



Registration Guide for the Fall Semester 2011-2012
Classes begin on Monday, September 26, 2011

	Currently Registered Undergraduate, and Graduate Students	New Students Coming from Abroad, Special, Transfer, Second Degree, Cross Registering, Old Returning, and New Graduate Students	New Undergraduate, and Freshman Students	Place
Orientation		September 19 – 21	July 18 – 20	Office of Student Affairs
Submission of Documents ⁽¹⁾		September 15-16	August 8 - September 13	Admissions Office (College Hall)
Cancel registration for not submitting documents		September 22	September 22	Registrar's Office
Advising	Phase I: May 16 - 19	September 19 – 22	July 20 – August 5	Department Concerned.
On-line Course Registration via the INTERNET	Phase I: May 23 - 26 Phase II: July 11 - 14 Phase III: Sep 15 - 16	September 21 - 23	July 20 – August 5	Check the back of this sheet for the schedule.
Payment of Fees ⁽²⁾ <i>Statements of Fees should be obtained online through AUBSIS⁽³⁾</i>	August 8 – 29	September 23 - 27	August 8 - 29	Ras Beirut branches of: Arab Bank, Bank Audi, Bank Mediterranee, HSBC, BLOM, and Western Union Bank.
Deferred payment	June 30 – August 9	September 15 – 20	June 30 – August 9	Comptroller's Office (Students' Accounts Section)
Payment of fees with late charge	August 30 - September 14	September 28 - October 5	August 30- September 14	Comptroller's Office (Students' Accounts Section)
Cancel Registration for not settling financial accounts	September 20		September 20	Registrar's Office
Registration formalities for staff and staff dependents	July 18 – Aug 18	August 29 – September 23	July 18 - August 18	Human Resources/ Comptroller's Office
Hospitalization Insurance Plan Waivers	August 8 – 19 September 19 – October 7	September 19 – October 7	August 8 – 19 September 19 – October 7	Human Resources/ Comptroller's Office
NSSF declaration	Before October 21, 2011			
Graduate Assistants ⁽⁴⁾		Before August 9, 2011		Personnel Office/ Comptroller's Office
Dorm residents	June 1 - 24, 2011	July 1 - 29, 2011	July 1 - 29, 2011	Applications: Student Affairs Office or by mail
Drop and Add Period	September 26 – 29, 2011			Via the INTERNET (AUB-sis)
Last date for withdrawal	December 6, 2011			Via the INTERNET (AUB-sis) for regular Undergraduate, Department Concerned/ Registrar's Office for Graduate, Special, and Intensive English students

(1) New students must report to the University Health Services for medical clearance before starting to register.

New students are urged to secure a post office box immediately after payment of fees.

(2) Fees are paid, in **certified cheques only**; Cheques should be issued to the order of the bank concerned according to the following format: **"Pay to the order of (Name of the Bank) Account AUB"**. The value of the cheque should be the exact amount shown on the Statement of Fees.

(3) Bursary students **should go in person to the office of Student Affairs** to collect their statements of fees and finalize their registration.

(4) Students who are sponsored by foundations and institutions such as Hariri, Faculty and staff dependents, Graduate Assistants, and student staff members should go in person to the Comptroller's Office (Students' Accounts Section) to finalize their registration.

- **Once you have completed your registration including payment of fees, no further changes in your schedule will be allowed until the Add and Drop Period.**
- Students wishing to add courses during the Add and Drop Period should report to the Students' Accounts Section, Comptroller's Office, College Hall, as soon as their courses are registered to pay for any additional fees that they may owe the University as a result of the adjustments that they introduced to their schedules.
- **Failure to pay the additional fees within a period of fourteen days beginning with the last day of the Add and Drop Period will result in the student being dropped from the added course(s). The student will still be under obligation to pay the due fees including the tuition for the added credits.**
- **Contracts of Graduate Assistants should be finalized with the Offices of the Deans of Faculties and sent to the Comptroller's Office before the completion of registration and the issuing of statements of fees.**

Registration Centers

Any of the following Labs when available:

- Bliss 208, 209, 210, and Physics Lab 102
- Lab I, fourth floor, and Lab II, first floor (School of Business)
- FAFS Computer Center:
- FEA Labs 1, 2, 3, 5, and 6
- Van Dyck Computer Labs.

Moueen Salameh
Registrar

July 7, 2011

Schedule and Time Slots for on-line Course Registration & Drop/Add for the Fall Semester 2011-2012

Online Course Registration - Phases I, II, III - Fall Semester 2011-2012		
Category	Day	Time
A	Monday, May 23, 2011	08:00 - 23:00
	Tuesday, May 24, 2011	08:00 - 23:00
	Wednesday, May 25, 2011	08:00 - 23:00
	Thursday, May 26, 2011	08:00 - 23:00
	Monday, July 11, 2011	08:00 - 23:00
	Tuesday, July 12, 2011	08:00 - 23:00
	Wednesday, July 13, 2011	08:00 - 23:00
	Thursday, July 14, 2011	08:00 - 23:00
	Thursday, September 15, 2011	08:00 - 23:00
	Friday, September 16, 2011	08:00 - 23:00
A1	Monday, May 23, 2011	12:00 - 23:00
	Tuesday, May 24, 2011	08:00 - 23:00
	Wednesday, May 25, 2011	08:00 - 23:00
	Thursday, May 26, 2011	08:00 - 23:00
	Monday, July 11, 2011	08:00 - 23:00
	Tuesday, July 12, 2011	08:00 - 23:00
	Wednesday, July 13, 2011	08:00 - 23:00
	Thursday, July 14, 2011	08:00 - 23:00
	Thursday, September 15, 2011	08:00 - 23:00
	Friday, September 16, 2011	08:00 - 23:00
B	Tuesday, May 24, 2011	08:00 - 23:00
	Wednesday, May 25, 2011	08:00 - 23:00
	Thursday, May 26, 2011	08:00 - 23:00
	Monday, July 11, 2011	08:00 - 23:00
	Tuesday, July 12, 2011	08:00 - 23:00
	Wednesday, July 13, 2011	08:00 - 23:00
	Thursday, July 14, 2011	08:00 - 23:00
	Thursday, September 15, 2011	08:00 - 23:00
Friday, September 16, 2011	08:00 - 23:00	
B1	Tuesday, May 24, 2011	12:00 - 23:00
	Wednesday, May 25, 2011	08:00 - 23:00
	Thursday, May 26, 2011	08:00 - 23:00
	Monday, July 11, 2011	08:00 - 23:00
	Tuesday, July 12, 2011	08:00 - 23:00
	Wednesday, July 13, 2011	08:00 - 23:00
	Thursday, July 14, 2011	08:00 - 23:00
	Thursday, September 15, 2011	08:00 - 23:00
Friday, September 16, 2011	08:00 - 23:00	

Online Course Drop & Add - Fall Semester 2011-2012

Category	Day	Time
A	Monday, September 26, 2011	08:00 - 23:00
	Tuesday, September 27, 2011	08:00 - 23:00
	Wednesday, September 28, 2011	08:00 - 23:00
	Thursday, September 29, 2011	08:00 - 23:00
A1	Monday, September 26, 2011	12:00 - 23:00
	Tuesday, September 27, 2011	08:00 - 23:00
	Wednesday, September 28, 2011	08:00 - 23:00
	Thursday, September 29, 2011	08:00 - 23:00
B	Tuesday, September 27, 2011	08:00 - 23:00
	Wednesday, September 28, 2011	08:00 - 23:00
	Thursday, September 29, 2011	08:00 - 23:00
B1	Tuesday, September 27, 2011	12:00 - 23:00
	Wednesday, September 28, 2011	08:00 - 23:00
	Thursday, September 29, 2011	08:00 - 23:00

Categories for Online Course Registration and Drop/Add for all Currently Registered Students for the Fall Semester 2011-2012

Please find your faculty and class to determine your Category. Once you have determined your category, look it up on the schedule sheet to determine your Registration or Drop/Add time slots.

Category	Faculty	Class Code	Class Description
A	Agricultural & Food Sciences	A4	Agriculture IV
		B3	Agri-Business III
		A3	Agriculture III
		L4	Landscape IV
		L3	Landscape III
		T4	Nutrition & Dietetics IV
		T3	Nutrition & Dietetics III
		F3	Food Sc.& Management III
		V3	Veterinary Science III
	Arts & Sciences	SR	Senior
	Engineering & Architecture	R5	Architecture 12,13,14
		R4	Architecture 9,10,11
		R3	Architecture 6,7,8
		E4	Engineering 9,10,11
		E3	Engineering 6,7,8
		G4	Graphic Design 9,10,11
		G3	Graphic Design 6,7,8
	Health Sciences	P3	Public Health III
	School of Business	SR	Senior
School of Nursing	N4	Nursing IV	
A1	Agricultural & Food Sciences	A2	Agriculture II
		B2	Agri-Business II
		L2	Landscape II
		T2	Nutrition & Dietetics II
		F2	Food Sc.& Management II
		V2	Veterinary Science II
	Arts & Sciences	JR	Junior
	Engineering & Architecture	R2	Architecture 3,4,5
		G2	Graphic Design 3,4,5
		E2	Engineering 3,4,5
	Health Sciences	P2	Public Health II
	School of Business	JR	Junior
	School of Nursing	N3	Nursing III

B	Agricultural & Food Sciences	A1	Agriculture I
		B1	Agri-Business I
		L1	Landscape I
		T1	Nutrition & Dietetics I
		F1	Food Sc.& Management I
		V1	Veterinary Science I
	Arts & Sciences	SO	Sophomore
	Engineering & Architecture	R1	Architecture 1,2
		E1	Engineering 1,2
		G1	Graphic Design 1,2
	Health Sciences	P1	Public Health I
School of Business	SO	Sophomore	
School of Nursing	N2	Nursing II	
B1	Arts & Sciences	FR	Freshman
		SP	Special, Teaching Diploma
	All Faculties	SP	Special not working for a degree
		PH	PhD.
		PG	Prospective Students
		GR	Graduate
		IE	Intensive English
	Medicine	X2	X-Ray II
		X1	X-Ray I