

Assumption University  
Office of the University Registrar  
**Pre-registration Procedure via AU Spark Web**



As of 20/6/2015 11:00 a.m.

**Pre-registration At-a-Glance**

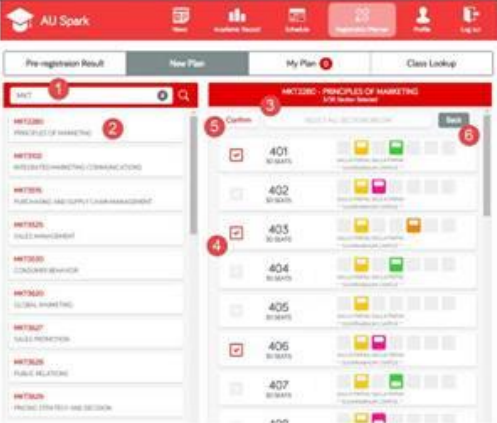

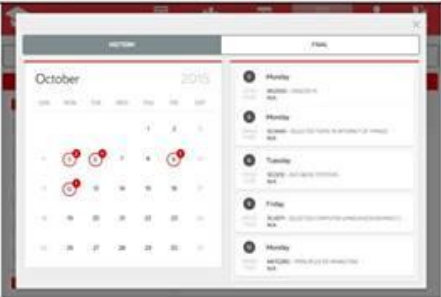
AU Spark introduces a new feature for pre-registration that allows you to plan your class schedules online and save those schedules for your pre-registration time slot. **It is highly recommended that you plan your class schedules ahead of time** so that you will take a short amount of time during your pre-registration time slot. The schedule planning will be open **24 hours a day on 20/6/2015 – 21/6/2015**. You can get in at any time, if the server becomes busy or slow, please be patient or come back later when there are fewer students online in the system.



**On any pre-registration days, only students that are allowed to pre-register can log into the system to complete their pre-registration.** You can still create new schedules if those you create earlier become full. The rest will get a message "You are not allowed to login at this time". **At night (6 p.m. – 6 a.m.), everyone can log in to the system again to check availability of your selected schedules.** You may need to re-plan if those schedules you selected become full.



Note that the old pre-registration system will be inactive. **You must pre-register via AU Spark only.**  
Please like and follow AU Spark Facebook page for more information and announcements (search "AU Spark" on Facebook).

<p><b>STEP 1</b></p>	<p><b>Go to</b> <a href="http://www.au.edu/preregistration">http://www.au.edu/preregistration</a> <b>using Google Chrome</b></p> <p><b>Tip:</b> Make sure you have a good Internet connection</p>	
<p><b>STEP 2</b></p>	<p><b>Log in to the system using your AU Account</b></p>	

<p><b>STEP 3</b></p>	<p><b>Verify your identity</b></p> <p>Tip:</p> <ul style="list-style-type: none"> <li>- Be careful when you and your friends are using the same computer to pre-register.</li> <li>- Make sure that it is you who are pre-registering.</li> <li>- If it is not you, click "Log out" button and log in again.</li> </ul>	
<p><b>STEP 4</b></p>	<p><b>Click "Registration Planner" menu</b></p> <p>AU Spark will display your pre-registration period and result (if any) in the first tab.</p>	
<p><b>STEP 5</b></p>	<p><b>Click "New Plan" tab to start your course planning</b></p> <p>(1) Your minimum and maximum credit limit will be displayed. Make sure your class schedule is within this credit limit range otherwise you will not be able to pre-register</p> <p>(2) The pre-defined courses that you must register will be displayed. You cannot delete any of these courses</p> <ul style="list-style-type: none"> <li>- <b>Ethics Seminar</b> will be selected based on your current year and semester of enrollment.</li> <li>- <b>English</b> course will be selected accordingly if you have not completed English IV.</li> </ul>	

<p><b>STEP 6</b></p>	<p><b>Click "Add Course" button to add a course to your plan</b></p> <p>(1) Type the course code or course name to search for your course  (2) Select the course you want  (3) All sections for the course you select will be displayed on the right  (4) Select the sections you want  (5) Click "Confirm" to add this course and selected sections to your plan  (6) Click "Back" to cancel this course</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>- You can select just one section if you have a specific section in mind.</li> <li>- You can select as many sections as you like or select all sections if you have no preferences. Although this allows you to explore various class schedules, it will be slower for AU Spark to generate all possible schedules for you.</li> </ul>	
<p><b>STEP 7</b></p>	<p><b>Verify the course and number of sections you just add then repeat STEP 6 for the rest of your courses</b></p>	
<p><b>STEP 8</b></p>	<p><b>Click "Examination" button to see midterm and final examination schedules</b></p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>- You are not allowed to pre-register the schedule that has examination time conflicts.</li> <li>- In such a case, you have to remove some courses to avoid examination time conflicts then proceed with the pre-registration.</li> <li>- You have to submit a petition form to the Office of the University Registrar to add additional courses that cause time conflicts during the add/delete period.</li> </ul>	

<p><b>STEP 9</b></p>	<p><b>Click "Show Schedule" button to see all possible class schedules</b></p> <p>(1) Click "Show Schedule" button; all possible schedules (upto 50 schedules) will be displayed</p> <p>(2) Select the schedule you want with the button</p> <p>(3) If you are doing this during your pre-registration time slot, you can click 'PRE-REGISTER WITH THIS SCHEDULE' button to complete you pre-registration with the schedule you select</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>- When you have several sections selected in the plan, there will be several possible schedules but AU Spark will show only 50 schedules.</li> <li>- To get less number of schedules, you have to choose fewer sections. This will also give you schedules that better fit your needs.</li> </ul>	 <p>The screenshot shows the AU Spark interface. On the left, under 'Plan', there is a 'Show Schedule' button with a red circle and the number 1 next to it. Below this is a list of course sections. On the right, under 'New Plan (1/2016)', there are two schedule grids labeled 'SCHEDULE 1' and 'SCHEDULE 2'. A red circle with the number 2 is next to the 'Show Schedule' button, and another red circle with the number 3 is next to the 'PRE-REGISTER WITH THIS SCHEDULE' button in the schedule grid.</p>																																
<p><b>STEP 10</b></p>	<p><b>Modify your constraints to search for better schedules</b></p> <p>When there are so many possible schedules available, you can modify your constraints by selecting only your preferred days and times. Then, you can click "Show Schedule" again to see better results.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>- Turn on "Only Sections with Seats" to get rid of sections that are already full</li> <li>- Click on a specific day to toggle selection of all times for that day</li> <li>- Click on a specific time period (A.M., NOON, or P.M.) to toggle selection for all days</li> </ul>	 <p>The screenshot shows the 'Constraints for schedule planning' dialog box. It has a title bar 'Constraints for schedule planning' and a toggle switch for 'Only Sections With Seats'. Below this is a table with days of the week and time periods (AM, NOON, PM) and checkboxes to select or deselect them.</p> <table border="1"> <thead> <tr> <th></th> <th>AM</th> <th>NOON</th> <th>PM</th> </tr> </thead> <tbody> <tr> <td>SUN</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>MON</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>TUE</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>WED</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>THU</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>FRI</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>SAT</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		AM	NOON	PM	SUN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MON	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TUE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	WED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	THU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FRI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SAT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p><b>STEP 11</b></p>	<p><b>Click "My Plan" tab to see all your plans and schedules</b>          You can add as many plans as you like. Plans are varied by the courses you select, not sections.</p>	 <p>The screenshot shows the 'AU Spark' interface. At the top, there are navigation tabs: 'Pre-registration Result', 'New Plan', 'My Plan' (which is highlighted with a red circle), and 'Class Lookup'. Below the tabs, there are two main sections. On the left is the 'Planner' section, which contains a list of courses with checkboxes and a 'PRE-REGISTER WITH THIS SCHEDULE' button. On the right is the 'My Schedule (1/2020)' section, which currently displays 'No Data to display'.</p>
<p><b>STEP 12</b></p>	<p><b>Click on any plan to see class schedules you selected</b>          (1) Click "..." button to sections detail of this schedule          (2) Click the [X] button to remove this schedule from the plan if you want to          (3) If you are doing this during your pre-registration time slot, you can click "PRE-REGISTER WITH THIS SCHEDULE" button to complete you pre-registration with the schedule you select          (4) Click the "Back" button to go back to your plan list</p>	 <p>The screenshot shows the 'AU Spark' interface with the 'My Plan' tab selected. The 'Planner' section on the left is visible. The main area is titled 'My Schedule (1/2020)'. It features a grid for 'SCHEDULE 1' with columns for days of the week (MON, TUE, WED, THU, FRI, SAT, SUN) and rows for time slots (8AM, 9AM, 10AM, 11AM, 12PM, 1PM, 2PM, 3PM, 4PM, 5PM). Below the grid is a list of selected courses. Numbered callouts are present: (1) points to a three-dot menu icon on a course row; (2) points to a red 'X' icon in the top right corner of the schedule grid; (3) points to the 'PRE-REGISTER WITH THIS SCHEDULE' button; and (4) points to a 'Back' button at the bottom left of the course list.</p>