



Registration Guide for the Fall Semester 09-2010
Classes begin on Monday, October 5, 09

| | Currently Registered Undergraduate Students | Currently Registered Graduate Students | All New Freshman, New Students Coming from Abroad, and New Graduate Students | Old Returning and Cross Registering Students | New Undergraduate Students | Place |
|--|--|--|--|--|---|---|
| Submission of Documents ⁽¹⁾ | | | September 23 – 25 | August 17 – Sept. 4 | August 17 – Sept. 4 | Admissions Office (College Hall) |
| Cancel registration for not submitting documents | | | | | September 11 | Registrar's Office |
| Advising | Phase I: April 21-24 Phase II: July 8-10 | | September 28 – Oct. 2 | September 30 – Oct. 2 | July 27 – August 11 | Department Concerned. |
| On-line Course Registration via the INTERNET | Phase I: April 27-30 Phase II: July 8-10 Phase III: August 12-Oct. 2 | | September 28 – Oct. 2 | September 30 – Oct. 2 | July 27 – Oct. 2 | 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 6 – 29 | | October 1 – 6 | October 1 – 9 | August 6 - 29 | Ras Beirut branches of: Arab Bank, Bank Audi, Bank Mediterranee, HSBC, BLOM, and Western Union Bank. |
| Deferred payment | Before July 30 | | Before September 30 | Before September 30 | Before September 30 | Comptroller's Office (Students' Accounts Section) |
| Payment of fees with late charge | August 31 Sept. 11 | | October 7 – 13 | October 7 – 13 | August 31 – Sept. 11 | Comptroller's Office (Students' Accounts Section) |
| Cancel Registration for not settling financial accounts | September 16 | | | | September 16 | Registrar's Office |
| Registration formalities for staff and staff dependents | July 13 – August 3 | | Sept. 14 – Sept. 28 | Sept. 14 – Sept. 28 | July 13 – August 3 | Human Resources/ Comptroller's Office |
| Hospitalization Insurance Plan Waivers | August 3 – 14, 09 Sept. 21- October 16, 09 | | Sept. 21 – Oct 16, 09 | Sept. 21 – Oct 16, 09 | August 3 – 14, 09 Sept. 21- October 16, 09 | Human Resources/ Comptroller's Office |
| NSSF declaration | Before October 27 | | | | | Registrar's Office |
| Graduate Assistants ⁽⁴⁾ | | Before July 25 | Before Sept. 22 | | | Personnel Office/ Comptroller's Office |
| Dorm residents | June 8 – 26, 09 | | June 15 – July 17, 09 | | June 15 – July 17, 09 | Applications: Student Affairs Office or by mail |
| Drop and Add Period | October 6 – 9 | | | | | Via the INTERNET (AUB-sis) |
| Last date for withdrawal | December 11 | | | | | 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.**

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

| Category | Date | Time |
|---|-------------------------------|------------------|
| New Freshman Students, New Undergraduate coming from abroad, and New Graduate Students, | September 23 – 25, 2009 | To be determined |
| Old Returning, and Cross Registering Students | August 17 - September 4, 2009 | |
| New Undergraduate Students | July 27 – October 2, 2009 | To be determined |

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

Tuesday, May 19, 2009

**Schedule and Time Slots for on-line Course Registration
&
Drop/Add for the Fall Semester 2009-2010**

| Online Course Registration - Phase I - Fall Semester 2009-2010 | | |
|---|---------------------------|---------------|
| Category | Day | Time |
| A | Monday, April 27, 2009 | 08:00 - 23:00 |
| | Tuesday, April 28, 2009 | 08:00 - 23:00 |
| | Wednesday, April 29, 2009 | 08:00 - 23:00 |
| | Thursday, April 30, 2009 | 08:00 - 23:00 |
| A1 | Monday, April 27, 2009 | 12:00 - 23:00 |
| | Tuesday, April 28, 2009 | 08:00 - 23:00 |
| | Wednesday, April 29, 2009 | 08:00 - 23:00 |
| | Thursday, April 30, 2009 | 08:00 - 23:00 |
| B | Tuesday, April 28, 2009 | 08:00 - 23:00 |
| | Wednesday, April 29, 2009 | 08:00 - 23:00 |
| | Thursday, April 30, 2009 | 08:00 - 23:00 |
| B1 | Tuesday, April 28, 2009 | 12:00 - 23:00 |
| | Wednesday, April 29, 2009 | 08:00 - 23:00 |
| | Thursday, April 30, 2009 | 08:00 - 23:00 |

| Online Course Registration - Phase II - Fall Semester 2009-2010 | | |
|--|-------------------------|---------------|
| Category | Day | Time |
| A | Wednesday, July 8, 2009 | 08:00 - 23:00 |
| | Thursday, July 9, 2009 | 08:00 - 23:00 |
| | Friday, July 10, 2009 | 08:00 - 23:00 |
| A1 | Wednesday, July 8, 2009 | 12:00 - 23:00 |
| | Thursday, July 9, 2009 | 08:00 - 23:00 |
| | Friday, July 10, 2009 | 08:00 - 23:00 |
| B | Thursday, July 9, 2009 | 08:00 - 23:00 |
| | Friday, July 10, 2009 | 08:00 - 23:00 |
| B1 | Thursday, July 9, 2009 | 12:00 - 23:00 |
| | Friday, July 10, 2009 | 08:00 - 23:00 |

| Online Course Registration - Phase III - Fall Semester 2009-2010 | | |
|---|--|---------------|
| Category | Day (excluding holidays & weekends) | Time |
| A | Wednesday, August 12 - Friday October 2, 2009 | 08:00 - 23:00 |
| A1 | Wednesday, August 12 - Friday October 2, 2009 | 08:00 - 23:00 |
| B | Wednesday, August 12 - Friday October 2, 2009 | 08:00 - 23:00 |
| B1 | Wednesday, August 12 - Friday October 2, 2009 | 08:00 - 23:00 |

| Online Course Drop & Add - Fall Semester 2009-2010 | | |
|---|----------------------------|---------------|
| Category | Day | Time |
| A | Monday, October 5, 2009 | 08:00 - 23:00 |
| | Tuesday, October 6, 2009 | 08:00 - 23:00 |
| | Wednesday, October 7, 2009 | 08:00 - 23:00 |
| | Thursday, October 8, 2009 | 08:00 - 23:00 |
| | Friday, October 9, 2009 | 08:00 - 23:00 |
| A1 | Monday, October 5, 2009 | 12:00 - 23:00 |
| | Tuesday, October 6, 2009 | 08:00 - 23:00 |
| | Wednesday, October 7, 2009 | 08:00 - 23:00 |
| | Thursday, October 8, 2009 | 08:00 - 23:00 |
| | Friday, October 9, 2009 | 08:00 - 23:00 |
| B | Tuesday, October 6, 2009 | 08:00 - 23:00 |
| | Wednesday, October 7, 2009 | 08:00 - 23:00 |
| | Thursday, October 8, 2009 | 08:00 - 23:00 |
| | Friday, October 9, 2009 | 08:00 - 23:00 |
| B1 | Tuesday, October 6, 2009 | 12:00 - 23:00 |
| | Wednesday, October 7, 2009 | 08:00 - 23:00 |
| | Thursday, October 8, 2009 | 08:00 - 23:00 |
| | Friday, October 9, 2009 | 08:00 - 23:00 |

Categories for Online Course Registration and Drop/Add for all Currently Registered Students for the Fall Semester 2009-2010

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 |
| | | 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 | |