



*American University  
of Central Asia*

Degrees accredited in the United States

REGISTRAR'S OFFICE



# Essential functions

- Organizing the registration of all students;
- Interpreting General Education requirements and assisting students during registration period;
- Providing information to students on issues related to the studying process in accordance with the University academic policies and regulations;
- Ensuring the integrity, accuracy and security of all academic records of current and former students.

*\*For more details please check the student handbook.*

# Important Terms

- Online Registration is carried out by the student independently with the participation of an adviser on the basis of a curriculum, check-list and courses offered for semester by departments. Online-registration takes place during the period established in the Academic Calendar. If necessary, students can make changes to the schedule during the entire registration period.

# Important Terms

- Online Study Card includes information about courses available, already selected courses, and schedule for current semester.
- Academic calendar includes important dates and deadlines related to the studying process such as dates of next registration for courses, Add/Drop period and events and holidays.
- Add-Drop Period is a time when student attends the class and makes a final decision if he/she stays in the class or not and then makes changes to his/her schedule accordingly (drop and add classes). Usually add/drop period occurs at the beginning of each semester.

# Important Terms

- Grading. AUCA uses a modified American system of grading, which differs significantly from the common local system. At AUCA, grades are recorded in a computerized transcript, which may be obtained from the Shared Service Center. Grades are averaged to produce a “grade point average” (GPA), which is a rough estimation of one’s overall academic performance.



# Important Terms

- Transcripts include the following information:
  - list of all courses taken by the student during his/her enrollment at the University;
  - all grades received;
  - total credits earned for each semester and total credits earned during the student's entire period of study;
  - the grade point average for each semester and the cumulative grade point average.

# Important Terms

- Major vs. Minor. Major is an area of study in which the student's principal interest lies and in which the student seeks an undergraduate degree. Minor is a secondary area of study in which the student may choose to concentrate, to complement the major.



## Introduction to online registration (OR).

### The OR system consists of the following sections.

- Personal electronic study card (My study card menu). In this section a student can:
  - Register for courses, add/drop the courses
  - Review the list of suggested courses and information about them
  - Receive advisor's approval on selected courses
  - Review/edit schedule
  - Send study card to Registrar's office.



## Introduction to online registration (OR).

The OR system consists of the following sections.

- Personal information (My account menu). In this section student can
  - Review and edit personal contact information
  - Review personal non-official transcript.
- Faculty evaluation (a different platform will be used for faculty evaluation).
- Feedback. Student can send message/request/wish to: Adviser, Registrar's office, IT department.

## **Introduction to online registration (OR).**

**The OR system consists of the following sections.**

- Notifications. Online registration system automatically sends information to students' AUCA e-mails regarding their course registration process.

# Introduction to Online Registration

## Step 1.

- Get access to online registration:
  - Sign an agreement with AUCA.
- Meet your Advisor to discuss course selection.
- Review Fall Schedules for 2021 Admits for each Major through the following link
- [https://auca.kg/en/fall\\_2021/](https://auca.kg/en/fall_2021/).



# Introduction to Online Registration

## Step 2.

- [www.or.auca.kg](http://www.or.auca.kg) / [www.onlineregistration.auca.kg](http://www.onlineregistration.auca.kg)
- Use your AUCA account login and password.

# Introduction to Online Registration

## Step 3.

- Check the list of your courses. Make sure that courses you have been registered are not cancelled.
- Send your electronic Study Card to your Advisor for course revision and approval.

# Introduction to Online Registration

## Step 4.

- Upon the advisor approvals receipt, please send your study card to Registrar's office.
- Registration is completed.

# Schedule changes

If you change your schedule or some courses are not approved:

- go through all registration procedures again:
  - get approvals from advisor
  - submit the study card to Registrar's office.

## Penalty Week

- Students who did not submit Study Card by the end of Add/Drop period have a chance to complete registration during the penalty week.
- Late registration fee should be paid.
- Send scanned/photo copy of the receipt to the Shared Service Center via [service@auca.kg](mailto:service@auca.kg) to get access.
- Go through the registration process again and complete the registration.



# Penalty Week

- Please keep in mind that during penalty week a student cannot add or drop a course. You will only be able to receive your advisor's approvals and send your study card to Registrar's office.

# Contacts

- Registrar's Office – Room 108, 110
- E-mail: [registrar@auca.kg](mailto:registrar@auca.kg)
- Phone number: 996 (312) 915 000 ext. 400, 401, 402