

AU LEARNER PORTAL GUIDE

Booking an Event

AFIT/ENE Registrar

Building 641
Room 102

937-656-0710
Registrar@AFIT.edu

How to Register for a Course

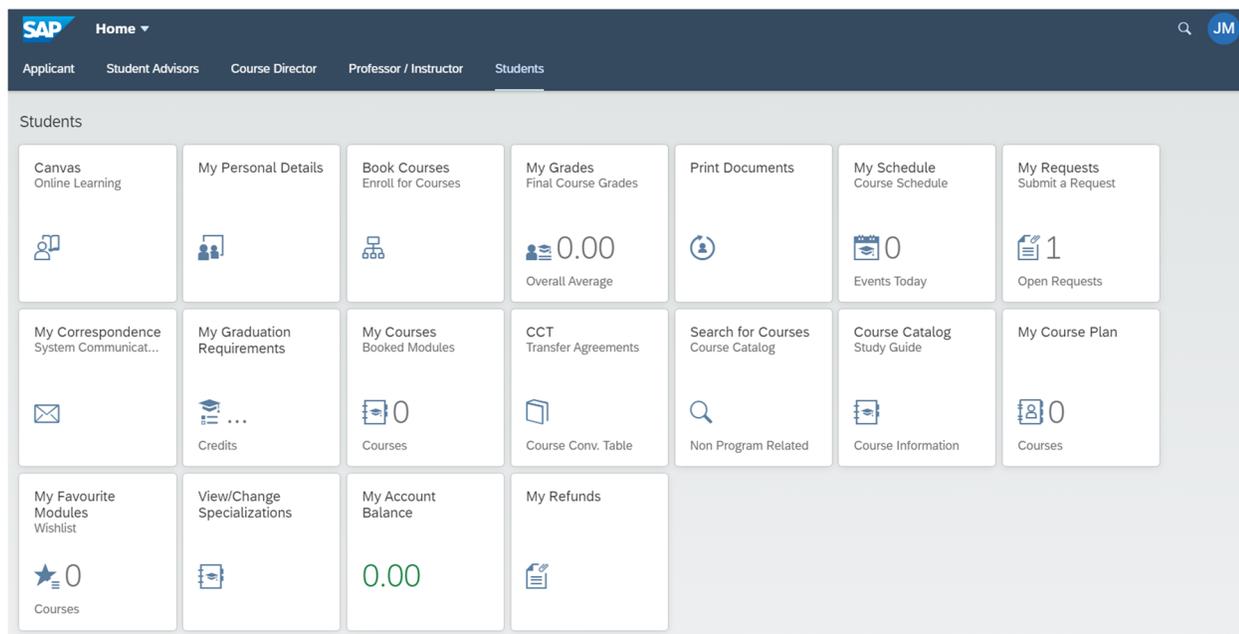
Normal Course Registration

Once Student Services processes your registration for a program of study (e.g. Aeronautical Engineering), you will be able to book your course offerings through the AU Learner Portal located at

<https://aueems.cce.af.mil/sap/bc/ui2/flp/#Shell-home>

The AU Learner Portal works best using Google Chrome and is accessible using any Common Access Card (CAC) enabled device.

The Fiori Tiles are arranged by function. You will find the **Book Courses** tile in the **Students** group. Select that tile.

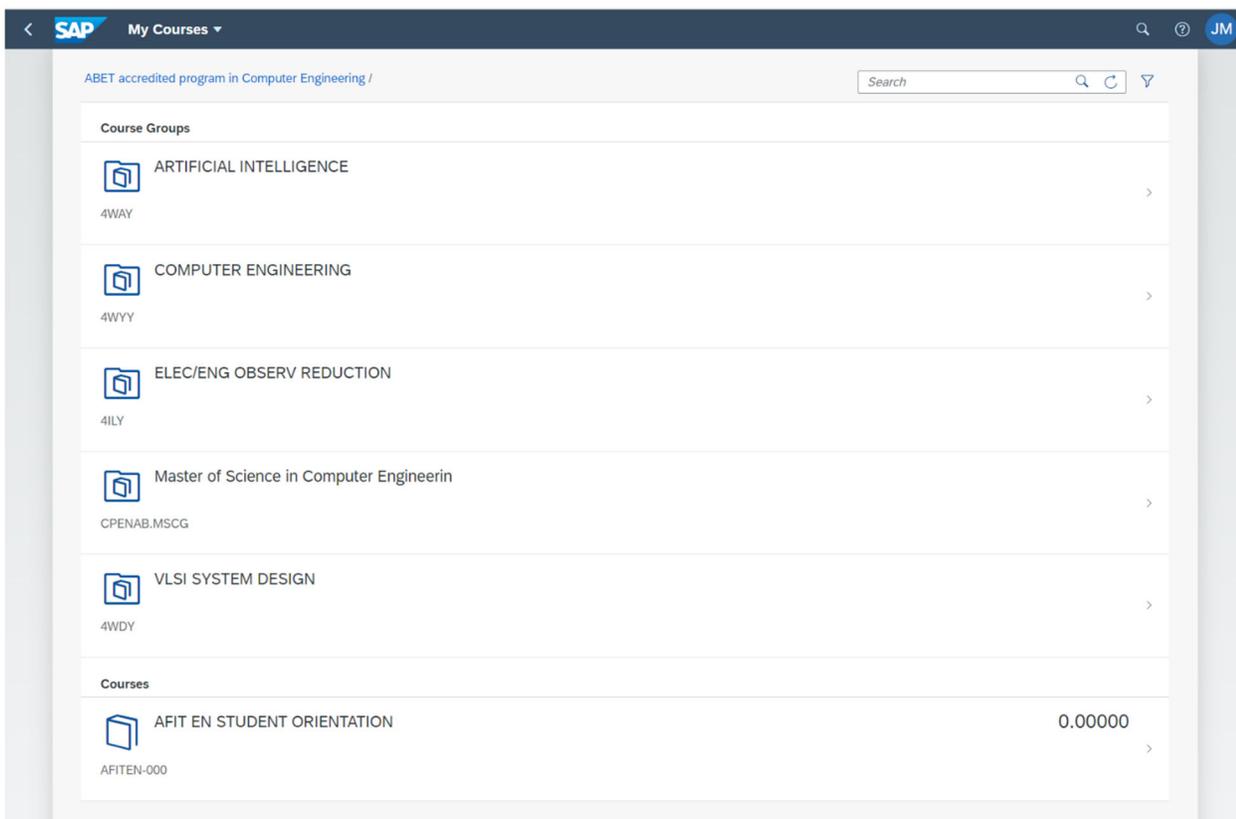


The Program of Studies screen will appear, as shown on the next page.

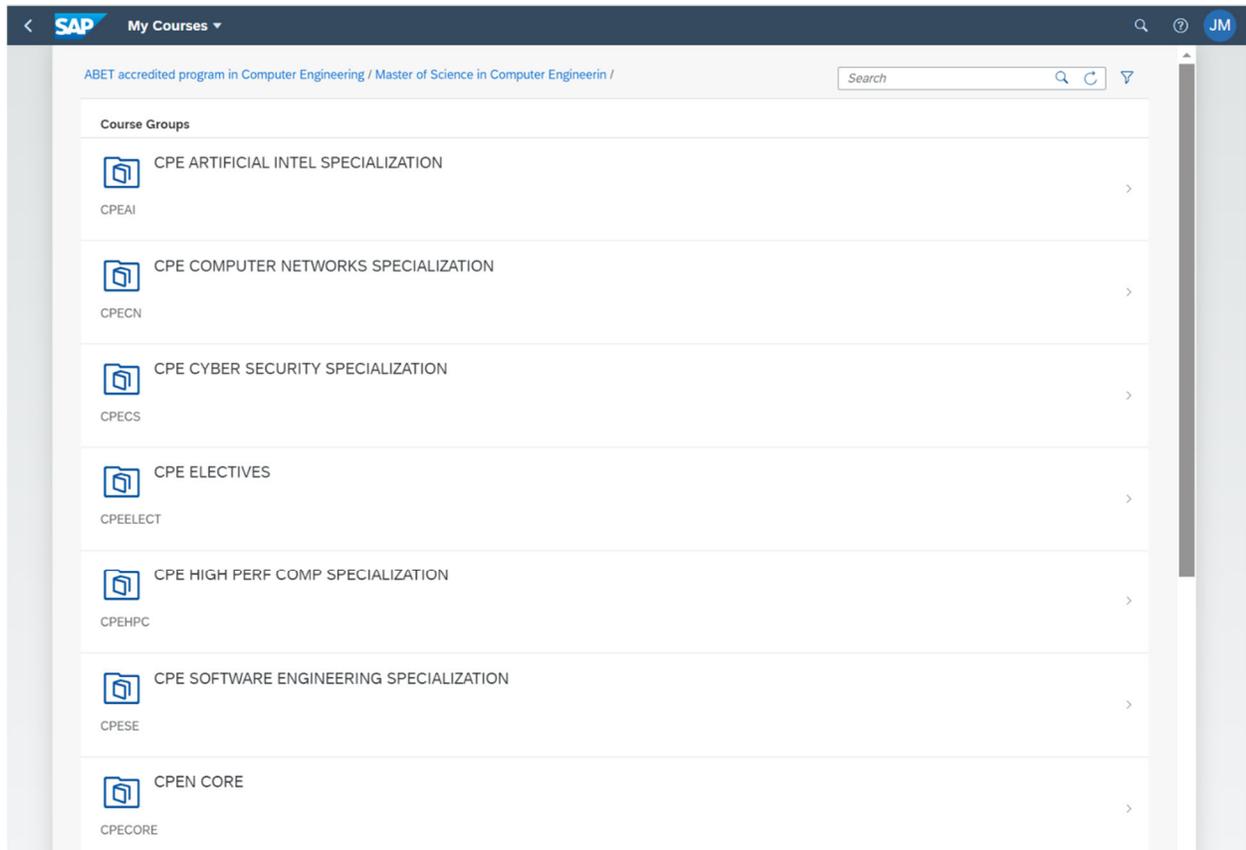


There may be multiple programs shown, depending on your Air University program history.

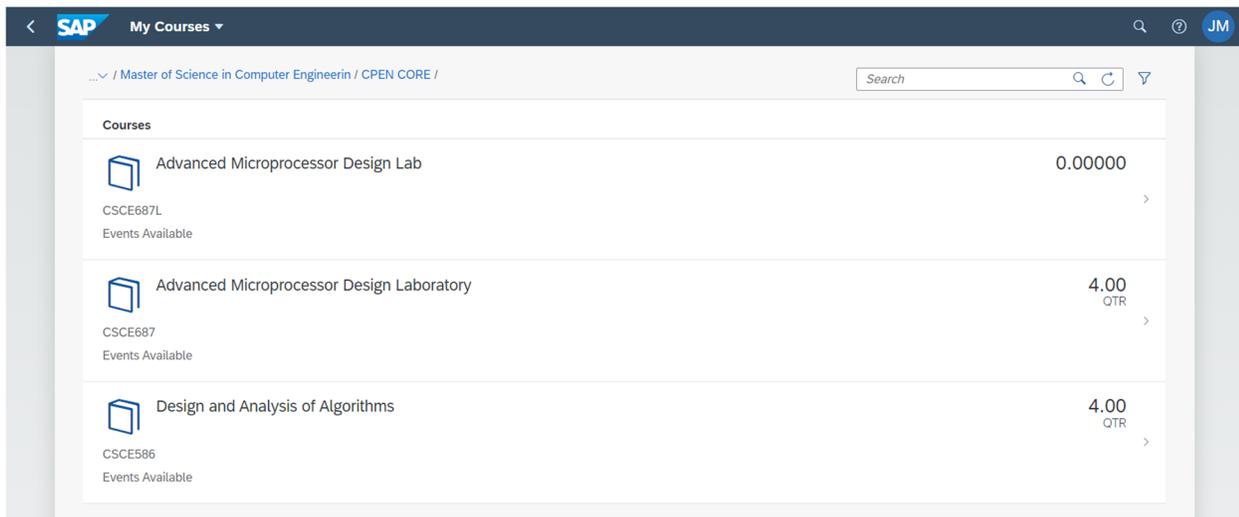
Find and select the program that aligns with your AFIT Graduate School studies. Once selected, the Course Groups associated with the program will appear.



The Course Groups shown will vary according to your academic program. Find and select the Course Group ending with the letters “CG”. Once selected, you may get a listing of courses, or you may get a subset of Course Groupings as shown on the next page.



Select the desired Course Group to display the available courses.



Courses that are open for booking will display "Events Available". Choose the course you wish to book and more information will display.

The screenshot shows the SAP My Courses interface. At the top, there is a navigation bar with the SAP logo, 'My Courses', and user initials 'JM'. Below the navigation bar, the breadcrumb path reads: 'ABET accredited program in Computer Engineering / Master of Science in Computer Engineerin / CPEN CORE /'. The main content area features a course card for 'Design and Analysis of Algorithms' with course code 'CSCE586'. It lists 'Credits: 4.00 QTR' and 'Course Group: CPEN CORE'. Below the course card, there are three tabs: 'EVENTS', 'INSTRUCTOR', and 'INFORMATION'. The 'EVENTS' tab is active, showing two event categories: 'CSCE586 Other' (Category: Lecture) and 'CSCE586 Lecture/Lab Combination' (Category: Lecture/Lab Combination). A 'Select' button is located under the second category. At the bottom right of the screen, there is a button labeled 'Add to Course Plan' with a 'Save' sub-button next to it.

This screen will show information about the course. Notice the Save button in the lower right of the screen is not activated. If this is the course you want to book, click the select button for the events listing.

Events										
Search <input type="text"/>										
Name	Category	Meeting Planning	Year / Period	Registration Starts	Registration Ends	Withdrawal Deadline	Location / Room	Instructor	Cohort	Remaining Capacity
<input type="radio"/> Design & Analysis of Algorithms	Lecture/Lab Combination	Tuesday 09/30/2024 16:00 - 17:40 More...	Academic Year 24/25 - Fall Quarter	07/29/2024 - 01:00	10/05/2024 - 00:59	10/05/2024 - 00:59	Wright- Patterson Air Force Base Bldg 642 204 - GECO Lab	JOSHUA LAP...		34/35

[Cancel](#)

The Events Listing will show the available offerings of the course. Most courses in the Graduate School will only have one offering available. If there are multiple offerings available, you can pick the one that best fits your schedule. Keep in mind that some offerings may be only for a specific student group (e.g. Distance Learning)

To choose an event, click on the radio button to the left of the desired entry.

ABET accredited program in Computer Engineering / Master of Science in Computer Engineerin / CPEN CORE /

Design and Analysis of Algorithms
Course Code: CSCE586

Credits: 4.00 QTR Course Group: CPEN CORE

EVENTS INSTRUCTOR INFORMATION

CSCE586 Other
Category: Lecture

CSCE586 Lecture/Lab Combination
Category: Lecture/Lab Combination
Meeting Planning: Tuesday 09/30/2024 16:00 - 17:40 [More...](#)
Year / Period: Academic Year 24/25 - Fall Quarter
Location / Room: Wright-Patterson Air Force Base Bldg 642 204 - GECO Lab
Instructor: JOSHUA LAPSO
Withdrawal Deadline: 10/05/2024 - 00:59

[Change](#)

[Add to Course Plan](#) [Save](#)

The system will return to a screen earlier in the process, but it is now populated with the event information and the Save button is active.

To complete your booking, click on the Save button.

Note: The Add to Course Plan does NOT book the course. Be sure to click the Save button.

To verify your booked courses, return to the Fiori Tiles and select the My Courses tile.

Course Registration outside of the AU Learner Portal

There are times when you may not be able to book a course through the AU Learner Portal. The most common reasons are missing a prerequisite course, a course is full, or you are a Non-Degree student. The situations require the use of the Add/Drop Form.



Graduate School of Engineering and Management Registrations Add/Drop, and Special Studies Request Form

SAVE form BLANK before modifying

NAME (Last Name, First Name)		STUDENT NUMBER / STUDENT ID		Current Locations Base Name (DL Only)	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
ACADEMIC DEPARTMENT	Program / Major	Program Type	E-mail address		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
INSTRUCTIONS				AFIT/EN USE ONLY	
1. Digitally complete this form. 2. Following the highlighted example, ENTER all of the column information required for the action requested on lines 1 through 4. 3. To register for a class or to add a class, enter an "A" in the "Action" column. Use "AU" to Audit a course. 4. To drop a class, enter a "D" in the "Action" column. Course drops after Week 2 are assigned a grade of "W". 5. Digitally sign this form and route as needed for additional signatures. 6. Email completed form to: RESIDENT STUDENTS: registrar@afit.edu DISTANCE LEARNING STUDENTS: en.dregistrations@afit.edu				Received By <input type="text"/> Date <input type="text"/> Action <input type="text"/>	
Action: Add Drop Audit	Term/Year	Course Number and Section:	Credit Hours:	Verification and Approval	
A (example)	Winter 20 (example)	NENG-598-01 (example)	3.0 (example)	Digital Signatures Only	
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Student (Digital signature required)	
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Faculty Advisor Signature required when Auditing a course, or changing registration after the quarter has started (not applicable to Non-Degree or Certificate students).	
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Course Instructor Signature required when Auditing a course, changing registration after the quarter has started, or Approving Non-Degree students.	
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Course Instructor Signature required when waiving prerequisites.	
SPECIAL STUDIES COURSE SHORT TITLE - Syllabus Required (30 Character limit)				Department Leadership (Head, Deputy, Academic Chair) Signature required when: 1. Adding a credit earning course after Week One. 2. Dropping a credit earning course after Week Eight. 3. Adding a Special Study.	
<input type="text"/>				Associate Dean for Academic Affairs Signature required when: 1. Adding a credit earning course after Week One. 2. Dropping a credit earning course after Week Eight.	
A complete syllabus is also required to create the section. Please submit with this registration form.				<input type="text"/>	
Drop/Add for Thesis Completion TENx-799 courses can be made anytime during the active quarter with only student and advisor signatures.					
Comments: <input type="text"/>					

Registrar Form: ENE-Digital Version November 2019

The form is found at <https://www.afit.edu/ENER/doclib.cfm?dl=30>