who fail to register by the end of their period are marked absent for the semester and receive an Academic Withdrawal status, unless a study postponement was pre-approved. The Executive Director of Registration may extend a registration period for a documented valid reason, and may establish special registration periods for students in unique programs such as study abroad or exchange.

Article 2: Adding and Dropping a Course

An Add/Drop period of one week is available at the start of each regular semester, and of two days at the start of each summer semester, during which students may add or drop courses subject to the load requirements in REG-009. After the Add/Drop period, students may drop a course within the allowed minimum load until the end of the 10th week of a regular semester or the 4th week of the summer

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semester, recorded as a 'W' grade. Beyond that point, a student who wishes to drop all registered courses may do so up to two weeks before the final examination period; the student's status changes to Study Postponement, unless the permitted number of postponement semesters has been exceeded, and all courses are graded 'W'.

Article 3: Schedule Verification

Students are responsible for verifying their official schedule through the self-service portal and for retaining a copy for their own records. Once the add, drop, and withdrawal deadlines have passed, no further schedule changes are approved; failure to review and retain a copy of the registration confirmation is not a valid basis for an exception. Email sent to a student's AIU email account is an official method of University communication. It is the student's responsibility to ensure their schedule contains no time conflicts and does not exceed the maximum credit hour limits set by their program.

Procedures

1. The Registration Office announces registration deadlines and Time Tickets in advance of each period.
2. Students register during their assigned window through the self-service portal, subject to eligibility under REG-006.
3. Students add or drop courses during the applicable Add/Drop period, and drop courses with a 'W' grade thereafter until the published deadline.
4. Students verify their schedule after each transaction and report any discrepancy to the Registration Office before the relevant deadline.

Exceptions

Exceptions to registration deadlines for an individual student are approved by the Executive Director of Registration. An exception of substantial impact, such as extending the Add/Drop period for an entire cohort or semester, requires escalation to the VPSA and approval by the President.

Related Policies

- REG-004 Academic Calendar Policy
- REG-006 Enrolment Eligibility and Registration Holds Policy
- REG-009 Registration Load Policy

President Signature	Signature: _____ Date: _____
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