

Registration Guide for the Spring Semester 2011-2012

Classes begin on Monday, February 13, 2012

	Currently Registered Students	All New, Old Returning, and Cross Registering Students	Place
Pre-Registration ⁽¹⁾		Jan. 31 – Feb. 1, 2012	College Hall (Admissions Office)
Advising	Dec. 6 - 9, 2011	Feb. 7 - 10, 2012	Department Concerned.
On-line Course Registration via the INTERNET	Dec. 12-15, 2011	Feb. 7 - 10, 2012	Check the back of this sheet for the schedule. Via the INTERNET
Payment of Fees ⁽²⁾ <i>Statements of Fees can be obtained online through AUBSIS</i> ⁽³⁾	Jan. 17 - Feb. 8, 2012	Feb. 13 - 18, 2012	Arab Bank, Bank Audi, Bank Mediterranee, HSBC, BLOM, and Western Union.
Deferred payment	Not later than Jan. 13, 2012	Not later than Feb. 10, 2012	College Hall (Comptroller's Office Students' Accounts Section)
Payment of fees with late charge	Feb. 10 – 25, 2012	Feb. 20– 25, 2012	College Hall (Comptroller's Office Students' Accounts Section)
Registration formalities for staff and staff dependents	Jan. 9 – Feb. 10, 2012		Human Resources / Comptroller's Office
Hospitalization Insurance Plan Waivers	Feb. 6-24, 2012		Human Resources / Comptroller's Office
NSSF declarations	Not later than Mar 5, 2012		Registrar's Office
Students who are sponsored by foundations, and Graduate Assistants ⁽⁴⁾	Not later than Jan. 13, 2012	Not later than Feb. 10, 2012	Human Resources / Comptroller's Office
Dorm residents	Dec. 1 – 23, 2011	Dec. 1 – 23, 2011	Student Affairs Office
Drop and Add Period	Feb. 13 – 16, 2012		Check the back of this sheet for the schedule. Via the INTERNET
Last date for withdrawal	Apr. 27, 2012		Check the back of this sheet for the schedule. Via the INTERNET Department Concerned/ Registrar's Office.

(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.

(3) Fees are paid, in **certified Cheque only**; Cheque 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.
- Via the Internet.

On Line Registration Schedule for all New, Old Returning, Cross Registering Students

Category	Date	Time
All Students	Feb. 7 - 10, 2012	TBA

Note: Prepare your schedule with your advisor before your registration time.

Moueen Salameh
Registrar

November 1, 2011

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

Online Course Registration - Spring Semester 2011-2012		
Category	Day	Time
A	Monday, December 12, 2011	08:00 - 23:00
	Tuesday, December 13, 20101	08:00 - 23:00
	Wednesday, December 14, 2011	08:00 - 23:00
	Thursday, December 15, 2011	08:00 - 23:00
A1	Monday, December 12, 2011	12:00 - 23:00
	Tuesday, December 13, 20101	08:00 - 23:00
	Wednesday, December 14, 2011	08:00 - 23:00
	Thursday, December 15, 2011	08:00 - 23:00
B	Tuesday, December 13, 20101	08:00 - 23:00
	Wednesday, December 14, 2011	08:00 - 23:00
	Thursday, December 15, 2011	08:00 - 23:00
B1	Tuesday, December 13, 20101	12:00 - 23:00
	Wednesday, December 14, 2011	08:00 - 23:00
	Thursday, December 15, 2011	08:00 - 23:00

Online Course Drop & Add - Spring Semester 2011-2012		
Category	Day	Time
A	Monday, February 13, 2012	08:00 - 23:00
	Tuesday, February 14, 2012	08:00 - 23:00
	Wednesday, February 15, 2012	08:00 - 23:00
	Thursday, February 16, 2012	08:00 - 23:00
A1	Monday, February 13, 2012	12:00 - 23:00
	Tuesday, February 14, 2012	08:00 - 23:00
	Wednesday, February 15, 2012	08:00 - 23:00
	Thursday, February 16, 2012	08:00 - 23:00
B	Tuesday, February 14, 2012	08:00 - 23:00
	Wednesday, February 15, 2012	08:00 - 23:00
	Thursday, February 16, 2012	08:00 - 23:00
B1	Tuesday, February 14, 2012	12:00 - 23:00
	Wednesday, February 15, 2012	08:00 - 23:00
	Thursday, February 16, 2012	08:00 - 23:00

Categories for Online Course Registration and Drop/Add for all Currently Registered Students for the Spring 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